WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

DOVER

Workforce Development and Community Education
100 Campus Drive
Dover, Delaware 19904

Ms. Kristen Yencer
Director, Workforce Development and Community Education
terry-workforcedevelopment@dtcc.edu
(302) 857-1400
8:30 a.m. - 4:30 p.m., Monday - Friday (excluding holidays)

GEORGETOWN

Workforce Development and Community Education
21179 College Drive
Georgetown, Delaware 19947

Dr. Christopher Moody
Director, Workforce Development and Community Education
owens-workforcedevelopment@dtcc.edu
(302) 259-6330
8:30 a.m. - 4:30 p.m., Monday - Friday (excluding holidays)

STANTON

Workforce Development and Community Education
400 Stanton-Christiana Road
Newark, Delaware 19713

Dr. Katherine Lakofsky
Director, Workforce Development and Community Education
sg-workforcedevelopment@dtcc.edu
(302) 454-3956
8:30 a.m. - 4:30 p.m., Monday - Friday (excluding holidays)

WILMINGTON

Workforce Development and Community Education
300 N. Orange St.
Wilmington, Delaware 19801

Ms. Rachel Anderson
Director, Workforce Development and Community Education
sg-workforcedevelopment@dtcc.edu
(302) 830-5204
8:30 a.m. - 4:30 p.m., Monday - Friday (excluding holidays)
Fellow Delawareans,

Thank you for the confidence and trust you have in Delaware Technical Community College to meet your continuing education needs. Our Delaware Tech team has worked diligently to provide training options that will help you meet your goals, and for the first time, we are presenting all of our collegewide program offerings in one catalog.

We are here to support you, whether you are looking for a short-term certification program that supports your career objectives or a personal enrichment course to enhance your personal growth.

While the global health crisis has brought with it new challenges and uncertainty, our students have demonstrated resilience, determination, flexibility, and patience. Even during these difficult times, we are committed to serving you with the very highest standards of quality, value, and service.

Thank you for choosing Delaware Tech.

Sincerely,

Mark T. Brainard
President

Our Mission

The Workforce Development and Community Education Division of the College provides lifelong learning opportunities for personal and professional growth for a diverse population through quality education and training programs. In addition, the Division supports economic development efforts by designing and delivering training programs that address the specific needs of local businesses and industries.

Dr. Paul T. Morris, Jr.
Associate Vice President, Workforce Development and Community Education

Table of Contents

Build Your Professional Skills
Childcare................................................. 4
Drones.......................................................... 5
Healthcare.................................................. 6
Hospitality.................................................. 11
Information Technology............................. 12
IT Academies.............................................. 14
Languages.................................................... 14
Professional Careers and Certifications........... 16
Real Estate.................................................... 19
Social Media............................................... 20
Ed2Go.......................................................... 21
Protrain......................................................... 22

Learn Something New
Adult Basic Education/
GED® Test Preparation Classes................. 23
English as a Second Language.................. 24
Defensive Driving........................................ 24
Family.......................................................... 25
Fitness......................................................... 25
Money Matters............................................. 26
Photography............................................... 27
Youth.......................................................... 27

Like to Work with Your Hands?
Environmental........................................... 28
Technical Training........................................ 40
Customized Technical Training.................... 51

Holiday Calendar
(College closed on these days)
Christmas/New Year Holiday
Saturday - Sunday, 12/19/20-1/3/21
Martin Luther King, Jr. Day
Monday, 1/18/21
Good Friday
Friday, 4/2/21
Memorial Day
Saturday - Monday, 5/29-5/31/21

Abbreviation Legend
M - Monday
T - Tuesday
W - Wednesday
R - Thursday
F - Friday
S - Saturday
Su - Sunday

Information presented in this bulletin is complete and accurate at the time of printing.
Childcare

Training for Early Care and Education I WIOA
Curriculum introduces the core competencies needed in the field of early care and education. Students will develop essential knowledge, skills, and aptitudes that can enhance young children’s development in early education settings. This course is approved through the Division of Childcare Licensing in Delaware and the hours can be applied toward licensure. Division of Childcare Licensing requires a high school diploma or GED in order to register.

66 hours, 6.6 CEUs, Fee $249

1EYD 334 4B1: 1/26 – 4/8, TR, 6:30 - 9:30 p.m., Online (Wilmington)
1EYD 334 4B1: 5/18 – 8/4, TR, 6:30 - 9:30 p.m., Online (Wilmington)
Training for Early Care and Education II WIOA

The Advanced Core Curriculum (Level II) has 12 modules with an additional 66 hours of child care training. Each training module has specific objectives which describe essential knowledge and skills within each topic area. This course is approved through the Division of Childcare Licensing in Delaware and hours earned can be applied towards licensure. Division of Child Care Licensing requires a high school diploma or GED in order to register. Prerequisite: WYL 401

66 hours, 6.6 CEUs, Fee $249

1EYD 335 4B1: 1/25 – 4/7, MW, 6:30 - 9:30 p.m., Online (Wilmington)
1EYD 335 4B1: 5/17 – 8/4, MW, 6:30 - 9:30 p.m., Online (Wilmington)

Drones

Foundations of Flight

This course is an overview of professional drone operations. Topics covered in this course include operating systems on different consumer and commercial aircraft, introduction to standard operating procedures for conducting drone flights, and drone mapping/modeling. You will be introduced to the information in the Federal Aviation Administration (FAA) Code of Federal Regulations (CFR) 14 Part 107 Remote Pilot Certificate with a small Unmanned Aircraft Systems (sUAS). This course will prepare you to take the Airman Knowledge test to become a commercial drone operator.

18 hrs, 1.8 CEUs, Fee $199

1EYF 240 2V1: 2/4-3/11, R, 6 - 9 p.m., Online (Georgetown)

Looking for a career change? You can be part of a health care system in only 3-5 months!

Delaware Tech offers the training to make your healthcare career a reality.

Highlights include:
• Average length of program is three months
• Most programs have a hybrid (online and in-person) component so you can work from the convenience of your home
• Friendly and supportive instructors who are experts in their field
• Modern state-of-the-art classrooms and labs
• Tuition is all-inclusive – no additional fees or costs!
• Classes prepare you for each industry-specific certification

Online Healthcare Information Sessions: 1 hour, FREE

Attend an information session to learn about the wide variety of health care certificate training programs we have to offer, information about course content, and funding options! Attendance at one session and placement testing is required prior to admission into a health care certificate training program.

1ENK 200 : 1/5, T, noon - 1 p.m.
1ENK 200 : 1/5, T, 5 - 6 p.m.
1ENK 200 : 2/2, T, noon - 1 p.m.
1ENK 200: 2/2, T, 5 - 6 p.m.
1ENK 200: 3/2 T, noon - 1 p.m.
1ENK 200: 3/2, T, 5 - 6 p.m.
1ENK 200: 4/6 T, noon - 1 p.m.
1ENK 200: 4/6, T, 5 - 6 p.m.
1ENK 200: 5/4, T, noon - 1 p.m.
1ENK 200: 5/4, T, 5 - 6 p.m.
1ENK 200: 5/18, T, 5 - 6 p.m.
1ENK 200: 6/1, T, noon - 1 p.m.
1ENK 200: 6/1, T, 5 - 6 p.m.

To register, visit dtcc.edu/continuing-education/workforce-training
Healthcare

Certified EKG Technician WIOA
This course will teach students how to perform 3, 5 and 12 lead EKGs. Students will learn rhythm interpretation and to recognize and troubleshoot artifacts. Upon completion of the course you will be eligible for national certification as an EKG technician. Tuition includes textbook, exam fees, materials, BLS certification, and background check/drug screening. Prerequisite: Attendance at an information session. Internship/clinical experience included (hours may vary from course schedule).

100 hrs, 10 CEUs, Fee $2,395
1EYK 801 2H1: 4/5-6/16, MW, 2 - 5 p.m., Georgetown, Hybrid
1WYK 006 630: 3/9-5/20, TR, 5:30 p.m. - 10 p.m., Dover, Hybrid
1WYK 006 631: 6/14-8/25, MW, 5:30 p.m. - 10 p.m., Dover, Hybrid

Certified Clinical Medical Administrative Assistant WIOA
This course is for someone who is interested in becoming a busy healthcare professional. This program will provide training to prepare students with skills to handle all aspects of the medical office setting from the front office in-patient intake and scheduling to assist the doctor by taking vitals and drawing blood for prescribed tests. In this course, you will learn how to perform administrative duties, as well as clinical and non-clinical duties. Classes are taught through in-person and online lecture, student laboratories, and clinical experiences. Upon successful completion of this course, you will be able to sit for the Certified Medical Administrative Assistant (CCMA) and the Certified Clinical Medical Assistant (CMAAC) national exams. Tuition includes textbook, exam fee, BLS certification, supplies, and criminal background/drug screening. Prerequisite: Attendance at an information session. Internship/clinical experience included (hours may vary from course schedule).

480 hrs, 48 CEUs, Fee $4,495
1EYK 213 2H1: 3/16-8/31, TR, 9 a.m. - 3:30 p.m., Georgetown, Hybrid
1WYK 062 4B1: 4/5-8/26, MTWR, 1 – 4 p.m., Wilmington, Hybrid
1WYK 010 630: 4/5-8/10, MTW, 5 - 10 p.m., Dover, Hybrid

Certified Hemodialysis Technician
This program is designed for those working in or desiring employment as a hemodialysis technician in the healthcare field. Students will study the basic requirements for patient care, renal anatomy and physiology, treatment procedures and processes, water treatment, dialyzer reprocessing, ethics and laws governing medical care, and the effect of nutrition and medication on the patient. Students will also be exposed to the equipment and environment used for renal dialysis. Students must have a high school diploma or equivalent. Upon completion of the program, students will be eligible to sit for the Certified Clinical Hemodialysis Technician (CCHT) exam through the Nephrology Nursing Certification Commission (NNCC). This program includes 200 hours of classroom lecture and a potential clinical internship opportunity at a local healthcare provider. Students must qualify for an internship. Tuition includes textbook, scrubs, background check, drug screen, certification exam, supplies, and internship/clinical lab experience. Prerequisite: CNA certification or experience preferred.

200 hours, 20 CEUs, Fee $2,595
1CYK 614 5W1: 4/13-7/22, TWR, 5 – 10 p.m., Stanton, Hybrid
1WYK 030 601: 6/1-8/5, MTWR, 9 a.m. - 1 p.m., Dover, Hybrid

Community Health Worker
This 250-hour course is designed to prepare students to work as frontline public health workers who are trusted members of the community served. The Community Health Worker serves as a liaison between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery. The course consists of 210 hours of lecture and 40 hours of an internship experience.

For more information, call (302) 857-1500.
Certified Nursing Assistant Certificate Program  WIOA

Learn how to safely perform basic nursing skills under the supervision of a licensed nurse in a healthcare facility. Communication, observation, and documentation skills are incorporated to aid in meeting the psychological, physical, and environmental needs of the patient. Following successful completion of this course, you will be qualified to take the Delaware Nurse Aid Competency Exam for certification. Tuition includes textbook, exam fee, supplies, BLS certification, and criminal background/drug screening. Prerequisite: Attendance at an information session. Internship/clinical experience included (hours may vary from course schedule).

180 hrs, 18 CEUs, Fee $2,595

1EYK 200 2H1: 4/6-6/17, TWR, 4 - 9 p.m., Georgetown, Hybrid
1EYK 200 2H2: 4/5-6/21, MWF, 8 a.m. - 1 p.m., Georgetown, Hybrid
1EYK 200 2H1: 7/6-9/16, TWR, 4 - 9 p.m., Georgetown, Hybrid
1EYK 603 4B1: 2/8-4/29, MTWR, 8:30 a.m. - 12:30 p.m., Wilmington, Hybrid
1EYK 603 4B1: 2/8-5/13, MTWR, 6 - 10 p.m., Wilmington, Hybrid
1EYK 603 4B1: 5/3-7/22, MTWR, 8:30 a.m. - 12:30 p.m., Wilmington, Hybrid
1EYK 603 4B1: 5/3-8/5, MTWR, 6 - 10 p.m., Wilmington, Hybrid
1WYK 002 630: 4/19-5/27, TWR, 5 - 10 p.m., Dover, Hybrid
1WYK 002 601: 4/19-5/27, TWR, 1 - 6 p.m., Dover, Hybrid
1EYK 603 5H1: 6/14-8/11, MW, 5 - 10 p.m., Stanton, Hybrid

Certified Phlebotomy Technician  WIOA

This course is certified by the American Society of Phlebotomy Technicians (ASPT). Students are trained to perform a variety of blood collection methods using proper techniques and precautions. Classes are taught through in-person and online lecture, student laboratory, and clinical experiences. ASPT certification exam will be administered at the conclusion of the program. Tuition includes textbook, exam fee, supplies, BLS certification, and criminal background/drug screening. Prerequisite: Attendance at an information session. Internship/clinical experience included (hours may vary from course schedule).

200 hrs, 20 CEUs, Fee $2,995

1EYK 214 2H1: 4/5-7/12, MW, 8 a.m. - 1 p.m., Georgetown, Hybrid
1EYK 214 2H2: 4/6-7/8, TR, 4 - 9 p.m., Georgetown, Hybrid
1EYK 601 4B1: 4/5-7/2, MTWRF, 1:30 - 4:30 p.m., Wilmington, Hybrid
1EYK 601 4B1: 4/5-7/2, MTWR, 5 - 8 p.m., Wilmington, Hybrid
1EYK 601 4B1: 5/24-8/27, MTWRF, 1:30 - 4:30 p.m., Wilmington, Hybrid
1WYK 005 630: 6/7-9/1, MW, 5 - 10 p.m., Dover, Hybrid
Dental Assistant WIOA
Dental assistants greatly increase the efficiency of the dentist in the delivery of quality oral health care and are valuable members of the dental care team. If you have strong communication skills, enjoy working with your hands as well as your mind, and want a career with responsibility, dental assistant is for you. Classes are taught through in-person and online lecture, student laboratory, and internship experience. Upon successful completion of the DANB Radiation Health and Safety (RHS) exam, you will achieve the Delaware State Radiology Certification. All textbooks, certification exam, uniforms and BLS certification included. Prerequisite: Attendance at an Information Session. Internship/clinical experience included (hours may vary from course schedule).

200 hrs, 20 CEUs, Fee $3,995
1EYK 581 2H1: 4/19-9/29, MW, 5:30 - 8:30 p.m., Georgetown, Hybrid *No class on 5/31
*Saturday Class held at La Red – dates to be finalized

1EYK 606 4B1 : 2/9 – 6/4, TW, 6 - 9 p.m., F, 8:30 a.m. - 4:30 p.m., Wilmington, Hybrid
1EYK 606 4B1: 5/25 – 9/17, TW, 6 p.m. - 9 p.m., F, 8:30 a.m. - 4:30 p.m., Wilmington, Hybrid

Emergency Medical Technician – Basic Certification Course
The EMT-Basic Certificate Course represents the first response of the emergency medical system. Be prepared to care for patients at the scene of an accident and transport patients by ambulance to the hospital under the direction of more highly trained medical personnel. Learn basic emergency skills to assess a patient’s condition and manage respiratory, cardiac, and trauma emergencies. This course combines 100 hours of online training, and 74 hours of classroom instruction that includes hands-on learning. Participants will be required to schedule an ambulance ride-along outside of regular class hours. This course is approved by the State of Delaware Office of Emergency Medical Services and the National Registry of Emergency Medical Technicians. No class on 4/3. Prerequisite: Attendance at an information session. Internship/clinical experience included (hours may vary from course schedule). Class will be held in Dover on the weekends.

172 hrs, 17.2 CEUs, Fee $1,494
1EYK 585 2H1: 3/13-5/15, S, 8 a.m. - 3:30 p.m., 5/16, Su, 8 a.m. - 3:30 p.m., Dover, Hybrid

Home Health Aide
Home health and personal care aides help elderly, disabled, and ill persons in their own homes instead of being in a healthcare facility. Most aides work with elderly or disabled clients who need more extensive care than family or friends can provide. This program focuses on anatomy, stages of human development, preventing the spread of infectious disease, special client needs, transfers and ambulation, safety and body mechanics, maternal and infant care, and much more. Tuition cost includes textbook, supplies, and CPR certification. Internship/clinical experience included (hours may vary from course schedule). Prerequisite: Attendance at an information session.

80 hrs, 8 CEUs, Fee $925
EYK 551 2H1: 4/6-5/11, TWR, 4 - 9 p.m., Georgetown, Hybrid

Polysomnographer (Sleep) Technician Certificate
This program prepares you to work as a trainee with sleep technologists in the performance of diagnostic sleep studies that are required for the evaluation and treatment of sleep disorders. Sleep recordings are made during the patient’s usual sleep hours; techs may work during the night usually in 10-12 hour shifts. This program was developed in accordance with the American Academy of Sleep Medicine (AASM) and with the Board of Registered Polysomnographic Technologists (BRPT). Together with the recommended work experience and completion of the 14 AASM A-STEP self-study modules, this course will prepare you to sit for the Registered Polysomnographic Technician (CPSGT) exam. Tuition includes textbooks and BLS certification. Prerequisite: Attendance at an information session. Please note: The course is an online format but includes three 10-hour sessions of overnight clinical experience.

120 hrs, 12 CEUs, Fee $3,545
1EYK 202 2H1: 2/8-5/10, MW, 5:30 - 9:30 p.m., Online (Georgetown)
Polysomnography CPSGT Review Course

This 15-hour online course is aimed at providing the A-STEP graduate the foundation of knowledge to be well-prepared to take the exam. Upon passing the exam the graduate will have the credential to apply for polysomnography positions in Delaware, Maryland, Pennsylvania, and New Jersey.

15 Hours, 1.5 CEUs, Fee $350

1EYK 605 4B1: Self-paced, Online (Wilmington)

Medical Coding Specialist WIOA

This 410-hour course will prepare students to perform all of the duties required by an out-patient coder, as well as prepare students for the National Certification exam. Students will be introduced to anatomy/terminology, physiology, pharmacology, ICD, CPT, HCPCS, as well as major nationwide medical insurance programs. Upon successful completion of the course, students will sit for the Certified Coding Specialist-Physician based (CCS-P) Examination as well as a one year student membership to AHIMA. Prerequisite: Attendance at an information session.

410 Hours, 41 CEUs, Fee $5,495

1EYC 609 4B1: 3/19-9/3, MTWR, 5:30 - 10 p.m., Online (Wilmington)

Certified Pharmacy Technician WIOA

Students will be trained to perform the duties of a pharmacy technician in both retail and hospital settings. Program elements include pharmacy theory and lab, including pharmacy fundamentals, math, physiology, records and inventory, and HIPAA regulations and compliance. Program includes two 25-hour internship rotations, one in a hospital and one in a retail setting. Tuition includes books, uniform, certification exam, and drug screening. Upon completion, students will be scheduled for the PTCB (Pharmacy Technician Certification Board) exam. Prerequisite: Attendance at an information session. *Internship/clinical experience included (hours may vary from course schedule).

250 Hours, 25 CEUs, Fee $3,295

EYK 607 4B1: 4/12-7/23, MTWR, 9 a.m. - 2 p.m., Wilmington, Hybrid
CMA Review Course
Want to be ready to take the certified medical assistant exam and refresh your skills? This online course provides review of 25 units of course material. You will also experience an eight-hour clinical review to ensure you are ready for the exam. Text materials included. Clinical hours TBD.
24 hrs, 2.4 CEUs, Fee $575
1EYK 621 4B1: Online (Wilmington)

Certified Central Service Technician Training (Sterile Processing) WIOA
This program is designed for those working in or desiring employment in central service. The central service technician is responsible for the procurement of surgical supplies and equipment. Central service technicians provide support to all patient care services in healthcare facilities. They are responsible for decontaminating, cleaning, processing, assembling, sterilizing, storing, and distributing the medical devices and supplies needed in patient care, especially during surgery. Students will study theories on disinfection, cleaning, and decontamination; infection prevention and control; sterilization processes; regulations and standards; safety; inventory management; and professional communication. Upon completion of the program and 400 internship hours, students will be eligible to sit for the Certified Registered Central Service Technician (CRCST) exam through the International Association of Healthcare Central Service Materiel Management (IAHCSMM). Tuition includes textbook, background check, drug screen, certification exam, supplies, and internship/clinical lab experience. Prerequisite: Attendance at an information session. *Internship/clinical experience included (hours may vary from course schedule).
200 hours, 20 CEUs, Fee $2,995
WNK 029 630: 2/2-6/22 TR, 5 - 10 p.m., Dover, Hybrid
Do you need to renew or maintain your nursing license?  
Have you been out of practice or want to return to a clinical setting?

This Nurse Refresher Series fulfills the Delaware Board of Nursing (DBON) requirements for nurses returning to active practice. For complete program requirements, call (302) 830-5204.

**RN Refresher Classroom Theory**

The Nursing Refresher course covers key concepts surrounding core competencies in the practice of nursing today. Areas include pharmacology, care planning, and current trends in health care. This course presents theory and incorporates it into clinical hands-on experiences. Immunizations and CPR-BLS card are required. Text materials included.

40 hrs, 4 CEUs, Fee $1,049  
**EYK 609 4B1: 1/25 – 5/10, M, 6 - 9 p.m., Wilmington, Hybrid**

**Clinical**

This course is the secondary requirement for recertification of the RN degree. You will complete 80 clinical hours on weekends at locations TBA. Clinical schedule TBD. First class meets at the Stanton campus for orientation and schedule distribution. Immunizations and CPR-BLS certification must be current. Criminal background check and drug screening are required for this course. We now provide access to these services at a cost of $30 for a criminal background check and $50 for a drug screening.

80 hrs, 8 CEUs, Fee $1,049  
**EYK 617 4B1: 3/13 – 5/15, S, 7 a.m. - 3:30 p.m., Wilmington, Hybrid**

**Accelerated RN Refresher Program**

This course is designed to provide the theory and clinical requirements to apply for recertification of the RN degree. The 40 hours of theory and 80 hours of clinical are combined in a three week period. All textbooks and materials are included. Immunizations and CPR-BLS certification required.

*Criminal background check and drug screening are required for this course. We now provide access to these services at a cost of $30 for a criminal background check and $50 for a drug screening.

126 Hours, 12.6 CEUs Fee $2,098  
**EYK 602 520: 7/12-8/13, MTWR, 8:30 a.m. - 2:30 p.m., Stanton, Hybrid**

**Hospitality**

**ServSafe Food Safety Program for Managers**

Delaware law requires the Person-in-Charge (PIC) to demonstrate food safety knowledge in order to comply with the food code. The ServSafe® Food Protection Manager Certification meets that requirement. There must be someone with this certification present at all times at a facility. The ServSafe Food Safety Program for Managers provides food safety training, exams, and educational materials to foodservice managers. Earn the ServSafe Food Protection Manager Certification, accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP). Learn to implement essential food safety practices and create a culture of food safety.

Program includes the latest FDA Food Code, food safety research, and years of food sanitation training experience. Textbook and exam included.

8 hrs, 0.8 CEUs, Fee $199  
**EYD 015 607: 2/15 & 2/22, M, 4 - 8 p.m., Dover**  
**EYD 015 606: 5/3 & 5/10, M, 4 - 8 p.m., Dover**
Do you want to know more about the IT courses we offer? Are you uncertain about which technical course fits your needs and your knowledge level?

Use our rating chart below to help you select the appropriate type and level computer course to meet your needs.

- Little or no computer/internet experience.
- Limited keyboarding, computer, or internet experience and knowledge of Windows or a yellow level course.
- Keyboarding skills and experience with specific software and Windows 7 or higher, or equivalent skills and completion of an orange level course. Intermediate knowledge or higher of Microsoft Office applications and comfortable with navigating online.
- Working knowledge of specific software and Windows 7 or higher file management skills, or completion of a red level course. Thorough knowledge of computer applications, navigating online, and learns new technical processes with ease.

**Information Technology**

**Computer Skills for the Workplace**

Are you struggling at work to keep up with the increased variety of virtual skills needed to do your job? Are you looking to get back into the workforce but need to upskill to become a more qualified candidate? This course will introduce you to several well-known workplace software applications including: Microsoft Suite, email, Adobe Pro, Zoom, and many others. Basic computer skills are a requirement for this class. For technology requirements, call (302) 259-6330.

14 hrs, 1.4 CEUs, Fee $139

**Comp TIA A+ WOA**

Comp TIA A+ is the most essential IT certification for establishing an IT career. If you’re new to the IT industry, this will help you put your best foot forward. If you’re already an IT professional, the Comp TIA A+ certification validates your skills and can boost your career. Students will build a desktop computer during this course as part of their hardware and software certification training. Upon completion of this course, each student will be able to take their individual computer home (monitor not included). This course is designed to fully prepare you to sit for the CompTIA A+ certification exam. Textbook and computer equipment included; exam fee is not included.

84 hrs, 8.4 CEUs, Fee $1,795

**Professional Development**

- Little or no computer/internet experience.
- Limited keyboarding, computer, or internet experience and knowledge of Windows or a yellow level course.
- Keyboarding skills and experience with specific software and Windows 7 or higher, or equivalent skills and completion of an orange level course. Intermediate knowledge or higher of Microsoft Office applications and comfortable with navigating online.
- Working knowledge of specific software and Windows 7 or higher file management skills, or completion of a red level course. Thorough knowledge of computer applications, navigating online, and learns new technical processes with ease.
Comp TIA Network+ WIOA

Comp TIA Network+ is a vendor neutral networking certification that is trusted around the world. It validates the essential knowledge and skills needed to confidently design, configure, manage, and troubleshoot any wired and wireless networks. CompTIA Network+ certified individuals are in-demand worldwide. Network+ is a certification that verifies the certified individual has the skills and knowledge needed to take on a pivotal role in building, managing, and protecting the critical asset that is the data network. Recommended as a first professional-level certification, Network+ can prepare you for jobs as a network administrator, technician, or installer. This certification course will fully prepare you to sit for the CompTIA Network+ Certification exam. Exam fee is not included.

84 hrs, 8.4 CEUs, Fee $995

1EYF 223 2V1: 2/2-5/6, TR, 6 - 9 p.m., Online (Georgetown)

CyberSAFE

This course is designed to prepare students for the Certified CyberSAFE credential. This enables employees of any organization to use technology more securely to minimize digital risks, and assists them in becoming good stewards of their organizations’ data. Students will identify many of the risks involved with daily technology use and how to protect themselves and their organization.

3.5 hrs, 0.3 CEUs, Fee $35

1EYF 832 2V1: 3/6, S, 9 a.m. - 12:30 p.m., Online (Georgetown)

Microsoft Excel Basics and Introduction to Windows 10

This course is for students who need to learn Microsoft Excel for their working environment or their own interests. The course will overview Windows 10 as well as cover Excel basics including: starting Microsoft Excel 2019, performing calculations, modifying worksheets, and printing and managing workbooks. Textbook included in tuition and will be available the first night of class. Prerequisite: Must have computer basics and word processing skills before taking this course.

12 hrs, 1.2 CEUs, Fee $169

1EYF 231 2V1: 4/5-4/8, MTWR, 6 - 9 p.m., Online (Georgetown)

Microsoft Excel Level II

This course builds upon Microsoft Excel Basics and will help you create more advanced workbooks and worksheets. It will enhance your understanding of how to analyze data and extract information. The course covers the following topics: customizing the excel environment, creating formulas, analyzing data by using functions and conditional formatting, organizing and analyzing datasets and tables, visualizing data by using basic charts, analyzing data by using pivot tables, slicers, and pivot charts. Textbook included in tuition and will be available the first night of class. Prerequisite: Students must have knowledge of excel basics and computer and word processing skills before taking this course.

12 hrs, 1.2 CEUs, Fee $169

1EYF 833 2V1: 3/30-4/6, T, 6 - 8 p.m., Online (Georgetown)

Troubleshooting Your PC

Are you having computer trouble working from home and want to learn some common and simple fixes to computer issues? Do you want to clean and update an old computer to utilize it for Zoom or online shopping while social distancing from home? This class will teach you how to solve wireless connection issues, show you how to perform a general clean up, as well as deal with viruses and malware. Basic computer skills are required for this class.

4 hrs, 0.4 CEUs, Fee $39

1EYF 826 2V1: 4/19-4/22, MTWR, 6 - 9 p.m., Online (Georgetown)

REGISTER EARLY!

Our classes are scheduled on demand. We recommend registering at least one week before the start of the class to secure your enrollment.

Register for your class today!

Search classes and register online at go.dtcc.edu/workforcedevelopment
IT Academies

Do you want to expand your career in IT?

You may be eligible for FREE training.

Whether you’re just getting started or you’re well into your IT career, Delaware Tech has the IT training you need to prepare for your dream job in networking, information security, programming, and database management and development. Delaware Tech is offering programs for the beginner, intermediate, and advanced student. Employers tell us they are seeking IT professionals with nationally-recognized certifications in these areas, and thanks to the America’s Promise Job-Driven Grant Program, all of the programs highlighted in green are FREE for those who meet eligibility requirements! Attend an information session to learn more about these career pathways and how you might be eligible for free training! Anyone interested in the free IT academies must attend an information session. To register for an information session, visit dtcc.edu/continuing-education/it-academies.

Courses Offered (100% online format):
- JAVA Programming
- CCNA (Cisco Certified Network Associate)
- Oracle Certified Associate

*This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.

Languages

French I
Learn basic vocabulary, phrases, and sentence structure while exploring French culture and travel. This beginner’s course is also for those who need to refresh their French. Textbook is required and not included in course fees.

16 hrs, 1.6 CEUs, Fee $139
1EYH 605 5V1: 1/12-3/2, T, 6:30 p.m. - 8:30 p.m., Online (Stanton)

French II
This course is a continuation of building French language skills. Extend your knowledge of basic French, by improving vocabulary, phrases, and sentence structure while exploring French culture. Textbook is required and not included in course fees.

16 hrs, 1.6 CEUs, Fee $139 + Text
1EYH 610 5V1: 3/16-5/4, T, 6:30 - 8:30 p.m., Online (Stanton)

Italian I
This course will introduce you to the beauty of the Italian language and culture. Emphasis is on basic vocabulary and phrases. Cultural awareness is built into each lesson. Textbook is required and not included in course fees.

16 hrs, 1.6 CEUs, Fee $139
1EYH 612 5V1: 1/13-3/3, W, 6:30 - 8:30 p.m., Online (Stanton)

Sign Language I
Did you know that American Sign Language (ASL) is the third most frequently used language in America? This course will focus on learning “basic survival” conversational ASL. Learn the manual alphabet, numbers, colors, and over 400 signs in ASL. Discuss deaf culture, cultural norms, and etiquette introducing oneself using ASL. By the end of this course, you will be able to utilize basic ASL to communicate with people who are deaf. Textbook is required and not included in course fees.

16 hrs, 1.6 CEUs, Fee $139
1EYD 544 2V1: 2/2-2/25, TR, 5 - 7 p.m., Online (Georgetown)
**Sign Language II**

Students with knowledge of the manual alphabet, clothing, colors, emotions, family, hobbies, and numbers will improve their expressive and receptive skills while working on a variety of sentence types in American Sign Language. Textbook is required and not included in course fees.

16 hrs, 1.6 CEUs, Fee $139

1EYD 246 2V1: 3/2-3/25, TR, 5 - 7 p.m., Online (Georgetown)

---

**Spanish I**

Learn practical conversational skills to communicate effectively at your work or in other situations. Basic grammar, vocabulary, and common phrases covered. You will be expected to participate and practice speaking Spanish in class. Textbook is required and not included in course fees.

16 hrs, 1.6 CEUs, Fee $139

1EYD 271 2V1: 1/20-3/10, W, 5:30 - 7:30 p.m., Online (Georgetown)

---

**Spanish II**

Increase knowledge of Spanish. Continue to focus on improving vocabulary for use in day-to-day situations and develop verbal ability. Textbook is required and not included in course fees.

16 hrs, 1.6 CEUs, Fee $139

1EYD 272 2V1: 3/17-5/5, W, 5:30 - 7:30 p.m., Online (Georgetown)

---

**Spanish III**

Continue to build on knowledge of Spanish. Focus on improving vocabulary for use in day-to-day situations and develop verbal ability. Textbook is required and not included in course fees.

16 hrs, 1.6 CEUs, Fee $139

1EYD 291 2V1: 5/12-6/30, W, 5:30 - 7:30 p.m., Online (Georgetown)

---

**Attention Professionals**

Become a part of our highly respected team and share your knowledge with others. If you are interested in teaching any of our courses please contact:

- **Kristen Yencer**: (302) 857-1400 (Dover)
- **Christopher Moody**: (302) 259-6330 (Georgetown)
- **Katherine Lakofsky**: (302) 454-3956 (Stanton)
- **Rachel Anderson**: (302) 830-5204 (Wilmington)
Professional Careers and Certifications

Bookkeeper Certification Course
Are you good with details and numbers? This certificate program is designed for people to learn the skills needed to be an entry level bookkeeper. Learn general ledger entry and preparation and reconciliation of financial statement. Review common computer programs, and be prepared to take the National Bookkeeper exam on the last day of class. Tuition includes the exam fee. Textbook is required and not included in course fees.

36 hrs, 3.6 CEUs, Fee $599
1EYD 212 2V1: 2/4-4/22, R, 5:30 - 8:30 p.m., Online (Georgetown)

COVID Career Workshop
Improve your virtual interviewing skills and learn what employers are looking for on your resume. Get tips on how to job search online and receive a resume review from an experienced career consultant.

4 hrs, 0.4 CEUs, Fee $39
1EYD 825 2V1: 3/2-3/9, T, 6 - 8 p.m., Online (Georgetown)

Customer Service Survival during COVID
Has your workplace changed recently? Are you faced with new challenges when it comes to your people, your processes, and your customers? This course will help you to develop effective strategies to stand out with your customers, improve your interpersonal relationship skills, and make better mission critical decisions during these uncertain times.

4 hrs, 0.4 CEUs, Fee $39
1EYD 823 2V1: 3/10-3/17, W, 7 - 9 p.m., Online (Georgetown)
Getting Paid to Talk
Have you ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, there are many voice-over opportunities. This class, run in conjunction with the Voice Coaches Company, will introduce you to the growing field of voice-over. This class will discuss industry pros and cons and play samples from working voice professionals. In addition, you’ll have an opportunity to record a short professional script under the direction of the instructor. This class is fun, realistic, and a great first step for anyone interested in the voice-over field.

2.5 hrs, Fee $39
1ENC 750 5V1: 1/26, T, 6:30 - 9 p.m., Online (Stanton)
1ENC 750 5V1: 5/18, T, 6:30 - 9 p.m., Online (Stanton)

Introduction to Online Marketing and Design for Entrepreneurs
Whether you are just starting your business or needed to downsize your staff, learning how to effectively market is essential to your success. This course will provide an overview of the basics of graphics, website design, improvement, and security. You will also learn how to effectively market through email and blogging.

24 hrs, 2.4 CEUs, Fee $249
1EYC 244 2V1: 2/16-3/11, TR, 6 - 9 p.m., Online (Georgetown)

Online Retail Business 101
Think you have what it takes to start an online retail business? Have you dabbled in fashion and dreamed of an online boutique, but you just do not know what to do next? This 6-hour course will cover fashion techniques such as body shape, colors, and fabrications and sales techniques that are critical to capture and create loyal customers. It will also cover the basic, yet necessary, business practices vital to any online retail business.

6 hrs, 0.6 CEUs, Fee $75
1EYC 243 2V1: MW, 5/10-5/17, 6 - 8 p.m., Online (Georgetown)

Quickbooks Pro Basics
This course provides you with a basic foundation of understanding and using QuickBooks desktop version 2019. Upon successful completion of this course, you will be able to set up a company, work with lists, set up inventory, sell your product, invoice for service, process payments, work with bank accounts, enter and pay bills, and use the Easy Step interview. Textbook included in tuition and will be available the first night of class.
Prerequisite: You must have computer basics and word processing skills before taking this course.

12 hrs, 1.2 CEUs, Fee $189
1EYF 521 2V1: MTWR, 5/3-5/6, 6 - 9 p.m., Online (Georgetown)

Fundamentals of Virtual Leadership
Effective communication is critical to a team’s success and to your success as a manager, especially when members no longer share the same physical workspace. This course will help those in leadership roles excel with collaborations by learning best practices for leading virtual teams and projects.

4 hrs, 0.4 CEUs, Fee $39
1EYD 822 2V1: 3/24-3/31, W, 7 - 9 p.m., Online (Georgetown)

QuickBooks Certification Course
In this certification course, students will enhance their professional skills by learning QuickBooks online version. Upon successful completion of this course, you will be able to set up a company’s inventory and ledger; setup payroll and processing; invoice for services, credit card purchases, and reconciliations; process payments; work with bank reconciliations; enter and pay bills; and create monthly financial report packaging including balance sheets and income statement monthly financial reports. Be prepared to take the national QuickBooks exam on the last night of class. Textbook and exam fee included in tuition.

36 hrs, 3.6 CEUs, Fee $649
1EYF 245 2V1: 2/16-5/4, T, 6 - 9 p.m., Online (Georgetown)
Resume and Job Search Skills
What will make you stand out in the current job market? Update your resume and learn best tips for job searching in this challenging job market. Employers often receive hundreds of resumes; learn how to write a proper resume to help you stand out. Find out what employers are looking for and ways to promote yourself to help you get the job.
3 hrs, 0.3 CEUs, Fee $39
1ENC 744 5V3: 1/11, M, 6 - 9 p.m., Online (Stanton)

Workplace Survival Skills
Attitude, communication, and human relations are the keys to surviving in today’s challenging, competitive, and uncertain workplace. It is essential for employees to communicate in a professional manner, maturely deal with conflict, and behave in a fair and ethical manner. Gain essential professional skills in the workplace and help yourself move up the career ladder. Modules include: workplace goal setting, ethics and your career, time management, conflict management, and interpersonal skills at work. This is an online course but the last class will meet in person.
10 hrs, 1 CEUs, Fee $99
1EYD 809 2V1: 3/16-4/13, T, 6 p.m. - 8 p.m., Georgetown, Hybrid

Virtual Public Speaking 101
Do you struggle with leading virtual meetings and keeping your team focused and motivated via Zoom? Learn and practice techniques, skills, and strategies on how to effectively present in a virtual platform. Discover the differences between in-person and virtual non-verbal communication and how it affects your approach to presenting online.
6 hrs, 0.6 CEUs, Fee $75
1EYD 824 2V1: 4/6-4/20, T, 6 - 8 p.m., Online (Georgetown)

Grant Writing
Learn how to develop successful grant proposals that present persuasive reasoning for awarding a grant to your organization. Topics discussed will be how to identify potential funding sources, how to read and understand proposal guidelines and requests for proposals (RFP), components of an application, strategies for developing a proposal, writing objectives, preparation and justification of budgets, cost-sharing and sub-contracts, procedures for grants submission and grants start-up, and the grant review process.
12.5 hrs, 1.25 CEUs Fee $249
1END 006 6V3: 3/16 – 4/13, T, 6:30 - 9 p.m., Online (Dover)

Managing Your Grant Award
Congratulations! You successfully completed the application process and have been awarded funding. Now it’s time to accept and successfully manage your grant which includes: managing the work of the grant, monitoring the time and effort devoted by grant personnel, keeping organized records of paperwork for audit purposes or in case of questions, preparing reports, monitoring the project budget, and tracking expenditures.
2.5 hrs, 0.25 CEUs, Fee $49
1ENC 012 6V3: 4/27, T, 6:30 - 9 p.m., Online (Dover)

Creative Marketing
Need business cards, a logo, or website? Thinking of starting a creative marketing material business? This class is for you! This marketing class is an interactive, fun approach to designing, tailoring, and creating marketing tools with you and/or your customer in mind.
12 hrs, 1.2 CEUs, Fee $199
1ENC 007 6V3: 2/3 - 2/17, WR, 6 - 8:30 p.m., Online (Dover)

Security Guard Training
There is high demand for security guards in the area. This class covers the mandatory training and exam for those who want to pursue licensing to become a security guard in Delaware. This is a basic training of the Delaware Security Guard rules and regulations. The Security Guard Exam fee is included and will be offered Friday at 9 a.m. after the end of class. Students will be required to pass with a minimum of 75% to receive certification. After completion of the course, fingerprinting and a background check are also required by the state before a license will be given.
13 hrs, 1.3 CEUs, Fee $189
1EYD 672 5V1: 2/8 - 2/10, MTW, 5:30 - 10 p.m., Online (Stanton)
1EYD 672 5V2: 4/12 - 4/14, MTW, 5:30 - 10 p.m., Online (Stanton)

Security Guard Exam
This exam is required by the State of Delaware for all current security guards and new hires. Students will be required to pass with a minimum of 75% to receive certification. This test must be taken every five years to maintain licensure. Must bring a driver’s license and your training certificate. Exams are routinely offered collegewide. For more information on how to register, please email sg-workforcedevelopment@dtcc.edu.
**Real Estate**

**Investing in Secured Real Estate Notes**
This one-day workshop will cover the various types of real estate “paper” you can invest in: notes and mortgages, contracts, and options. You will learn about normal profit ranges for the different types of investments; how investments are secured; sources of the investments; passive, semi-passive, and active investing; conducting due diligence and analysis of an investment opportunity; and using self-directed IRA and checkbook IRA accounts. This course will provide the how-to information to begin moving forward with investment opportunities that align with your goals.

*6 hrs, 0.6 CEUs, Fee $79*

1ENL 711 5V1: 4/19, M, 9 a.m. - 3 p.m., Online (Stanton)

**Investing in Real Estate**
This five-week course is an introduction to various types of residential real estate investment. You will learn common risks and rewards for each type of deal and what it takes to be a successful real estate investor. Learn the processes of flipping and wholesaling real estate as well as how to buy and manage rental property. You will also learn the fundamentals of finding deals, how to measure and test your marketing, and how to market based on your budget. Learn to manage your contacts, gather relevant information, evaluate property, analyze the deal, and execute a contract.

*15 hrs, 1.5 CEUs, Fee $149*

1ENL 709 5V1: 3/15-4/12, M, 6 - 9 p.m., Online (Stanton)

**Flipping Real Estate**
This one-day workshop will teach you the step-by-step process of flipping houses right here in Delaware. It’s not easy and not for everyone, but it’s possible to make large profits working part- or full-time. Learn the process of evaluating a deal, negotiating, finding the funds, buying, renovating, and reselling for profit! There are risks and rewards to flipping houses, so come join us to learn about this topic and the importance of proper risk assessment for this business.

*6 hrs, 0.6 CEU, Fee $79*

1ENL 703 5V1: 3/8, M, 9 a.m. - 3 p.m., Online (Stanton)
Social Media

Social Media Certificate

Keep pace with one of the fastest moving mediums by effectively using social media to market your business. This certificate is designed for small business, non-profit, big business, and everyone in between! The skills learned in class can be applied immediately in the workplace or to market a small business. All six classes listed below must be attended in order to achieve a certificate. Pre-requisite: you must open an account in each platform prior to the start of class. Class time will not be spent creating accounts.

* Certificate includes Social Media Strategy, Facebook for Business, Twitter-Tweet Your Way to Success, How to Launch Your Company Profile on LinkedIn, Social Media Plan, and Pinterest, Instagram and More!

18 hrs, 1.8 CEUs, Fee $329

1EYF 217 2V1: 3/9, 3/11, 3/16, 3/18, 3/23 and 3/25, TR, 6:30 - 9:30 p.m., Online (Georgetown)

Social Media Strategy
Looking to reach potential customers? Social media is one of the most influential and cost-effective outlets for small businesses. In this course we will discuss the basics of blogging, LinkedIn, Twitter, Pinterest, and Instagram. Learn how to strategically incorporate these marketing methods into your marketing plan in ways that save you and your employees time.

3 hrs, 0.3 CEUs, Fee $59

1EYF 222 2V1: 3/9, T, 6:30 - 9:30 p.m., Online (Georgetown)

Facebook for Business
Social media is critical to business success. As the largest social media platform, Facebook is the starting place for conversations leading to business. Your company can no longer afford not to be part of the online conversation and sales. Learn the latest tools, which includes Facebook Live, to discover how Facebook can increase engagement, influence, and sales. This workshop will provide the information you need to develop a powerful and lasting online brand for your business on Facebook.

3 hrs, 0.3 CEUs, Fee $59

1EYF 212 2V1: 3/11, R, 6:30 - 9:30 p.m., Online (Georgetown)

Twitter - Tweet Your Way to Success
Twitter is one of the easiest social media tools; however it can be overwhelming and confusing. This workshop will focus on how to create and polish a personal and business Twitter account. You will unravel the mystery of Twitter language, find content that gets liked and retweeted, uncover common Twitter mistakes, and learn strategies to promote a business.

3 hrs, 0.3 CEUs, Fee $59

1EYF 209 2V1: 3/16, T, 6:30 - 9:30 p.m., Online (Georgetown)

Pinterest, Instagram, and more!

It is important to identify the functionality differences of each platform and determine which are best suited for your company’s success. This class will provide a brief overview on Pinterest, Instagram, and other social media platforms that continue to trend. This class will be a lecture format with no time spent on personal platforms.

3 hrs, 0.3 CEUs, Fee $59

1EYF 224 2V1: 3/18, R, 6:30 - 9:30 p.m., Online (Georgetown)

Leveraging the Power of LinkedIn to Market Your Business
LinkedIn can be a powerful tool to market your business when utilized properly. Discover and develop strategies to gain exposure, build relationships, create engagement, and maximize your brand presence on this social media platform through the use of both your personal profile and your company page.

3 hrs, 0.3 CEUs, Fee $59

1EYF 554 2V1: 3/23, T, 6:30 - 9:30 p.m., Online (Georgetown)

Social Media Plan – Putting Your Plan into Action
Every customer-facing business or organization needs to have a social media presence today, but success is only achieved through a social media plan. This course will prepare you to build a social media plan.

3 hrs, 0.3 CEUs, Fee $59

1EYF 225 2V1: 3/25, R, 6:30 - 9:30 p.m., Online (Georgetown)
Online Learning
eytime, anywhere... just a click away!

Learn from the comfort of home!

ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today’s hottest careers with comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

- 6-18 Month Format
- All materials included
- Prepare for certification
- Student advisors
- Arts and Design
- Business
- Career Online High School
- Computer Applications and Programming
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology
- Language
- Legal
- Teacher Professional Development
- Writing

ONLINE CAREER TRAINING PROGRAMS

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- 6 Week Format
- Discussion Areas
- Monthly start sessions
- Expert Instructor
- Accounting, Finance, and Business
- College Readiness
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

Visit the website to find a course!

ed2go.com/dtccowens  go.dtcc.edu/ed2gowilm  ed2go.com/dtccterry

Search classes and register online at go.dtcc.edu/workforcedevelopment
Delaware Technical Community College partners with ProTrain to offer you quality online programs. Our Training Assessment Manager helps guide you through the entire process – from pre-enrollment to course completion.

- Accounting and Finance
- Business and Leadership
- Career and Hospitality
- Education and Personal Development
- Green and Renewable Energy
- Healthcare and Allied Health
- Industrial and Skilled Trades
- Legal and Criminal Justice
- Multimedia and Graphic Design
- Programming and Web Applications
- Spanish in the Workplace
- Technology and Computer Programs

For more information, please find us online at dtcc.theknowledgebase.org or call (800) 371-2963.
PERSONAL ENRICHMENT

Adult Basic Education/GED® Test Preparation

In the Adult Basic Education/GED Program, participants will experience the following:

• Improve reading, writing, and math skills.
• Attain basic work readiness and occupational skills needed to succeed in the workplace.
• Achieve academic success through attainment of a GED.
• Continue learning by entering into postsecondary education or advanced training, military service, employment, or qualified apprenticeships upon attainment of GED.

Programs are offered free of cost!

DOVER

60 hrs, 6 CEUs Fee $0

ENB 101 601: 1/18-3/5 Dover, Hybrid
ENB 101 602: 3/15-6/30 Dover, Hybrid

Dover Location Assessment: Conducted by appointment at the Dover Campus. Contact (302) 857-1531 to schedule.

WILMINGTON

60 hrs, 6 CEUs, $0

WNB 700 420: 1/18-3/4, Wilmington, Hybrid
WNB 700 421: 3/15-5/6, Wilmington, Hybrid

Wilmington Location Assessment: Conducted by appointment at the Wilmington Campus or online. Contact (302) 657-5145 to schedule.

GEORGETOWN

60 hrs, 6 CEUs, Fee $0

ENB 301 2V1: 1/21-5/10, MR, 10:45 a.m. - 12:45 p.m. (no class 4/5, 4/8), Online (Georgetown)
ENB 302 2V1: 1/21-5/10, MR, 10:45 a.m. - 12:45 p.m. (no class 4/5, 4/8), Online (Georgetown)

48.75 hrs, 4.8 CEUs, Fee $0

ENB 301 2V2: 1/25-5/10, M, 5:30 - 8:45 p.m. (no class 4/5), Online (Georgetown)
ENB 302 2V2: 1/25-5/10, M, 5:30 - 8:45 p.m. (no class 4/5), Online (Georgetown)

Georgetown Location Assessment: Formal assessments in reading and math are required prior to enrollment for proper class placement. It is recommended that students allot at least two hours to complete each assessment on separate days. Both day and evening time slots are available. Please call (302) 259-6393 or email: lgunning@dtcc.edu to schedule your assessments.

The GED exam is offered at the Stanton Campus Testing Center on the second and third Tuesday of every month from 5-9:30 p.m.
Register at GED.com For more information, call (877) 392-6433.

FREE
Out of School Youth Program

The Out of School Youth program is offered at no cost through a partnership with the state’s Department of Labor Workforce Development Board. Students will have the opportunity to develop personal and professional skills and enhance marketability and competitiveness in the workplace through job skills training.

ASPIRE participants will work towards obtaining a GED® and earn industry-recognized certificates, participate in employability life skills training and leadership development opportunities, take financial literacy workshops, and complete on-the-job training through paid work experiences.

Our purpose is to prepare youth facing serious barriers to employment by providing training and other services that will result in an increase in employability, earnings, and educational and occupational skill credentials.

To complete a preliminary application, or for more information, please call (302) 857-1531.
**PERSONAL ENRICHMENT**

**English as a Second Language (ESL)**

**English Conversation I (ESL), Part II**
Beginning level instruction and practice in speaking and understanding English. Intended for adults whose first language is not English.
Assessment and registration for **ALL** non-credit ESL classes will be held as follows:
*Monday, Jan. 11; 9 a.m. - Noon*
*Wednesday, Jan. 13; 9 a.m. - Noon*
Please go to Room 529-Carter Partnership Center at the Owens campus for registration.
Questions/Comments, call (302) 259-6393 or email lgunning@dtcc.edu.

**60 hrs, 6 CEUs FREE**

ENB 303 2V1: 1/20-5/10/21, MW, 8:45 - 10:45 a.m. (No class 4/5, 4/7), Online (Georgetown)
ENB 303 2V2: 1/20-5/10/21, MW, 11 a.m. - 1 p.m. (No class 4/5, 4/7), Online (Georgetown)

**English Conversation II (ESL), Part II**
Reading, writing, and listening activities will be integrated with conversational exercises. Prerequisite: completion of English Conversation Level 2, Part 1, or instructor’s permission. No class 4/6 and 4/8.

**45 hrs, Fee $165**

ENB 213 2V1: 1/21-5/11, TR, 8:45 - 10:15 a.m., Online (Georgetown)
ENB 229 2V1: 1/21-5/11, TR, 10:30 a.m. - 12 p.m., Online (Georgetown)

**English Conversation III (ESL), Part II**
Reading, writing, and listening activities will be integrated with conversational exercises. Prerequisite: Completion of English Conversation Level 3, Part 1, or instructor’s permission. No class 4/6 and 4/8.

**45 hrs, 4.5 CEUs, Fee $165**

ENB 239 2V1: 1/21-5/11, TR, 12:30 - 2 p.m., Online (Georgetown)
ENB 218 2V1: 1/21-5/11, TR, 2:15 - 3:45 p.m., Online (Georgetown)

**English Conversation IV (ESL), Part II**
Reading, writing, and listening activities will be integrated with conversational exercises. Prerequisite: Completion of English Conversation Level 4, Part 1, or instructor’s permission. No class 4/6 and 4/8.

**45 hrs, 4.5 CEUs, Fee $165**

ENB 239 2V2: 1/21-5/11, TR, 12:30 - 2 p.m., Online (Georgetown)
ENB 218 2V2: 1/21-5/11, TR, 1:15 - 3:45 p.m., Online (Georgetown)

**English Conversation V (ESL), Part II**
Reading, writing, and listening activities will be integrated with conversational exercises. Prerequisite: Completion of English Conversation Level 1, 2, 3, 4 and Level 5, Part 1, or instructor’s permission. No class 4/6 and 4/8.

**45 hrs, 4.5 CEUs, Fee $165**

ENB 229 2V2: 1/21-5/11, TR, 10:30 a.m. - 12 p.m., Online (Georgetown)
ENB 239 2V2: 1/21-5/11, TR, 12:30 - 2 p.m., Online (Georgetown)
ENB 229 2V3: 1/21-5/11, TR, 10:30 a.m. - 12 p.m., Online (Georgetown)
ENB 239 2V3: 1/21-5/11, TR, 12:30 - 2 p.m., Online (Georgetown)
ENB 239 2V5: 1/21-5/11, TR, 10:30 a.m. - 12 p.m., Online (Georgetown)

**Defensive Driving**

**Defensive Driving, Basic**
Earn a 10% reduction on the liability and personal injury portions of your automobile insurance premium for 3 years; three-point credit applied to your Delaware driving record via the Delaware Division of Motor Vehicles. Learn simple driving strategies. Students must arrive 15 minutes prior to class with photo ID.

**6 hrs, Fee $35**

1EYP 325 2V1: 2/20, S, 9 a.m. - Noon, Online (Georgetown)
1EYP 325 2V2: 4/28, W, 6 - 9 p.m., Online (Georgetown)
1EYP 326 2V1: 6/12, S, 9 a.m. - Noon, Online (Georgetown)

**Defensive Driving for Spanish Language Speakers!**

**6 hrs, 0.6 CEUs, Fee $35**
1EYP 325 2V1: 6/14-6/16, MW, 6:30 - 9:30 p.m., Online (Georgetown)

**Defensive Driving, Advanced Online**
Earn a 15% discount on applicable provisions of your automobile insurance! Three-year certification course offers additional strategies for on-the-road safety, review of revised and existing traffic laws, as well as current safety technology. Prerequisite: Students must have completed the Basic Defensive Driving class. Students must be on time for class, and have a photo ID.
*All sections meet online via Zoom. Call (302) 259-6330 for technology requirements.*

**3 hrs, 0.3 CEUs, Fee $30**
1EYP 326 2V1: 2/20, S, 9 a.m. - Noon, Online (Georgetown)
1EYP 326 2V2: 4/28, W, 6 - 9 p.m., Online (Georgetown)
1EYP 326 2V1: 6/12, S, 9 a.m. - Noon, Online (Georgetown)

**Defensive Driving for Teens**
Learn simple driving strategies to help you avoid collisions and earn a guaranteed 10% reduction on the liability portion of your automobile insurance premium for three years. Participants will also have a three-point credit applied toward their Delaware driving record via the DE Division of Motor Vehicles. A review of all new and revised traffic laws and safety technology is included. This class is held online.

**6 hrs, Fee $35**
1ENU 175 661: 3/6, S, 9 a.m. - 4 p.m., Online (Dover)
1ENU 175 662: 5/1, S, 9 a.m. - 4 p.m., Online (Dover)
Family

Divorcing Parent Education Program
Parents must take an approved course teaching them about what children go through when their parents do not live with each other or divorce. This course satisfies Delaware’s legal requirement for parent education and is certified by the Department of Services for Children, Youth, and their Families. Please BRING ID to Class and arrive 15 minutes early.

6 hrs, 0.6 CEUs, Fee $89
1EYJ 200 5V1: 1/16, S, 9 a.m. - 4 p.m., Online (Stanton)
1EYJ 200 5V2: 1/19-1/21, TR, 6 - 9 p.m., Online
1EYJ 600 5V3: 1/30, S, 9 a.m. - 4 p.m., Online (Stanton)
1EYJ 200 531: 2/8-2/10, MW, 6:30 - 9:30 p.m., Online (Stanton)
1EYJ 200 5V4: 2/13, S, 9 a.m. - 4 p.m., Online (Stanton)
1EYJ 200 5V5: 2/16-2/18, TR, 6 - 9 p.m., Online (Stanton)
1EYJ 200 5V6: 3/1-3/3, MW, 6:30 - 9:30 p.m., Online (Stanton)
1EYJ 200 5V7: 3/13, S, 9 a.m. - 4 p.m., Online (Stanton)
1EYJ 200 5V8: 3/16-3/18, TR, 6 - 9 p.m., Online (Stanton)
1EYJ 200 5V9: 4/10, S, 9 a.m. - 4 p.m., Online (Stanton)
1EYJ 200 5V10: 4/13-4/15, TR, 6 - 9 p.m., Online (Stanton)
1EYJ 600 5V11: 4/24, S, 9 a.m. - 4 p.m., Online (Stanton)

Babysitting Certification
This course is designed to provide the basic skill training and information necessary in caring for infants and children including emergency steps, personal safety, fire safety, basic first aid, and choking management.

6 hrs, Fee $55
1EYU 601 5W1: 4/17, S, 8:30 a.m. - 3 p.m., Online (Stanton)

Making Sense of Medicare
Join us for an interactive workshop on the Medicare program, including when to enroll, what types of services are covered, and what to consider when coordinating benefits. Offered in partnership with the Delaware Department of Insurance Medicare Assistance Bureau. This workshop will be held online.

2 hrs, Fee FREE
1WNK 014 630: 2/24, W, 6 - 8 p.m., Online (Dover)
1WNK 014 631: 4/14, W, 6 - 8 p.m., Online (Dover)

Fitness

Country Burn
Turn up the heat and get ready to burn mega calories with this fun total body workout that kicks it country style. Country Burn is an energetic, low-impact, line dance inspired workout which can be modified to all levels of ability. No fancy moves, no weights, no worries! Workout at your convenience through pre-recorded, instructor-led videos. Just be sure to bring your “yee-haw” and have a bottle of water on hand, because this class is a barn burner! *Independent learning through pre-recorded videos. New videos are released on Wednesdays and can be viewed at your convenience.

10 hrs, Fee $69
1ENR 255 2V1: 1/13-3/17, W, 5:30 - 6:30 p.m, Online (Georgetown)

Mind and Body Yoga
Relieve stress and develop focus through yoga. Learn basic yoga postures, poses and breathing techniques that are designed to ease areas of tension, improve body flexibility, balance, and increase strength. You will also practice relaxation techniques such as guided meditation, which will in enhance overall body awareness, assist in quieting the mind, refreshing the body, and creating a sense of calmness in daily life. No experience or equipment is necessary, although a yoga mat is recommended.

6 hrs, Fee $69
1ENR 234 2V1: 1/12-2/16, T, 11:45 a.m. - 12:45 p.m., Online (Georgetown)
1ENR 234 2V2: 3/16-4/20, T, 11:45 a.m. - 12:45 p.m., Online (Georgetown)
1ENR 234 2V3: 5/11-6/15, T, 11:45 a.m. - 12:45 p.m., Online (Georgetown)
Money Matters

Plan ahead and take these special courses offered with support from Discover that will enhance your budgeting skills, planning for the future, and protecting you! Scholarships are available for these financial literacy courses.

Are You Credit Worthy?
Have you seen the commercials that offer you a free credit score, but don't tell you how to change your number? This course covers obtaining and maintaining access to credit by using credit cards, bank cards, and other means. Students develop a plan to establish good credit, discuss the advantages and disadvantages of consumer credits, and explore the various sources of consumer loans. There is a textbook used in this class. For details, call (302) 259-6330.

16 hrs, Fee $199
1ENO 597 2V1: 3/30-4/22, TR, 6 - 8 p.m., Online (Georgetown)

Planning for the Beach? Saving, Investing, and Risk Protection
Learn how to save for your dream beach property location. This course allows students to calculate the amount of savings needed to maintain a desired lifestyle in the future. Topics include the power of compounding, the selection of investments based on their own risk/reward preferences, and the calculation of savings to reach a financial plan. There is a textbook used in this class. For details, call (302) 259-6330.

16 hrs, Fee $199
1ENO 598 2V1: 4/6-4/29, TR, 6 - 8 p.m., Online (Georgetown)

Where’s My Money?
At the end of the month, do you wonder where all your money went? If so, this course is for you. We will provide an overview of money management, including setting financial goals for earning, budgeting, and spending. Students will receive resources to provide a solid foundation for financial success. Students will develop a financial plan to promote a healthy standard of living, and obtain a comprehensive understanding of how to budget money effectively. A textbook is used in this class. For details, call (302) 259-6330.

16 hrs, Fee $199
1ENO 599 2V1: 2/1-2/24, MW, 6 - 8 p.m., Online (Georgetown)
Photography

Basic Photography
Have fun with hands-on instruction while learning techniques that make the difference. Course will focus on developing the skills necessary to identify and produce the elements of a good photograph including basic design, composition, and lighting. Please bring your camera to class. Call instructor prior to class to provide camera make and model at (302) 228-8405. Tuition includes $10 material fee. Prerequisite: None, but basic camera knowledge or attendance in the Understanding Your Camera class is strongly recommended.
12.5 hrs, Fee $115
1ENA 259 2V1: 2/16-3/16, T, 6 - 8:30 p.m., Online (Georgetown)

Intermediate Photography
This intermediate photography course will expand on the concepts learned in Basic Photography. Students will apply the skills learned in the basic course while continuing to learn more intermediate concepts in composition, lighting, and camera techniques. Please bring your camera to class. Call instructor prior to class to provide camera make and model at (302) 228-8405. Tuition includes $10 material fee.
12.5 hrs, Fee $115
1ENA 260 2V1: 4/6-5/4, T, 6 - 8:30 p.m., Online (Georgetown)

Understanding Your Camera
This class covers everything from an introduction into digital technology to important camera settings, and how to start taking great pictures no matter what your subject. You will learn how to start controlling light, color, and atmosphere while learning the controls of your camera. Perfect for the entry-level enthusiast! Please bring your camera to class. Call instructor prior to class to provide camera make and model at (302) 228-8405.
3.5 hrs, Fee $49
1ENA 274 2V1: 2/9, T, 6 - 9:30 p.m., Online (Georgetown)

Youth

Delaware Tech TRiO Programs
Delaware Tech’s TRiO programs are designed to prepare students for college level work, provide information on academic and financial aid opportunities, as well as tutoring and support services in an effort to enhance high school completion, college retention, and graduation. These Federal TRiO Programs are designed to serve and assist low-income, first-generation college students, and individuals with disabilities, to progress through the academic pipeline from middle school to post-secondary programs.

Delaware Tech offers the following programs for students who attend or live in the feeder pattern for the schools listed below:

Educational Talent Search
• Georgetown Middle School
• Laurel Middle School
• Millsboro Middle School
• Seaford Middle School
• Selbyville Middle School
• Woodbridge Middle School
• Indian River High School
• Laurel High School
• Seaford High School
• Sussex Central High School
• Woodbridge High School

Classic Upward Bound
• Christina High School
• Glasgow High School
• Newark High School
• William Penn High School
• Caesar Rodney High School
• Dover High School
• Lake Forest High School
• Milford High School
• Smyrna High School
• Laurel High School
• Seaford High School
• Sussex Central High School
• Woodbridge High Schools

Upward Bound Math & Science
• Christina High School
• Glasgow High School
• Newark High School
• William Penn High School
• McKean High School

Go to dtcc.edu/youth to learn more about criteria to enroll in these programs today!
Certification and Exam Prep

**Base Level Water Operators Course**

This entry-level course prepares students for the state certification exam. Students will learn: basic water system operator responsibilities, water sources and treatment, math, pumps, disinfection, lab procedures, treatment plant operations, and safety. Textbooks are available in the campus bookstore.

**Approvals:** DE Water Ops-D. DE Well Drillers. MDE #2451-02-03, 57 (1.5x). MD lic. PE’s. NJ-07-040612-10.

57 hrs, 5.7 CEUs, Fee $449

1EYI 237 2V1: 1/26-5/11, T, 6 - 9:30 p.m., Online (Georgetown)

**Wastewater Operator Certification Review, Level I**

This entry-level course is designed for individuals interested in the wastewater treatment field. This course prepares students for the state certification exam. Students will learn: basic wastewater systems operator responsibilities, fundamentals of treatment processes, math, pumps, lab procedures, regulatory requirements, and safety. Textbooks are available in the campus bookstore.

**Approvals:** DE WW Ops-D. DE Onsite Lic. A,B,C,D,E,F,H,I. MDE #1395-96-07 (1.5x) WW 1-6,S; IW 2-5. MD Lic. PE’s. NJ-07-040609-20. VA WWOPS.

48 hrs, 4.8 CEUs, Fee $395

1EYI 201 2V1: 1/28-5/13 R, 6 - 9 p.m., Online (Georgetown)

**Wastewater Operator Certification Review, Level II & III**

Take this course to prepare at a more advanced level for the state certification exam. Some of the topics covered include: advanced wastewater treatment processes, treatment ponds, sludge digestion, disinfection, and reuse. Textbooks are available in the campus bookstore.

**Approvals:** DE WW Ops-D. DE Onsite Lic. A,B,C,D,E,F,H,I. MDE #1395-96-07 (1.5x) WW 1-6,S; IW 2-5. MD Lic. PE’s. NJ-07-040609-20. VA WWOPS.

48 hrs, 4.8 CEUs, Fee $395

1EYI 201 2V1: 1/28-5/13 R, 6 - 9 p.m., Online (Georgetown)

**Wastewater Operator Certification Review, Level IV**

This course prepares operators for the state certification exam. Topics include: management, budgeting, and advanced wastewater treatment to include odor control and industrial wastewater. Textbooks are available in the campus bookstore.

**Approvals:** DE WW Ops-D. DE Onsite Lic. A,B,C,D,E,F,H,I. MDE #1374-96-06 WW ALL; IW ALL. MD lic. PE’s. NJ-07-040610-20. VA WWOPS.

42 hrs, 4.2 CEUs, Fee $369

1EYI 235 2V1: 2/3-5/5, W, 6 - 9 p.m., Online (Georgetown)

**Class B Designer Onsite License Preparation Course**

This course will prepare students to pass the state licensing exam for the Class B Designer. Topics include: siting onsite systems, design considerations, design calculations, material selection, permit requirements, and inspection requirements.


3 hrs, 0.3 CEUs, Fee $85

1EYI 254 2V1: 2/10, W, 5:30 - 8:30 p.m., Online (Georgetown)

**Limited License Water Operator Certification Prep**

This course is designed to prepare school, childcare facility, and small NTC system employees to become certified as a State of Delaware water system operator at their facility. Textbook is available in campus bookstore. Licensure exam given in class.

**Approvals:** DE Water Ops-D. MD lic. PE’s. NJ-07-0914204-10.

16 hrs, 1.6 CEUs, Fee $299

1EYI 995 2V1: 1/25-2/15, M, 1 - 5 p.m., Online (Georgetown)
Class E System Contractor (Installer) Onsite License Preparation Course

This course will prepare students to pass the state licensing exam for Class E system contractors (installers). Topics include: contractor levels, licensing requirements, siting systems, design considerations, permitting procedures, and inspection requirements.


3 hrs, 0.3 CEUs, Fee $85

1EYI 271 2V1: 2/17, W, 5:30 - 8:30 p.m., Online (Georgetown)

Inspection of Onsite Wastewater Systems (Class H License)

Learn the necessary protocol for inspecting onsite wastewater treatment systems. The course prepares students for the Delaware Class H license examination and provides the necessary guidelines for performing an effective and regulatory onsite system inspection. It also provides students with important information on inspecting alternative onsite systems and completion of state inspection reports.


7 hrs, 0.7 CEUs, Fee $199

1EYI 533 2V1: 2/18, R, 8:30 a.m. - 4:30 p.m., Online (Georgetown)
1EYI 533 2V1: 5/20, R, 8:30 a.m. - 4:30 p.m., Online (Georgetown)

Class I Inspector Preparation Course

This course will identify the proper procedures necessary to perform a complete and thorough inspection of Class B designed onsite wastewater treatment and disposal systems. This class will cover: open trench and capping fill inspections, inspection reports, paperwork requirements, and clarification of the gray areas that may arise during an inspection. This class is a pre-requisite for taking the Class I licensing exam.


7 hrs, 0.7 CEUs, Fee $199

1EYI 991 2V1: 2/25, R, 8:30 a.m. - 4:30 p.m., Online (Georgetown)

Class F Wastehaulers Onsite License Preparation Course

This course will prepare students to pass the state licensing exam for Class F waste haulers. Topics covered: regulatory requirements for pumping of septic tanks, lift stations, and grease traps; insurance needs; truck identification markings; liquid transporters permit; repairs/replacement allowed; and more.


3 hrs, 0.3 CEUs, Fee $85

1EYI 255 2V1: 3/3, W, 5:30 - 8:30 p.m., Online (Georgetown)
ENVIRONMENTAL

Water Operator Chemical Feed Endorsement for Fluoride, Lime, PH Adjustment and Inhibitors
This endorsement course prepares the operator for the state certification exam. Operators will explore different areas of chemical feed including permanganate, fluoridation, lime soda ash softening, hydrogen peroxide, and pH. Books are available in the campus bookstore.

Approved DE Water Ops-P. MDE Approval #5823-15-11, 30 (1.5x) ALL WT, NP. Approved MD lic. PE’s. NJ-07-040614-10.

30 hrs, 3.0 CEUs, Fee $339
1EYI 244 2V1: 3/31-6/2, W, 6 - 9 p.m., Online (Georgetown)

Water Operator Distribution License Preparation Course
This intermediate-level course prepares students for the state certification exam for distribution systems. Books are available in the campus bookstore.

Approved DE Water Ops-P. MDE Approval #5822-15-11, 36 (1.5x) ALL WT; WD, NP. Approved MD lic. PE’s. NJ-07-040616-10.

36 hrs, 3.6 CEUs, Fee $339
1EYI 236 2V1: 4/14-5/19, W, 9 a.m. - 3 p.m., Online (Georgetown)

EPA 608 Freon Technician Certification Training
This course is geared for persons (“technicians”) who perform maintenance, service, repair, or disposal that could be reasonably expected to release refrigerants into the atmosphere. This course will prepare students for all levels of EPA Section 608 certification. Immediately following the course, students will be assisted in scheduling their exam(s) through the testing center. They will be able to test for servicing small appliances (Type I), servicing or disposing of high-or very high- or very high-pressure appliances (except small appliances and MVACs (Type II) ), servicing or disposing of low-pressure appliances (Type III), servicing all types of equipment (Universal). The textbook is included.

8 hrs, 0.8 CEUs, Fee $95
1EYI 780 5V1: 5/24-5/25, MT, 8:30 a.m. - 12:30 p.m., ITC* (New Castle), In-Person
*See page 40 for location information.

Self-Paced Technical Training

Application of Membrane Technology
This self-paced online course will explore the recent technological breakthroughs in wastewater treatment and reclamation for water reuse in which membrane treatment has emerged. Students will learn the basic understanding of membrane processes and their application in the water and wastewater industry. Topics include: membrane processes, construction/ configuration, fouling processes, cleaning, system design, energy, and cost considerations and operational issues.


8 hrs, 0.8 CEUs, Fee $175
1EYI 262 2W1: Self-paced, accepting enrollment 5/17-8/6, Online (Georgetown)
1EYI 262 2W1: Self-paced, accepting enrollment 5/17-8/6, Online (Georgetown)

Basic Electricity
This self-paced online course covers electricity basics crucial to multiple fields. These topics include basic AC and DC electrical theory and circuits, safety practices and regulations, and an introduction to common electrical instrumentation applications and usage.


8 hrs, 0.8 CEUs, Fee $175
1EYI 264 2W1: Self-paced, accepting enrollment 5/17-8/6, Online (Georgetown)
1EYI 264 2W1: Self-paced, accepting enrollment 5/17-8/6, Online (Georgetown)

REGISTER EARLY!
Our classes are scheduled on demand. We recommend registering at least one week before the start of the class to secure your enrollment.

Register for your class today!
**Basic Microscopy for Water Quality Professionals**

This self-paced course is designed to help water/wastewater professionals obtain better process control through microscopic examination of colonies, countings, mixed liquors and other waste streams. Topics include microscope types and features, cost factors, sampling processes, petri dish preps, slide preparation, maintenance, staining techniques, sample examination, organism class identification, colony counting, and how the presence, absence, mobility, number of various classes of organisms translates to wastewater process control.


8 hrs, 0.8 CEUs, Fee $175

1EYI 831 2W1: Self-paced, accepting enrollment 1/11-5/10, Online (Georgetown)

1EYI 831 2W1: Self-paced, accepting enrollment 5/17-8/6, Online (Georgetown)

**Best Practices in Onsite Inspection & Maintenance**

This 10-hour, self-paced course has been designed to provide best practices utilized when inspecting conventional and alternative systems for routine mortgage inspections, as well as operation and maintenance inspections. Topics include: maintenance contracts, best business practices, operation and maintenance practices for septic tanks, pumping systems, treatment units and disposal field.


10 hrs, 1.0 CEUs, Fee $199

1EYI 833 2W1: Self-paced, accepting enrollment 1/11-5/10, Online (Georgetown)

1EYI 833 2W1: Self-paced, accepting enrollment 5/17-8/6, Online (Georgetown)

**Chlorination Technology**

This course provides students with the principles of chlorination. This self-paced course will provide an overview of various disinfection technologies and discuss the main types of chlorine application systems.


0.4 CEUs. MDE #5449-13-11, 8, All OPERS, P. MD Well Drillers. MD lic. PE’s. NJ-07-0313162-30.

8 hrs, 0.8 CEUs, Fee $175

1EYI 946 2W1: Self-paced, accepting enrollment 1/11-5/10, Online (Georgetown)

1EYI 946 2W1: Self-paced, accepting enrollment 5/17-8/6, Online (Georgetown)

**Creating a Successful Asset Management Program**

This self-paced course will educate and empower participants with the necessary skills and knowledge to successfully develop and/or continue effective management of their own asset management programs, with emphasis placed on both basic and advanced asset management principles and best management practices.

**Approvals:** DE Water Ops-I, DE WW Ops-D, MDE #6101-17-03, ALL OPERS, SUPER, NP. MD lic. PE’s. NJ-07-0916240-30.

8 hrs, 0.8 CEUs, Fee $175

1EYI 945 2W1: Self-paced, accepting enrollment 1/11-5/10, Online (Georgetown)

1EYI 945 2W1: Self-paced, accepting enrollment 5/17-8/6, Online (Georgetown)
Disinfection Alternatives for Water/Wastewater Systems

This self-paced course will explore: the pros and cons of chlorine (gas, powder, liquid) compared and contrasted against alternatives like chloramines, chlorine dioxide, ozone, UV, mixed oxidants, ultra-filtration and other disinfectants; and how they may help in meeting regulatory requirements.


8 hrs, 0.8 CEUs, Fee $175
1EYI 830 2W1: Self-paced, accepting enrollment 1/11-5/10, Online (Georgetown)
1EYI 830 2W1: Self-paced, accepting enrollment 5/17-8/6, Online (Georgetown)

Ensuring a Sustainable Future; An Energy Management Guide for Water, Wastewater Facilities

This self-paced course will provide students with an approach to energy conservation at the plant level. The course will enable students to identify, implement, measure and improve energy efficiency at treatment facilities.


8 hrs, 0.8 CEUs, Fee $175
1EYI 293 2W1: Self-paced, accepting enrollment 1/11-5/10, Online (Georgetown)
1EYI 293 2W1: Self-paced, accepting enrollment 5/17-8/6, Online (Georgetown)

How to Prevent a Catastrophic Event in Your Water/Wastewater System

This self-paced course examines potential catastrophic issues within a facility, that if not addressed, can ultimately lead to events that potentially cause bodily harm. Topics include: lack of verification of even the very basic chemicals delivered to facilities, case histories where events have occurred, and demonstrating how simple and easy a verification program is to establish. Students will also address operational issues, aging infrastructure contamination prevention, stagnation, and biofilm bacterial-related contamination and backflow prevention.


8 hrs, 0.8 CEUs, Fee $175
1EYI 828 2W1: Self-paced, accepting enrollment 1/11-5/10, Online (Georgetown)
1EYI 828 2W1: Self-paced, accepting enrollment 5/17-8/6, Online (Georgetown)
Innovative and Alternative Onsite System
This self-paced course will focus on the application and use of technologically advanced onsite systems to save space and enhance ground water protection. The class will provide students with an understanding of the regulations that govern IA systems, siting and permitting requirements, and basic treatment and delivery processes of various aerobic treatment units, media filters, and drip dispersal systems.

8 hrs, 0.8 CEUs, Fee $175
1EYI 979 2W1: Self-paced, accepting enrollment 1/11 -5/10, Online (Georgetown)
1EYI 979 2W1: Self-paced, accepting enrollment 5/17 -8/6, Online (Georgetown)

Math Review for Water Wastewater Professionals
Review of basic math skills, problem solving techniques, and use of a calculator for successful completion of state certification exams. Topics include: addition, subtraction, multiplication, division, ratios and proportions, basic statistics, area measurements, volume calculations, unit conversion, and basic velocity calculations.

Approvals: Pending
6 hrs, 0.6 CEUs, Fee $175
1EYI 303 2W1: Self-paced, accepting enrollment 1/11 -5/10, Online (Georgetown)
1EYI 303 2W1: Self-paced, accepting enrollment 5/17 -8/6, Online (Georgetown)

Pumps, Motors and Controls
This self-paced course will explore care and maintenance requirements for pumping systems, associated control panels and motors. Major emphasis on mechanical and electrical troubleshooting.

8 hrs, 0.8 CEUs, Fee $175
1EYI 956 2W1: Self-paced, accepting enrollment 1/11 -5/10, Online (Georgetown)
1EYI 956 2W1: Self-paced, accepting enrollment 5/17 -8/6, Online (Georgetown)

Successful Fluoridation Practices
This self-paced course will explore the issues when adding fluoride to a public water supply. Simple issues like why fluoride-free distilled/deionized water is so important, verifying every fluoride chemical delivery, and why glassware can “make or break” the fluoride residual test is explored.

Approvals: Pending
8 hrs, 0.8 CEUs, Fee $175
1EYI 834 2W1: Self-paced, accepting enrollment 1/11 -5/10, Online (Georgetown)
1EYI 834 2W1: Self-paced, accepting enrollment 5/17 -8/6, Online (Georgetown)

Surface Water Treatment
This course will examine the elements, processes, controls, and troubleshooting of the major components of a typical surface water treatment plant. Both conventional and alternative treatments will be explored. This self-paced course will provide instruction and practice in solving typical operational and mathematical problems associated with these treatment functions.

Approvals: DE Water Ops-D. DE WW Ops-I. MDE #5414-13-06, 8.0 (1.5x), ALL WT OPERS, P. MD Lic. PE’s. NJ-07-0912142-30.
8 hrs, 0.8 CEUs, Fee $175
1EYI 935 2W1: Self-paced, accepting enrollment 1/11-5/10, Online (Georgetown)
1EYI 935 2W1: Self-paced, accepting enrollment 5/17-8/6, Online (Georgetown)

Ten Best Kept Water/Wastewater Secrets
This self-paced course explores ten unique little-known tools to achieve better operations in treatment, distributions, or collection. Discover: the importance of simple hypochlorite strength measurements; why portable ORP monitoring can yield big dividends; how refining lab tests for disinfection residuals, alkalinity, solids core-taking, nutrient and jar-testing can avoid violations. Students will also identify inexpensive tools missing from most treatment plant tool boxes; and learn why corrosion control isn’t just water chemistry.

8 hrs, 0.8 CEUs, Fee $175
1EYI 829 2W1: Self-paced, accepting enrollment 1/11-5/10, Online (Georgetown)
1EYI 829 2W1: Self-paced, accepting enrollment 5/17-8/6, Online (Georgetown)
Environmental Technical Training

Industrial Waste (Sludge) Treatment

This class will examine industrial waste treatment, from the origin of the waste to its eventual discharge. The term “industrial waste” encompasses many different manufacturing processes, including breweries and animal slaughtering processes. Industrial waste treatment has its own set of unique conditions and regulations that normal domestic and publicly owned treatment plants may not have to be concerned with. Emphasis will be placed on the National Pretreatment Program, pollution prevention, and safety considerations. This class will focus on waste treatment issues and companies local to the Delmarva Peninsula and Southern Pennsylvania.


7 hrs, 0.7 CEUs, Fee $175
1EYI 240 2V1: 1/14, R, 8:30 a.m. - 4:30 p.m., Online (Georgetown)

Environmental

Technical Training

Valves

This self-paced course is designed to provide basic knowledge necessary to identify and maintain many of the valves used in a water distribution system. Topics include: various valve types, valve uses, proper valve operation methods, basic valve maintenance, troubleshooting and proper installation techniques.


8 hrs, 0.8 CEUs, Fee $175
1EYI 269 2W1: Self-paced, accepting enrollment 1/11-5/10, Online (Georgetown)
1EYI 269 2W1: Self-paced, accepting enrollment 5/17-8/6, Online (Georgetown)

Watersheds and Their Impact on the Environment

This self-paced course will explore the science of watersheds, as well as look at some major watersheds on the Delmarva. Examination of common impairments to watersheds, TMDLs and best management practices for watersheds will also be explained. Discover how recent developments in the Clean Water Act drive local and regional regulations, with a major emphasis on wastewater, point and non-point source discharges.


4 hrs, 0.4 CEUs, Fee $95
1EYI 800 2W1: Self-paced, accepting enrollment 1/11-5/10, Online (Georgetown)
1EYI 800 2W1: Self-paced, accepting enrollment 5/17-8/6, Online (Georgetown)
Ten Little-Known Water/Wastewater Operators’ Secrets
Explores little-known tools to achieve better operations in treatment, distribution, and collection. Discover the importance of simple hypochlorite strength measurements; why portable ORP monitoring can yield big dividends; and how refining lab tests for disinfection residuals, alkalinity, solids core-taking, and nutrient and jar-testing can avoid violations.

Approved DE Water Ops-P.
Approved DE WW Ops-D. MDE Approval #1964-99-07, 7 (1.5x) ALL, NP. Approved MD Env. Health Spec. Approved MD lic. PE’s. PADEP #434. NJ-07-040631-30. Approved VA WWOPS.

7 hrs, 0.7 CEUs, Fee $175
1EYI 232 2V1: 1/21, R, 8:30 a.m. - 4:30 p.m., Online (Georgetown)

Managing Fatty Waste in Collection Systems and Lift Stations
Examine fatty waste sources and their effect on wastewater collection systems and treatment facilities. Cover strategies to reduce FOG contributions through educational measures and scheduled system maintenance strategies. Treatment and disposal technologies to use within the facility and disposal through outside contractors will also be discussed.


6 hrs, 0.6 CEUs, Fee $149
1EYI 597 2V1: 1/28, R, 9 a.m. - 4 p.m., Online (Georgetown)

Replacement of Onsite Systems
Examine siting and permitting differences between “replacement” and “new construction” onsite systems. Review the policies used in determining required isolation distances for system placement, as well as use of innovative/alternative systems as replacements in difficult areas.


4 hrs, 0.4 CEUs, Fee $95
1EYI 548 2V1: 1/27 W, 5:30 - 9:30 p.m., Online (Georgetown)

Chemistry Basics for Water/ Wastewater Professionals
This course will provide basic information for identifying chemical compounds, their properties, interactions and safe handling.

Approved DE Water Ops-P.

6 hrs, 0.6 CEUs, Fee $149
1EYI 283 2V1: 2/4, R, 9 a.m. - 4 p.m., Online (Georgetown)

Collection System Impacts on Treatment Plant Operations
This course will provide students with information on how collection system design, installation, and maintenance may impact the wastewater treatment plant performance. Topics discussed will include: I/I issues, detention times, pH changes, odor control, maintenance activities, and velocity changes.


7 hrs, 0.7 CEUs, Fee $175
1EYI 974 2V1: 2/9, T, 8:30 a.m. - 4:30 p.m., Online (Georgetown)

Pumps: Installation, Maintenance and Repair
This course is designed to give students an in-depth look at many different pumps and details on their components. It will include basic theories of pump operation and basic hydraulic conditions that affect the performance and output of pumps. There will be a section on motors, controls, and instrumentation. Some common problems and scenarios will be presented along with basic troubleshooting and some real-life case studies from a local plant. Classroom time will include examination of different pumps, motors, and controls, as well as hands-on operation and disassembly. The class will foster group participation and discussion to share knowledge and experiences.

Approved DE Water Ops-P.

7 hrs, 0.7 CEUs, Fee $175
1EYI 209 2V1: 2/11 T, 8:30 a.m. - 4:30 p.m., Online (Georgetown)
21st Century
Membrane Technology
Investigate the application and use of membrane technology to address the changing regulatory requirements in both water and wastewater. Explore common filtration methods and examine the various membranes in use today. Learn how membrane technology assists wastewater treatment plans meet enhanced nutrient removal requirements, and why wastewater operational modifications are needed to include membranes.

Approved DE Water Ops-P.
MDE Approved #4871- 11-03, All, 7 (1.5x), P. Approved MD Env. Health Spec. NJ-07-1111129-30.

7 hrs, 0.7 CEUs, Fee $175
1EYI 912 2V1: 2/18, T, 8:30 a.m. - 4:30 p.m., Online (Georgetown)

Operation and Maintenance of Innovative and Alternative Systems
This class provides an in-depth view of specific operational and maintenance practices pertaining to alternative treatment units and disposal systems. Topics include: regulatory requirements, operational principles, preventative maintenance, and troubleshooting tips for advanced treatment devices, drip-dispersal systems and media filters.


7 hrs, 0.7 CEUs, Fee $175
1EYI 910 2V1: 3/6, S, 8:30 a.m. - 4:30 p.m., Online (Georgetown)
**Electrical Safety for Water and Wastewater Professionals**
Gain a basic understanding of NFPA 70E (Electrical Safety in Workplace Standards) and basic electrical safety. Topics include: wastewater/water laboratory electrical safety requirements, NFPA 70E requirements, electrical safety hazard compliance, ARC flash protection, AFCI and GFCI circuit protection devices, programmable logic controller safety.

*Approved DE Water Ops-NP. Approved DE WW Ops-I. Approved DE Onsite Lic. A,B,C,D,E,F,H,I. Approved DE Well Drillers, 4 CEUs. MDE Approval #4437-09-04, 7 (1.5x) ALL; SUPERS, NP. Approved MD Lic. PE’s. NJ-07-0409107-31.*

7 hrs, 0.7 CEUs, Fee $175
1EYI 586 2V1: 3/6, S, 8:30 a.m. - 4:30 p.m., Online (Georgetown)

**Biological Nutrient Removal**
In-depth review of the biological processes involved in the removal of nitrogen and phosphorus from activated sludge. The review includes nitrification, denitrification and biological phosphorus release and uptake. Also presented are the necessary operational conditions for oxic, anoxic and anaerobic environments.

*Approved DE WW Ops-D. Approved DE Onsite Lic. A,B,C,D,E,F,H,I. MDE Approval # 5575-14-10 7, ALL WW; IWW OPERS, P. Approved MD lic. PE’s. PADEP #1939. NJ-07-0414190-20.*

7 hrs, 0.7 CEUs, Fee $175
1EYI 986 2V1: 3/18, T, 8:30 a.m. - 4:30 p.m., Online (Georgetown)

**Spill Prevention, Control and Countermeasure (SPCC) and Industrial Storm Water Management**
This course is designed for those indirectly or directly responsible for SPCC and storm water permitting and planning at their facility. The course will review the SPCC regulations and will walk students through the development and implementation of an SPCC plan and inspection of their facility. Students will practice reviewing an actual SPCC plan. The course also will provide a history of industrial storm water regulations, and guidance on developing a Storm Water Pollution Prevention Plan and reviewing a SWPPP for an actual facility. Students are welcome to bring their current plans for use during class.

*Approvals: DE WW Ops-D. DE Onsite Lic. E,F. DE Nutrient Mgmt Program, 6.0 CEC’s. MDE #5657-15-03, 7.0 (X1.5) ALL, NP. MD lic. PE’s. NJ-07-0414190-20.*

7 hrs, 0.7 CEUs, Fee $175
1EYI 295 2V1: 3/9, T, 8:30 a.m. - 4:30 p.m., Online (Georgetown)

**Basics of Portable Restroom Operation and Management (Porta Potties)**
This course relates to the general operation of the portable restroom business in Delaware. The course material covers pertinent federal/state environmental and DOT requirements for the portable restroom business and its peripheral activities. It includes operator licensing details, waste disposal requirements, safety in disinfectant handling, and covers the aesthetic issues pertaining to portable restroom industry. Concepts such as emergency preparedness for large- and small-scale catastrophic events in which portable restrooms may play an important role will also be examined.


6 hrs, 0.6 CEUs, Fee $149
1EYI 239 2V1: 3/23, T, 9 a.m. - 4 p.m., Online (Georgetown)

---

**Attention Training Professionals**
Become a part of our highly respected team and share your knowledge with others in this industry. If you are interested in teaching technical, environmental, safety and/or industrial courses please contact:

*Ms. Kristen Yencer: (302) 857-1401 (Kent County)*

*Mr. Rodney Bailey: (302) 266-3303 (New Castle County)*

*Dr. Christopher Moody: (302) 259-6315 (Sussex County)*
Effective Water Distribution System Flushing

Intended to familiarize the operator with the procedure necessary to design and perform a uni-directional flushing of the system. Topics: distribution system hydraulics, flushing program objectives, tool and equipment requirements, valve and hydrant operation, flushing program design, data collection, customer relations, and flushing problem solving. Bring a calculator.

Approvals: DE Water Ops-D. MDE #5279-12-10 (x1.5) ALL WT; WD OPERS, NP. DE Well Drillers, 4.0 hrs. MD Well Drillers. MD Env. Health Spec. MD lic. PE’s. PADEP #1943. NJ-07-040665-10.

7 hrs, 0.7 CEUs, Fee $175

1EYI 207 2V1: 3/30, T, 8:30 a.m. - 4:30 p.m., Online (Georgetown)

Soils-Based Approach to Siting Wastewater Disposal

Understand how soil physical properties impact the siting of onsite wastewater disposal in Delaware. Emphasis will be placed on the site evaluation process: how to review/understand reports and the application to septic design process. Other topics include: preliminary review (feasibility studies), soil investigative reports for community disposal systems, and percolation testing.


4 hrs, 0.4 CEUs, Fee $95

1EYI 574 2V1: 3/23, T, 5:30 - 9:30 p.m., Online (Georgetown)

Nitrification in Water and Wastewater Processes

This class will present an overview of nitrification processes as they occur in both water and wastewater applications. Standard practices used to control nitrification will be discussed.


7 hrs, 0.7 CEUs, Fee $175

1EYI 219 2V1: 4/8, R, 8:30 a.m. - 4:30 p.m., Online (Georgetown)

21st Century Drinking Water Corrosion Control

Course will define potable water corrosion and the benefit of corrosion indexes. Students will examine: water quality issues (pH, temperature, hardness, alkalinity, TDS); effective corrosion control; and integrating issues like disinfection, distribution piping, flushing schedules, coupon studies and electricity grounding, which can play a major role in corrosion control.

Approvals: DE Water Ops-D. DE Well Drillers, 3 CEUs. MDE #2720-03-03, 7 (1.5x) WT ALL; WD, P. MD Lic. PE’s. MD Env. Health Spec. PADEP #1937. NJ-07-040630-10. VA WWOPS.

7 hrs, 0.7 CEUs, Fee $175

1EYI 274 2V1: 4/15, R, 8:30 a.m. - 4:30 p.m., Online (Georgetown)
Intro to Environmental Regulations
This course is perfect for organizations with new or changing environmental programs, procedures, management initiatives, and for those that simply wish to improve staff compliance with environmental directives. This short course presents concepts in simple terms, with an emphasis on developing an understanding of the challenge of environmental compliance and the need for full implementation of procedures and protocols at all levels. Topics include: air permitting requirements, hazardous waste requirements, NPDES Permits, EPCA reporting, and much more.


7 hrs, 0.7 CEUs, Fee $175
1EYI 976 2V1: 4/27, T, 8:30 a.m. - 4:30 p.m., Online (Georgetown)

US DOT HAZMAT General Awareness Training
This course will satisfy the training requirements of US DOT listed in 49 CFR 172 Subpart H. Topics include: security and safety awareness, using the HAZMAT table, labeling, marking; placarding, packaging and shipping papers.


8 hrs, 0.8 CEUs, Fee $199
1EYI 291 2V1: 5/4, T, 8:30 a.m. - 5 p.m., Online (Georgetown)

Peracetic Acid Application and Technology in the Water/Wastewater Field
This course will discuss peracetic acid as an alternative to disinfection trends for hypochlorite and other pre-oxidants.


7 hrs, 0.7 CEUs, Fee $175
1EYI 820 2V1: 5/26, W, 8:30 a.m. - 4:30 p.m., Online (Georgetown)

Electrical Troubleshooting for Operators
Troubleshoot common electrical problems encountered in water and wastewater facilities. Topics: using schematics and technical drawings to help troubleshoot control circuits, combination starters, control devices, special controls, DC motors, AC motors, and lighting.

Approved DE Water Ops -P. Approved DE WW Ops-D. MDE Approval #2025-99-09, 7 (1.5x) ALL, NP. Approved DE Well Drillers, 4.0 hrs. Approved DE Onsite Lic. C, E. Approved MD Well Drillers. Approved MD lic. PE’s. PADEP #438. NJ-07-040654-30. Approved VA WWOPS.

7 hrs, 0.7 CEUs, Fee $175
1EYI 238 2V1: 5/15, S, 8:30 a.m. - 4:30 p.m., Online (Georgetown)

Basic Organic Chemistry for Water
This course will explore the structure of organic chemical compounds that are encountered in the treatment of water and wastewater. Topics include: the reactivity between inorganic compounds and organics and their effect on water quality; measures to counter the effects of undesirable organic contaminants; the utilization of organics to improve treatment processes; and safety considerations.


6 hrs, 0.6 CEUs, Fee $149
1EYI 819 2V1: 5/18, T, 8:30 a.m. - 3:30 p.m., Online (Georgetown)

Environmental Management Systems and Applications
Course provides an overview of environmental management systems for an organization that desires to understand how environmental policies and best practices can enhance its business operations, while staying in compliance with environmental regulations.


7 hrs, 0.7 CEUs, Fee $175
1EYI 296 2V1: 5/25, T, 8:30 a.m. - 4:30 p.m., Online (Georgetown)
Center Locations

INNOVATION AND TECHNOLOGY CENTER (ITC)
97 Parkway Circle
New Castle, Delaware 19720
(302) 266-3300

MIDDLETOWN CENTER (MC)
500 N. Cass Street
Middletown, Delaware 19709
(302) 266-3400

CORPORATE TRAINING CENTER (CTC)
100 Campus Drive
Dover, Delaware 19709
(302) 857-1400

INNOVATION AND TECHNOLOGY PARTNERSHIP CENTER (ITPC)
307 Laws St.
Bridgeville, Delaware 19933
(302) 259-6386

ENVIRONMENTAL TRAINING CENTER (ETC)
21179 College Drive
Georgetown, Delaware 19947
(302) 259-6386

COMMERCIAL TRANSPORTATION CENTER (COMTC)
21765 Nanticoke Ave.
Georgetown, Delaware 19947
(302) 259-6200
Asbestos Education

Asbestos ‘B’ Initial
This course is for individuals who perform supervision of persons permitted to enter restricted asbestos abatement areas. This program reviews critical topics associated with asbestos abatement activities, as well as responsibilities of the competent person for the asbestos project, consistent with current regulations.

16 hrs, 1.6 CEUs, Fee $295
EYD 011 601: 1/26 & 1/27, TW, 8:30 a.m.- 5 p.m., Dover, In-person

Asbestos ‘B’ Refresher
Do not let your Asbestos Worker license expire! This refresher course is essential for recertification, so sign up for your refresher course today.

8 hrs, 0.8 CEUs, Fee $195
EYD 004 601: 2/9, T, 8 a.m. - 4:30 p.m., Dover, In-person
EYD 004 602: 5/4, T, 8 a.m. - 4:30 p.m., Dover, In-person

Supervisor Refresher, Class A
This course is for individuals who perform supervision of persons permitted to enter restricted asbestos abatement areas. This program reviews critical topics associated with asbestos abatement activities, as well as responsibilities of the competent person for the asbestos project, consistent with current regulations. CPR certification available for an additional $50.

8 hrs, 0.8 CEUs, Fee $150
EYD 001 601: 1/21, R, 8:30 a.m. - 5 p.m., Dover, In-person
EYD 001 602: 3/25, R, 8:30 a.m.- 5 p.m., Dover, In-person
EYD 001 603: 5/6, R, 8:30 a.m.- 5 p.m., Dover, In-person

Worker Refresher, Class A
This asbestos training course provides a general overview of asbestos abatement procedures and worker protection for individuals working on asbestos class I & II projects. It will cover the removal, encapsulation, application, and enclosure of significant amounts of asbestos containing material.

8 hrs, 0.8 CEUs, Fee $150
EYD 002 601: 3/9, T, 8:30 a.m.- 5 p.m., Dover, In-person
EYD 002 602: 5/4, T, 8:30 a.m.- 5 p.m., Dover, In-person

Asbestos Education: CPR for Supervisor
This course is for individuals who perform supervision of persons permitted to enter restricted asbestos abatement areas. This program reviews critical topics associated with asbestos abatement activities, as well as responsibilities of the competent person for the asbestos project, consistent with current regulations.

2 hrs, 0.2 CEUs, Fee $50
EYD 008 601: 1/21, R, 3 - 5 p.m., Dover, In-person
EYD 008 602: 3/25, R, 3 - 5 p.m., Dover, In-person
EYD 008 603: 5/6, R, 3 - 5 p.m., Dover, In-person

DIY Courses

Landscape Design
Ever wonder why some outdoor spaces feel special while others you would like to avoid? Come learn the art of landscape design where we will balance the built and natural environments and create art in the landscape. Beginning with site analysis, into an overview of common plants and their characteristics, and moving onto design tools and techniques, you will discover how choosing the right plant for the right spot can create a spectacular outdoor room. The textbook is available in campus bookstore.

17.5 hrs, 1.7 CEUs, Fee $269
1EYI 994 2V1: 3/4-4/15, R, 6 - 8:30 p.m., Online (Georgetown)
Commercial Driver's License Certification

Do you enjoy the freedom of the open road and want a career that doesn’t involve sitting behind a desk?

This curriculum combines classroom study with practical experience behind the wheel of diesel-powered tractor-trailers on a private training range as well as public streets and highways. You’ll also learn the intricacies of handling a variety of truck types and cargo, conducting required inspections, proper reporting and documentation requirements, and trip planning techniques – all in a small class-size environment.

The certificate program is available in a structured combination of weekday study. You’ll gain the knowledge and skills necessary to earn your CDL Class A Driver’s License. Prerequisite: High school diploma/GED; driver’s license for a minimum of one year; and must pass a drug screening and a DOT Physical. CDL Class A Learner’s Permit required prior. Student must be a Delaware resident.

347 hours, CEUs Fee $4,995

EYD 300 271: 1/11-3/12, M-F, 8:30 a.m. - 4:30 p.m., Commercial Transportation Center, In-person
EYD 300 272: 3/15-5/14, M-F, 8:30 a.m. - 4:30 p.m., Commercial Transportation Center, In-person
EYD 300 271: 5/17-7/16, M-F, 8:30 a.m. - 4:30 p.m., Commercial Transportation Center, In-person
EYD 300 272: 8/9-10/8, M-F, 8:30 a.m. - 4:30 p.m., Commercial Transportation Center, In-person
EYD 300 271: 10/11-12/10, M-F, 8:30 a.m. - 4:30 p.m., Commercial Transportation Center, In-person

The required courses for certification are:

Fundamentals of Motor Fleet Safety
This course presents safety fundamentals, essential regulatory requirements, and driver responsibilities not directly related to driving. Federal and state regulations governing commercial drivers and motor carriers are also explained.

Vehicle Systems and Reporting Malfunctions
This course familiarizes the student with tractor-trailer vehicle systems and the proper procedures for handling and reporting vehicle malfunctions.

Tractor-Trailer Operations
This course introduces students to combination vehicle (tractor-trailer) control systems and control concepts. Vehicle inspection procedures and requirements, coupling and uncoupling procedures, and shifting procedures and patterns are also covered.

Road Driving Practices
This course is designed to develop the basic control skills necessary to operate tractor-trailer vehicles on the public roadways through behind-the-wheel training.

Range Driving Practices
This course covers the basic control skills necessary to safely operate tractor-trailer vehicles through a series of maneuvering exercises. Skill development and learning occurs through behind-the-wheel training to include shifting, backing, inspection, and coupling/uncoupling.

Professional Driver Development
This course introduces the trucking industry from the perspective of a commercial driver applicant by discussing commercial driver qualifications, job-seeking skills, substance abuse awareness, driver wellness, and whistleblower protection.

For more information, contact Bryan Ward at (302) 259-6200 or bward9@dtcc.edu.
Get ready to join the construction, earth moving, and excavation industry as a skilled craftsman or equipment operator!

Delaware Tech’s new 16-week Heavy Equipment Operator Program is a truly unique, hands-on comprehensive program designed to fill the current needs of local employers. The program was developed with industry experts in Delaware utilizing the nationally recognized NCCER curriculum. Students are taught how to perform on the job site as skilled craftsmen, as well as how to operate heavy equipment through both classroom instruction, simulator training, and “in-the-seat” equipment operation. This heavy equipment operator training will include: backhoes, bulldozers, excavators, skid steers, and loaders.

198 Hours, 19.8 CEUs, Fee $2,895

EYD 301 2H1: 1/19-5/6, TR, 5 p.m. - 9 p.m., Georgetown, Hybrid
EYD 734 5H1: 4/12-6/24, MTR, 5 p.m. - 9 p.m., MC Middletown, Hybrid

For more information or to register, visit go.dtcc.edu/workforcedevelopment.
HVAC I: Introduction to HVAC
This course is the entry-level requirement for all other courses in the HVAC program.

Students will learn the foundational skills needed to understand and service heater and air conditioners, and topics include: electrical principles, HVAC components, meters, schematic diagrams, and systems applied to small and large HVAC equipment. In addition, students will learn to read a scale, understand common blueprint symbols, interpret various residential and commercial drawings, and prepare basic estimates. Employers routinely seek workers with the ability to read blueprints and estimate jobs/materials. Students will also review basic math concepts necessary for performing the calculations and conversion needed for preparing simple estimates in any skilled trade area. This course will be delivered in a hybrid training format, with approximately 50% of the course online and 50% in-person hands-on labs.

Prerequisite: EYD 736: HVAC I

80 hrs, 8 CEUs, Fee $795+$200 lab fee
EYD 737 5H1: 2/1-2/25, MTWR, 8:30 a.m. - 12 p.m., ITC (New Castle), Hybrid
EYD 737 5H2: 2/1-4/29, TR, 6 - 9 p.m., ITC (New Castle), Hybrid

HVAC II: Heating Systems
This course provides the understanding of various types of heating systems such as oil, electric, gas, heat pumps, and hydronic heating systems. Emphasis will be placed on heating fundamentals and theory of operation as well as residential heater hands-on maintenance, repair, and troubleshooting. This course will be in a hybrid training format, with approximately 50% of the course online and 50% in-person hands-on labs.

Prerequisite: EYD 736: HVAC I

60 hrs, 6 CEUs, Fee $595+$100 lab fee
EYD 736 5H1: 2/1-4/1, MTWR, 8:30 a.m. - Noon, ITC (New Castle), Hybrid

HVAC Technician WIOA
Delaware Tech’s highly regarded HVAC certificate program will prepare you to enter the high demand HVAC industry! Students completing the 278-hour program will be highly skilled in all aspects of heating, refrigeration and, air conditioning. Delaware Tech’s state-of-the-art heating and air conditioning labs at our New Castle and Bridgeville locations allow us to provide exceptional hands-on training and industry preparation. Participants can complete the entire HVAC Certificate and be job-ready in five months simply by enrolling in each day-time course. The required courses for this certification are:

- EYD 736: HVAC I: Intro to HVAC
- EYD 737: HVAC II: Heating Systems
- EYD 738: HVAC III: Refrigeration and Air Conditioning
- EYD 739: HVAC IV: Advanced HVAC-R
- EY1 780: EPA Certification Prep
- EY1 781: EPA Certification Exam
HVAC III: Refrigeration and Air Conditioning
This course provides a solid background in the theory of refrigeration and hands-on maintenance and repair of various residential air conditioning systems. Covers definitions, physics, refrigerants, theory and operating principles, and safety procedures. Emphasis is placed on refrigeration fundamentals, theory of operation, various air conditioning systems, and troubleshooting. This course will be delivered in a hybrid training format, with approximately 50% of the course online and 50% in-person hands-on labs.
Prerequisite: EYD 736: HVAC I
80 hrs, 8 CEUs, Fee $795+$200 lab fee
EYD 738 5H1: 4/5-4/29, MTWR, 8:30 a.m. - 2 p.m., ITC (New Castle), Hybrid

HVAC IV: Advanced HVAC-R
This course provides students with the technical theory related to commercial HVAC systems, including roof-top air conditioning units, refrigeration walk-in boxes, freezers, and ice machines. Students will also gain practical hands-on experience with the latest Building Automation Systems (BAS) programming and controls which have become prevalent in today’s HVAC industry. In addition, students will also learn basic HVAC installation techniques, including sheet metal bending, duct-work, and plenum fabrication. Throughout this course, students will perform diagnostic and repair lab exercises to reinforce the theory learned in previous classes. This course will be delivered in a hybrid training format, with approximately 30% of the course online and 70% in-person hands-on labs.
Prerequisite: EYD 737 and EYD 738: HVAC II and III
60 hrs, 6 CEUs, Fee $595+$100 lab fee
EYD 739 5H1: 5/3-5/20, MTWR, 8:30 a.m. - 2 p.m., ITC (New Castle), Hybrid

EPA 608 Online Technician Certification Training
This updated 8-hour course is designed to raise the level of competency for individuals taking one or more of the parts of the EPA 608 exam and is highly recommended for anyone seeking their Universal EPA 608 Certification.
8 hrs, 0.8 CEUs, Fee $95
1EYI 780 5V1: 5/24-5/25, MT, 8:30 a.m. - 12:30 p.m., Online

EPA 608 Certification Examinations
Air conditioning or refrigeration technicians are required to become certified by passing approved EPA examinations. As an approved certifying organization, Delaware Tech will administer Test Types I, II, III and Universal. *Photo ID required to take the exam.
4 hrs, 0.4 CEUs, Fee $75
1EYI 781 501: 5/26, W, 8:30 a.m. - 1 p.m., ITC (New Castle), In-person

Attention Training Professionals
Become a part of our highly respected team and share your knowledge with others in this industry. If you are interested in teaching technical, environmental, safety, and/or industrial courses please contact:
Ms. Kristen Yencer: (302) 857-1401 (Kent County)
Ms. Stephanie Lewis: (302) 266-3304 (New Castle County)
Ms. Shelley Grabel: (302) 259-6330 (Sussex County)

LOCATION KEY
For more information, visit page 40.

ITC: Innovation and Technology Center
MC: Middletown Center
CTC: Corporate Training Center
ITPC: Innovation and Technology Partnership Center
ETC: Environmental Training Center
COMTC: Commercial Transportation Center
FREE TRAINING FOR UNEMPLOYED AND UNDEREMPLOYED INDIVIDUALS

You may be eligible for free training in our HVAC Maintenance Technician program.

Delaware Tech’s highly regarded HVAC Certificate Program will prepare you to enter the high demand HVAC industry! Students completing the 330-hour program will be highly skilled in all aspects of heating, refrigeration, and air conditioning. Our state-of-the-art heating and air conditioning labs allow us to provide exceptional hands-on training and industry preparation.

The training program will take place at Delaware Tech’s Innovation and Technology Partnership Center, located behind the Woodbridge Middle School in Bridgeville, Delaware.

Classes will meet NIGHTS, starting in March 2021.

Information workshops are at 9 a.m. or 5 p.m. on the following dates: 1/19, 1/26, 2/2, 2/9, 2/16, 2/23, and 3/2.

To register, email owens-workforcedevelopment@dtcc.edu or call (302) 259-6330.

*This free training program was made possible by a Department of Labor grant intended to help the unemployed and underemployed. Seating is limited. Candidates must attend an information session and meet eligibility requirements.
Safety Training

Forklift Operation/Safety Certification Training Program WIOA

Designed to meet OSHA standards by providing students with the safety and operational knowledge as well as the skills required to operate a forklift safely. Each participant will be required to capably operate a forklift and demonstrate practical operational skills.

4 hrs, 0.4 CEUs, Fee $149

EYP 204 201: 3/17, W 8:30 a.m. - 12:30 p.m., ITPC (Bridgeville), In-Person
EYP 730 501: 1/14, R, Noon - 4 p.m., ITC (New Castle), In-Person
EYP 730 502: 1/21, R, Noon - 4 p.m., MC (Middletown), In-Person
EYP 730 503: 2/18, R, Noon - 4 p.m., ITC (New Castle), In-Person
EYP 730 504: 3/18, R, Noon - 4 p.m., ITC (New Castle), In-Person
EYP 730 505: 3/24, W, Noon - 4 p.m., MC (Middletown), In-Person
EYP 730 506: 4/15, R, 9 a.m. - 1 p.m., ITC (New Castle), In-Person
EYP 730 507: 4/16, F, 9 a.m. - 1 p.m., MC (Middletown), In-Person
EYP 730 508: 5/13, R, 9 a.m. - 1 p.m., ITC (New Castle), In-Person
EYP 730 509: 6/10, R, 9 a.m. - 1 p.m., ITC (New Castle), In-Person
EYN 007 660: 2/27, S, 9 a.m. - 1 p.m., Dover, In-Person
EYN 007 661: 3/27, S, 9 a.m. - 1 p.m., Dover, In-Person
EYN 007 662: 4/24, S, 9 a.m. - 1 p.m., Dover, In-Person

OSHA Construction Safety 10-Hour Course

The OSHA Construction Safety Outreach program is the nationally recognized safety training required to work on a construction site. Participants must successfully complete the course assessment AND attend all 10 hours of instruction in order to receive an OSHA Safety Card. Please note: Groups of six or more may call (302) 266-3300 and request a specific date and time for this training.

10 hrs, 1 CEUs, Fee $149

EYP 703 530: 1/21-1/28, TR, 5:30 - 9 p.m., ITC (New Castle), In-Person
EYP 703 501: 1/26-1/28, TR, 8:30 a.m. - 2 p.m., ITC (New Castle), In-Person
EYP 703 502: 3/2-3/9, T, 8:30 a.m. - 2 p.m., MC (Middletown), In-Person
EYP 703 503: 4/13-4/20, T, 8:30 a.m. - 2 p.m., ITC (New Castle), In-Person
EYP 703 531: 5/4-5/11, TR, 5:30 - 9 p.m., ITC (New Castle), In-Person
EYP 703 501: 6/1-6/3, TR, 8:30 a.m. - 2 p.m., ITC (New Castle), In-Person
EYP 703 502: 6/8-6/15, T, 8:30 a.m. - 2 p.m., MC (Middletown), In-Person

Lead Safety for Renovation, Repair and Painting (RRP)

EPA’s Renovation, Repair and Painting Final Rule (40 CFR 745) requires that renovations conducted for compensation must be performed by Certified Firms using Certified Renovators. This 8-hour course will teach you how to comply with the EPA Renovation, Repair and Painting Rule and the HUD Lead Safe Housing Rule, and how to perform lead-safe work practices safely and effectively. This course is the EPA model course for Certified Renovators and as such meets all requirements in 40 CFR 745.90.

8 hrs, 0.8 CEUs, Fee $249

EYI 786 501: 1/21, R, 8 a.m. - 5 p.m., ITC (New Castle), In-Person
EYI 786 502: 2/25, R, 8 a.m. - 5 p.m., ITC (New Castle), In-Person
EYI 786 503: 4/1, R, 8 a.m. - 5 p.m., ITC (New Castle), In-Person
EYI 786 504: 5/6, R, 8 a.m. - 5 p.m., ITC (New Castle), In-Person
EYI 786 501: 6/3, R, 8 a.m. - 5 p.m., ITC (New Castle), In-Person

Lead Safety for RRP Refresher

This 4-hour course was developed by the EPA in collaboration with HUD to refresh the training of renovation, repair, and painting contractors.

4 hrs, 0.4 CEUs, Fee $129

EYI 787 501: 3/4, R, Noon - 4 p.m., ITC (New Castle), In-Person
EYI 787 501: 5/27, R, Noon - 4 p.m., ITC (New Castle), In-Person

LOCATION KEY

For more information, visit page 40.

ITC: Innovation and Technology Center
MC: Middletown Center
CTC: Corporate Training Center
ETC: Environmental Training Center
COMTC: Commercial Transportation Center

Search classes and register online at go.dtcc.edu/workforcedevelopment
TECHNICAL TRAINING

OSHA Waste Site Worker Training Hybrid
The 40-hour HAZWOPER (Hazardous Waste Operations and Emergency Response) course prepares you for employment in hazardous waste site cleanup, treatment, storage, disposal, and emergency response. Achieve certification under federal safety and environmental worker laws upon completion. Topics include chemistry of hazardous wastes and materials, site activities, safety practices, protective equipment and respirators, medical surveillance, and air monitoring. Training includes classroom, teamwork/tabletop sessions, and extensive hands-on exercises using PPE and air tanks. This training will be delivered as a hybrid course, with some hands-on training taking place in person. A course schedule of activities, dates and times will be emailed to students before the first day of class.

40 hrs, 4 CEUs, Fee $595
EYI 720 5H1: 1/4-1/8, MTWRF, 8 a.m. - 5 p.m., ITC (New Castle), Hybrid
EYI 720 5H2: 4/5-4/9, MTWRF, 8 a.m. - 5 p.m., ITC (New Castle), Hybrid

OSHA Hazardous Waste Site Worker Refresher
The 8-hour HAZWOPER refresher is the annual recertification course mandated by the federal OSHA and EPA. Please note: Groups of five or more may call (302) 266-3300 and request a specific date and time for this training.

8 hrs, 0.8 CEUs, Fee $199
EYI 721 501: 1/20, W, 8 a.m. - 5 p.m., ITC (New Castle). In-Person
EYI 721 502: 4/21, W, 8 a.m. - 5 p.m., ITC (New Castle), In-Person

Welding
Welding Maintenance Technician Certificate WIOA
Begin your rewarding career in welding by completing the newly updated 262-hour Welding Maintenance Certificate Program! Our 10-station lab utilizes the finest welding equipment found in the industry today. Coupled with our expert instructional staff, our welding students receive hands-on training that is second-to-none. Participants can complete the entire welding certificate and be job ready in four months simply by enrolling in each daytime course. NOTE: Safety glasses, long pants, and steel-toed work shoes are required for all welding classes. The required courses for this certification are:
- EYP 703: OSHA Construction Safety
- EYD 726: Introduction to Welding
- EYD 727: Specialized Welding Processes
- EYD 728: Pipe Welding

Introduction to Welding
This updated comprehensive basic welding course will provide students with welding safety, welding theory, welding terminology, welding blueprint reading, and extensive hands-on training in Shielded Metal Arc Welding (SMAW), also known as “stick” welding. This 84-hour class also includes welding machine set up, welding symbols, type of joints, electrode classification, and metallurgy, as well as feature both vertical and overhead welding positions. This course will be delivered in a hybrid training format, with approximately 40% of the course online and 60% in-person hands-on labs. Students must be prepared to weld during the first class.

84 hrs, 8.4 CEUs, Fee $995 + $300 lab fee
EYD 726 5H1: 2/1-2/25, MTWR, 8:30 a.m. - 2 p.m., ITC (New Castle), Hybrid
EYD 726 5H2: 2/1-3/17, MTW, 5:30 - 9:30 p.m., ITC (New Castle), Hybrid
Specialized Welding Processes
This new 84-hour course provides the hands-on training for the most specialized and productive manual welding processes in the industry today, including MIG, TIG, and Flux-Core welding. Students will receive detailed instruction about each specialized welding process, specialized machine and electrode operations, and extensive hands-on training in each welding process. Students must have completed EYD 726 Introduction to Welding or demonstrate extensive prior welding experience. Students must be prepared to weld during the first class. This course will be delivered in a hybrid training format, with approximately 25% of the course online and 75% in-person hands-on labs.

Prerequisite: EYD 726 or instructor approval

84 hrs, 8.4 CEUs, Fee $1,295 + $600 lab fee

EYD 727 5H1: 3/1-3/25, MTWR, 8:30 a.m. - 2 p.m., ITC (New Castle), Hybrid

EYD 727 5H2: 3/22-5/5, MTW, 5:30 - 9:30 p.m., ITC (New Castle), Hybrid

Pipe Welding
This 84-hour hands-on course focuses on the Shielded Metal Arc Welding process of pipe welding. The training will consist of both instruction and practice in the areas of pipe fitting, beveling, electrode selection, joint preparation, and welding. As students begin to master the basics of pipe welding, the instruction will focus on the skills required for code welding. This course will be delivered in a hybrid training format, with approximately 25% of the course online and 75% in-person hands-on labs.

Prerequisite: EYD 726 and EYD 727 or instructor approval.

84 hrs, 8.4 CEUs, Fee $1,295 + $500 lab fee

EYD 728 5H1: 3/29-4/22, MTWR, 8:30 a.m. - 2 p.m., ITC New Castle, Hybrid

Plate and Pipe Welding Certification Exams
Certification exams will be given in the state-of-the-art welding lab at the ITC in New Castle, and includes all necessary materials and x-ray requirements. All exams meet AWS D-1.1 standards and ASME pipe and standards. Photo ID required to take an exam. Call (302) 266-3300 for details.

LOCATION KEY
For more information, visit page 40.

ITC: Innovation and Technology Center
MC: Middletown Center
CTC: Corporate Training Center
ITPC: Innovation and Technology Partnership Center
ETC: Environmental Training Center
COMTC: Commercial Transportation Center
You may be eligible to participate in FREE Manufacturing Training Skills Program sponsored by Delaware Tech and the Department of Labor. Qualified individuals will receive 600 hours of training that will include classroom simulations and hands-on skill obtainment. Job placement is also provided. Topics of study include: AC/DC electrical systems, PLCs, mechanical drives, hydraulics, and pneumatics.

Students will earn certifications in: CPR, forklift, OSHA 10, and be eligible to take National Manufacturing Skill Standards Council certifications in specialized areas.

The program will take place at Delaware Tech’s Innovation and Technology Partnership Center, which is located behind the Woodbridge Middle School in Bridgeville.

Eligibility requirements include:

- HS Diploma or GED
- Minimum two years of documented full-time working experience
- Demonstrate at least a 10th grade math ability (free assessment will be given)
- Possess a Social Security Card and valid Driver’s License (or State-issued ID)

Classes begin March 2021.

For session dates and to register, visit: go.dtcc.edu/technicaltraining.
MEETING THE NEEDS OF LOCAL BUSINESSES

Delaware Tech is your partner in success, delivering customized training at state-of-the-art facilities throughout Delaware. With a hands-on learning approach and broad curriculum of technical programs, Delaware Tech is poised to meet the demands of labor markets across the Mid-Atlantic. We build relationships based on trust and are committed to your success. Our outstanding team of credentialed professionals is ready to help you reach your goals. Whether training individuals with varying skills or helping to launch a new technology across your organization, we are an effective and affordable education partner.

With unique training facilities across the state, Delaware Tech is a one-of-a-kind resource that can help strengthen your competitive edge. We develop relevant and valuable training programs by working closely with the business community. Scheduling is flexible to meet the needs of the workforce and various learning styles.

To learn how we can help your business grow through customized technical training, contact:

Ms. Kristen Yencer: (302) 857-1401 (Kent County)

Mr. Rodney Bailey: (302) 266-3303 (New Castle County)

Dr. Christopher Moody: (302) 259-6330 (Sussex County)
FOR MORE INFORMATION ON ALL YOUTH PROGRAMS/CAMPS, VISIT US ONLINE AT:
GO.DTCC.EDU/CONTINUING-EDUCATION/YOUTH-PROGRAMS
ADVANCE TOMORROW.
ENROLL TODAY.

We are Delaware Tech. And we make the people who make Delaware. The people who feed it. Heal it. Watch over it. And build it to be better than it’s ever been before. People like you—with skills to hone, and a passion to be part of something bigger. So if you’re ready, we’re here to help you hit the ground running. Visit dtcc.edu to enroll today.
Our Mission
The Workforce Development and Community Education Division of the College provides lifelong learning opportunities for personal and professional growth for a diverse population through quality education and training programs. In addition, the Division supports economic development efforts by designing and delivering training programs that address the specific needs of local businesses and industries.

Cancellation of Classes
Classes will be canceled if a minimum number of full-paying students have not registered.

Enrollment Policy
You are enrolled upon receipt of payment, provided there is space in the class. You will be contacted if there is a problem.

Refund Policy
For a full refund, you must contact the Workforce Development and Community Education office at least 72 hours before the first session. Withdrawals within the first week receive a 75% refund. Refunds are not given for classes that have three or fewer sessions, with the exception of the above 72-hour refund request. Please note that there are some courses with different refund policies.

Continuing Education Units (CEUs) Awards
The CEU (Continuing Education Unit) is a nationally accepted standard for non-credit continuing education courses. A certificate is awarded upon successful completion and may be used as a reference for job promotion or hiring. Designated non-credit professional development courses are CEU-certified.

Tax Deduction/Credit Policy
An income tax deduction/credit may be permitted for educational expenses incurred while maintaining and improving professional skills. Consult your tax specialist for more information.

Inclement Weather/Emergency Closing
To obtain information about the delay or cancellation of day, evening or weekend classes, see announcements on local television, radio stations, and at dtcc.edu.

FERPA
FERPA was enacted to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Among other things, FERPA gives students the right to file complaints with the United States Department of Education concerning alleged failures by the educational institution to comply with the Act.

Nondiscrimination Policy
It is the policy of the College that no person shall, on the basis of race, color, creed, sex, national origin, age disability, sexual orientation (defined exclusively as heterosexuality, homosexuality, or bisexuality), or genetic information be subjected to any discrimination prohibited by the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act, as amended; Americans with Disabilities Act, as amended; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendments of 1972; the Genetic Information Nondiscrimination Act of 2008 and other applicable laws, regulations and Executive Orders. This policy applies to recruitment, employment and subsequent placement, training, promotion, compensation, continuation, probation, discharge and other terms and conditions of employment over which the College has jurisdiction as well as to all educational programs and activities.

The College has designated a Civil Rights Coordinator, who serves as the College’s Title IX Coordinator and the College’s ADA/Section 504 Coordinator, to carry out its commitment to equal opportunity and nondiscrimination. Inquiries or complaints by students or employees regarding the College’s nondiscrimination policies may be addressed to:
Civil Rights & Title IX Coordinator • Office of the President • 100 Campus Drive, Dover, DE 19904
(302) 857-1903 • civilrights@dtcc.edu

Notice of Availability of Annual Security Report
Delaware Technical Community College maintains an annual security report as required by the Clery Act. The College’s annual Clery Act report contains information on campus security and personal safety, including crime prevention, the law enforcement authority of College public safety officers, crime reporting policies, certain specific College policies, and other important matters about security on campus.

The report also contains statistics for the three previous calendar years on crimes that were reported to have occurred on campus, in certain off-campus buildings or property owned or controlled by the College, and on public property within or immediately adjacent to and accessible from the campus.
### Payment Methods

**ON CAMPUS:** Available by appointment only. Call the campus location* where you will be attending to schedule.

**MAIL:** Enclose a check or money order payable to Delaware Technical Community College, Workforce Development and Community Education. Mail with the completed form to the campus location*.

**PHONE:** Call the campus location* where you will be attending class, or visit go.dtcc.edu/workforcedevelopment.

**WEB:** Log on to go.dtcc.edu/workforcedevelopment. Pay with credit card.

*Locate campus address and phone numbers on page 2 or visit go.dtcc.edu/workforcedevelopment.

---

### Registration Form

**Please type or clearly print the requested information.**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE INITIAL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SOCIAL SECURITY (LAST FOUR)</th>
<th>DATE OF BIRTH</th>
<th>GENDER:</th>
<th>MALE</th>
<th>FEMALE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STREET ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EVENING PHONE #</th>
<th>DAY PHONE #</th>
<th>EMAIL</th>
</tr>
</thead>
</table>

### Course Selection(s)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>START DATE/TIME</th>
<th>FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Demographics: (Optional – the college is required to report this information to the federal government.)

- [ ] African-American
- [ ] Asian/Pacific Islander
- [ ] Caucasian
- [ ] Hispanic/Latino
- [ ] Native American/Alaskan
- [ ] Other
WHAT'S INSIDE

In an effort to help during this difficult time, we have developed a catalog of programs and industry certifications to meet the rapidly changing demands of our state.

Professional Development................. 4
Healthcare........................................ 6
Personal Enrichment............................ 23
Environmental................................. 28
Technical Training............................. 40