Get Trained.
Get Hired.

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go.dtcc.edu/workforcedevelopment
Our Mission

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

Holiday Calendar

Winter Break
Last Day College is Open: Friday, December 18, 2020
College Reopens: Monday, January 4, 2021
(College closed on these days)
Labor Day
Monday, September 7, 2020
Election Day
Tuesday, November 3, 2020
Thanksgiving Break
Thursday, November 26- Sunday 29, 2020

Abbreviation Legend

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

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

Workforce Development and Community Education

Corporate Training Center
Building 400
(302) 857-1400

Workforce Training Center
Building 200
(302) 857-1500

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

Corporate Training
Let Delaware Technical Community College Be Your Training Resource
With hundreds of training options, we have solutions that will increase your employees’ productivity and your organization’s bottom line.
Areas of training include: professional growth training, technical training, basic skills training, computer applications training, and much more.
Whether your organization’s training needs are large or small, Delaware Tech has professionals who will deliver the highest quality training to your employees either on campus, on-site, or online.
For more information, call (302) 857-1400 or online at go.dtcc.edu/workforcedevelopment.

Nondiscrimination Policy
It is the policy of the College that no person shall, on the basis of race, color, creed, sex, national origin, age disability, sexual orientation (defined exclusively as heterosexuality, homosexuality, or bisexuality), or genetic information be subjected to any discrimination prohibited by the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act, as amended; Americans with Disabilities Act, as amended; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendments of 1972; the Genetic Information Nondiscrimination Act of 2008 and other applicable laws, regulations and Executive Orders. This policy applies to recruitment, employment and subsequent placement, training, promotion, compensation, continuation, probation, discharge and other terms and conditions of employment over which the College has jurisdiction as well as to all educational programs and activities. The College has designated a Civil Rights Coordinator, who serves as the College's Title IX Coordinator and the College's ADA/Section 504 Coordinator, to carry out its commitment to equal opportunity and nondiscrimination. Inquiries or complaints by students or employees regarding the College’s nondiscrimination policies may be addressed to:

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

Thank you for the confidence and trust you have in Delaware Technical Community College to meet your continuing education needs. We realize the last few months have presented new challenges and uncertainty, but despite this, our students have demonstrated resilience, determination, flexibility, and patience.

Our Delaware Tech team has worked diligently to provide training options that will help you meet your goals. We are here to support you, whether you are looking for a short-term certification program that supports your career objectives or a personal enrichment course to enhance your personal growth.

During these difficult times, we are committed to serving you with the very highest standards of quality, value, and service. Thank you for choosing Delaware Tech.

Sincerely,

Dr. Mark T. Brainard
President
ADVANCED MANUFACTURING TRAINING

FREE Training for Unemployed and Underemployed (not connected to a full-time job) Individuals

You may be eligible to participate in FREE Manufacturing Training Skills Program sponsored by Delaware Tech and the Department of Labor. Qualified individuals will receive 600 hours of training that will include classroom simulations and hands-on skill obtainment. Job placement is also provided. Topics of study include: AC/DC electrical systems, PLC’s, mechanical drives, hydraulics, and pneumatics.

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

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

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

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

Anticipated start Fall 2020

For more information, contact Hilary Valentine at (302) 259-6384.

For more information and to register for an information session, please call (302) 259-6384.

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

“The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”
**Forklift Operations/Safety Certification Training** $189

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 to request a specific date or location for this training. (4hrs., 0.4 CEUs, 1 session)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>EYN 007 660</td>
<td>9/12</td>
<td>9am - 1pm</td>
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<td>EYN 007 661</td>
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<tr>
<td>EYN 007 662</td>
<td>11/14</td>
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**Online asbestos training now available!**

Call (302) 857-1400 to arrange online training.

**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?

We can customize your training in these and many other areas:

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

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

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

Start Your Career as a Security Guard (Taught Online)  $189

There is high demand for security guards in the area. This class covers the mandatory training and exam for those who want to pursue licensing to become a security guard in Delaware. This is a basic training of the Delaware Security Guard rules and regulations. *The security guard exam fee is included and will be offered at a separate time (see below). Students will be required to pass with a minimum of 75% to receive certification. After completion of the course, fingerprinting and a background check are also required by the state before a license will be given. (13hrs., 3 sessions)

EYD 018 630 9/14 & 9/15 & 9/16 MTW 5:30 - 10pm
EYD 018 631 11/16 & 11/17 & 11/18 MTW 5:30 - 10pm

Security Guard Test  $49

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

TND 100 630 9/8 T 4pm
TND 100 601 9/18 F 9am
TND 100 631 10/6 T 4pm
TND 100 602 10/16 F 9am
TND 100 632 11/10 T 4pm
TND 100 603 11/20 F 9am
TND 100 633 12/11 T 4pm
TND 100 604 12/4 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. Textbook must be picked up before class for review. Please bring photo ID to class. (8 hrs., 0.8 CEUs, 1 session)

EYD 015 603 9/28 M 8am - 5pm
EYD 015 604 11/16 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 Phlebotomy Technician - pg. 14

Certified Nursing Assistant - pg.14

Certified Nursing Assistant - pg.14

Polysomnographer Technician - pg. 16

For more information on Veterans Services, contact: Veterans and Service Members Counselor, Terry Campus, (302) 857-1056

WIOA Workforce Innovation Opportunity Act
Approved by the Delaware Workforce Development Board and Department of Labor Equal Opportunity Employment Program
FREE Adult Basic Education
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.

FREE GED® Test Preparation Classes
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) 857-1594 for more information
Career Enrichment  
(all classes will be offered online)

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 subcontracts, procedures for grants submission and grants start-up, and the grant review process. (12.5 hrs., 5 sessions)

ENF 006 640 9/29 - 11/3 No class on 10/27  T  6:30 - 9pm

Managing Your Grant Award $49
Congratulations! You successfully completed the application process and have been awarded funding. Now it’s time to accept and successfully manage your grant which includes: managing the work of the grant, monitoring the time and effort devoted by grant personnel, keeping organized records of paperwork for audit purposes or in case of questions, preparing reports, monitoring the project budget, and tracking expenditures. (2.5hrs., 1 session)

ENC 012 640 11/17  T  6:30 - 9pm

Creative Marketing $199
Need business cards, a logo, or website? Thinking of creative marketing material as a business but don’t know what or how? This class is for you! This marketing class is an interactive, fun approach to designing, tailoring, and creating marketing tools with you and/or your customer in mind.

(12hrs, 4 sessions)

ENC 007 630 9/9 - 9/23  WR  6 - 8:30pm

Introduction to Microsoft Project 2016 $189
This course is designed to familiarize students with the basic features and functions of Microsoft Project 2016 so they can use it effectively and efficiently in real-world environments. (10hrs., 4 sessions)

ENF 125 670 9/1, 9/3, 9/8, 9/10  TR  6:30 - 9pm

Advanced Microsoft Project 2016 $189
This course covers the skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project. This course will enable students to manage the project so that it is completed on time and within budget. (10hrs., 4 sessions)

ENF 126 670 10/27, 10/29, 11/3, 11/5 TR  6:30 - 9pm

Fundamentals of Project Management Using MS Project 2016 $499
This course is intended to enhance your project management skills through globally recognized processes and a proven framework for leading and directing projects and teams. This course aligns project management methodologies and frameworks with Microsoft Project. This hands-on course will strengthen your project management skills through case-study analysis and the development of a management plan for a selected project. You will explore such project management tools as work breakdown structure, the RACI matrix (responsible, accountable, consulted, and informed), and Microsoft Project software. *Required Textbook: A Guide to the Project Management Body of Knowledge (PMBOK® Guide)--Sixth Edition* (32hrs., 8 sessions)

ENF 127 660 9/5 – 10/24  S  9am - 1pm

Introduction to Microsoft Excel 2016 $189
This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. (10hrs., 4 sessions)

ENF 128 670 9/15, 9/17, 9/22, 9/24 TR  6:30 - 9pm

Advance Microsoft Excel 2016 $189
This course builds off the foundational and intermediate knowledge presented in the Introduction to Microsoft Excel course. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you’ll be able to focus on getting the answers you need from the vast amounts of data your organization generates. (10hrs., 4 sessions)

ENF 129 670 9/29, 10/1, 10/6, 10/8 TR  6:30 - 9pm
**Introduction to WordPress – Website Development with No Coding**  
$379
This WordPress class is for users who need to create or manage a WordPress website. This course starts at the foundation level, teaching the processes from setup, adding content (including text), as well as images, and multimedia. Formatting and organizing content, and creating links are also covered. The course teaches adding pages as well as the process for allowing user-generated content via comments if desired. This course is perfect for bloggers, real estate agents, caterers, churches, non-profit organizations, and small to medium-sized businesses. (10hrs., 4 sessions)

*ENF130 670*  
10/28, 11/4, 11/11, 11/18W  
6:30 - 9pm

**PMP Exam Prep Course**  
$999
This intensive Project Management Professional (PMP®) exam prep course is taught by a real-world PMP® certified practitioner and includes the most current guide, plus a wide variety of learning tools and study aids, all using PMI® terminology. This course is for those who wish to become certified project managers, or those that want to build or reinforce a foundation in project management. (36hrs., 6 sessions)

*ENF131 660*  
10/31 – 12/5 S  
9am - 3pm

**Introduction to Adobe Captivate**  
$189
This course teaches the core Adobe Captivate skills needed to create eLearning courses. You will learn how to create a soft-skills lesson from scratch. You will learn to record and produce software demonstrations, interactive training simulations, and video demos. By the time you finish, you will know how to add such standard objects to a slide as text captions, images, characters, videos, Smart Shapes, and more. You will record, import, and edit audio as well as learn how to further enhance the learner experience by adding interactivity via click boxes, buttons, text entry boxes, and quizzes. You will learn how to import existing PowerPoint content into Captivate. (10hrs., 4 sessions)

*ENF132 670*  
9/30, 10/7, 10/14, 10/21 W  
6:30 - 9pm

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**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
Community Education

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, 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!

DELAWARE TECH | Terry Campus

Chocolate 5K Run/Walk

SAVE THE DATE

2-13-21

To support the Delaware Tech student emergency fund.

To register or sponsor: go.dtcc.edu/Chocolate5K
What’s holding you back from building what’s next?

Right now, a lot of people are taking a wait-and-see approach toward their next move. But we’re still moving. We never stopped building, healing, and making Delaware. And when it comes to the value and quality of education that Del Tech provides, there’s never been a better time to join us.

Don’t wait. Enroll now at dtcc.edu.
Online Learning
anytime, anywhere... just a click away!

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

- 6-18 Month Format
- All materials included
- Prepare for certification
- Student advisors

Categories Include:
- Arts and Design
- Business
- Career Online High School
- Computer Applications and Programming
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology
- Language
- Legal
- Teacher Professional Development
- Writing

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

- 6 Week Format
- Discussion Areas
- Monthly start sessions
- Expert Instructor

Categories Include:
- Accounting, Finance and Business
- College Readiness
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

JUMP START YOUR CAREER OR FIND A NEW ONE!
Visit our website for program details!

careertraining.ed2go.com/dtccterry/

CALL (302) 857-1400 FOR MORE INFORMATION
Visit our website to find a course!

www.ed2go.com/dtccterry
Certificate in Data Analysis $495

This online course will prepare students skill sets that are highly sought after in 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 • 9/8 - 10/2
Intermediate Data Analysis • 10/5 - 10/30
Advanced Data Analysis • 11/2 - 11/27

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

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. You can take the multiple courses for a certificate, or single courses as needed.

Infographics • 9/8 - 10/2
Photoshop for Presentations • 10/5 - 10/30
Graphic Design for Visual Presentations • 11/2 - 11/27

Infographics $195
9/8 - 10/2

Podcasting $245
9/8 - 10/2

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 Non-Profit 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 9/8 - 10/2
Program Evaluation for Non-profit Professionals 11/2 - 11/27

Revenue Generation for Non-Profits $495
9/8 - 10/2

Program Evaluation for Non-profit Professionals $245
11/2 - 11/27
Certified Phlebotomy Technician\(^{WIOA}\) (Hybrid) $2595
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 successful completion of the program, students will sit for a national certification exam. Tuition includes textbook, scrubs, background check, drug screen, internship/clinical lab experience*, and certification exam. (200 hours, 20.0 CEUs)
Prerequisite: Attendance at an Information Session.* See pg 17.
*Internships are approved and scheduled upon successful completion of the program and the submission of required documentation.
WYK 005 630 9/14 - 12/14 MW 5 - 10pm

Certified Nursing Assistant\(^{WIOA}\) (Hybrid) $2595
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, drug screen, background check and C.N.A. Certification exam. (180 hrs., 18CEUs)
Clinical schedule varies, day/evening/weekend. Not including clinical dates.
Prerequisite: Attendance at an Information Session.* See pg 17.
WYK 002 630 9/14 - 11/18 MW 5 - 10pm
WYK 002 601 9/8 - 10/15 TWR 9 am - 3 pm
WYK 002 631 10/6 - 12/15 TR 5 - 10pm
Certified Clinical Medical Assistant with Phlebotomy\textsuperscript{WIOA} (Hybrid) \hspace{1cm} $4995
(480 Hrs., 48 CEUs)
Administrative and clinical duties in a medical office.

WYK 011 630 8/10 - 12/16 MTW 5 - 10pm
This course prepares students to function effectively in many of the high-demand clinical positions in the health care industry. Students will learn to prepare patients for examination and treatment, diagnostic testing, proper and accurate labeling of blood samples, effective storage and appropriate handling of blood samples, preparing needed equipment such as needles and tourniquets, 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. Keyboarding skills are strongly suggested. Upon successful completion of the program, students will sit for a national certification exam. Tuition includes: Textbooks, scrubs, background check, drug screen, certification exams, BLS certification, internship/clinical lab experience*, and supplies.

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

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

Certified Clinical Medical Administrative Assistant\textsuperscript{WIOA} (Hybrid) \hspace{1cm} $4495
(480 Hrs., 48 CEUs)
Administrative duties in a medical office.

WYK 010 630 8/10 - 12/16 MTW 5 - 10pm
This course prepares students to function effectively in clinical positions in the health care industry as well as performing functions related to the administrative responsibilities of a medical office. Students will also cover important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, performing data entry into electronic health records, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field. Keyboarding skills are strongly suggested. Upon successful completion of the program, students will sit for a national certification exam. Tuition includes: Textbooks, scrubs, background check, drug screen, certification exams, BLS certification, internship/clinical lab experience*, and supplies.

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

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

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

**Emergency Medical Technician (EMT)**<sup>WIOA</sup> (Hybrid)  
$1494

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

- This course combines online training and classroom instruction that includes hands on learning. Participants will be required to schedule ambulance ride-along outside of regular class hours. Tuition includes eBooks, supplies, CPR certification, and exam fee. This course is approved by the State of Delaware Office of Emergency Medical Services and the National Registry of Emergency Medical Technicians.

- **8 sessions:**  
  10/3 – 12/5 Saturdays 8am - 3:30pm,  
  and 1 session: 12/6 Sunday 8am - 3:30pm

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**POLYSOMNOGRAPHY**

**Polysomnographer (Sleep) Technician Certification**<sup>WIOA</sup> (Hybrid)  
$3545

- 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. Tuition includes textbooks, CPR certification and exam. (120 hours, 12 CEUs.)

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

- **Call (302) 857-1500 for more information.**
The Patient Care Technician program will prepare students to have multiple credentials in one of the fastest-growing areas in health care today. Students will train in aspects of patient care, phlebotomy, EKG readings, medical terminology, anatomy and physiology, and BLS certification. Tuition includes textbooks, scrubs, background check, drug screen, supplies, Patient Care Technician certification exam, Phlebotomy Technician exam, state C.N.A. certification exam, BLS certification, and internship/clinical lab experience*. (500 hours, 50 CEUs.)

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

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

Students have a choice of the following classroom schedules:

- Certified Nursing Assistant (Classroom only)
  - 9/14 - 11/18 MW 5 - 10pm
  - OR 9/8 - 10/15 TWR 8am - 3pm
  - OR 10/6 - 12/15 TR 5 - 10pm

- Phlebotomy
  - 9/14 - 12/14 MW 5 - 10pm

- EKG Technician (some content will be delivered online)
  - 9/15 - 12/8 TR 5:30 - 10pm

Upcoming program offerings:

- Certified Nursing Assistant
- Certified Clinical Medical Assistant with Phlebotomy
- Certified EKG Technician
- Certified Hemodialysis Technician
- Polysomnographer (Sleep) Technician Certification
- Certified Phlebotomy Technician
- Certified Clinical Medical Administrative Assistant
- Certified Patient Care Technician
- Certified Central Service Technician (Sterile Processing)
- Emergency Medical Technician (EMT)

Register at https://registration.xenegrade.com/dtcterry or call (302) 857-1500 for more info.

100 Campus Drive, Dover, DE 19904 • www.dtcc.edu
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](https://registration.xenegrade.com/dtccterry) (click on Testing Services), **AND create an ATI testing account at the following website:** [https://student.atitesting.com/](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. **The exam will be proctored remotely.**

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<tr>
<td>TNK 008 601</td>
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<td>TNK 008 604</td>
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Certified Hemodialysis Technician<sup>WIOA</sup> (Hybrid) $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). Tuition includes textbook, scrubs, background check, drug screen, certification exam, supplies, and internship/clinical lab experience*. (200 hours, 20.0 CEUs)

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

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

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<td>WYK 030 630</td>
<td>9/1 - 12/17 TR 5 - 10pm</td>
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Certified EKG Technician<sup>WIOA</sup> (Hybrid) $2395
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. (100 hours, 10 CEUs.)

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

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Certified Central Service Technician Training<sup>WIOA</sup> (Sterile Processing) (Hybrid) $2995
This program is designed for those working in or desiring employment in central service. The central service technician is responsible for the procurement of surgical supplies and equipment. Central service technicians provide support to all patient care services in healthcare facilities. They are responsible for decontaminating, cleaning, processing, assembling, sterilizing, storing and distributing the medical devices and supplies needed in patient care, especially during surgery. Students will study theories on disinfection, cleaning and decontamination, infection prevention and control; sterilization processes; regulations and standards; safety; inventory management; and professional communication. Upon completion of the program and 400 internship hours, students will be eligible to sit for the Certified Registered Central Service Technician (CRCST) exam through the International Association of Healthcare Central Service Materiel Management (IAHCSMM). Tuition includes textbook, background check, drug screen, certification exam, supplies, and internship/clinical lab experience*. (200 hours, 20 CEUs)

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

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

ENP 326 630 10/14 W 6 - 9pm

T’ai Chi $75
T’ai Chi is a martial art that originated in China and is sometimes referred to as ‘moving meditation’. Since it has gained popularity in America, it has become a very healthy way to connect your mind with your body, learning the graceful 108 movements in the Yang’s Style T’ai Chi. When practiced daily, T’ai Chi will help balance, better breathing, relaxation, and a release of stress, to produce a healthier you. There are 3 sections in Yang’s T’ai Chi, we will focus on the first section in these classes. (1 hr., 8 sessions)

ENR243 601 9/14-10/-7 MW 7 - 8pm

Self Defense for Women $75
This course is designed to help women acquire confidence and the ability to cope with unexpected attacks and emergencies. Self-defense techniques including methods of preventing attacks, breaking falls, targeting weak areas, balance, and basic throws are taught. Techniques are simple and easy to learn, yet powerful. (1 hr., 8 sessions)

ENW203 630 9/14-10/-7 MW 8 - 9pm
Youth Programs

Defensive Driving for Teens

$35
Learn simple driving strategies to help you avoid collisions and earn a guaranteed 10% reduction on the liability portion of your automobile insurance premium for 3 years. Participants will also have a 3-point credit applied toward their Delaware driving record via the DE Division of Motor Vehicles. A review of all new and revised traffic laws and safety technology is included. (6hrs., 1 session)
ENU 175 601  10/3  $  9am - 4pm

FREE 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.

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

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

To complete a preliminary application, or for more information, please call (302) 857-1594.
To be considered for this program, you must attend an information session and meet these eligibility requirements:

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

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

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

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

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

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

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

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.

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

Today’s Date __________________________ Birth Date __________________________  □ Male  □ Female

Name (Last, First, Middle) ____________________________________________________________

Address __________________________________________________________

City __________________________ State _______ ZIP ______________ This is my □ Home  □ Work address

Best phone number to leave a message ________________________________________________

Email address __________________________ Would you like to receive course information via email? Yes □  No □

Do you currently have a student ID? Yes □  No □ Your student ID number __________________________ SSN _____ (last 4 digits)

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<th>Course #</th>
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Total Due

Three Easy Ways to Pay

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

□ Check payable to DTCC  □ Check # __________________________ Bank ____________________________

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

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

Card Holder’s Name __________________________

Billing Address (if different from above) __________________________

City __________________________ State _______ ZIP ______________

Authorized Signature __________________________

Source of Payment: □ Self  □ Employer  □ Other __________________________

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