Delaware Technical Community College • Jack F. Owens Campus • Georgetown, Delaware

WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

CONTINUING EDUCATION

Build Your Career. Enrich Your Life.

DELAWARE TECH

go.dtcc.edu/workforcedevelopment

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Professional Development
Social Media
Technical Training
Personal Enrichment

JULY - DECEMBER 2020
Learning for Life

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, director, Workforce Development and Community Education

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Build Your Professional Skills

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<td>8:30 a.m. - 4 p.m.</td>
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<td>Registration</td>
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Abbreviation Legend

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Information presented in this bulletin is complete and accurate at the time of printing.
### WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

#### Professional Development

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**Financial Assistance Available through various organizations.**
For a complete listing and details, see page 5.
Business and Careers

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.

EYD 212 2BI - 36 hrs, 3.6 CEUs, Fee $599
12 sessions, 9/10-11/26, T, 6-9pm

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. Instructor: Celine Stuart

EYD 247 2BI - 36 hrs, 3.6 CEUs, Fee $599
12 sessions, 9/9-11/25, M, 5:30-8:30pm

QuickBooks
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’s inventory, ledger, payroll setup and processing, invoice for services, credit card purchases and reconciliations, process payments, work with bank reconciliations, enter and pay bills and the creation of monthly financial report packaging including balance sheets, income statements and monthly financial reports. Be prepared to take the National Quickbook exam the last night of class. Textbook available in the college bookstore. No class 11/28.

EYF 245 2BI - 36 hrs, 3.6 CEUs, Fee $599
12 sessions, 9/12-12/5, R, 6-9pm

Spanish I
Learn practical conversational skills to communicate effectively at your work or in other situations. Basic grammar, vocabulary, and common phrases covered. Textbook available in the college bookstore. Instructors: Karen Hurley and Angelica Cristancho

EYD 271 231 - 12 hrs, 1.2 CEUs, Fee $129
6 sessions, 7/10-8/14, W, 6-8 pm
EYD 271 231 - 12 hrs, 1.2 CEUs, Fee $129
6 sessions, 9/25-10/30, W, 5:30-7:30pm

Spanish II
Increase your knowledge of Spanish. Continue to focus on improving vocabulary for use in day to day situations; continue to develop verbal ability. Textbook available in the college bookstore.

EYD 272 231 - 12 hrs, 1.2 CEUs, Fee $129
6 sessions, 8/21-9/26, W, 6-8pm
EYD 272 232 - 12 hrs, 1.2 CEUs, Fee $129
6 sessions, 11/13-12/18, W, 5:30-7:30pm

Forklift Operation/Safety Certification Training Program
Designed to meet OSHA standards by providing you with the safety and operational knowledge as well as the skills required to operate a forklift safely. You will be required to capably operate a forklift and demonstrate practical operational skills. Instructor: Frank Walker

EYP 203 261 - 4 hrs, .4 CEUs, Fee $149
1 session, 9/21, S, 9am-1pm
EYP 203 262 - 4 hrs, .4 CEUs, Fee $149
1 session, 11/2, S, 9am-1pm

Security Guard Exam
This exam is required by the State of Delaware for all current security guards and new hires. Students will be required to pass with a minimum of 75% to receive certification. This test must be taken every five years to maintain licensure. Must bring a driver’s license and your training certificate.

TND 358 201-204 – 2 hrs, Fee $49
Exams are administered from 2:30-4:30pm on specific Wednesdays:
7/17 • 8/14 • 9/11 • 10/9 • 11/6 • 12/4
TND 358 231-235 – 2 hrs, Fee $49
Exams are administered from 6-8pm on specific Wednesdays:
7/31 • 8/28 • 9/25 • 10/23 • 11/20 • 12/18

A Professional Development course is important because it ensures you continue to be competent in your profession. Our courses are developed to benefit the individual, their profession, and their employer. Do not underestimate the importance of professional development courses! Sign up and get ahead today!
Child Care

Training for Early Care and Education I (TECE I)

Learn the core competencies needed in the field of early care and education. Students will develop essential knowledge, skills and aptitudes that can enhance young children's development in early education settings. This course is approved through childcare licensing in Delaware and the hours can be applied toward relicensure. This is a hybrid course with both classroom and online instruction. Training manual included in fee. Please note: Division of Child Care Licensing now requires a high school diploma or GED in order to register.

EYD 334 231 – 66 hrs, 6.6 CEU's, Fee $299
Please call (302) 259-6368 for information regarding dates and times.

Training for Early Care and Education II (TECE II)
The Advanced Core Curriculum (Level II) has 12 modules within 66 hours of child care training. Each training module has specific objectives that describe essential knowledge, skills and aptitudes within each topic area of the advanced core curriculum in early care and education. This course is approved through childcare licensing in Delaware and the hours can be applied toward relicensure. This is a hybrid course with both classroom and online instruction. Training manual included in fee. Please note: Division of Child Care and Licensing now requires a high school diploma or GED in order to register.

EYD 335 231 – 66 hrs, 6.6 CEU's, Fee $299
Please call (302) 259-6368 for information regarding dates and times.

Computers

Adobe Lightroom

Enhance skills you learned in Adobe Lightroom by taking this next course. There is so much that you can do with Adobe Lightroom to increase the quality of a picture. You will learn advanced skills from the basic course using Adobe Lightroom to take their photography to the next level.

Instructor: Staff

ENF 233 231 - 8 hrs, Fee $89
4 sessions, 10/2-10/23, W, 6-8pm

Adobe Photoshop Introduction

Explore topics such as adjusting color, adding and using layers, selection tools, applying filters for different effects, and masking out sections of a picture. Intermediate-level computer skills are required. Please bring a 4GB flash drive to class.

Instructor: Tom Burn

EYF 221 231 - 15 hrs, 1.5 CEUs, Fee $169
5 sessions, 9/24-10/8, T&R, 6-9pm

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 in addition to word processing skills.

Instructor: June McGroary

EYF 541 231 - 12 hrs, 1.2 CEUs, Fee $159
4 sessions, 6/26-7/2, MTW&R, 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 2016, performing calculations, modifying a worksheet, formatting a worksheet, printing workbooks, and managing workbooks. Textbook included in tuition and will be available the first night of class.

Prerequisite: Students must have basic computer skills in addition to word processing skills.

Instructor: June McGroary

EYF 825 231 - 12 hrs, 1.2 CEUs, Fee $169
4 sessions, 6/17-6/20, MTW&R, 6-9pm

EYF 825 231 - 12 hrs, 1.2 CEUs, Fee $169
4 sessions, 9/23-9/26, MTW&R, 6-9pm

Microsoft Excel Level II

This course builds upon Excel Level I and will help you create more advanced workbooks and worksheets. It also enhances your understanding regarding how to analyze data and extract information. The course covers the following topics: customizing the Excel environment, creating advanced formulas, analyzing data by using functions and conditional formatting, organizing and analyzing datasets and tables, visualizing data by using basic charts, analyzing data by using Pivot Tables, slicers, and Pivot Charts. Textbook included in tuition and will be available the first night of class.

Prerequisite: Students must have basic computer skills in addition to word processing skills.

Course runs, 7/17, 7/18, 7/22, 7/23 Instructor: June McGroary

EYF 826 231 - 12 hrs, 1.2 CEUs, Fee $169
4 sessions, 7/17-7/23, W,R,M,T, 6-9pm

Contact: (302) 259-6330 | Search classes and register online at go.dtcc.edu/workforcedevelopment
Information Technology

Comp TIA A+

Comp TIA A+ is the most essential IT certification for establishing an IT career. If you’re new to the IT industry, this will help you put your best foot forward. If you’re already an IT professional, the Comp TIA A+ certification validates your skills and can boost your career. This course provides you with the basic knowledge and skills necessary for a career in PC support. Course topics include installation, configuration, preventative maintenance of PC hardware components, and the basics of networking, security and diagnostic and troubleshooting processes for various types of technical issues. This course is designed to fully prepare you to sit for the CompTIA A+ 220-801 and 220-802 certification exams.

EYF 226 231 - 84 hrs, 8.4 CEUs, Fee $1599
Please call (302) 259-6368 for information regarding dates and times.

Comp TIA Network+

Comp TIA Network+ is a vendor neutral networking certification that is trusted around the world. It validates the essential knowledge and skills needed to confidently design, configure, manage and troubleshoot any wired and wireless networks. CompTIA Network+ certified individuals are in-demand worldwide. Network+ is an ISO-17024 compliant, technology certification that verifies the certified individual has the skills and knowledge needed to take on a pivotal role in building, managing, and protecting the critical asset that is the data network. Recommended as a first professional-level certification, Network+ can prepare you for jobs as a Network Administrator, Technician or Installer. This certification course will fully prepare you to sit for the CompTIA+ Network Certification exam.

EYF 223 231 - 84 hrs, 8.4 CEUs, Fee $1599
Please call (302) 259-6368 for information regarding dates and times.

DO YOU WANT TO GO TO SCHOOL, BUT DON’T THINK YOU CAN AFFORD IT?

FINANCIAL ASSISTANCE OPTIONS:

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

Blue Collar Funding
Delaware Tech has special funding from the Delaware Workforce Development Board for general maintenance and HVAC programs. The assistance includes tuition and other related expenses. Call (302) 259-6384 for more information.

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

Tuition Assistance for Veterans
Many courses are qualified for veterans funding using the GI Bill. If you have VA funding or need assistance applying for VA funding, please contact the Veterans and Service Members Counselor at (302) 259-6073 for any questions.
Culinary Training Program

Are you seeking an opportunity to learn the skills necessary to succeed in the culinary industry? This training program is designed to provide cooking and food prep skills training for new, entry, and mid-level foodservice personnel. Or, if you are a home cook looking to better your skills.

This Training Program provides four courses (80 hours). Each course has four 5-hour class sessions each (20 hours). Students may enroll in any Course or all four courses.

Culinary Training Program Course #1
First of four sessions will introduce you to kitchen safety and basic knife skills. You will learn how to identify and develop flavors using stocks, herbs, and spices. Hands-on sessions include utilizing basic cooking principles of sauté, steaming and more. Class will identify dairy items and display appropriate breakfast cooking methods.
ENX 224 201 - 20 hrs, Fee $499
Please call (302) 259-6364 for information regarding dates and times.

Culinary Training Program Course #2
This course will focus on weights, measures, and recipes. You will learn to use marinades and rubs; prepare fruits, beans, starches, and grains; and display cold prep for salads, dressings, and lunch items. Hands-on cooking will include battering, grilling, and broiling using chicken and fish.
ENX 225 201 – 20 hrs, Fee $499
Please call (302) 259-6364 for information regarding dates and times.

Culinary Training Program Course #3
Soups, sauces and roux, along with braising and simmering are the focus in course #3. You will identify and prepare basic sauces, soups and stews, and a balanced dinner meal including protein, starch, and veggie. Knife skills, cooking method and flavor development will be assessed.
ENX 226 201 – 20 hrs, Fee $499
Please call (302) 259-6364 for information regarding dates and times.

Culinary Training Program Course #4
The final course will include hands-on fabrication and identification of fish and seafood, using appropriate methods of cooking such as shallow-frying and poaching. You will also make fresh pasta topped with a seafood based sauce. You will prepare a protein with starch, veggie, and sauce utilizing a major cooking principle, appropriate knife skills and cooking methods.
ENX 227 201 – 20 hrs, Fee $499
Please call (302) 259-6364 for information regarding dates and times.

We recommend you signing up for the entire program at once to take advantage of scholarship opportunities.
ENX 228 201 – 80 hrs, Fee $1,995
Please call (302) 259-6364 for information regarding dates and times.
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. Instructor: Evie Zerefoss

EYC 232 2B1 – 30 hrs, 3.0 CEUs, Fee $99
10 sessions, 10/8-12/10, T, 6-9pm

Entrepreneurship is Brewing Here!

Two local entrepreneurs take the stage every third Wednesday 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.

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

If you would like to sign up to present your business idea or attend the event, visit www.1millioncups.com/georgetownde.
Certified Clinical Medical Assistant *

Certified Clinical Medical Assistants (CCMA) are a vital part of the healthcare industry. In this course, you will be trained to perform both clinical and non-clinical duties, which are in great demand in the workforce. Common duties of a CCMA include checking patients in and out; answering phones; taking patients vital signs; administering injections or medications; and assisting providers with exams and procedures. Upon completion of this 340-hour course (220 classroom hours/120 externship hours), students will receive a certificate of completion and will be eligible to sit for the National Healthcareer Association (NHA) national exam for Certified Clinical Medical Assistants (CCMA). Tuition includes: textbooks, exam fees, BLS certification, and criminal background/drug screening. No class 11/28. Prerequisite: Attendance at an Information Session. Instructor: Andrea Fletcher

Note: 1 session, BLS certification will take place off-site

**EYK 217 2B1 - 340 hrs, 34 CEUs, Fee $3,295**

33 classroom sessions, 8/27-12/19, T&R, 9am-3:30pm *Externship to follow

Certified EKG Technician *

Learn to operate the EKG machine in this 90-hour course (90 classroom hours/40 externship hours). The technician operates the machine, which records wave tracings of electronic impulses transmitted by the heart. Students will learn proper lead placement, rhythm interpretation and cardiac anatomy. Students will also be knowledgeable with Holter monitors and stress testing. Upon completion of the course, you will be eligible for national certification as an EKG technician. Tuition includes textbook, exam fees, materials, BLS certification and background check/drug screening. Prerequisite: Attendance at an Information Session. Instructor: Andrea Fletcher

Note: 1 session, BLS certification will take place off-site

**EYK 801 2B1 - 130 hrs, 13 CEUs, Fee $2,195**

22 classroom sessions, 9/16-11/27, M&W, 1-5pm *Externship to follow

DISTINGUISHED LECTURE SERIES

Advanced Topics in Dementia for the Rehabilitation Therapist

This session addresses advanced considerations specific for the PT/PTA and OT/COTA working with a person who has dementia. First, in this age of direct access to rehabilitation services, understanding the differential diagnostics for the various sub-types of dementia are critical. It is also key to utilize tests and measures for assessing cognition and differentiating changes from other pathology such as delirium and depression. Further, there is a growing body of evidence that people with dementia (and their care partners) benefit from healthcare professionals who are well versed in recognizing pain and sleep disturbances that may impact quality of life. Additionally, adapting communication techniques, mitigating fall risk, and promoting the benefits of physical activity/exercise can help someone sustain mobility and function despite the added challenges of dementia. Instructor: Dr. Ciolek, President of Living Well with Dementia, LLC

**FYK 528 261 - 8.5 hrs, Fee $145**

1 session, 10/12, S, 8am-4:30pm

Check page 5 for funding options.
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 and placement testing is required prior to admission into an allied health program.

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

ENK 200 201 – 1 session, 6/4, T, 10-11 am
ENK 200 231 – 1 session, 6/4, T, 5-6 pm
ENK 200 202 – 1 session, 7/2, T, 10-11 am
ENK 200 232 – 1 session, 7/2, T, 5-6 pm
ENK 200 203 – 1 session, 8/6, T, 10-11 am
ENK 200 233 – 1 session, 8/6, T, 5-6 pm
ENK 200 201 – 1 session, 9/3, T, 10-11 am
ENK 200 231 – 1 session, 9/3, T, 5-6 pm
ENK 200 202 – 1 session, 10/1, T, 10-11 am
ENK 200 232 – 1 session, 10/1, T, 5-6 pm
ENK 200 203 – 1 session, 11/5, T, 10-11 am
ENK 200 233 – 1 session, 11/5, T, 5-6 pm
ENK 200 204 – 1 session, 12/3, T, 10-11 am
ENK 200 234 – 1 session, 12/3, T, 5-6 pm

*Prerequisite placement testing available after each information session.

Certified Medical Administrative Assistant *

Certified medical administrative assistants are the first to greet and help patients. They are responsible for keeping healthcare offices running efficiently and effectively. In this course, you will learn how to perform administrative duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, and learning billing and coding for insurance purposes. You must demonstrate basic computer skills. Upon successful completion of this 151-hour course (111 classroom hours/40 externship hours), you will be able to sit for the Certified Medical Administrative Assistant (CMAA) National Healthcareer Association (NHA) exam. Prerequisite: Medical Terminology - Online (not included in tuition - please contact the program manager at 302-259-6364 for more details). Tuition includes textbook, exam fee, supplies, BLS certification, and criminal background/drug screening. Prerequisite: Attendance at an information session. Instructor: Andrea Fletcher

EYK 591 2B1 - 151 hrs, 15.1 CEUs, Fee $1,799
17 classroom sessions, 12/9-2/5/20, M&W, 9am – 3:30pm *Externship to follow

Certified Nursing Assistant Certificate Program*

This 150-hour course (75 classroom hours/75 clinical hours) teaches you how to safely perform basic nursing skills under the supervision of a licensed nurse. You will be qualified to take the Delaware Nurse Aid Competency Exam for certification. Tuition includes textbook, exam fee, supplies, BLS certification, and criminal background/drug screening. Prerequisite: Attendance at an information session. Instructor: Staff

EYK 200 2B1 - 150 hrs, 15 CEUs, Fee $2,195
15 classroom sessions, 9/17-11/5, T&R, 9am-2:30pm *Externship to follow

Certified Pharmacy Technician

Pharmacy Technicians play a crucial role in keeping a pharmacy running smoothly. Jobs are available in a variety of settings which include, retail or mail order pharmacies, hospitals, or outpatient clinics. Once you successfully complete this course you will be eligible to take the Pharmacy Technician Certification Board exam. Tuition includes textbook, exam fee, and criminal background/drug screening. No class 11/28, 12/23, 12/26, 12/30, 1/1/20, 1/20/20 Prerequisite: Attendance at an Information Session. Instructor: Deborah Kemp, RPhT, CPhT

EYK 579 231 - 172 hrs, 17.2 CEUs, Fee $2,395
33 classroom sessions, 11/4-3/16, M&R, 6-10pm *Externship to follow

SCHOLARSHIPS FOR CERTIFICATE PROGRAMS

Scholarships available for select programs.

Call (302) 259-6330 for more details.
Certified Phlebotomy Technician *
This 220-course (120 classroom hours/100 externship hours) is certified by the American Society of Phlebotomy Technicians (ASPT). Classes are taught in classroom and lab settings and through clinical experiences. The clinical hours must be scheduled consecutively for 2.5 weeks. The ASPT certification exam will be administered at the conclusion of the program. Tuition includes textbook, exam fee, supplies, BLS certification, and criminal background/drug screen. No class 9/2. Prerequisite: Attendance at an information session.
Instructors: Andrea Fletcher

**EYK 214 2B1** - 220 hrs, 22 CEUs, Fee $2,999
30 classroom sessions, 8/26-12/9, M&W, 9am-1pm * Externship to follow

Dental Assistant *
Learn the necessary skills and fundamentals to be successful in today’s dental assistant profession. You’ll receive 144 hours of hands-on training in a state-of-the-art facility and participate in a 36-hour externship. Upon successful completion of DANB Radiation Health and Safety (RHS) exam, you will achieve the Delaware State Radiology Certification. All textbooks, exam fees, supplies, BLS certification, and criminal background/drug screening included. Some distributed education is utilized. No class 11/28, 12/24, 12/26, 12/31, 1/2/19. Prerequisite: Attendance at an information session.

**EYK 581 2B1** - 180 hrs, 18 CEUs, Fee $3,995
31 classroom sessions, 9/3-12/19, T&R, 5:30-9:30pm
5 classroom sessions, 10/26, 11/16, 12/14, 1/11/19, 1/25/19, S, 9am-1pm
*Externship to follow

Emergency Medical Technician - Basic Certification Course *
The EMT-Basic Certificate Course represents the first response of the emergency medical system. Be prepared to care for patients at the scene of an accident and transport patients by ambulance to the hospital under the direction of more highly trained medical personnel. Learn basic emergency skills to assess a patient’s condition and manage respiratory, cardiac, and trauma emergencies. This course combines 100 hours of online training, and 74 hours of classroom instruction that includes hands on learning. Participants will be required to schedule ambulance ride-along outside of regular class hours. Tuition includes textbooks, and supplies. 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. No class 11/30. Prerequisite: Attendance at the Emergency Medical Technician - Basic Certification Course – Orientation.

**EYK 585 2B1** - 174 hrs, 17.4 CEUs, Fee $1,399
9 sessions, 10/5-12/7, S, 8am-3:30pm
1 session, 12/8, Su, 8am-3:30pm

Emergency Medical Technician - Basic Certification Course – Orientation
Come join us for a free, detailed information session that covers the requirements, and course content to successfully complete the Emergency Medical Technician - Basic Certification Course.

**ENK 290 261** - 1 hrs, FREE!
1 session, 9/11, W, 6-7pm
Instructor Feature:
Andrea Fletcher

Andrea Fletcher is a native to the Eastern Shore. She is a wife and mother to three wonderful children. Andrea has over seventeen years of experience in the medical field and is currently a Patient Care Technician at Peninsula Regional Medical Center. Andrea instructs several healthcare courses including Patient Care Technician. Andrea shares real-world experiences from her career to prepare students to be career ready.

Patient Care Technician *
This 646-hour course (401 classroom hours/245 externship hours) offers you an innovative and hands-on training to become specialized in a high demand and rewarding field. This program is the benchmark for to become trained in certified nursing assistant, phlebotomy technician, EGK technician, and patient care technician. Tuition includes textbooks, exam fees, BLS certification, supplies, and background check/drug screening. Students who already have one or more of these certifications may be eligible to attend portions of the program to obtain the Patient Care Technician Certification.
Prerequisite: Attendance at an Information Session. Instructor: Andrea Fletcher

EYK 203 2B1 - 646 hrs, 64.8 CEUs, Fee $8,685
Course starts 8/26 with Phlebotomy and Certified Nursig Assistant cohort. Additional schedule is available at an Information Session. For more information, call (302) 259-6364 or email Jillian Whitney at jillian.whitney@dtcc.edu

Polysomnographer (Sleep) Technician Certificate
This program prepares you 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; therefore techs may work up to 10-12 hour shifts during the night. This program was developed in accordance with the American Academy of Sleep Medicine (AASM) and with the Board of Registered Polysomnographic Technologists (BRPT). Together with the recommended work experience and completion of the 23 AASM A-STEP self-study modules, this course will prepare you to sit for the Certified Polysomnographic Technician (CPSGT) exam under “Pathway 3”. Tuition includes textbooks and BLS certification.
Prerequisite: Attendance at an Information Session. No class 11/27.

EYK 202 231 - 120 hrs, 1.2 CEUs, Fee $3,495
8 sessions, 10/2-11/20, W, 5:30-8:30pm

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.

EYD 583 231 - 8 hrs, 8 CEUs, Fee $199
2 sessions, 10/21-10/28, M, 6-10pm
Real Estate

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! Instructor: Harry Wooding

ENL 201 231 - 1 hrs, FREE!
1 session, 8/20, T, 6-8pm

Real Estate Pre-Licensing Course

This course prepares you for the Delaware real estate sales licensing examination. Course 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 you are exempt. 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 10/31. Instructor: Harry Wooding & Ken Feaster

EYL 200 231 - 76 hrs, 7.6 CEUs, Fee $725
19 sessions, 9/10-11/21, T&R, 6-10pm

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 10/31. Instructor: Ken Feaster

EYL 202 231 - 32 hrs, 3.2 CEUs, Fee $249
8 sessions, 10/24-11/21, T&R, 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 11/28. Instructor: Carol Bunting

EYL 203 231 - 28 hrs, 2.8 CEUs, Fee $209
7 sessions, 11/26-12/19, T&R, 6-10pm

SCHOLARSHIPS FOR CERTIFICATE PROGRAMS

Scholarships available for select programs.

Call (302) 259-6330 for more details.
Social Media

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, you must open an account in each platform prior to the start of class. Class time will not be spent creating accounts.

* 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!

**EFY 217 261 - 18 hrs, 1.8 CEUs, Fee $329**
6 sessions, 9/28, 10/5, 10/19, S, 9am-noon and 1-4pm

Social Media Strategy
Looking to reach potential customers? Social media is one of the most influential and cost effective outlets for small businesses. In this course we will discuss the basics of blogging, LinkedIn, Twitter, Pinterest and Instagram. Learn how to strategically incorporate these marketing methods into your marketing plan in ways that save you and your employees time.

Instructor: Courtney Hastings

**EFY 222 261 - 3 hrs, .3 CEUs, Fee $59**
1 session, 9/28, 5, 9am-noon

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: Courtney Hastings

**EFY 212 261 - 3 hrs, .3 CEUs, Fee $59**
1 session, 9/28, 5, 1-4pm

Instructor Feature: Courtney Hastings

Courtney Hastings is the Marketing Communications Specialist for the Hertrich Family of Automobile Dealerships, a family of 21 car dealerships across 4 states. Here Courtney works in the areas of public relations, event planning, community outreach, video production, photography and of course, social media. She is an admin on all Facebook pages, Instagram accounts, YouTube channels, twitter and LinkedIn and works to develop social media plans to grow these platforms. In addition, Courtney is an instructor in the Delaware Tech Social Media Certificate program. In 2015, Courtney was the Mar-Del Watermelon Queen where she traveled the east coast and served as a spokesperson for the Mar-Del Watermelon Association and promoted the watermelon industry. Courtney is a two-time researcher and presenter at the Eastern Communication Association conference including conducting research on gender roles and social media. In addition, she was the Phillip’s Seafood Creative Thinker’s Challenge Winner for creating a marketing plan celebrating their 100 year anniversary. She graduated with a Bachelor of Science degree in Business Communication with a Video minor from Stevenson University.

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: Courtney Hastings

**EFY 209 261 - 3 hrs, .3 CEUs, Fee $59**
1 session, 10/5, 5, 9am-noon

Leveraging the Power of LinkedIn to Market Your Business
LinkedIn can be a powerful tool to market your business when utilized properly. In this session, you will discover and develop strategies to gain exposure, build relationships, create engagement, and maximize your brand presence on this social media platform through the use of both your personal profile and your company page.

Instructor: Shelley Hastings

**EFY 554 261 - 3 hrs, .3 CEUs, Fee $59**
1 session, 10/19, 5, 9am-12pm

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: Courtney Hastings

**EFY 224 261 - 3 hrs, .3 CEUs, Fee $59**
1 session, 10/5, 5, 1-4pm

Social Media Plan – Putting Your Plan into Action
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: Courtney Hastings

**EFY 225 261 - 3 hrs, .3 CEUs, Fee $59**
1 session, 10/19, 5, 1-4pm
SAVE THE DATE

Thursday, March 5, 2020

Delaware Tech | Owens Campus - Carter Partnership Center | Georgetown, Del.

Visit dtccsmc.com for conference details and registration.

@dtcc_smc /dtccvideo /dtccsmc @dtccsmc /school/delawaretech
Regulatory Course Approvals

Regulatory approvals listed here are for the State of Delaware only. Specific details for DE, MD, NJ, PA, and VA regulatory course approvals are listed in each course description.

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## Technical Training

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### NEW Courses

- Principles of Ion Exchange
- Process Management Through Chemical Resource Conservation
Regulatory Course Approvals

Regulatory approvals listed here are for the State of Delaware only. Specific details for DE, MD, NJ, PA, and VA regulatory course approvals are listed in each course description.

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Certification and Exam Prep

Base Level Water Operators Course
This entry level course prepares students for the state certification exam. The course teaches basic water system operator responsibilities, water sources and treatment, math, pumps, disinfection, lab procedures, treatment plant operations and safety. Textbooks are available in the campus bookstore. Instructors: Kevin Burdette and Tom Herholdt

Approved DE Water Ops-P. Approved DE Well Drillers. MDE Approval #2451-02-03, 57 (1.5x). Approved MD lic. PE's. NJ-07-040612-10.

EYI 237 2B1 - 57 hrs, 5.7 CEUs, Fee $439
19 sessions, 8/6-12/10, T, 6-9pm

Wastewater Operator Certification Review, Level I
Take this entry level course designed for wastewater operators or individuals interested in wastewater treatment processes. This course prepares students for the state certification exam. Textbooks are available in the campus bookstore. Instructor: Jeff Deats


EYI 200 2B1 - 48 hrs, 4.8 CEUs, Fee $395
16 sessions, 8/26-12/16, M, 6-9pm

Wastewater Operator Certification Review, Level II & III
Take this course to prepare at a more advanced level for the state certification exam. Textbooks are available in the campus bookstore. Instructor: Mike Evans

Approved DE WW Ops-D. Approved DE Onsite Lic. A,B,C,D,E,F,H,I. MDE Approval #1395-96-07 (1.5x) WW 1-6,S; IW 2-5. Approved MD Lic. PE's. NJ-07-040609-20. Approved VA WWOPS.

EYI 201 2B1 - 48 hrs, 4.8 CEUs, Fee $395
16 sessions, 8/27-12/17, T, 6-9pm

Limited License Water Operator Certification Prep
This course is designed to prepare school, child care facility, and small NTC system employees to become certified as a State of Delaware water system operator at their facility. Textbook is available in campus bookstore. Licensure exam given in class. Instructor: Kevin Burdette

Approved DE Water Ops-P. Approved MD lic. PE's. NJ-07-0914204-10.

EYI 995 201 - 16 hrs, 1.6 CEUs, Fee $299
4 sessions, 8/22-9/12, R, 1-5pm

EYI 995 201 - 16 hrs, 1.6 CEUs, Fee $299
4 sessions, 10/31-11/21, R, 1-5pm

Wastewater Operator Certification Review, Level IV
This course prepares operators for the Level IV state certification exam. Topics include: management, budgeting, and advanced wastewater treatment to include odor control and industrial wastewater. Textbooks are available in the campus bookstore. Instructor: Steve Rohm

Approved DE WW Ops-D. Approved DE Onsite Lic. A,B,C,D,E,F,H,I. MDE Approval #1374-96-06 WW ALL; IW ALL. Approved MD lic. PE's. NJ-07-040610-20. Approved VA WWOPS.

EYI 235 2B1 - 42 hrs, 4.2 CEUs, Fee $369
14 sessions, 9/9-12/9, M, 6-9pm

Water Operator Filtration Endorsement Course for Sand/Greensand Filtration, Reverse Osmosis, Ion Exchange, Activated Carbon
Intermediate level course that prepares the student for the State of Delaware Water Operator Certification Exam for filtration systems. Topics include: sand filtration, diatomaceous earth, cartridge filtration, micro-filtration, ultra-filtration, reverse osmosis, greensand filters, ion exchange, activated carbon and activated alumina. Textbooks available through campus bookstore. Instructor: Steve Rohm

Approved DE Water Ops-P. MDE Approval # 5712-15-04, 30.0 (x1.5), ALL WT, WD; P. Approved MD Lic. PE's. NJ-07-040615-10.

EYI 276 201 - 30 hrs, 3.0 CEUs, Fee $339
6 sessions, 9/11-10/16, W, 9am-3pm

Class B Designer Onsite License Preparation Course
This course will prepare students to pass the state licensing exam for the Class B Designer. Topics include: siting onsite systems, design considerations, design calculations, material selection, permit requirements, and inspection requirements. Instructor: Brian Dotterer


EYI 254 231 - 3 hrs, .3 CEUs, Fee $85
1 session, 9/25, W, 5:30-8:30pm

Class E System Contractor (Installer) Onsite License Preparation Course
This course will prepare students to pass the state licensing exam for Class E System Contractors (Installers). Topics include: contractor levels and licensing requirements, siting onsite systems, design considerations, installation requirements, material selection, permit requirements, paperwork requirements, and inspection requirements. Instructor: Brian Dotterer


EYI 271 231 - 3 hrs, .3 CEUs, Fee $85
1 session, 10/9, W, 5:30-8:30pm

Preparation Review for NATE(North American Technician Excellence) HVACR Industry Certification Exam: Air Conditioning and Heat Pumps
Master the key concepts required to pass industry standard air conditioning and heat pumps examination. Knowledge preparation includes review of human comfort and system selection, heat transfer and the basic refrigeration cycle, system components, electrical components, installation guide lines, reading electrical schematics, troubleshooting electrical circuits, system performance checks and review questions. Upon successful completion of course, student may contact the DTCC Testing Center to schedule exam. Exam cost not included in tuition fee. Textbook available in campus bookstore. Instructor: Paul Sichau

EYI 955 261 - 15 hrs, 1.5 CEUs, Fee $265
2 sessions, 10/12-10/19, S, from 8am-5pm & 10/19 from 8am-4pm

For tuition assistance, call (302) 259-6384.

Technical Training

Certification and Exam Prep
Certification and Exam Prep

Water Operator Certification Disinfection Course

Intermediate level course that prepares the student for the State of Delaware Water Operator Certification Examination regarding disinfection systems. Topics include: chlorine gas, hypochlorination, chloramines, ozone, chlorine dioxide, UV, bromine, iodine and regulations. Textbooks available through campus bookstore. Instructor: James Craig
Approved DE Water Ops-P. MDE Approval # 5713-15-04, 30.0 (x1.5), ALL WT, WD; P. Approved MD Lic. PE’s. NJ-07-040617-10.

EYI 527 231 - 30 hrs, 3.0 CEUs, Fee $339
10 sessions, 10/16-12/18, W, 6-9pm

Lead Safety for Renovation, Repair and Painting

This course is required by USEPA for contractors, property managers and others who disturb known or presumed lead-based paint during renovation. Training covers the following topics and procedures necessary to comply for USEPA certification: test for lead-based painting; set up safely; self-protection; minimize dust; control waste; confirm work completion with cleaning verification procedure or clearance. Instructor: David LaFazia
Approved MD Lic. PE’s. Approved MD Env. Health Spec.
EYI 906 271 - 8 hrs, .8 CEUs, Fee $249
1 session, 10/14, M, 8am-5pm
EYI 906 201 - 8 hrs, .8 CEUs, Fee $249
1 session, 10/18, F, 8am-5pm

Lead Safety for RRP Refresher

The RRP refresher course follows the EPA “Model Certified Renovator Refresher Training Course, and meets the Delaware Dept. Of Health and Social Services, Division of Public Health 16 Delaware Code, Section 122(3)t(1) requirement for refresher training. Participants will review: rules and regulations, Testing for Lead-based Paint, Review of Setup Practices, Prohibited Practices, Personal Protective Equipment and Dust Control, Cleaning activities and quality control, of recordkeeping, how to train non-certified workers on your crew. Students must pass a test at the end of the course to receive certification. Instructor: David LaFazia

EYI 816 201 - 4 hrs, .4 CEUs, Fee $129
1 session, 11/1, F, 8:30am-12:30pm

Inspection of Onsite Wastewater Systems (Class H License)

Learn the necessary protocol for inspecting onsite wastewater treatment systems. The course prepares students for the Delaware Class H license examination and provides the necessary guidelines for performing an effective and regulatory approved onsite system inspection. It also provides students with important information on inspecting alternative onsite systems and completion of state inspection reports. Instructor: Jim Cassidy

EYI 533 201 - 7 hrs, .7 CEUs, Fee $199
1 session, 11/8, F, 8:30am-4:30pm
EYI 533 202 - 7 hrs, .7 CEUs, Fee $199
1 session, 12/13, F, 8:30am-4:30pm

Class F Wastehaulers Onsite License Preparation Course

This course will prepare students to pass the state licensing exam for Class F Wastehaulers. Topics covered: regulatory requirements regarding pumping of septic tanks, lift stations, and grease traps; insurance needs; truck identification markings; liquid transporters permit; repairs/replacement of risers, baffles, lids; and more. Instructor: Brian Dotterer

EYI 255 231 - 3 hrs, 3 CEUs, Fee $85
1 session, 11/13, W, 5:30-8:30pm

Class I Inspector Preparation Course

This course will identify the proper procedures necessary to perform a complete and thorough inspection of Class B designed onsite wastewater treatment and disposal systems. The class will cover both open trench and capping fill inspections. It will cover what is required under the regulations specifically pertaining to inspection reports, as-buils and other paperwork due to the department from the licensee. Clarification of the gray areas that may arise during the course of an inspection will also be covered. This class is a pre-requisite for taking the Class I licensing exam. Instructor: James Cassidy

EYI 991 201 - 7 hrs, .7 CEUs, Fee $199
1 session, 11/21, R, 8:30am-4:30pm
EYI 991 202 - 7 hrs, .7 CEUs, Fee $199
1 session, 12/17, T, 8:30am-4:30pm

EPA 608 Freon Technician Certification Training

EPA has established a technician certification program for persons (“technicians”) who perform maintenance, service, repair, or disposal that could be reasonably expected to release refrigerants into the atmosphere. This course will prepare you for all levels of EPA Section 608 certification. Immediately following the course you will be assisted in scheduling your exam(s) through our testing center. You will be able to test for servicing small appliances (Type I) servicing or disposing of high- or very high-pressure appliances, except small appliances and MVACs (Type II), servicing or disposing of low-pressure appliances (Type III), servicing all types of equipment (Universal). The textbook is included. Instructor: Paul Sichau

EYI 814 271 - 15 hrs, 1.5 CEUs, Fee $265
4 sessions, 12/9-12/16, MW, 5-9pm & 12/18, 5-8pm

Technical Training
Technical Training

Online Courses

Creating a Successful Asset Management Program Online Course
This self-paced course will educate and empower participants with the necessary skills and knowledge to successfully develop and/or continue effective management of their own asset management programs, with emphasis placed on both basic and advanced asset management principles and best management practices.
Instructor: David LaFazia
Approved DE Water Ops-NP. Approved DE WW Ops-I. MDE Approval #6287-17-12-O, ALL OPERS, NP. Approved MD lic. PE’s. NJ-07-0217244-30.
EYI 264 2B1 - 8 hrs, .8 CEUs, Fee $175
Self-paced, accepting enrollment 9/30 - 12/2

Ensuring a Sustainable Future; An Energy Mgmnt Guide for Water, Wastewater Facilities Online Course
This self-paced course will provide students with an approach to energy conservation at the plant level. The course will enable students to identify, implement, measure and improve energy efficiency at treatment facilities. Instructor: Hilary Valentine
Approved DE Water Ops-NP. Approved DE WW Ops-D. MDE Approval #6101-17-03, ALL OPERS, SUPERS, NP. Approved MD lic. PE’s. NJ-07-0916240-30.
EYI 945 2B1 - 8 hrs, .8 CEUs, Fee $175
Self-paced, accepting enrollment 9/30 - 12/2

Innovative and Alternative Onsite Systems Online Course
This self paced course will focus on the application and use of technologically advanced onsite systems to save space and enhance ground water protection. The class will provide students with an understanding of the regulations that govern IA systems and describe how these systems are sited and permitted, as well as include an overview of the basic treatment and delivery processes of various aerobic treatment units, media filters, and drip dispersal systems.
Instructor: Hilary Valentine
EYI 979 2B1 - 8 hrs, .8 CEUs, Fee $175
Self-paced, accepting enrollment 9/30 - 12/2

Math Review for Water Wastewater Operators Online Course
Review of basic math skills, problem solving techniques, and use of calculator for successful completion of state certification exams. Review topics include: addition, subtraction, multiplication, division, ratios and proportions, basic statistics, area measurements and volume calculations, unit conversion, and basic velocity calculations. A goal of the course is to help reduce math anxiety. Instructor: David LaFazia
Approvals Pending
EYI 303 2B1 - 6 hrs, .6 CEUs, Fee $175
Self-paced, accepting enrollment 9/30 - 12/2
Membrane Technology Online Course
This self-paced online course will explore the recent technological breakthroughs in wastewater treatment and reclamation for water reuse in which membrane technology has emerged as a significant innovation. Students will learn the basic understanding of membrane processes and their application in the water and wastewater industry. Topics include: membrane processes, construction/configuration, fouling processes, cleaning, system design, energy and cost considerations and operational issues. Instructor: Staff
Approvals Pending
EYI 262 2B1 - 8 hrs, .8 CEUs, Fee $175
Self-paced, accepting enrollment 9/30 - 12/2

Pumps, Motors and Controls Online Course
Learn and review care and maintenance requirements for pumping systems, associated control panels and motors. This self-paced course will place major emphasis on mechanical and electrical troubleshooting. Instructor: David LaFazia
EYI 956 2B1 - 8 hrs, .8 CEUs, Fee $175
Self-paced, accepting enrollment 9/30 - 12/2

Surface Water Treatment Online Course
This course will examine the elements, processes, controls, and troubleshooting of the major components of a typical surface water treatment plant. Both conventional and alternative treatments will be explored. This self-paced course will provide instruction and practice in solving typical operational and mathematical problems associated with these treatment functions. Instructor: Shelley Grabel
Approved DE Water Ops-P. Approved DE WW Ops-I. MDE Approval #5414-13-06, 8.0 (1.5x), ALL WT OPERS, P. Approved MD Lic. PE’s. NJ-07-0912142-30.
EYI 935 2B1 - 8 hrs, .8 CEUs, Fee $175
Self-paced, accepting enrollment 9/30 - 12/2

Watersheds and Their Impact on the Environment Online Course
This self-paced course will explore the science of watersheds as well as taking a look at some major watersheds here in Delmarva. Examination of common impairments to watersheds, TMDL’s and best management practices for watersheds will also be explained. Discover how recent developments in the Clean Water Act drive local and regional regulations, with a major emphasis on wastewater discharge, both point and non-point source discharge. Instructor: Shelley Grabel
Approved DE WW Ops-I. Approved DE Onsite Lic. A,B,C,D,E,F,H,I. MDE Approval #5931-16-05, 4.0, ALL WW; WC SUPER, NP. Approved MD lic. PE’s. NJ-07-0914210-20.
EYI 800 2B1 - 4 hrs, .4 CEUs, Fee $95
Self-paced, accepting enrollment 9/30 - 12/2

Valves Online Course
This self-paced course is designed to give to provide basic knowledge necessary to identify and maintain many of the valves used in a water distribution system. Topics include: various valve types, valve uses, proper valve operation methods, basic valve maintenance, troubleshooting and proper installation techniques. Instructor: Hilary Valentine
EYI 269 2B1 - 8 hrs, .8 CEUs, Fee $175
Self-paced, accepting enrollment 9/30 - 12/2
Environmental Training Center

Chlorine Dioxide Disinfection in the Water/Wastewater Process
Examine alternative disinfections, explore chlorine dioxide as a primary disinfection, and compare and contrast all forms of chlorine. Discover how chlorine dioxide is generated, used, and reacts in water and wastewater. Instructor: Mike Harrington, CET
Approved DE Water Ops. Approved DE WW Ops-D. MDE Approval #4393-09-03 (1.5x) 7, ALL. P. NJ-07-0908103-30.
EYI 578 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 8/27, T, 8:30am-4:30pm

Water/Wastewater Sampling Techniques for Environmental Compliance
Designed to demonstrate techniques and practices to insure proper safety, collection, preservation, shipping, and documentation for environmental water samples. Discussions on sample hold times, proper container selection, appropriate volumes for each sample type, and sources of information such as Standard Methods, EPA and DNREC. Other topics include laboratory selection, record keeping, quality assurance and quality control for laboratories.
Instructor: Richard Mason, BSFRC
EYI 560 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 9/11, W, 8:30am-4:30pm

Basic Onsite Installer Training
This course is designed to focus on the procedures and practices for safety, installation, maintenance of onsite systems. Some of the topics covered include: planning, soils and site work, system components, materials and installation.
Instructor: Brian Dotterer
EYI 812 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 9/13, F, 8:30am-4:30pm

21st Century Ultra Violet Disinfection
Investigate the latest UV disinfection techniques and applications for both potable water and wastewater. Explore the advantages of UV systems compared to typical chemical disinfection systems like Chlorine or Ozone. Learn why the latest research suggests low-dose UV may be very effective at controlling Giardia and Cryptosporidium in potable waters, define and examine what UV is, how it differs from other typical disinfection systems, and understand the disadvantages.
Instructor: Mike Harrington, CET
EYI 219 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 9/18, W, 8:30am-4:30pm

Collection System Impacts on Treatment Plant Operations
This course will provide students with information on how collection system design, installation, and maintenance may impact the wastewater treatment plant performance. Topics discussed will include: I and I issues, detention times, pH changes, odor control, maintenance activities, and velocity changes.
Instructor: John Lynn
EYI 974 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 9/30, F, 8:30am-4:30pm

Basic Surveying Principles
Learn basic surveying principles and skills utilized in the field including classroom instruction combined with field application of land surveying techniques. Lessons include pacing, leveling, topographic surveying, grade staking and basic surveying calculations.
Instructor: Jeff Reed, PE
EYI 943 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 9/26, R, 8:30am-4:30pm

SAVE THE DATE!
Water/Wastewater Professionals Awards Ceremony
will be on Thursday, May 7, 2020.
This ceremony celebrates water and wastewater operators as well as onsite technicians who help keep Delaware’s water clean.
Managing Side Stream Discharges
Examine the many routine recycle waste streams within a treatment facility, which increase both flow and loading to the treatment units and may negatively impact their performance efficiency. Focus on identification and corrective action plans. Instructor: Steve Rohm
Approved DE WW Ops-D. Approved DE Onsite Lic. A,B,C,D,E,F,H,I. MDE Approval #5266-12-10, 6.0, ALL OPERS, NP. Approved MD Lic. PE’s. NJ-07-040640-20. Approved VA WWOPS.
EYI 501 201 - 4 hrs, .4 CEUs, Fee $95
1 session, 9/27, F, 8:30am-12:30pm

Daily Plant Operations
This class will lead the participants through an activated sludge wastewater treatment plant from beginning to end of process. Each area of the plant will be covered, and a variety of technologies available for each part of the process will be generally discussed. While the class is designed for operators with less than 5 years’ experience, or those ready to get into the field, experienced operators are also welcomed. Much of the class will revolve around discussion and contributions from class members from their direct experience. NPDES permit requirements, preventative plant maintenance, housekeeping, and lab work will be important areas that will be covered. Instructor: Ann Hobbs, CET
Approved DE Water Ops-NP. Approved DE WW Ops-D. Approved DE Onsite Lic. E,F,Approved DE Nutrient Mgmt Program, 6.0 CEC’s. MDE Approval #5657-15-03, 7.0 (X1.5) ALL, NP. Approved MD lic. PE’s. NJ-07-0414190-20.
EYI 986 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 10/3, R, 8:30am-4:30pm

Spill Prevention, Control and Countermeasure (SPCC) and Industrial Storm Water Management
This 7 hour introduction to SPCC and Storm Water Management course is designed for those indirectly or directly responsible for SPCC and storm water permitting and planning at their facility. The first half of the course will review the SPCC Regulations, and will walk students through the development and implementation of an SPCC plan and inspecting their facility to assure compliance with the regulations. Students will be able to practice reviewing an actual SPCC plan. The second part of the course is designed to provide a history of industrial stormwater regulations, provide guidance on developing a Storm Water Pollution Prevention Plan and reviewing a SWPPP for an actual facility. Students are welcomed to bring their current plans for use during class. Instructor: Amber Moore
Approved DE WW Ops-D. Approved DE Onsite Lic. E,F,Approved DE Nutrient Mgmt Program, 6.0 CEC’s. MDE Approval #5657-15-03, 7.0 (X1.5) ALL, NP. Approved MD lic. PE’s. NJ-07-0414190-20.
EYI 986 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 10/1, T, 8:30am-4:30pm

Plant Optimization
In this time of increasing budget constraints, the operator (superintendent) needs to have some tools available for cost cutting and process optimization while still meeting all permit parameters. Students will study example budgets, learn how to minimize energy use and costs, and develop methods to minimize chemical use and costs. Examine how labor and contract costs contribute to budget expenditures. Students should bring a process flow diagram from their facility (or be prepared to draw one). If a line item budget from the student’s facility is available, students should also bring that to class. Instructor: Loran George
Approved DE Water Ops-NP. Approved DE WW Ops-D. MDE Approval #5290-12-10, 7.0 (x1.5) ALL, NP. Approved MD Lic. PE’s. PADEP #1947. NJ-07-040671-31. Approved VA WWOPS.
EYI 208 231 - 7 hrs, .7 CEUs, Fee $175
2 sessions, 10/9-10/10, WR, 5:30-9pm

Trenching/Shoring Safety
Discover how to prevent unnecessary deaths by practicing proper safety while digging trenches, one of the most dangerous activities in the construction industry. This course is designed to familiarize individuals with the proper methods necessary to keep their job safe and in compliance with OSHA regulations. Instructor: Brian Mooney
Approved DE Water Ops-NP. Approved DE WW Ops-I. Approved DE Onsite Lic. A,B,C,D,E,F,H,I. MDE Approval #5290-12-10, 7.0 (x1.5) ALL, NP. Approved MD Lic. PE’s. PADEP #1947. NJ-07-040671-31. Approved VA WWOPS.
EYI 208 231 - 7 hrs, .7 CEUs, Fee $175
1 session, 10/9-10/10, WR, 5:30-9pm

Effective Water Distribution System Flushing
Intended to familiarize the operator with the procedure necessary to design and perform a uni-directional flushing of the system. Topics: distribution system hydraulics, flushing program objectives, tool and equipment requirements, valve and hydrant operation, flushing program design, data collection, customer relations and flushing problem solving. Bring a calculator. Instructor: Tom Herholdt
Approved DE Water Ops-P. MDE Approval #5279-12-10 (x1.5) ALL WT; WD OPERS, NP. Approved DE Well Drillers, 4.0 hrs. Approved MD Well Drillers. Approved MD Env. Health Spec. Approved MD lic. PE’s. PADEP #1943. NJ-07-040665-10.
EYI 207 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 10/10, R, 8:30am-4:30pm
Excel Basics for Operators

A basic understanding of computers is required for this course. This introductory course will enable operators to enhance their data collection capabilities. Students will learn basic navigation, data entry, worksheet formatting, printing and using basic formulas. The textbook is included.

Instructor: Shelley Grabel

Approved DE Water Ops-NP. Approved DE WW Ops-I. Approved DE Onsite lic. A,B,C,D,E,F,H,I. MDE Approval #5240-12-09, 7.0 (1.5x), ALL OPERS, NP.

Approved DE Nutrient Mgmt Program, 1.75 CEC’s. Approved MD lic. PE’s. NJ-07-0610122-30.

EYI 221 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 10/11, F, 8:30am-4:30pm

Five Sure Fire Ways to a Coliform Hit in Your Water System…Or Worse

Explore five little known paths to potential introduction of pathogens. Review the typical disinfection protocol in repairs to distribution systems and examine basic sampling techniques. Examine ways that lead to system contamination. Discover the most common residual based test methods. Recognize why common chlorine test methods have little known interferences and may lead to false free chlorine residuals.

Instructor: Mike Harrington, CET

Approved DE Water Ops-P. MDE Approval #5078-12-03, 7.0 (X1.5) ALL WT; WD Operators, NP. Approved MD Lic. PE’s. NJ-07-0413172-10.

EYI 950 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 10/15, T, 8:30am-4:30pm
Hypochlorite Disinfection

Hypochlorites—sodium and calcium, are the most common forms of disinfection used in water treatment. This course focuses on the properties, uses, handling and feed equipment needed when disinfecting with hypochlorites. Various mathematics principles will be addressed throughout the course including changing % concentrations, dosage/feed rates, chlorine demand/dose, and CT calculations. This course will provide PA students with the necessary knowledge for the nongaseous hypochlorite certification examination. Bring a calculator to class.

Instructor: Shelia Shannon

Approved DE Water Ops-P. Approved DE WW Ops-D. MDE Approval #5456-15-11, 7.0, (X1.5) ALL OPERS. P. Approved MD lic. PE’s. NJ-07-0414186-30.

EYI 230 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 10/18, W, 8:30am-4:30pm

Principles of Ion Exchange

Basic chemistry principles will be examined in order to bring the student up to the point that the chemical-electro charge involved in ion exchange units is understandable. Commonly used ion exchange technologies will be demonstrated. Students will use test kits to analyze reagents treated through ion exchange columns to evaluate the effectiveness of the exchange process.

Instructor: Steve Rohm


EYI 808 201 - 6 hrs, .6 CEUs, Fee $149
1 session, 10/23, W, 9am-4pm

FAQ’s of Class H Inspections

This course is designed to fine tune the Professional Class H Inspectors’ skills. Students will explore the “gray areas” that are not directly addressed within the Regulations as well as help the Class H Inspector make more informed decisions on the subtle and not so subtle differences between Unsatisfactory, Satisfactory with Concerns, and Satisfactory findings.

Instructor: Jim Cassidy


EYI 809 201 - 4 hrs, .4 CEUs, Fee $95
1 session, 10/24, R, 1-5pm

Managing Hazardous and Universal Wastes

Companies that generate, transport, treat, store, or dispose of hazardous waste must comply with the Resource Conservation and Recovery Act (RCRA) hazardous waste regulations. The US EPA requires annual training for facility personnel. RCRA dictates stringent requirements for generating, storing, treating, and disposing of hazardous waste. Fines for non-compliance are up to $37,500 per day, per violation.

Instructor: Amber Moore

Approved DE Water Ops-P. Approved DE WW Ops-I. MDE Approval #5280-12-10, 7.0 (X1.5) ALL WW; IWW; WC OPERATORS, NP. Approved MD lic. PE’s. Approved MD Env. Health Spec. NJ-07-0315231-30.

EYI 204 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 10/29, T, 8:30am-4:30pm

Activated Sludge Process Control

This course is for advanced activated sludge operators. It reviews principles of effective operation of the system and demonstrates proper techniques for standardized process control tests. Instructor: Jeff Deats

Approved DE WW Ops-D. Approved DE Onsite lic. A,B,C,D,E,F,H,I. MDE Approval #5289-12-10, 7.0 (X1.5) WW 5, 6, 7 & A; IWW 5-7 OPERS, P. Approved MD Env. Health Spec. Approved MD lic. PE’s. PADEP# 436. NJ-07-040676-20. Approved VA WWOPS.

EYI 222 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 10/25, F, 8:30am-4:30pm

Collection System Troubleshooting

Review the techniques used to identify and repair the collection system defects that can result in sanitary sewer overflows (SSOs). Topics include: CMOM requirements, asset management, collection system cleaning and maintenance, flow monitoring, manhole inspections, smoke testing, building inspection, TV inspection, and rehabilitation techniques. Instructor: John Lynn

Approved DE WW Ops-I. Approved DE Onsite lic. A,B,C,D,E,F,H,I. MDE Approval #5280-12-10, 7.0 (X1.5) ALL WW; IWW; WC OPERATORS, NP. Approved MD lic. PE’s. Approved MD Env. Health Spec. PADEP #1941. NJ-07-040686-20. Approved VA WWOPS.

EYI 204 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 10/29, T, 8:30am-4:30pm
Innovative and Alternative Onsite Systems
This course focuses on the application and use of technologically advanced onsite systems to save space and enhance ground water protection. The class will provide students with an understanding of how innovative and alternative systems are sited, as well as include an overview of the basic treatment and delivery processes of various aerobic treatment units, media filters, and drip dispersal systems. Instructors: Brian Dotterer, Hilary Valentine
EYI 576 201 - 7 hrs, 7 CEUs, Fee $175
1 session, 10/30, W, 8:30am-4:30pm

Five Common Sense Practices for Better Water/Wastewater Operations
A look at commonly misunderstood key elements to achieve a well-run operation. Explore the two most important measurement parameters an operator can make but which often take a back-seat in importance. Understand why their key role can lead to a better process. Investigate the three key operational practices often ignored in the chemical feed process. See why/how to verify every chemical delivery; learn key advantages of using the weakest strength of a chemical that is practical.
Instructor: Mike Harrington, CET
EYI 591 201 - 7 hrs, 7 CEUs, Fee $175
1 session, 10/31, R, 8:30am-4:30pm

Well Construction Techniques
This course provides training for entry-level drillers, apprentices, or water service personnel on well construction and sanitary principles. Topics include: potable water supplies, well components, well construction methods, disinfection practices, and unconsolidated formations.
Instructor: Eric Sackett
EYI 257 201 - 4 hrs, 4 CEUs, Fee $95
1 session, 11/1, F, 8:30am-12:30pm

Introduction to Geothermal Systems
This introductory course is excellent for anyone interested in geothermal systems. Students will be introduced to the basic principles behind the siting, design, installation, and operation of geothermal systems. System efficiency and performance expectations will also be discussed.
Instructor: Eric Sackett
EYI 980 201 - 4 hrs, 4 CEUs, Fee $95
1 session, 11/1, F, 1-5pm

US DOT HAZMAT General Awareness Training
This course will satisfy the training requirements of US DOT listed in 49 CFR 172 Subpart H. Topics include: security and safety awareness; using the HAZMAT table; labeling; marking; placarding; packaging and shipping papers.
Instructor: Shaun Gilday
EYI 291 201 - 8 hrs,.8 CEUs, Fee $199
1 session, 11/5, T, 8:30am-5pm

Operation and Maintenance of Innovative and Alternative Systems
This class provides an in-depth view of specific alternative treatment units, and alternative disposal systems operation and maintenance. Learn operation and maintenance requirements, preventative maintenance, as well as cleaning and troubleshooting tips for advanced treatment devices, drip dispersal systems and media filters.
Instructors: Brian Dotterer and Hilary Valentine
EYI 910 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 11/6, W, 8:30am-4:30pm

Intermediate Surveying
This course is designed to expand the principles learned in the basic surveying course. Students will learn distance measuring, stationing, setting stakes, establishing grades, differential leveling, and field book reporting. The principles learned in the classroom will then be applied in the field exercise. The course will be 50% classroom and 50% field exercise.
Instructor: Jeff Reed, PE
EYI 964 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 11/7, R, 8:30am-4:30pm
Application of Membrane Technology
This class will explore the recent technological breakthroughs in wastewater treatment and reclamation for water reuse in which membrane treatment has emerged as a significant innovation. Students will learn the basic understanding of membrane processes and their applications in the water and wastewater industry. Topics include: membrane processes, construction/configuration, fouling, cleaning, system design, energy and cost considerations as well as operational issues.
Instructor: Brian Mooney
EYI 972 231 - 4 hrs, .4 CEUs, Fee $95
1 session, 11/7, R, 5-9pm

Inspection of Onsite Wastewater Systems (Class H License)
Learn the necessary protocol for inspecting onsite wastewater treatment systems. The course prepares students for the Delaware Class H license examination and provides the necessary guidelines for performing an effective and regulatory approved onsite system inspection. It also provides students with important information on inspecting alternative onsite systems and completion of state inspection reports.
Instructor: Jim Cassidy
EYI 239 201 - 6 hrs, 6.0 CEUs, Fee $149
1 session, 11/12, T, 9am-4pm

Basics of Portable Restroom Operation and Management (Porta Potties)
This course relates the general operation of the portable restroom business in Delaware. The course material covers pertinent federal/state environmental and DOT requirements for the portable restroom business and its peripheral activities. It includes operator licensing details, waste disposal requirements, safety in disinfectant handling, and covers the aesthetic issues pertaining to portable restroom industry. Concepts such as emergency preparedness for large and small scale catastrophic events in which portable restrooms may play an important role will also be examined.
Instructor: Steve Rohm
EYI 239 201 - 6 hrs, .6 CEUs, Fee $149
1 session, 11/12, T, 9am-4pm

Basic Instrumentation and Controls
Day-to-day operation of any treatment plant requires control and/or monitoring of the plant’s processes. This is accomplished through the integration of instrumentation and controls. This course provides knowledge of how to use instrumentation to control and monitor water and wastewater treatment processes.
Instructor: David LaFazia
EYI 298 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 11/15, F, 8:30am-4:30pm
**Intro to Environmental Regulations**

This course is perfect for organizations with new or changing environmental programs, procedures, management initiatives, and for those that simply wish to improve staff compliance with environmental directives. This short course presents concepts in simple terms, with an emphasis on developing an understanding of the challenge of environmental compliance and the need for full implementation of procedures and protocols at all levels. Topics include: air permitting requirements, hazardous waste requirements, NPDES Permits, EPCRA reporting, and much more. Instructor: Amber Moore


**EYI 976 201 - 7 hrs, .7 CEUs, Fee $175**

1 session, 11/18, M, 8:30am-4:30pm

**Common Sense Fluoridation Practices**

The operator will look at ways to minimize the fluoride dose and maximize the residula fluoride in water. Students will learn the best practices to maintain a consistent dose. Students will review current common dosing systems and learn how to calculate appropriate chemical dosing structures as well as see why some key tools for reliable, repeatable and accurate fluoride dosing are needed. They will also learn the best reponse to give customers who oppose water supply fluoridation. Simple issues like why fluoride free distilled/deionized water is so important, verifying every fluoride chemical delivery and why glassware can “make or break” the fluoride residual test are explored. Instructor: Mike Harrington, CET

**Approved DE Water Ops-P. MDE Approval pending. Approved MD lic. PE’s. NJ-07-0913181-10.**

**EYI 963 201 - 7 hrs, .7 CEUs, Fee $175**

1 session, 11/19, T, 8:30am-4:30pm

**Class I Inspector Preparation Course**

This course will identify the proper procedures necessary to perform a complete and thorough inspection of Class B designed onsite wastewater treatment and disposal systems. The class will cover both open trench and capping fill inspections. It will cover what is required under the regulations specifically pertaining to inspection reports, as-built and other paperwork due to the department from the licensee. Clarification of the gray areas that may arise during the course of an inspection will also be covered. This class is a pre-requisite for taking the Class I licensing exam. Instructor: James Cassidy

**Approved DE WW Ops-D. Approved DE Onsite Lic. A,B,C,D,E,F,H,I. Approved MD Lic. PE’s. NJ-07-0914200-20.**

**EYI 991 201 - 7 hrs, .7 CEUs, Fee $199**

1 session, 11/21, R, 8:30am-4:30pm

**EYI 991 202 - 7 hrs, .7 CEUs, Fee $199**

1 session, 12/17, T, 8:30am-4:30pm

**Soils-Based Approach to Siting Wastewater Disposal**

Understand how soil physical properties impact the siting of onsite wastewater disposal in Delaware. Emphasis will be placed on site evaluation process: how to review/understand reports and the application to septic design process. Other topics include: preliminary review (feasibility studies), soil investigative reports for community disposal systems, percolation testing. Instructor: Ian Kaufman

**Approved DE WW Ops-D. Approved DE Onsite lic. A,B,C,D,E,F,H,I. Approved DE Nutrient Mgmt Program, 3.5 CEC’s. Approved MD lic. PE’s. Approved MD Env. Health Spec. NJ-07-0912146-20.**

**EYI 574 201 - 4 hrs, .4 CEUs, Fee $95**

1 session, 11/22, F, 8:30am-12:30pm

**PLC Overview for Water/Wastewater Professionals**

Programmable Logic Controllers (PLCs) have changed the way our industrial environment is controlled in today’s automated industry. In the water and wastewater industries, PLCs contain the hardware and software that is the brain behind controlling and gathering data at remote lift stations, water distribution stations, and pressure reducing stations. Instructor: Staff


**EYI 299 201 - 7 hrs, .7 CEUs, Fee $175**

1 session, 11/22, F, 8:30am-4:30pm

**Soils**

Designed to give installers, haulers and designers a general overview of how soils affect the operation of an onsite system. Discusses textures, compaction, water movement and soil pollution. Instructor: Bill Gangloff


**EYI 294 201 - 7 hrs, .7 CEUs, Fee $175**

1 session, 11/25, M, 8:30am-4:30pm
Lift Stations
This course provides an overview of the day-to-day operations and maintenance of lift stations. Lift station operating principles, components, basic troubleshooting and routine preventive maintenance will be discussed. Instructor: Ken Cross
Approved DE WW Ops-D. Approved DE Onsite Lic. A,B,C,D,E,F,H,I. MDE Approval #5297-12-10, 7.0 (x1.5) ALL WW; WC OPERATORS, NP. Approved MD Lic. PE’s. PADEP #2035. NJ-07-040673-20. Approved VA WWOPS.
EYI 234 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 11/27, W, 8:30am-4:30pm

Process Management Through Chemical Resource Conservation
Using superb interactive graphics and vibrant animated presentation, the instructor will explore the most common chemical dosing mistakes, simply “set-it & forget it,” or “what do I need to monitor in my water?” Lift the veil related to chemical feed; learn why chemical strength, pump calibration, product verification, and residual measurements are so important for process management and resource conservation.
Instructor: Mike Harrington, CET
EYI 940 201 - 4 hrs, .4 CEUs, Fee $95
1 session, 12/4, W, 8:30am-12:30pm

Aggregate Free Alternatives for Onsite Disposal Systems
The course will provide students with an understanding of the physical properties of the conventional stone (aggregate) system and compare them to the various types of aggregate free alternatives. Students will gain an understanding of the regulatory, construction and operational requirements when considering their use. Aggregate free alternatives such as chambers, tire chips, gravelless pipe, and assorted media will be discussed.
Instructor: James Cassidy
EYI 987 201 - 4 hrs, .4 CEUs, Fee $95
1 session, 12/10, T, 8:30am-12:30pm

Risers, Baffles and Filters - Installation and Repair
Concentrates on the replacement of inlet/outlet baffles (including retrofitting for filter installation), repair of the internal baffle, riser installation and selection and installation of effluent filters.
Instructor: Steve Rohm
EYI 508 201 - 4 hrs, .4 CEUs, Fee $95
1 session, 12/5, R, 8:30am-12:30pm

Interested in water, wastewater, well or onsite courses?
A chart that lists each of our course offerings is included on pages 15-17.
- Chart includes courses offered during the current semester on all Delaware Tech campuses.
- Regulatory approvals listed here are for the State of Delaware only.
- Specific details for DE, MD, and NJ regulatory course approvals are listed with each course description.
For VA regulatory approvals, contact Hilary Valentine at 302-259-6384.
Global Positioning Systems
Achieve a basic understanding of the Global Positioning System (GPS) including fundamental concepts, capabilities and limitations. The course will include discussion of both hardware and software as it relates to the use and presentation of locational information associated with the water and wastewater industries.
Instructor: Alan Roth
Approved DE Water Ops-NP. Approved DE WW Ops-D. MDE Approval #3624-05-12, 7.0 (1.5x) ALL; SUPERS ALL, NP. Approved MD/DE Well Drillers. Approved DE Onsite lic. A,B,C,D,E,F,H,I. PADEP #1929. Approved MD lic. PE’s. NJ-07-040672-30. Approved VA WWOPS.
EYI 524 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 12/11, W, 8:30am-4:30pm

Pump Hydraulics
Vital to anyone who must operate, maintain and troubleshoot water and wastewater pumping systems. Students will acquire a basic understanding of the hydraulic principles related to centrifugal pumps.
Topics: hydraulic formulas and volumetric calculations, and the hydraulic forces that exist in a pumping system. Bring a scientific calculator.
Instructor: Sheila Shannon
Approved DE Water Ops-P. Approved DE WW Ops-D. Approved DE Onsite Lic. A,B,C,D,E,F,H,I. Approved DE Well Drillers, 4.0 hrs. MDE Approval #4197-08-04, 7 (1.5x) ALL, NP. Approved MD Well Drillers. Approved MD Lic. PE’s. PADEP #1932. NJ-07-040684-30. Approved VA WWOPS.
EYI 538 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 12/12, R, 8:30am-4:30pm

Math Review for Water and Wastewater Operators
Review basic math skills, problem-solving techniques, and use of calculator for successful completion of state exams. Review topics include: addition, subtraction, multiplication, division, ratios and proportions, area measurements and volume calculations. Word problem solving techniques included.
Instructor: Brian Mooney
EYI 929 231 - 6 hrs, .6 CEUs, Fee $149
2 sessions, 12/12-12/19, R, 5:30-8:30pm

Project Management Basics
This course will provide tools, tricks and techniques for effective and efficient project management by focusing on the triple constraints of a project: scope, schedule, and cost.
Instructor: Shaun Gilday
EYI 273 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 12/17, T, 8:30am-4:30pm

Chemistry Basics for Water/Wastewater Professionals
This course will provide basic information for identifying chemical compounds, their properties, interactions and safe handling.
Instructor: Steve Rohm
EYI 283 201 - 4 hrs, .4 CEUs, Fee $95
1 session, 12/19, R, 8:30am-12:30pm

Time and Project Management
Develop multi-tasking skills to balance the demands of organization, employees and personal life. Learn strategies for time management and for developing an action plan.
Instructor: Staff
EYI 512 201 - 7 hrs, .7 CEUs, Fee $175
1 session, 12/20, F, 8:30am-4:30pm
Trades and Industrial Training

Basic Carpentry
This course focuses on building students’ carpentry skills from a foundation of little to no knowledge up to beginner-level. The course prepares students for safe use of common fasteners, hand tools, power tools, and adhesives in carpentry applications. Students perform basic wood-structure demolition/deconstruction, install door knobs, build a saw-horse, apply traditional framing methods to construct 2x4 and 2x6 wall and floor structures, frame out windows and doors, and apply subflooring and exterior sheathing to a structure of their own design in a group setting. Basic drywalling techniques and interior trim work are addressed. Instructor: David LaFazia
EYD 279 271 - 40 hrs, 4.0 CEUs, Fee $495
10 sessions, 8/19-9/23, M&W, 4-8pm

Landscape Design
Ever wonder why some outdoor spaces feel special while others you would like to avoid? Come learn the art of Landscape Design where we will balance the built and natural environments and create art in the landscape. Beginning with site analysis, into an overview of common plants and their characteristics, and moving onto design tools and techniques, you will discover how choosing the right plant for the right spot can grow into a spectacular outdoor room. The textbook is available in campus bookstore. Instructor: Eric Wahl
EYI 994 231 - 17.5 hrs, 1.75 CEUs, Fee $269
7 sessions, 8/20-10/1, T, 6-8:30pm

Small Engine Repair I
Upon completion of this class, students will be able to discuss 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, 9/5-10/17, R, 6-9pm

YOU MAY BE ELIGIBLE FOR FREE TRAINING!
Delaware Tech offers courses that are eligible for Workforce Innovation and Opportunity Act (WIOA) funds for students who are either unemployed or underemployed. Students are encouraged to visit the Delaware Department of Labor to see if they qualify for these funds. Students who are not eligible for WIOA funds may seek additional support, including a Governor’s Grant or Delaware Tech scholarship. Please contact the Delaware Department of Labor (DOL) for more information about applying for WIOA education and training funds.

GEORGETOWN DEPARTMENT OF LABOR: 302-856-5230

NEW
Delaware Tech’s Innovation and Technology Partnership Center (ITPC) is located at 307 Laws St., Bridgeville, DE 19933.

For more information, call 302-259-6384

INNOVATION AND TECHNOLOGY PARTNERSHIP CENTER (ITPC)
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 the 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 campus bookstore. Instructor: Lester Guyer
EYY 218 2B1 - 30 hrs, 3.0 CEUs, Fee $355
10 sessions, 9/11-11/13, W, 5:30-8:30pm

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 221 213 - 21 hrs, 2.1 CEUs, Fee $295
7 sessions, 10/31-12/19, R, 6-9pm

Manufacturing Technology Certifications

Programmable Logic Controls Maintenance Certificate
Our popular 80-hour PLC course provides hands-on instruction on how PLCs work, how they are programmed, and how to edit programs. Students will be able to understand the basic building block of an industrial PLC as well as run and troubleshoot computer generated ladder logic industrial processes. Topics will include basic programming, motor control, discrete I/O interfacing, event sequencing, and troubleshooting. Instructor: Staff
Prerequisite: Basic Electrical Knowledge.
Approved DE WW Ops-I.
EYD 269 271 - 80 hrs, 8.0 CEUs, Fee $995
19 sessions, 9/24-11/26, T&R, 5-9pm

Hydraulics Maintenance Certificate
Our 115-hour, hydraulics maintenance program includes various levels of hands-on instruction, starting with the basics of hydraulics and concluding with diagnosing and troubleshooting hydraulic systems. Topics include basic circuits, pressure and flow, valves, pumps, actuators, and motor performance. Students should plan to spend additional hours working on their own at home via distributive (online) learning. Instructor: Staff
EYD 267 271 - 115 hrs, 11.5 CEUs, Fee $1295
20 sessions, 9/24-12/3, T&R, 5-9pm

Manufacturing Technician Certificate
Begin your career in manufacturing as a Production Technician or a Machine Equipment Operator! This 155-hour program has been designed for students to obtain the basic fundamental skills needed in today’s manufacturing environment. Students will obtain a basic knowledge in electrical and mechanical fabrication, production assembly, applied math, and blueprint reading. Students should plan to spend additional hours working on their own at home via distributive (online) learning. Instructor: Staff
EYD 265 271 - 158 hrs, 15.8 CEUs, Fee $1495
25 sessions, 9/24-12/19, T&R, 5-9pm

Pneumatics Maintenance Certificate
This 80-hour pneumatics maintenance program includes various levels of hands-on instruction, starting with the basics of pneumatics and concluding with diagnosing and troubleshooting pneumatic systems. Topics include basic circuits, pressure and flow, valves, air logic, compressors, and vacuums. Students should plan to spend additional hours working on their own at home via distributive (online) learning. Instructor: Staff
EYD 268 271 - 80 hrs, 8.0 CEUs, Fee $995
19 sessions, 9/24-11/26, T&R, 5-9pm

Industrial Electrical Certificate
This comprehensive 158-hour industrial electrical program includes hands-on instruction in AC/DC electrical systems, electrical motor controls, variable frequency drives and motors, electrical sensors, and electrical control system wiring. Students should plan to spend additional hours working on their own at home via distributive (online) learning. Instructor: Staff
EYD 266 271 - 158 hrs, 15.8 CEUs, Fee $1495
25 sessions, 9/24-12/19, T&R, 5-9pm

Attention Training Professionals
Become part of our highly respected team, and share your knowledge with others in this industry.

Please contact Hilary Valentine at (302) 259-6384 if interested.
Environmental Training Center

DELTAWARE TECHNICAL COMMUNITY COLLEGE | GEORGETOWN, DELAWARE

Technical training for water quality professionals including water operators, wastewater operators, onsite technicians and well drillers.

(302) 259-6384 | www.dtcc.edu

Customized contract training is available onsite and online to meet your needs.
You may be eligible for tuition assistance in our General Maintenance Certificate program. Students who complete this program will find themselves marketable in many areas of the maintenance and construction industries. Participants can complete the entire General Maintenance Certificate and be job ready in four months simply by enrolling in each daytime course. The required courses for this certification are:

- Carpentry
- 10-Hour General Industry OSHA Course
- Preparatory Mathematics
- Forklift Operation/Safety Certification
- Drywall and Weatherization Tactics
- General Blueprint Reading
- Lead Safety for Renovation, Repair, and Painting
- Flooring and Tile Installation Techniques
- Painting Techniques
- Introduction to PC for Technicians
- Residential Wiring I
- Basic Plumbing

The training program will take place at Delaware Tech’s Innovation and Technology Partnership Center, located behind the Woodbridge Middle School in Bridgeville, Del. Classes will meet in the daytime, starting in Sept. and running through Dec. 2019.

For more information, contact Hilary Valentine at 302-259-6384.
General Maintenance Certificate*

Our students complete numerous hours of hands-on training in order to become experienced in several skilled trade areas, including framing, weatherization, finished carpentry, plumbing, and residential wiring. Students completing this program will find themselves marketable in many areas of maintenance and the construction industry. Participants can complete the entire General Maintenance Certificate and be job-ready in four months simply by enrolling in each daytime course. The required courses for this certification are:

Introduction to PC for Technicians
This course is designed to teach the technician a working knowledge of how a computer works and how to do word processing and spreadsheets in a Windows environment.
Instructor: David LaFazia
EYD 264 271 - 24 hrs, 2.4 CEUs, Fee $265
5 sessions, 9/3-9/9, MTWRF, time varies

General Blueprint Reading
This course prepares the student to read and interpret residential and light commercial construction drawings through classroom instruction and hands-on application. Textbook available in campus bookstore.
Instructor: David LaFazia
EYD 261 271 - 24 hrs, 2.4 CEUs, Fee $265
5 sessions, 9/9-9/18, MTWR, time varies

10-Hour General Industry OSHA Course
This course will provide workers with information on recognizing and preventing hazards on general industry work sites. Authorized training includes required OSHA Intro, walking and working surfaces, electrical, hazard communication, and PPE along with other elective topics pertinent to water and wastewater hazards. Students will receive course completion cards.
Instructor: David LaFazia
EYI 970 271 - 10 hrs, 1.0 CEUs, Fee $205
2 sessions, 9/10-9/11, T&W, 9am-2pm

Preparatory Mathematics
Operations in whole numbers, fractions, decimals, measurement, percentages, basic algebra, and basic trig applied to exercises and practical problems found in the maintenance field; participants also learn the essential features and operation of a calculator.
Instructor: David LaFazia
EYD 263 271 - 24 hrs, 2.4 CEUs, Fee $265
4 sessions, 9/18-9/24, MTWRF, time varies

Residential Wiring I
This course is designed to provide the student with a comprehensive understanding of basic electrical theory, and applications used in residential electrical wiring. Emphasis on the National Electrical Code, basic circuit calculations, and acceptable wiring methods are also covered. $100 lab cost included in tuition fee.
Instructor: David LaFazia
Prerequisite: EYD 261- General Blueprint Reading.
EYD 259 272 - 42 hrs, 4.2 CEUs, Fee $495
8 sessions, 9/25-10/8, MTWR, time varies

Forklift Operation/Safety Certification Training Program
Designed to meet OSHA standards by providing students with the safety and operational knowledge as well as the skills required to operate a forklift safely. Each participant will be required to capably operate a forklift and demonstrate practical operational skills.
Instructor: Tom Molnar
EYP 204 271 - 4 hrs, .4 CEUs, Fee $149
1 session, 9/25, W, 1-5pm

Carpentry
Instruction includes the proper use of measuring tools, an introduction to current building codes, and a review of applicable blue print reading and math skills. The labs include the proper use of hand and power tools, layout procedures, building material applications and rough framing. $100 lab cost included in tuition fee.
Instructor: David LaFazia
EYD 257 271 - 64 hrs, 6.4 CEUs, Fee $990
11 session, 10/8-10/28, MTWRF, time varies
Lead Safety for Renovation, Repair and Painting
This course is required by USEPA for contractors, property managers and others who disturb known or presumed lead-based paint during renovation. Training covers the following topics and procedures necessary to comply for USEPA certification: test for lead-based painting; set up safely; self-protection; minimize dust; control waste; confirm work completion with cleaning verification procedure or clearance. Instructor: David LaFazia
Approved MD Lic. PE’s. Approved MD Env. Health Spec.
EYI 906 271 - 8 hrs, .8 CEUs, Fee $249
1 session, 10/14, M, 8am-4pm

Drywall and Weatherization Tactics
Upon completion of this course, the student will demonstrate an understanding of theory, methods, installation of weatherization materials. Along with lecture and demonstration, the student will participate in hands-on applications that include the following skill sets: job safety, hand tool use, blower door components, dry wall patching, and installation of weather stripping, a door threshold and sweep, caulk and foam a joint, insulation, insulation of a water pipes and a hot water heater, install glazing and cut Plexiglas. $100 lab cost included in tuition fee. Textbook available in campus bookstore. Instructor: David LaFazia
EYD 258 271 - 45 hrs, 4.5 CEUs, Fee $495
8 sessions, 10/29-11/11, MTWR, time varies

Flooring and Tile Installation Techniques
This 21-hour course focuses on skills required for renovators and “do-it-yourselfers”, and includes the methods and installation techniques of subflooring, hardwood, tile, vinyl, and laminate flooring. Methods and techniques of tile backsplash and kitchen renovations also included. $50 lab cost included in tuition fee. Textbook available in campus bookstore. Instructor: David LaFazia
EYD 260 271 - 21 hrs, 2.1 CEUs, Fee $299
4 sessions, 11/11-11/14, MTWR, time varies

Painting Techniques
This course will focus on the proper techniques for selecting and applying paint and alternate wall coverings. Practical applications will allow each student to demonstrate his or her skills in both basic and advanced painting application techniques. $50 lab cost included in tuition fee. Textbook available in campus bookstore. Instructor: David LaFazia
EYD 262 271 - 14 hrs, 1.4 CEUs, Fee $265
2 sessions, 11/18-11/19, M&T, 8am-3pm

Basic Plumbing
This course covers the theory of water and waste systems in a lecture and “hands-on” format. Topic areas include: threaded pipe, waste systems, fastenings, water systems, heating water and fixture installation. $100 lab cost included in tuition fee. Textbook available in campus bookstore. Instructor: David LaFazia
EYD 256 271 - 24 hrs, 2.4 CEUs, Fee $495
4 sessions, 11/20-11/26, MTWR, 8am-2pm
You may be eligible to participate in a FREE Automation Technology Certificate Program sponsored by Delaware Tech and the Department of Labor under the America’s Promise Grant.

This extensive 310-hour program will provide the Delaware Manufacturing industry with skilled workers in the following areas:

• Flow Process Control
• Thermal Process Control
• Computer Numeric Control (CNC) Programming
• Programmable Logic Controllers (PLCs)
• Human Machine Interfacing (HMI)

Program Schedule:
Feb. 3, 2019 - May 29, 2020, varied meeting times

The program will take place at Delaware Tech’s Innovation and Technology Partnership Center, which is located at 307 Laws Street, Bridgeville, DE (behind the Woodbridge Middle School).

No experience is necessary; however, experience in the computer, electrical, mechanical, and/or technical trades would be extremely beneficial.

Eligibility requirements:
• Candidates must attend an information session
• HS Diploma or GED
• Minimum two years of documented full-time work experience
• Demonstrate at least an 11th grade math ability (free assessment will be given)
• Possess a Social Security card and valid driver’s license (or state-issued ID)

Information Session Dates
Dec. 9 or 16, Jan. 15, 22 or 29 at 9:30 a.m. and 4:30 p.m.

Sessions held at:
Delaware Tech
Environmental Training Center
21179 College Drive,
Georgetown, DE 19947

Attending an information session and registration is necessary.

Seating is limited.

For more information and to register, call Hilary Valentine oat (302) 259-6384 or email hvalent2@dtcc.edu.
HVAC MAINTENANCE TECHNICIAN PROGRAM

JOB READY IN JUST 14 WEEKS

FREE Training for Unemployed and Underemployed Individuals

You may be eligible for free training in our HVAC Maintenance Technician program. Delaware Tech’s highly regarded HVAC Certificate Program will prepare you to enter the high demand HVAC industry! Students completing the 314-hour program will be highly skilled in all aspects of heating, refrigeration and air conditioning. Our state-of-the-art heating and air conditioning labs allow us to provide exceptional hands-on training and industry preparation. Participants can complete the entire HVAC Certificate and be job-ready in four months simply by enrolling in each daytime course. The required courses for this certification are:

- 10-Hour General Industry OSHA Course
- Blueprint Reading for HVAC Technicians
- Electrical Control Systems
- Heating I
- Heating II
- Refrigeration and Air Conditioning I
- Refrigeration and Air Conditioning II
- EPA 608 Freon Technician Certification Training
- Commercial HVAC-R

The training program will take place at Delaware Tech’s Innovation and Technology Partnership Center, located behind the Woodbridge Middle School in Bridgeville, Del. Classes will meet in the daytime, starting in Sept. and running through Dec. 2019.

To be eligible for this training, you must attend an information session at 9 a.m. or 5:30 p.m.

Information sessions are held at the Environmental Training Center at Delaware Tech’s Owens Campus in Georgetown, Del.

Sessions are: Dec. 2, 9 or 19 and Jan. 15, 22 or 29

* This free training program was made possible by a Department of Labor grant intended to help the unemployed and underemployed. Seating is limited. Candidates must attend an information session and meet eligibility requirements, which include:
  - Availability for regular attendance each day
  - Possession of a Social Security card
  - Proof of birthdate and U.S. residency
  - The desire to work full time

Additional specific eligibility requirements will be discussed at the mandatory information session.

(302) 259-6330 I Search classes and register online at go.dtcc.edu/workforcedevelopment
Adult Basic Education/ 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. Placement assessments and registration for interested students is based on space availability. Please allow at least 3.5 hours to complete the assessments. Instructors: Elizabeth Phillips and Eileen O'Rourke. Please call 302-259-6393 to register for one of the following upcoming formal assessment dates:

- Mon., August 19th; 9 a.m.
- Mon., August 19th; 5:30 p.m.
- Thurs., August 22nd; 9 a.m.

ENB 301 201 – 2 hrs, FREE!
30 sessions, 9/5-12/19, M&R,
8:30-10:30am (No class 11/28)

ENB 301 202 - 2 hrs, FREE!
30 sessions, 9/5-12/19, M&R,
10:45am-12:45pm (No class 11/28)

ENB 301 231 – 3.25 hrs, FREE!
15 sessions, 9/9-12/16, M, 5:30-8:45pm

English as a Second Language

Registration for all non-credit ESL classes will be held as follows:

- Mon., August 12th; 9 a.m. – noon & 1-4 p.m.
- Tues., August 13th; 1-4 p.m.
- Fri., August 16th; 9 a.m.-noon & 1-4 p.m.


English Conversation I (Part I & II)
Beginning level instruction and practice in speaking and understanding English. Intended for adults whose first language is not English. Instructor: Joan Mills

ENB 303 201 - 2 hrs, FREE!
30 sessions, 8/26-12/11, M&W,
8:30-10:20am (No class 9/2 and 11/27)

ENB 303 202 - 2 hrs, FREE!
30 sessions, 8/26-12/11, M&W,
10:30am-12:20pm (No class 9/2 and 11/27)

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 9/2, 11/27.
Instructor: Joan Mills

ENB 242 201 - 60 hrs, Fee $209
30 sessions, 8/27-12/12, T&R,
8:30-10:20am

ENB 242 202 - 60 hrs, Fee $209
30 sessions, 8/27-12/12, T&R,
10:30am-12:20pm

English Conversation III (ESL), Part I
Reading, writing, and listening activities will be integrated with conversational exercises. Prerequisite: Completion of English Conversation Level 1 and 2 or instructor’s permission. No class 9/2, 11/27.
Instructor: Gail Swartzentruber
ENB 200 201 - 60 hrs, Fee $209
30 sessions, 8/26-12/11, M&W,
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 1, 2, and 3 or instructor’s permission. No class 9/2, 11/27.
Instructor: Gail Swartzentruber
ENB 231 201 - 60 hrs, Fee $209
30 sessions, 8/26-12/11, M&W, 8:30-10:20am

English Conversation V (ESL), Part I
Reading, writing, and listening activities will be integrated with conversational exercises. Prerequisite: Completion of English Conversation Level 1, 2, 3, and 4 or instructor’s permission. No class 11/28.
Instructor: Gail Swartzentruber
ENB 211 201 - 45 hrs, Fee $165
15 sessions, 8/29-12/12, R, 9:00am-noon
Arts and Crafts

Acrylic Painting for Beginners

This class will introduce you to acrylic painting. In this course, you will learn different brush strokes, how to mix colors, and painting techniques. This is a hands-on course perfect for beginners. Please call the registration team for the supply list: (302) 259-6330. Instructor: Barbarann Fagley

ENA 206 201 - 18 hrs, Fee $119
6 sessions, 9/13-10/18, F, 11am-2pm

Acrylic Painting, Intermediate

Now that you know the basics, come learn about how to advance your skills. This class will include more in-depth instruction on acrylic painting and critique by the instructor. The project you will complete will be determine during the first class. Please call registration for supply list: (302) 259-6330. No class 11/29. Instructor: Barbarann Fagley

ENA 207 201 - 18 hrs, Fee $119
6 sessions, 10/25-12/6, F, 11am-2pm

Acrylic Painting, Intermediate Drop In

ENA 292 201 - 3 hrs, Fee $25
Pick a session from the above dates!

Color Theory and Composition

Color is an experience. Color theory is central to understanding and creating art. Learn the color wheel, color harmony and the context of how colors are used. Composition is the placement or arrangement of visual elements or “ingredients” in a work of art. It’s the layout of a piece. Our composition plays an important role in our works on how it is viewed and experienced by our audience. Instructor: Barbarann Fagley

ENA 240 201 - 18 hrs, Fee $109
6 sessions, 9/9-10/14, M, 10am-1pm

Holiday Centerpiece

Join us for a holiday centerpiece floral class. In this class you will make a gorgeous centerpiece for your holiday dinner table or entryway to display during the holidays. You will learn what flowers compliment each other and how to showcase flowers in style. The best is that you will be able to take home your own creation for the holidays! Instructor: David Ehrhart

ENA 238 271 - 2 hrs, Fee $75
1 session, 12/20, F, 5:30-7:30pm

Making a Christmas Wreath

Making a stunning wreath for this holiday season! Learn the step-by-step process—no experience required. This class includes the wreath and supplies needed to decorate your wreath. As soon as you are done with the class, you will have a beautiful wreath to take home and put on your door!
Instructor: David Ehrhart

ENA 239 271 - 2 hrs, Fee $65
1 sessions, 12/13, F, 5:30-7:30pm

Thanksgiving Centerpiece

Kick off the season of Thanksgiving by learning how to make a Thanksgiving Centerpiece for the holidays. During this time you will learn how to make and create a perfect centerpiece for your Thanksgiving holiday. This centerpiece is not just flowers, but can be an edible touch for a crowd-pleasing centerpiece.
Instructor: David Ehrhart

ENA 237 271 - 2 hrs, Fee $75
1 session, 11/26, T, 5:30-7:30pm

Portrait Workshop

Enjoyable, informal instruction with individual assistance. Excellent instruction for beginners to intermediate artists. Please bring pencil, paper, charcoal, pastels (optional), and drawing board to class.
Instructor: Carolyn Wisniewski

ENA 278 201 - 3 hrs, Fee $95
6 sessions, 9/5-10/3, R, 1-4pm
ENA 278 202 - 3 hrs, Fee $95
6 sessions, 10/10-11/7, R, 1-4pm
ENA 278 203 - 3 hrs, Fee $95
6 sessions, 11/14-12/19, R, 1-4pm
No class 11/28

Portrait Workshop Drop In
Instructor: Carolyn Wisniewski

ENA 279 201 - 3 hrs, Fee $19
1 session, 9/5-10/3, R, 1-4pm
ENA 279 202 - 3 hrs, Fee $19
1 session, 10/10-11/7, R, 1-4pm
ENA 279 203 - 3 hrs, Fee $19
1 session, 11/14-12/19, R, 1-4pm
No class 11/28
CPR

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 then 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. Instructor: Patricia Hill

EYK 598 261 - 6 hrs, .6 CEUs, Fee $99
1 session, 10/12, S, 9am-3pm

Culinary

Cake Decorating
This course will focus on decorating cakes with flowers and borders, and learn to write and decorate. This hands-on class will give you all the skills necessary to decorate your desserts like a pro. Please call registration for a supply list, at (302) 259-6330.
Instructor: Kellie Wilson

ENX 217 231 - 8 hrs, Fee $99
4 sessions, 9/16-10/7, M, 6:30pm-8:30pm

Cupcake Decorating 101
This course will focus on decorating cupcake skills. This hands-on class will give you all the skills necessary to decorate cupcakes like a pro. Please call registration for a material list, at (302) 259-6330. Instructor: Kellie Wilson

ENX 201 231 - 8 hrs, Fee $99
4 sessions, 11/4-11/25, M, 6:30pm-8:30pm

Culinary Uses of Lavender
Lavender is a culinary delight. Learn the best way to dry your lavender for cooking. Create lavender desserts such as lemon lavender cake and lavender-chocolate ganache; beverages such as lavender lemonade and Mademoiselle Grey Tea; and savory delicacies such as lavender-strawberry scones.
Instructor: Heather Sullivan

ENX 220 271 - 2 hrs, Fee $75
1 session, 10/3, R, 6:30am-noon

Instapot Cooking
Are you afraid to use your Instapot? Don’t know what you should cook in it? Want some easy recipes that you can try with your busy schedule? Come out and learn some tricks and tips for making friends with your Instapot. Instructor Denise Snyder

ENX 229 231 - 3 hrs, Fee $75
1 session, 10/21, M, 5:30pm-8:30pm

Holiday Baking
Are you looking for cookie inspiration this holiday season? Come out and explore cookie recipes which will light up the holiday season. Each participant will take cookies home with them. Instructor: Denise Snyder

ENX 230 231 - 3 hrs, Fee $75
1 session, 11/18, R, 5:30pm-8:30pm

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, email Jillian Whitney at jillian.whitney@dtcc.edu.
Defensive Driving

Defensive Driving, Basic
Earn a 10% reduction on the liability and personal injury portions of your automobile insurance premium for three years; along with a 2-point credit applied to your Delaware driving record. Learn simple driving strategies. Students must be on time for class, and have a photo ID.
Instructor: Interstate Training Alliance, LLC

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<tr>
<th>Course</th>
<th>Hours</th>
<th>CEUs</th>
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Defensive Driving, Advanced
Earn a 15% discount on applicable provisions of your automobile insurance! Three-year certification course offers additional strategies for on-the-road safety, review of revised and existing traffic laws, as well as current safety technology. Prerequisite: Students must have completed the Basic Defensive Driving class within the past five years. Students must be on time for class, and have a photo ID.
Instructor: Interstate Training Alliance, LLC

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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: Kendall Wilson and Elizabeth Rupprecht

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

**Beachbody Country Heat Live**
Country Heat Live is a high-energy, low-impact, dance-inspired workout set to today’s hottest country hits. No complicated moves, no weights, no worries! You don’t need a dance background, just a love for dance and country music. You’ll have so much fun clapping, stomping, and laughing, you’ll forget you’re burning mega calories and getting a total body workout!
Instructor: Kelly Pettyjohn

ENR 213 231 - 10 hr, Fee $69
10 sessions, 9/11-11/13, W, 5:30-6:30pm

**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, 10/3-11/7, R, 6:30-8:30pm

**Fitness Center, Drop-In**
ENR 575 201 - 1 hrs, Fee $5
1 session, 8/26-12/19, MTWRF

**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, please call 302-259-6330 to reserve.
Class held at the Rookery (South) in Milton.

ENR 200 271 - 6 hr, Fee $169
6 sessions, 9/10-10/15, T, 4-5pm

ENR 200 272 - 6 hr, Fee $169
6 sessions, 9/6-10/11, F, 10-11am

**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 enhance overall body awareness, assist in quieting the mind, refreshing the body, and creating a sense of calming in daily life. Give yourself or someone you know the gift of relaxation! No experience necessary. Please bring yoga mat to class.
Instructor: Judi Block

ENR 234 201 - 6 hr, Fee $69
6 sessions, 9/10-10/15, T, 11:45am-12:45pm

ENR 234 202 - 6 hr, Fee $69
6 sessions, 9/12-10/17, R, 11:45am-12:45pm

ENR 234 203 - 6 hr, Fee $69
6 sessions, 10/29-12/10, T, 11:45am-12:45pm
No class 11/26

ENR 234 204 - 6 hr, Fee $69
6 sessions, 10/31-12/12, R, 11:45am-12:45pm
No class 11/28

**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: Dave Hickey

ENR 243 231 - 8 hrs, Fee $69
8 sessions, 8/27-10/15, T, 5-6pm

ENR 243 232 – 8 hrs, Fee $69
8 sessions, 10/29-12/17, T, 5-6pm

**Tai Chi, Level II**
This is a continuation of the first Tai Chi class. Students must have taken two sessions of Tai Chi, Level I class.
Instructor: Dave Hickey

ENR 245 231 - 8 hr, Fee $69
8 sessions, 8/27-10/15, T, 6-7pm

ENR 245 232 – 8 hr, Fee $69
8 sessions, 10/29-12/17, T, 6-7pm
**Language and Culture**

**Beginner French**
This class is an introductory French for students who would like more comprehensive instruction and practice. Emphasis will be given to basic practice in grammatical concepts, the development of reading and vocabulary skills, comprehension and production of the spoken language, and oral communication. Students must purchase textbook prior to class. For details, call 302-259-6330. Instructor: Lisa Lynch

**ENH 214 271 – 8 hrs, Fee $75**
4 sessions, 10/8-10/29, T, 6-8pm

**Intermediate French**
This class is a continuation of the Beginner French or intended for students with a very basic exposure to Introductory French. Emphasis will be given to basic practice in grammatical concepts, the development of reading and vocabulary skills, comprehension and production of the spoken language, and oral communication. Students must purchase textbook prior to class. For details, call 302-259-6330. Instructor: Lisa Lynch

**ENH 201 271 – 16 hrs, Fee $115**
6 sessions, 11/12-12/17, T, 6-8pm

**Beginner Italian II**
Back by popular demand! This class will build upon the Beginner Italian course. You will continue to learn about the Italian alphabet, numbers, colors, and basic conversational phrases. Continue to explore the alphabet and the culture of Italy through history, music, and art. Please bring a pencil and notebook to class. Students will be using the same textbook for Beginner Italian II. Please call 302-259-6330 for more details. Prerequisite: Beginner Italian or previous Italian education needed. Instructor: Silvana Maio

**ENH 218 231 – 12 hrs, Fee $105**
10 sessions, 9/4-11/6, W, 5:30pm-7:30pm

**Instructor Feature:**

Silvana Maio

I was born in Italy from an American mother and a Sicilian father. I always felt like I lived in between two worlds. I loved hearing my mother speak English on the phone when her family called. At a young age, I decided to train myself to pronounce words in English and translate them. Today, I am honored to have the opportunity to teach others to learn another language. My passions are education and people. I am proud to teach at Delaware Tech and look forward to inspiring encouraging, and motivating others to learn another language.
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. Textbook must be purchased prior to class in the college bookstore. For details, please call (302) 259-6330.

ENO 597 231 - 16 hrs, Fee $199
8 sessions, 10/7-10/30, 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 you 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. Textbook must be purchased prior to class in the college bookstore. For details, please call (302) 259-6330.

ENO 598 231 - 16 hrs, Fee $199
8 sessions, 11/4-11/27, 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. Textbook must be purchased prior to class in the college bookstore. For details, please call (302) 259-6330.

ENO 599 231 - 16 hrs, Fee $199
8 sessions, 9/9-10/2, M&W, 6-8pm

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.
Music

Harmonica Beginner Class
If you grew up listening to Willie Nelson or Blues Traveler, you may have always wondered if you could learn to play the harmonica, too. You can! This class will teach you how a harmonica works, how to make notes and sounds, and different techniques for different styles of music. You will be required to bring your own G-10 Hole Diatonic Harmonica to each class. There is no text required for this class.
Instructor: William Meikeljohn
ENO 221 231 - 9 hrs, Fee $99
6 sessions, 10/8-10/24, T&R, 6-7:30pm

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. Students must purchase textbook prior to class. For textbook details, call (302) 259-6330.
Instructor: Staff
ENO 208 231 - 12 hrs, Fee $139
8 sessions, 10/1-11/19, T, 6-7:30pm

Photography

Adobe Lightroom
Learn the basics of Adobe Lightroom to take your photography to the next level. Whether you wish to grow your photography business or just want your photos to look more polished, this course will teach you the basics of cropping, adjusting exposure, removing blemishes, and more. Walk away knowing the basics of Adobe Lightroom - the industry standard for photographers around the globe. Instructor: Staff
ENF 226 231 - 8 hrs, CEUs, Fee $89
4 sessions, 9/4-9/25, W, 7-9pm

Adobe Lightroom II
Enhance your skills that you learned in Adobe Lightroom by taking this next course. There is so much that you can do with Adobe Lightroom to increase the quality of your picture. You will learn advanced skills from the basic course using Adobe Lightroom to take their photography to the next level. Instructor: Staff
ENF 233 231 - 8 hrs, Fee $89
4 sessions, 10/2-10/23, W, 6-8pm

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. No class on 11/27.
Instructor: Mason Dixon
ENA 259 231 – 12.5 hrs, Fee $115
5 sessions, 10/22-11/19, T, 6-8:30pm
ENA 259 271 – 12.5 hrs, Fee $119
5 sessions, 10/30-12/4, 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. No class on 11/27.
Instructor: Mason Dixon
ENA 260 231 – 12.5 hrs, Fee $115
5 sessions, 10/22-11/19, T, 6-8:30pm
ENA 260 271 – 12.5 hrs, Fee $119
5 sessions, 10/30-12/4, 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, 9/11, W, 6-9:30pm

(302) 259-6330 | Search classes and register online at go.dtcc.edu/workforcedevelopment
**Special Interest**

**Religion in America**

In this class we will discuss a broad overview of the state of organized religion and spirituality in our country today. We will use Islam, Judaism, and Christianity as representations of religion in America. We will focus on the rise of the “Nones” and “Dones” as representative of agnosticism, atheism, and the growing number of people who have abandoned organized religion altogether. Our discussion will end with a look ahead to what options are currently on the table for what the future of religion in America may be. Instructor: Bradley Schutt

ENU 209 231 - 8 hrs, Fee $75
4 sessions, 9/3-9/24, T, 6-8pm

**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. Instructor: Staff

ENO 578 231 - 4 hrs, Fee $39
2 sessions, 10/3-10/10, R, 6-8pm

**Beginners Essential Oils**

In this course, you will learn about the how, why, and use of essential oils for your health and wellness. The instructor will share the chemistry behind oils, daily uses, and cell/brain/emotional connections of oil use and help you establish a healthy, chemical-free home. Instructor: Nina Backes

ENO 254 231 - 4.5 hrs, Fee $55
3 sessions, 10/31-11/14, R, 6:30-8pm

**Chess for Beginners**

This class will start from the very beginning - setting up the board, learning how the pieces move, but will end with some basic strategy. With an instructor who is personable and light-hearted, this is a great opportunity for anyone to come and learn how to start a journey into the contemplative world of chess! Class will be held at the Lewes Library. Instructor: Staff

ENO 247 271 - 6 hrs, Fee $75
4 sessions, 10/15-11/5, T, 6-7:30pm

**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. Instructor: Mei Johnson

ENO 249 271 - 2 hrs, Fee $75
1 session, 9/12, R, 10:30-12:30pm

**Create Lavender Crafts**

Learn how to make lavender sachets, bath and beauty aids and home care products for your personal use or gift-giving. Crafting demonstrations will include how to create a small wreath, a moisturizing sugar scrub, a heart lavender sachet; a lavender eye pillow and a dried wrapped lavender bundle. Supply fee included in tuition. Instructor: Heather Sullivan

ENO 249 271 - 2 hrs, Fee $75
1 session, 9/12, R, 10:30-12:30pm

**FCC Amateur Radio License Class & Exam**

Here’s your opportunity to earn your Technician Class, entry-level, Amateur Radio FCC license! Amateur Radio, or “Ham Radio,” is the most powerful and versatile communications service available to the private citizen and this class will prepare you to pass the required FCC license examination to get on the air! This class will cover everything you will need to know to become a Licensed Amateur Radio operator: Electrical safety, FCC rules, best operating practices, radio & electronics fundamentals, how to set up your station, radio propagation, and emergency & public service communications. This fast-paced weekend course is taught by a team of highly experienced, licensed Amateur Radio operators who are dedicated to your success. To participate in this course, you must read one of these two manuals prior to the class: “ARRL’s TECH Q&A” manual 7th edition dated 2018 (arrl.org/licensingeducation-training); or, the “2018 Gordon West Technician Manual”, 9th edition (w5yi.org/catalog.php?sort=4). Either of these fine publications will give you the background needed to prepare you for the class. The class concludes with the official 35 question multiple choice examination that will authorize your license from the FCC. This course is sponsored by the National Association for Amateur Radio. Instructor: Multiple Staff

ENO 222 261 - 12 hrs, Fee $0
2 sessions, 11/9, 5, 8:30-4:30pm and 11/10, Su, 9am-1pm

**Create Lavender Crafts**

Learn how to make lavender sachets, bath and beauty aids and home care products for your personal use or gift-giving. Crafting demonstrations will include how to create a small wreath, a moisturizing sugar scrub, a heart lavender sachet; a lavender eye pillow and a dried wrapped lavender bundle. Supply fee included in tuition. Instructor: Heather Sullivan

ENO 249 271 - 2 hrs, Fee $75
1 session, 9/12, R, 10:30-12:30pm

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ENO 222 261 - 12 hrs, Fee $0
2 sessions, 11/9, 5, 8:30-4:30pm and 11/10, Su, 9am-1pm
Firearms: Protection & Training
In this class, you will learn about safe gun handling, pistol parts and operation, ammunition, and 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. Instructors: John Davis
ENO 201 231 - 6 hrs, Fee $79
3 sessions, 10/3, R, 7-9pm, 10/10, R, 7-8pm, 10/12, S, 9-12pm

Get Paid to Talk: Making Money With Your Voice
Ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce students to a 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 & 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 the instructor. 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, 12/10, T, 6:30-9pm

Anatomy of Murder
This interactive course will examine national headline criminal cases such as the Unabomber, Son of Sam, and the Zodiac Killer, among others, as the means to learn about investigative and prosecutable strategies. Students will learn how to apply these strategies and skills in a theoretical investigation! Class will be held at the Lewes Library. Instructor: Frank Powers
ENO 241 271 - 8 hrs, Fee $75
4 sessions, 11/12-12/3, T, 6-8pm

Mindfulness through Spiritual Practices
We will examine and experience spiritual practices as a means of cultivating greater mindfulness in our daily lives and busy schedules. After learning about the history and common ideas throughout spiritual practices from a variety of traditions we will experiment with them to find which ones fit everyone best. This will all be done in a neutral, safe, and open way that makes room for the religious, spiritual, and those who are just looking for healthy practices free from any doctrine or bigger framework. Instructor: Bradley Schutt
ENO 208 231-8 hrs, Fee $75
4 sessions, 10/1-10/22, T, 6-8pm

Myers-Briggs Type Indicator Profile (MBTI)
With practical insight that’s easy to understand and implement, the MBTI assessment has helped thousands of organizations and millions of people around the world improve how they communicate, learn, and work. This course is designed to provide participants with an understanding of the model and the 16 types that comprise it, as well as their personal type. All supplies are included in the tuition. Instructor: Penny Boyce
ENO 257 231 – 4 hrs, Fee $ 95
2 sessions, 10/1-10/22, T, 6-8pm

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 you 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: Penny Boyce
ENO 242 271 - 2 hrs, Fee $ 75
1 session, 9/19, R, 10:30am-12:30pm

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 you 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 NEW equipment, learning how to identify the most compelling evidence of paranormal activity vs. logically explainable phenomena (differentiating normal vs. paranormal results). 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, 11/4-11/25, M, 7-9pm

Propagating and Growing Lavender
Lavender is a hardy perennial in southern Delaware. It grows well in sunny areas with well-drained soil. Learn techniques to foster success in both propagating and growing your lavender plants including tips for planting in the spring, harvesting in the summer, and preparing for fall and winter. Instructor: Heather Sullivan
ENO 242 271 - 2 hrs, Fee $75
1 session, 9/19, R, 10:30am-12:30pm
Psychic Development Workshop NEW
Have you ever wondered what it is like to be a psychic? Actually, everyone is born with intuitive ability, but few understand how to identify or tap into it. This course will combine lecture material with frequent practice exercises designed to help participants learn about their own unique intuitive or psychic abilities. Using an easy 5-step Method, participants will learn how to identify intuitive or psychic information, interpret and validate it, and continue to improve it using practical exercises long after the class ends. In-class exercises will include psychometry and photo analysis based on items participants bring to class. Students should bring at least 1 item for the psychometry exercise and 1 photograph, both of which they must know the history and previous ownership to allow students to validate their impressions of these items. 1 hour for lunch break. Instructor: Carol Pollio
ENO 259 261 - 8 hrs, Fee $79
1 session, 9/14, S, 8am-5pm

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
ENF 207 231 - 4 hrs, Fee $45
2 sessions, 11/6-11/13, W, 6-8pm

Wreathmaking with Lavender, Herbs and Summer Flowers
Learn easy techniques for designing and caring for wreaths. Practice new skills by selecting fresh herbs and flowers from the lavender and wildflower gardens. Take home your own unique wreath suitable for your front door. Instructor: Heather Sullivan
ENO 253 271 – 3 hrs, Fee $95
1 session, 9/26, R, 10:30-1:30pm

Understanding iCloud for iPad/iPhone
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 how 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 $35.00
1 session, 11/5, T, 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: Staff
ENF 215 261 - 4 hrs, Fee $59
1 session, 11/16, S, 9am-1pm

Technology
Delaware Tech TRiO Programs

Delaware Tech’s TRiO programs are designed to identify promising students, prepare them to do college work, provide information on academic and financial aid opportunities, as well as tutoring and support services in an effort to enhance high school completion, college retention, and graduation. Students enrolled in Delaware Tech’s TRiO programs mirror our nation’s multi-ethnic society. These Federal TRiO Programs are outreach and student services programs designed to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post-secondary programs. Based on the premise that all students should have access to higher education, TRiO programs address non-financial barriers to post-secondary education, including inadequate academic preparation, lack of family or peer support, and limited post-secondary education or opportunities.

Delaware Tech offers the following programs for students in the schools listed below:

**Educational Talent Search**
- Sussex Central, Indian River, Laurel, Seaford & Woodbridge High Schools
- Selbyville, Millsboro, Georgetown, Laurel, Seaford & Woodbridge Middle Schools

**Upward Bound Math & Science**
- Sussex Central, Laurel, Seaford & Woodbridge High Schools

**Classic Upward Bound**
- Sussex Central, Laurel, Seaford & Woodbridge High Schools

For more information go to dtcc.edu/owenskidsoncampus

Delaware Tech Out of School Youth Program (Stepping Up to Success)

Stepping Up to Success provides out of school youth within our community the opportunity to earn their GED, improve financial literacy, gain interpersonal and occupational skills and participate in a paid work experience. The goals of the program are implemented through a highly structured, non-traditional environment integrating training, mentoring and diverse educational activities. Our purpose is to empower youth (ages 16-24), facing serious barriers to employment, by providing training and other services that will result in increased employability, earnings, educational and occupational skill credentials; thereby improving the quality of the workforce and enhancing its productivity and competitiveness. For more information please contact us at (302) 259-6372.

SUMMER CAMPS

INTERACTIVE EXCITING CREATIVE EDUCATIONAL FUN

(302) 259-6327 | GO.DTCC.EDU/CAMPS

(302) 259-6330 | Search classes and register online at go.dtcc.edu/workforcedevelopment
Welcome to 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!

- $5 discount on our personal enrichment courses - covering a wide spectrum of interests including art, history, financial and retirement planning, fitness and more*
- $10 discount on our great trips all over the mid-Atlantic
- Members-only classes
- FREE Fitness Center membership**
- FREE admission to our monthly Lunch and Learn seminars
- FREE one-time admission to Treasures of the Sea museum
- FREE members-only book club
- Full access to the Stephen J. Betze Library**
- Your own Delaware Tech email address and Student ID card
- Many educational discounts on software and technology - including Microsoft Office 365 options

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

* Excludes Defensive Driving and Divorcing Parent classes
**Must present Student ID for use of these services

Encore Writers’ Club
Do you like to write? Join the Encore Writers’ Group. We all have our own original truths to tell. What we have to say is important. How we express our realities are as unique and varied and numbered as the snowflakes that fall in winter. Join our Encore Writers’ Group and let your individual voice be spoken and enjoyed in a safe, encouraging, and enjoyable environment with others who are like-minded.

Instructor: Kathleen Persinger

ENQ 520 201 – 1.5 hrs, Free!
1 session, 9/18, W, 10-11:45am

ENQ 520 203 – 1.5 hrs, Free!
1 session, 11/20, W, 10-11:45am

ENQ 520 202 – 1.5 hrs, Free!
1 session, 10/16, W, 10-11:45am

ENQ 520 204 – 1.5 hrs., Free!
1 session, 12/18, W, 10-11:45am

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. As a group you will decide on the next month’s meeting date and the upcoming book. Come join us to meet other Encore members! The September book is: Animal House by George Orwell.

Instructor: Kathleen Persinger

ENQ 841 201 – 1.5 hrs, Free!
1 session, 9/18, W, 1-2:30pm

ENQ 841 202 – 1.5 hrs, Free!
1 session, 10/16, W, 1-2:30pm

ENQ 841 203 – 1.5 hrs, Free!
1 session, 11/20, W, 1-2:30pm

ENQ 841 204 – 1.5 hrs., Free!
1 session, 12/18, W, 1-2:30pm

Bowling for Seniors
Join us for our virtual bowling teams. Participants will learn how to bowl using cutting edge virtual reality equipment. Just like bowling you know and love, it’s virtual and doesn’t hurt your fingers or hands!! Come out and join the fun of virtual bowling! Enjoy laughing, fun, socializing while you are exercising! Become a champion bowler. Once a week, show up and claim that you are the best at virtual bowling!

ENQ 522 201- 6hrs, $25
4 sessions, 9/5-9/26, R, 10-11:30am
Fitness

Baby Boomers in Motion

Have fun bonding with others and get that community feeling while joining Ethic Fitness and his coaches at Midway Motion and Fitness for 16 spontaneous fitness sessions. This class will help improve strength, flexibility, balance, coordination, mobility, and endurance. Class will be held at Midway Motion and Fitness, Lewes, DE. No class 9/2. Instructor: Ethic Fitness

ENQ 514 271 – 16 hrs, Fee $59
16 sessions, 8/5-9/30, M&W, 10-11am

Silver Yoga

Specialized yoga classes for older adults with modifications available to meet the needs of all ability levels. Feel your energy renewed and revitalized as we combine breath awareness with movement to enhance flexibility, strength, and balance. This nurturing practice will also help create focus, clarity, and an overall sense of relaxation. Please bring a yoga mat to class.

Tuesday classes: No class 11/26. Thursday classes: No class 11/28. Instructor: Judi Block

ENQ 514 201 – 6 hrs, Fee $59
6 sessions, 9/10-10/15, T, 10:30-11:30am

ENQ 514 202 – 6 hrs, Fee $59
6 sessions, 9/12-10/17, R, 10:30-11:30am

ENQ 514 203 – 6 hrs, Fee $59
6 sessions, 10/29-12/10, T, 10:30-11:30am

ENQ 514 204 – 6 hrs, Fee $59
6 sessions, 10/31-12/12, R, 10:30-11:30am

Lunch and Learn Seminars

Bring your lunch and your brain! We’ll listen to a guest lecturer present and then open the floor for questions and discussion. Please call (302) 259-6330 to register.

September

All about Lavender

Speaker: Heather Sullivan
Learn about the many uses of lavender throughout the ages from bath and beauty products to antiseptics to culinary to home care products. Hear about the basics of growing and using lavender in your garden and in your home. Bring your lunch to enjoy in the Lavender Farm's restored barn.

ENQ 537 271 -2 hrs. Free!
1 session, 9/18, W, 10:30am-12:30pm

October

All About Hydroponic Greenhouses

Speaker: Delaware Tech Agriculture Department
Come learn about small farm and hydroponic production at Delaware Tech. The agriculture department will teach you all about what hydroponics is and an exclusive tour of their hydroponic greenhouses. At the end of the tour, you will be able to visit Delaware Tech’s own Farm Market, which is open every Tuesday and Thursday. See what vegetables and plants are being produced here on campus! After the tour, we will be eating lunch in the cafeteria area.

ENQ 529 201-2 hrs, Free!
1 session, 10/15, T, 11am-1pm

November

Treasures of the Sea

Speaker: Treasures of the Sea
Join us as we go and learn about the Treasures of the Sea exhibit here at Delaware Tech. This exhibit is a beautiful collection of Spanish treasures from a 17th century shipwreck, the Nuestra Senora de Atocha. View a $4 million collection of actual treasures. We will learn about the exhibit and then eat our lunch in the cafeteria on campus.

ENQ 521 201-2 hrs, Free!
1 session, 11/20, W, 11am-1pm

December

Facebook for Seniors

Speaker: Bradley Schutt
Facebook is the world’s largest internet community. It is used by millions of people to connect with family and friends, share photos, and stay in touch. You can create and customize your own profiles with photos, videos, and inform an audience on what’s going on with your life. Come learn about how to use Facebook and what the excitement is all about.

ENQ 516 201 -2 hrs, Free!
1 session, 12/18, W, 11am-1pm

Following the Lunch and Learn, we invite you to embark on a guided tour of the Delaware Technical Community College facilities with one of our staff members!

(302) 259-6330 | Search classes and register online at go.dtcc.edu/workforcedevelopment
Trips

**Poplar Island Tour – 9/10, 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. Lunch included in tuition. Departs DTCC 9am; departs Poplar 3pm. Refund available prior to 8/10.

**ENS 659 271 – Encore Members $55**

**Dover Air Mobility Command Museum and Lunch- 10/15, T**

Join us for a tour of the Dover Air Mobility Command Museum at the Dover Air Force Base. The tour includes access to many plans! Afterwards, we’ll enjoy a delicious lunch. Departs DTCC 9am; departs Dover 2pm. Refund available prior to 9/15.

**ENQ 281 271- Encore Members $45**

**Special Event**

**Bike for a Cause- 9/21, S**

Join us for a special 1 mile ride the day of our annual Tour de Sussex bike fundraiser. Come bring your bike and join other Encore members as we bike a mile around Sussex County. Come back for a delicious lunch and drink. You will have an opportunity to socialize and get to know other bikers! You don’t need to be a pro—just know how to ride your bike. The ride begins at 8:30am.

**ENQ 530 231- 3.5 hrs, Fee $25**
Travel with Delaware Tech

DON’T RISK DISAPPOINTMENT. REGISTER FOR TRIPS EARLY!

DEPARTURE INFORMATION:
Trips will depart from Delaware Tech, Stephen J. Betze Library parking lot. 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.

Refunds for trips are as noted.

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

Scenic Severn Boat Cruise – 9/7, S
A spectacular 6 mile cruise on the beautiful scenic Severn River and historic Annapolis Harbor. Cruise by the banks for the USNA along the way. Learn about the Naval Academy while eating your lunch! Lunch is included. Departs DTCC 9:30am; departs Annapolis 4pm. Refund available prior to 8/7.
ENS 680 271 – Encore Members $65
ENS 679 271 – General Public $75

An Adventurous Day in Annapolis – 9/7, S
Enjoy the beautiful views of the Chesapeake Bay while you stroll through shops downtown. Annapolis is known for its beautiful and eclectic shopping it has to offer. While you are downtown, experience the Naval Academy’s museum and prestigious groups or enjoy the many wonderful restaurants overlooking the water. Come sail away! Departs DTCC 9:30am; departs Annapolis 4pm. Refund available prior to 8/7.
ENS 281 271 – Encore Members $25
ENS 287 271 – General Public $35

Poplar Island Tour – 9/10, 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. Lunch included in tuition. Departs DTCC 9am; departs Poplar 3pm. Refund available prior to 8/10.
ENS 659 271 – Encore Members $55

Crystal Cave and Shady Maple Smorgasbord – 9/14, S
The great underground cave, located near Kutztown, PA is known for its abundance of milky white formations that have thrilled visitors for over 145 years. The endless number of crystalline formations on the walls and ceiling of Crystal Cave are what gave it its name. Join us as we discover Crystal Cave! After we have done exploring we will be eating lunch at Shady Maple Smorgasbord which features 200 feet of deliciously authentic Pennsylvania Dutch cooking. Departs DTCC 9am; departs Kutztown, PA 4pm. Refund available prior to 8/14.
ENS 697 271 – Encore Members $115
ENS 698 271 – General Public $125

Bird and Pony Watching Cruise – 9/18, W
Experience Virginia bird watching at its best on the Assateague Explorer’s Bird Watching Tour. The bird watching cruise is your way to reach areas where shore birds and other birds thrive along the Chincoteague National Wildlife Refuge at Assateague. Groups also see bald eagles during most every tour! Join us for the 1.5 hour tour followed by an independent lunch and free time in quaint downtown Chincoteague. Departs DTCC 8:30am; departs VA 3pm. Refund available prior to 8/18.
ENS 608 271 – Encore Members $89
ENS 609 271 – General Public $99

Choptank Riverboat Company-Lunch Cruise – 9/25, W
Join us as we take a riverboat cruise with the Choptank Riverboat Company. For 2 hours we will cruise to Cambridge, MD and feast on delicious food from Suicide Bridge Restaurant. Crab cake and fried chicken combo with vegetables, potatoes and a dessert. Departs DTCC 9:30am; departs Hurlock 2:30pm. Refund available prior to 8/25.
ENS 673 271 – Encore Members $115
ENS 674 271 – General Public $125
Travel and Culture

Delmarva Oyster Experience- 10/1, T
Curious about the history and current state of oystering in the Mid-Atlantic? Join us on an adventure to a working oyster farm in Lewes, DE where we’ll hear a lecture on Oysters 101 by Bryan Gomes and take a tour of the farm. We will then learn how to shuck an oyster and then eat lunch at a local restaurant. It’s an oyster celebration! Lunch included in tuition. 10/1; 5:30pm-7:30pm. This included 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 support the NASA space program. Join us for an unforgettable tour the following day at Wallops Island. Lunch is included in tuition. 10/8 Departs DTCC 8am; departs Wallops Island 3pm. Refund available prior to 9/8.
ENS 895 271 – Encore Members $69
ENS 898 271 – General Public $79

Dover Air Mobility Command Museum and Lunch- 10/15, T
Join us for a tour of the Dover Air Movility Command Museum at the Dover Air Force Base. The tour includes access to many plans! Afterwards, we’ll enjoy a delicious lunch. Departs DTCC 9am; departs Dover 2pm. Refund available prior to 9/15.
ENQ 281 271- Encore Members $45

Holocaust Memorial Museum- 10/19, 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. Lunch included in tuition. Departs DTCC 8am; departs DC 4 pm. Refund available prior to 9/19.
ENS 595 271 – Encore Members $59
ENS 545 271 – General Public $69

One World Observatory- 10/12, S
Spend a day of remembering 9/11 by seeing the brand new One World Observatory and the 911 museum. The One World Observatory has stunning views of NYC. Learn about the voices and foundations of personal stories of the men and women who built the One World Trade Center. After observing the 360 stunning views on the 100th floor, we will then visit the 911 Memorial museum. The Memorial is a national tribute of remembrance and honor to the 2,983 people killed in the terrorist attacks on September 11, 2001 and February 26, 1993. Free time to explore lower Manhattan. Independent lunch. Departs DTCC 6am; departs NYC 5:30pm. Refund available prior to 9/12.
ENS 768 271 – Encore Members $135
ENS 797 271 – General Public $145

Day in New York- 10/12, S
Spend a day in Manhattan doing whatever you choose! Please confirm trip prior to purchasing Broadway tickets. Drop-off and pick-up location will be Rockefeller Center. Departs DTCC 6am; departs NY 6:30pm. Refund available prior to 9/12.
ENS 245 271 – Encore Members $75
ENS 244 271 – General Public $85

The Role of the US in Space & Wallops Island Tour- 10/7, M & 10/8, T
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. 10/7; 5:30pm-7:30pm. This included 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 support the NASA space program. Join us for an unforgettable tour the following day at Wallops Island. Lunch is included in tuition. 10/8 Departs DTCC 8am; departs Wallops Island 3pm. Refund available prior to 9/8.
ENS 895 271 – Encore Members $69
ENS 898 271 – General Public $79

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ENS 768 271 – Encore Members $135
ENS 797 271 – General Public $145

Day in New York- 10/12, S
Spend a day in Manhattan doing whatever you choose! Please confirm trip prior to purchasing Broadway tickets. Drop-off and pick-up location will be Rockefeller Center. Departs DTCC 6am; departs NY 6:30pm. Refund available prior to 9/12.
ENS 245 271 – Encore Members $75
ENS 244 271 – General Public $85

Occoquan Arts and Crafts Show- 9/28, S
Come for an unforgettable experience where you will find one-of-a-kind, hand-crafted items galore! This arts and crafts festival hosts over 300 contemporary and country crafters, and artisans from across the US. This award-winning, semi-annual arts and crafts festival attracts 10,000 visitors. Join us for a festival of beautiful art, live music, and great food! Independent meals. Will stop for dinner in Annapolis, MD. Departs DTCC 8am; departs Occoquan 4pm. Refund available prior to 8/28.
ENS 587 271 – Encore Members $69
ENS 588 271 – General Public $79

One World Observatory- 10/12, S
Spend a day of remembering 9/11 by seeing the brand new One World Observatory and the 911 museum. The One World Observatory has stunning views of NYC. Learn about the voices and foundations of personal stories of the men and women who built the One World Trade Center. After observing the 360 stunning views on the 100th floor, we will then visit the 911 Memorial museum. The Memorial is a national tribute of remembrance and honor to the 2,983 people killed in the terrorist attacks on September 11, 2001 and February 26, 1993. Free time to explore lower Manhattan. Independent lunch. Departs DTCC 6am; departs NYC 5:30pm. Refund available prior to 9/12.
ENS 768 271 – Encore Members $135
ENS 797 271 – General Public $145

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Spend a day in Manhattan doing whatever you choose! Please confirm trip prior to purchasing Broadway tickets. Drop-off and pick-up location will be Rockefeller Center. Departs DTCC 6am; departs NY 6:30pm. Refund available prior to 9/12.
ENS 245 271 – Encore Members $75
ENS 244 271 – General Public $85

The Role of the US in Space & Wallops Island Tour- 10/7, M & 10/8, T
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. 10/7; 5:30pm-7:30pm. This included 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 support the NASA space program. Join us for an unforgettable tour the following day at Wallops Island. Lunch is included in tuition. 10/8 Departs DTCC 8am; departs Wallops Island 3pm. Refund available prior to 9/8.
ENS 895 271 – Encore Members $69
ENS 898 271 – General Public $79
Personal Enrichment

Smithsonian - 10/19, 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. Departs DTCC 8am; departs DC 3:30pm. Refund available prior to 9/19.
ENS 248 271 – Encore Members $39
ENS 247 271 – General Public $49

Autumn Leaf Special - 10/23, 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 ride 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. Departs DTCC 9:30am; departs Wilmington 2:30pm. Refund available prior to 9/23.
ENS 702 271 – Encore Members $65
ENS 703 271 – General Public $75

A Day in Philadelphia - 10/26, 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! Departs DTCC 8am; departs Philadelphia 3:30pm. Refund available prior to 9/26.
ENS 614 271 – Encore Members $35
ENS 615 271 – General Public $45

Eastern State Penitentiary and Reading Market Terminal - 10/26, 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. Departs DTCC 8am; departs Philadelphia 3pm. Refund available prior to 9/26.
ENS 616 271 – Encore Members $65
ENS 617 271 – General Public $75

Mount Vernon - 11/9, S
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. Enjoy lunch at the food court or outside on the lawn. Departs DTCC 9am; departs Mount Vernon 3pm. Refund available prior to 10/9.
ENS 762 271 – Encore Members $109
ENS 763 271 – General Public $119

Miracle of Christmas at Sight & Sound and Hershey Farm Restaurant - 11/23, S
After decades of crushing Roman rule, the Hebrew people are losing hope. When will the promised Messiah come? Into the midst of this turmoil, young Mary is told she will miraculously bear God’s son. Who can even believe such a thing? Celebrate the season with your whole family as the Christmas story unfolds right before your eyes. Lunch is included at the Hershey Farms Restaurant. Independent dinner. Departs DTCC 9am; departs Lancaster 5:30pm. Refund available prior to 10/23.
ENS 926 271 – Encore Members $149
ENS 935 271 – General Public $159

Yuletide at Winterthur - 11/25, 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 the café. Departs DTCC 8am; departs Wilmington 3pm. Refund available prior to 10/25.
ENS 269 271 – Encore Members $59
ENS 268 271 – General Public $69

Longwood Gardens Christmas - 12/4, W
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. Departs DTCC 1pm; departs Pennsylvania 8:30pm. Refund available prior to 11/4.
ENS 944 271 – Encore Members $79
ENS 970 271 – General Public $89

Travel and Culture
A Farmer’s Christmas - 12/7, S
Enjoy the sights and sounds of the holiday at the Delaware Agricultural Museum and Village. The Museum and Village is transformed through the hard work of volunteers into a Christmas wonderland. Young visitors can try their hand at a variety of holiday crafts or they can visit with Santa and Mrs. Claus. Young and old can enjoy sipping hot mulled cider while listening to a variety of holiday musical performances or observing the many artisans demonstrating their crafts. Visitors can take a stroll down the “Avenue of Trees” and step back in time enter the authentic 1890’s village. In the Village you hear carolers singing traditional Christmas music; see a live nativity scene at the church; enjoy the aroma of cookies baking in the farmhouse; watch a blacksmith hard at work and be captivated by ghost stories being told at the train station. Departs DTCC 1pm; departs Dover 4:30pm. Refund available prior to 11/7.
ENS 669 271 – Encore Members $39
ENS 670 271 – General Public $49

United Air Force Band’s Spirit of the Season Annual Conference - 12/14, S
Join the United States Air Force Band for our annual holiday concert series, Spirit of the Season. This concert features the Concert Band and Singing Sergeants performing traditional and modern holiday music and a surprise visitor from the North Pole. This is a once in a lifetime opportunity to experience the United States Air Force Band’s annual holiday concert. After the concert we will head to Union Station for an independent dinner. Departs DTCC 12pm; departs DC 7pm. Refund available prior to 11/14.
ENS 707 271 – Encore Members $55
ENS 708 271 – General Public $65

Jesus Christ Superstar at the Hippodrome - 12/17, T
Jesus Christ Superstar is an iconic musical phenomenon with a world-wide fan base. In celebration of its 50th Anniversary, a new mesmerizing production comes to North America. Originally staged by London’s Regent’s Park Open Air Theatre and helmed by the acclaimed director Timothy Sheader (Crazy for You, Into the Woods) and award winning choreographer Drew McOnie (King Kong, Strictly Ballroom), this production won the 2017 Olivier Award for Best Musical Revival garnering unprecedented reviews and accolades. Appealing to both theater audiences and concert music fans, this production pays tribute to the historic 1971 Billboard Album of the Year while creating a modern, theatrical world that is uniquely fresh and inspiring. Join us for an evening at the Hippodrome. Independent Dinner. Departs DTCC 4:30pm; departs Baltimore, MD 10:30pm. Refund available prior to 11/17.
ENS 939 271 – Encore Members $175
ENS 940 271 – General Public $185

Interested in Hosting a Trip?
Please call 302-259-6364 for more details.
Such a fantastic trip… we’re on our way!

**White House – 12/10-12, T, W or R**

Come take a tour of the White House during the Holidays. It is beautiful with classic, elegant, and legendary Christmas decorations. You will also see pieces of history that date back centuries. It is a magical tour that you will not want to miss! Tentative Departure Date from DTCC (see below); departs Washington 4 p.m. If you are unable to go during the week allotted, you will not receive a refund. If you are interested, please contact us at 302-259-6330 to sign up. We will only accept registrations until August 1.

- **ENS 991 271 – Encore Members, $65**
- **ENS 992 271 – General Public, $75**

Please read all of the details below, as we are at the mercy of the White House.

- These are the dates we have requested: Dec. 10, Dec. 11, and Dec. 12. You must be available for all of the dates. The trip will be on one of these dates.
- A refund is available ONLY if the trip does not happen.
- There is NOT A REFUND date.
- No one can be a substitute for you or any member of your party.
- There is NOT A REFUND if the date is changed to another date (this would be changed by the White House).

The following information is required with registration for the trip:

1. Last name, first name, and middle initial (if no middle name, then indicate by writing NMN)
2. Date of Birth (MM/DD/YYYY)
3. Full and complete Social Security #
4. Citizen- YES or NO
5. Country in which you were born
6. Gender – Male or Female
7. Primary residential address to include city and state
8. Mailing address (Must be exact as it is on your license)
9. Phone number
10. Email
11. Payment
12. Who is your party?

ALL information submitted MUST exactly match the government-issued photo ID you will present when arriving at the White House.

If this information is not received, your registration will not be accepted!

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**LEAVING FROM GEORGETOWN**

**A Day in New York- 12/18, W**

Spend a day in Manhattan doing whatever you choose! Please confirm trip prior to purchasing Broadway tickets. Drop-off and pick-up location will be Rockefeller Center. Departs DTCC 7am; departs NY 6:30pm. Refund available prior to 11/18.

- **ENS 245 272 – Encore Members $75**
- **ENS 244 272 – General Public $85**

**Radio City Christmas Spectacular- 12/18, W**

Christmas spectacular featuring the Rockettes with independent meals and time to sightsee or shop in Manhattan. Includes transportation and tickets to the show! Departs DTCC 7am; departs NY 6:30pm. Refund available prior to 11/18.

- **ENS 278 271 – Encore Members $165**
- **ENS 277 271 – General Public $175**

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**LEAVING FROM LEWES**

**A Day in New York- 12/18, W**

Spend a day in Manhattan doing whatever you choose! Please confirm trip prior to purchasing Broadway tickets. Drop-off and pick-up location will be Rockefeller Center. Departs Lewes at 7am; departs NY 6:30pm. Refund available prior to 11/18.

- **ENS 245 273 – Encore Members $75**
- **ENS 244 273 – General Public $85**

**Radio City Christmas Spectacular- 12/18, W**

Christmas spectacular featuring the Rockettes with independent meals and time to sightsee or shop in Manhattan. Includes transportation and tickets to the show! Departs Lewes at 7am; departs NY at 6:30pm. Refund available prior to 11/18.

- **ENS 278 272 – Encore Members $165**
- **ENS 277 272 – General Public $175**
Exclusive Travel Benefits for You...

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Eight Unique Travel Companies offered through Accent On Travel – Purveyors of Extraordinary Vacations

Use Promo Code: DTCCTRAVELO5 when you call or make an appointment for exclusive benefits & donation to Delaware Technical Community College, Workforce Development and Community Education’s Kids On Campus Scholarships.

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Please call to schedule your phone or in person appointment.

302-278-6100
37156 Rehoboth Avenue
Rehoboth Beach, DE 19971

Monday - Friday: 9:00am - 5:30pm

Plenty of Free Parking!
Encore is dedicated to serving educational, cultural and social interests of its 50-and-over members through courses, trips, events and exclusive membership benefits.

Delaware Tech

Encore Membership Benefits

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

- $5 discount on our personal enrichment courses - covering a wide spectrum of interests including art, history, financial and retirement planning, fitness and more*
- $10 discount on our great trips all over the mid-Atlantic
- Members-only classes
- FREE Fitness Center membership**
- FREE admission to our monthly Lunch and Learn seminars
- FREE one-time admission to Treasures of the Sea museum
- FREE members-only book club
- Full access to the Stephen J. Betze Library**
- Your own Delaware Tech email address and Student ID card
- Many educational discounts on software and technology - including Microsoft Office 365 options

To register or for more information, visit go.dtcc.edu/owensencore or call (302) 259-6330.
SAVE THE DATE

Thursday, March 5, 2020

Delaware Tech | Owens Campus - Carter Partnership Center | Georgetown, Del.

Visit dtccsmc.com for conference details and registration.
POST RACE COOKOUT ★ FAMILY FRIENDLY FUN AND GAMES

ALL PROCEEDS BENEFIT DELAWARE TECHNICAL COMMUNITY COLLEGE OWENS CAMPUS SCHOLARSHIPS FOR VETERANS AND FIRST RESPONDERS

SEPT. 5 2019

5K RUN/1MI WALK REGISTRATION
5 p.m. ★ Student Services Center

WARM-UP
5:30 p.m. ★ Student Services Center Patio

5K RUN/1MI WALK RACE START
6 p.m. ★ Start Line

$25 Adults (Until Sept. 3)
$10 All Students, Military, Veterans, and First Responders (Until Sept. 3)
$25 Silent Marcher (Donation)
$30 All Late Registration (After Sept. 3)

To register online, visit www.SeashoreStriders.com | For more information, visit go.dtcc.edu/run5k
Join us to find out about an exciting career!
Find out about all of the different education options you might be interested in at Delaware Tech!

**Aviation Maintenance Technology**
Information Night

**Tuesday, Sept. 24 | 5:30-7 p.m. | Georgetown Airport | Aviation Technology Facility**

WITH A DEGREE in one of our Public Service programs, you will have the knowledge and skills required to build a rewarding career helping people or serving the community and society. With this degree, you can find a career in a variety of fields such as: criminal justice, human services, and paralegal.

**Respiratory Care**
Information Night

**Tuesday, Oct. 22 | 5:30-7 p.m. | Respiratory Lab (Rm. 307) | Arts & Science Center**

WITH A DEGREE in respiratory care, you will have the knowledge to take the National Board for Respiratory Care advance credential and state licensing exams to become a Registered Respiratory Therapist and earn an average yearly salary of $58,670. Respiratory therapists work in a variety of locations in hospitals, including intensive care units, emergency rooms, operating rooms, and newborn and pediatric units. They can also work in skilled nursing facilities and pulmonary rehabilitation programs, doctor’s offices, and in asthma education programs, among other places.

**Engineering Technologies** (Architectural, Civil, Civil Transfer, Design Engineering Mechanical, Electronics, Electronics Transfer, Electrical and Computer Engineering Transfer, and Survey & Geomatics Associate Degree Programs)
Information Night

**Monday, Nov. 18 | 5:30-7 p.m. | Rm. 134 (CAD Lab) | Jason Technology Center**

WITH A DEGREE in an engineering technology program, you will learn to work as a creative, detail-oriented technician in the field of engineering. In these programs, you will gain knowledge and skills that are essential for making a difference in the lives of those using the products you design. Hands on and work-based learning experiences will help mold you into a technician ready for the job, or transfer to a senior institution.

See you on your first step to a new and exciting career!
Email Jeff Visalli at jvisalli@dtcc.edu to sign up and reserve your seat.
Looking for a career in a high-demand field?
Consider the following associate degree programs at Delaware Tech:

- Automotive Technology
- Aviation Maintenance Technology
- Engineering Technologies
- Hospitality Management
- Information Technology & Networking
- Nursing
- Respiratory

Learn more about these programs and how to register during our Open House.

Open House
Oct. 3, 4:30-6:30 pm, Owens Campus
21179 College Drive, Georgetown, DE 19947

FREE GLOBAL UNDERSTANDING
Supported through The Fund for Global Understanding

Attend FREE Global Understanding programs and learn about the world!

For event listing visit, go.dtcc.edu/global

For more information, contact:
Amy Russell
Owens Campus International Coordinator
(302) 259-6589
amy.russell@dtcc.edu

Programs are open to the community.
Looking for the perfect place to hold your event?

Delaware Tech has it!

Facility Rentals

We offer a wide variety of venues, from a 388-seat theater to meeting rooms which accommodate small groups of 8-10, or larger groups up to 300 in a banquet style setting, all with flexible room layouts. We also feature lecture and breakout rooms, and high-tech computer classrooms, all equipped with state-of-the-art audio/visual equipment (including projectors).

Our beautiful campus is perfect for a corporate retreat or team-building event, or even a professional development day for your staff! Working with our experienced staff will only result in a successful event!

The Jack F. Owens Campus is located in the heart of Sussex County, which makes it easily reached in less than 30 minutes from any location in the county. Our campus serves as a prime location for business, community and cultural events with plenty of free parking.

Flexible Meeting Facilities

➢ Theater (seats up to 388)
➢ Video Conferencing capabilities
➢ Computer Classrooms (seats up to 20)
➢ Individual Classrooms (seat from 24 to 300)
➢ Ample space for exhibits or vendors
➢ Conference rooms (seats up to 12)
➢ In-house catering
➢ Beautiful grounds for outside events

To reserve facilities, contact Louise Rathfon at (302) 259-6340 or email lrathfon@dtcc.edu.
CUSTOMIZED TRAINING

Quality and Results-Oriented Training To Meet Business and Industry Needs

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 industries uniquely position us to meet your specific training needs.

Customized
Our expert faculty will work closely with you to determine your specific needs and design a training program that delivers outcomes directly aligned with your company’s goals.

Quality
High quality programs ensure instruction is relevant, and employees learn skills that can be immediately applied in the workplace.

Results-Oriented
Satisfied clients help your business grow. We will work with you every step of the way to provide training that delivers the results you need to enhance productivity and remain competitive.

Your success is our success.

For a free onsite consultation, contact Dr. Christopher Moody, director, Workforce Development and Community Education, at (302) 259-6315 or email cmoody@dtcc.edu.
Delaware Technical Community College partners with ProTrain to offer you quality online programs. Our Training Assessment Manager helps guide you through the entire process – from pre-enrollment to course completion.

- Accounting and Finance
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- Career and Hospitality
- Education and Personal Development
- Green and Renewable Energy
- Healthcare and Allied Health
- Industrial and Skilled Trades
- Legal and Criminal Justice
- Multimedia and Graphic Design
- Programming and Web Applications
- Spanish in the Workplace
- Technology and Computer Programs

For more information, please find us online at dtcc.theknowledgebase.org or call 1-800-371-2963
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ONLINE CAREER TRAINING PROGRAMS
Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

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- All materials included
- Prepare for certification
- Student advisors

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

JUMP START YOUR CAREER OR FIND A NEW ONE!
Visit our website for program details!
https://careertraining.ed2go.com/dtcc

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

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

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

CALL (302) 259-6376
FOR MORE INFORMATION
Visit our website to find a course!
www.ed2go.com/dtccowens

(302) 259-6330 | Search classes and register online at go.dtcc.edu/workforcedevelopment
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/delawaretech • 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.

Nondiscrimination Policy
It is the policy of the College that no person shall, on the basis of race, color, creed, sex, national origin, age disability, sexual orientation (defined exclusively as heterosexuality, homosexuality, or bisexuality), or genetic information be subjected to any discrimination prohibited by the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act, as amended; Americans with Disabilities Act, as amended; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendments of 1972; the Genetic Information Nondiscrimination Act of 2008 and other applicable laws, regulations and Executive Orders. This policy applies to recruitment, employment and subsequent placement, training, promotion, compensation, continuation, probation, discharge and other terms and conditions of employment over which the College has jurisdiction as well as to all educational programs and activities.

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

Janis C. Beach, Civil Rights & Title IX Coordinator • Office of the President 100 Campus Drive, Dover, DE 19904
(302) 857-1903 • 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.
REGISTRATION FORM

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

Online: go.dtcc.edu/workforcedevelopment
Telephone: 302-259-6330
Fax: 302-259-6759

In person or by mail: Delaware Tech - Workforce Development
Carter Partnership Center, Room 500
21179 College Drive
Georgetown, DE 19947

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

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.

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

SCHEDULE

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Beginning Date</th>
<th>Cost</th>
</tr>
</thead>
</table>

PAYMENT

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

Source of payment: ☐ Self ☐ Employer ☐ Other ________________________________

Check payable to DTCC Check # ____________________________ Bank ____________________________

Credit Card: ☐ VISA ☐ DISCOVER ☐-notchard

Card # ____________________________ Verification # ____________________________ Exp. Date ______/______/______

Name as it appears on credit card _________________________________________________________________

Billing address if different than above:

Address ______________________________________________________________________________________

City __________________________________ State __________________________ Zip __________________________

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: _____________
OCTOBER 30, 2019
SAVE THE DATE
7:15 a.m. - 1 p.m.

www.sussexcountyconference.com