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

(Decrease closed on these days)

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Sept. 3</td>
</tr>
<tr>
<td>Election Day</td>
<td>Nov. 6</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Nov. 22 &amp; 23</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Dec. 22, 2018 - Jan. 6, 2019</td>
</tr>
</tbody>
</table>

Abbreviation Legend

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

Office Hours:
8:30 - 4:30, Monday - Friday

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.

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:

Christina Garcia
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.

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

Scan the QR code with your smartphone to receive information about training classes and programs.
**Asbestos Education**

**Asbestos ‘B’ Initial** $295
This course is for individuals who perform supervision of persons permitted to enter the 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>
</tr>
</thead>
<tbody>
<tr>
<td>EYD 011 601</td>
<td>7/17 - 7/18</td>
<td>TW</td>
<td>8:30am - 5pm</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>
</tr>
</thead>
<tbody>
<tr>
<td>EYD 004 601</td>
<td>8/10</td>
<td>F</td>
<td>8am - 4:30pm</td>
</tr>
<tr>
<td>EYD 004 602</td>
<td>10/12</td>
<td>F</td>
<td>8am - 4:30pm</td>
</tr>
<tr>
<td>EYD 004 603</td>
<td>12/7</td>
<td>F</td>
<td>8am - 4:30pm</td>
</tr>
</tbody>
</table>

**Asbestos Education Refresher: O&M** $125
This course is for individuals who perform supervision of persons permitted to enter the 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>EYD 012 601</td>
<td>10/3</td>
<td>W</td>
<td>8:30am - 12:30pm</td>
</tr>
</tbody>
</table>

**Asbestos Education: CPR for Supervisor** $50
This course is for individuals who perform supervision of persons permitted to enter the 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>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>EYD 008 601</td>
<td>7/12</td>
<td>R</td>
<td>3 - 5pm</td>
</tr>
<tr>
<td>EYD 008 602</td>
<td>8/9</td>
<td>R</td>
<td>3 - 5pm</td>
</tr>
<tr>
<td>EYD 008 603</td>
<td>9/13</td>
<td>R</td>
<td>3 - 5pm</td>
</tr>
<tr>
<td>EYD 008 604</td>
<td>10/11</td>
<td>R</td>
<td>3 - 5pm</td>
</tr>
<tr>
<td>EYD 008 605</td>
<td>11/8</td>
<td>R</td>
<td>3 - 5pm</td>
</tr>
<tr>
<td>EYD 008 606</td>
<td>12/6</td>
<td>R</td>
<td>3 - 5pm</td>
</tr>
</tbody>
</table>

**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>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>EYD 002 601</td>
<td>7/24</td>
<td>T</td>
<td>8:30am - 5pm</td>
</tr>
<tr>
<td>EYD 002 602</td>
<td>9/18</td>
<td>T</td>
<td>8:30am - 5pm</td>
</tr>
<tr>
<td>EYD 002 603</td>
<td>11/20</td>
<td>T</td>
<td>8:30am - 5pm</td>
</tr>
</tbody>
</table>

**Supervisor Refresher, Class A** $150
This course is for individuals who perform supervision of persons permitted to enter the 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>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>EYD 001 601</td>
<td>7/12</td>
<td>R</td>
<td>8:30am - 5pm</td>
</tr>
<tr>
<td>EYD 001 602</td>
<td>8/9</td>
<td>R</td>
<td>8:30am - 5pm</td>
</tr>
<tr>
<td>EYD 001 603</td>
<td>9/13</td>
<td>R</td>
<td>8:30am - 5pm</td>
</tr>
<tr>
<td>EYD 001 604</td>
<td>10/11</td>
<td>R</td>
<td>8:30am - 5pm</td>
</tr>
<tr>
<td>EYD 001 605</td>
<td>11/8</td>
<td>R</td>
<td>8:30am - 5pm</td>
</tr>
<tr>
<td>EYD 001 606</td>
<td>12/6</td>
<td>R</td>
<td>8:30am - 5pm</td>
</tr>
</tbody>
</table>
MANUFACTURING TRAINING

FREE TRAINING* for Unemployed and Underemployed Individuals

*To be eligible for this training, you must attend an information session.

Begin a career in manufacturing! This 600-hour program has been designed for students to obtain the basic fundamental skills needed in today’s manufacturing environment. Students will obtain a basic knowledge in electrical and mechanical fabrication, production assembly, applied math, and blueprint reading. This is a facilitator led class with hands on training.

For more information and to register for an information session, please call 302-857-1400.
Manufacturing Technology Certifications

Manufacturing Technician Certificate $1495
Begin your career in manufacturing as a Production Technician or a Machine Equipment Operator! This 155-hour program has been designed for students to obtain the basic fundamental skills needed in today's manufacturing environment. Students will obtain a basic knowledge in electrical and mechanical fabrication, production assembly, applied math, blueprint reading, and basic welding. Students should plan to spend an additional 50 hours working on their own at home via distributive (online) learning. (155 hrs., 15.5 CEUs, 39 sessions)
Scholarships available. Call (302)857-1400 for more information.
EYN 001 631 8/7 - 12/20 TR 5 - 9pm

Industrial Electrical Certificate $1495
This comprehensive 158-hour industrial electrical program includes hands-on instruction in AC/DC electrical systems, electrical motor controls, variable frequency drives and motors, electrical sensors, and electrical control system wiring. Students should plan to spend an additional 50 hours working on their own at home via distributive (online) learning. (158 hrs., 15.8 CEUs, 40 sessions)
EYN 002 631 8/2 - 12/20 TR 5 - 9pm

Hydraulics Maintenance Certificate $1295
Our 115-hour, hydraulics maintenance program includes various levels of hands-on instruction, starting with the basics of hydraulics and concluding with diagnosing and troubleshooting hydraulic systems. Topics include basic circuits, pressure and flow, valves, pumps, actuators, and motor performance. (115 hrs., 11.5 CEUs, 29 sessions)
EYN 003 631 9/11 - 12/20 TR 5 - 9pm

Pneumatics Maintenance Certificate $995
This 80-hour, pneumatics maintenance program includes various levels of hands-on instruction, starting with the basics of pneumatics and concluding with diagnosing and troubleshooting pneumatic systems. Topics include basic circuits, pressure and flow, valves, air logic, compressors, and vacuums. (80 hrs., 8.0 CEUs, 20 sessions)
EYN 004 631 10/11 - 12/20 TR 5 - 9pm

Programmable Logic Controllers (PLC) Maintenance Certificate $995
Our popular 80-hour PLC course provides hands-on instruction on how PLCs work, how they are programmed, and how to edit programs. Students will be able to understand the basic building block of an industrial PLC as well as run and troubleshoot computer generated ladder logic industrial processes. Topics will include basic programming, motor control, discrete I/O interfacing, event sequencing, and troubleshooting. (80 hrs., 8.0 CEUs, 20 sessions)
Prerequisite: Basic Electrical Knowledge
EYN 006 631 10/11 - 12/20 TR 5 - 9pm

Mechanical Drives Maintenance Certificate $895
The 70-hour mechanical drives maintenance program includes hands-on instruction with various types of gears, belts, chains, shafts and shaft alignment, and lubrication concepts. (70 hrs., 7.0 CEUs, 18 sessions)
EYN 005 631 10/18 - 12/20 TR 5 - 9pm

Forklift Operations/Safety Certification Training $149
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)
EYN 007 601 8/3 F 8:30am - 12:30pm
EYN 007 660 9/29 S 9am - 1pm
EYN 007 602 11/2 F 8:30am - 12:30pm

Certified Production Technician (CPT) $495
The Certified Production Technician Program is tailored for the displaced worker or transitioner from Dover Air Force Base. Each production function area has an assessment that – when passed – will result in a certificate. Delaware Tech also offers an online curriculum to prepare for testing. Once you have passed all four assessments, you will receive a full “Certified Production Technician” (CPT) certification. Includes Tooling U license and assessment fees for all exams.
TND 101 6W2FALL Online/Self-Paced

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
- Training in 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)857-1500 for more information.
Certifications

Start Your Career as a Security Guard $189
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 at 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 required by the state before a license will be given. (13hrs., 2 sessions)

EYD 018 630 8/20 - 8/21 MT 3 - 9:30pm
EYD 018 631 10/22 - 10/23 MT 3 - 9:30pm

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 and copy of training certificate.

TND 100 630 7/10 T 4pm
TND 100 601 7/27 F 9am
TND 100 631 8/7 T 4pm
TND 100 602 8/24 F 9am
TND 100 632 9/4 T 4pm
TND 100 603 9/21 F 9am
TND 100 633 10/2 T 4pm
TND 100 604 10/19 F 9am
TND 100 634 10/30 T 4pm
TND 100 605 11/16 F 9am
TND 100 635 11/27 T 4pm
TND 100 606 12/14 F 9am

ServSafe Food Safety Program for Managers $149
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)

EYD 015 601 8/13 M 8am - 5pm
EYD 015 602 10/15 M 8am - 5pm
EYD 015 603 12/10 M 8am - 5pm

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

Certified EKG Technician - pg.12
Certified Phlebotomy Technician - pg. 13
Certified Pharmacy Technician pg. 15
Certified Nursing Assistant - pg.13
Certified Polysomnographer Technician pg. 15
Certified Pharmacy Technician - pg. 13
Certified Care Aide pg.13
Certified Electronic Heath Records Specialist - pg. 15

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

Workforce Innovation Opportunity Act
Approved by the Delaware Workforce Development Board and Department of Labor. Equal Opportunity Employment Program.
Are You Credit Worthy? $199
Have you ever heard of the commercials that offer you your credit score for free, but you have no clue how to change your number? This course covers obtaining and maintaining access to credit; 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. (16 hrs., 8 sessions)
ENO 044 630 7/16 - 8/8 MW 6 - 8pm

Planning for the Beach? – Saving, Investing, and Risk Protection $199
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. (16 hrs, 8 sessions)
ENO 045 630 8/27 - 9/24 MW 6 - 8pm

Where's My Money? $199
At the end of the month have you ever wondered where all your money went? If you answered yes, you should come to this class! This course, is an overview and application of money management, introducing concepts of financial goals within earning, budgeting, spending, and resources in banking to provide a solid foundation for financial success. Students develop a financial plan to promote a healthy standard of living. This course will provide a more comprehensive understanding of how to budget your money more efficiently. (16 hrs., 8 sessions)
ENO 046 630 10/22 - 11/14 MW 6 - 8pm

Adult Basic Education 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.
ENB 013 601 8/27 - 12/14 MTWR 9am - 2:30pm

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.
ENB 372 6W1FALL2018 8/27 - 12/14 MTWR 9am - 2:30pm

Save the Date
9•18•18
Del-One Conference Center
100 Campus Drive
Dover, DE 19904

For more information go to
www.dtcc.edu/economicsummit
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 10/9 - 12/11 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, patience, and a great deal of luck. 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., 6 sessions)
END 006 630 9/4 - 10/2 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 10/9 T 6:30 - 9pm

Selling Today $199

Have you considered a career in sales? This introductory class will provide a basic overview of the job market, potential jobs and their salary ranges, and the skills needed to pursue this career choice. Learn to develop relationships, determine effective strategies, and how to close the sale. (12 hrs, 4 sessions)
END 025 630 9/19 - 10/10 W 6 - 9pm
END 025 631 10/14 - 12/12 W 6 - 9pm

Creative Marketing $199

Need business cards, a logo or website? Thinking of creative marketing material as a business? Don’t know the what or the how? This class is for you. This is a 12 hour interactive, fun approach to designing, tailoring and creating marketing tools with you and/or your customer in mind. (12 hrs., 4 sessions)
ENC 007 630 7/11 - 8/9 W R 6 - 8:30pm

National Career Readiness Certification (NCRC) $120

NCRC is perfect for enhancing your employability and will give you a competitive edge. The NCRC will improve your skills and document your readiness for careers across a wide range of jobs. Employers use the NCRC to hire and retain highly skilled workers for their businesses, as well as to identify and target training needs.
TND 102 6W2Fall Online/Self-Paced
In-Demand IT Training at Delaware Tech

Delaware Tech is excited to offer FREE IT training at its Wilmington, Dover and Georgetown Campuses. Funded by the U.S. Department of Labor, our IT academies are designed for individuals who are highly committed to acquiring the highly sought-after industry certifications that will prepare them for successful careers in networking, programming, and database management. The cost of the training and the certification exams is free for those who meet the eligibility requirements. Job search and placement assistance will be provided.

Applicants must meet the following criteria to be eligible:

- Currently unemployed or underemployed (not connected to a full-time job) except for CCNA Security and CCNP applicants for whom there is no employment restriction
- Have a bachelor’s degree and at least one year of documented work experience in engineering, IT or IT-related fields
- Demonstrate a minimum of a 12th grade reading and math ability
- Possess a social security card and a valid driver’s license or state-issued ID

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.

Apply for one of these IT programs today!
Computers

Supporting & Troubleshooting MS Windows 10 $2699
Learn how to install and customize Windows 10 operating systems and apps, and how to configure local and remote network connectivity and storage. Also learn how to configure data security, device security, and network security, and maintain, update, and recover Windows 10. (40 hrs, 4.0 CEUs, 5 sessions)
EYF 026 601 11/26 - 11/30 MTWRF 8:30am - 4pm

See page 19 for Personal Enrichment computer related offerings.

INSPIRE SOMEONE TO PURSUE A PASSION OR LEARN SOMETHING NEW!

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

We offer classes in Kauffman FastTrac, grant writing and grant awards, defensive driving, starting a blog, marketing, credit and money management, forklift operations, CPR with AED training, and so much more! Discover all our upcoming classes at the Terry campus in Dover. Know someone who prefers online courses? Check out Delaware Tech’s Ed2Go offerings!

CISCO Training Courses!
Call (302)857-1400 for more information.

The CISCO Lab will host classes such as CISCO Certified Network Routing and Switching (CCNA) and CISCO Certified Network Professional (CCNP). These classes are designed to help students take their first step in preparing for a career in networking. For current network engineers these classes are an opportunity to stay current with advances in networking.

Supporting & Troubleshooting MS Windows 10 $2699
Learn how to install and customize Windows 10 operating systems and apps, and how to configure local and remote network connectivity and storage. Also learn how to configure data security, device security, and network security, and maintain, update, and recover Windows 10. (40 hrs, 4.0 CEUs, 5 sessions)
EYF 026 601 11/26 - 11/30 MTWRF 8:30am - 4pm

See page 19 for Personal Enrichment computer related offerings.

INSPIRE SOMEONE TO PURSUE A PASSION OR LEARN SOMETHING NEW!

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

We offer classes in Kauffman FastTrac, grant writing and grant awards, defensive driving, starting a blog, marketing, credit and money management, forklift operations, CPR with AED training, and so much more! Discover all our upcoming classes at the Terry campus in Dover. Know someone who prefers online courses? Check out Delaware Tech’s Ed2Go offerings!

CISCO Training Courses!
Call (302)857-1400 for more information.

The CISCO Lab will host classes such as CISCO Certified Network Routing and Switching (CCNA) and CISCO Certified Network Professional (CCNP). These classes are designed to help students take their first step in preparing for a career in networking. For current network engineers these classes are an opportunity to stay current with advances in networking.
Our graduates are JOB READY

Degree programs include:
- Business
- Computer Technology
- Culinary Arts
- Education
- Energy and Engineering Technologies
- Electromechanical
- Building Automation Systems
- Health and Science
- Nursing
- Surgical Technology
- Paramedic
- Public Service
- Criminal Justice
- Homeland Security
- Human Services
- Visual Communications

Certificate programs include:
- Certified Nursing Assistants
- Manufacturing
- Specialized Training Designed for Business/Industry

See what’s different at dtcc.edu.

www.dtcc.edu | 100 Campus Drive • Dover • 857.1000
Instructor-facilitated online courses are informative, fun, convenient, and highly interactive. The instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

- Expert Instruction
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!
(302) 857-1400
Courses as low as: $99

Delaware Technical Community College

Genealogy Basics
Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grant-writing
Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals.

Introduction to Criminal Law
An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Supply Chain Management Fundamentals
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

Real Estate Investing
Build and protect your wealth by investing in real estate.

Six Sigma: Total Quality Fundamentals
Learn the basics of total quality management.

Start Your Own Consulting Practice
Find out how you can earn income by sharing your training or knowledge with others.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to PC Troubleshooting
Learn to decipher and solve almost any problem with your PC.

How to Make Money From Your Writing
You really can make money with your writing. Learn how here.

MORE COURSES AVAILABLE
AT OUR ONLINE INSTRUCTION CENTER
www.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 skill 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 • 6/4 - 6/29
Intermediate Data Analysis • 7/2 - 7/27
Advanced Data Analysis • 8/6 - 8/31

Introduction to Data Analysis • 9/4 - 9-28
Intermediate Data Analysis • 10/1 - 10/26
Advanced Data Analysis • 11/5 - 11/30

Additional Online Certification programs

Certificate in Presentation Media $495
Option 1
- Infographics • 6/4 - 6/29
- Photoshop for Presentations • 7/2 - 7/27
- Graphic Design for Visual Presentations • 8/6 - 8/31

Option 2
- Infographics • 9/4 - 9/28
- Photoshop for Presentations • 10/1 - 10/26
- Graphic Design for Visual Presentations • 11/5 - 11/30

Infographics $195
Option 1
- Infographics • 6/4 - 6/29

Option 2
- Infographics • 9/4 - 9/28

Presentation Skills Certificate $495
Option 1
- Presentation Skills • 7/2 - 7/27
- Effective Electronic Presentations • 8/6 - 8/31
- Powerful Presentations & Effective Speaking Techniques • 9/4 - 9/28

Option 2
- Presentation Skills • 10/1 - 10/26
- Effective Electronic Presentations • 11/5 - 11/30
- Powerful Presentations & Effective Speaking Techniques • TBD

Project Prototyping on a Budget Certificate $395
Option 1
- Introduction to 3D Printing • 6/4 - 6/29
- Prototyping with Maker Electronics • 8/6 - 8/31

Option 2
- Introduction to 3D Printing • 9/4 - 9/28
- Prototyping with Maker Electronics • 11/5 - 11/30

3D Printing for Educators $345
Option 1
- Introduction to 3D Printing • 6/4 - 6/29
- 3D Printed Science and Math: Visualizations and Experiments • 7/2 - 7/27

Option 2
- Introduction to 3D Printing • 9/4 - 9/28
- 3D Printed Science and Math: Visualizations and Experiments • 10/1 - 10/26

For more information, call (302)857-1500 or go to bit.ly/2GXsJz2
**Certified Phlebotomy Technician** $2195
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, internship/lab experience and certification exam. (140 hours classroom, 14 CEUs.)

**Prerequisite:** Attendance of an Info Session.*

<table>
<thead>
<tr>
<th>Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>WYK 005 630</td>
<td>9/5 - 12/10</td>
<td>MW</td>
<td>5-10pm</td>
</tr>
</tbody>
</table>

**Certified Pharmacy Technician** $2195
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 of an Info Session.*

<table>
<thead>
<tr>
<th>Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>WYK 024 630</td>
<td>8/21 - 12/6</td>
<td>TR</td>
<td>5 - 10pm</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>WNK 014 630</td>
<td>10/10</td>
<td>W</td>
<td>6 - 8pm</td>
</tr>
</tbody>
</table>

**Certified Nursing Assistant** $2195
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) Sat/evening clinicals vary. Not including clinical dates. Prerequisite: Attendance of an Info Session.*

<table>
<thead>
<tr>
<th>Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>WYK 002 630</td>
<td>9/11 - 11/1</td>
<td>TR</td>
<td>5 - 10pm</td>
</tr>
<tr>
<td>WYK 002 602</td>
<td>10/16 - 11/20</td>
<td>TWR</td>
<td>9 am - 3pm</td>
</tr>
</tbody>
</table>

**Spanish for Health Care Professionals** $229
Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients. (16 hours 1.6 CEUs)

<table>
<thead>
<tr>
<th>Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>WYK 022 601</td>
<td>9/25 - 11/20</td>
<td>T</td>
<td>6 - 8pm</td>
</tr>
</tbody>
</table>

*To learn more about Info Sessions, see page 17.*
Healthcare

BLS for Healthcare Providers $89
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. Course is intended for healthcare providers such as physicians, nurses, paramedics, EMTs, respiratory therapists, physical and occupational therapists, physician's assistants, medical or nursing associates, police officers and other allied health professionals.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>WYK 025 601</td>
<td>9/25</td>
<td>T</td>
<td>5 - 9pm</td>
</tr>
<tr>
<td>WYK 025 630</td>
<td>10/22</td>
<td>M</td>
<td>1 - 4pm</td>
</tr>
<tr>
<td>WYK 025 602</td>
<td>11/12</td>
<td>M</td>
<td>5 - 9pm</td>
</tr>
<tr>
<td>WYK 025 631</td>
<td>12/5</td>
<td>W</td>
<td>5 - 9pm</td>
</tr>
</tbody>
</table>

* To learn more about Info Sessions, see page 17.

**ELECTRONIC HEALTH RECORDS (E.H.R.)**

**Certified Medical Administrative Assistant and Certified Clinical Medical Assistant**

**Certified E.H.R. (HYBRID)**$1395
Certified Electronic Health Records Specialist (110 Hrs., 11CEUs)
(part of content delivered online)
See page 15 for dates.

**CCMA**$2595
Certified Clinical Medical Assistant (220 Hrs., 22 CEUs)
Administrative and clinical duties in a medical office.

**CMAA**$1695
Certified Medical Administrative Assistant (110 Hrs., 11CEUs)
Administrative duties in a medical office.

This course prepares students to function effectively in many of the positions in the health care industry. Medical Assistants, 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, 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 220 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, certification exam, BLS certification, internship, and supplies.

Pre-requisites: Electronic Health Records course is a prerequisite/corequisite for CMAA and CCMA. Attendance at an Information Session is mandatory.*

**Pre-requisites:** Electronic Health Records course is a prerequisite/corequisite for CMAA and CCMA. Attendance at an Information Session is mandatory.*
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)
WYK 028 660  9/22 - 11/17  $  9am - 3pm

Certified Electronic Health Record Specialist WIOA  $1395
This course provides students a fundamental working knowledge of the duties of an Electronic Health Records specialist through practical, hands-on knowledge of concepts in documentation, regulation and reporting of Electronic Health Records. The course covers issues critical to EHR implementation, such as data security, integrity, and confidentiality. Upon completion of the Electronic Health Records (E.H.R.) course, students will receive a Delaware Tech certificate of completion and will be eligible to sit for the national exam. Tuition includes: Textbook and certification exam. (110 hours classroom, 11 CEUs.)
Prerequisites: Keyboarding skills are strongly suggested – self-paced options are available prior to beginning Electronic Health Records. Electronic Health Records course is a prerequisite/corequisite for CMAA and CCMA. Attendance at an Information Session is mandatory.*
WYK 012 630  8/27 - 11/7  MW  5 - 10pm
WYK 012 601  9/4 - 11/13  TR  9am - 3pm

Polysomnography WIOA  $3495
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 90 hours consisting of theory and additional 30 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.)
Call 302-857-1500 for more information.
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 and supplies, Patient Care Technician certification exam, Phlebotomy Technician exam, EKG Technician exam, BLS certification, and internship. (330 hours classroom, 33 CEUs.)

Prerequisite: Attendance of an Info Session.

Students have a choice of the following classroom schedules:

- **Certified Nursing Assistant (Classroom only – no clinics)**
  - 10/16 - 11/20 TWR 9am -3pm
  - 9/11 - 11/1 TR 5 - 10pm

- **Phlebotomy**
  - 9/5 - 12/10 MW 5-10pm
  - Spring 2019

- **EKG Technician**
  - 9/22 - 3/9 S 9am - 2pm

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

Information Sessions

Attend a free session to learn detailed information on the requirements, course content, successful course completion criteria and funding options.

All Information Sessions begin at 1:00 pm and are held in Building 200, Room 818

- **Thursday, July 26**
- **Tuesday, August 14**
- **Thursday, August 23**
- **Thursday, August 30**
- **Thursday, September 13**
- **Monday, October 8**
- **Tuesday, November 20**
- **Tuesday, December 11**

Upcoming program offerings:

- Certified Nursing Assistant
- Certified Clinical Medical Assistant
- Certified EKG Technician
- Certified Pharmacy Technician
- Certified Dialysis Technician
- Polysomnographer (Sleep) Technician
- Home Health Aide
- Certified Phlebotomy Technician
- Certified Medical Administrative Assistant
- Certified Electronic Health Records Specialist
- Certified Patient Care Technician
- Certified Central Service Technician

Register at https://registration.xenegrade.com/dtccterry or call 857-1500 for more info.

Building 200, 100 Campus Drive, Dover, DE 19904 • www.dtcc.edu
Certified Dialysis Technician $2395
This new program is designed for those working in or desiring employment as a Dialysis Technician in the healthcare field. Students will study 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). Tuition includes textbook, certification exam, supplies, and internship/lab experience. (200 hours classroom, 20 CEUs.)
Prerequisite: Attendance of an Info Session.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>WYK 030 630</td>
<td>10/15 - 3/18</td>
<td>MW</td>
<td>5 - 10pm</td>
<td>$89</td>
</tr>
</tbody>
</table>

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 of an Info Session.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>WYK 024 660</td>
<td>9/22 - 3/9</td>
<td>S</td>
<td>9am - 2pm</td>
<td>$89</td>
</tr>
</tbody>
</table>

Certified Central Service Technician Training $2195
Take your career to the next level!
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 (CRCSST) exam through the International Association of Healthcare Central Service Material Management (IAHCSCMM). Tuition includes textbook, certification exam, supplies, and internship. (200 hours, 400 hours internship, 60.0 CEUs.)
Prerequisite: Attendance of an Info Session.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>WNK 029 630</td>
<td>8/28 - 1/31</td>
<td>TR</td>
<td>5 - 10pm</td>
<td>$89</td>
</tr>
</tbody>
</table>

* To learn more about Info Sessions, see page 17.
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.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENJ 001 660</td>
<td>7/28</td>
<td>S</td>
<td>9am-4pm</td>
</tr>
<tr>
<td>ENJ 001 630</td>
<td>7/9 - 7/11</td>
<td>MW</td>
<td>6 - 9pm</td>
</tr>
<tr>
<td>ENJ 001 661</td>
<td>8/25</td>
<td>S</td>
<td>9am-4pm</td>
</tr>
<tr>
<td>ENJ 001 631</td>
<td>8/20 - 8/22</td>
<td>MW</td>
<td>6 - 9pm</td>
</tr>
<tr>
<td>ENJ 001 662</td>
<td>9/29</td>
<td>S</td>
<td>9am-4pm</td>
</tr>
<tr>
<td>ENJ 001 632</td>
<td>9/24 - 9/26</td>
<td>MW</td>
<td>6 - 9pm</td>
</tr>
<tr>
<td>ENJ 001 663</td>
<td>10/13</td>
<td>S</td>
<td>9am-4pm</td>
</tr>
<tr>
<td>ENJ 001 633</td>
<td>10/22 - 10/24</td>
<td>MW</td>
<td>6 - 9pm</td>
</tr>
<tr>
<td>ENJ 001 664</td>
<td>11/17</td>
<td>S</td>
<td>9am-4pm</td>
</tr>
<tr>
<td>ENJ 001 634</td>
<td>11/26 - 11/28</td>
<td>MW</td>
<td>6 - 9pm</td>
</tr>
<tr>
<td>ENJ 001 665</td>
<td>12/15</td>
<td>S</td>
<td>9am-4pm</td>
</tr>
</tbody>
</table>

Personal Enrichment

Building Your Own Blog  $119
Do you have a passion for writing and want to share it with others? Do you blog currently and want to learn how to profit from your blog or grow your audience? This twelve-hour course will cover blogging basics, how to profit from your blog and how to use social media to drive traffic to your blog. (18hrs., 6 sessions)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENO 042 630</td>
<td>10/10 - 11/14</td>
<td>W</td>
</tr>
</tbody>
</table>

Facebook for Family and Friends  $39
Facebook is a great tool for staying connected with family and friends. Share pictures, special events and even connect with friends who have moved away. This three-hour hands-on class will show you how to set up a personal or group page. Privacy settings will be covered as well as how to navigate your page. (3hrs., 1 session)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENO 041 630</td>
<td>10/25</td>
<td>R</td>
</tr>
</tbody>
</table>

Roundtable on End of Life Issues  FREE
Join us for a roundtable discussion of current issues relating to end of life, hospice, and caregiving. Plan to ask questions of our panel about documenting your wishes, differences in options for care at end-of-life, and more! This roundtable is open to healthcare and mental health providers, community members, families, faith-based organizations, and anyone else interested in learning more. Co-sponsored by the Delaware Quality of Life Coalition. (2hrs., 1 session)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>WNK 013 630</td>
<td>10/8</td>
<td>M</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENP 003 660</td>
<td>7/28</td>
<td>S</td>
</tr>
<tr>
<td>ENP 003 661</td>
<td>8/25</td>
<td>S</td>
</tr>
<tr>
<td>ENP 003 662</td>
<td>9/29</td>
<td>S</td>
</tr>
<tr>
<td>ENP 003 663</td>
<td>10/13</td>
<td>S</td>
</tr>
<tr>
<td>ENP 003 664</td>
<td>11/17</td>
<td>S</td>
</tr>
<tr>
<td>ENP 003 665</td>
<td>12/15</td>
<td>S</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENP 326 630</td>
<td>10/3</td>
<td>W</td>
</tr>
</tbody>
</table>
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 004 603 9/6  R  8:30am - 3:30pm
ENU 004 601 10/18 M  8:30am - 3:30pm
ENU 004 602 11/12 M  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 is included. (6hrs., 2 sessions)

ENU 175 601 9/18 & 19 TW  5 - 8pm

Out of School Youth Program
FREE
The Future Leaders of Business - 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, please contact Melody Phillips, Delaware Technical Community College, Terry Campus, Dover, DE at 302-857-1594.

Spring Break Camp
April 22 - April 26, 2019
9am - 4pm 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!

For many working parents, spring break means finding an enriching camp to keep the kids occupied during business hours. We’ve got the lowdown on the best spring break camps in town. Campers will spend their day expanding their minds during one our many STEM activities either in the classroom or on a daily field trip.

Please bring a sack lunch, two snacks, water, and sunblock to camp daily.

Call 302-857-1400
for more information.
Scholarships Available for Military Families!
Vacation Time is Summer Camp Time!

Scholarships available! Includes Lunch!

June - August, 2018

Sign up today at go.dtcc.edu/TerryCamps or 302-857-1400

Career Exploration Camps

STEM Camps

Sport Camps

Specialty Camps

For more info, call 302-857-1122 or visit go.dtcc.edu/gourmetgala
Registration Information

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 8:30am-4:30pm

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.

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.

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 will be available by calling the Campus Status Line at 302-857-1109. Announcements will also be made on local television and radio stations.

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. (For example, the cancellation policy for WIA non-credit certificate programs is the same as for credit classes.)
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)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Day/Time</th>
<th>Cost</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>
</tbody>
</table>

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 _______________________________________________________________________

Source of Payment :  Self  Employer  Other _______________________________________________________________________

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: ________________________
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