**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.

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**Holiday Calendar**
*College closed on these days*

**Labor Day**
Sept. 2

**Thanksgiving**
Nov. 28 & 29

**Winter Break**
Dec. 21, 2019 - Jan. 5, 2020

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**Abbreviation Legend**

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

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**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.

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**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, probate, discharge and other terms and conditions of employment over which the College has jurisdiction as well as to all educational programs and activities. The College has designated a Civil Rights Coordinator, who serves as the College’s Title IX Coordinator and the College’s ADA/Section 504 Coordinator, to carry out its commitment to equal opportunity and nondiscrimination. Inquiries or complaints by students or employees regarding the College’s nondiscrimination policies may be addressed to:

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

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

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**Workforce Development and Community Education**

**Corporate Training Center**
Building 400
(302) 857-1400

**Workforce Training Center**
Building 200
(302) 857-1500

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

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**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.
Asbestos Education

Asbestos ‘B’ Initial $295
This course is for individuals who perform supervision of persons permitted to enter restricted asbestos abatement work areas. This program reviews critical topics associated with asbestos abatement activities, as well as responsibilities of the competent person for the asbestos project, consistent with current regulations.
(16 hrs., 1.6 CEUs)
EYD 011 610 7/16 & 7/17 TW 8:30am - 5pm

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)
EYD 004 610 8/9 F 8am - 4:30pm
EYD 004 611 10/11 F 8am - 4:30pm
EYD 004 612 12/6 F 8am - 4:30pm

Asbestos Education Refresher: O&M $125
This course is for individuals who perform supervision of persons permitted to enter restricted asbestos abatement work areas. This program reviews critical topics associated with asbestos abatement activities, as well as responsibilities of the competent person for the asbestos project, consistent with current regulations.
(4 hrs., 0.4 CEUs)
EYD 012 610 10/2 W 8:30am - 12:30pm

Asbestos Education: CPR for Supervisor $50
This course is for individuals who perform supervision of persons permitted to enter restricted asbestos abatement work areas. This program reviews critical topics associated with asbestos abatement activities, as well as responsibilities of the competent person for the asbestos project, consistent with current regulations.
EYD 008 610 7/11 R 3 - 5pm
EYD 008 611 8/8 R 3 - 5pm
EYD 008 612 9/12 R 3 - 5pm
EYD 008 613 10/10 R 3 - 5pm
EYD 008 614 11/7 R 3 - 5pm
EYD 008 615 12/5 R 3 - 5pm

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)
EYD 002 610 7/23 T 8:30am - 5pm
EYD 002 611 9/17 T 8:30am - 5pm
EYD 002 612 11/19 T 8:30am - 5pm

Supervisor Refresher, Class A $150
This course is for individuals who perform supervision of persons permitted to enter restricted asbestos abatement work areas. This program reviews critical topics associated with asbestos abatement activities as well as responsibilities of the competent person for the asbestos project, consistent with current regulations. CPR Certification available for an additional $50. (8 hrs., 0.8 CEUs)
EYD 001 610 7/11 R 8:30am - 5pm
EYD 001 611 8/8 R 8:30am - 5pm
EYD 001 612 9/12 R 8:30am - 5pm
EYD 001 613 10/10 R 8:30am - 5pm
EYD 001 614 11/7 R 8:30am - 5pm
EYD 001 615 12/5 R 8:30am - 5pm
MANUFACTURING TRAINING

FREE TRAINING*
for Unemployed and Underemployed Individuals

Classes start in Fall 2019 at the Delaware Tech Dover Campus.

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.

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

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, 31 sessions)

Scholarships available. Call (302) 857-1400 for more information.

**EYN 001 630 8/6 - 12/19** **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, 32 sessions)

**EYN 002 630 8/1 - 12/19** **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, 23 sessions)

**EYN 003 630 9/10 - 12/19** **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 004 630 10/10 - 12/19** **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 006 630 10/10 - 12/19** **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, 14 sessions)

**EYN 005 630 10/17 - 12/19** **TR** **5 - 9pm**

**Forklift Operations/Safety Certification Training** $199

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

**EYN 007 660 8/3 S 9am - 1pm**

**EYN 007 661 9/28 S 9am - 1pm**

**EYN 007 662 11/2 S 9am - 1pm**

**Certified Production Technician (CPT)** $495

The Certified Production Technician Program is tailored for industry professionals seeking a national certification. 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 6W2FALL2020 Online/Self-Paced**

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**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) 857-1400 for more information.
Certifications

Start Your Career as a Security Guard  $189
There is high demand for security guards in Delaware. This class covers the mandatory training and exam for those who want to pursue licensing to become a security guard in Delaware. This is a basic training of the Delaware Security Guard rules and regulations. The Security Guard Exam fee is included and 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 018 640 10/21 & 10/22 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 100 640 7/9 T 4pm
TND 100 610 7/26 F 9am
TND 100 641 8/6 T 4pm
TND 100 611 8/23 F 9am
TND 100 642 9/3 T 4pm
TND 100 612 9/20 F 9am
TND 100 643 10/1 T 4pm
TND 100 613 10/18 F 9am
TND 100 644 10/29 T 4pm
TND 100 614 11/15 F 9am
TND 100 645 11/26 T 4pm
TND 100 615 12/13 F 9am

ServSafe Food Safety Program for Managers  $199
The ServSafe Food Safety Program for Managers is designed to meet the Delaware Office of Food Protection requirements. It provides food safety training, exam and educational materials to food service managers. Earn the ServSafe Food Protection Manager Certification accredited by the American National Institute (ANSI) - Conference for Food Protection (CFP). Learn to implement essential food safety practices and create a culture of food safety. Textbook and exam included in class fee. Bring photo ID.
(8 hrs, 0.8 CEUs, 1 session)
EYD 015 610 8/12 M 8am - 5pm
EYD 015 611 10/21 M 8am - 5pm

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

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

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

WIOA 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 044 640 7/15 - 8/7 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 your own risk/reward preferences, and the calculation of savings to reach a financial plan. (16 hrs, 8 sessions)
ENO 045 640 8/26 - 9/25 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 046 640 10/21 - 11/13 MW 6 - 8pm

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

Call (302) 857-1282 for more information

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

Call (302) 857-1282 for more information

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 008 640 10/8 - 12/10 T 6 - 9pm

Career Enrichment

Grant Writing $249

Developing effective grant writing skills are essential to acquire competitive funding from government agencies and private foundations. Writing a successful grant proposal is a blend of art and science. It requires content knowledge, writing proficiency, strong research skills, creativity, organizational ability, and patience. This course will provide students with the basic background necessary to develop a competitive funding proposal. Topics discussed will be components of an application; helpful tools and resources; strategies for developing a proposal; how to identify potential funding sources; how to read and understand proposal guidelines and requests for proposals (RFP); writing objectives; preparation and justification of budgets; cost-sharing and sub-contracts; procedures for grants submission and grants start-up and the grant review process. (15 hrs., 6 sessions)

END 006 640 9/19 - 10/8 TR 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 012 640 10/15 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 025 640 9/18 - 10/9 W 6 - 9pm

END 025 641 10/16 - 12/11 W 6 - 9pm

Creative Marketing $199

Need business cards, a logo or website? Thinking of creative marketing material as a business but don’t know the what or the how? This class is for you. This is a 12-hour interactive, fun approach to designing, tailoring, and creating marketing tools with you and/or your customer in mind. (12.5 hrs., 5 sessions)

ENC 007 640 7/10 - 8/8 WR 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 6W2SPRING 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 an associate degree and one year of IT work experience or high school diploma and six years of work experience in IT or engineering 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!

(302) 857-1400 | Search classes and register online at go.dtcc.edu/workforcedevelopment
Computers

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 of 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.
WE BUILD IT UP. WE DRIVE IT FORWARD. THEN WE DO IT ALL AGAIN.

Every day, we’re behind the scenes and on the front lines, doing what we do best to make our communities better. At Delaware Tech, we’re creating a different workforce for a different kind of Delaware. And it all starts with a student like you. Enroll now at dtcc.edu, and become a part of something bigger.
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 at 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 through this course.

**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 skills necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned. Includes Introduction, Intermediate, and Advanced coursework in Data Analysis. (48 hours)

Introduction to Data Analysis • 9/3 - 9/27
Intermediate Data Analysis • 10/7 - 11/1
Advanced Data Analysis • 11/4 - 11/29

Additional Online Certification programs

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

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

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

Infographics • 9/3 - 9/27
Photoshop for Presentations • 10/7 - 11/1
Graphic Design for Visual Presentations • 11/4 - 11/29

Infographics $195
9/3 - 9/27

Introduction to 3D Printing $195
9/3 - 9/27

Podcasting $245
9/3 - 9/27

Spanish for Medical Professionals $290
9/3 - 10/25

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

Revenue Generation for Non-Profits $495
9/3 - 10/25

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

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

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 9/21 - 12/7 S 9am - 1pm

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. This 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.

WYK 025 601 8/12 M 5 - 9pm
WYK 025 631 9/23 M 5 - 9pm
WYK 025 632 10/18 F 9am - 1pm
WYK 025 633 11/12 T 5 - 9pm
WYK 025 631 12/5 R 5 - 9pm

Home Health Care Aide

Home health and personal care aides help elderly, disabled, and ill persons in their own homes instead of being in a healthcare facility. Most aides work with elderly or disabled clients who need more extensive care than family or friends can provide. This program focuses on anatomy, stages of human development, preventing the spread of infectious disease, special client needs, transfers and ambulation, safety and body mechanics, maternal and infant care, and much more. Tuition cost includes textbook, uniform, supplies, and CPR. (80 hours, 8 CEUs)

WYK 007 601 8/26 - 10/16 MW 5 - 10pm
WYK 007 630 9/10 - 10/10 TWR 9am - 3pm
WYK 007 631 9/17 - 11/7 TR 5 - 10pm

Call (302) 857-1500 for more information.

* To learn more about Information Sessions, see page 17.
This course prepares students to function effectively in many of the clinical positions in the health care industry. Medical Assistant, Certified Medical Assistant, Clinical Assistant, and Medical Office Assistant are all positions in great demand. This program is intended for students who want to prepare for an exciting, challenging, and rewarding career in health care. This program will train students to assist physicians by performing functions related to the administrative and clinical responsibilities of a medical office. Instruction includes, among other things, performing data entry into electronic health records, preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy, and the cardiac life cycle. Students will review important topics, including the proper use and administration of medications, taking and documenting vital signs, professional workplace behavior, ethics and the legal aspects of health care. This program includes 270 hours of classroom lecture and a potential clinical internship opportunity at a local healthcare provider. Students must qualify for internship. Upon completion of this course, students will receive a Delaware Tech certificate of completion and will be eligible to sit for the national exam. Tuition includes: Textbooks, scrubs, background check, drug screen, certification exam, BLS certification, internship/clinical lab experience*, and supplies.

Prerequisite: Attendance at an Information Session is mandatory. Keyboarding skills are strongly suggested – self-paced options are available prior to beginning CCMA.

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

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

Polysomnographer (Sleep) Technician Certification WIOA

WYK 023 6B1 9/9 - 12/2  MW 5:30 - 9:30pm

This program prepares students to work as trainees with sleep technologists in the performance of diagnostic sleep studies that are required for the evaluation and treatment of sleep disorders. Sleep recordings are made during the patient’s usual sleep hours, techs may work during the evening and night usually in 10-12 hour shifts. This program was developed in accordance with the American Academy of Sleep Medicine (AASM) as well as with the Board of Registered Polysomnographic Technologists (BRPT). Together with recommended work experience and recommended completion of the 23 AASM A-STEP self-study modules, this course will prepare the student to sit for the Certified Polysomnographic Technician (CPSGT) exam under “Pathway 3.”

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

Call (302) 857-1500 for more information.

EMT $1399

The program represents the first response of the emergency medical system. Be prepared to care for patients at the scene of an accident and transport patients by ambulance to the hospital under the direction of more highly trained medical personnel. Learn basic emergency skills to assess a patient’s condition and manage respiratory, cardiac, and trauma emergencies.

This course combines 100 hours of online training and 80 hours of classroom instruction that includes hands-on learning. Participants will be required to schedule ambulance ‘ride-along’ hours outside of the regular classroom hours. Students must be 18 years of age or older.

Prerequisites: Attendance at the Emergency Medical Technician Basic Certification Course Orientation, and reading test.

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

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

8 sessions hybrid:
10/2 - 12/4 Wednesday, 6 - 9pm
8 sessions classroom:
10/5 – 12/7 Saturdays 8am - 3:30pm, and 1 session: 12/8 Sunday 8am - 3:30pm

* To learn more about Information Sessions, see page 17.
The Patient Care Technician program will prepare students to have multiple credentials in one of the fastest-growing areas in health care today. Students will be training in aspects of Certified Nursing Assistant, phlebotomy, EKG readings, medical terminology, anatomy and physiology, and BLS certification. Have the skills needed for a versatile career.

Tuition includes textbooks, scrubs, background check, drug screen, supplies, Patient Care Technician certification exam, Phlebotomy Technician exam, EKG Technician exam, BLS certification, and internship/clinical lab experience*.

Prerequisite: Attendance of an Information Session.

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

Students have a choice of the following classroom schedules:

- **Certified Nursing Assistant (Classroom only – no clinicals)**
  - 8/26 - 10/16 MW 5 - 10pm
  - OR
    - 9/10 - 10/10 TWR 9am - 3pm
  - OR
    - 9/17 - 11/7 TR 5 - 10pm

AND

- **Phlebotomy**
  - 9/9 - 12/11 MW 5 - 10pm

AND

- **EKG Technician** (some content will be delivered online)
  - 9/11 - 1/29 W 6 - 10pm
  - F 6 - 8pm

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

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

Certified Central Service Technician Training  $2895

This new program is designed for those working in or desiring employment in central service. The central service technician is responsible for the procurement of surgical supplies and equipment. Central service technicians provide support to all patient care services in healthcare facilities. They are responsible for decontaminating, cleaning, processing, assembling, sterilizing, storing and distributing the medical devices and supplies needed in patient care, especially during surgery.

Students will study theories on disinfection, cleaning and decontamination, infection prevention and control; sterilization processes; regulations and standards; safety; inventory management; and professional communication. Upon completion of the program and 400 internship hours, students will be eligible to sit for the Certified Registered Central Service Technician (CR CST) exam through the International Association of Healthcare Central Service Materiel Management (IAHCSMM). Tuition includes textbook, background check, drug screen, certification exam, supplies, and internship/clinical lab experience*. (200 hours classroom, 60.0 CEUs)

Prerequisite: Attendance of an Information Session.*

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

CPR with AED and First Aid  $99

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

Certified Dialysis Technician  $2595

This program is designed for those working in or desiring employment as a Hemodialysis Technician in the healthcare field. Students will study the basic requirements for patient care, renal anatomy and physiology, treatment procedures and processes, water treatment, dialyzer reprocessing, ethics and laws governing medical care, and the effect of nutrition and medication on the patient. Students will also be exposed to the equipment and environment used for renal dialysis. Students must have a high school diploma or equivalent. Upon completion of the program, students will be eligible to sit for the Certified Clinical Hemodialysis Technician (CCHT) exam through the Nephrology Nursing Certification Commission (NNCC). This program includes 200 hours of classroom lecture and a potential clinical internship opportunity at a local healthcare provider. Students must qualify for internship. Tuition includes textbook, scrubs, background check, drug screen, certification exam, supplies, and internship/clinical lab experience*. (200 hours classroom, 160 hours internship 36.0 CEUs)

Prerequisite: Attendance of an Information Session.*

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

TEAS Pre-Admission Exam  $99

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

You must present a valid photo ID and have your ATI-TEAS test account username and password on hand to enter the test. You will not be permitted to create an account the day of the exam. Please arrive at the test location on time. No one will be admitted after the test begins.

Certification Exam:

TNK 008 602 7/9 T 9am - 12:30pm
TNK 008 603 7/18 R 9am - 12:30pm
TNK 008 604 7/30 T 9am - 12:30pm
TNK 008 605 8/1 R 9am - 12:30pm
TNK 008 606 8/6 T 9am - 12:30pm
TNK 008 607 8/12 M 9am - 12:30pm
TNK 008 608 9/17 T 9am - 12:30pm
TNK 008 609 10/8 T 9am - 12:30pm
TNK 008 603 11/7 R 9am - 12:30pm
TNK 008 604 12/10 T 9am - 12:30pm

Certified EKG TechnicianWIA  $2195

Prerequisite: Attendance of an Information Session.*

Certified Central Service Technician Training  $2895
**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.)

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<tr>
<th>Course Code</th>
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<td>ENJ 001 620</td>
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<td>ENJ 001 621</td>
<td>8/17 S</td>
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<td>ENJ 001 622</td>
<td>9/14 S</td>
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<td>ENJ 001 623</td>
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<td>11/9 S</td>
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<td>ENJ 001 625</td>
<td>12/7 S</td>
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<td>ENJ 001 640</td>
<td>7/29 &amp; 7/31 MW</td>
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<td>ENJ 001 641</td>
<td>8/19 &amp; 8/21 MW</td>
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<td>ENJ 001 642</td>
<td>9/23 &amp; 9/25 MW</td>
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<td>ENJ 001 643</td>
<td>10/21 &amp; 10/23 MW</td>
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<td>ENJ 001 644</td>
<td>11/18 &amp; 11/20 MW</td>
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**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. (18 hrs., 6 sessions)

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<td>ENO 042 640</td>
<td>10/9 - 11/13 W</td>
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**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. (3 hrs., 1 session)

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<tr>
<td>ENO 041 640</td>
<td>10/24 R</td>
<td>6 - 9pm</td>
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**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. (2 hrs., 1 session)

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<th>Course Code</th>
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<tr>
<td>WNK 014 630</td>
<td>9/19 R</td>
<td>6 - 8pm</td>
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**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)

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<tr>
<th>Course Code</th>
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<tr>
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<td>ENP 003 671</td>
<td>8/17 S</td>
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<td>ENP 003 672</td>
<td>9/21 S</td>
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<td>ENP 003 673</td>
<td>10/5 S</td>
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<td>ENP 003 674</td>
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<td>ENP 003 675</td>
<td>12/7 S</td>
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**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. (3 hrs., 1 session)

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<th>Course Code</th>
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<td>ENP 326 640</td>
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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)

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<th>Course Code</th>
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<td>ENU 004 611</td>
<td>11/11</td>
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<td>8:30am - 3:30pm</td>
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Defensive Driving for Teens $35
Learn simple driving strategies to help you avoid collisions and earn a guaranteed 10% reduction on the liability portion of your automobile insurance premium for 3 years. Participants will also have a 3-point credit applied toward their Delaware driving record via the DE Division of Motor Vehicles. A review of all new and revised traffic laws and safety technology are included. (6hrs., 2 sessions)

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<th>Course Code</th>
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<td>ENU 175 605</td>
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<td>ENU 175 630</td>
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Spring Break Camp

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

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 of 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!

Out of School Youth

The Out of School Youth program is offered at no cost through a partnership with the state’s Department of Labor Workforce Development Board.

Students will have the opportunity to develop personal and professional skills and enhance marketability and competitiveness in the workplace through job skills training.

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

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

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

GOURMET Gala
2019

10 • 19 • 19

go.dtcc.edu/gourmetgala

July - December 2019 | 21
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 8:30 a.m.-4:30 p.m.

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

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

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 is available by calling the Campus Status Line at (302) 857-1109. Announcements will also be posted on the College’s social media accounts and website (www.dtcc.edu).

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

**Three Easy Ways to Pay**

□ Cash (In person only at Room 405 in the Corporate Training Center [Bldg. 400] - Exact amount, please.)

□ Check payable to DTCC  □ Check # ______________________ Bank _____________________________

Credit Card: □ VISA   □ Discover □ MasterCard  □ Card # ______________________

Exp. Date ______________________ Card verification Code (Last three digits on back of card) _________________

Card Holder's Name ________________________________________________________________

Billing Address (if different from above) ______________________________________________

City ____________________________________________________________ State _______ ZIP _______

Authorized Signature ______________________________________________________________

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