Delaware Technical Community College • Terry Campus • Dover, Delaware

CONTINUING EDUCATION

Workforce Development and Community Education | July - December 2017

Scholarships Available for Military Members & Their Families

Register Now!
go.dtcc.edu/workforcedevelopment
Table of Contents

Professional Development ......................... 3
Entrepeneurship ......................................... 3
Career Enrichment ..................................... 3
Computer Training ...................................... 4
Asbestos Education ...................................... 5
Industrial Training ...................................... 5
Certifications ............................................ 6
Certified Production Technician .................. 9
National Career Readiness Certification ...... 9
Online Education ........................................ 10
Health and Medical .................................... 12

Personal Enrichment ................................. 17
Family Safety and Wellness ......................... 17
Creativity .................................................... 18
Kids on Campus .......................................... 19
Registration Information ......................... 22

An Equal Opportunity Institution

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 an 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

Holiday Calendar
College closed on these days:
Labor Day – Sept. 4
Thanksgiving – Nov. 23 & 24
Winter Break – Dec. 18, 2017 - Jan. 1, 2018

Important Numbers
Registration – Workforce Development and Community Education Programs
Corporate Training Center, Building 400 – (302)857-1400
Workforce Training Center, Building 200 – (302)857-1500

General Information
(302)857-1000

Campus Status Line (delays, cancellations, closings)
(302)857-1109

Abbreviation Legend
M – Monday | T – Tuesday | W – Wednesday | Th – Thursday
F – Friday | Sa – Saturday | Su – Sunday

Board of Trustees
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Dr. June S. Turansky,
Vice President and Campus Director

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President Emeritus

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.

The College’s annual Clery Act report is available on the Delaware Tech Web site at www.dtcc.edu/about/public-safety/your-right-know. A printed report may also be obtained free of charge from the Office of Public Safety at each campus upon your request.
Entrepreneurship

Kauffmann FastTrac® New Venture for the Veteran Entrepreneur $99

FastTrac NewVenture 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.
- Devise a plan for business growth.
- Identify potential sources of funding for your business.

WND 002 6W1 8/21 - 10/16 MTWThF Online Course

Career Enrichment

Grant Writing $109

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. (2.5 hrs.)

ENC 006 630 9/18 M 6:30 - 9pm

Managing Your Grant Award $109

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, monitor the project budget, and tracking expenditures.

ENC 012 630 10/2 M 6:30 - 9pm

First Line Supervision & Leadership (online) $149

The First Line Supervision and Leadership course provides an overview of general supervision concepts and methodologies. This course examines the role of a supervisor, qualities of an effective leader, and explores team development and technological factors that affect leadership. The typical work experience of the target audience ranges from 0–10 years. This 34-hour time-on-task online, self-paced course is developed to correlate to American Management Association guidelines and is intended for individuals who are new to management or who have not had experience with finance in their current managerial positions.

WND 002 6W1 8/21 - 12/16 MTWThF Online Course

Customer Service: Beyond the Basics $199

Great customer relations, happier employees, and a positive public image are just a few of the benefits you will enjoy following this training on customer service. This course will equip you and your employees with practical skills and techniques to meet and exceed your customer's expectations. Give yourself a competitive edge by enrolling today.

Customer Service: Beyond the Basics

END 009 667 7/8 & 7/15 S 9am - 12pm
END 009 602 7/10 - 7/13 MTWTh 9am - 12pm
END 009 636 7/18 & 7/20 TTh 6 - 9pm
END 009 668 8/5 & 8/12 S 9am - 12pm
END 009 603 8/7 - 8/10 MTWTh 9am - 12pm
END 009 637 8/15 & 8/17 TTh 6 - 9pm
END 009 669 9/16 & 9/23 S 9am - 12pm
END 009 638 9/19 - 9/21 TTh 6 - 9pm
END 009 670 10/7 & 10/14 S 9am - 12pm
END 009 639 10/17 - 10/19 TTh 6 - 9pm
END 009 671 11/4 & 11/11 S 9am - 12pm
END 009 640 11/14 - 11/16 TTh 6 - 9pm

Finance and Accounting for Non-Financial Managers (online) $149

The Finance and Accounting for Non-Financial Managers course provides students with an overview of the principal areas of financial management. This course introduces the student to financial terminology, relates financial measures to operating information, and enables the student to understand and apply these measures to operating performance. The typical work experience of the target audience ranges from 0–10 years. This 34-hour time-on-task online course is developed to correlate to American Management Association guidelines and is intended for individuals who are new to management or who have not had experience with finance in their current managerial positions.

WND 001 6W1 8/21 - 12/16 MTWThF Online Course

Communication Skills for Managers (online) $149

The Communication Skills for Managers course provides an overview of effective methods of communication for managers. This interactive online course will teach participants to apply strategies for improving listening, speaking, and writing skills. In addition, participants will examine methods of delivering criticism, asking questions, and teaching someone a process. The course also covers how to create effective business communications, such as presentations and documents. This 34-hour time-on-task course is intended for individuals who are in lower-level management or are new to management. The typical work experience of the target audience ranges from 0–10 years.

WND 004 6W1 8/21 - 12/16 MTWThF Online Course
Professional Development

Business & Careers

Search Engine Optimization (online) $149
The Search Engine Optimization course provides an introduction to the basic principles and strategies of Search Engine Optimization (SEO). This self-paced online course will also provide the tools on how SEO can be used to market websites and companies, and will provide an understanding of the strategies, techniques, and tools used to optimize the information presented online to improve visibility using search engines. This 19-hour time-on-task non-credit course is intended for students and professionals who would like to learn methods to market and optimize corporate or individual websites.
WND 008 6W1 8/21 - 12/16 MTWThF Online Course

Mobile Applications: HTML 5 (online) $299
The Mobile Applications: HTML5 course provides an introduction to HTML5 technology. In this self-paced online course, students will learn about basic HTML, CSS, and JavaScript and will be introduced to the more complicated new features of HTML5. They will receive hands-on experience building web pages and mobile applications using HTML5. This 41-hour time-on-task non-credit course is intended for IT students, entry-level web designers or developers, and professionals who want to build HTML5 mobile applications.
WND 006 6W1 8/21 - 12/16 MTWThF Online Course

Social Media

Blogging 101 $49
Learn how to set up a blog, what to write, and how to promote your blog. Course can serve as a prerequisite for “Blogging - Beyond the Basics.” Must have an active email address.
ENC 100 660 8/12 S 9am - 12pm

Creating Your Social Media Plan and Strategy $49
A social media plan is critical to your business success. Learn to write, develop, and follow a social media plan that will include strategic development and create an editorial (content) calendar. Discuss ways to find content and images. Must have a working knowledge of Facebook, Twitter and LinkedIn.
ENC 102 660 10/14 S 1 - 4 pm

Facebook for Business $49
Social media is critical to business success. As the largest social media platform, Facebook is the starting place for conversations leading to business. Your company can no longer afford not to be part of the online conversation and sales. Facebook can help your company extend your reach while reducing marketing costs compared to traditional marketing channels. This workshop will provide the information you need to develop a powerful and lasting online brand for your business on Facebook.
ENC 101 660 10/14 S 9am - 12pm

Tweet Your Way to Success $49
Twitter is one of the easiest social media tools. However, for many, it can be overwhelming and confusing. This workshop will focus on how to create and polish a personal and business Twitter account. Participants will unravel the mystery of Twitter language, find content that gets liked and retweeted, uncover common Twitter mistakes, and learn strategies to promote a business.
ENC 103 630 9/6 W 6 - 8:30 pm

Social Media Bundle $175
Includes Blogging 101, Creating Your Social Media Plan and Strategy, Facebook for Business, and Tweet Your Way to Success.
ENC 105 660

Social Media for Non-Profits $109
Social media is increasingly where non-profits will find their volunteers, donors, and supporters of all ages. Learn to use these powerful tools to gain influence, stand out from the crowd and tell your story. Class will touch on Facebook, Instagram, Twitter, and Blogging.
ENC 009 630 9/20 W 6 - 9pm

Contract Training Available!
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.
### 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. (8 hrs., 0.8 CEUs)

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**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)

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**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)

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**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.

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### Industrial Training

**OSHA Construction Safety 10-Hour Course** $149
The OSHA Construction Safety Outreach program is the nationally recognized safety training required to work on a construction site. Participants must successfully complete the course assessment and attend all 10 hours of instruction in order to receive an OSHA Safety “Card.” Please note: Groups of six or more may call 302.857.1400 and request a specific date and time for this training.

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**Underground Storage Tank Operator Training** $199
Upon completion of this course, the student will demonstrate a broad understanding of underground storage tank systems (UST) operation, safety, regulatory and emergency procedures (EPA 40 CFR and Del UST regs). Students will be able to identify components of UST systems, explain methods of inspection, required record keeping, financial responsibility and basic spill prevention methods.

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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.
EYN 001 631 10/3 - 12/14 TTh 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.
EYN 002 631 10/3 - 12/14 TTh 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.
EYN 003 631 10/3 - 12/14 TTh 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.
ENY 004 631 10/3 - 12/14 TTh 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.
EYF 005 631 10/3 - 12/14 TTh 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 troubleshooting computer generated ladder logic industrial processes. Topics will include basic programming, motor control, discrete I/O interfacing, event sequencing, and troubleshooting. Prerequisite: Basic Electrical Knowledge
EYN 006 631 10/3 - 12/14 TTh 5 - 9pm

Manufacturing Tech Certification

Manufacturing Technician Certification $1495
Do you have a strong desire to work in the manufacturing industry? Are you committed to finding and retaining employment in the manufacturing industry? Then the Manufacturing Technician Certification is the training for you! Topics covered include: Mechanical Fabrication, Production Assembly, Electrical Fabrication, AC/DC Electricity, Technical Math, Blueprint Reading, OSHA Training, Computer Training, and Job Readiness. (155 hours)

Call (302)857-1400 for more information.
Early Care & Education Training

Training in Early Care & Education I (TECE I) $1023
Early Care and Education I is the first course in the two-course series. Topics include child development, curriculum planning, child behavior, professionalism, health, safety and nutrition issues in child care. Tuition includes textbook. (66 hrs, 6.6 CEUs) **Prerequisite: Attendance of an Info Session.**

Training in Early Care & Education II (TECE II) $1023
This course builds on knowledge from TECE I to help participants develop strategies for working with young children. Topics will include supporting learning and relationships, early childhood curriculum, play, language development, informal assessment, special needs and at-risk children, and multiculturalism. Tuition includes textbook. (66 hrs, 6.6 CEUs) **Prerequisite: TECE I**

Call (302)857-1500 for more information.

Certifications

CompTIA A+$1599
This course provides you with the basic knowledge and skills necessary for a career in PC support. Course topics include installation, configuration, preventative maintenance of PC hardware components, and the basics of networking, security and diagnostic and troubleshooting processes for various types of technical issues. This course is designed to fully prepare you to sit for the CompTIA A+ 220-801 and 220-802 certification exams.

EYF 027 631 8/1 - 10/2 TTh 6 - 9pm

CompTIA Network+$1599
This course provides you with the basic knowledge and skills necessary to become an IT network practitioner. This certification course will fully prepare you to sit for the CompTIA+ Network Certification exam. You will gain the skills to effectively manage, troubleshoot, and configure basic network infrastructure as well as describe networking technologies and understand basic design principles.

EYF 030 631 11/7 - 2/22 TTh 6 - 9pm

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, 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)

EYD 015 601 8/14 M 8am - 5pm
EYD 015 602 10/23 M 8am - 5pm
EYD 015 603 12/11 M 8am - 5pm

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, 4.8 CEUs)

Introduction to Data Analysis • September 5 - 29
Intermediate Data Analysis • October 2 - 27
Advanced Data Analysis • November 6 - December 1

Call (302)857-1500 for more information.
Certifications

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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Forklift Operation/Safety Certification Training WIOA $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 302.266.3300 and request a specific date or location for this training.

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Notary Public $89
This course provides individuals with information on how to perform notarial acts. It also provides tools so students can develop the skills and confidence to perform virtually any notarial act. The information provided is tailored towards the Delaware notary public in properly executing their duties to deter fraud and promote the integrity and reliability of document transaction. Tuition includes a $25 material fee.

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Drone Pilot Prep School (Online) $215
This online test prep class contains the new regulations governing the use of unmanned aircraft systems (UAS/drones) that were released on August 29, 2016 by the Federal Aviation Administration (FAA). Part 107 Drone Pilot Prep School is October 16 - November 17. This course will prepare students to take the new FAA Airman Knowledge Test for the Remote Pilot Certificate with a Small Unmanned Aircraft Systems (sUAS) rating. Having this certificate will allow individuals to participate in the commercial sector of drones in the 55 pound and under class. Topics that will be covered are part 107 regulations, aircraft loading, aircraft performance, operations, weather, airspaces and requirements. Instructor Jordan Bates holds a Bachelors of Science in Aeronautics, FAA Advanced Ground Instructor Certificate, FAA Private Pilot Certificate and a FAA Remote Pilot Certificate. He is currently working as the Chief Pilot for a commercial drone company using drones to do inspections on cell towers and solar farms.

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Delaware Tech is a tobacco-free institution.
www.dtcc.edu/about/employment/tobacco-free-college
Certified Production Technician (CPT)
Stand Out in Today’s Job Market

Pathway from certification to degree
Interested in pursuing an associate degree in the Electromechanical Engineering Technology program? Individuals who are certified will receive advanced standing at Delaware Tech as a student in the Electromechanical Engineering Technology program.

Why CPT?
The Certified Production Technician Program is tailored for the displaced worker or transitioner from Dover Air Force Base. Each production function area has an exam 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 exams, you will receive a full “Certified Production Technician” (CPT) certification.

How it works
The four exams are based on industry-defined and federally-endorsed standards. The Manufacturing Skill Standards Council (MSSC) developed exams offer entry-level and incumbent workers an opportunity to demonstrate that they possess knowledge and skills in four critical production function areas:

• Safety
• Quality Practices and Measurement
• Manufacturing Process and Production
• Maintenance Awareness

For more information contact: Workforce Development | phone: 302.857.1400
email: terry-workforcedevelopment@dtcc.edu | web: dtcc.edu

National Career Readiness Certification
The Fast Track to a New Career

Why NCRC?
NCRC is perfect for enhancing your employability and will give you a competitive edge.

How it works
An online training curriculum is available which will assess workplace skills and demonstrate your competence in the following areas:

• Problem solving, critical thinking, reading and using work-related text
• Applying information from workplace documents to solve problems
• Setting up and performing work-related mathematical calculations
• Locating, synthesizing, and applying information that is presented graphically
• Comparing, summarizing and analyzing information presented in multiple related graphics

Build your earning power by standing out from other applicants.

For more information contact: Workforce Development | phone: 302.857.1400
email: terry-workforcedevelopment@dtcc.edu | web: dtcc.edu
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
### Professional Development

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<tr>
<td>Certified Associate in Project Management Version PMBOKS</td>
<td>$699</td>
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<tr>
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<td>CompTIA A+</td>
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<td>CompTIA Network+</td>
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<td>HIPAA Privacy Rule Training for Health Care Organizations</td>
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<td>ICD 10 For Allied Health Professionals Self-Paced</td>
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<td>Universal Precautions</td>
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### National Career Readiness Certification (NCRC)

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. See page 9 for program details.

### Certified Production Technician (CPT)

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. See page 9 for program details. Includes Tooling U license and assessment fees for all exams.

### CISCO Training Courses Run This Fall!

**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.
**Professional Development**

**Health and Medical**

**Professional Development**

**Health and Medical**

**NLN Pre-Admission Exam for Healthcare Providers** $60

These examinations are used to assess what you have learned to date. The Terry Campus Nursing Department requires each student to sit for these examinations as part of the admissions criteria for the registered nursing and practical nursing programs. **ALL TESTS AT TERRY CAMPUS WILL BE ADMINISTERED ON THE COMPUTER.** Test results will be available immediately. You must apply and pay for the test at least one week prior to testing date. **Minimum enrollment of 8 students is required for each test section.** In the event test section minimum enrollment is not met, students will be notified and placed in the next available section. Notification will be made within 24 hours after the final date for registration.

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<tr>
<td>TNK 003612</td>
<td>8/14</td>
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<td>1 - 3pm</td>
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</table>

**CPR with AED and First Aid** $95

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, 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.

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**Certified Professional Medical Auditor (online)** $399

The Certified Professional Medical Auditor course prepares students to become a Certified Professional Medical Auditor (CPMA®). This self-paced online course allows students to use their experience with coding and documentation guidelines in order to improve their practice's revenue cycles. This 54-hour time-on-task non-credit course is intended for those who have at least three to five years of experience as a medical coder and are interested in advancing their current career in the health care industry.

<table>
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<td>8/21 - 12/16</td>
<td>MTWThF</td>
<td>Online Course</td>
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</table>

**Home Health Care Aide WIOA**

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

Call 302-857-1500 for more information.

**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 (CRCST) exam through the International Association of Healthcare Central Service Material Management (IAHCSMM). **Prerequisite: Attendance of an Info Session.**

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<td>8/21 - 12/16</td>
<td>MTWThF</td>
<td>Online Course</td>
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</table>
Professional Development

Health and Medical

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. (200 hours classroom, 160 hours internship 36.0 CEU's.)

Prerequisite: Attendance of an Info Session.

WYK 005 630  9/6 - 3/14   MW  5:30 - 9:30pm

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.

Prerequisite: Attendance of an Info Session.

WYK 005 630  9/11 - 12/13   MW  5-10pm
WYK 005 660  8/19 - 2/24   S  9am - 3pm

Certified Nursing Assistant WIOA  $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.

WYK 002 630  9/19 - 11/9  TTh  5 - 10 pm
WYK 002 601  10/2 - 10/25  MTWTh  9 am - 3pm

Certified Associate in Healthcare Information & Management Systems WIOA  $2195

Are you interested in healthcare and data through information technology? Do you want to become certified in the field?

Students will learn about the healthcare organizational environment; technical applications and trends; processes and controls affecting the business and clinical aspects of healthcare; research and information gathering; testing and evaluation; professional communications with leaders, stakeholders, and vendors; and the privacy and security aspects of healthcare information. This certificate is designed for students who have previous experience in IT or healthcare and it is intended to serve as a pathway into health IT careers. Students must have a high school diploma or equivalent, but associate degree is recommended. Strong computer skills are also recommended. Tuition includes textbook, review guide, and certification exam. (135 hours, 13.5 CEUs) Prerequisite: Attendance of an Info Session.

Call 302-857-1500 for more information.

FREE Certified Nursing Assistant WIOA

Through Department of Labor funding, 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. (222 hrs., 22.2 CEUs) Not including clinical dates. Prerequisite: Attendance of an Info Session.

WYK 002 601DOL  8/21 - 9/22  M-F  9am - 3pm
**Certified EKG Technician**

Participants in this 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. **Prerequisite: Attendance of an Info Session.**

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<td>9/6 - 11/20</td>
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**Certified Pharmacy Technician**

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) Prerequisite: Attendance of an Info Session.**

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**Medical Billing & Coding (Hybrid)**

This 280-hour course is designed to prepare students for employment in medical offices by introducing them to major nationwide medical insurance programs, diagnostic and procedural coding systems, and electronic filing of claim forms. Students will learn to maintain billing data and to schedule and report information in a medical office setting. Tuition includes textbooks and certification exams. **Prerequisite: Attendance of an Info Session.**

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**Spanish for Health Care Professionals**

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)

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**BLS for Healthcare Providers**

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.

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<tr>
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**Polysomnography**

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.**

**Call 302-857-1500 for more information.**
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 9/9 - 10/28 $9am - 3pm

Dementia Care $495
This online course is for students who are in the healthcare field or human services and serves the growing population of persons with dementia. This course provides essential knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting persons with dementia. Nearly all disciplines benefit from expertise in Dementia Care Specialists, as do families of persons with dementia. Come away with increased knowledge in how to care for persons with dementia. Expertise in this growing area of human services also enhances your resume. (32 hours, 3.2 CEUs)
WYK 030 6W1 9/5 - 10/27 MTWThF Online Course

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, students will receive a Delaware Tech certificate of completion and will be eligible for a National Certification in Electronic Health Records. Tuition includes: Textbooks and certification exam. Prerequisite: Attendance of an Info Session.
WYK 012 601 8/8 - 10/19 TTh 5 - 10pm
WYK 012 630 9/5 - 11/7 MTW 9am - 1pm

Certified Medical Administrative Assistant and Certified Clinical Medical Assistant

ELECTRONIC HEALTH RECORDS (E.H.R.)

Certified E.H.R. (HYBRID) WIOA $1395
Certified Electronic Health Records Specialist (110 Hrs.)
(part of content delivered online)
WYK 012 601 8/8 - 10/19 TTh 5 - 10pm
WYK 012 630 9/5 - 11/7 MTW 9am - 1pm

CCMA WIOA (Hybrid, some online) $2595
Certified Clinical Medical Assistant (220 Hrs.)
WYK 011 630 9/5 - 12/14 TTh 5 - 10pm

Are you interested in the future of healthcare? Do you want to help increase the quality of patient care? Delaware Tech can help you obtain your goal through two new tracks. Start here with Electronic Health Records (EHR), and continue your coursework in either Medical Administrative Assistant or Clinical Medical Assistant. Both tracks offer two certifications, one in E.H.R. and the other in your area of specialty (CMAA or CCMA). Medical Administrative Assistants are well-prepared to work in a medical office doing routine document processing along with E.H.R. Clinical Medical Assistants perform some front office duties, but are also involved in clinical patient care along with E.H.R.

CMAA WIOA $1695
Certified Medical Administrative Assistant (110 Hrs.)
WYK 010 630 9/18 - 11/29 MW 5 - 10pm

Upon completion of this course, students will receive a Delaware Tech certificate of completion and will be eligible to sit for the national exams. Tuition includes: Textbooks, certification exams, BLS certification, internship, and supplies.

Prerequisite: 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.

See page 16 for information session dates and times.
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.

Prerequisite: Attendance of an Info Session.

Students have a choice of the following classroom schedules:

- Certified Nursing Assistant (Classroom only – no clinicals)
  
  9/19 - 11/9 TTh 5 - 10pm
  OR
  10/2 - 10/25 MTWTh 9am - 3pm

- Phlebotomy (not including 80 clinical hours off-site)
  
  9/11 - 12/13 MW 5 - 10pm
  OR
  8/19 - 2/24 9am - 3pm

- EKG Technician
  
  9/6 - 11/20 MW 5 - 10pm

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

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

Thursday, June 1, 2017
Tuesday, June 13, 2017
Thursday, July 13, 2017
Tuesday, July 25, 2017
Thursday, August 10, 2017
Tuesday, August 15, 2017
Thursday, September 5, 2017
Thursday, October 19, 2017
Thursday, November 9, 2017
Tuesday, December 5, 2017
Tuesday, December 12, 2017

Upcoming program offerings:

- Certified Nursing Assistant
- Training in Early Childhood Education
- Certified Clinical Medical Assistant
- Medical Billing & Coding
- 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
- Health Informatics and Management

Call 857-1500 for info.

Building 200, 100 Campus Drive, Dover, DE 19904 • www.dtcc.edu
Out of School Youth Program

Through Department of Labor Funding, students will receive GED® instruction, life and employability skills training. Students will also have the opportunity to partake in Customer Service training, Financial Literacy Courses and receive certifications in Retail Management, Retail Operation and National Career Readiness. Additionally, students will compete for internships, job shadowing and paid job experiences in the community. 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; thereby improving the quality of the workforce and enhancing its productivity and competitiveness.

To complete a preliminary application, please contact Melody Phillips, Delaware Technical Community College, Terry Campus, Dover, DE at (302) 857-1500.

Family, Safety and Wellness

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.)

ENJ 001 660  7/8  S  9am-4pm
ENJ 001 630  7/17 - 7/19  MW  6 - 9pm
ENJ 001 661  8/12  S  9am-4pm
ENJ 001 631  8/21 - 8/23  MW  6 - 9pm
ENJ 001 662  9/9  S  9am-4pm
ENJ 001 632  9/18 - 9/20  MW  6 - 9pm
ENJ 001 663  10/14  S  9am-4pm
ENJ 001 633  10/23 - 10/25  MW  6 - 9pm
ENJ 001 664  11/11  S  9am-4pm
ENJ 001 634  11/27 - 11/29  MW  6 - 9pm
ENJ 001 635  12/9  S  9am-4pm

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.

WNK 013 630  10/23  M  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.)

ENP 003 660  7/8  Sa  9am - 4pm
ENP 003 661  8/12  Sa  9am - 4pm
ENP 003 662  9/9  Sa  9am - 4pm
ENP 003 663  10/14  Sa  9am - 4pm
ENP 003 664  11/11  Sa  9am - 4pm
ENP 003 665  12/9  Sa  9am - 4pm

Expunging A Criminal Record $39
Is your criminal record holding you back? Learn about the process of expunging your record. Find out who is eligible, the steps required, and potential benefits of this legal procedure. Pardons will also be covered. (3hrs.)

ENO 009 630  8/16  Th  5:30 - 8:30pm
Photography 101
Learn the basic skills behind photography. Learn how to take photos, upload and save. In this course you will explore the process of simple edits. Make your photos stand out next time you are with family and friends. Sign up today to get your passport to photography basics.

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Learn to Use Your DSLR Camera
Do you have a camera and when it’s time to take a picture you can’t seem to figure it out? If so, this class is the one for you. This class is designed for novice users, no experience necessary, just bring your camera and take notes then practice and watch your photos come to life.

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Photoshop 101
Learn the basics of Photoshop. Learn to import your photos, create files and save them properly, and upload to designated location. In this class you will learn the menu and functions. You will learn how to create, edit documents, and how to darken and lighten photos in post-production.

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Photoshop 102
In this course you will learn to edit photos in Photoshop. This course will focus on creating composite photos. You will explore how to create and add layers to your image to enhance the effect. You will also learn how to create flyers and brochures using tools in Photoshop.

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Photoshop 103
In this course you will learn how to create effects on your images. This advanced course will focus on 3D effects on images. You will learn how to manipulate images creating an out of bounds effect. This course is for advanced users only.

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Lightroom 101
Learn the menu and functions of the program. You will learn how to import images, make color corrections, crop, rotate and straighten images. This course will also explore adding borders and backgrounds, print images and create online galleries.

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Photoshop Bundle
Includes Photoshop 101, Photoshop 102 and Photoshop 103.

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Personal Enrichment

SAT Prep $139
This course is designed as a review to assist high school students to prepare for the English and Mathematics portion of the SAT college entrance exam. Review course material and learn test strategies. Textbook included.
ENO 027 630 7/31 - 8/9 MW 6 - 9pm
ENO 027 631 10/9 - 10/18 MW 5:30 - 8:30pm

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.
ENU 004 601 10/9 M 8:30am - 3:30pm
ENU 004 602 11/10 F 8:30am - 3:30pm

Fun with Photography Boot Camp (youth) 12-18 $190
This beginner to intermediate one week summer camp for youth 12 years and over will give them a chance to explore their creative mind in the world of photography. Students will be introduced to the technical workings of their camera. Students will learn about composition and framing and how to manipulate images in lightroom.
ENU 161 601 7/10 - 7/14 MTWThF 9am - 4pm

Advanced Photography Camp (youth) 12-18 $190
In this two week course students will learn about framing, composition and lighting to create emotion in story telling of photography. Students will be given structured time to delve into independent projects and showcase their projects for viewing.
ENU 162 601 7/17 - 7/28 MTWThF 9am - 4pm

Call 302-857-1400 for more information.

Our Camps
- Career Exploration Camps
- Sport Camps
- STEM Camps
- Specialty Camps

Scholarships available! Includes Lunch!
June 11 - August 10, 2018
No Camp 7/2 - 7/6

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 creating art masterpieces, participating in outdoor time, or expanding their minds during one of our STEM activities. 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!
Take success to the next level

Financial Literacy Courses
The Terry Campus, in partnership with Discover®, offers scholarships to military service members and their families associated with Dover AFB for financial education college credit courses.

- SSC 130 Where’s my money?
  Develop a financial plan and budget to improve your standard of living
- SSC 131 Are you credit worthy?
  Learn about obtaining and maintaining good credit
- SSC 132 Planning for the Beach
  Develop the skills to calculate savings needed to maintain a desired lifestyle

Scholarships and financial assistance are available

Enroll today!
Contact Workforce Development and Community Education
terry-workforcedevelopment@dtcc.edu
1-302-857-1400

Customer Service Training Certificate
Get a competitive edge by learning to excel at customer service. Participation offers you an opportunity to apply and possibly interview for customer service positions with Discover®.

ATTEND AN INFORMATION SESSION!
Includes overview of Discover Military Work from Home opportunities, Customer Service introduction, and resume writing introduction.

UPCOMING SESSIONS:
Thursday, June 1st (6-8pm)
Tuesday, June 27th (6-8pm)
Tuesday, August 1st (6-8pm)
Tuesday, September 5th (6-8pm)
Tuesday, October 3rd (6-8pm)
Thursday, November 2nd (6-8pm)
Tuesday, December 5th (6-8pm)
Thursday, January 4th (6-8pm)
College students home for the summer:
Save money and time by taking a class at Delaware Tech. Most classes will transfer easily to your home institution.

### Business
- ACC 221 Cost Accounting
- ACC 101 Accounting I
- ACC 112 Accounting II
- BUS 101 Introduction to Business
- MGT 212 Principles of Management
- MKT 212 Principles of Marketing
- MIS 220 Management Information Systems

### Computer Technologies
- CIS 150 Intro to Object-Oriented Programming
- CSC 114 Computer Science I
- CSC 164 Computer Science II
- CIS 211 Data Structures

### Criminal Justice
- CRJ 101 Introduction to Criminal Justice

### English
- ENG 122 Technical Writing and Communication
- ENG 124 Oral Communication
- ENG 102 Composition and Research
- ENG 101 Critical Thinking & Academic Writing
- ENG 126 American Literature I
- ENG 127 American Literature II
- ENG 128 African American Literature

### Human Services
- HMS 121 Intro to Human Services
- HMS 122 Theories of Counseling
- HMS 211 Marriage and the Family

### Math
- MAT 291 Ordinary Differential Equation
- MAT 292 Engineering MATH I
- MAT 255 Statistics I
- MAT 256 Statistics II
- MAT 281 Calculus I
- MAT 282 Calculus II
- MAT 263 Principles of Discrete Math
- MAT 283 Calculus III
- MAT 153 College Math and Statistics
- MAT 190 Pre-calculus
- MAT 180 College Algebra
- MAT 251 Finite Math

### Physics
- PHY 281 Physics I with Calculus
- PHY 205 General Physics I
- PHY 206 General Physics II
- PHY 282 Physics II with Calculus

### Science
- BIO 150 Biology I
- CHM 240 Organic Chemistry I
- CHM 241 Organic Chemistry II
- CHM 110 General Chemistry

### Social Sciences
- HIS 200 World History I
- HIS 210 World History II
- ECO 122 Macroeconomics
- ECO 111 Microeconomics
- HIS 111 U.S. History Pre-Civil War
- HIS 112 U.S. History Post-Civil War
- POL 111 Political Science
- SOC 111 Sociology
- PSY 121 General Psychology
- PSY 127 Human Development
- PSY 223 Abnormal Psychology
- PSY 224 Human Sexuality
- PSY 213 Ethical Issues in Healthcare
- SOC 213 Ethical Issues in Healthcare
- SOC 215 Business Ethics

### Spanish
- SPA 133 Using Beginning Spanish
- SPA 136 Spanish Communication I

Apply today!

www.dtcc.edu/admissions-financial-aid/apply
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.

Cancellation of Classes
Classes will be cancelled 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.)

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.
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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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