Our Mission

The Workforce Development and Community Education Division 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.

Dr. Christopher Moody, Workforce Development and Community Education Director

<table>
<thead>
<tr>
<th>Holiday Calendar</th>
<th>Abbreviation Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td>(College closed on these days)</td>
<td>M - Monday</td>
</tr>
<tr>
<td>Labor Day</td>
<td>T - Tuesday</td>
</tr>
<tr>
<td>Sat., 9/2 thru Mon., 9/4/17</td>
<td>W - Wednesday</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Th - Thursday</td>
</tr>
<tr>
<td>Thurs., 11/23 thru Sun., 11/26/17</td>
<td>F - Friday</td>
</tr>
<tr>
<td>Christmas/New Year Holiday</td>
<td>S - Saturday</td>
</tr>
<tr>
<td>Sat., 12/16/17 thru Mon., 1/1/18</td>
<td>Su - Sunday</td>
</tr>
</tbody>
</table>

Important Numbers:

- Bookstore: 302-259-6116
- Registration: 302-259-6330

Office Hours:

8:30 a.m. - 4:30 p.m., Monday - Thursday
8:30 a.m. - 4 p.m., Friday
(excluding holidays)

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, continuing education, probation, discharge and other terms and conditions of employment over which the College has jurisdiction as well as to all educational programs and activities.

The College has designated a Civil Rights Coordinator, who serves as the College's Title IX Coordinator and the College's ADA/Section 504 Coordinator, to carry out its commitment to equal opportunity and nondiscrimination. Inquiries or complaints by students or employees regarding the College's nondiscrimination policies may be addressed to:

Christina M. Garcia
Civil Rights & Title IX Coordinator • Office of the President • 100 Campus Drive, Dover, DE 19904
(302) 857-1903 • civilrights@dtcc.edu

Notice of Availability of Annual Security Report

Delaware Technical Community College maintains an annual security report as required by the Clery Act. The College’s annual Clery Act report contains information on campus security and personal safety, including crime prevention, the law enforcement authority of College public safety officers, crime reporting policies, certain specific College policies, and other important matters about security on campus. The report also contains statistics for the three previous calendar years on crimes that were reported to have occurred on campus, in certain off-campus buildings or property owned or controlled by the College, and on public property within or immediately adjacent to and accessible from the campus.

Information presented in this bulletin is complete and accurate at the time of printing.
## Workforce Development and Community Education

### Professional Development

#### Business & Careers

<table>
<thead>
<tr>
<th>Course/Program</th>
<th>DTCC Certificate</th>
<th>National Certifications</th>
<th>Hours</th>
<th>Financial Assistance*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant Certificate Program</td>
<td>●</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Basic Survival Sign Language</td>
<td>●</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Bookkeeper Certification Program</td>
<td>●</td>
<td></td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Commercial Foodservice Kitchen Safety</td>
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<td>●</td>
<td>32</td>
<td></td>
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<tr>
<td>Payroll Certification Course</td>
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<tr>
<td>Professional Sales Certificate Training Program</td>
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#### Computers

<table>
<thead>
<tr>
<th>Course/Program</th>
<th>DTCC Certificate</th>
<th>National Certifications</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISCO Certified Network Routing and Switching (CCNA)</td>
<td>●</td>
<td>●</td>
<td>180</td>
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<tr>
<td>Graphic Design Certificate</td>
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#### Early Childhood Education

<table>
<thead>
<tr>
<th>Course/Program</th>
<th>DTCC Certificate</th>
<th>National Certifications</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training for Early Care and Education (TECE I)</td>
<td>●</td>
<td></td>
<td>66</td>
</tr>
<tr>
<td>Training for Early Care and Education (TECE II)</td>
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#### Allied Health

<table>
<thead>
<tr>
<th>Course/Program</th>
<th>DTCC Certificate</th>
<th>National Certifications</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Dialysis Technician</td>
<td>●</td>
<td>●</td>
<td>360</td>
</tr>
<tr>
<td>Certified Electronic Health Records Specialist*</td>
<td>●</td>
<td>●</td>
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<tr>
<td>Certified Nursing Assistant Certificate Program*</td>
<td>●</td>
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<tr>
<td>Clinical Medical Assistant</td>
<td>●</td>
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<tr>
<td>Dental Assistant*</td>
<td>●</td>
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<tr>
<td>Emergency Medical Technician - Basic Certification Course*</td>
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<td>Medical Billing and Coding</td>
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<tr>
<td>Medical Office Assistant*</td>
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<tr>
<td>Medical Office Specialist with Electronic Health Records*</td>
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<tr>
<td>Patient Care Technician*</td>
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<tr>
<td>Personal Trainer Certification*</td>
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<tr>
<td>Pharmacy Technician Training Program*</td>
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<td>Phlebotomy Technician Training Course*</td>
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<tr>
<td>Polysomnography Certificate Training*</td>
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#### Hospitality

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<th>Course/Program</th>
<th>DTCC Certificate</th>
<th>National Certifications</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Professional Bartending</td>
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<tr>
<td>Tour Guide Certificate</td>
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#### Real Estate

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<tr>
<th>Course/Program</th>
<th>DTCC Certificate</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>Real Estate Pre-Licensing Course</td>
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#### Social Media

<table>
<thead>
<tr>
<th>Course/Program</th>
<th>DTCC Certificate</th>
<th>National Certifications</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Media Certificate</td>
<td></td>
<td></td>
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</tbody>
</table>

**Financial Assistance Available**

Through various organizations. For a complete listing and details, see page 6.
Revit Architecture, 3D CAD
An introduction to architectural building design using Revit 2015. This course introduces three-dimensional (3D) concepts and techniques in parametric computer aided design (CAD). Topics covered include floor plan and layouts, sections and elevations, callout views, detail views, scheduling, dimensions and annotation, creating & modifying Revit families, and organizing construction documents. Prerequisite: keyboarding, mouse skills, and Windows experience. Instructor: Derek Dutton
EYF 828 261-30 hrs, 3.0 CEUs, Fee $499
8 sessions, 9/16-11/4, S, 9am-12:45pm

SolidWorks, Intro to 3D CAD
An introduction to basic elements of 3D mechanical CAD (computer-aided design) using SolidWorks. Students receive a working knowledge in system and screen control to create, edit, and visualize 3D models and prepare mechanical drawings. Prerequisite: keyboarding, mouse skills, and Windows experience. Textbook available in the college bookstore. No class on 11/23. Instructor: Peter Cavaleski
EYF 543 231-30 hrs, 3.0 CEUs, Fee $499
10 sessions, 9/28-12/7, Th, 5:30-8:30pm

Automotive

Automotive Sales Training
This course provides students with the basic tools to succeed as a sales person within the new and used automotive sales industry. The students will be able to utilize various methods of obtaining specific product and parts knowledge to meet the customer’s needs. The student will learn critical sales and successful customer service techniques, standard processes and procedures, paperwork, and timelines for successful completion of sales. Students will learn how to keep customers throughout the life of the vehicle and retain customers for additional sales. Students will also be assisted with internship opportunities with local businesses at the completion of the program. Instructor: Staff
EYY 223 2B1 - 48 hrs, 4.8 CEUs, Fee $499
6 sessions, Please call for dates

Automotive Service Advisement
This course prepares the student for a job as an entry level automotive service advisor. The students will practice and apply the procedures and methods used to manage a repair or maintenance service from start to finish. Students will learn and apply interrelated skills and capabilities required to become an effective member of the automotive service team in any automotive service facility. This includes communicating with a customer to identify what work needs to be done, passing on this information to a technician, and managing the entire process to ensure the customer is completely satisfied. Textbook will be available in the college bookstore. Instructor: Staff
EYY 218 2B1 - 36 hrs, 3.6 CEUs, Fee $399
12 sessions, Please call for dates

Small Engine Repair I
Upon completion of this class, students will be able to discuss the theory of operation, service and troubleshoo the starter, ignition and fuel system, perform basic maintenance and tune up procedures, and explain the safety factors of small engines. The course includes two and four cycle design of lawn mowers, weed eaters, chainsaws, snow blowers, and small marine engines (15hp and less). Tools will be provided for in-class use. Instructor: Tom Molnar
EYY 220 231 - 21 hrs, 2.1 CEUs, Fee $295
7 sessions, 9/7-10/19, Th, 6-9pm

Small Engine Repair II
This course is a continuation of Small Engine Repair I with emphasis on complete engine and drive service, diagnosis, inspection, and overhaul of systems. Tools will be provided for in-class use. Instructor: Tom Molnar
EYY 221 231 - 21 hrs, 2.1 CEUs, Fee $295
7 sessions, 10/26-12/14, Th, 6-9pm

PAYMENT PLANS
FOR CERTIFICATE PROGRAMS
Payment plans and scholarships available for select programs.

Call 302-259-6330 for more details.
Interested in flying drones commercially?
This online class will prepare you to take the new FAA Airman Knowledge Test for the Remote Pilot Certificate with a Small Unmanned Aircraft Systems (sUAS) rating. Having this certificate will allow you to participate in the commercial sector of drones in the 55 pound and under class!

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

EYF 216 2W1 - 15 hrs, 1.5 CEUs, Fee $215
10/16-11/17 – Students will be contacted prior to course start date with course log-in information.

Business & Careers

Administrative Assistant Fundamentals with MOS Certification
Earn the Microsoft Office Specialist Expert Certificate and validate your experience in Microsoft technology. While an administrative assistant's role will vary with each organization, a few commonalities includes excellent computer skills, and professionalism. This course will cover the fundamentals of what administrative assistants do and what they need to know. Learn Microsoft Office Word, Excel and Outlook with a focus on use in an office environment as well as business writing, email etiquette, professional skills, and time management. This class will prepare you to take the Excel and Word MOS certification exams which are offered off campus. Course requirements: Keyboarding and basic computer knowledge. Must have access to Microsoft Word and Excel to do homework. No class the week of 11/20.
Instructor: Sherri Mullen
EYD 245 231-144 hrs, 14.4 CEUs, Fee $1799
36 sessions, 9/11-12/8, MW&F, 5:30-9:30pm

Basic Survival Sign Language
Did you know that American Sign Language (ASL) is the third most frequently used language in America? This course will focus on learning “basic survival” conversational ASL. Learn the manual alphabet, numbers, colors, and over 400 signs in ASL. Discuss deaf culture, cultural norms, and etiquette introducing oneself using ASL. By the end of this course, you will be able to utilize basic ASL to communicate with people who are deaf. Textbook available in college bookstore. No class on 11/22.
Instructor: Lynn Kohler
EYD 544 231-20 hrs, 2.0 CEUs, Fee $235
20 sessions, 10/2-12/11, M&W, 5:30-6:30pm
“Lynn was an amazing teacher, every class was all hands-on interactive learning. I thoroughly enjoyed the entire experience.” - Basic Survival Sign Language student

Basic Sign Language II
Students with a knowledge of the manual alphabet, clothing, colors, emotions, family, hobbies, and numbers will improve their expressive and receptive skills while working on a variety of sentence types in American Sign Language. Textbook available in college bookstore. No class on 11/22.
Instructor: Lynn Kohler
EYD 246 231-20 hrs, 2.0 CEUs, Fee $235
20 sessions, 10/2-12/11, M&W, 7-8pm

Bookkeeper Certification Course
Are you good with details and numbers? This certificate program is designed for people to learn the skills needed to be an entry level bookkeeper. Learn general ledger entry, preparation and reconciliation of financial statements, review common computer programs, and be prepared to take the National Bookkeeper exam on the last day of class. Tuition includes the exam fee. Textbook is available in the college bookstore.
Instructor: Donna Paisley
EYD 212 2B1-36 hrs, 3.6 CEUs, Fee $599
12 sessions, 7/26-10/11, W, 6:30-9:30pm

Payroll Certification Course
This certificate program helps you prepare for career success with first-hand knowledge of calculating payroll, completing payroll taxes, and preparing payroll records. Retain the knowledge through examples and real business applications. Be prepared to take the National Payroll exam on the last day of class.
No class on 11/22.
Instructor: Donna Paisley
EYD 247 231-24 hrs, 2.4 CEUs, Fee $449
8 sessions, 10/18-12/13, W, 6:30-9:30pm
Unmanned Aerial Vehicle (UAV) Flight School

The unmanned model quadcopter (drone) aircraft revolution is here! Attend this “crash course” to learn more about your pre-flight checklist. This remote controlled device can be equipped with a camera to provide amazing aerial videography and much more. This class will cover what you need to know for hobby/recreational use, such as proper operation, safety, rules, and equipment information. Learn more about this new technology! Come explore the wave of the future first hand! Instructor Jordan Bates holds a bachelor’s degree in aeronautics, an FAA’s ground instructor’s certificate, and a private pilot license. Instructor: Jordan Bates

ENF 215 261-4 hrs, Fee $59
1 session, 11/4, S, 1-5pm

Workplace Professional Skills

According to the Wall Street Journal, “communication, teamwork, punctuality, and critical thinking are in high demand for the soft skills employers are looking for in an employee.”

Balanced Leadership Certificate

Leadership skills can help gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Leadership skills are acquired and learned so this is a great opportunity for all levels of management and ownership to expand their leadership and managerial roles. Discuss the strategies and develop the pathways for your career and balancing work and life. All sessions are fully interactive and participatory. Join Norman Gaither, leadership trainer, as he offers real work and life situations. Even if you don’t hold a leadership position, this certificate will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

Instructor: Norman Gaither

EYD 248 201-12 hrs, 1.2 CEUs, Fee $199
2 sessions, 10/18-10/25, W, 9am-4pm

Basic Grammar and Writing Skills for Professionals

This course is geared toward business professionals who may be intimidated by writing or who have forgotten basic skills learned in school. Students will gain confidence in their grammar and writing skills through hands-on, practical exercises. We will review essential grammar and usage skills, punctuation, sentence structure, and other writing techniques. Instructor: Krista Venero

EYD 801 231-10 hrs, 1.0 CEUs, Fee $119
5 sessions, 10/24-11/21, T, 6-8pm

Building Your Emotional Intelligence

Emotional intelligence (EQ) can be defined as the ability to be aware of one’s own emotions and those of others and regulate personal emotions to facilitate effective thinking, action and relationships. Studies have shown that emotional intelligence has a much greater impact on career success than a person’s IQ. Emotional intelligence abilities are not innate talents, but skills that can be learned. This course will enable you to identify and develop those emotional intelligence competencies that you most need to develop and create an action plan to grow stronger in each key area. Instructor: Nancy Mikkelsen

EYD 249 201-3 hrs, 0.3 CEUs, Fee $49
1 session, 9/19, T, 9am-4pm

Effective Customer Service

This course turns customer service on its head. Learn new insights about yourself that will make you more effective with your daily social and professional interactions. Customer Service is about caring for yourself so you can care for others. Learn how to transform potentially hostile situations into positive opportunities. Create an attitude of service, and learn how to upsale with effective listening. Leave with skills and techniques to utilize for effective customer service in day to day interactions. Instructor: Ronald Allen

EYD 249 201-3 hrs, 0.3 CEUs, Fee $49
1 session, 9/14, Th, 1-4pm

Effective Negotiation Skills

In this course, you will gain insight into the habits of successful negotiators as you build your own skills. Through a series of group exercises, you will learn how to execute proven tactics, refine your personal negotiating style, and improve your ability to bargain successfully and ethically in any situation. Along the way, you will gain new appreciation for how negotiating skills can help you overcome a wide range of challenges at work and beyond.

Instructor: Nancy Mikkelsen

EYD 211 201-6 hrs, 0.6 CEUs, Fee $109
1 session, 9/19, T, 9am-4pm

Instructor Feature:

NANCY MIKKELSEN

(Building Your Emotional Intelligence, Effective Negotiation Skills, Networking with Style)

Nancy Mikkelsen is a consultant, entrepreneur and trainer working with clients on leadership development, networking, management and coaching skills. Nancy is passionate about helping others develop into great leaders. Her career has evolved from Engineering to technical training to adult education and professional development training.

She has worked in various roles in multiple industries including medical equipment service and training with DuPont/Dade Behring, lighting control education at Lutron Electronics, and 10 years as director of education for the National Association of Colleges and Employers directing their professional education efforts working with colleges and Fortune 500 employers involved in college recruiting. Most recently, she has been teaching at the college level for Delaware Technical Community College and Community College of Baltimore County.

Please visit Mikkelsen’s profile at www.linkedin.com/in/nancymikkelsen.
Do you want to go to school, but don’t think you can afford it?

Financial assistance options:

Blue Collar Funding
Delaware Tech has special funding from the Delaware Workforce Development Board for specific occupational training programs. The assistance includes tuition and other related expenses. Call 302-259-6327 for more information.

Delaware Department of Labor
Check if you qualify for financial assistance through the One-Stop office in Georgetown by calling 302-856-5230.

Governor’s Grant for Working Adults
This program provides Delaware residents, who are working, with up to $2,000 per year to attend school part-time to learn a new skill, upgrade a current skill, or earn a certificate or degree. Find out if you qualify at: www.doek12.de.us/Page/316

Payment Plans
Installment plans are available for a limited selection of certificate courses. Call 302-259-6330 for more information.

Scholarships
You may qualify to apply for the Job Skills Training Scholarship, Building Trades Scholarship, and Southern Delaware Education Foundation Scholarship offered by Delaware Tech and our community partners. Call 302-259-6330 for more information.

Veterans Tuition Assistance
Many courses are qualified for veterans funding using the G.I. Bill. If you have VA funding or need assistance for applying for VA funding, please contact the Veterans and Service Member Counselor at 302-259-6073 for any questions.
Computers

Adobe Photoshop Introduction
Students will explore topics such as adjusting color, adding and using layers, applying filters for different effects, dodging and burning, using gradients, and cutting out sections of a picture. Intermediate-level computer skills are required. Instructor: Tom Burn

EYF 221 231-15 hrs, 1.5 CEUs, Fee $149
5 sessions, 8/29-9/12, T&Th, 6-9pm

“The Adobe Photoshop course was a very good class overall. I enjoyed it. Tom Burn was great, very personable, and easy to interact with.” - Adobe Photoshop Introduction student

CISCO Certified Network Routing and Switching (CCNA) Training
This course is designed to prepare students for the Cisco Certified Network Associate (CCNA) certification. Topics include: Open Systems Interconnect models, Transport Control Protocol/Internet Protocol models, dynamic routing, IP addressing and Access Control List. Students will have the opportunity to examine network protocols, including Open Shortest Path First and Dynamic Host Configuration Protocol. This program is designed for students who want to take the first step in preparing for a career in networking and current network engineers who need to increase their value to employers and stay current with advances in networking. Students must be prescreened. No class 9/4 and 11/24.

Instructor: Shawn Bodio

EYF 416 231 - 180 hrs, 18.0 CEUs, FREE
Call 302-259-6344 for class information.

Graphic Design Certificate

Great graphics leave a lasting impression. Learn the software every graphic designer needs to know, including Adobe Photoshop, Illustrator, and InDesign. This 15 week course will cover digital images, illustrations and layouts, and learn how to address the elements of color, typography, composition, and visual identity. Hands-on projects will focus on essential skills and provide experience in professional graphic design project scenarios. Class assignments include a photo montage, logo design and specifications, advertisements and more. Graphic artists and designers with a range of technical and design skills are valuable members of work teams in a variety of industries. No class 9/2 and 11/25.

Instructor: Dr. Gene Garone

EYF 250 261-45 hrs, 4.8 CEUs, Fee $695
15 sessions, 8/12-12/2, S, 9am-noon

How to Build a Website

Need to generate more business or starting a new business? Learn and understand how to market and build your website. This detailed course explains how to use web editing tools to host a small site immediately without paying web hosting fees. Learn step-by-step instructions on how to work online with free pre-designed template, web editing tools, and basic image editing using own photos or photos purchased online or the image library. Get your business website up and running in less time and for less money with an accomplished expert at your side. Prerequisite: Must have basic computer skills. Class will be held on 09/05, 09/06, 09/07, 09/11.

Instructor: June McGroary

EYF 541 231-12 hrs, 1.2 CEUs, Fee $149
4 sessions, 9/5-9/11, MTW&Th, 6-9pm

Introduction to Computer Coding & Programming
Are you interested in knowing what makes your computer applications or browsers work? Or even the power behind your favorite PC or console games? This course will introduce you to the basics of computer coding using Python, a widely used programming language often chosen as the best learning language for those taking their first steps into the world of coding. You will learn basic terms, coding rules and concepts, and create simple to intermediate programs that will demonstrate how those concepts are applied. By the end of class, you will be able to assemble basic Python programs from scratch and be on your way to even developing your own apps and games! Please bring a small capacity USB Flash Drive (approx. 4gb) to class.

Instructor: Jason Coulter

ENF 204 231-10 hrs, Fee $75
5 sessions, 9/19-10/3, T&Th, 6-8pm
Microsoft Access Level I

A relational database application such as Microsoft® Office Access® 2013 can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In this course, you will learn how to use Access 2013 to manage your data, including: creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter, and sort data. This course meets on 10/3, 10/4, and 10/5. Instructor: June McGroary

EYF 827 231-9 hrs, 0.9 CEUs, Fee $149
3 sessions, 10/3-10/5, TW&Th, 6-9pm

Microsoft Excel Level I

Excel organizes, calculates, analyzes, revises, updates, and presents data in various ways. It can give you the tools to provide insight into your business. This course prepares you to learn Excel basics and covers the following topics: starting Microsoft Office Excel 2013, performing calculations, modifying a worksheet, formatting a worksheet, and managing workbooks. Textbook included in tuition and will be available the first night of class. Prerequisite: Must have basic computer skills. Instructor: June McGroary

EYF 825 231-9 hrs, 0.9 CEUs, Fee $149
3 sessions, 9/25-9/27, MT&W, 6-9pm

QuickBooks Pro Basic

This course provides you with a basic foundation of understanding and using QuickBooks. Upon successful completion of this course, you will be able to: set up a company, work with lists, set up inventory, sell your product, invoice for service, process payments, work with bank accounts, enter and pay bills, and use the Easy Step Interview. Textbook included in tuition and will be available the first night of class. Class is held on 9/18, 9/19, 9/20, and 9/21. Prerequisite: Must have basic computer skills. Instructor: June McGroary

EYF 521 2B1-12 hrs, 1.2 CEUs, Fee $189
4 sessions, 9/18-9/21, MTW&Th, 6-9pm

Training for Early Care and Education (TECE I)

Curriculum introduces the core competencies needed in the field of early care and education. Students develop essential knowledge, skills, and attitudes that enhance development. Approved through the Office of Childcare Licensing in Delaware, hours can be applied toward relicensure. TECE I and II support the training requirements for the Child Development Associate credential. The training is an integral component of Delaware’s licensing regulations and Delaware Stars. Materials included. Pending approval for Department of Labor funding. Instructor: Tammy Broomall

EYD 334 231-66 hrs, 6.6 CEUs, Fee $299
22 sessions, 9/18-11/29, M&W, 6-9pm

Training for Early Care and Education (TECE II)

The Advanced Core Curriculum (Level 2) has 12 modules with an additional 60 hours of child care training. Each training module has specific objectives that describe essential knowledge, skills, and attitudes within each topic area in early care and education. Approved through the Office of Childcare Licensing in Delaware, hours can be applied toward relicensure. TECE I and II support the training requirements for the Child Development Associate credential. The training is an integral component of Delaware’s licensing regulations and Delaware Stars. Materials included. No class 12/18, 12/20, 12/25, 12/27, 1/1, and 1/15. Pending approval for Department of Labor funding. Instructor: Tammy Broomall

EYD 335 231-66 hrs, 6.6 CEUs, Fee $299
22 sessions, 12/4-3/7/18, M&W, 6-9pm
Early Childhood Education and Food Safety

Professional Development

Food Safety

Commercial Kitchen Safety Certificate

This program is designed for individuals interested in taking the first step for employment in a professional kitchen. Learn crucial food safety practices. Acquire the basic skills that employers are looking for. Observe and understand daily kitchen operations and learn how to gain and keep employment. Students will also take the National Restaurant Association ServSafe for Food Handlers course and exam. Instructor: Staff

EYD 598 231-32 hrs, 3.2 CEUs, Fee $375
8 sessions, 9/11-10/4, M&W, 6-10pm

Kitchen Management Bootcamp

Learn how to manage a commercial kitchen. You’ll receive training on sanitation and safety, food and beverage cost control, recipe and menu management, and nutrition for food service. Whether you’re new to the industry and hoping to start a career in kitchen management or a working professional hoping to advance your career, this certificate will help you gain essential skills in kitchen operations management. As a graduate, you’ll be prepared to seek employment in a variety of settings, including restaurants, school cafeterias, private enterprises, and franchises. Instructor: Staff

EYD 225 201-32 hrs, 3.2 CEUs, Fee $425
4 sessions, 11/6-11/9, MTW&Th, 8am-5pm

HACCP for Processors

A hazard analysis and critical control point plan may result in cost savings for those who work in a food processing operation due to less time spent conducting audits and correcting problems that auditors identify. This course is designed for employees who participate in food processing methods that convert raw materials into safe and nutritional food products. Students will develop a basic understanding of foodborne illnesses and how to write and use a HACCP plan to prevent such illnesses, as well as, the importance of reviewing and maintaining accurate HACCP records. This course is based on the National Advisory Committee on Microbiological Criteria for Foods (NACMCF) interpretation of the HACCP system and its principles. This course is approved by the International HACCP Alliance and includes the national exam fee and textbook. Instructor: Staff

EYD 218 201-16 hrs, 1.6 CEUs, $399
2 sessions, 8/2-8/3, W&Th, 8am-5pm

Entrepreneurs

Delaware Kauffman FastTrac® New Venture™

Gain the skills you need to create, manage, and grow your business using practical, hands-on methods.

Delaware Kauffman FastTrac® New Venture™

If you want a fast way to gain the skills needed to create, manage, and grow your business using practical hands-on methods, then this is the course for you! FastTrac® is a framework for entrepreneurs helping entrepreneurs. As a FastTrac® participant you don’t just learn about business, you live it. You’ll work on your own business ideas or existing ventures throughout the program – moving your venture to reality. Program combines facilitator-led sessions, small-group exercises, guest subject-matter experts, and idea sharing with peers with business coaching and mentoring. No class 11/21. Instructor: Keena Ross

EYC 232 2B1 - 30 hrs, 3.0 CEUs, Fee $99
10 sessions, 9/26-12/5, T, 5:30-8:30pm

Entrepreneurship is Brewing Here!

Two local entrepreneurs take the stage each week for six minutes to present their business ideas to gain insight into how they can improve their businesses, get realtime feedback, and connect with their community.

RESUMING IN SEPTEMBER

Every Wednesday, 9 - 10 a.m.
Delaware Technical Community College
Java 101, Student Services Center
Georgetown, Delaware

If you would like to sign up to present your business idea or attend the event visit www.1millioncups.com/georgetownnde

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EYC 232 2B1 - 30 hrs, 3.0 CEUs, Fee $99
10 sessions, 9/26-12/5, T, 5:30-8:30pm

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Georgetown, Delaware

If you would like to sign up to present your business idea or attend the event visit www.1millioncups.com/georgetownnde
**ServSafe Food Handler**
The ServSafe Food Handler Program is designed by the National Restaurant Association (NRA) for non-management foodservice staff. It covers essential training in basic food safety, protection from pathogens, personal hygiene, cross-contamination and allergens, time and temperature control, cleaning and sanitation. Textbook, test and Certificate of Achievement included in tuition. Note: Please see “ServSafe Food Safety Program for Managers” if you are seeking 5 year manager’s certification.
Instructor: Chef Bonnie Aronson, CEC

**EYD 290 231-4 hrs, 0.4 CEUs, Fee $99**
1 session, 10/16, M, 6-10pm

**ServSafe Food Safety Program for Managers**
Delaware law requires the Person-in-Charge (PIC) to demonstrate Food Safety knowledge in order to comply with the 2014 Food Code. The ServSafe® Food Protection Manager Certification meets that requirement. There must be someone with this certification present at all times at a facility. The ServSafe Food Safety Program for Managers provides food safety training, exams and educational materials to foodservice managers. Earn the ServSafe Food Protection Manager Certification, accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP). Learn to implement essential food safety practices and create a culture of food safety. Program includes the latest FDA Food Code, food safety research, and years of food sanitation training experience. Textbook and exam included. Must register ten days prior to start date. Instructor recommends students obtain textbook for study prior to class start date. Instructor: Chef Bonnie Aronson, CEC

**EYD 583 231-4 hrs, 0.8 CEUs, Fee $199**
2 sessions, 9/18-9/25, M, 6-10pm

**EYD 583 232-4 hrs, 0.8 CEUs, Fee $199**
2 sessions, 11/6-11/13, M, 6-10pm

**EYD 583 233-4 hrs, 0.8 CEUs, Fee $199**
2 sessions, 12/4-12/11, M, 6-10pm

**ServSafe Food Safety Program for Managers Recertification Exam**
Maintain the ServSafe Food Protection Manager Certification, accredited by the American National Standards Institute Conference for Food Protection. Individuals seeking recertification are strongly encouraged to attend both class sessions of the ServSafe Food Safety Program for Managers course.
Instructor: Chef Bonnie Aronson, CEC

**END 257 231-4 hrs, Fee $75**
1 session, 9/25, M, 6-10pm

**END 257 232-4 hrs, Fee $75**
1 session, 11/13, M, 6-10pm

**END 257 233-4 hrs, Fee $75**
1 session, 12/11, M, 6-10pm

**GIS Certificate Program**

**Introduction to GIS**
This course introduces the hardware and software components of Geographic Information System (GIS) and reviews GIS applications. Topics covered include: data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems. Textbook is available in the campus bookstore. No class on 9/4.
Instructor: Megan Nehbras

**EYD 232 2B1-40 hrs, 4.0 CEUs, Fee $499**
10 sessions, 7/24-10/2, M, 5:30-9:30pm

**Advanced GIS**
This course builds upon the principles of Intro to GIS, including both raster and vector data structures, data conversion, map algebra, spatial analysis, modeling, and networks. Learn about the various ways that GIS is currently begin used in science, business, and government will also be presented. Textbook is available in the campus bookstore.
Instructor: Megan Nehbras

**EYD 234 2B1-30 hrs, Fee $399**
10 sessions, 10/9-12/11, M, 5:30-8:30pm

**Spatial Data Analysis**
Examine techniques for modeling and analyzing spatial data in a GIS. Topics include: defining object models and geodatabases as they are used to access geographic data and build data models, creating new information from existing data through data classification, geoprocessing, presentation, and display and using raster analysis to display and analyze spatial data. Textbook is available in the campus bookstore.
Instructor: Staff

**EYD 235 2B1-40 hrs, 4.0 CEUs, Fee $499**
10 sessions, 10/3-12/5, T, 5:30-9:30pm

**GIS Certificate Program**

**Introduc.
Health

Certified Dialysis Technician

This new program is designed for those working in or desiring employment as a dialysis technician. Students will study renal anatomy and physiology, treatment procedures and processes, water treatment, dialyzer reprocessing, ethics and laws governing medical care, and the effect of nutrition and medication on the patient. Students will also be exposed to the equipment and environment used for renal dialysis. Students must have a high school diploma or equivalent. Upon completion of the program, students will be eligible to sit for the Certified Clinical Hemodialysis Technician exam through the Nephrology Nursing Certification Commission. Tuition includes: textbooks, certification exam, supplies, externship, and criminal background/drug screening. Pending approval for Department of Labor funding. Prerequisite: Attendance at an information session.

EYK 216 231-110 hrs, 11 CEUs, Fee $1,395
22 sessions, 9/5-11/16, T&Th, 5-10pm

Certified Nursing Assistant Certificate Program

This 150-hour course teaches the student to safely perform basic nursing skills under the supervision of a licensed nurse. Students will be qualified to take the Nurse Aid Competency Exam for certification. Tuition includes textbook, exam fee and criminal background/drug screening. Pending approval for Department of Labor funding. Prerequisite: Attendance at an information session.

EYK 217 231-220 hrs, 38 CEUs, Fee $2595
44 sessions, 11/21-5/8/18, T&Th, 5-10pm

Certified Electronic Health Records Specialist

This course provides students with a fundamental working knowledge of the duties of an Electronic Health Records Specialist through practical, hands-on knowledge of concepts of documentation, regulation, and reporting. Course covers issues critical to EHR implementation, such as data security, integrity, and confidentiality. Upon completion of this course, students will be eligible to sit for the National Healthcareer Association certification exam for Electronic Health Records. Tuition includes textbook, exam fee and criminal background/drug screening. Pending approval for Department of Labor funding. Prerequisite: Attendance at an information session.

EYK 216 231-110 hrs, 11 CEUs, Fee $1,395
22 sessions, 9/5-11/16, T&Th, 5-10pm

Clinical Medical Assistant

Prepares students to work as a clinical medical assistant. Perform certain clinical and non-clinical duties traditionally performed under the direction of physician. These duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Upon successful completion of the course, a student can sit for the Certified Clinical Medical Assistant National Healthcareer Association exam. Tuition includes: textbook, exam fee and criminal background/drug screening. Pending approval for Department of Labor funding. No class 11/23, 12/19, 12/21, 12/26, or 12/28. Prerequisite: Attendance at an information session.

EYK 217 231-220 hrs, 38 CEUs, Fee $2595
44 sessions, 11/21-5/8/18, T&Th, 5-10pm

ELECTRONIC HEALTH RECORDS (EHR)
MEDICAL OFFICE ASSISTANT OR CLINICAL MEDICAL ASSISTANT

Certified Electronic Health Records Specialist

Are you interested in the future of healthcare? Do you want to help increase the quality of patient care? Delaware Tech can help you obtain your goal through two new tracks. Start here with Electronic Health Records (EHR), and continue your coursework in either Medical Office Assistant or Clinical Medical Assistant. Both tracks offer two certifications, one in EHR and the other in your area of specialty (CMAA or CCMA).

EYK 216 231 - 110 hrs, 11 CEUs, $1395
22 sessions, 9/15 - 11/16, T&Th, 5-10pm

Clinical Medical Assistant (220 Hrs.)

Medical Administrative Assistants are well-prepared to work in a medical office doing routine document processing along with EHR. Clinical Medical Assistants perform some front office duties, but are also involved in clinical patient care along with EHR.

EYK 217 231 - 220 hrs, 38 CEUs, 5-10pm, Fee $2595
44 sessions, 11/21-5/18/18, T&Th, 5-10pm

Medical Office Assistant (111 Hrs.)

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

EYK 591 231 - 111 hrs, 11.1 CEUs, Fee $1695
11/20-4/16, M&W, 6-9pm
Dental Assistant
Learn the skills to be successful in today’s dental assistant field as well as the dental profession. This 145-hour course prepares students in the fundamentals of dental assistant. You’ll receive hands-on training in a state-of-the-art facility as well as participate in an externship. Upon successful completion students will achieve the Delaware State Radiology Certification as well as become CPR certified. Some distributed education is utilized. All textbooks, exam fees, CPR, and criminal background/drug screening included. Pending approval for Department of Labor funding. No class 12/18, 12/20, 12/25, 12/27, 1/1/18, or 1/15/18. Prerequisite: Attendance at an information session. Instructor: Staff
ENK 581 271-145 hrs, 18 CEUs, Fee $3949
49 sessions, 9/11-3/19/18, M&W, 6-9pm

Emergency Medical Technician - Basic Certification Course
This class 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 72 hours of classroom instruction that includes hands on learning. Participants will be required to schedule ambulance ride-along hours outside of regular class hours. Additional Saturday training sessions are required for course completion. Tuition includes textbooks, CPR, supplies, and criminal background/drug screening check. Does not include $70 exam fee, or $10 State of DE certification fee. This course is approved by the State of Delaware Office of Emergency Medical Services and the National Registry of Emergency Medical Technicians. Pending approval for Department of Labor funding. Prerequisite: Attendance at the Emergency Medical Technician - Basic Certification Course Orientation.
ENK 585 281-172 hrs, 17.2 CEUs, Fee $1399
24 sessions, 9/25-11/18, M, 6-9pm

20th ANNUAL DISTINGUISHED LECTURE SERIES

Concussion: Advances in Prevention, Evaluation, and Treatment
Sport concussion has become increasingly at the forefront of anyone involved with sports at all levels. In addition to the potential long-term complications associated with this injury and the parental concerns accompanying children who sustains concussions, healthcare providers continue to further the knowledge and research associated with sports concussions. Despite recent advances in concussion-related science, there remains much more to learn about the prevention, assessment, and rehabilitation of this condition. In 2017, the most Recent Berlin Guidelines (formerly Zurich Guidelines) were published. This course will review the consensus document in depth, as it provides the most current research and expert opinion on the topics of prevention, medical legal considerations, concussion recognition, treatment interventions and rehabilitation, return to activity (sport and school), and residual effects and sequelae. Numerous inter-professional healthcare providers are involved in the prevention and care in a variety of aspects. A true, overall team approach is key to offering optimal results to the individual who has sustained a sport-related concussion. This course will focus on providing a comprehensive and practical management strategy for sport concussion.
Instructor: Jeff G. Konin, Ph.D., PT, ATC, FACSM, FNATA
FYE 526 261 – 9 hrs., .7 CEUs*, Fee $145
1 session, 10/28, S, 8am-5pm
*Approval requested and pending for 0.7 CEUs or 7.0 contact hours by the Delaware and Maryland Boards of Physical Therapy and Occupational Therapy.

Emergency Medical Technician - Basic Certification Course Orientation
ENK 290 261-1 hrs, FREE!
1 session, 9/23, S, 10-11am

Medical Billing and Coding
This combined 280 hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT/HCPCS for procedural coding and ICD-10-CM), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements.
Students will learn how to find the service and codes using manuals (CPT, ICD-10-CM). Students who complete this course will be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC Apprentice) and the Certified Professional Biller Exam (CPB). Note: After obtaining the practical work experience (6 months to 2 years), the apprentice designation can be removed upon submitting appropriate documentation to AAPC. Saturday sessions will be delivered online. Tuition includes: textbooks, exam fees and criminal background/drug screening. Pending approval for Department of Labor funding. No class 11/23, 11/25, 12/18, 12/20, 12/22, 12/25, 12/27, or 12/29. Prerequisite: Attendance at an Information Session. Instructor: Jenna Whalen
FYE 215 231-280 hrs, 28 CEUs, Fee $4995
56 sessions, 9/5-2/1/18, TTh&S, 5-10pm
Ready for a new career?

Train as a Patient Care Technician

Patient Care Technician Program
This 710-hour Patient Care Technician Program offers students innovative and hands-on training to become specialized in an in-demand and rewarding field. This program is the benchmark for students to become trained in Certified Nursing Assisting, Phlebotomy, and Patient Care as well as become CPR/BLS certified. Students will undergo criminal background check, drug screening, and be required to submit immunization records. All textbooks, course materials, and uniforms are included in the program. Students will complete a clinical rotation in each specific certification; CNA, Phlebotomy, and Patient Care Technician.

Program Features:
- Students will earn their Certified Nursing Assistant (CNA), Phlebotomy Technician, CPR-BLS and Patient Care Technician certifications
- Students will undergo a criminal background check, drug screening, and college placement assessment
- Students will be placed in an internship
- Job readiness skills will be assessed and taught, and job placement assistance is provided

For more information, call 302-259-6334.

Medical Office Assistant
Prepares students to work as a medical front office assistant. Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Student must demonstrate basic computer skills. Pre-requisite: Medical Terminology (16 hours online 9/11-10/2 or 11/6-11/27-NOT included in tuition). Upon successful completion of the course, a student can sit for the Certified Medical Administrative Assistant (CMAA) National Healthcareer Association exam. Tuition includes an externship, exam fee, textbook and criminal background/drug screening. Pending approval for Department of Labor funding. No class 12/18, 12/20, 12/25, 12/27, 1/1/18, or 1/15/18. Prerequisite: Attendance at an information session. Instructor: Felicia Rogers

EYK 591 231-111 hrs, 15.1 CEUs, Fee $1695
37 sessions, 11/20-4/16/18, M&W, 6-9pm

Are you interested in obtaining four nationally recognized medical certifications in one course?
If so, the Medical Office Specialist with Electronic Health Records course may be for you!
Delaware Tech has financial assistance for unemployed/underemployed adults to help!
For more information, call 259-6365.

*This is an Equal Opportunity Program funded by the Delaware Workforce Development Board and Delaware Department of Labor, Division of Employment and Training. Auxiliary aids and services are available upon request to individuals with disabilities.
Medical Office Specialist with Electronic Health Records

Give yourself an edge in the medical field by taking this course that combines Clinical Medical Assisting and Electronic Health Records. Students will learn front and back of the hours medical assistant duties, including clerical, clinical, insurance billing and coding, and EHR. Tuition includes an externship, exam fees, textbooks, and criminal background/drug screening. No class 11/23, 11/24, 12/21-1/1 and 1/15. Prerequisite: Attendance at an Medical Office Specialist with Electronic Health Records Information Session. Instructor: Staff

EYK 201 281-504 hrs, 67.4 CEUs, Fee $5939
84 sessions, 9/6-2/19/18, MTWThF, 9am-3:30pm

Prerequisite for the Medical Office Specialist with Electronic Health Records

WND 205 231 - 3.5 hrs., FREE!
1 session, 7/10, M, 5-8:30pm
WND 205 201 - 3.5 hrs., FREE!
1 session, 7/27, Th, 1-4:30pm
WND 205 202 - 3.5 hrs., FREE!
1 session, 8/11, F, 9-12:30pm

Medical Terminology-Online

Presents a study of basic medical terminology: prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. The first night (9/11 or 11/6) will be held on campus in Georgetown from 5-6pm; the rest of the course is online. Textbook available in college bookstore. Instructor: Margaret Fleetwood

EYK 252 281-16 hrs, 1.6 CEUs, Fee $215
4 sessions, 9/11-10/2
EYK 252 282-16 hrs, 1.6 CEUs, Fee $215
4 sessions, 11/6-11/27

Personal Trainer Certification

Get all the information needed to start an exciting fitness career become a Certified Personal Trainer. Our personal trainer course is a great way to become a successful trainer with an option to complete an employer internship that can walk you into jobs! This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical lab to master the essential career skills and knowledge. The course consists of 18 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and 18 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. Included in this course is a complete 200 page student workbook, access to online student study tools and test vouchers to take the Certified Personal Trainer exams. You can work right after passing the exams with proof of CPR/AED to obtain your Level 1 Certified Personal Trainer. As a special bonus, you can take advantage of our 30 hour employer internship to get our advanced Level 2 Certified Personal Trainer credential at no additional cost! Pending approval for Department of Labor funding. No class 9/2 and 11/25. Prerequisite: Attendance at the Personal Trainer Information session.

EYK 575 261-36 hrs, 6.6 CEUs, Fee $839
9 sessions, 7/8-9/9, S, 9am-2pm
EYK 575 261-36 hrs, 6.6 CEUs, Fee $839
9 sessions, 10/7-12/9, S, 9am-2pm

Interested in a career in the Healthcare field?

Attend a FREE Allied Health Information Session to learn detailed information on the requirements, course content, successful course completion criteria, and funding options.

*Attendance at one session is required prior to admission into an allied health program.

Call 302-259-6330 for more details. Registration is required!

ENK 200 202 – 1 session, 7/11, T, 10-11am
ENK 200 231 – 1 session, 8/24, Th, 5-6pm
ENK 200 201 – 1 session, 9/19, T, 10-11am
ENK 200 232 – 1 session, 10/26, Th, 5-6pm
ENK 200 202 – 1 session, 11/7, T, 10-11am
ENK 200 233 – 1 session, 12/7, Th, 5-6pm

Personal Trainer Information Session

Come join us for a free detailed info session on the requirements, course content, and what is expected to successfully complete the Personal Trainer Certification Course

ENK 282 261 – 1hr, FREE!
1 session, 6/17, S, 10:30-11:30am
ENK 282 261 – 1hr, FREE!
1 session, 9/23, S, 10:30-11:30am

Pharmacy Technician Training Program

If you are interested in an exciting journey into one of today's fastest growing fields in healthcare, Pharmacy Technician is for you! Whether you end up working in a hospital, community, mail order, or another type of Pharmacy, the knowledge you will gain from this course will prepare you well for you new career. Students who successfully complete this course will be eligible to take the Pharmacy Technician Certification Board exam. Tuition includes textbook, exam fee, criminal background/drug screening, and an 80-hour externship experience. Pending approval for Department of Labor funding. No class 11/23, 12/18, 12/21, 12/25, 12/28, 1/1/18 and 1/15/18. Prerequisite: Attendance at an Information Session. Instructor: Deborah Kemp, RPhT, CPhT

EYK 579 231-132 hrs, 21.2 CEUs, Fee $1989
33 sessions, 9/11-1/25/18, M&TTh, 6-10pm
**Phlebotomy Technician Training Course**

This course is certified by the American Society of Phlebotomy Technicians (ASPT). Students are trained to perform a variety of blood collection methods using proper techniques and precautions. Classes are taught in lecture, student laboratory and through clinical experiences. ASPT certification exam will be administered at the conclusion of the program. Tuition includes criminal background/drug screening, exam fee, externship, and textbook. Approved for Department of Labor funding. No class 11/23. Prerequisite: Attendance at an Information Session. Instructor: Andrea Fletcher

**EYK 214 231-120 hrs, 22 CEUs, Fee $2999**
30 sessions, 9/6-12/14, W&Th, 5:30-9:30pm

**Polysomnographer (Sleep) Technician Certificate**

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 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 the 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 (CPGSJ) exam under “Pathway 3.” The course includes theory (hybrid format) and an additional clinical experience. Tuition includes textbooks and CPR certification. Approved for Department of Labor funding. Prerequisite: Attendance at an Information Session.

**EYK 202 231-90 hrs, 12 CEUs, Fee $3495**
18 sessions, 9/11-11/29, M&W, 5-10pm

**Spanish for Healthcare Professionals-Online**

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

Instructor: Stefne Pitzer

**EYK 574 2B1-30 hrs, Fee $245**
4 sessions, 12/11-1/5/18

**Hospitality**

**Certified Front Desk Representative**

Are you a “people-person”? Do you like computers? Are you good on the phone? You could use those skills to check in guests, accept payments on accounts, exchange messages, and impress guests with the hotel’s ability to provide great service. If you like the idea of being at the heart of a hotel’s action, the front office is for you. This American Hotel and Lodging Educational Institute course is appropriate for students, recently hired hotel associates and current employees who need new skills. The 20-hour (12 classroom hours and 8 hours in a hotel setting) interactive course is designed to prepare participants for a career in front desk operations. Candidates who successfully complete the course and pass the AHLEI certification exams will be recognized as a Certified Guestroom Attendant and a Certifies Guest Service Professional. These designations are recognized worldwide.

Instructor: Jillian Whitney

**EYD 220 231-12 hrs, 1.2 CEUs, Fee $349**
4 sessions, 11/2-11/30, Th, 6-9pm

**Event Management 101**

Have you ever wondered what Event Management is all about? This certificate program is designed for participants who would like to learn the fundamental philosophies, methodologies, and application of best practices in event management. You will gain insights into how to prepare yourself for client/customer interactions, manage customer and vendor expectations, and explore aspects of key event management elements. With enhanced understanding, confidence and attention to detail, attendees will be better prepared to meet the professional challenges ahead. Instructor: Gary Biggs

**EYD 251 231-18 hrs, 1.8 CEUs, Fee $275**
6 sessions, 10/10-11/14, T, 6:30-9:30pm
**Professional Bartending**

Learn actual mixing/presentations, glassware identification, drink recipes, proper etiquette, appearance, and professional handling of situations. $20.00 materials fee included in tuition. Must complete six out of eight sessions to receive a certificate. Must be at least age 21. Please note: students will be participating in required “field trips” that include taste testing and hands-on drink mixing opportunities with local establishments on the following dates: 10/3: 16 Mile Brewing Company in Georgetown, 10/10: Misspillion Brewery in Milford, 10/17: Beach Time Distillery in Lewes, 10/24 and 10/31: Heritage Shores in Bridgeville and 11/7: Nassau Valley Vineyards in Lewes. Students will be responsible for their own transportation. Textbook available in college bookstore. Approved for Department of Labor funding. Instructor: Mike Cook

**EYD 206 231-24 hrs, 2.4 CEUs, Fee $325**
8 sessions, 9/26-11/14, T, 6:30-9:30pm

“Nice field trips to help with background knowledge of beer preparation. Hands-on experience was part of class, very helpful. Mike is a good teacher and made himself available to students outside the classroom as well.” - Professional Bartending student

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**Non-Profit**

**Grant Writing: How to Prepare and Submit**

Learn the process for preparing to submit a competitive and compelling grant. This class will identify possible funding sources, explore best practices and helpful ways to develop your proposal and budget, and what to expect during the review and evaluation process. Students will learn the basic grant writing format that can be used in current and/or volunteer positions. Students are welcome to bring potential grant opportunities for review and discussion. No textbook required. Laptops and tablets are not necessary, but students may find them helpful. Instructor: Shawn Stevens

**EYD 217 201-7.5 hrs, 0.75 CEUs, Fee $109**
1 session, 9/6, W, 8:30am-5pm

**Managing and Measuring Evidence-Based Community Programs**

The community assessment has determined needs for the program focus. Now it’s time to deliver the evidence-based program and achieve the outcomes and intended results. This workshop guides you through the key steps to plan, implement, manage, monitor, measure, and report the community program.

**EYD 252 201-7.5 hrs, 0.75 CEUs, Fee $99**
1 session, 11/8, W, 8:30am-5pm

**Non-Profit Management and Leadership**

This course will give the non-profit staff, board, and volunteers experience and practical strategies to address management and leadership issues such as communicating the mission, marketing, fundraising, recruiting the right board, managing volunteers effectively, and much more. Participants will assess their organization’s strengths using ten characteristics of a mission-based organization. Instructor: Mary Mathieu

**EYD 253 231-12 hrs, 1.2 CEUs, Fee $199**
8 sessions, 9/11-10/4, M&W, 7-8:30pm

**Starting a Non-Profit 101**

This course is designed to teach you the basic foundations of starting your own non-profit organization from the foundation up. You will learn how to create a Mission and Vision Statement, how to create a Board of Directors and an Advisory Board, and learn what is required by the Internal Revenue Service in order to obtain true non-profit status with the Federal Government. Instructor: Alishia Louis-Potter

**EYD 228 231-8 hrs, 0.8 CEUs, Fee $89**
4 sessions, 10/5-10/26, Th, 5:30-7:30pm

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**Instructor Feature:**

**ALISHIA LOUIS-POTTER**

(Starting a Non-Profit 101)

Alishia Louis-Potter is a native of Boston, Massachusetts, Author of two powerful and life changing books: Woman Will Thou be Made Whole? (2007), and The Woman You’ve Empowered Me to Be!(2010), and Radio Personality of her self-titled show: The Healthy Heart Show w/Alishia Louis-Potter. She is also the owner of her own enterprise, AlishiaEmpowers!”™ which incorporates her blog, her empowerment products, and motivational speaking.

She is the founder and Chief Visionary Officer of Empowered Women Ministries, Inc., an international organization that spans across: Delaware, Maryland, Georgia, Tennessee and the country of Jamaica. Through her work, she has established national & international empowerment groups, mentoring programs and leadership training programs, all purposed to build and restore the community.

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**Managing Your Grant Award**

Follow up course to “Grant Writing: How to Prepare and Submit”. Congratulations, you have a new grant award, now what happens? Review of the award package and terms and conditions from sponsoring agencies. Course addresses modifications, cost sharing requirements, close out, and other related grant management topics. Students may choose to bring an existing grant award for discussion, but not necessary. No textbook required. Laptops and tablets are not necessary, but students may find them helpful. Instructor: Shawn Stevens

**EYD 216 201-7.5 hrs, 0.75 CEUs, Fee $109**
1 session, 10/18, W, 8:30am-5pm
Real Estate and Social Media

Real Estate

How to Present Your Home for Sale
Are you looking for ways to promote a quick and easy home sale? Selling your home can be a stressful and daunting experience. This class will explore various ways to prepare your home to show in a way that maximizes its features and helps promote a quick and easy sale. We will also review ways to optimize photographic exposures and highlight the home’s strongest selling points. This class is ideal for realtors and sellers! Instructor: Jose Cicerale
EYD 254 231-4 hrs, 0.4 CEUs, Fee $39
2 sessions, 11/13-11/15, M&W, 6-8pm

Investing in Real Estate
Is investing in real estate right for you? Are you thinking about becoming a landlord? This course will cover the basics of real estate investing. Topics include: flipping or long term investments, finding a loan, pricing and marketing rentals, Delaware Landlord / Tenant Code, leases and background checks, maintenance, and working with contractors. Instructor: Kenneth Feaster
EYL 206 231-9 hrs, 0.9 CEUs, Fee $99
3 sessions, 8/7-8/9, MT&W, 6-9pm

Real Estate Pre-Licensing Course Info Night
Come join us for a free detailed info session on the requirements, course content, and what is expected to successfully complete the Real Estate Pre-Licensing Course. Registration required! Instructors: William Ferreri & William Ferreri
ENL 201 231-1 hrs, Free!
1 session, 8/22, T, 6-7pm

Real Estate Pre-Licensing Course
This course prepares students for the Delaware real estate sales licensing examination. Consists of two distinct sections: Real Estate Principles and Law. Students may be required to take Real Estate Mathematics. A math challenge exam will be given the first night of class to determine if any students qualify for exemption. Successful completion meets the Delaware real estate education requirements. Textbooks in college bookstore. Approved by the DE and MD real estate commissions. Approved for VA benefits. No class on 10/31. Instructor: Ken Feaster
EYL 202 231-28 hrs, 3.3 CEUs, Fee $249
7 sessions, 10/12-11/7, T&Th, 6-10pm

Real Estate Mathematics
Provides prospective sales persons with a working knowledge of real estate mathematics. Required for students in Real Estate Pre-Licensing Course who do not pass the math exemption test. Successful completion meets the real estate education requirements for math in Delaware. Textbook in bookstore. Approved by the DE and MD real estate commissions. Approved for VA benefits. No class on 11/23. Instructor: Carol Bunting
EYL 203 231-28 hrs, 2.8 CEUs, Fee $209
7 sessions, 11/14-12/7, T&Th, 6-10pm

Interested in Developing and Teaching a New Course?
Workforce Development and Community Education is continually expanding its course offerings.
If you would like to propose a new class, e-mail Dustin Abshire at dabshire@dtcc.edu.

Real Estate Law
The Law portion of the Real Estate Pre-Licensing Course provides the prospective sales person with a working knowledge of federal/state laws/regulations affecting the profession. Helpful for agents licensed in other states who wish to become licensed in Delaware. Textbook in college bookstore. Approved by the DE and MD real estate commissions. Approved for VA benefits. No class on 10/31. Instructor: Ken Feaster
EYL 202 231-28 hrs, 3.3 CEUs, Fee $249
7 sessions, 10/12-11/7, T&Th, 6-10pm

Real Estate Mathematics
Provides prospective sales persons with a working knowledge of real estate mathematics. Required for students in Real Estate Pre-Licensing Course who do not pass the math exemption test. Successful completion meets the real estate education requirements for math in Delaware. Textbook in bookstore. Approved by the DE and MD real estate commissions. Approved for VA benefits. No class on 11/23. Instructor: Carol Bunting
EYL 203 231-28 hrs, 2.8 CEUs, Fee $209
7 sessions, 11/14-12/7, T&Th, 6-10pm
Social Media Certificate

Keep pace with one of the fastest moving mediums by effectively using social media to market your business. This certificate is designed for small business, non-profit, big business and everyone in between! The skills learned in class can be applied immediately in the workplace or to market a small business. All six classes listed below must be attended in order to achieve a certificate. In order to get the most from each class, students should open an account in each platform prior to the start of class. Time will not be spent creating accounts in class. Class meets 09/09, 09/23, and 10/7. Instructor: Staff

* Certificate includes Social Media Strategy, Facebook for Business, Twitter-Tweet Your Way to Success, How to Launch Your Company Profile on LinkedIn, Social Media Plan, and Pinterest, Instagram and More!

**EYF 217 261-18 hrs, 1.8 CEUs, Fee $329**
6 sessions, 9/9-10/7, S, 9am-noon

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Social Media Strategy</td>
<td>A social media plan is critical to your business success. Learn to write, develop, and follow a social media plan that will include integration with traditional media, strategic development and create an editorial (content) calendar. Discuss ways to find content and images. Must have a working knowledge of Facebook, Twitter, and LinkedIn. 1 session, 3 hours, 9am-12 pm, 09/09</td>
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<tr>
<td>Facebook for Business</td>
<td>Social media is critical to business success. As the largest social media platform, Facebook is the starting place for conversations leading to business. Your company can no longer afford not to be part of the online conversation and sales. Learn the latest tools, which includes Facebook Live, to discover how Facebook can increase engagement, influence and sales. This workshop will provide the information you need to develop a powerful and lasting online brand for your business on Facebook. 1 session, 3 hours, 1-4pm, 09/09</td>
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<tr>
<td>Twitter- Tweet Your Way to Success</td>
<td>Twitter is one of the easiest social media tools. However, for many, it can be overwhelming and confusing. This workshop will focus on how to create and polish a business Twitter account. Participants will unravel the mystery of Twitter language, find content that gets liked and retweeted, uncover common Twitter mistakes, and learn strategies to promote a business. 1 session, 3 hours, 9am-12pm, 09/23</td>
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<tr>
<td>How to Launch Your Company Profile on LinkedIn</td>
<td>Are you on LinkedIn but still trying to figure out how it works to get more clients? In this session, you will discover strategies to master in order to successfully drive traffic to your business using LinkedIn. You’ll also learn how to strengthen your professional personal brand. 1 session, 3 hours, 1-4 pm, 09/23</td>
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<td>Pinterest, Instagram, and more!</td>
<td>It is important to identify the functionality differences of each platform and determine which are best suited for your company’s success. This class will provide a brief overview on Pinterest, Instagram, and other social media platforms that continue to trend. This class will be a lecture format with no time spent on personal platforms. 1 session, 3 hours, 9am- 12 pm, 10/7</td>
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<tr>
<td>Social Media Plan</td>
<td>Every customer-facing business or organization needs to have a social media presence today, but success is only achieved through a social media plan. This course will prepare you to build a social media plan. 1 session, 3 hours, 1pm-4pm, 10/7</td>
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Social Media

Blogging 101
Learn how to set up a blog, what to write and how to promote your blog. Course can serve as a prerequisite for “Blogging-Beyond Basics”. Please bring active email address and password to class. Instructor: Liz Keller
EYF 531 261-3 hrs, 0.3 CEUs, Fee $49
1 session, 9/30, 5, 9am-noon

Blogging - Beyond Basics
If you have an active blog or want to revive the one you have, this workshop is for you! Course covers how to create key performance indicators, ways to make money from affiliate links, and where to find free images. Discussion will include: responding to comments, integrating your blog with other social media platforms, and using social media to promote your blog and build authority and influence. Prerequisite: Participants must have a blog and understand basic blogging principles. Instructor: Liz Keller
EYF 210 261-3 hrs, 0.3 CEUs, Fee $49
1 session, 9/30, S, 1-4pm

Facebook for Business
Social media is critical to business success. As the largest social media platform, Facebook is the starting place for conversations leading to business. Your company can no longer afford not to be part of the online conversation and sales. Learn the latest tools, which includes Facebook Live, to discover how Facebook can increase engagement, influence and sales. This workshop will provide the information you need to develop a powerful and lasting online brand for your business on Facebook. Instructor: Staff
EYF 212 261-3 hrs, 0.3, Fee $59
1 session, 9/9, S, 1-4pm

How to Launch Your Company Profile on LinkedIn
Are you on LinkedIn but still trying to figure out how it works to get more clients? In this session, you will discover strategies to master in order to successfully drive traffic to your business using LinkedIn. You’ll also learn how to strengthen your professional personal brand. Instructor: Staff
EYF 554 261-3 hrs, 0.3 CEUs, Fee $59
1 session, 9/23, S, 1-4pm

Pinterest, Instagram, and more!
It is important to identify the functionality differences of each platform and determine which are best suited for your company’s success. This class will provide a brief overview on Pinterest, Instagram, and other social media platforms that continue to trend. This class will be a lecture format with no time spent on personal platforms. Instructor: Krista Wittbank
EYF 224 261-3 hrs, 0.3 CEUs, Fee $59
1 session, 10/7, S, 9am-noon

Social Media Plan
Every customer-facing business or organization needs to have a social media presence today, but success is only achieved through a social media plan. This course will prepare you to build a social media plan. Instructor: Krista Wittbank
EYF 225 261-3 hrs, 0.3 CEUs, Fee $59
1 session, 10/7, S, 1-4pm

Social Media Strategy
A social media plan is critical to your business success. Learn to write, develop, and follow a social media plan that will include strategic development, and create an editorial (content) calendar. Discuss ways to find content and images. Must have a working knowledge of Facebook, Twitter, and LinkedIn. Instructor: Krista Wittbank
EYF 222 261-3 hrs, 0.3 CEUs, Fee $59
1 session, 9/9, S, 9am-noon

Twitter -Tweet Your Way to Success
Twitter is one of the easiest social media tools. However, for many, it can be overwhelming and confusing. This workshop will focus on how to create and polish a personal and business Twitter account. Participants will unravel the mystery of Twitter language, find content that gets liked and retweeted, uncover common Twitter mistakes, and learn strategies to promote a business. Instructor: Staff
EYF 209 261-3 hrs, 0.3, Fee $59
1 session, 9/23, S, 9am-noon
Technical & Trades Training
Manufacturing

MANUFACTURING TRAINING

FREE Training for Unemployed and Underemployed Individuals

You may be eligible to earn a spot in a FREE Manufacturing Training Skills Program sponsored by Delaware Tech and the Delaware Department of Education. Qualified individuals will receive 600 hours of training that will include classroom simulations and hands-on demonstrations.

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

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

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

Small Engine Repair I
Students will learn the theory of operation, service and troubleshoot the starter, ignition and fuel system, perform basic maintenance and tune up procedures, and explain the safety factors of small engines. The course includes two and four cycle design of lawn mowers, weed eaters, chainsaws, snow blowers, and small marine engines (15hp and less). Tools will be provided for in-class use. Instructor: Tom Molnar
EYY 220 231 - 21 hrs, 2.1 CEUs, Fee $295
7 sessions, 9/7-10/19, Th, 6-9pm

Small Engine Repair II
This course is a continuation of Small Engine Repair I with emphasis on complete engine and drive service, diagnosis, inspection, and overhaul of systems. Tools will be provided for in-class use. Instructor: Tom Molnar
EYY 221 231 - 21 hrs, 2.1 CEUs, Fee $295
7 sessions, 10/26-12/14, Th, 6-9pm

Flagger

ATSSA Flagger Certification Training
This 4-hour nationally recognized American Traffic Safety Services Association (ATSSA) course is offered through the Delaware Safety Council and is based on the Manual on Uniform Traffic Control Devices. Instruction on proper uses of and standards for flagging equipment, setting up flagger stations, factors effecting vehicle stopping distances, recognition of dangerous situations, communication methods with highway work zone employees and motorists, and recognition of health hazards associated with summer and winter work. A score of 70% or higher is required on the final exam before ATSSA Certification can be granted. Instructor: Delaware Safety Council
EYD 535 261 – 4 hrs, 0.4 CEUs, Fee $89
1 session, 9/30, S, 8:30am-12:30pm
EYD 535 262 – 4 hrs, 0.4 CEUs, Fee $89
1 session, 11/11, S, 8:30am-12:30pm

HVACR

Preparation Review for HVACR Industry Certification Exam: Core Essentials
Master the key concepts required to pass industry standard core essentials examination. Knowledge preparation includes review of trade tools, safety, heat and matter, electrical fundamentals, transformers and motors, electrical diagrams, test instruments, industry terms, equations, equivalents and conversions, symbols, refrigerant pressure-temperature tables, trade math and review questions. Upon successful completion of course, student may contact the DTCC Testing Center to schedule exam. Textbook is available in campus bookstore. Instructor: Paul Sichau
EYI 954 261 - 15 hrs, 1.5 CEUs, Fee $265
2 sessions, 5, 10/21 from 8am-5pm & 10/28 from 8am-4pm
Adult Basic Education/ GED Prep Classes

Adult Basic Education
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 and is by appointment only.

To make an appointment for registration or for additional information, please call 302-259-6393.

ENB 301 201-58 hrs, FREE!
29 sessions, 9/5-12/14, T&Th, 8:30-10:30am
ENB 301 202-58 hrs, FREE!
29 sessions, 9/5-12/14, T&Th, 10:45am-12:45pm
ENB 301 231-56 hrs, FREE!
14 sessions, 9/11-12/11, M, 4:30-8:30pm

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 and is by appointment only. To make an appointment for registration or for additional information, call 302-259-6393

ENB 302 201-58 hrs, FREE!
29 sessions, 9/5-12/14, T&Th, 8:30-10:30am
ENB 302 202-58 hrs, FREE!
29 sessions, 9/5-12/14, T&Th, 10:45am-12:45pm
ENB 302 231-49 hrs, FREE!
14 sessions, 9/11-12/11, M, 4:30-8:30pm

English as a Second Language
Registration for ALL non-credit ESL classes will be held at the International Center as follows: Registration Dates*
Monday, Aug. 28, 9AM - 12PM & 1-4PM
Tuesday, Aug. 29, 4PM - 7PM
Wednesday, Aug. 30, 9AM - 12PM & 1-4PM
Thursday, Aug. 31, NO REGISTRATION*
Friday, Sept. 1, 9AM - 1 PM

*Unfortunately, we cannot accept registrations after Friday, Sept. 1, 2017.

English Conversation I
Beginning level instruction and practice in speaking and understanding English. Intended for adults whose first language is not English. FREE! Instructor: Mills, J
ENB 303 201-58 hrs, FREE!
29 sessions, 9/6-12/13, M&W, 8:30-10:20am
ENB 303 202-58 hrs, FREE!
29 sessions, 9/6-12/13, M&W, 10:30am-12:20pm

English Conversation II (ESL), Part I
Reading, writing, and listening activities will be integrated with conversational exercises. Prerequisite: Completion of English Conversation Level 1 or instructor’s permission. No class on 11/24.
Instructor: Joan Mills
ENB 201 201-30 hrs, Fee $169
15 sessions, 9/8-1/5/18, F, 8:30-10:20am

English Conversation III (ESL), Part II
Reading, writing, and listening activities will be integrated with conversational exercises. Prerequisite: Completion of English Conversation Level 2, Part 2 or instructor’s permission. No class on 11/23.
Instructor: Joan Mills
ENB 202 201-30 hrs, Fee $169
15 sessions, 9/7-1/4/18, Th, 10:30am-12:20pm

English Conversation IV (ESL), Part I
Reading, writing, and listening activities will be integrated with conversational exercises. Prerequisite: Completion of English Conversation Level 3, Part 1 or instructor’s permission. No class on 11/23.
Instructor: Joan Mills
ENB 231 201-30 hrs, Fee $169
15 sessions, 9/7-1/4/18, Th, 8:30-10:20am

Are you 16-24 years old? Do you need help preparing for the GED® test? Do you want to earn money and explore other opportunities for your future?
If you answered yes to these three questions, then “Stepping up to Success” may be the answer for you! For more information, call 302-259-6365.
*This is an Equal Opportunity Program funded by the Delaware Workforce Development Board and Delaware Department of Labor, Division of Employment and Training. Auxiliary aids and services are available upon request to individuals with disabilities.
Arts and Crafts

Acrylic Painting for Beginners
This class will introduce you to Acrylic painting. You will learn basics such as color mixing and matching, creating a grid and painting on a canvas. Instructor will also provide critique throughout the class to enhance your acrylic painting skills. For material list, call 302-259-6330.
Instructor: Eddie Filemyr
ENA 206 201-15 hrs, Fee $109
6 sessions, 9/8-10/13, F, 10am-12:30pm

Acrylic Painting for Beginners Drop In
ENA 289 201-2.5 hrs, Fee $25
Pick a session from the above dates, F, 10am-12:30pm

“Eddie was wonderful to work with. Being a beginner, I learned so much about painting, she also was very encouraging to develop our own style.” - Acrylic Painting for Beginners student

Acrylic Painting, Intermediate
Advance to the next level! This class will include more in-depth instruction on acrylic painting and critique by the instructor. Focus on both small and large renderings. For material list, call 302-259-6330. No class 11/24 and 12/1. Instructor: Eddie Filemyr
ENA 207 201-15 hrs, Fee $109
6 sessions, 10/27-12/15, F, 10am-12:30pm

Acrylic Painting, Intermediate Drop In
ENA 292 201-2.5 hrs, $25
Pick a session from the above dates, F, 10am-12:30pm

Jewelry Basics: Intro to Jewelry Making
Have you always wanted to learn how to make jewelry? Now you can! Come learn about the basic tools and findings used in the jewelry making process. All supplies needed, will be discussed at the first class. Instructor: Edilu Nehrbas
ENA 221 201-12 hrs, Fee $129
4 sessions, 10/9-10/30, M, 1-4pm

Jewelry II - Beyond the Basics
Take the next step! Jewelry Making II includes a variety of techniques: working with memory wire, simple soldering, crimping, bead crocheting, embellishing washers, making leather wrapped bracelets, and more. Two different pieces of jewelry will be taught at each class. For material list, call 302-259-6330. Additional supplies will be discussed at the first class. Instructor: Edilu Nehrbas
ENA 223 201-12 hrs, Fee $129
4 sessions, 11/13-12/4, M, 1-4pm

Oil Painting Workshop
Have you been putting off getting back into oil painting? If so, this is the workshop for you. You can paint in the style of your choice—classical, realistic, or abstract. Some artists like to utilize this class for experimental work. This oil painting class is for students with varying levels of expertise. For material list, call 302-259-6330.
Instructor: Linda Steere
ENA 222 201-10 hrs, Fee $99
5 sessions, 9/19-10/17, T, 1-3pm

Portrait Workshop
Enjoyable, informal instruction with individual assistance. Excellent instructor for beginners to intermediate artists. Please bring pencil, paper, charcoal, pastels (optional), and drawing board to class.
Instructor: Carolyn Wisniewski
ENA 278 201-18 hrs, Fee $85
6 sessions, 8/24-9/28, Th, 1-4pm
ENA 278 202-18 hrs, Fee $85
6 sessions, 10/5-11/9, Th, 1-4pm
ENA 278 203-18 hrs, Fee $85
6 sessions, 11/16-11/18, Th, 1-4pm

CPR
Join the ranks! About 92,000 people are saved by CPR in the United States each year. (According to AHA)

CPR/AED and First Aid Adult and Pediatric Training - American Red Cross
This course is designed to teach rescuers the knowledge and awareness skills they need to recognize emergencies and give first aid. The first aid section covers general principles, medical emergencies and injuries. The CPR section covers Adult and Pediatric CPR and choking, and the AED covers theory and operation of the AED. A two-year course completion card will be emailed after class concludes with re-certification required every two years. Students will be given a personal first aid kit.
Instructor: Patricia Hill
EYK 598 261-6 hrs, 0.6 CEUs, Fee $99
1 session, 10/21, S, 9am-3pm
Culinary

**Contemporary Sauces**

Come learn about (and eat) the classic five mother sauces and then get a hands-on lesson on how to make modern variations of everyday sauces. Making your own mayo will be a breeze, making tomato sauce from scratch will be no sweat, making your own gravies and cheese sauces will be a piece of cake after this course. Tuition includes $17 fee. Class held at Fish On in Lewes.

ENX 273 271-2 hrs, Fee $65
1 session, 10/18, W, noon-2pm

**Food to Beat the Cold Weather Blues**

Don’t let the cold weather get you down. Fall is here and winter is right around the corner. Learn to make some fun, bright seasonal meals that will help beat the cold weather blues. Note: this is a chef demonstration and tasting. Tuition includes $17 fee. Class held at Fish On in Lewes.

ENX 209 271-2 hrs, Fee $65
1 session, 11/1, W, noon-2pm

**Let’s Make Ravioli!**

Learn to make an Italian favorite at home! In this hands-on class, you will make cheese ravioli the traditional way. By hand! Chef Lee Stewart will teach you how to make fresh egg pasta from scratch and stuff it with a delicious herbed cheese filling! You will then learn to make a delicious tomato-basil sauce to top it off! This class will be hands-on fun for all! Buon appetito! Tuition includes $20 grocery lab fee. Instructor: Chef Lee Stewart

ENX 213 231-3 hrs, Fee $75
1 session, 11/6, M, 6-9pm

**Sushi Making**

Have you ever wanted to roll sushi at home? Want to impress your friends? Come learn the basics for making sushi! In this hands-on class, you will be taught the art of hand rolling and how to prepare the necessary ingredients for making delicious sushi rolls. Plus, you'll enjoy what you create! By the end of class you will be rocking and rolling! Tuition includes $20 grocery lab fee. Instructor: Chef Lee Stewart

ENX 214 231-3 hrs, Fee $75
1 session, 9/25, M, 6-9pm

Dance Fitness

**Beginner Line Dancing**

“Boot Scoot” your way to fun in this instructional line dancing class. Learn all the latest dances in addition to the “oldies but goodies.” Wear comfortable shoes and prepare to have fun. “It’s Electric!…Boogie Woogie!” Instructor: John Martin

ENR 275 231-12 hrs, Fee $69
6 sessions, 9/14-10/19, Th, 6:30-8:30pm

**Cha Cha/Jive**

Cha Cha is the fun favorite of ballroom dances. Jive has elements of rock’n’roll, swing, and jitterbug which commands audience attention. Bring your friends and be ready to shake your tail feathers. Please wear comfortable shoes that will not stick to the floor. Instructor: Barbara Rynkowski

ENR 201 231-6 hrs, Fee $55
6 sessions, 10/24-11/9, T&Th, 5:30-6:30pm

**Jazz Exercise**

This dance-based class is for jazz lovers! You will be able to exercise by adding dance techniques learned in this jazz exercise class! Have fun, show me your jazz hands and dance your way through fitness! Jazz shoes are not required. Instructor: Cathy Jansen

ENR 207 231-6 hrs, Fee $55
6 sessions, 9/11-10/16, M, 5:30-6:30pm
ENR 207 232-6 hrs, Fee $55
6 sessions, 10/30-12/4, M, 5:30-6:30pm

**Samba**

Samba is the original party dance with six different rhythms. After a class in Samba you will be ready for “Dancing With the Stars.” Bring a friend to the party. A good time is guaranteed. Please wear comfortable shoes that will not stick to the floor. No class 11/21 and 11/23. Instructor: Barbara Rynkowski

ENR 206 231-6 hrs, Fee $55
6 sessions, 11/14-12/7, T&Th, 5:30-6:30pm
Tango
Tango is all about attitude and telling a story, which makes it easier for first time dancers to learn. Bring a friend and your sense of humor. Dancing is all about having fun and not caring if someone is watching. Please wear comfortable shoes that will not stick to the floor. Instructor: Barbara Rynkowski

ENR 203 231-6 hrs, Fee $55
6 sessions, 10/3-10/19, T&Th, 5:30-6:30pm

TAPercise
Calling all wanna be Fred Astaires or Rockettes to “Come and Meet,” your dancin’ feet and “Shuffle off to Buffalo.” Exercise and have fun! Designed for beginners. If you can clap and snap, you can TAP. Tap shoes are not required. Instructor: Cathy Jansen

ENR 267 231-6 hrs, Fee $55
6 sessions, 9/11-10/16, M, 6:30-7:30pm
ENR 267 232-6 hrs, Fee $55
6 sessions, 10/30-12/4, M, 6:30-7:30pm

Waltz/Foxtrot
Waltz is just three little steps – how hard could that be? Foxtrot has an easily repeatable basic movement which makes it a favorite of first time dancers. Dance to the music of Sinatra, Dean Martin, Sammy Davis Jr., Andy Williams, etc. Bring a friend. Please wear comfortable shoes that will not stick to the floor. Instructor: Barbara Rynkowski

ENR 205 231-6 hrs, Fee $55
6 sessions, 9/12-9/28, T&Th, 5:30-6:30pm

Defensive Driving
Defensive Driving, Basic
Earn a 10 percent reduction on your liability insurance! Three-year certification course satisfies Delaware’s legal requirement 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. Instructor: Delaware Safety Council

EYP 326 231-3 hrs, 0.3 CEUs, Fee $30
1 session, 8/22, T, 6:30-9:30pm
EYP 326 232-3 hrs, 0.3 CEUs, Fee $30
1 session, 9/13, W, 6:30-9:30pm
EYP 326 261-3 hrs, 0.3 CEUs, Fee $30
1 session, 10/7, S, 9am-noon
EYP 326 233-3 hrs, 0.3 CEUs, Fee $30
1 session, 11/15, W, 6:30-9:30pm
EYP 326 262-3 hrs, 0.3 CEUs, Fee $30
1 session, 12/9, S, 9am-noon

Defensive Driving, Advanced
Earn 15 percent 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. Instructor: Delaware Safety Council

EYP 325 262-6 hrs, 0.6 CEUs, Fee $35
1 session, 11/18, S, 9am-4pm
EYP 325 233-6 hrs, 0.6 CEUs, Fee $35
2 sessions, 12/11-12/13, M&W, 6:30-9:30pm

Family
Divorcing Parent Education Program
Parents must take an approved course teaching them about what children experience when their parents do not live with each other or divorce. This course satisfies Delaware’s legal requirement for parent education and is certified by the Department of Services for Children, Youth, and their Families. Students must bring photo ID to class. Instructors: Elizabeth Rupprecht/Staff

EYJ 200 231-6 hrs, 0.6 CEUs, Fee $89
2 sessions, 9/12-9/14, T&Th, 6-9pm
EYJ 200 261-6 hrs, 0.6 CEUs, Fee $89
1 session, 9/23, S, 9am-4pm
EYJ 200 262-6 hrs, 0.6 CEUs, Fee $89
1 session, 10/7, S, 9am-4pm
EYJ 200 232-6 hrs, 0.6 CEUs, Fee $89
2 sessions, 10/17-10/19, T&Th, 6-9pm
EYJ 200 263-6 hrs, 0.6 CEUs, Fee $89
1 session, 11/4, S, 9am-4pm
EYJ 200 233-6 hrs, 0.6 CEUs, Fee $89
2 sessions, 11/14-11/16, T&Th, 6-9pm

Language
Beginner French I
A beginning introductory French class for those of you who have either always wanted to learn French but never had the time or just want to be able to pronounce words in books, items on a menu, or express yourself and communicate the basics when traveling. Did you study French in high school but “forget everything?” This relaxed and comfortable classroom atmosphere is for you! Students must purchase textbook prior to class. For details, call 302-259-6330. Instructor: Lisa Lynch

ENH 214 231-12 hrs, Fee $115
6 sessions, 11/7-12/12, T, 6-8pm

“Madam Lynch presented a great course and made it quite fun!” - Beginner French student

Beginner French III
This class is a continuation of Beginner French II or for students with a rudimentary knowledge of introductory French who wants to continue learning. Prerequisite: Beginning French II or knowledge of greetings, time, weather expressions, present tense of regular “er” and “re” verbs and a few simple beginning irregular verbs as well as some use of common adjectives from previous exposure to high school/college French. In this class, greater emphasis will be given to expansion of vocabulary and grammar needed for reading comprehension and production of the spoken language. Expectations of this class is to cover a complete review of chapters 6-9 and chapters 10-12, in the class textbook, which include vocabulary for dining and the monetary system. Students must purchase textbook prior to class. For details, call 302-259-6330. Instructor: Lisa Lynch

ENH 203 231-12 hrs, Fee $115
6 sessions, 9/12-10/17, T, 6-8pm
Your Money Matters

Plan ahead and take these special courses offered with support from Discover that will enhance your budgeting skills, planning for the future, and protecting you! Scholarships are available for these financial literacy courses.

Are You Credit Worthy?
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. There is a textbook used in this class. For details, call 302-259-6330. Instructor: Louis Allman
ENO 597 231-16 hrs, Fee $199
8 sessions, 10/16-11/8, M&W, 6-8pm

Planning for the Beach? – Saving, Investing, and Risk Protection
Learn how to save for your dream beach property location. This course allows students to calculate the amount of savings needed to maintain a desired lifestyle in the future. Topics include the power of compounding, the selection of investments based on their own risk/reward preferences, and the calculation of savings to reach a financial plan. There is a textbook used in the class. For details, call 302-259-6330. Instructor: Louis Allman
ENO 598 231-16 hrs, Fee $199
8 sessions, 11/20-12/13, M&W, 6-8pm

Where’s My Money?
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. There is a textbook used in this class. For details, call 302-259-6330. Instructor: Louis Allman
ENO 599 231-16 hrs, Fee $199
8 sessions, 9/11-10/4, M&W, 6-8pm

Money Matters

Basics of Selling on eBay
Have you ever wanted to sell on eBay but thought it was too hard? This course was designed just for you! Students will learn the basics of eBay; rules and policies, creating a seller’s account, listing preparation, photo tips, pricing, payment, and shipping. By the end of the course, you will be able to sell on eBay with ease! Tuition includes $20 material fee. Instructor: Patricia Tear
ENF 560 231-9 hrs, Fee $99
3 sessions, 10/10-10/17, T&Th, 6-9pm

Estate Planning
This introductory course will help you understand the basics of estate planning. Understand how a will, power of attorney, living will, and living trust are used to manage your affairs during life and after death. We also will introduce the concept of irrevocable trusts. Instructor: Shannon Owens
ENO 508 231-2 hrs, Fee $29
1 session, 11/1, W, 6-8pm

Get Paid to Talk: Making Money With Your Voice
Ever been told that you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce you to the growing field of voice over. Today, the range of voices hired has grown dramatically from the days of announcers. Learn what the pros look for, how to prepare, and where to find work in your area! We’ll discuss industry pros and cons and play samples from working voice professionals. In addition, you’ll have an opportunity to record a short professional script under the direction of our teacher. This class is lots of fun, realistic, and a great first step for anyone interested in the voice over field. Instructor: Voice Coaches
ENO 529 231-2.5 hrs, Fee $45
1 session, 10/18, W, 6:30-9pm

Scholarships Available!
Households with an income of $50,640 or less will have 100% of the tuition paid by a scholarship. Please call 302-259-6330 for more details.
Money Matters and Music

Investing in Real Estate
Is investing in real estate right for you? Are you thinking about becoming a landlord? This course will cover the basics of real estate investing. Topics include: flipping or long term investments, finding a loan, pricing and marketing rentals, Delaware Landlord / Tenant Code, leases and background checks, maintenance, and working with contractors. Instructor: Kenneth Feaster
ENO 206 231-9 hrs, 0.9 CEUs, Fee $99
3 sessions, 8/7-8/9, MT&W, 6-9pm

Mystery Shopping 101
Have you ever wondered whether mystery shopping is a legitimate way to make a living? This course will show you how you can actually make money by: shopping, eating out, going to the movies...all the things you normally do! You will also learn how to watch out for mystery shopping scams. The course instructor has been mystery shopping for over 10 years, and now it’s your turn! Tuition includes $20 material fee. Instructor: Patricia Tear
ENO 531 231-6 hrs, Fee $85
2 sessions, 11/9-11/16, Th, 6-9pm

Stand By Me: Mind Over Money
In this FREE introduction to Stand By Me's financial empowerment class, you will identify your personal beliefs about money, examine financial priorities, develop personal money management goals and learn how to make budgets more manageable. This class is taught through discussion, group activities, and worksheets. Please bring a writing utensil to class. Instructor: Cory Dunt
ENO 592 231-2 hrs, FREE!
1 session, 11/8, W, 6-8pm

Music

Finding Your Best Voice
Through the singing of a variety of repertoire, focused exercises, and the development of an understanding of the vocal mechanism, you will find your “Best Voice”! You will learn vocal exercises that encourage vibrant in-tune singing, and explore a variety of repertoire and vocal styles, and will have the opportunity to sing together as you grow your skills. This class is led by music guru, Dr. Marcelle Schiff, doctoral graduate from Boston University. Instructor: Marcelle Schiff
ENO 215 231-9 hrs, Fee $109
6 sessions, 9/19-10/24, T, 6:30-8pm
“Very effective teacher. Very enjoyable class and valuable. I would continue if offered.”
- Finding Your Best Voice student

Guitar for Beginners
Your musical journey starts here! Learn simplified melodies, chords, strumming, and tuning in a fun, relaxed group setting. You’ll be introduced to the basic elements of rhythm, melody, and harmony that will have you making music in no time! This class is for beginners. Please bring a guitar to class. A limited number of right-handed guitars are available for use. Students must purchase textbooks prior to class. For textbook details or to reserve a guitar, call 302-259-6330. Instructor: Debby Dudley
ENO 207 231-9 hrs, Fee $109
6 sessions, 9/11-10/16, M, 5:45-7:15pm

Just Beyond Beginning Guitar
This is the perfect class to continue from “Guitar for Beginners.” Your musical guitar journey continues to build with additional chords, melodies, and strumming patterns that will be used to play more difficult songs, melodies and chord patterns. Theory, note reading, and rhythms will continue to be reinforced and introduced in a more intermediate fashion. Please bring a guitar to class. A limited number of right-handed guitars are available for use. Students must purchase textbooks prior to class. For textbook details or to reserve a piano, call 302-259-6330. Instructor: Debby Dudley
ENO 211 231-9 hrs, Fee $109
6 sessions, 10/30-12/4, M, 5:45-7:15pm

Piano for Beginners
Have you ever wanted to try and learn to play the piano? It’s never too late to begin to learn how to play in a relaxed group setting. You’ll be introduced to the basic elements of rhythm, chords, keys, notes, and reading music! This class is for beginners. Please bring a piano/keyboard to class. A limited number of keyboards are available for use. First come, first served. Students must purchase textbook prior to class. For textbook details or to reserve a piano, call 302-259-6330. Instructor: Debby Dudley
ENO 208 231-9 hrs, Fee $109
6 sessions, 9/11-10/16, M, 7:30-9pm
“Good instructor, knows her stuff.”
- Piano for Beginners student
### Personal Enrichment

#### Music, Photography and Special Interest

**Just Beyond Beginning Keyboard**
Take your keyboard playing to the next level. If you have limited experience playing the keyboard/piano or have taken “Piano for Beginners,” this class is for you! Come join us as we continue delving into playing familiar and unfamiliar songs, chords, theory, note reading! Please bring a piano/keyboard to class. A limited number of keyboards are available for use. First come, first served. Students must purchase textbook prior to class. For textbook details or to reserve a piano, call 302-259-6330. Instructor: Debby Dudley

**ENO 217 231-9 hrs, Fee $109**
6 sessions, 10/30-12/4, M, 7:30-9pm

#### Photography

**Basic Photography**
Have fun with hands-on instruction while learning techniques that make the difference. Course will focus on developing the skills necessary to identify and produce the elements of a good photograph including basic design, composition, and lighting. Please bring your camera to class and call the instructor at 302-228-8405 with camera make and model. Tuition includes $10 material fee. Instructor: Mason Dixon

**ENA 259 231-12.5 hrs, Fee $115**
5 sessions, 9/27-10/25, W, 6-8:30pm

**Intermediate Photography**
This intermediate photography course will expand on the concepts learned in Basic Photography. Students will apply the skills learned in the basic course while continuing to learn more intermediate concepts in composition, lighting, and camera techniques. Please bring your camera to class and call the instructor at 302-228-8405 with camera make and model. Tuition includes $10 material fee. Instructor: Mason Dixon

**ENA 260 231-12.5 hrs, Fee $115**
5 sessions, 11/8-12/6, W, 6-8:30pm

#### Understanding Your Camera
This class covers everything from an introduction into digital technology to important camera settings, and how to start taking a good picture no matter what your subject. You will learn how to start controlling light, color, and atmosphere while learning the controls of your camera. Perfect for the entry level enthusiast! Please bring your camera to class and call the instructor at 302-228-8405 with camera make and model. Tuition includes $10 material fee. Instructor: Mason Dixon

**ENA 274 231-3.5 hrs, Fee $49**
1 session, 9/13, W, 6-9:30pm

**ENA 274 232-3.5 hrs, Fee $49**
1 session, 1/3/18, W, 6-9:30pm

#### Special Interest

**Basic Bicycle Maintenance**
In this basic skills class, you will gain knowledge about your bicycle’s brakes and drivetrain as well as how to fix a flat. You will be taught how to adjust and maintain the various components of the bicycle and how to identify and solve common problems. Squealing brakes, sloppy shifting, flat tires, and more will all be addressed in this class. This is a hands-on class so bring your bike to fix any existing or potential problems.

**ENO 578 231-4 hrs, Fee $39**
2 sessions, 9/7-9/14, Th, 6-8pm

**Intermediate Basic Bicycle Maintenance**
Can you fix a flat with your eyes closed and adjust your cable tension on the fly? Take the next step with Intermediate Bicycle Maintenance and learn how to overhaul wheel hubs, bottom brackets, and headsets. Become competent in replacing brake and shift cables and housing. You will also gain advanced problem solving knowledge in order to detect common issues by sight, feel, and sound far before they become major problems. This is a hands-on class so bring your bike and a set of metric hex wrenches made by a bicycle tool brand (Pedro’s, Park Tool, Birzman, etc) to class.

**ENO 230 231-4 hrs, Fee $39**
2 sessions, 9/28-10/5, Th, 6-8pm

**Chakra Awareness Workshop**
Explore the dynamics of the human energy system with focus on the emotional and psychological aspect of our chakra system. Learn how these aspects also affect our physical body. Guided meditation and interactive exercises will assist you in experiencing greater body awareness and increase connection between mind, body, and spirit. Please bring a pen and notepad or journal to class. Instructor: Amy Stewart

**ENK 205 261-4.5 hrs, Fee $49**
1 session, 11/11, S, 10am-2:30pm

#### Community Emergency Response Team (CERT) Training
This FREE two-session CERT Training class is designed to prepare you to help yourself, your family, and your neighbors in the event of a catastrophic disaster. This training covers basic skills that are important to know in a disaster when emergency services personnel are not available or not able to help everyone immediately. The class consists of training in the following areas, team organization, disaster preparedness, medical operations, fire suppression, light search and rescue, animals in disaster, terrorism, and more. You can make a difference by using the basic training you receive to save lives and protect property. CERT is a National Program. Upon completion of this course, you will receive a certificate signed by the DEMA Director and Program Manager. You will also receive a CERT Kit with helmet, vest and other emergency supplies. Registration is required.

**ENK 204 261-12 hrs, FREE!**
2 sessions, 10/6, F, 5-9pm and 10/7, S, 8am-5pm

**ENK 205 261-4.5 hrs, Fee $49**
1 session, 11/11, S, 10am-2:30pm

**Interested in Developing and Teaching a New Course?**

Workforce Development and Community Education is continually expanding its course offerings.

If you would like to propose a new class, e-mail Dustin Abshire at dabshire@dtcc.edu.

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302-259-6330 | Search classes and register online at go.dtcc.edu/workforcedevelopment
Creative Writing for Fun and Knowledge - Expanded

Fiction writers can't have all the fun. Using humor, fun word facts, famous quotes and sayings, word riddles, and Internet sources, the Creative Writing for Fun and Knowledge Expanded course will only briefly review some of the English language’s ludicrous or absurdly incongruous dichotomies. Class discussions of clear, straightforward, persuasive, coherent prose are encouraged. Steps to more concise and powerful writing techniques and powerful writing style will be included. Grammatical pitfalls such as misused words, figures of speech, common word usage errors, redundancy, exaggeration, and other malapropisms will be featured. Some fun in-class and homework writing assignments will be a chance for you to share your creativity and constructive feedback with other like-minded or would-be writers. Please bring a pencil and pen to class. Instructor: Jessica Clark

END 207 231-16 hrs, Fee $125
8 sessions, 9/13-11/1, W, 6-8pm

Firearms: Protection & Training

In this class you will learn about safe gun handling, pistol parts and operation, ammunition, shooting fundamentals, as well as how to use a firearm properly and proficiently. Firearms are not permitted on the campus. First two classroom sessions meet at DTCC. Third session involves use of live ammunition and target shooting at instructor's firing range. During the third session only, use of your own firearm/ammunition is permitted. If you do not have your own, an additional firearm/ammunition fee is required. Tuition includes $15 lab fee. Instructor: John Davis

ENO 201 231-6 hrs, Fee $79
3 sessions, 9/7, Th, 7-9pm; 9/14, Th, 7-8pm; and 9/16, 5, 9am-noon

How to Present Your Home for Sale

Are you looking for ways to promote a quick and easy home sale? Selling your home can be a stressful and daunting experience. This class will explore various ways to prepare your home to show in a way that maximizes its features and helps promote a quick and easy sale. We will also review ways to optimize photographic exposures and highlight the home’s strongest selling points. This class is ideal for realtors and sellers! Instructor: Jose Cicerale

EVD 254 231-4 hrs, 0.4 CEUs, Fee $39
2 sessions, 11/13-11/15, M&W, 6-8pm

Women’s Firearms: Protection & Training

In this class you will learn about safe gun handling, pistol parts and operation, ammunition, shooting fundamentals, as well as how to use a firearm properly and proficiently. Firearms are not permitted on the campus. First two classroom sessions meet at DTCC. Third session involves use of live ammunition and target shooting at instructor’s firing range. During the third session only, use of your own firearm/ammunition is permitted. If you do not have your own, an additional firearm/ammunition fee is required. Tuition includes $15 lab fee. Instructor: John Davis

ENW 205 231-6 hrs, Fee $79
3 sessions, 10/5, Th, 7-9pm; 10/12, Th, 7-8pm; and 10/14, 5, 9am-noon

Learn Humor Writing: Yes, You Can be Funny in Print!

An introduction to the art of adding humor to all kinds of writing. It’s a skill that can be learned! The class will cover several types of humor-writing and teach basic tips all writers and story-tellers can apply to non-fiction, fiction, essays, whatever they want to write. Learn the structure of making something funny and how comedy rules can be used. Learn how integrating humor into all kinds of writing can make the difference between flat writing and compelling, dynamic story-telling. And laugh a lot in class. Please bring a notepad and pen to class (other resources will be provided by the instructor). Class held at CAMP Rehoboth in Rehoboth Beach. Instructor: Fay Jacobs

ENO 538 271 - 3 hrs, Fee $39
1 session, 9/21, Th, 6-9pm

Learning the Law of Attraction

Take a quantum leap into learning the art and science of manifesting your dreams into reality! Learn practical skills designed to help you uncover limiting beliefs and bring your life into harmony with your heart’s desire. Please bring a pen and notepad or journal to class. Instructor: Amy Stewart

ENO 581 261-4.5 hrs, Fee $49
1 session, 10/14, 5, 10am-2:30pm

Instructor Feature:

Amy Stewart

( Learning the Law of Attraction and Chakra Awareness Workshop)

Amy Stewart, LMT is proud & honored to be the first licensed Love Yourself, Heal Your Life teacher in Delaware! Based on the philosophy of Louise Hay, Amy believes in the Divine healing wisdom and communication that is consistently occurring between mind, body, & spirit. Amy has over thirteen years of experience in the field of massage & bodywork. She enjoys a lifelong passion for metaphysics earning many certifications in Energy Medicine & Psychology of the Body. With her love of teaching and public speaking, she has been a repeated guest on several spiritual talk radio shows around the country. Amy currently teaches NCBTMB continuing education courses for bodyworkers and published author of The Living Rainbow, which was featured at the Hay House I Can Do It Conference in Baltimore. June 2014. Amy will be instructing our "Learning the Law of Attraction" and “Chakra Awareness Workshop" Personal Enrichment classes.
Mah Jongg, Beginner
Have you ever heard of Mah-Jongg, and thought it would be a fun game to learn and play with friends? In this course you will learn the rules and basic strategies to win. By the end of the course you will be playing a full game. No Mah Jongg experience or knowledge is required. Instructor: Michelle Rahn
ENO 569 201-6 hrs, Fee $39
3 sessions, 10/2-10/5, MW&Th, 10am-noon
ENO 569 202-6 hrs, Fee $39
3 sessions, 10/9-10/12, MW&Th, 10am-noon

Mah Jongg, Intermediate
Take your game to the next level! Learn instructional strategies, ability to play at a faster pace, and the betting aspect of the game while meeting and playing other players. Prerequisite: Prior experience or completion of Mah Jongg, Beginner class. Instructor: Michelle Rahn
ENO 584 201-6 hrs, Fee $35
3 sessions, 10/16-10/19, MW&Th, 10am-noon

Paranormal Investigation 101
Love paranormal TV? Want to learn the difference between what you see on TV and a real investigation? Then this course is for you! Designed for students to obtain the basic knowledge and skills needed to conduct a paranormal investigation, this course will explore: types of entities and hauntings, types of psychic experiences, history and science of parapsychology, tools and technology used in investigations, researching and planning a successful investigation, closing out an investigation with a client, and adhering to a professional investigators’ code of ethics. First three classroom sessions will meet at DTCC. Fourth session will culminate with a field trip to a historic location to gain hands-on investigation experience (optional). *Liability waiver and admittance fee may be required by the selected location. Instructor: Carol Pollio
ENO 213 231-8 hrs, Fee $89
4 sessions, 10/2-10/23, M, 7-9pm

Paranormal Investigation 102
Want to learn even more about paranormal investigation? This follow-up course will also include a hands-on investigation at a local historic location, but this time students will learn to analyze the data gathered - identifying Electronic Voice Phenomena (EVP), analyzing photographic and video evidence, and summarizing key findings for the client. Participants will use scientific principles and equipment, learning how to identify the most compelling evidence of paranormal activity vs. logically explainable phenomena (differentiating normal vs. paranormal results). Students will also learn how to use readily available software to make professional videos and presentations to share investigation results. Sessions one, three and four will meet at DTCC. The second session will consist of a field trip off-site to conduct a hands-on investigation. *Liability waiver and admittance fee may be required by the selected location. Instructor: Carol Pollio
ENO 218 231-8 hrs, Fee $89
4 sessions, 11/6-11/27, M, 7-9pm

Self-Publishing 101
Curious about self-publishing your work? This course will provide an overview of how self-publishing is changing the landscape of the publishing industry. You will learn how to edit, format, and prepare your manuscripts for publication in both digital and print editions, how to choose which platforms to sell your work, and marketing strategies including social media tools, street teams, and paid advertising. Local indie author Krista Venero will share what's worked and not worked throughout her self-publishing odyssey which has produced six novels. Prerequisite: Students must have familiarity with Microsoft Word and navigating websites. Please bring a pencil and notepad to class. Instructor: Krista Venero
ENO 590 231-10 hrs, Fee $99
5 sessions, 10/25-11/22, W, 6-8pm

Tell Your Story: First Person Writing
A first-person writing class for anyone who has a story to tell – whether it’s a major memoir, a single incident you wish to relate, a series of essays or all of the above. You’ll learn how to get started, use proven first-person story tools and stretch your story-telling skills. Writer’s Block? Here’s the cure! Whether you have stories to tell for your family, yourself, or for publication, you’ll learn to frame your tales, make them compelling and finally get your stories out of your head and onto the page.
Please bring paper and pen or laptop to class. Class held at CAMP Rehoboth in Rehoboth Beach. Instructor: Fay Jacobs
ENO 563 271 - 12 hrs, Fee $139
6 sessions, 10/10-10/26, T&Th, 2-4pm

Adobe Photoshop Introduction
Students will explore topics such as adjusting color, adding and using layers, applying filters for different effects, dodging and burning, using gradients, and cutting out sections of a picture. Intermediate-level computer skills are required. Instructor: Tom Burn
EYF 221 231-15 hrs, 1.5 CEUs, Fee $149
5 sessions, 8/29-9/12, T&Th, 6-9pm

Introduction to Computer Coding & Programming
This course will introduce you to the basics of computer coding using Python, a widely used programming language often chosen as the best learning language for those taking their first steps into the world of coding. You will learn basic terms, coding rules and concepts, and create simple to intermediate programs that will demonstrate how those concepts are applied. By the end of class, you will be able to assemble basic Python programs from scratch and be on your way to even developing your own apps and games! Please bring a small capacity USB Flash Drive (approx. 4gb) to class. Instructor: Jason Coulter
ENO 204 231-10 hrs, Fee $75
5 sessions, 9/19-10/3, T&Th, 6-8pm
Interested in flying drones commercially?
This online class will prepare you to take the new FAA Airman Knowledge Test for the Remote Pilot Certificate with a Small Unmanned Aircraft Systems (sUAS) rating. Having this certificate will allow you to participate in the commercial sector of drones in the 55 pound and under class!

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

EYF 216 2W1 - 15 hrs, 1.5 CEUs, Fee $215
10/16-11/17 – Students will be contacted prior to course start date with course log-in information.

iPad/iPhone for Beginners
Learn how to create and navigate your home screen, shortcuts and how to explore maps, e-mail, and photos. Learn about FaceTime and the app store. iPads will be available. Instructor: Linda Braswell

ENF 585 231-4 hrs, Fee $49
2 sessions, 9/18-9/25, M, 6-8pm

iPad/iPhone, Intermediate
Now that you have mastered the basics of your iPad/iPhone, it is time to examine more of what this product has to offer! Here you will learn about multitasking, notifications, and copy and paste. Instructor will also go over specific applications that will help you get things done, as well as, syncing information to your computer. iPads will be available. Instructor: Linda Braswell

ENF 587 231-4 hrs, Fee $49
2 sessions, 10/16-10/23, M, 6-8pm

Photos and the Apple iCloud
Do you have an iPhone or iPad? Are you finding the iCloud confusing? Not sure where your photos are? This class will explore the iCloud Library, Photo Sharing, Photo Stream, and how to delete photos from the cloud. Learn how to share your photos with friends and family just in time for the holidays. Instructor: Linda Braswell

ENF 207 231-4 hrs, Fee $49
2 sessions, 11/13-11/20, M, 6-8pm

Understanding iCloud for iPad/iPhone
Do you have an Apple device (iPad, iPhone or iPod Touch)? Are you confused about “the cloud?” Learn how to set up your iCloud account and what services your account provides, such as iCloud Drive. You will learn the difference between ‘syncing’ and ‘backing up’ using your iCloud account, and how to choose what to sync. Using the settings, you will learn to manage your iCloud storage to best suit your own needs. We will explore the differences in the iCloud’s photo features – iCloud Photo Library, My Photo Stream, and iCloud Photo Sharing. You will learn how to use the iCloud feature, Find My iPad/iPhone, and what to do if your device is ever lost or stolen. Instructor: Linda Braswell

ENF 202 231-2 hrs, Fee $35
1 session, 11/6, M, 6-8pm

Unmanned Aerial Vehicle (UAV) Flight School
The unmanned model quadcopter (drone) aircraft revolution is here! Attend this “crash course” to learn more about your pre-flight checklist. This remote controlled device can be equipped with a camera to provide amazing aerial videography and much more. This class will cover what you need to know for hobby/recreational use, such as proper operation, safety, rules, and equipment information. Learn more about this new technology! Come explore the wave of the future first hand! Instructor Jordan Bates holds a bachelor’s degree in aeronautics, an FAA’s ground instructor’s certificate, and a private pilot license. Instructor: Jordan Bates

ENF 215 261-4 hrs, Fee $59
1 session, 11/4, S, 1-5pm
Virtual Reality definition: “A computer-generated simulation of a three-dimensional image or environment that can be interacted with in a seemingly real or physical way by a person using special electronic equipment, such as a helmet with a screen inside or gloves fitted with sensors.” (source: Google)

Virtual Reality 101
Do you wonder what virtual reality is? In this beginner class, you will explore the new world of virtual reality through the HTC Vive. (What is HTV Vive? It is a high-end virtual reality headset developed by HTC and Valve Corporation). Upon successful completion of this course, you will be able to determine PC components suitable for virtual reality, setup the HTC Vive and play space, navigate the Steam VR software, and know how to interact with various VR software titles. All resources and access to virtual reality systems will be provided for you at class. Instructor: James Wheatley

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<td>ENF 205 231</td>
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Fitness

Golf Lessons
This course is designed to teach everything you’ll need to play golf in just a few lessons. Golf professionals will show that there are lots of ways to play by combining fun, friends and fitness. Each session will focus on the various golf skills you will use while playing. In addition to learning the basics, you will be guided onto the golf course to put your skills into action in a casual, friendly setting. Golf Clubs are available for use. If needed, call 302-259-6330 to reserve. Class held at the Rookery (South) in Milton.

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<td>10/11/19</td>
<td>4-11am</td>
<td>$155</td>
<td>6 sessions</td>
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Men’s Basketball (Ages 16 & Up)
Dribble, pass, and shoot your way to a good time. No instruction, just organized fun. Instructor: Curtis Brock

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<td>10 sessions</td>
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Mind and Body Yoga
Relieve stress and develop focus through yoga. Learn basic yoga postures, poses, and breathing techniques that are designed to ease areas of tension, improve body flexibility, balance, and increase strength. You will also practice relaxation techniques such as guided meditation, which will in enhance overall body awareness, assist in quieting the mind, refreshing the body, and creating a sense of calmness in daily life. Give yourself or someone you know the gift of relaxation! No experience necessary. Please bring yoga mat to class. Instructor: Kaila Muncy

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<td>ENR 234 232</td>
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<td>10/10/19</td>
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<td>7:30-8:30pm</td>
<td>$59</td>
<td>6 sessions</td>
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Tai Chi, Level I
This great exercise combines the use of the mind, body, and spirit into graceful and slow movements. The yang short form will be used. Instructor: Arthur (Spike) Adams

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<td>11/14/19</td>
<td>6:30-7:30pm</td>
<td>$59</td>
<td>6 sessions</td>
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Tai Chi, Level II
This is a continuation of Tai Chi Level I. Prerequisite: Students must have taken two sessions of Tai Chi, Level I class. Instructor: Arthur (Spike) Adams

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<td>6 sessions</td>
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Instructor Feature:

James Wheatley
(Virtual Reality 101)

James Wheatley is currently a mathematics teaching specialist at the University of Delaware. James currently has a masters in Educational Technology from Wilmington University and is pursuing a second masters in Coaching Teachers from University of Delaware. He received District Teacher of the Year at the Woodbridge School District for the 2014-2015 school year. An avid virtual reality enthusiast, James has experience with all forms of VR and has over 100 hours of experience with the HTC Vive. Through his company, VR Wheatley, James has demonstrated and instructed with the HTC Vive to over 500 participants. Visit www.vrwheatley.com for more information. James will be instructing our Virtual Reality 101 Personal Enrichment class.
Kids on Campus

**ARC Babysitter Training with Pediatric CPR/First Aid**  
(Ages 11-15)  
Gain skills and confidence to safely and responsibly care for children and infants through hands-on activities and lively discussions. Be able to handle emergencies such as injuries, illnesses and household accidents. This training will help participants to develop leadership skills, learn how to develop a babysitting business, keep themselves and others safe, help children behave, and learn about basic child care and basic first aid. Students will be given a handbook packed with information and full-color skill sheets, a compact emergency reference guide and an interactive CD-ROM. A certificate of completion will be mailed after class concludes. Please bring a bagged lunch to class. Instructor: Patricia Hill  
**ENU 246 261-6 hrs, Fee $45**  
2 sessions, 12/2-12/9, S, 9am-noon

**Digital Photography**  
(Ages 7-12)  
Take great photographs with your digital camera, download, edit, create, and discover just how creative you can be! Bring a digital camera, flash drive, and prepare a portfolio for friends and family. Instructor: Cassandra Gotto  
**ENU 269 261-12 hrs, Fee $99**  
4 sessions, 10/7-10/28, S, 9am-noon

**Code Power!**  
(Ages 7-13)  
Come discover and learn code! This course is designed to demystify “code” to show that anybody can learn the basics, and to broaden participation in the field of computer science. Code is awesome, as it helps nurture problem-solving skills, logic and creativity. Instructor: Samantha Sarnowski  
**ENU 246 261-6 hrs, Fee $45**  
2 sessions, 12/2-12/9, S, 9am-noon

**Graphic Designer 101**  
(Ages 7-16)  
Do you have what it takes to be a graphic artist? You will be encouraged to create your own logo and transfer your design from digital media to a wearable t-shirt! Students will learn creative and technical skills that will allow them to express themselves through graphic design. Please bring a blank t-shirts. Instructor: Kimberly Wright  
**ENU 514 261-12 hrs, Fee $99**  
4 sessions, 9/9-9/30, S, 9am-noon

**Drone Revolution!**  
(Ages 9-16)  
The Drone revolution is here! Come learn more about the DJI Phantom and other popular drones. The DJI Phantom controlled device can be equipped with a camera to provide amazing aerial shots, views and so much more. Learn about the safety, equipment needs, and how to use drones. At the end of the week you will be able to fly a drone, learn about the science behind how drones work, and see a variety of things a drone can do! Be part of the excitement of flying drones! Instructor: TJ Redefer  
**ENU 516 261-6 hrs, Fee $99**  
2 sessions, 10/7-10/14, S, 9am-noon

In support of former Gov. Markell’s STEM (Science, Technology, Engineering, and Mathematics) initiative, Delaware Technical Community College offers a wide variety of STEM camps for youth of all ages. The Delaware STEM Council was formed in 2010 to ensure Delaware’s children graduate ready to succeed in the high-wage jobs of tomorrow. The youth courses are designed to make learning fun and exciting, while encouraging students to explore careers in science, technology, engineering, and mathematics.
Hand Building Fun (Ages 4-5)
Interested in making creatures, animals, or designs out of clay? Come learn and experience hand building with clay in this fun and creative course partnered with the Rehoboth Art League. Your child will be able to bring home their design at the end of the sessions to proudly display. All class costs include the clay, glazes, and firing of artwork.
ENU 512 201-5 hrs, Fee $115
5 sessions, 10/5-11/2, Th, 10-11am

Minecraft Camp (Ages 7-13)
Come spend the morning with the popular Minecraft video game. Build worlds, solve puzzles, and create together! Students have specific goals and challenges each month, which they take on both individually and by playing together as a group. Both newcomers and experienced Minecraft players are invited to explore, learn, problem solve, and create amazing and unique worlds together! Instructor: Samantha Sarnowski
ENU 919 261-12 hrs, Fee $85
4 sessions, 10/28-11/18, S, 9am-noon

NERF Blasters (Ages 7-12)
Had so much fun at camp this summer that you want more? Come join us on Saturday mornings for Nerf Blasters! Campers will devise defense and team strategies daily to create their own NERF Dart Tag competitions. One NERF gun/arrow per person will be provided as well as safety glasses. Campers are able to bring their own supplies, but they must be approved by instructor. No class on 11/25.
Instructor: Michael Hoffa
ENU 517 261-12 hrs, Fee $99
4 sessions, 11/4-12/2, S, 9am-noon

Video Game Design (Ages 9-12)
What is more fun than playing video games? Creating your own game that you can share with the world! This camp will provide a fun look into video games and hardware design. We will use the design process to storyboard the setting, rules of play, and characters for our game. Then you will bring your ideas to life, using Scratch to illustrate and code your game. But we won’t stop there! You will develop and engineer your own customized, super cool game controller. We will bridge the digital world with the physical world by using a Makey Makey, everyday materials, and your imagination. Through participation in this camp, campers will create their own Scratch accounts, take home their own Makey Makey Invention Kit and an awesome game that he or she will be proud to have their friends and family play!
Instructor: Sandy Coleman
ENU 511 261-10 hrs, $145
2 sessions, 10/21-11/11, S, 9am-2pm

Virtual U Camp (Ages 7-12)
Endless experiences and worlds are available to you thanks to virtual reality. In this course you will create and interact with a variety of virtual environments. You will be able to tackle unique design challenges, games, and activities. Come join in on the cutting edge of technology. Instructor: Jason Coulter
ENU 291 261-12 hrs, $109
4 sessions, 9/9-9/30, S, 9am-noon
Welcome to Encore! Our former Adult Plus program is now Encore. In this era of lifelong learning, our emphasis is on consistently developing quality programs and services geared toward individuals aged 50 and older. Encore is dedicated to serving the educational, cultural, and social interests of its members through courses, trips, events, and exclusive membership benefits.

Annual membership fee of $39 entitles you to these great perks!

- Encore member-only classes covering a wide spectrum of interests including art, history, financial and retirement planning, fitness and more
- FREE Fitness Center membership
- Access to discounted educational software, such as Microsoft Office
- $10 discount on our great trips all over the mid-Atlantic
- $5 discount on our personal enrichment courses*
- FREE admission to our monthly Lunch and Learn seminars
- FREE one-time admission to Treasures of the Sea museum
- Encore members-only Book Club, FREE with membership
- Monthly newsletter via email
- Your own Delaware Tech email address

ENQ 598 201 Register Today! Call 302-259-6330 or register online at dtcc.edu/workforcedevelopment

You must be an Encore member to register for courses on pages 35-40.

* Excludes Defensive Driving and Divorcing Parent classes

Encore Book Club
As Edmund Burke said, “To read without reflecting is like eating without digesting.” Join us for a good read and a good discussion! Facilitated by our Encore members, we’ll choose both non-fiction and fiction books. We’ll have a reading plan and discussion questions for each meeting. Come join us in September to meet other Encore members! As a group, you will decide on the next month’s meeting date and the upcoming book.
Instructor: Kathleen Persinger

ENQ 841 201-1.5 hrs, FREE!
1 session, 9/13, W, 1-2:30pm

Hamilton: More than the Musical!
The hottest ticket on Broadway, and now in Chicago, is a ticket to the Tony and Pulitzer prize winning hip hop musical “Hamilton: An American Musical.” This two week, 4-hour course will stimulate discussion around the exciting life of Alexander Hamilton from his early days in the Caribbean, through the Revolutionary War, to his rise to be Secretary of the Treasury. We will pay particular attention to Hamilton’s efforts at forming the Constitution of the United States and making it work through his economic policies. Throughout each class there will, of course, be a heavy dose of music from the musical.
Instructor: Eric Mease

ENQ 509 231-4 hrs, Fee $45
2 sessions, 9/20-9/27, W, 6:30-8:30pm
Jamestowne v Plimoth: America the Beautiful

One sought religious freedom, the other gold. For decades they have been in competition for the hearts of America. This course will compare and contrast the competitive histories of Jamestowne and Plimoth from their beginnings in 1607 and 1620 respectively. Take a glance at how archaeological developments are shedding new light on both sites, and show how these different establishments created “America the Beautiful”. Instructor: Eric Mease
ENQ 230 231-4 hrs, Fee $45
2 sessions, 10/25-11/1, W, 6:30-8:30pm

Maximizing Social Security

This workshop teaches “baby boomers” how to maximize their Social Security with strategic planning for the future. Focus areas will include understanding the value of Social Security, whether or not Social Security will be there, spousal benefits/divorced/survivor, when you should apply, Social Security planning for women, couples, and more. Instructor: Carrie Dupuie
ENQ 228 231-2 hrs, Fee $29
1 session, 9/21, Th, 6-8pm

Medicare Myths and Misconceptions: What You Need to Know About Medicare

Retirement planning is complex, at best, but when you throw Medicare into the mix, it can get downright confusing. In reality, many Medicare beneficiaries find the program hard to navigate without some guidance. For example, a lot of pre-retirees think the age of eligibility has changed because of the age to collect full Social Security benefits have increased. But that’s not true. And contrary to popular belief, it’s not free. This class will teach you the myths about Medicare and help you navigate through it. Please bring paper and a pen to class. Instructor: Carrie Dupuie
ENQ 508 231-2 hrs, Fee $29
1 session, 10/26, Th, 6-8pm

Facts About Volunteering That Will Impress You

1. Teaches You New Skills
2. Helps You Stay Active
3. Can Be Therapeutic
4. Can Help Improve Social Skills
5. Can Teach You What Truly Matters
6. Helps You Make New Friends
7. Helps You Expand Your Network
8. Helps You Grow

source: lifehack.org

Retirement Planning: How to Navigate Life Before and After Retirement

Planning for retirement can be tricky; it’s full of twists, turns and not nearly enough road signs. Wouldn’t it be nice if you had a map, or maybe a checklist, for planning a successful retirement? This course is a detailed retirement planning seminar designed to educate you who are nearing retirement, or who have recently retired. Our goal is to help make you aware of the challenges in retirement and teach you suitable ways to overcome them. Instructor: Eric Johnston
ENQ 268 231-2 hrs, Fee $25
1 session, 8/29, T, 5:30-7:30pm
ENQ 268 232-2 hrs, Fee $25
1 session, 10/24, T, 5:30-7:30pm

Volunteerism 101

Volunteering not only helps the community but also is guaranteed to make a difference in your life as well through social networking, professional development and just making you feel good about yourself! In this course, an experienced volunteer specialist will give you information needed to learn ways to identify opportunities, discuss the myriad of reasons to volunteer your time for local non-profit agencies, finding your passion, as well as, ways that you can take charge of your volunteer experience to avoid the trap of “volunteer burn-out” so your volunteer experience is fun and rewarding! Instructor: Suzanne Farris
ENQ 507 201-3 hrs, Fee $29
2 sessions, 10/24-10/26, T&Th, 10-11:30am

Writing Memoirs

Create a memoir; learn how to focus your life stories and give them literary purpose. In this class, you will explore how best to tell your life story. Instructor: Judy Shandler
ENQ 819 201-8 hrs, Fee $99
4 sessions, 9/20-10/11, W, 10am-noon
Explore

**Fort Delaware State Park-Pea Patch Island**

Fort Delaware was a harbor defense facility located on Pea Patch Island on the Delaware River. Fill your day with history of 1864. Participate in self-guided tours of this “fortress” to see how Union Soldiers and Confederate prisoners lived their days. You will take a ferry ride from Delaware City to Pea Patch Island. Picnic lunch is included! Departs DTCC 8am; departs Delaware City 2pm. Refund available prior to 7/31.

ENQ 274 271-6 hrs, Fee $55
1 session, 8/31, Th, 8:30am-2pm

**Smith Island Experience - 9/9, S**

Explore Smith Island, Maryland which was discovered in 1608 by Captain John Smith. This is the state of Maryland’s only inhabited offshore island. Come joins us on the island as you will experience talking to locals, eating amazing local food while staring at wildlife all around this island. First you will experience a boat cruise that will take you to the island. Then we will have a family-style luncheon, which features some of the BEST seafood on the Eastern Shore and taste the famous Smith Island cake which is now the Official cake of Maryland. Departs DTCC at 10:30am; departs Crisfield 5pm. Refund available prior to 8/9.

ENS 726 271-Encore Members, $79
1 session, 9/9, S, 10:30am-5pm

**The Role of the U.S. in Space & Wallops Island Tour**

Bill Ayrey, employee of ILC Dover for over 40 years, will provide an overview of the role that the United States has played in the early space race. Emphasis will be placed on local history, which is rich in the various ways it has supported NASA. This includes the southern Delaware company ILC Dover, which has designed and produced all of the Apollo space suits worn on the moon. The lecture will conclude with the role Wallops Island has and continues to have in supporting the NASA space program. Join us for an unfortgettable tour the following day at Wallops Island. Lunch is included. Departs DTCC at 8am; departs Wallops Island at 3:30 PM. Refund available prior to 8/11.

Instructor: Bill Ayrey

ENQ 260 231-2 hrs, Fee $75
2 sessions, 9/11, M, 5:30-7:30pm and 9/12, T, 8am-3:30pm

**Treasures of the Sea**

Did you know that we have our own sunken sea treasure here at Delaware Tech? The Treasures of the Sea Exhibit features an amazing array of artifacts, precious jewels, and coins recovered from two Spanish galleons that sunk off the coast of Florida in 1622. Join our resident expert Susan Doering for all the historical details and to view the treasure with your own eyes! After our class and tour, enjoy lunch in our very own Lighthouse Cove! Lunch included in tuition. Refund available after 9/10.

Instructor: Susan Doering

ENQ 213 201-3 hrs, Fee $29
1 session, 10/11, W, 10am-1pm

**Dover Air Mobility Command Museum and Lunch**

Join us for a tour of the Dover Air Mobility Command Museum at the Dover Air Force Base. The tour included access to many plans! Afterwards we’ll enjoy a delicious lunch (included in tuition). Departs DTCC 9am; departs Dover 2pm. Refund available prior to 9/24.

ENQ 281 271-5 hrs, Fee $49
1 session, 10/24, T, 9am-2pm

**Poplar Island Tour – 10/31, T**

Poplar Island is one of what was once many isolated islands within the Chesapeake Bay region. Through various natural processes, these islands are being lost. The habitat offered by these remote islands has historically offered safe, relatively predator free habitat to many of the Bay’s diverse wildlife and bird species, as well as a safe harbor for the Bay’s fish and shellfish resources. Poplar Island was reduced in size from approximately 1,100 acres, as recorded in 1847, to just 5 acres in 1993. The loss of the island and its critical wildlife habitat has been reversed using clean dredged material from the Port of Baltimore’s approach channels. Come learn about the restoration of Poplar Island, explore and eat some local food on the Eastern Shore. Lunch included in tuition. Departs DTCC 9am; departs Poplar 3pm. Refund available prior to 10/9.

ENS 659 271-Encore Members, $45
1 session, 10/31, T, 9am-3pm
“How to Build a Production” at the Clear Space Theater

Did you know that there is a wonderful local theater in Rehoboth Beach, DE? Clear Space Theatre was founded in 2004 and is committed to teaching, producing, and presenting the performing arts. Come join us for a day at the beach learning “how to build a production” at the Clear Space Theater. Before we learn about the Clear Space Theater, join us at Nicola’s Pizza for lunch. Lights, Camera, Action! Departs DTCC 11am; departs Rehoboth Beach at 3pm. Refund given prior to 10/8.

ENQ 519 271-4.5 hrs, Fee $55
1 session, 11/8, W, 11am-3pm

A Farmer’s Christmas

Come to a Farmer’s Christmas at the Delaware Agriculture Museum and Village. This will be the 21st-year old-tradition of “A Farmer’s Christmas” where visitors take a look into daily life in the 1890s. The museum and village transform into a Christmas wonderland. The main building, visitors can try their hand at a variety of holiday crafts, sip hot mulled cider, listen to holiday musical performances, observe artisans demonstrate their crafts, and take a stroll down the avenue of trees. When you go outside you can hear carolers singing, a live nativity, and cookies baking in the farmhouse wood stove. After you have explored the Delaware Agriculture Museum, come join us for dinner. Departs DTCC 12pm; departs Dover at 6:30pm. Refund available prior to 11/2.

ENQ 298 271-6.5 hrs, Fee $55
1 session, 12/2, S, noon-6:30pm

First-Class Escorted Tours

Delaware Technical Community College and Accent On Travel, in conjunction with Collette Vacations, present:

Iceland, Aug. 2017

All Delaware Tech Travel Programs feature:

• Round-trip flights from Philadelphia (other city departures or air credit available)
• Round-trip transfers to the airport from Delaware Tech
• Professional English-speaking Guide while at the destinations
• Entrance fees & local guides for destination enrichment
• Educational, cultural, and fun experiences at the destinations
• First-class hotels with private baths
• Very inclusive packages – Minimal extras not included
• Local pre-travel get-togethers with fellow travelers and a professional travel consultant
• Optional travel insurance
• Local registration appointments & document pickup at Accent On Travel for those unable to attend general meetings
• Benefits spring and summer educational camps for low-income youth in Sussex County
August

**Topic: Putting it All Together: An Investment Basics Workshop**

Speaker: Jonathan Lokken

Join us for an overview of how investing works and the key components in successful investing. Stocks, bonds, commodities, and alternatives—how are they different? Let’s take a look at each and how they are best utilized. Do you want to know your investment risk tolerance level? Jonathan will show you ways to identify your risk tolerance and comfort level with investing. We will also explain why asset allocation and diversification are so important and show how different “asset allocation buckets” can help manage investment risk and market volatility. A current market analysis will also be provided, as key economic indicators are reviewed for signs of recession. Instructor: Jonathan Lokken

**ENQ 510 201-2 hrs, FREE!**
1 session, 8/16, W, 11am-1pm

September

**Topic: DuPont and the Great War**

Speaker: Lucas R. Clawson

World War I was a significant event for the DuPont Company. Soon after the war began in 1914, Britain, France, and their allies reached out to American munitions manufacturers like DuPont to help supply their growing armies. Once the United States entered the war in 1917, it looked to DuPont to supply the Armed Services with needed propellants and explosives. DuPont played a major role in the largest war the world had ever experienced. This made the company many friends, a few enemies, and launched DuPont into a new era. Come find out how in this lecture by Lucas R. Clawson. Instructor: Lucas R. Clawson

**ENQ 511 201-2 hrs, FREE!**
1 session, 9/20, W, 11am-1pm

October

**Topic: What Will Life Beyond the World of Work Look Like For Me?**

Speaker: William (Bill) Tietjen, Managing Senior Consultant, Lee Hecht Harrison of the Delaware Valley, Wilmington, DE

The notion of retirement has changed over recent decades in response to many social forces. For most, the approaching, or actual post-work period, understandably raises the core question of what’s next? It is certainly a challenging question that may seem insurmountable. Yet current professional thinking suggests that through the identification of our unique gifts and talents, and how they have energized our personal and professional lives will provide a firm foundation for informed decision making that will surprise you. Stop by for ideas that are certain to make you think! Instructor: William (Bill) Tietjen

**ENQ 512 201-2 hrs, FREE!**
1 session, 10/18, W, 11am-1pm

November

**Topic: National Cake Day is in the Month of November**

Speaker: Chef Bonnie Aronson

Join us to celebrate “National Cake Day”, which is in the month of November, as Certified Executive Chef Bonnie Aronson demonstrates methods for baking the perfect cake. Leave with lots of tips and techniques for creating both easy and elegant cakes, icings, and decorations. Understand various methods of cutting fats, sugar and calories. Learn how to safely transport your cake without crazy stress and worry! We will end the class with a nice slice of cake for dessert! Instructor: Chef Bonnie Aronson

**ENQ 513 201-2 hrs, FREE!**
1 session, 11/15, W, 11am-1pm

We invite you following the Lunch and Learn to embark on a guided tour of the Delaware Technical Community College Facilities with one of our staff members!
Using Your iPad or iPhone
Do you own an iPhone and/or an iPad? Do you want to improve your skills and knowledge on how to use it? Then this class is for you! “Using Your iPhone/iPad” is perfect for users who want to learn how to setup and use their iPhone and/or iPad in a classroom that has an easy to follow “learn-as-you-go” method of teaching. You’ll learn how to set your device up, how to work the built-in apps such as Messages, Calendar, Safari, and Mail. Plus, you’ll learn how to use your iCloud/Apple account to install apps from the App Store and Music from iTunes. Using Your iPhone/iPad is a class that will have you leaving with all your questions answered and a new level of comfort for using these great devices. Instructor: Linda Braswell

ENQ 818 231-4 hrs, Fee $49
2 sessions, 9/6-9/13, W, 5-7pm

"Excellent instructor. Excellent listener. Responded to questions with patience and clarity." - Using Your iPad or iPhone student

Senior Circuit
Ready, set, get fit! Built for the 50+ individual, this twice weekly program enables you to enhance cardiovascular endurance and muscle tone while getting fit at your own pace. The program takes you through 10-12 exercises on a rotating basis and allows you to work at your level of fitness, providing a rewarding, social environment for exercise. Class held at the YMCA in Rehoboth Beach. Please email jbotte@ymcadc.org to setup an orientation prior to the first session. Please wear sneakers and comfortable clothes to class. No class 11/23.

ENQ 941 201-6 hrs, Fee $59
6 sessions, 8/22-9/26, T, 10:30-11:30am
ENQ 941 202-6 hrs, Fee $59
6 sessions, 10/10-11/14, T, 10:30-11:30am

Instructor Feature: Kaila Muncy
(Silver Yoga)
Kaila's passion for yoga and anatomy started in high school. Deciding after 3 years to take her personal practice a step further in 2013 by enrolling in a yoga teacher training. The teacher training ignited a fire in her and a desire to pursue this passion. In the summer of 2014 she completed a weekend of SUP yoga teacher training. In 2015 becoming a licensed massage therapist. Kaila currently operates a stand up paddle board yoga business (Yogafull Roots, LLC) and part owner of Ashtanga yoga 302 in Milford. Kaila brings a joyful energy to yoga classes, teaching with an open heart and a true love for what she does. Kaila will be instructing our Silver Yoga Encore class.

Silver Yoga
This is a specialized yoga class for older adults that includes modifications for everyone. It focuses on topics such as: relaxation, flexibility, strength, balance, injury prevention, and improved memory and focus. This class is designed to encompass all learning and ability levels. It is also suitable for anyone with physical limitations, injuries, etc. Please bring yoga mat to class. Instructor: Kaila Muncy

ENQ 232 201-6 hrs, Fee $59
6 sessions, 8/22-9/26, T, 10:30-11:30am
ENQ 232 202-6 hrs, Fee $59
6 sessions, 10/10-11/14, T, 10:30-11:30am

LOOKING FOR MORE GREAT CLASSES?
Check out our Personal Enrichment courses on pages 23-32.

Encore members get a discount!

Gift Certificates
Do you have a birthday, anniversary or special gift occasion coming up?
A class makes a great gift!

Call 302-259-6330 for details on how to give a gift certificate.
Explore the World With Road Scholar and Delaware Technical Community College

Road Scholar, the not-for-profit leader in educational travel since 1975, offers 5,500 educational tours in all 50 states and 150 countries for adults ages 40 plus. Alongside local and renowned experts, experience in-depth and behind-the-scenes learning opportunities. Road Scholar inspires adults to learn, discover, and travel.

Delaware Technical Community College partners with Road Scholar to provide programs in Rehoboth Beach, Bethany Beach, Newark, and Wilmington, as well as Ocean City, MD. Attendees come in from around the country. While you can register for programs all over the world, we invite you to especially check out our local educational adventures organized by Workforce Development and Community Education, which are coming up:

The du Ponts of Delaware: Landscapes and Legacies (5 night program)
One of the most prominent and wealthy families in America, the du Ponts are also one of the most private and elusive. From their noble origins in France to the humble beginnings of their gunpowder mill along the banks of the Brandywine River, learn how the family built an industrial empire headquartered in Wilmington dedicated to innovations in chemistry and engineering. Take field trips to luxurious mansions and beautiful gardens owned by the family and hear from experts who reveal the personalities behind a household name that has influenced the course of American history. (Wilmington, DE)
Dates: 10/22-10/27  
12/10-12/15
Double Occupancy: $1,179  Single Occupancy: $1,427

Delaware Coastal Exploration: A Hiking, Biking and Paddling Adventure (5 night program)
Discover the rich history and natural gifts of the Delaware shoreline and coastal ecosystem as you hike, bike and paddle your way to fun and fellowship. Pedal beside ponds where the calls of migrating birds complement expert instruction on Delmarva landscapes and natural history. Learn the history of the watershed through informative kayak excursions with local experts on tranquil rivers and bays. When you’re not on the trail or water, experience the savory side of Delaware. Learn the finer points of local brews at a beer tasting, enjoy delicious coastal cuisine and experience scenic waterways while you relax on a sunset study cruise. (Rehoboth Beach, DE)
Dates: 08/27-09/1  
09/17-09/22
Double Occupancy: $999  Single Occupancy: $1,324

Watercolor at the Beach (5 night program)
Take your watercolor painting to the next level, joining nationally known artist Nancy Ellen Thompson for encouraging instruction in the techniques of watercolor. Whether you are new to the medium or an experienced painter, be assured that you will discover a new — or renewed — passion for watercolor painting in the settings of natural beauty. (Ocean City, MD)
Dates: 10/15-10/20
Double Occupancy: $899  Single Occupancy: $1,099

For more information, visit Road Scholar’s website at roadscholar.org or call 1-877-426-8056. Details on the local programs listed above can be discussed with Jillian Whitney by calling 302-259-6342.
Delaware on the Front Lines: Military and Maritime History, Plus Women Spies (3 night program)

Delaware has been a strategic point of military defense for the United States since the country’s very beginnings — from the American Revolution to World War II and beyond. Take a fresh look into the military history of “The First State” as historians and military experts share their insight into the military intelligence and espionage during the Revolutionary War, the role that Delaware played during the Civil War, and the threat posed by German U-boats along the coast of Lewes during WWII. Consider the roles played by female spies during each of these conflicts, and learn how their efforts contributed to the politics and outcomes of each war. (Rehoboth Beach, DE)

Dates: 10/9-10/12
Double Occupancy: $599   Single Occupancy: $734

The Golden Age of American Musicals (4 night program)

Journey from the 1920s to the 1950s to experience the “Golden Age” for American music and musicals. The Brothers Gershwin and Fred Astaire created many unforgettable Broadway shows and musicals. The American Musical was evolving into a genre that would capture the world’s admiration and attention as is exemplified by the timeless “My Fair Lady.” Trace the history of musical theatre from burlesque to the vast changes following “West Side Story.” Experience the highlights of this glorious time while relaxing by the lovely Delaware seaside! (Bethany Beach, DE)

Dates: 09/10-09/14
11/5-11/09
Double Occupancy: $799   Single Occupancy: $1,017

Art Discoveries in Delaware and the Brandywine Valley (5 night program)

The Brandywine Valley is a verdant and peaceful landscape — but on this extraordinary learning adventure, it merely serves as a backdrop for Delaware’s fascinating museums which showcase a treasure trove of art from different schools and eras. Examine the realism masterpieces of Andrew Wyeth, analyze the elegant illustrations of Howard Pyle, survey antique furniture and historic architecture, and marvel at vibrant contemporary art. Benefit from the unique insights of art historians and local experts as you explore these sublime galleries and exhibits. (Wilmington, DE)

Dates: 09/10-09/15
10/01-10/6
Double Occupancy: $1,099   Single Occupancy: $1,399

Delaware History River to Bay: New Castle, Dover, Rehoboth, Lewes (5 night program)

Delaware is a small state that packs in a lot of history. Discover the First State's colonial and maritime roots as you travel from the north along the Delaware River to the capital of Dover and out to the bay. Stroll with historical interpreters through colonial seaside towns, learn about the region’s Swedish and Dutch heritage, marvel at centuries-old lighthouses and hear tales of shipwrecks. (Wilmington and Rehoboth Beach, DE)

Dates: 09/23-09/23
10/14-10/19
Double Occupancy: $1,099   Single Occupancy: $1,414

We look forward to welcoming you on your next adventure!
Travel with Delaware Tech

DON'T RISK DISAPPOINTMENT.
REGISTER FOR TRIPS EARLY!

Refunds for trips are as noted.

PLEASE NOTE:
Trips will depart from Delaware Tech, Stephen J. Betze Library parking lot and meals are independent unless otherwise noted.

TRIP DISCLAIMER:
Delaware Tech is not responsible for any loss, cost, injury, expense or damage to you or your property incurred in connection with any trip. We suggest you do not leave personal belongings aboard the bus while you are touring your destination. The College assumes no responsibility for loss or damage.

We send e-mail reminders for upcoming trips.
Be sure to give your e-mail address when you register!

Chesapeake Bay Balloon and Wine Festival – 8/6, Su
Come join us for an adventure at the Chesapeake Bay Balloon and Wine Festival. Bring your blanket or chair and enjoy the scenery of balloons in the air, entertainment, food, and wine! Bus departs DTCC at 1pm; departs Cordova, MD at 7pm. Refund available prior to 7/6.
ENS 653 271-Encore Members, $55
ENS 654 271-General Public, $65

Labor Day Celebration with Mid-Atlantic Symphony and Fireworks – 9/2, S
The Mid-Atlantic Symphony Orchestra looks “to enrich life throughout the mid-atlantic region through the power of classical music.” The MSO, under the direction of Maestro Julien Benichou, will perform for an evening under the stars, including a pre-performance conversation with the artists. After the performance, enjoy a fireworks display to celebrate the ending of our 10th season. So come on out and bring your lawn chair and picnic dinner for a fun-filled evening! Bus departs DTCC at 5pm; departs Selbyville at 9pm. Refund available prior to 8/2.
ENS 663 271-Encore Members, $25
ENS 664 271-General Public, $35

Mount Vernon – 9/6, W
Mount Vernon was the home of George and Martha Washington from the time of their marriage in 1759 until the time of their deaths in 1799 and 1802. Their plantation is 8,000 acres, and the mansion has twenty-one rooms. Guests are invited to tour the mansion and estate, which includes more than a dozen outbuildings. There are also four gardens, a forest trail, and a four-acre working farm. Guests will also have the opportunity to take the tour called Through My Eyes and the Mansion House as well. We will be enjoying a lunch at Mount Vernon. Bus departs DTCC at 8am; departs Mount Vernon at 3:30pm. Refund available prior to 9/6.
ENS 762 271-Encore Members, $109
ENS 763 271-General Public, $119

Chesapeake Bay Bridge and Tunnel: The Eighth Wonder of the World – 9/7, Th
LAST CHANGE! A once in a lifetime opportunity to tour and learn how the Chesapeake Bay Bridge and Tunnel was made. You will take a guided tour, on all 5 levels of the bridge in an exclusive behind the scenes tour of the design and operation of the bridge and tunnel. You will then have lunch at the restaurant that looks out to the Chesapeake Bay. Come see the beautiful wildlife and man-made islands, and learn about the history and operation of one of the most fascinating bridges and tunnels in America. Bus departs DTCC at 8am; departs Virginia at 3:30pm. Refund available prior to 8/7.
ENS 228 271-Encore Members, $89
ENS 231 271-General Public, $99

Smith Island Experience - 9/9, S
Explore Smith Island, Maryland which was discovered in 1608 by Captain John Smith. This is the state of Maryland’s only inhabited offshore island. Come joins us on the island as you will experience talking to locals, eating amazing local food while staring at wildlife all around this island. First you will experience a boat cruise that will take you to the island. Then we will have a family-style luncheon, which features some of the BEST seafood on the Eastern Shore and taste the famous Smith Island cake which is now the Official cake of Maryland. Bus departs DTCC at 10:30am; departs Crisfield at 5pm. Refund available prior to 8/9.
ENS 726 271-Encore Members, $79
ENS 725 271-General Public, $89

Wish To Support Delaware Tech Summer Camps while Traveling and Having Fun?
For more details see page 47 or visit accentontravel.us/dtcc/html
Travel and Culture

Trips

Holocaust Memorial Museum - 10/7, S
Join us for a deeper understanding on the Holocaust. The United States Holocaust Memorial Museum is the United States’ official memorial to the Holocaust. It provides documentation, study, and interpretation of the Holocaust history. This collection contains more than 12,750 artifacts, 49 million pages of archival documents, 80,000 historical photographs, 200,000 registered survivors, 1,000 hours of archival footage, 84,000 library items, and 9,000 oral history testimonies. Bus departs DTCC at 8am; departs Washington DC at 3pm. Refund available prior to 9/7.
ENS 595 271 - Encore Members, $59  
ENS 545 271 - General Public, $ 69

Smithsonian – 10/7, S
The day is yours to stroll through the eight museums located on the National Mall between the Washington Monument and the Capitol. Independent lunch. No food or drink may be brought into the museums. Bus departs DTCC at 8am; departs DC at 3:30pm. Refund available prior to 9/7.
ENS 248 271-Encore Members, $39  
ENS 247 271-General Public, $49

Autumn Leaf Special – 10/18, W
Surround yourself with the beauty and splendor of Autumn during the most colorful time of the year. Join us for a 1 1/2 hour round trip train to Mt. Cuba Picnic Grove. Stop for a delicious boxed lunch (included in tuition) and enjoy the scenery surrounding you. Bring your camera and behold the best that the Red Clay Valley has to offer. Bus departs DTCC at 9:30am; departs Wilmington at 2:30pm. Refund available prior to 9/18.
ENS 702 271-Encore Members, $55  
ENS 703 271-General Public, $65

Bay Lighthouse Cruise – 10/21, S
Join us for an adventure narrated by a historically attired Lighthouse Keeper. See three lighthouses while hearing about the life and times of the keepers and the history of these Chesapeake Bay icons. Lunch included in tuition. Once we arrive back at dock, guests will have a short time to explore Annapolis, MD. Lunch included in tuition. Bus departs DTCC at 8am; departs Annapolis at 4pm. Refund available prior to 10/6.
ENS 651 271-Encore Members, $99  
ENS 652 271-General Public, $109

A Day in Philadelphia – 10/28, S
Enjoy an independent day in the historical area of Philadelphia. See Independence Hall, the Liberty Bell, or whatever you choose! There’s so much history within walking distance; it’s perfect for a day of Independence! Bus departs DTCC at 8am; departs Philadelphia at 3:30pm. Refund available prior to 9/28.
ENS 614 271-Encore Members, $35  
ENS 615 271-General Public, $45

Eastern State Penitentiary and Reading Market Terminal - 10/28, S
First tour one of the most famous prisons in the world, often called the first true “penitentiary”, designed to inspire true regret in the hearts of convicts. It’s now crumbling cells once held notorious criminals including “Slick Willie” Sutton and Al Capone. After our tour, head over to the Reading Terminal Market for a late lunch. Everything you need to create a memorable meal, from cookbooks, to table linens, to kitchen ware, to fresh flowers, and more. One of the widest variety of restaurants under one roof. Independent lunch. Bus departs DTCC at 8am; departs Philadelphia at 3pm. Refund available prior to 9/28.
ENS 616 271-Encore Members, $55  
ENS 617 271-General Public, $65

Poplar Island Tour – 10/31, T
Poplar Island is one of what was once many isolated islands within the Chesapeake Bay region. Through various natural processes, these islands are being lost. The habitat offered by these remote islands has historically offered safe, relatively predator free habitat to many of the Bay’s diverse wildlife and bird species, as well as a safe harbor for the Bay’s fish and shellfish resources. Poplar Island was reduced in size from approximately 1,100 acres, as recorded in 1847, to just 5 acres in 1993. The loss of the island and its critical wildlife habitat has been reversed using clean dredged material from the Port of Baltimore’s approach channels. Come learn about the restoration of Poplar Island, explore and eat some local food on the Eastern Shore. Lunch included in tuition. Bus departs DTCC at 9am; departs Poplar at 3pm. Refund available prior to 10/6.
ENS 659 271-Encore Members, $45  
ENS 660 271-General Public, $55

Interested In Hosting A Trip?
Please call 302-259-6366 for more details.
Trips

Colonial Williamsburg – 11/4, S
Williamsburg: The capital of the Virginia Colony from 1699 to 1780. This was the birthplace of ideals that shaped America. Stomping grounds of Founding Fathers, British loyalists, ordinary citizens, servants, and slaves. Once we arrive you will have the time to explore on your own and eat an independent lunch. In the afternoon, we will have a guided tour where stories will be told and lives will be shared. Come join us on the beginnings of how the United States was formed. Bus departs DTCC at 6am; departs Williamsburg at 5pm. Refund available prior to 10/4.
ENS 661 271- Encore Members, $139
ENS 662 271-General Public, $149

Coach & Stroll with United States Naval Academy - 11/9, Th
Tour the Maryland State House then see the sights of Annapolis from the comfort of your motor coach followed by a walking tour of the United States Naval Academy. Come learn about the history of the naval academy and Annapolis, Maryland! Bus departs DTCC at 9am; departs Annapolis at 4:30pm. Refund available prior to 10/9.
ENS 649 271-Encore Members, $79
ENS 650 271-General Public, $89

National Cryptologic Museum-11/14, T
The National Cryptologic Museum is the National Security Agency’s principal gateway to the public. It shares the Nation’s, as well as NSA’s, cryptologic legacy and place in world history. You will catch a glimpse of some of the most dramatic moments in the history of American cryptology: the people who devoted their lives to cryptography and national defense, the machines and devices they developed, the techniques they used, and the places where they worked. Come join us for a spy adventure and lunch afterwards. (Lunch included in tuition). Bus departs DTCC at 8am; departs Annapolis 2pm. Refund available prior to 10/14.
ENS 665 271-Encore Members, $39
ENS 666 271-General Public, $49

Yuletide at Winterthur – 11/20, M
Founded by Henry Francis DuPont, Winterthur (pronounced “winter-tour”) is the premier museum of American decorative arts, reflecting both early America and the DuPont family’s life here. Its 60-acre naturalistic garden is among the country’s best, and its research library serves scholars from around the world. We invite you to visit and explore this place of beauty, history, and learning and enjoy a special reserved tour of the house and grounds. Lunch provided at a local restaurant. Bus departs DTCC at 8am; departs Wilmington at 3pm. Refund available prior to 10/20.
ENS 269 271- Encore Members, $59
ENS 268 271- General Public, $69

Yuletide at Winterthur – 11/20, M
Founded by Henry Francis DuPont, Winterthur (pronounced “winter-tour”) is the premier museum of American decorative arts, reflecting both early America and the DuPont family’s life here. Its 60-acre naturalistic garden is among the country’s best, and its research library serves scholars from around the world. We invite you to visit and explore this place of beauty, history, and learning and enjoy a special reserved tour of the house and grounds. Lunch provided at a local restaurant. Bus departs DTCC at 8am; departs Wilmington at 3pm. Refund available prior to 10/20.
ENS 269 271- Encore Members, $59
ENS 268 271- General Public, $69

Kitchen Kettle Village Christmas - 12/1, F
Come and enjoy the beautiful lights of the villages as you shop. It’s the perfect time to explore the shops, succumb to the temptation of our tantalizing fare, or warm up with a steamy drink from the Roasted Roosters. Discover abundant shopping filled with music boxes, authentic Amish quilts, and homemade Lancaster County food, fresh baked goods, and tasty canned goods. Come start off the holidays in Lancaster County- a great place to come home each year. Join us for a wonderland of shopping, excitement and a tasty lunch! Bus departs DTCC at 9am; departs Intercourse, PA at 3pm. Refund available prior to 11/1.
ENS 912 271-Encore Members, $99
ENS 537 271-General Public, $109

The Lion King at the Hippodrome – 12/2, S
Come experience the stunning artistry, unforgettable music, and the exhilarating choreography of Disney’s The Lion King. Now is the time to join the circle of life at Broadway’s award-winning BEST MUSICAL. The Lion King is the story of a young lion prince living in the flourishing African Pride Lands. Born into the royal family, precious cub Simba spends his days exploring the sprawling savanna grasslands and idolizing his kingly father, Mufasa, while youthfully shirking the responsibility his position in life requires. When an unthinkable tragedy, orchestrated by Simba’s wicked uncle, Scar, takes his father’s life, Simba flees the Pride Lands, leaving his loss and the life he knew behind. Eventually companionship by two hilarious and unlikely friends, Simba starts anew. But when weight of responsibility and a desperate plea from the now ravaged Pride Lands come to find the adult prince, Simba must take on a formidable enemy, and fulfill his destiny to be king. A vibrant and exciting tale from the great creatives at Disney, The Lion King is a story of love and redemption that nobody should miss. Independent Dinner. Bus departs DTCC at 9am; departs Baltimore at 5pm. Refund available prior to 11/2.
ENS 760 271-Encore Members, $155
ENS 766 271-General Public, $165
LEAVING FROM GEORGETOWN

A Day in New York - 12/9, S
Spend a day in Manhattan doing whatever you choose! Maps will be distributed. Please confirm trip prior to purchasing Broadway tickets. Drop-off and pick-up location will be Rockefeller Center (45 Rockefeller Plaza). Bus departs Lewes at 7am; departs NY at 6:30pm. Refund available prior to 11/9.
ENS 245 271-Encore Members,$75
ENS 244 271-General Public, $85

Radio City Christmas - 12/9, S
Christmas spectacular featuring the Rockettes with independent meals and time to sightsee or shop in Manhattan. Includes transportation and great seats! Bus departs DTCC at 7am; departs NY at 6:30pm. Need payment by Aug. 1st.
ENS 278 271-Encore Members, $165
ENS 277 271-General Public, $175

LEAVING FROM LEWES

A Day in New York - 12/9, S
Spend a day in Manhattan doing whatever you choose! Maps will be distributed. Please confirm trip prior to purchasing Broadway tickets. Drop-off and pick-up location will be Rockefeller Center (45 Rockefeller Plaza). Bus departs Lewes at 7am; departs NY at 6:30pm. Refund available prior to 11/9.
ENS 245 272-Encore Members,$75
ENS 244 272-General Public, $85

Radio City Christmas- 12/9, S
Christmas spectacular featuring the Rockettes with independent meals and time to sightsee or shop in Manhattan. Includes transportation and great seats! Bus departs DTCC at 7am; departs NY at 6:30pm. Need payment by Aug. 1st.
ENS 278 272-Encore Members, $165
ENS 277 272-General Public, $175

Christmas on the Potomac – 12/10, S
Come join us for a spectacular wonderland with Christmas on the Potomac at the Gaylord National Resort. With over two million lights in this magical adventure, you are transported to a land of snow falling, sounds and songs of Christmas, with a delicious lunch to feast. There are also ice slides and sculptures to see in this magical place. You can also stroll along the National Harbor and take in all the lights and holiday spirit! Dinner and ticket included. Bus departs DTCC at 9am; departs Baltimore at 6pm. Refund available prior to 11/4.
ENS 764 271-Encore Members, $129
ENS 765 271-General Public, $139

Longwood Gardens Christmas – 12/12, T
Christmas blooms with tall, elegantly-decorated trees and thousands of poinsettias, amaryllis, cyclamen, and much more. Stroll through the Conservatory, the Ballroom, the Music Room, the Organ Museum, and the Living Wall. Have an enjoyable dinner (included in tuition) at the café overlooking the lights. Bus departs DTCC at 1pm; departs PA at 8pm. Refund available prior to 11/12.
ENS 944 271-Encore Members, $65
ENS 970 271-General Public, $75

Inner Harbor – 12/2, S
A fun day on your own to sightsee, shop, visit the National Aquarium, Science Center, or Port Discovery. Tickets for the aquarium should be pre-purchased online after confirming the trip. Bus departs DTCC at 9am; departs Baltimore at 4:30pm. Refund available prior to 11/2.
ENS 233 271-Encore Members, $45
ENS 232 271-General Public, $55

Ocean City Christmas – 12/14, Th
Winterfest of Lights is a beautiful display of Christmas lights on Ocean City’s Northside Park. Catch the spirit on this train ride! But first, join us for tea in a lovely Victorian oceanfront hotel followed by a delicious dinner. Cost includes transportation, park admission, tea, and dinner. Bus departs DTCC at 3pm; departs Ocean City at 7pm. Refund available prior to 11/14.
ENS 275 271-Encore Members, $55
ENS 274 271-General Public, $65

Miracle on 34th Street at the Clear Space Theatre Company - 12/3, Su
Book, Music, and Lyrics by Meredith Wilson
Based on the movie of the same name.
Single mother, Doris Walker, doesn’t want her six-year old daughter Susan’s head filled with romantic notions. Their neighbor Fred Gailey tries to woo Doris by charming Susan and taking her to see Santa Claus at Macy’s, where Doris works. Doris is not impressed -but when it turns out Macy’s Santa may in fact be the real Kris Kringle, a wave of love spreads across New York City that melts even the most cynical hearts. Come join us for a matinee of this beloved holiday performance. Bus departs DTCC at 2pm; departs Rehoboth Beach at 5:30pm. Refund available prior to 11/3.
ENS 655 271-Encore Members, $59
ENS 656 271-General Public, $69
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Learn more about these programs and how to register during our Open House.

Open House
November 16, 5-7 pm, Owens Campus
21179 College Drive, Georgetown, DE 19947
For more than 40 years, Delaware Technical Community College has been a leader in providing real world, real time training and education that meets the needs of today’s businesses. The Workforce Development and Community Education Division at Delaware Tech customizes training for business and industry that is high quality and results oriented. Our strengths and extensive experience in working with local, regional and international businesses uniquely position us to meet your specific training needs.

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Our Mission: The Workforce Development and Community Education Division 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. For information on all of our programs, call 302-259-6330.

Cancellation of Classes: Classes will be cancelled if a minimum number of full-paying students have not registered.

Enrollment Policy: You are enrolled upon receipt of payment, provided there is space in the class. You will be contacted if there is a problem.

Refund Policy: For a full refund, you must contact the Workforce Development and Community Education office at least 72 hours before the first session. Withdrawals within the first week receive a 75% refund. Refunds are not given for classes that have three or fewer sessions, with the exception of the above 72-hour refund request. Please note that there are some courses with different refund policies.

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 may 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: To obtain information about the delay or cancellation of day, evening or weekend classes, see announcements on: • www.facebook.com/dtccowens • www.dtcc.edu • 302-259-6000 • WBOC-TV

FERPA: FERPA was enacted to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Among other things, FERPA gives students the right to file complaints with the United States Department of Education concerning alleged failures by the educational institution to comply with the Act.
Registration

Registration for non-credit courses is continuous throughout the year and is accepted on a first come, first served basis. Please complete this form to register by mail or fax.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Beginning Date</th>
<th>Cost</th>
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Date ____________________________  SS# __________ - _______ - __________  Birth Date _____/_____/_____

Name (last, first, middle initial) ___________________________________________________________________________________

Address _______________________________________________________________________________________________________

City ____________________________  State ____________________  Zip __________________________

Phone (day) ____________________________  (evening) __________________________  (cell) __________________________

E-mail Address ________________________________________  Male ☐  Female ☐

Would you like to receive information regarding courses via e-mail?  Yes ☐  No ☐

Encore Membership: ☐ Membership $39

Register

There are five easy ways to register: online, phone, fax, by person or by mail.

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<tr>
<th>Source of payment:</th>
<th>Self ☐  Employer ☐  Other ☐</th>
</tr>
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</table>

Check payable to DTCC  Check #_________________________  Bank __________________________

Credit Card  ☐ Visa  ☐ Discover  ☐ Mastercard

Card # ____________________________  Verification # __________________________  Exp. Date ________/_______

Name as it appears on credit card ______________________________________________________________________________________

Billing address if different than above:

Address _______________________________________________________________________________________________________

City ____________________________  State ____________________  Zip __________________________

Faxing and mailing requires a printed form. No seats are reserved unless the forms include payment information.

Payment

We accept Visa, Master Card or Discover credit and debit cards. Cash accepted for in person registration only.

NOTE: The information requested below is optional and will be used for statistical purposes only.

Ethnic Origin: ☐ African-American  ☐ Asian/Pacific Islander  ☐ Caucasian  ☐ Hispanic/Latino  ☐ Native American/Alaskan  ☐ Other

For internal use only:

Rec’d by:  ☐ Mail  ☐ In Person  ☐ Fax  ☐ Phone

Employee Proc Form: _____________

Employee Proc Date: _________________________________  SS# ___________-________-___________  Birth Date ______/______/______

Name (last, first, middle initial) ______________________________________________________________________________________

Address _______________________________________________________________________________________________________

Phone (day) ____________________________  (evening) __________________________  (cell) __________________________

E-mail Address ________________________________________  Male ☐  Female ☐

Would you like to receive information regarding courses via e-mail?  Yes ☐  No ☐

Encore Membership: ☐ Membership $39
Come join us for Southern Delaware’s Premier Cycling Event!
Tour de Sussex

September 23, 2017
tourdesussex.com

Delaware Technical Community College | Owens Campus | Georgetown, DE