Our Mission

The division of Workforce Development and Community Education 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.

Holiday Calendar

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Winter Break</td>
<td>Friday, December 20, 2019</td>
</tr>
<tr>
<td>College Reopens:</td>
<td>Monday, January 6, 2020</td>
</tr>
<tr>
<td>(College closed on these days)</td>
<td></td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Monday, January 20, 2020</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday, April 10, 2020</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 25, 2020</td>
</tr>
</tbody>
</table>

Abbreviation Legend

M - Monday  
T - Tuesday  
W - Wednesday  
R - Thursday  
F - Friday  
S - Saturday  
U - Sunday

Office Hours:
8:30 a.m. - 4:30 p.m., Monday - Friday

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

Corporate Training

Let Delaware Technical Community College Be Your Training Resource

With hundreds of training options, we have solutions that will increase your employees’ productivity and your organization’s bottom line.

Areas of training include: professional growth training, technical training, basic skills training, computer applications training, and much more.

Whether your organization’s training needs are large or small, Delaware Tech has professionals who will deliver the highest quality training to your employees either on campus, on-site, or online.

For more information, call (302) 857-1400 or online at go.dtcc.edu/workforcedevelopment.

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:

Janis C. Beach  
Civil Rights & Title IX Coordinator  
Office of the President  
100 Campus Drive | Dover, DE 19904  
(302) 857-1293  
civilrights@dtcc.edu
# Asbestos Education

## Asbestos 'B' Initial

**$295**

This course is for individuals who perform supervision of persons permitted to enter restricted asbestos abatement work 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>EYD 011 600</td>
<td>2/25 &amp; 2/26 TW</td>
<td>8:30am - 5pm</td>
<td></td>
</tr>
</tbody>
</table>

## Asbestos 'B' Refresher

**$195**

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>EYD 004 600</td>
<td>2/7 F</td>
<td>8am - 4:30pm</td>
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<tr>
<td>EYD 004 601</td>
<td>4/3 F</td>
<td>8am - 4:30pm</td>
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<tr>
<td>EYD 004 602</td>
<td>6/5 F</td>
<td>8am - 4:30pm</td>
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</table>

## Asbestos Education Refresher: O&M

**$125**

This course is for individuals who perform supervision of persons permitted to enter restricted asbestos abatement work 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.

(4 hrs., 0.4 CEUs)

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<tr>
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<th>Time</th>
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<td>EYD 012 600</td>
<td>4/7 T</td>
<td>8:30am - 12:30pm</td>
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</tbody>
</table>

## Supervisor Refresher, Class A

**$150**

This course is for individuals who perform supervision of persons permitted to enter restricted asbestos abatement work 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)

<table>
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<th>Course</th>
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<tr>
<td>EYD 001 605</td>
<td>6/11 R</td>
<td>8:30am - 5pm</td>
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## Worker Refresher, Class A

**$150**

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 or enclosure of significant amounts of asbestos-containing material.

(8 hrs., 0.8 CEUs)

<table>
<thead>
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<th>Course</th>
<th>Dates</th>
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</table>

## Asbestos Education: CPR for Supervisor

**$50**

This course is for individuals who perform supervision of persons permitted to enter restricted asbestos abatement work 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.

<table>
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<th>Course</th>
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<td>EYD 008 604</td>
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<tr>
<td>EYD 008 605</td>
<td>6/11 R</td>
<td>3 - 5pm</td>
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</tbody>
</table>
You may be eligible to participate in a **FREE** Automation Technology Certificate Program sponsored by Delaware Tech and the Department of Labor under the America's Promise Grant.

This extensive 310-hour program will provide the Delaware Manufacturing industry with skilled workers in the following areas:
- Flow Process Control
- Thermal Process Control
- Computer Numeric Control (CNC) Programming
- Programmable Logic Controllers (PLCs)
- Human Machine Interfacing (HMI)

**Program Schedule:**
Feb. 4 - May 20, 2020, M, W, R, 3 - 8 p.m.

The program will take place at Delaware Tech’s Innovation Technology and Partnership Center, which is located at 307 Laws Street, Bridgeville, DE (behind the Woodbridge Middle School).

No experience is necessary; however, experience in the computer, electrical, mechanical, and/or technical trades would be extremely beneficial.

**Eligibility requirements:**
- Candidates must attend an information session
- HS Diploma or GED
- Minimum two years of documented full-time work experience
- Demonstrate at least an 11th grade math ability (free assessment will be given)
- Possess a Social Security card and valid driver’s license (or state-issued ID)

**Information Session Dates**
Dec. 19, Jan. 9, Jan. 15, and Jan. 22 at 9 a.m. and 5:30 p.m.

**Sessions held at:**
Delaware Tech Environmental Training Center
21179 College Drive, Georgetown, DE 19947

**Classes begin February 4, 2020.**
Attending an information session and registration is necessary.

**Seating is limited.**

For more information and to register, call Hilary Valentine at (302) 259-6384 or email hvalent2@dtcc.edu.

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**FREE TRAINING FOR INCUMBENT WORKERS**

America’s Promise Grant, Pathways to Technology Careers is a $4,375,000 project. $3,500,000 (80%) is provided through a federal grant from the United States Department of Labor – Employment and Training Administration. At least $875,000 (20%) is provided through other leveraged resources.

“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.”
Forklift Operations/Safety Certification Training $199
This course is designed to meet OSHA standards by providing students with the safety and operational knowledge as well as the skills required to safely operate a forklift. Each participant will be required to demonstrate safe and practical forklift operation skills. Please note: Groups of four or more may call (302) 857-1400 and request a specific date or location for this training. (4 hrs., 0.4 CEUs, session)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Session</th>
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<tbody>
<tr>
<td>EYN 007 665</td>
<td>1/18</td>
<td>S 9am - 1pm</td>
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<tr>
<td>EYN 007 667</td>
<td>3/21</td>
<td>S 9am - 1pm</td>
</tr>
<tr>
<td>EYN 007 669</td>
<td>5/16</td>
<td>S 9am - 1pm</td>
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</tbody>
</table>

Contract Training Available!
Includes free room rental with campus training

Do you need to update your employees’ skills?
Do you need a stronger, more educated workforce?
Consider offering a class just for your company or agency -
We can customize your training in these and many other areas:

- Manufacturing
- Early Care and Education (I and II)
- Home Health Aide
- Retail Customer Service Operations or Retail Management
- Supervisory, Leadership, and Business Courses
- Computer Training (Microsoft, Quickbooks, CompTIA A+ and Network +, CISCO and more)
- National Career Readiness

We can offer flexible options such as day, evening, and weekend schedules at your site or on campus.
Contact us today for a quote!

Call (302) 857-1400 for more information.
Certifications

Certifications

Start Your Career as a Security Guard $189
There is high demand for security guards in Delaware. 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 students can sign-up for the exam on one of the dates below. Students will be required to pass with a minimum of 75% to receive certification. After completion of the course, finger printing and a background check are required by the State before a license will be given.
(13hrs., 2 sessions)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>EYD 018 630</td>
<td>1/27 &amp; 1/28</td>
<td>MT</td>
<td>3 - 9:30pm</td>
</tr>
<tr>
<td>EYD 018 631</td>
<td>3/30 &amp; 3/31</td>
<td>MT</td>
<td>3 - 9:30pm</td>
</tr>
<tr>
<td>EYD 018 632</td>
<td>5/18 &amp; 5/19</td>
<td>MT</td>
<td>3 - 9:30pm</td>
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</table>

Security Guard Test $49
This exam is required by the State of Delaware for all current security guards and new hires. Passing this test is the final step in securing security guard licensing for new hires. This test must be taken every five years to maintain licensure. See State of Delaware Professional Regulations for further requirements. Bring photo ID.

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<tr>
<th>Course Code</th>
<th>Date</th>
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<th>Time</th>
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<tr>
<td>TND 100 630</td>
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<td>T</td>
<td>4pm</td>
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<tr>
<td>TND 100 600</td>
<td>1/24</td>
<td>F</td>
<td>9am</td>
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<tr>
<td>TND 100 631</td>
<td>2/11</td>
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<td>4pm</td>
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<td>TND 100 601</td>
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<td>TND 100 605</td>
<td>6/26</td>
<td>F</td>
<td>9am</td>
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ServSafe Food Safety Program for Managers $199
The ServSafe Food Safety Program for Managers is designed to meet the Delaware Office of Food Protection requirements. It provides food safety training, exam, and educational materials to food service managers. Earn the ServSafe Food Protection Manager Certification accredited by the American National Institute (ANSI) - Conference for Food Protection (CFP). Learn to implement essential food safety practices and create a culture of food safety. Textbook and exam included in class fee. Bring photo ID. (8 hrs, 0.8 CEUs, 1 session)

<table>
<thead>
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<th>Course Code</th>
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<tbody>
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<td>8am - 5pm</td>
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<tr>
<td>EYD 015 602</td>
<td>6/8</td>
<td>M</td>
<td>8am - 5pm</td>
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</table>

Attention Veterans
Are you ready to enter the workforce?
Consider the courses below to receive valuable training that will prepare you to be job ready in a short time.

Certified EKG Technician - pg.18
Certified Nursing Assistant - pg.14
Certified Phlebotomy Technician - pg. 14
Poly somomographer Technician - pg. 16
Certified Pharmacy Technician - pg. 14
Home Health Care Aide - pg.14

For more information on Veterans Services, contact:
Rebecca Craft, Veterans and Service Members Counselor,
Terry Campus, (302) 857-1056 or rrcraft@dtcc.edu

Workforce Innovation Opportunity Act
Approved by the Delaware Workforce Development Board and Department of Labor Equal Opportunity Employment Program
Kent County
ECONOMIC SUMMIT

Presented in collaboration with
Central Delaware Business and Entrepreneurship Consortium

12th ANNUAL

Register Now
9•15•20

Del-One Conference Center
100 Campus Drive
Dover, DE 19904

For more information go to
www.dtcc.edu/economicsummit

Adult Basic Education Free
Individuals 16 years and older can improve reading, writing, and math skills. If you have never earned your high school diploma and are interested in taking the GED® test, these classes can help you prepare. Registration/orientation for new students is based on space availability. The TABE Assessment is the first step towards classroom registration and takes about 3.5 hours.

Call (302) 857-1282 for more information

GED® Test Preparation CLASSES Free
Adults age 16 and older can improve reading, writing, and math skills. If you have never earned your high school diploma and are interested in taking the GED® test, these classes can help you prepare. Registration/orientation for new students is based on space availability. The TABE Assessment is the first step towards classroom registration and takes about 3.5 hours.

Call (302) 857-1282 for more information
Entrepreneurship

Kauffmann FastTrac® New Venture for the Veteran Entrepreneur $99
FastTrac New Venture is for veteran entrepreneurs who have an idea for a business but need a plan and framework for successfully starting a company. After completing the course, you will:
• Discover how your business concept matches your personal vision.
• Align your business concept with a real market opportunity.
• Learn how to set realistic financial goals for your business.
• Determine the unique features and benefits of your product/service.
• Find your target market and discover your competitive advantage.
• Learn how to manage business functions and develop an organizational culture.
• Determine the steps to profitability.
• Identify potential sources of funding for your business.
(30 hrs., 10 sessions)
ENC 008 630 3/10 - 5/12 T 6 - 9pm

Career Enrichment

Grant Writing $249
Developing effective grant writing skills are essential to acquire competitive funding from government agencies and private foundations. Writing a successful grant proposal is a blend of art and science. It requires content knowledge, writing proficiency, strong research skills, creativity, organizational ability, and patience. This course will provide students with the basic background necessary to develop a competitive funding proposal. Topics discussed will be components of an application; helpful tools and resources; strategies for developing a proposal; how to identify potential funding sources; how to read and understand proposal guidelines and requests for proposals (RFP); 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., 5 sessions)
END 006 630 3/10 - 4/7 T 6:30 - 9pm

Managing Your Grant Award $49
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., 1 session)
ENC 012 630 4/21 T 6:30 - 9pm

Creative Marketing $199
Need business cards, a logo or website? Thinking of creative marketing material as a business but don’t know the what or the how? This class is for you. This is an interactive, fun approach to designing, tailoring, and creating marketing tools with you and/or your customer in mind. (12.5 hrs., 5 sessions)
ENC 007 640 3/11 - 3/25 WR 6 - 8:30pm
To be considered for this program, you must attend an information session and meet these eligibility requirements:

- Associate degree and minimum one year of work experience in engineering or IT fields OR high school diploma and a minimum of six years work experience
- Demonstrate a minimum of 12th grade reading and math ability
- Possess a social security card and valid driver’s license (or state-issued ID)
- Must be employed or underemployed to be eligible for CCNA, Oracle, SQL and Java (no employment restriction for CCNA Security or CCNP)

**Classes beginning soon!**
Come to our next information session at the Wilmington or Dover campus.
Find dates and times at [go.dtcc.edu/ITacademies](http://go.dtcc.edu/ITacademies)

**FREE IT Training**

You may be eligible to earn a spot in a FREE IT Academy funded by the U.S. Department of Labor’s America’s Promise Job Driven Grant. Courses will prepare you to earn national certifications in:

- Cisco Certified Network Associate (CCNA)
- CCNA Security
- Cisco Certified Networking Professional (CCNP)
- SQL Developer
- Oracle Database Administration
- Java Programming

Job search and placement assistance will be provided. These programs are for individuals who are fully committed to acquiring highly sought-after industry certifications and gaining full-time employment.

For more information, please call
(302) 454-3956 (New Castle County)
or (302) 857-1400 (Kent County.)

**DELTA TECH**

America’s Promise Grant, Pathways to Technology Careers is a $4,375,000 project. $3,500,000 (80%) is provided through a federal grant from the United States Department of Labor – Employment and Training Administration. At least $875,000 (20%) is provided through other leveraged resources.

“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.”

(302) 857-1400 | Search classes and register online at [go.dtcc.edu/workforcedevelopment](http://go.dtcc.edu/workforcedevelopment)

January - June 2020 | 9
We offer classes in Kauffman FastTrac®, grant writing and grant awards, defensive driving, forklift operations, CPR with AED training, and so much more! Discover all of our upcoming classes at the Terry Campus in Dover. Know someone who prefers online courses? Check out Delaware Tech’s Ed2Go offerings!

Give a Delaware Tech gift certificate for a continuing education course.

INSPIRE SOMEONE TO PURSUE A PASSION OR LEARN SOMETHING NEW!

DELAWARE TECH | Terry Campus

SAVE THE DATE

Chocolate 5K Run & Walk

2-8-20

To benefit study abroad scholarships and on-campus Global Understanding Series.

To register or sponsor: go.dtcc.edu/Chocolate5K
A DIFFERENT KIND OF WORKFORCE. FOR A DIFFERENT KIND OF DELAWARE.

We are Delaware Tech. And we make the people who make Delaware. The people who feed it. Heal it. Watch over it. And push 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.

If you’re ready, we’re here to help you hit the ground running. Visit dtcc.edu to apply today.
Online Learning
anytime, anywhere... just a click away!

ONLINE CAREER TRAINING PROGRAMS
Prepare for employment in some of today’s hottest careers with a 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

Categories Include:
- 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

JUMP START YOUR CAREER OR FIND A NEW ONE!
Visit our website for program details!
careertraining.ed2go.com/dtccterry/

INSTRUCTOR-LED ONLINE SHORT COURSES
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

Categories Include:
- 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

CALL (302) 857-1400 FOR MORE INFORMATION
Visit our website to find a course!
ed2go.com/dtccterry
Certificate in
Data Analysis $495

This online course will prepare students with skill sets that are highly sought after in business professional workplaces. Begin with getting a basic understanding of how to analyze data in a business setting. Then, learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally, you will find out how to perform inquiries that will be useful to your business or organization, and have the skills necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned. Includes Introduction, Intermediate, and Advanced coursework in Data Analysis. (48 hours)

Introduction to Data Analysis • 2/3 - 2/28 or 4/6 - 5/1
Intermediate Data Analysis • 3/2 - 3/27
Advanced Data Analysis • 4/6 - 5/1

Additional Online Certification programs

Certificate in Presentation Media $495
Presentation media are key to communication, sales, speeches, and any other effective presentation today. Whether your presentation is online or in-person, presentation media not only enhance your message, but often make your message successful.

You will be exposed to a powerful, concise way to present information using Infographics. Learn the finer points of Photoshop for presentations. Then, discover the design elements to creating visual presentations for success using any media.

Take away critical skills for both training yourself and others in your organization. You will come away with the latest, most advanced practical and design knowledge in presentation media.

Infographics • 2/3 - 2/28 or 4/6 - 5/1
Photoshop for Presentations • 3/2 - 3/27
Graphic Design for Visual Presentations • 11/4 - 11/28 or 4/6 - 5/1

Infographics $195
2/3 - 2/28 or 4/6 - 5/1

Spanish for Medical Professionals $290
2/3 - 3/27

Certificate in Non-Profit Administration $595
Non-profits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits, with our Certificate in NonProfit Administration. You will come away with the latest best information from instructors who train people in nonprofits. You can take the multiple courses for a certificate, or single courses as needed.

Revenue Generation for Non-Profits $495
2/3 - 3/27 or 4/6 - 5/29

Program Evaluation for Non-profit Professionals $245
11/4 - 11/29

For more information, call (302) 857-1500 or go to bit.ly/2GXsJz2
Healthcare

**Certified Phlebotomy Technician**

$2395

A phlebotomist is a trained medical professional who obtains blood samples from patients by drawing blood. This course also teaches the proper and accurate labeling of blood samples, effective storage and appropriate handling of blood samples, and preparing needed equipment such as needles and tourniquets, among other topics. Upon completion of the program, students will be eligible for a National Certification. Tuition includes textbook, scrubs, background check, drug screen, internship/clinical lab experience*, and certification exam. (140 hours, 14.0 CEUs)

Prerequisite: Attendance at an Information Session.* See pg 17.

*Internships are approved and scheduled upon successful completion of the program and the submission of required documentation.

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>WYK 005 630</td>
<td>6/8 - 9/16</td>
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**Certified Pharmacy Technician**

$2295

If you are interested in an exciting journey into one of today’s fastest-growing fields in health care, Pharmacy Technician is for you! Whether you end up working in a hospital, community, mail order or another type of pharmacy, the knowledge you will gain from this course will prepare you well for your new career. Students who successfully complete the course will be eligible to take the Pharmacy Technician Certification exam. Tuition includes: textbook and certification exam. (150 Hours, 15 CEUs)

Prerequisite: Attendance at an Information Session.* See pg 17.

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<td>WYK 024 630</td>
<td>2/11 - 5/28</td>
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**Certified Nursing Assistant**

$2395

Students will learn to safely perform basic nursing skills under the supervision of a licensed nurse in a long-term care facility. Communication, observation, and documentation skills are incorporated to aid the student in meeting the psychological, physical, and environmental needs of the patient. Following successful completion of this course and internship, the student will take the Nurse Aid Competency Examination for certification. Program includes textbooks, BLS certification, lanyard, uniform, stethoscope, blood pressure cuff, internship, and C.N.A. Certification exam. (160 hrs., 16 CEUs) Clinical schedule varies, day/ evening/weekend. Not including clinical dates.

Prerequisite: Attendance at an Information Session.* See pg 17.

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<th>Course Code</th>
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<td>TR</td>
<td>5 - 10pm</td>
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<td>6/15 - 8/5</td>
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<td>WYK 002 601</td>
<td>6/9 - 7/8</td>
<td>TWR</td>
<td>8:30am - 3pm</td>
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**Medical Terminology**

$599

This is an introductory course in medical terminology which provides an overview for the student looking to increase their understanding of the medical field. Students will learn the spelling and pronunciation of terms as well as basic medical vocabulary with an emphasis on prefixes, suffixes, roots, and combining vowels. Anatomical, physiological, bodily systems, and pathological terminology is covered. Consider taking this course as a companion to other medical courses such as Pharmacy Technician, Phlebotomy Technician, Medical Billing & Coding, Certified Medical Administrative Assistant, Dialysis Technician, Certified Clinical Medical Assistant, and EKG Technician. Tuition includes textbook. (48 hours, 4.8 CEUs)

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<td>WYK 028 660</td>
<td>1/18 - 4/4</td>
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**BLS for Healthcare Providers**

$99

This course provides healthcare professionals with the training to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. This course is intended for healthcare providers such as physicians, nurses, paramedics, respiratory therapists, physical and occupational therapists, physician’s assistants, medical or nursing associates, police officers, and other allied health professionals.

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<td>WYK 025 601</td>
<td>7/16</td>
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**Home Health Care Aide**

$925

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, uniform, supplies, and CPR. (80 hours, 8 CEUs)

Prerequisite: Attendance at an Information Session.* See pg 17.

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<th>Course Code</th>
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<td>WYK 007 601</td>
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<td>MTWRF</td>
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<td>6/9 - 7/8</td>
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Call (302) 857-1500 for more information.
**Healthcare**

**CCMA**<sup>WIOA</sup>  (Hybrid, some content delivered online)  $3295  
Certified Clinical Medical Assistant (270 Hrs., 27 CEUs)  
Administrative and clinical duties in a medical office.  

WYK 011 630  1/27 - 6/3  MTW  5 - 10pm  

This course prepares students to function effectively in many of the clinical positions in the health care industry. Medical Assistant, Certified Medical Assistant, Clinical Assistant, and Medical Office Assistant are all positions in great demand. This program is intended for students who want to prepare for an exciting, challenging, and rewarding career in health care. This program will train students to assist physicians by performing functions related to the administrative and clinical responsibilities of a medical office. Instruction includes, among other things, performing data entry into electronic health records, preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy, and the cardiac life cycle. Students will review important topics, including the proper use and administration of medications, taking and documenting vital signs, professional workplace behavior, ethics and the legal aspects of health care. This program includes 270 hours of classroom lecture and a potential clinical internship opportunity at a local healthcare provider. Students must qualify for internship. Upon completion of this course, students will receive a Delaware Tech certificate of completion and will be eligible to sit for the national exam. Tuition includes: Textbooks, scrubs, background check, drug screen, certification exam, BLS certification, internship/clinical lab experience*, and supplies.  

Prerequisite: Attendance at an Information Session.*  See pg 17.  
Keyboarding skills are strongly suggested – self-paced options are available prior to beginning CCMA.  

*Internships are approved and scheduled upon successful completion of the program and the submission of required documentation.

**CMAA**<sup>WIOA</sup>  (Hybrid, some content delivered online)  $2395  
Certified Medical Administrative Assistant (160 Hrs., 16CEUs)  
Administrative duties in a medical office.  

WYK 010 630  1/27 - 5/20  MW  5 - 10pm  

This course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistant, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, performing data entry into electronic health records, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management, and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the healthcare field. This program includes 160 hours of classroom lecture and a potential clinical internship opportunity at a local healthcare provider. Students must qualify for internship. Upon completion of this course, students will receive a Delaware Tech certificate of completion and will be eligible to sit for the national exam. Tuition includes: Textbooks, scrubs, background check, drug screen, certification exam, BLS certification, internship/clinical lab experience*, and supplies.  

Prerequisite: Attendance at an Information Session.*  See pg 17.  
Keyboarding skills are strongly suggested – self-paced options are available prior to beginning CMAA.  

*Internships are approved and scheduled upon successful completion of the program and the submission of required documentation.

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**WIOA Workforce Innovation Opportunity Act**  
Approved by the Delaware Workforce Development Board and Department of Labor. Equal Opportunity Employment Program.
Healthcare

Polysomnography

Polysomnographer (Sleep) Technician Certification

This program prepares students to work as trainees 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 evening and night usually in 10-12 hour shifts. This program was developed in accordance with the American Academy of Sleep Medicine (AASM) as well as with the Board of Registered Polysomnographic Technologists (BRPT). Together with recommended work experience and recommended completion of the 23 AASM A-STEP self-study modules, this course will prepare the student to sit for the Certified Polysomnographic Technician (CPSGT) exam under “Pathway 3.”

Course will be delivered in a hybrid format, and will cover 80 hours consisting of theory and additional 40 hours of hands-on lab, which will be coordinated with the student. Textbooks and CPR certification is included in the tuition. Attendance at a pre-admission info session is required. (120 hours classroom, 12 CEUs.)

Prerequisite: Attendance at an Information Session.* See pg 17.

Call (302) 857-1500 for more information.

Emergency Medical Technician (EMT)

The program 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 80 hours of classroom instruction that includes hands-on learning. Participants will be required to schedule ambulance ‘ride-along’ hours outside of the regular classroom hours. Students must be 18 years of age or older.

Prerequisites: Attendance of an Information Session.* See page 17. Attendance at the Emergency Medical Technician Basic Certification Course Orientation, Wednesday, 1/29/20, 6-7pm.

Tuition DOES INCLUDE: Textbook, supplies, CPR, and criminal background check/drug screening check.

Tuition DOES NOT INCLUDE: $70 exam fee, nor $10 State of Delaware Certification fee

8 sessions hybrid:
2/19 - 4/22 Wednesday, 6 - 9pm
8 sessions classroom:
2/22 – 4/25 Saturdays 8am - 3:30pm,
and 1 session: 4/26 Sunday 8am - 3:30pm * No class 4/11

* See pg 17.
The Patient Care Technician program will prepare students to have multiple credentials in one of the fastest-growing areas in health care today. Students will be training in aspects of Certified Nursing Assistant, phlebotomy, EKG readings, medical terminology, anatomy and physiology, and BLS certification. Have the skills needed for a versatile career. Tuition includes textbooks, scrubs, background check, drug screen, supplies, Patient Care Technician certification exam, Phlebotomy Technician exam, EKG Technician exam, BLS certification, and internship/clinical lab experience*.

Prerequisite: Attendance of an Information Session. See page 17.

*Internships are approved and scheduled upon successful completion of the program and the submission of required documentation.

Students have a choice of the following classroom schedules:

- **Certified Nursing Assistant (Classroom only – no clinicals)**
  - 1/27 - 3/23 MW 5 - 10pm
  - OR 2/18 - 3/18 MTWR 8:30 - 11:30am
  - OR 2/25 - 4/28 TR 5 - 10pm
  - OR 6/15 - 8/5 MW 5 - 10pm
  - OR 6/9 - 7/8 TWR 8:30am - 3pm

- **Phlebotomy**
  - 2/10 - 6/1 MW 5 - 10pm
  - OR 6/8 - 9/16 MW 5 - 10pm

- **EKG Technician (some content will be delivered online)**
  - 2/5 - 5/1 W 6 - 10pm
  - F 6 - 8pm

Medical terminology and anatomy and physiology will be taught online in a self-paced format, and must be scheduled separately.

NEW!!! Students who wish to have another credential for Certified Nursing Assistant will now have the option! For an additional $1295 fee, students will receive four credentials as part of the Patient Care Technician pathway.
**Healthcare**

**TEAS Pre-Admission Exam** $99

All registrations are final - exams will not be rescheduled or refunded. The ATI-TEAS Pre-Admission Exam is used to measure readiness for a registered nursing program by testing knowledge in the areas of reading, math, and science. The Nursing Department requires each student to sit for this examination as part of the admissions criteria. You are required to register and pay online for the test at https://registration.xenegrade.com/dtccterry (click on Testing Services), and create an ATI testing account at the following website: https://student.atitesting.com/. Click on the link for “Create Account” and follow the prompts to complete registration. Registrations for exam sessions are accepted on a first-come, first-served basis. Minimum enrollment of 10 students is required for each test date section. If the test date section minimum enrollment is not met, students will be notified and placed in the next available test date section of their choice. Notification of canceled test date sections will be sent via email no later than 24 hours prior to test date. You must present a valid photo ID and have your ATI-TEAS test account username and password on hand to enter the test. You will not be permitted to create an account the day of the exam. Please arrive at the test location on time. No one will be admitted after the test begins.

| TNK 008 601 | 1/16 | R | 9am - 12:30pm |
| TNK 008 602 | 1/28 | T | 9am - 12:30pm |
| TNK 008 603 | 2/4  | T | 9am - 12:30pm |
| TNK 008 604 | 2/18 | T | 9am - 12:30pm |
| TNK 008 605 | 2/27 | R | 9am - 12:30pm |
| TNK 008 606 | 3/3  | T | 9am - 12:30pm |
| TNK 008 607 | 3/5  | R | 9am - 12:30pm |
| TNK 008 608 | 3/10 | T | 9am - 12:30pm |
| TNK 008 609 | 4/14 | T | 9am - 12:30pm |
| TNK 008 610 | 5/7  | R | 9am - 12:30pm |
| TNK 008 611 | 6/23 | T | 9am - 12:30pm |

**Certified Hemodialysis Technician** $2595

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 internship. Tuition includes textbook, scrubs, background check, drug screen, certification exam, supplies, and a potential internship/clinical lab experience of up to 64 hours*. (200 hours classroom, 64 hours internship, 20.0 CEUs)

Prerequisite: Attendance at an Information Session.* See page 17. *Internships are approved and scheduled upon successful completion of the program and required documentation.

| WYK 030 630 | 3/10 - 7/2 | TR | 5 - 10pm |
|             |           | F  | 5 - 8pm |

**CPR with AED and First Aid** $99

This course is designed to teach rescuers the knowledge and psychomotor skills they need to recognize emergencies and give first aid. The first aid section covers general principles, medical emergencies, injuries, and environmental emergencies. The CPR section covers Adult CPR and choking, and the AED covers theory and operation of the AED. This course is taught in the following categories: First Aid, or First Aid and CPR and/or AED. Successful completion requires passing a written and skills evaluation. A course completion card is issued for this course with re-certification every two years.

| EYK 001 660 | 2/22 | $ | 9am - 1pm |
| EYK 001 661 | 3/21 | $ | 9am - 1pm |
| EYK 001 662 | 4/25 | $ | 9am - 1pm |
| EYK 001 663 | 5/16 | $ | 9am - 1pm |
| EYK 001 664 | 6/13 | $ | 9am - 1pm |

**Certified EKG Technician** $2195

Participants in this hybrid course will learn to operate the EKG machine. The technician operates the machine, which records wave tracings of electronic impulses transmitted by the heart, onto a roll of paper. After the EKG test is completed, the technician may mark sections of the report for the physician to review. Upon completion of the course, the student will be eligible for National Certification as an EKG Technician. Tuition includes textbook and certification exam costs. (110 hours classroom, 11 CEUs.)

Prerequisite: Attendance at an Information Session.* See pg 17.

| WYK 006630 | 2/5 - 5/1 | W 6 -10pm | F 6 - 8pm |

**Certified Central Service Technician Training (Sterile Processing)** $2895

This new 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*. (200 hours, 400 hours internship, 60.0 CEUs)

Prerequisite: Attendance at an Information Session.* See pg 17. *Internships are approved and scheduled upon successful completion of the program and required documentation.

| WNK 029 630 | 3/3 - 7/23 | TR | 5 - 10pm |
Family/Parent Education

Separating and Divorcing Parent Education Program $89
This course satisfies the State of Delaware requirement for separating and divorcing parents seeking to minimize the harmful effects on children. This course is approved by the Department of Services for Children, Youth, and their Families. It is recommended that separating and divorcing parents should not attend the same course. Please bring photo identification to class. (6 hrs.)

ENP 001 660  1/11  S       9am - 4pm
ENP 001 630  1/27 & 1/29  MW       6 - 9pm
ENP 001 661  2/8  S       9am - 4pm
ENP 001 631  2/24 & 2/26  MW       6 - 9pm
ENP 001 662  3/14  S       9am - 4pm
ENP 001 632  3/23 & 3/25  MW       6 - 9pm
ENP 001 663  4/11  S       9am - 4pm
ENP 001 633  4/27 & 4/29  MW       6 - 9pm
ENP 001 664  5/9  S       9am - 4pm
ENP 001 634  5/18 & 5/20  MW       6 - 9pm
ENP 001 665  6/13  S       9am - 4pm
ENP 001 635  6/22 & 6/24  MW       6 - 9pm

Defensive Driving Advanced $30
Earn a 15% discount on your liability insurance! Three-year certification course offers additional strategies for on-the-road safety, review of revised traffic laws, as well as current safety technology. Prerequisite: Students must have completed the Basic Defensive Driving class. Students must arrive 15 minutes prior to class with photo ID. (3hrs., 1 session)

ENP 326 630  4/8  W       6 - 9pm

Personal Enrichment

Making Sense of Medicare FREE
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. (2hrs., 1 session)

WNK 014 640  2/12  W       6 - 8pm
WNK 014 641  3/25  W       6 - 8pm

Safety and Wellness

Defensive Driving Basic $35
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 3 years. Participants will also have a 3-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. (6 hrs., 1 session)

ENP 003 660  1/11  S       9am - 4pm
ENP 003 661  2/8  S       9am - 4pm
ENP 003 662  3/14  S       9am - 4pm
ENP 003 663  4/11  S       9am - 4pm
ENP 003 664  5/9  S       9am - 4pm
ENP 003 665  6/13  S       9am - 4pm
Youth Programs

Babysitting Certification $55
To familiarize and provide young adults with basic skill training and information that is necessary in caring for infants and children, such as emergency action steps, personal safety, fire safety, infant care, basic first aid, and choking management. Please bring a bag lunch and baby doll. (7hrs., 1 session)
ENU 004 600  4/4  S  8:30am - 3:30pm

Defensive Driving for Teens $35
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 3 years. Participants will also have a 3-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 are included. (6hrs., 1 session)
ENU 175 600  3/28  S  9am - 4pm

Out of School Youth
FREE
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.

Future Leaders of Business 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, educational, and occupational skill credentials.

To complete a preliminary application, or for more information, please call (302) 857-1594.

Spring Break Camp

April 13 - April 17, 2020
9 a.m. - 4 p.m. M-F • $190
Ages 6 to 12 years old
Enjoy camp even if you can’t attend all week, there is a daily rate of $55 per day!

Call (302) 857-1400
for more information.
Scholarships Available for Military Families!
5 Ways to Register

ONLINE:
Register and pay online 24 hours a day by visiting https://registration.xenegrade.com/dtccterry/

By TELEPHONE: (302) 857-1400
Use your credit or debit card: Visa, MasterCard, or Discover.

By FAX: (302) 857-1450
Fax your completed registration to us with your Visa, Discover, MasterCard, or debit card information.

In PERSON:
Registrations accepted in Room 405 of the Corporate Training Center, M-F 8:30 a.m. - 4:30 p.m.

By MAIL:
Send completed form with FULL PAYMENT to:
Workforce Development and Community Education
100 Campus Drive, Dover, DE 19904

We accept checks, and Visa, MasterCard, or Discover credit and debit cards. Cash also accepted for in-person registration only.

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.

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 can 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
Information about the delay or cancellation of day, evening or weekend classes is available by calling the Campus Status Line at (302) 857-1109. Announcements will also be posted on the College's social media accounts and website (www.dtcc.edu).

Refund Policy
If you are unable to attend a non-credit course in which you have enrolled, you may request a refund from Workforce Development and Community Education. For full refund consideration, your request must be received 72 hours prior to the first class. If you withdraw from the course within the first week, you may be eligible to receive a 75% refund. Refunds are not given for courses with 3 or fewer sessions, with the exception of the above 72-hour refund request policy. Please note that there are some courses with different refund policies.

55+ DISCOUNT - ASK HOW!
We are happy to provide a 10% discount to customers age 55 and over. Call us for more information.

Certain restrictions may apply.

Workforce Development and Community Education
100 Campus Drive, Dover, DE 19904
Registration for non-credit courses at the Terry Campus is continuous throughout the year. Enrollment is accepted on a first come, first served basis. Use this form for faxing or mailing registrations. Online registration is available 24/7.

Today’s Date _____________________ Birth Date _____________________ □ Male □ Female
Name (Last, First, Middle) ________________________________________________________________
Address ________________________________
City __________________ State ________ ZIP__________ This is my □ Home □ Work address
Best phone number to leave a message ________________________________
Email address ______________________ Would you like to receive course information via email? Yes □ No □
Do you currently have a student ID? Yes □ No □ Your student ID number __________________ SSN _____ (last 4 digits)

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<th>Course #</th>
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Total Due

Three Easy Ways to Pay

□ Cash (In person only at Room 405 in the Corporate Training Center [Bldg. 400] - Exact amount, please.)
□ Check payable to DTCC Check # __________________ Bank __________________________
Credit Card: □ VISA □ Discover □ MasterCard Card # ____________________________
Exp. Date _____________ Card verification Code (Last three digits on back of card) ____________
Card Holder’s Name __________________________________________
Billing Address (if different from above) ____________________________
City ______________________ State ________ ZIP__________
Authorized Signature ________________________________________

□ Self □ Employer □ Other __________________________

Source of Payment

Or register TODAY at our website - go.dtcc.edu/workforcedevelopment

For internal use only:
Rec’d by: Mail _____ In Person _____ Fax_____ Phone_____ Employee Proc Form: __________________

Questions? Call (302) 857-1709

January - June 2020 | 23
Del-One Conference Center

Considering a location for your next conference, meeting, training or event?

Look no further than Delaware Technical Community College

Del-One Conference Center

Dover’s central location makes the Terry Campus the perfect place for meetings, conferences, and trainings. Let us help you plan your next event – we’re sure it will be the beginning of a lasting partnership.

Call (302) 857-1400 to schedule your next event!

Delaware Tech • Terry Campus • 100 Campus Drive, Dover, Delaware