Get Trained. Get Hired.

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go.dtcc.edu/workforcedevelopment
Fellow Delawareans,

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

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

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

Sincerely,

Dr. Mark T. Brainard
President

Corporate Training

Let Delaware Technical Community College
Be Your Training Resource

With hundreds of training options, we have solutions that will increase your employees’ productivity and your organization’s bottom line.

Areas of training include: professional growth training, technical training, basic skills training, computer applications training, and much more.

Whether your organization’s training needs are large or small, Delaware Tech has professionals who will deliver the highest quality training to your employees either on campus, on-site, or online.

For more information, email Paul Morris at pmorris@dtcc.edu.
ADVANCE TOMORROW. ENROLL TODAY.

We are Delaware Tech. And we make the people who make Delaware. The people who feed it. Heal it. Watch over it. And build it to be better than it’s ever been before. People like you—with skills to hone, and a passion to be part of something bigger. So if you’re ready, we’re here to help you hit the ground running.

Visit dtcc.edu to enroll today.
Learning for Life

Whether you want a whole new career, to learn a new skill, need technical training, or want to take a class just for fun - Delaware Tech has something for EVERYONE in your family!

• Four Convenient Locations in New Castle County
• Variety of Courses
• Affordable Class Fees
• Expert Instructors
• Exceptional Training Reputation
• Strong Connection to Employers

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Registration Information

Continuing Education Units (CEUs)
The CEU (Continuing Education Unit) is a nationally-accepted standard for non-credit continuing education courses. A certificate is awarded upon successful completion and can be used as a reference for job promotion or hiring. Designated non-credit professional development courses are CEU-certified.

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.

Tax Deduction/Credit Policy
An income tax deduction/credit may be permitted for educational expenses incurred while maintaining and improving professional skills. Consult your tax specialist for more information.

Inclement Weather/Emergency Closing
Information about the delay or cancellation of day, evening, or weekend classes will be available by calling the Campus Status Line at 302.857.1109. Announcements will also be made on local television, radio stations, and at www.dtcc.edu.

Cancellation of Classes
Classes may be canceled if a minimum number of full-paying students have not registered.

Refund Policy
If you are unable to attend a non-credit course in which you have enrolled, you may request a refund from Workforce Development and Community Education. For full refund consideration, your request must be received 72 hours prior to the first class. If you withdraw from the course within the first week, you may be eligible to receive a 75% refund. Refunds are not given for courses with three or fewer sessions, with the exception of the 72-hour refund request policy. Please note that there are some courses with different refund policies. (For example, the cancellation policy for WIOA non-credit certificate programs may vary.)
Are you ready to work for yourself?
Have a great idea but don’t know how to get it off the ground? Delaware Tech offers a variety of courses that will help you put your ideas into action.

Getting Paid to Talk
Have you ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, there are many voice-over opportunities. This class, run in conjunction with the Voice Coaches Company, will introduce you to the growing field of voice-over. Discuss industry pros and cons and play samples from working voice professionals. In addition, you’ll have an opportunity to record a short professional script under the direction of the instructor. This class is lots of fun, realistic, and a great first step for anyone interested in the voice-over field.
EN 750: 2.5 hrs, Fee $39
Section 530: 11/5, R, 6:30-9 p.m., Stanton

Grant Writing
This class will provide nonprofit and for-profit businesses with the tools and resources to acquire funding for their organizations. Learn the fundamentals needed to write successful grants and proposals. You will learn to identify potential donors through researching prospects as well as the best way to approach funders. The course will provide handouts and writing samples.
END 709: 15 hrs, Fee $249
Section 530: 10/14-11/11, W, 6-9 p.m., Stanton

Graphic Design Certificate
Great graphics leave a lasting impression. Learn the software every graphic designer needs to know, including Adobe Photoshop, Illustrator, and InDesign. This 12-week course will cover digital images, illustrations and layouts as you learn how to create and edit images, work with layers and colors, and design business projects. Class assignments include creating a business card, a rack card, social media, and web graphics.
EY 603: 36 hrs, 3.6 CEUs, Fee $459
Section 530: 9/23-12/9, W, 6-9 p.m., Stanton

Nonprofit Organizations: The Three Pillars of Success and Sustainability
Nonprofit organizations have good intentions, but many fail due to a lack of understanding/implementation of the three pillars: 1) Fundraising and Development 2) Management and Leadership, and 3) Strategic and Tactical Planning. This workshop is for volunteers, staff, and leaders who want to ensure the long-term prosperity of their nonprofits. The instructor is a 25-year nonprofit executive and consultant.
ENC 752: 7 hrs, Fee $69
Section 510: 9/25, F, 9 a.m.-4 p.m., Stanton

Notary Public
This course provides individuals with information, tools, skills, and confidence in performing notarial acts. The information is tailored toward the Delaware Notary Public’s mission to deter fraud and promote integrity and reliability of document transaction. The classroom instruction is geared for current notaries and individuals interested in becoming a notary public. Tuition includes a $25 materials fee.
EYD 603: 3 hrs, .3 CEUs, Fee $89
Section 530: 9/16, W, 6-9 p.m., Stanton

Public Speaking, Have No Fear!
You can overcome your fear and become an effective public speaker! In this course, discover how to talk confidently and persuasively to audiences of all sizes. You will learn how to plan, practice and deliver your presentations, and even how to shine in a job interview! To become a better speaker, it takes more than words to get your point across. Practice your skills in a supportive environment as you learn them.
ENO 752: 10 hrs, Fee $99
Section 530: 10/21-11/18, W, 6-8 p.m., Stanton

Resume and Job Search Skills
What will make you stand out in the current job market? Update your resume and learn best tips for job searching in this challenging job market. Employers often receive hundreds of resumes; learn how to write a proper resume to help you stand out. Find out what employers are looking for and ways to promote yourself to help you get the job.
ENC 744: 3 hrs, Fee $39
Section 530: 9/10, R, 6-9 p.m., Stanton
Section 531: 10/1, R, 6-9 p.m., Stanton
Section 532: 11/5, R, 6-9 p.m., Stanton

Social Media for Business
This is a five week class that will teach you how to use Facebook, Twitter, Google+, and other tools to help your business succeed. Learn how to benefit your business by increasing traffic as well as tips on how to get people to find you on social networks.
ENC 726: 15 hrs, Fee $139
Section 530: 10/27-11/24, T, 6-9 p.m., Stanton

Wedding and Event Planner Certificate
Always wanted to design and deliver a successful wedding or social event? This 40-hour program will provide all the tools necessary to start your career as a professional wedding planner or start your own wedding or event planning business. The classroom curriculum will cover the essentials of the event industry. Also learn about business plans, contracts, and working with vendors. Course materials included.
EYD 645: 40 hrs, 4.0 CEUs, Fee $695
Section 530: 9/21-11/11, MW, 7-9:30 p.m., Stanton
Entrepreneurship is Brewing Here!

Two local entrepreneurs take the stage each month for six minutes to present their business ideas and gain insight into how they can improve their businesses, get real-time feedback, and connect with their community. Join us for 1 Million Cups Wilmington every second Wednesday of the month at 8 a.m. at Delaware Technical Community College’s Wilmington Campus.

If you would like to sign up to present your business idea or attend the event, visit http://www.1millioncups.com/wilmington. No registration is required. Open to everyone.

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**Lifestyle Wellness Coach Certification**

This course will show your client that providing specific insights into their individual wellness is just as vital to their long-term success as creating an exercise program. This coaching program will enable you, as a trainer, to communicate, motivate, and support your client in new innovative ways towards reaching their goals. This self-paced online-mentored class will help you develop the personal skills you need to lead your clients, while opening new revenue streams outside of just exercise training sessions! Your clients will achieve long-term fitness and lifestyle wellness goals for likely the first time ever. You will provide your clients with personal awareness techniques that will create new possibilities and help them overcome previous limitations.

**EYR 602: 13hrs, 1.3 CEUs, Fee $579**

Section SW1: 10/2-10/23, F, 6-9 p.m., Stanton

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**Personal Trainer Certification**

Delaware Tech has partnered with W.I.T.S. to help you start an exciting and successful career as a Certified Personal Trainer by preparing you for the national exam. This challenging course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, and health assessments and 15 hours of hands-on practical training labs. You will role play with assessing clients, programming, performing proper exercises, presentation skills, and more. Textbook is required and not included in course fees. Exam is on the last class day.

**Prerequisite:** EYK 608 CPR and First Aid/AED (see page 40)

**EYR 600: 36 hrs, 3.6 CEUs, Fee $769+text**

Section 465: 9/19-10/31, S, 8 a.m.-3 p.m., Wilmington

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**Personal Trainer Certification - Gold Certified**

Delaware Tech has partnered with W.I.T.S. to help you start an exciting and successful career as a Certified Personal Trainer by preparing you for the national exam. This is a self-paced program with short, impactful online videos to be a successful personal trainer in the fitness industry. The lessons will help you with key core topics to learn how the body functions under the stresses of exercise. Learn about exercise physiology, kinesiology, nutrition, and more. Essential practical skills are packed with insightful drills that you can duplicate to master the skill set. This course is loaded with practice quizzes, discussion boards, and much more. We have included incredible veteran fitness mentors to help you succeed. Our supplemental internship programs leads you into great job opportunities. Your test vouchers for the NCCA Accreditation national exams are included, and a must have for employers. Turn your passion into a career!

**Special Note:** Successful completion of the course activities and online exam will earn you a Certificate of Completion. Passing the national exams will get you a Level 1 Certified Personal Trainer credential. Textbook is required and not included in course fees.

**EYR 601: 32 hrs, 3.2 CEUs Fee $799**

Section SW1: 9/19-10/24, S, 8 a.m.-1 p.m., Stanton

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**Senior Fitness Specialist**

This certification class is for health and fitness professionals wanting to gain knowledge, training, and competency to assess fitness levels, design fitness programs, and provide motivating exercise instruction for older adults. This course allows you the opportunity to learn the proper exercise techniques, stretching, programming, and safety needed for your older adult clients, including working with clients as they age. This course does require specialized knowledge and training, because chronic medical conditions will alter older adults’ needs for and response to exercise. This course has the option to earn a certificate of completion as well as a preparatory course to test for a national certification.

**Prerequisite:** Certified Personal Trainer

**EYR 603: 20 hrs, 2 CEUs, Fee $579**

Section SW1: 10/17-11/14, S, 9 a.m.-1 p.m., Stanton
Accounting

Applied Bookkeeping with QuickBooks Certification

This 36-hour course will allow you to gain the knowledge and skills to accurately and efficiently perform bookkeeping using QuickBooks. Obtain the National Bookkeepers Association QuickBooks Certification by passing the exam on the last day of class. Textbook is required and not included in course fees. Computer experience as well as basic bookkeeping knowledge is a prerequisite.

**EYD 600: 36 hrs, 3.6 CEUs, Fee $599+text**
Section 530: 9/16-12/9, W, 6:30-9:30 p.m., Stanton

Bookkeeper Certification

Are you good with details and numbers? This 36-hour 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. Discuss common computer programs and be prepared to take the national bookkeeper exam on the last day of class. Textbook is required and not included in course fees.

**EYD 655: 36 hrs, 3.6 CEUs, Fee $549+text**
Section 530: 10/26/20-2/1/21 (no class on 12/21/20, 12/28/20 and 1/18/21), M, 6:30-9:30 p.m., Stanton

QuickBooks for Small Business

Do you own or work for a small business and want to learn the basics of QuickBooks? QuickBooks is a great accounting tool that can link with your company’s bank account to keep better records. You can also invoice clients, track expenses, and generate reports for a quick snapshot of your financials to help you plan and manage your company more efficiently.

**ENF 761: 12.5 hrs, Fee $249**
Section 530: 9/15-10/13, T, 6:30-9 p.m., Stanton
Section 531: 10/27-12/1 (no class on 11/3), T, 6:30-9 p.m., Stanton

Other Careers

Operator of Public Pools

This workshop meets the training requirements of an approved pool operator as specified in the State of Delaware regulations on public pools. Learn about swimming pool maintenance and cost effective operations. Topics covered: filtrations, sanitation, pH/water balance testing, spa troubleshooting, emergency procedures, and discussion on application of Delaware regulations.

**EYD 610: 8 hrs, .8 CEUs, Fee $179**
Section 510: 12/4, F, 8:30 a.m.-4:30 p.m., Stanton

Professional Bartending

Earn a national certification and the Delaware beverage server's card by completing the National Restaurant Association’s “Serving Alcohol Responsibly” program and exam as well as the supplemental Delaware test. The tri-state area recognizes this certification when employing licensed servers. This 20-hour course covers historical background of the beverage industry, a review of wines, drink classifications, pouring and measuring, and bar etiquette. Limited hands-on mixology and condiment training is included. Textbook is required and not included in course fees.

**EYD 611: 20 hrs, 2.0 CEUs, Fee $229+text**
Section 560: 9/12-10/3, S, 10 a.m.-3 p.m., Stanton
Section 561: 10/31-11/21, S, 10 a.m.-3 p.m., Stanton

Security Guard Training

There is a high demand for security guards in the area. This class provides the mandatory training for those who want to pursue licensing to become a security guard or those who need training for their license renewal in Delaware. A voucher for the security guard exam fee is included in the class price; students will be required to pass with a minimum of 75% to receive certification. Fingerprinting and background check are also required by the State before a license will be issued.

**EYD 672: 13.5 hrs, 1.35 CEUs, Fee $189**
Section 530: 10/12-10/14, MTW, 5-9:30 p.m., Stanton

Security Guard Exams: Offered on Tuesdays and Fridays.
Register on website at: http://go.dtcc.edu/pro
**Real Estate - Now Online**

**Flipping Real Estate**
This one-day workshop will teach you the step-by-step process of flipping houses right here in Delaware. It's not easy and not for everyone, but it's possible to make large profits working part or full time. Learn the process of evaluating a deal, negotiating, finding the funds, buying, renovating, and reselling for profit! There are risks and rewards to flipping houses, so come join us to learn about this topic and the importance of proper risk assessment for this business. Class meets online.

**ENL 703: 6 hrs, Fee $79**
Section 560: 11/14, S, 9 a.m.-3 p.m., Online

**Investing in Real Estate**
This five-week course is an introduction to various types of residential real estate investment. You will learn common risks and rewards for each type of deal and what it takes to be a successful real estate investor. Learn the processes of flipping and wholesaling real estate as well as how to buy and manage rental property. You will also learn the fundamentals of finding deals, how to measure and test your marketing, and how to market based on your budget. Learn to manage your contacts, gather relevant information, evaluate property, analyze the deal, and execute a contract. Class meets online.

**ENL 709: 15 hrs, Fee $149**
Section 530: 10/19-11/16, M, 6-9 p.m., Online

**Investing in Secured Real Estate Notes**
This one-day workshop will cover the various types of real estate “paper” you can invest in: notes and mortgages, contracts, and options. You will learn about normal profit ranges for the different types of investments; how investments are secured; sources of the investments; passive, semi-passive, and active investing; conducting due diligence and analysis of an investment opportunity; and using self-directed IRA and checkbook IRA accounts. This course will provide the how-to information to begin moving forward with investment opportunities that align with your goals. Class meets online.

**ENL 711: 6 hrs, Fee $79**
Section 530: 9/26, S, 9 a.m.-3 p.m., Online

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**ServSafe Food Safety Program for Managers**
This eight hour ServSafe Food Safety Program for Managers meets Delaware Office of Food Protection requirements and provides food safety training to food service 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 practices and create a culture of food safety. Textbook and exam included in class fee.

**EYD 614: 8 hrs, .8 CEUs, Fee $179**
Section 530: 9/28-10/5, M, 5:30-9:30 p.m., Stanton

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**Similar Courses Available Online**
- Real Estate Law
  go.dtcc.edu/ed2gowilm
Paraprofessional Program
Open for Registration!

Become a Paraprofessional - one of the largest in-demand occupations! The role of the paraprofessional is multifaceted with a large impact on students in relation to reaching their educational goals. Paraprofessionals often work in special education classrooms aiding children with physical challenges, mentoring children with behavior intervention plans, or providing one-on-one instructional assistance when needed. This 290-hour training program will provide skills needed to be successful in passing the ParaPro Certification exam. Additional training includes CPR/First Aid and Response Intervention Certification.

Prerequisite: Attendance at an Information Session. (Information Session dates are listed on page 14.)

**WYG 600: 290 hrs, 29 CEUs, Fee $3,295**
Section 4B1: 9/14/20-3/11/21, MTWR, 9 a.m.-12 p.m., Wilmington
Are you looking to upgrade your computer skills?
Our courses can help you quickly brush up on a skill or earn a certificate that will give you marketable credentials to advance in your field.

Computers

Introduction to Computers
With today's digital world expanding so quickly, learn how to better navigate! Whether it's for business or home, how does your computer operate? Develop confidence using the mouse; review common computer terminology; practice basic functions in Microsoft Word, Excel, and PowerPoint; and explore the internet. Learn about files and folders, creating, saving, and printing documents. Builds a foundation for continued computer use.

**EYF 621**: 8 hrs, .8 CEUs, Fee $119
Section 510: 9/14-9/23, MW, 10 a.m.-12 p.m., Stanton
Section 530: 10/19-10/28, MW, 5-7 p.m., Stanton

Software

Microsoft Excel: Introduction
Learn spreadsheet terminology and the Excel environment in this four-session course. Use Excel templates, enter and edit data, create and modify formulas, save and update workbooks, learn basic functions, use absolute and relative references, create and format basic charts, insert and modify headers and footers, format and print worksheets, apply conditional formatting, create and use styles, insert and work with pictures in an Excel worksheet, and explore page setup options.

**EYF 712**: 12 hrs, 1.2 CEUs, Fee $249
Section 530: 9/24-10/15, R, 6-9 p.m., Stanton

Microsoft Excel: Advanced
Learn to manage workbook and large spreadsheets, link formulas across worksheets and workbooks, apply advanced formatting tools, create and use range names, sort and filter data in tables, define tables, and use special table tools. In addition, you will learn how to insert, edit and delete cell comments; convert worksheets and workbooks to Web pages; insert hyperlinks; create and use templates; apply protection to cells and workbooks; and use workbook collaboration features.

**EYF 704**: 12 hrs, 1.2 CEUs, Fee $249
Section 530: 10/22-11/12, R, 6-9 p.m., Stanton

Digital Devices

Get to Know Your Android Smart Phone or Tablet
Discover the features of your touchscreen devices and pick up tips on taking digital photos, downloading music, and sifting through the many apps available to get the most out of your device. Bring your Android phone or tablet (2015 or newer) to class with you. No experience is necessary.

**ENF 700**: 6 hrs, Fee $69
Section 530: 10/12-10/26, M, 6:30-8:30 p.m., Stanton

How to Use Zoom and Skype for Teleconferencing
Learn the skills you need to excel in your career with videoconferencing. Whether you're planning on re-entering the workforce or looking to change careers, our course provides a hands-on easy program focused on collaboration and practical skills. The course is designed to teach beginner-level students how to use Zoom and Skype, two of the most popular videoconferencing tools on the market. Our instructor will teach you real-world skills that will help you jump-start your career in the 21st century workforce.

**ENF 765**: 6 hrs, Fee $69
Section 530: 11/9-11/23, M, 6:30-8:30 p.m., Stanton
Attention Veterans
Are you ready to enter the workforce?
Consider the courses below to receive valuable training that will make you job-ready in a short timeframe.

BUSINESS/CAREERS
- Personal Trainer Certification 6
- Bookkeeping Certification 7

COMPUTERS
- IT Pathways and Academies 12

HEALTH CARE
- Clinical Medical Administrative Assistant 16
- Pharmacy Technician 16
- Phlebotomy Technician 16
- Medical Coding Specialist 18

TECHNICAL TRAINING
- Heavy Equipment Operator Program 24
- Diesel Technology 25
- HVAC Technician 26
- Welding 28
- Manufacturing 34

For more information on Veterans Services, contact: Wilford Oney, Veterans and Service Members Counselor, Stanton Campus, (302) 454-3926 or woney@dtcc.edu.
Do you want to expand your career in IT? You may be eligible for FREE training.

Whether you’re just getting started or you’re well into your IT career, Delaware Tech has the IT training you need to prepare for your dream job in networking, information security, programming, and database management and development. Delaware Tech is offering programs for the beginner, intermediate, and advanced student. Employers tell us that they are seeking IT professionals with nationally-recognized certifications in these areas, and thanks to the America’s Promise Job-Driven Grant Program, all of the programs highlighted in green are FREE for those who meet eligibility requirements!

Plan to Attend an Information Session

Attend an information session to learn more about these career pathways and how you might be eligible for free training! Anyone interested in the free IT academies must attend an information session.

- Monday, July 6
- Tuesday, July 21
- Tuesday, August 4

To register for any of the information sessions above visit www.dtcc.edu/continuing-education/it-academies.

*This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.
Choose Your IT Pathway

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- Register for online ed2go IT courses (shown in tan) by visiting go.dtcc.edu/ed2gowilm
- Find campus-based IT courses (shown in blue) below
- Submit application for free IT academies (shown in green) at go.dtcc.edu/ITacademies

CompTIA A+ Certification
Held by over 1 million IT professionals worldwide, CompTIA 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. And if you're already an IT professional, the CompTIA A+ certification validates your skills and can boost your career. Students will build a desktop computer during this course as part of their hardware and software certification training. Upon completion of the course, each student will be able to take their individual computer with them (monitor not included). Textbook included; exam fee is not included. Seating is limited to 10 participants. 

EYF 601: 84 hrs, 8.4 CEUs, Fee $1,795
Section 530: 9/8-12/17, TR, 6-9 p.m., ITC

CompTIA Network+
CompTIA 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. Textbook included; exam fee is not included. Seating is limited to 15 participants.

Prerequisite: Must be computer literate

EYF 790: 84 hrs, 8.4 CEUs, Fee $995
Section 530: 9/8-12/17, TR, 6-9 p.m., ITC

WIOA Workforce Innovation Opportunity Act
Approved by the Delaware Workforce Development Board and Department of Labor. Equal Opportunity Employment Program.
Looking for a career change?
You can be part of the health care system in only 3-5 months!

Delaware Tech offers the training to make your health care career dreams a reality.

Attend an information session to learn about the wide variety of health care certificate training programs we have to offer!

Highlights include:

• Average length of programs is 3 months

• Most programs have a hybrid (online and in-person) component so you can work from the convenience of your home

• Friendly and supportive instructors who are experts in their field

• Modern state-of-the-art classrooms and labs

• Tuition is all-inclusive – no additional fees or costs!

• Classes prepare you for each industry-specific certification

Delaware Tech will prepare you academically, technically, and professionally for the ever-growing need in the health care industry!

Call (302) 830-5209 for more information.

For program information call (302) 830-5209 or email trish.brown@dtcc.edu.
How to Pay

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. Courses that are eligible for this funding are labeled “**WIOA**” in our catalog. Students are encouraged to visit the Delaware Department of Labor to see if they qualify for these funds, and should be aware that the process to determine eligibility may take from four to six weeks. Students who are not eligible for WIOA funds may seek additional support, such as a Delaware Tech scholarship.

Please contact the Delaware Department of Labor (DOL) for more information about applying for WIOA education and training funds.

**Department of Labor Contacts:**
- Dover (302) 739-5473
- Newark (302) 453-4350
- Wilmington (302) 761-8085

Other Payment Options
- Scholarships are available. Contact us at (302) 830-5204 for information on the application process.
- For information regarding payment plans, prior to class start dates, contact us at (302) 830-5204.
- Attend an information session online or in-person to learn more.
Certified Phlebotomy Technician

This course is certified by the American Society of Phlebotomy Technicians (ASPT). Students are trained to perform a variety of blood collection methods using proper techniques and precautions. Classes are taught in lecture, student laboratory and through clinical* experiences. ASPT certification exam will be administered at the conclusion of the program. Textbooks, background/drug screening, uniforms, certification exam, and CPR certification included. **Course is offered in a hybrid format.**

*Clinical hours vary and are dependent upon site schedule.

**Prerequisite:** Attendance at an info session.

**EYK 601:** 200 hrs, 20 CEUs, Fee $3,995
Section 4B1: 8/31-12/4, MTWRF, 1:30-4:30 p.m., Wilmington
Section 4B1: 8/31–12/17 MTWR, 5-8 p.m., Wilmington

Certified Nursing Assistant (CNA)

Students learn to safely perform basic nursing skills under the supervision of a licensed nurse in a health care facility. Communication, observation, documentation, and computer skills are incorporated to aid the student in meeting the psychological, physical, and environmental needs of the patient through theory, lab, and clinical* experience. Following successful completion of this course, the student will be qualified to take the Nurse Aid Competency Examination for certification. Tuition includes books, uniform, certification exam, CPR, drug screening and criminal background check. **Course is offered in a hybrid format.**

*Clinical hours vary from classroom hours.

**Prerequisite:** Attendance at an info session.

**EYK 603:** 180 hrs, 18 CEUs, Fee $2,595
Section 4B1: 9/8-12/3, MTWR, 6-10 p.m., Wilmington
Section 4B1: 9/8-11/25, MTWR, 8:30 a.m.-12:30 p.m., Wilmington

Certified Pharmacy Technician

Students will be trained to perform the duties of a pharmacy technician in both retail and hospital settings. Program elements include pharmacy theory and lab including pharmacy fundamentals, math, physiology, records and inventory, and HIPAA regulations and compliance. Program includes internship* rotations, one in a hospital and one in a retail setting. Tuition includes books, uniform, certification exam, and background/drug screening. Upon completion, students will be scheduled for the PTCB (Pharmacy Technician Certification Board) exam. **Course is offered in a hybrid format.**

*Internship hours vary from classroom hours.

**Prerequisite:** Attendance at an info session.

**EYK 607:** 250 hrs, 25 CEUs, Fee $3,295
Section 4B1: 8/31-12/10, MTWR, 8:30 a.m.-1:30 p.m., Wilmington

Clinical Medical Administrative Assistant - NEW

Interested in becoming a busy healthcare professional? This program will provide training to prepare you with skills to handle all aspects of the medical office setting from the front office in patient intake and scheduling to assisting the doctor by taking vitals and drawing blood for prescribed tests. In this course, you will learn how to perform administrative duties, as well as clinical and non-clinical duties. Classes are taught in lecture, student laboratory, and through clinical* experiences. Upon successful completion of this course, you will be able to sit for the Certified Medical Administrative Assistant (CMAA) and the Certified Clinical Medical Assistant national exam (CMAAC). Tuition includes books, background/drug screening, uniforms, and certification exams. **Course is offered in a hybrid format.**

*Internship and clinical hours may vary from classroom hours.

**Prerequisite:** Attendance at an info session.

**WYK 602:** 450 hrs, 45 CEUs, Fee $4,495
Section 4B1: 8/24-4/8, MTWR, 8:30 a.m.-12:30 p.m., Wilmington

WIOA Workforce Innovation Opportunity Act

Approved by the Delaware Workforce Development Board and Department of Labor. Equal Opportunity Employment Program. More information can be found on page 15.
Become a Dental Assistant in 16 weeks

Dental assistants greatly increase the efficiency of the dentist in the delivery of quality oral health care and are valuable members of the dental care team. If you have strong communication skills, enjoy working with your hands as well as your mind, and want a career with responsibility, dental assisting is for you. Expert-designed career training and affordable tuition.

This hybrid* course prepares students in the fundamentals of dental assisting. You’ll receive hands-on training in the state-of-the-art Delaware Tech Dental Center and participate in an internship in a local dental practice. Upon successful completion students will achieve the Delaware State Radiology Certification as well as become CPR certified. All textbooks, uniforms, certification exam, and CPR certification included.

**EYK 606: 180 hrs, 18 CEUs, Fee $3,995**

Section 4B1: 9/1-12/11, TW, 6-9 p.m. and F, 9 a.m.-4 p.m., Wilmington

*Course is offered in a hybrid (online and in-person) format.

Note: This course meets on both Tuesday and Wednesday evenings and Friday at the indicated times above.

All training and information sessions will be held at Delaware Tech’s Wilmington Campus, 300 North Orange Street, Wilmington, DE 19801 or via online format. Information Session dates are listed on page 14.

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**WIOA Workforce Innovation Opportunity Act**

Approved by the Delaware Workforce Development Board and Department of Labor. Equal Opportunity Employment Program. More information can be found on page 15.
Health Care

Medical Coding Specialist\textsuperscript{WIOA}
This course will prepare students to perform all of the duties required by an out-patient coder as well as prepare students for the National Certification exam. Students will be introduced to anatomy/terminology, physiology, pharmacology, ICD 10, CPT, HCPCS, as well as major nationwide medical insurance programs. Upon successful completion of the course, students will sit for the Certified Coding Specialist-Physician based (CCS-P) Examination. Tuition includes books, membership to AHIMA, and certification exam.

\textbf{Course is offered in a hybrid format.}

\textbf{Prerequisite: Attendance at an info session.}

\textbf{EYC 609: 410 hrs, 41 CEUs, Fee $5,495}
Section 4B1: 9/14/20-3/18/21, MTWR, 5:30-10 p.m., Wilmington

CPR (Basic Cardiac Life Support for Health Care Professionals)
This course is designed for those who work in the health care field. It covers basic life support for the adult, child, and infant. It also covers foreign body airway obstruction for the adult, child, and infant and child AED. Additionally, this course covers the use of a bag/valve mask, cricoid pressure, c-spine injury CPR and risk factors for cerebral vascular and cardiovascular disease.

\textbf{EYK 610: 4 hrs, .4 CEUs, Fee $99}
Section 4B1: 10/10, S, 8:30 a.m.-12:30 p.m., Wilmington

CMA Review Course - NEW
Ready to take the Certified Medical Assistant exam and want to refresh your skills! This new course provides 24 hours of online instruction reviewing 25 units of course material. You will also experience an eight-hour clinical review to ensure you are ready for the exam. Text materials included. To register or for more information, call (302) 830-5204.

\textbf{EYK 621: 24 hrs, 2.4 CEUs, Fee $575}
Online

Polysomnographer (Sleep) Technician Certificate\textsuperscript{WIOA}
This program prepares students to work as trainees with sleep technologists in the performance of diagnostic sleep studies that are required for the evaluation and treatment of sleep disorders. Sleep recordings are made during the patient’s usual sleep hours—techs may work during the night usually in 10-12 hour shifts. This program was developed in accordance with the American Academy of Sleep Medicine (AASM) as well as with the Board of Registered Polysomnographic Technologists (BRPT). Together with the recommended work experience and recommended completion of the 23 AASM A-STEP self-study modules, this course will prepare the student to sit for the Certified Polysomnographic Technician (CPSGT) exam under “Pathway 3”. The course includes 80 hours of theory (hybrid format) and an additional 40 hours clinical* experience. Tuition includes textbooks, CPR certification and A-STEP exam. \textbf{Course is offered in a hybrid format.}

\textbf{Prerequisite: Attendance at an Information Session.}

\textbf{EYK 600: 120 hrs, 12 CEUs, Fee $3,545}
Section 4B1: 9/14-12/9, MW, 5:30-9:30 p.m., Wilmington

Polysomnography CPSGT Review Course
This 15-hour online course is aimed at providing the A-STEP graduate the foundation of knowledge to be well-prepared to take the exam. Upon passing the exam, the graduate will have the credential to apply for polysomnography positions in Delaware, Maryland, Pennsylvania, and New Jersey. For more information, call 302.830.5204.

\textbf{EYK 605: 15 hrs, 1.5 CEUs, Fee $350}
Online

\textsuperscript{WIOA} Workforce Innovation Opportunity Act
Approved by the Delaware Workforce Development Board and Department of Labor. Equal Opportunity Employment Program. More information can be found on page 15.
Do you need to renew or maintain your nursing license? Have you been out of practice or want to return to a clinical setting?

This Nurse Refresher Series fulfills the Delaware Board of Nursing (DBON) requirements for nurses returning to active practice. Contact 302.830.5204 for complete program requirements.

**RN Refresher Classroom Theory**
The Nursing Refresher course covers key concepts surrounding core competencies in the practice of nursing today. Areas include pharmacology, care planning, and current trends in health care. This course presents theory and incorporates it into clinical hands-on experiences. Immunizations and CPR-BLS card are required. Text materials included. Course is offered in a hybrid format.
Requisite for completion: EYK 610
EYK 609: 40 hrs, 4 CEUs, Fee $1,049
Section 4B1: 8/31-12/14, M, 6-9 p.m., Stanton

**RN Refresher Clinical**
This course is the secondary requirement for recertification of the RN degree. You will complete 80 clinical hours on weekends at locations TBA. Clinical schedule TBD. First class meets at the Stanton Campus for orientation and schedule distribution. Immunizations, physical, and CPR-BLS certification must be current.
EYK 617: 80 hrs, 8 CEUs, Fee $1,049
Section 4B1: 9/26-12/5, S, 7 a.m.-3:30 p.m., Stanton
*Criminal background check and drug screening are required for this course. We now provide access to these services at a cost of $30 for a criminal background check (BCC, additional fee of $65 for fingerprinting at DSP) and $50 for a drug screening. Call (302) 830-5204 for more information.
Coming Soon - Fall of 2020

Updated Patient Care Assistant Program

- **CNA Training**
  - Theory, lab, and clinical
  - Student will sit for CNA State Exam

- **Phlebotomy Technician Training**
  - Theory and lab
  - Student will sit for a national ASPT Exam

- **Patient Care Technician Training**
  - Theory, lab, and clinical
  - Student will sit for national certification through NHA

All materials included in tuition:
- Background and drug screen
- Textbooks
- Uniforms
- CPR Certification
- Certification exams

To be considered for this program, you must attend an information session offered on the following dates:
- July 7
- August 4
- September 1
- October 6

For information session times and location see page 14.

Course will be offered in a hybrid format.
What is ed2go?

Delaware Technical Community College has partnered with Education to Go, a nationally-recognized provider of Internet education, to offer students a quality alternative to on-site classroom instruction. Course features include 24-hour access; online discussion areas; six-week format; expert instructor; and sessions that start monthly. These courses are non-credit and do not offer any CEU’s. However, a certificate of completion is available at the end of your course.

You can find ed2go courses in all these areas!

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

Here’s a sampling of popular classes:

- Accounting Fundamentals Series $199
- Achieving Success with Difficult People $109
- Creating WordPress Websites $109
- Effective Business Writing $109
- Grammar Refresher $109
- Introduction to InDesign CC $109
- Introduction to Interior Design $109
- Introduction to Word 2016 $129
- Introduction to Statistics $109
- Keys to Effective Communication $109
- Spanish for Medical Professionals $109
- Stock Trading Suite $299

Classes start every six weeks.

Online courses cost as little as $109 per class.

How do I get started?

Access the website – go.dtcc.edu/ed2gowilm and click on “Courses” to find and review the course material. For more information or registration assistance, call 302.454.3956.
Technical Training
Are you considering increasing your job skills to make advances in your career? The technical training opportunities offered at Delaware Tech are designed for those who want to upgrade their skills or change their career path. With two locations in New Castle County, our unique state-of-the-art facilities, the Innovation and Technology Center and the Middletown Center, can meet your technical training needs.

Important Information
• Classes will not meet on the following dates:
  September 7 - Labor Day
  November 3 - Election Day
  November 26 and 27 - Thanksgiving

• Cancelled classes, due to weather or instructor illness, may be added to the end of the course

• Classes not meeting minimum enrollments may be cancelled

• Students will be notified BY EMAIL at least 24-hours prior to the advertised start of a class if it is being postponed or cancelled

Innovation and Technology Center (ITC)
97 Parkway Circle, New Castle, DE.
For more information or directions to the center, call (302) 266-3300.

Middletown Center (MC)
500 N. Cass Street, Middletown, DE.
For more information or directions to the center, call (302) 266-3400.
Technical Training

Middletown Center (MC)

Delaware Tech's newest satellite campus is open! Current offerings include:
- Diesel Technology
- Heavy Equipment Operator
- Small Engine Repair
- OSHA Construction Safety
- Forklift Operation Safety
- Home Repair for Women

Safety Courses

OSHA Construction Safety 10-Hour Course
The OSHA Construction Safety Outreach program is the nationally recognized safety training required to work on a construction site. Participants must successfully complete the course assessment AND attend all 10 hours of instruction in order to receive an OSHA Safety Card. Please note: Groups of six or more may call (302) 266-3400 and request a specific date and time for this training.

**EYP 703: 10 hrs, 0.1 CEUs, Fee $149**
- Section 503: 8/19-8/26, W, 8:30 a.m.-2 p.m., MC
- Section 532: 11/2-11/16, M, 5:30-9 p.m., MC
- Section 504: 11/23-11/24, MT, 8:30 a.m.-2 p.m., MC

Forklift Operation/Safety Certification Training
This course is designed to meet OSHA standards by providing students with the safety and operational knowledge as well as the skills required to safely operate a forklift. Each participant will be required to capably operate a forklift through a course designed to demonstrate practical operational skills. Please note: Groups of four or more may call (302) 266-3400 and request a specific date and time for this training. Students may wish to pack a lunch as a 30-minute break will be provided.

**EYP 730: 4 hrs, 0.4 CEUs, Fee $189**
- Section 503: 7/28, T, 9 a.m.-2 p.m., MC
- Section 506: 9/1, T, 9 a.m.-2 p.m., MC
- Section 507: 9/28, M, 10 a.m.-3 p.m., MC
- Section 508: 10/12, M, 10 a.m.-3 p.m., MC
- Section 509: 11/11, W, 10 a.m.-3 p.m., MC
- Section 510: 11/23, M, 10 a.m.-3 p.m., MC

Inclement weather notice: Course may be postponed due to rain or inclement weather. Class will be re-scheduled for the very next (Friday) whenever possible. Students should call (302) 266-3400 to verify class status if inclement weather is forecasted.

(302) 266-3400 | Search classes and register online at go.dtcc.edu/xensw 23
DIY Courses

Small Engine Repair I
One of our most popular classes teaches participants the theory of operation; how to service and troubleshoot the starter; ignition and fuel system; maintenance and tune up procedures; safety factors of small engines; and two and four-cycle design of lawn mowers, string trimmers, chain saws, snow blowers and small marine engines rated 15hp and less.

EYY 710: 21 hrs, 2.1 CEUs, Fee $295
Section 531: 9/1-9/22, TR, 6-9 p.m., MC

Small Engine Repair II
A continuation of Small Engine Repair I, this course places an emphasis on higher level small engine repair, including complete engine and drive service, diagnosis, inspection and overhaul of engine systems.

EYY 715: 21 hrs, 2.1 CEUs, Fee $295
Coming spring 2021

Home Repair for Women (or men)
Save hundreds, even thousands of dollars by performing your own home repairs! This course covers basic home construction, drywall, plumbing (faucets, toilets) and electricity (switches, outlets, and light fixtures). You will also learn to install molding and trim, ceramic tile, laminate, hardwood and vinyl tile flooring. This class is taught using demonstrations with various hands-on activities.

ENJ 702: 18 hrs, 1.8 CEUs, Fee $195
Section 531: 9/21-10/26, M, 6-9 p.m., MC

Heavy Equipment Operator

Get ready to join the construction, earthmoving, and excavation industry as a skilled craftsman or equipment operator! Delaware Tech’s new 16-week Heavy Equipment Operator Program is a truly unique, hands-on comprehensive program designed to fill the current needs of local employers. The program was developed with industry experts in Delaware utilizing the nationally recognized NCCER curriculum. Students are taught how to perform on the job site as skilled craftsman as well as how to operate heavy equipment through both classroom instruction, simulator training, and “in-the-seat” equipment operation. This heavy equipment operator training will include:

- Backhoes
- Bulldozers
- Excavators
- Skid Steers
- Loaders

With an aging workforce and large percentage of the industry that is ready to retire, NOW is the time to train for your construction career!

EYD 734: 198 hrs*, 19.8 CEUs, Fee $2,895+text
Section 530: 9/8-12/17, MTR, 5-9 p.m., MC

*Note: Up to 20 hours of simulator training may take place after class on your own time.
Technical Training

Diesel Technology

Delaware Tech’s new Diesel Technology programs will provide the transportation industry with the skilled diesel mechanics that are much needed in Delaware. This training was developed by industry leaders, and is targeted for current automotive technicians that are seeking to become a diesel mechanic.

The new Middletown Center is equipped with a state-of-the-art Diesel Lab that includes a full size diesel engine performance trainer, air brake systems trainers, Mobile Universal Trailer Tester (MUTT), Diesel Diagnostic Scan Tool, parts washer, and various lifts and tools for working demonstrations and extensive hands-on training activities.

Note: Students should have experience as an auto mechanic and/or hold ASE G1 and A1 Certifications.

Diesel Technology: Preventative Maintenance
This course was developed for both new and experienced technicians, and will include the fundamentals of basic servicing of the oil, filters, lubrication and inspection of the chassis, driveline and lighting system of Class 8 diesel trucks. The focus of this revised 60-hour hands-on course is to provide students with the knowledge and skills to successfully complete the ASE T-8 (Diesel Preventative Maintenance) certification exam.

EYY 731: 60 hrs, 6.0 CEUs, Fee $595+$200 lab fee+text
Section 530: 9/21-12/2 (no class on 11/23 or 11/25), MW, 6-9 p.m., MC
Seating is limited.

Diesel Technology: Air Brakes
This course will include the fundamentals of compressed air, components in the air brake system, operation of the system, air system failure diagnosis and troubleshooting, air brake system and foundation brake components, and servicing procedures. The focus of this revised 48-hour hands-on course is to provide students with the knowledge and skills to successfully complete the ASE T-4 (Air Brakes) certification exam.

EYY 732: 48 hrs, 4.8 CEUs, Fee $495+$100 lab fee+text
Section 530: 9/24-11/19 (no class on 11/3), TR, 6-9 p.m., MC
Seating is limited.

All training will be held at Delaware Technical Community College Middletown Center
500 N. Cass Street Middletown, DE 19709

For more information, call (302) 266-3400.
HVAC Technician WIOA

Delaware Tech’s highly regarded HVAC Certificate Program will prepare you to enter the high demand HVAC industry! Students completing the 278-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 day-time course. The required courses for this certification are:

- EYP 703: OSHA Construction Safety
- EYD 736: HVAC I: Introduction to HVAC
- EYD 737: HVAC II: Heating Systems
- EYD 738: HVAC III: Refrigeration and Air Conditioning
- EYD 739: HVAC IV: Advanced HVAC-R
- EYI 780: EPA Certification Prep
- EYI 781: EPA Certification Exam

HVAC I: Introduction to HVAC

This course serves as the entry-level requirement for all other courses in the HVAC Program. Students will learn the foundation skills needed to understand and service heater and air conditioners, and topics include: electrical principals, HVAC components, meters, schematic diagrams, and systems applied to small and large HVAC equipment. In addition, students will learn to read a scale, understand common blueprint symbols, interpret various residential and commercial drawings, and prepare basic estimates. Employers routinely seek workers with the ability to read blueprints and estimate jobs/materials. Students will also review basic math concepts necessary for performing the calculations and conversion needed for preparing simple estimates in any skilled trade area. Minimum 9th grade-level math skills recommended.

EYD 736: 60 hrs, 6 CEUs, Fee $595+$100 lab+text
Section 501: 9/8-9/24, MTWR, 8:30 a.m.-2 p.m., ITC
Section 530: 9/8-11/10, TR, 6-9 p.m., ITC

HVAC II: Heating Systems

This course provides the understanding of various types of heating systems such as oil, electric, gas, heat pumps, and hydronic heating systems. Emphasis will be placed on heating fundamentals and theory of operation as well as residential heater hands-on maintenance, repair, and troubleshooting. Prerequisite: EYD 736: HVAC I

EYD 737: 80 hrs, 8 CEUs, Fee $795+$200 lab+text
Section 501: 9/28-10/22, MTWR, 8:30 a.m.-2 p.m., ITC

HVAC Technician Program Sequence (Fall 2020)

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<tr>
<td>MONDAY</td>
<td>OSHA</td>
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<td>8:30 a.m.-2 p.m.</td>
<td>HVAC I: Introduction to HVAC</td>
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<td>HVAC II: Heating Systems</td>
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<td>HVAC III: Refrigeration and Air Conditioning</td>
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WIOA Workforce Innovation Opportunity Act

Approved by the Delaware Workforce Development Board and Department of Labor. Equal Opportunity Employment Program.
Technical Training

HVAC III:
Refrigeration and Air Conditioning
This course provides a solid background in the theory of refrigeration and hands-on maintenance and repair of various residential air conditioning systems. Covers definitions, physics, refrigerants, theory and operating principles, and safety procedures. Emphasis is placed on refrigeration fundamentals, theory of operation, various air conditioning systems, and troubleshooting.
Prerequisite: EYD 736 and EYD 737: HVAC I and II
EYD 738: 80 hrs, 8 CEUs, Fee $795+$200 lab+text
Section 501: 10/26-11/19, MTWR, 8:30 a.m.-2 p.m., ITC

HVAC IV:
Advanced HVAC-R
This course provides students with the technical theory related to commercial HVAC systems, including roof-top air conditioning units, refrigeration walk-in boxes, freezers, and ice machines. Students will also gain practical hands-on experience with the latest Building Automation Systems (BAS) programming and controls which have become prevalent in today's HVAC industry. In addition, students will also learn basic HVAC installation techniques, including sheet metal bending, duct-work, and plenum fabrication. Throughout this course, students will perform diagnostic and repair lab exercises to reinforce the theory learned in previous classes.
Prerequisite: EYD 737 and EYD 738: HVAC II and III
EYD 739: 60 hrs, 6 CEUs, Fee $595+$100 lab+text
Section 501: 11/30-12/17, MTWR, 8:30 a.m.-2 p.m., ITC

OSHA Construction Safety 10-Hour Course
The OSHA Construction Safety Outreach program is the nationally recognized safety training required to work on a construction site. Participants must successfully complete the course assessment AND attend all 10 hours of instruction in order to receive an OSHA Safety Card. Please note: Groups of six or more may call (302) 266-3300 and request a specific date and time for this training.
EYP 703: 10 hrs, 1 CEUs, Fee $149
Section 501: 7/29-8/5, W, 8:30 a.m.-2 p.m., ITC
Section 501: 9/1-9/3, TR, 8:30 a.m.-2 p.m., ITC
Section 503: 9/11-9/3, TWR, 5:30-9 p.m., ITC
Section 502: 10/16-10/23, F, 8:30 a.m.-2 p.m., ITC
Section 531: 12/1-12/15, T, 5:30-9 p.m., ITC

EPA 608 Technician Certification Training
This updated 8-hour course is designed to raise the level of competency for individuals taking one or more of the parts of the EPA 608 exam and is highly recommended for anyone seeking their Universal EPA 608 Certification.
EYI 780: 8 hrs, 0.8 CEUs, Fee $95
Section 501: 12/4-12/11, F, 8:30 a.m.-12:30 p.m., ITC

EPA 608 Certification Examinations
Air conditioning or refrigeration technicians are required to become certified by passing approved EPA examinations. As an approved certifying organization, Delaware Tech will administer Test Types I, II, III and Universal.
*Photo ID required to take exam.
EYI 781: 4 hrs, 0 CEUs, Fee $75
Section 501: 12/18, F, 8:30 a.m.-1 p.m., ITC

Memberships, Certifications, and Strategic Partners

(302) 266-3300 | Search classes and register online at go.dtcc.edu/xensw
Welding Maintenance Technician Certificate\textsuperscript{WIOA}

Begin your rewarding career in welding by completing the newly updated 262-hour Welding Maintenance Certificate Program! Our 10-station lab utilizes the finest welding equipment found in the industry today. Coupled with our expert instructional staff, our welding students receive hands-on training that is second-to-none. Participants can complete the entire welding certificate and be job ready in four months simply by enrolling in each day-time course. NOTE: Safety glasses, long pants, and steel-toed work shoes are required for all welding classes. The required courses for this certification are:

- EYP 703: OSHA Construction Safety
- EYD 726: Introduction to Welding
- EYD 727: Specialized Welding Processes
- EYD 728: Pipe Welding

\textbf{OSHA Construction Safety 10-Hour Course}

The OSHA Construction Safety Outreach program is the nationally recognized safety training required to work on a construction site. Participants must successfully complete the course assessment AND attend all 10 hours of instruction in order to receive an OSHA Safety Card. Please note: Groups of six or more may call (302) 266-3300 and request a specific date and time for this training.

\textbf{EYP 703: 10 hrs, 1 CEUs, Fee $149}

| Section 501: 7/29-8/5, W, 8:30 a.m.-2 p.m., ITC |
| Section 501: 9/1-9/3, TR, 8:30 a.m.-2 p.m., ITC |
| Section 530: 9/1-9/3, TWR, 5:30-9 p.m., ITC |
| Section 502: 10/16-10/23, F, 8:30 a.m.-2 p.m., ITC |
| Section 531: 12/1-12/15, T, 5:30-9 p.m., ITC |

\textbf{Welding Maintenance Technician Program Sequence (Fall 2020)}

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<thead>
<tr>
<th>DAY</th>
<th>9/1-9/3</th>
<th>9/8-10/1</th>
<th>10/5-10/29</th>
<th>11/2-12/3</th>
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<tbody>
<tr>
<td>MONDAY</td>
<td>OSHA Safety TR 8:30 a.m.-2 p.m.</td>
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<tr>
<td>TUESDAY</td>
<td>Introduction to Welding MTWR 8:30 a.m.-2 p.m.</td>
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<tr>
<td>WEDNESDAY</td>
<td>Specialized Welding Processes MTWR 8:30 a.m.-2 p.m.</td>
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<tr>
<td>THURSDAY</td>
<td>Pipe Welding MTWR 8:30 a.m.-2 p.m.</td>
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<tr>
<th>EVENING</th>
<th>9/1-9/3</th>
<th>9/8-10/21</th>
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<tr>
<td>MONDAY</td>
<td>OSHA Safety TWR 5:30-9 p.m.</td>
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<tr>
<td>TUESDAY</td>
<td>Introduction to Welding MTW 5:30-9:30 p.m.</td>
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<tr>
<td>WEDNESDAY</td>
<td>Specialized Welding MTW 5:30-9:30 p.m.</td>
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\textsuperscript{WIOA} Workforce Innovation Opportunity Act

Approved by the Delaware Workforce Development Board and Department of Labor. Equal Opportunity Employment Program.
Introduction to Welding
This updated comprehensive basic welding course will provide students with welding safety, welding theory, welding terminology, welding blueprint reading, and extensive hands-on training in Shielded Metal Arc Welding (SMAW), also known as “stick” welding. This 84-hour class also includes welding machine set up, welding symbols, type of joints, electrode classification, and metallurgy, as well as feature both vertical and overhead welding positions. Students must be prepared to weld during the first class.

**EYD 726: 84 hrs, 8.4 CEUs, Fee $995 + $300 lab+texts**
Section 501: 9/8-10/1, MTWR, 8:30 a.m.-2 p.m., ITC
Section 530: 9/8-10/21, MTW, 5:30-9:30 p.m., ITC

Specialized Welding Processes
This new 84-hour course provides the hands-on training for the most specialized and productive manual welding processes in the industry today, including MIG, TIG, and Flux-Core welding. Students will receive detailed instruction about each specialized welding process, specialized machine and electrode operations, and extensive hands-on training in each welding process. Students must have completed EYD 726 Introduction to Welding or demonstrate extensive prior welding experience. Students must be prepared to weld during the first class.

**Prerequisite: EYD 726 or instructor approval**
**EYD 727: 84 hrs, 8.4 CEUs, Fee $1,295 + $600 lab+texts**
Section 501: 10/2-10/29, MTWR, 8:30 a.m.-2 p.m., ITC
Section 501: 10/26-12/16, MTW, 5:30-9:30 p.m., ITC

Pipe Welding
This 84-hour hands-on course focuses on the Shield Metal Arc Welding process of pipe welding. The training will consist of both instruction and practice in the areas of pipe fitting, beveling, electrode selection, joint preparation and welding. As students begin to master the basics of pipe welding, the instruction will focus on the skills required for code welding.

**Prerequisite: EYD 726 and EYD 727 or instructor approval**
**EYD 728: 84 hrs, 8.4 CEUs, Fee $1,295 + $500 lab+texts**
Section 501: 11/2-12/3, MTWR, 8:30 a.m.-2 p.m., ITC

Plate and Pipe Welding Certification Exams
Certification exams will be given in the state-of-the-art welding lab at the ITC, and includes all necessary materials and x-ray requirements. All exams meet AWS D-1.1 standards and ASME pipe and standards. Photo ID required to take exam. Call (302) 266-3300 for details.

Memberships, Certifications, and Strategic Partners

American Welding Society

*Educational Institution Member*
Single Certification Courses

Computing Technology

CompTIA A+ Certification
Held by over 1 million IT professionals worldwide, CompTIA 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. And if you’re already an IT professional, the CompTIA A+ certification validates your skills and can boost your career. Students will build a desktop computer during this course as part of their hardware and software certification training. Upon completion of the course, each student will be able to take their individual computer with them (monitor not included). Textbook included, exam fee is not included. Seating is limited to 10 participants.

EYF 601: 84 hrs, 8.4 CEUs, Fee $1,795
Section 530: 9/8-12/17, TR, 6-9 p.m., ITC

CompTIA Network+ - NEW
CompTIA 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. Textbook included; exam fee is not included. Seating is limited to 15 participants.

Prerequisite: Must be computer literate
EYF 790: 84 hrs, 8.4 CEUs, Fee $995
Section 530: 9/8-12/17, TR, 6-9 p.m., ITC

Memberships, Certifications, and Strategic Partners

Workforce Innovation Opportunity Act
Approved by the Delaware Workforce Development Board and Department of Labor. Equal Opportunity Employment Program.
## Water Certification

### Wastewater Operator Certification Review I
This is an entry-level course designed for wastewater operators or individuals interested in water quality designed as a preparation for the state licensing exam. MDE Approved #1374-96-06, WWW 1-5, 5 WW 1-5, 7. 48Hrs/4.8CEUs.

**EYI 200**: 48 hrs, 4.8 CEUs, Fee $395  
Section S30: 8/24-12/14, M, 6-9 p.m., ITC

### Wastewater Operator Certification Review II and III
This course prepares students at a more advanced level for the state exam. MDE Approved #1373-96-06, WW 1-6, 5WW 1-5, 7.  
**Prerequisite:** EYI 200  
**EYI 201**: 48 hrs, 4.8 CEUs, Fee $395  
Section S30: 8/24-12/14, M, 6-9 p.m., ITC

### Base Level Water Operators Course
This is an entry-level course that prepares the student for the state certification exam. It teaches basic water system operator responsibilities, water sources and treatment, math, pumps, disinfection, lab procedures, treatment plant operations, and safety. MDE Approved #2451-02-03, 57 (1.5x) NJ-07-040612-10. 57Hrs/5.7CEUs.

**EYI 237**: 57 hrs, 5.7 CEUs, Fee $449  
Section S30: 9/9-12/16 (no class on 11/25), W, 6-10 p.m., ITC

### Chlorination Technology
Review the dosing technology for basic forms of chlorine disinfection while evaluating the pros and cons of each. Learn why switching from a gas based chlorination process may not be advantageous or cost effective, why current hypochlorite users don’t routinely measure product strength, and why onsite generation systems may be appropriate and cost effective.

**EYI 530**: 7 hrs, 0.7 CEUs, Fee $175  
Section S01: 11/18, W, 8:30 a.m.-4:30 p.m., ITC

### Surface Water Treatment
Covers concepts, treatment components, process control, and troubleshooting for the major components of a typical surface water treatment plant. Instruction and practice in solving typical operational and mathematical problems included. Bring a calculator.

**EYI 550**: 7 hrs, 0.7 CEUs, Fee $175  
Section S01: 12/2, W, 8:30 a.m.-4:30 p.m., ITC

### Hypochlorite Disinfection
This course focuses on the properties, uses, 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. The course will provide PA students with the knowledge for the nongaseous hypochlorite (subclass 12) certification.

**EYI 978**: 7 hrs, 0.7 CEUs, Fee $175  
Section S01: 12/9, W, 8:30 a.m.-4:30 p.m., ITC

### Small Engine Repair I
One of our most popular classes teaches participants the theory of operation; how to service and trouble shoot the starter; ignition and fuel system; maintenance and tune up procedures; safety factors of small engines; and two and four-cycle design of lawn mowers, string trimmers, chain saws, snow blowers and small marine engines rated 15hp and less.

**EYI 710**: 21 hrs, 2.1 CEUs, Fee $295  
Section S30: 9/14-10/26, M, 6-9 p.m., ITC

### Small Engine Repair II
A continuation of Small Engine Repair I, this course places an emphasis on higher level small engine repair, including complete engine and drive service, diagnosis, inspection, and overhaul of engine systems.

**EYI 715**: 21 hrs, 2.1 CEUs, Fee $295  
Section S30: 11/2-12/14, M, 6-9 p.m., ITC
Safety and Environmental Courses

**EPA 608 Technician Certification Training**
This updated 8-hour course is designed to raise the level of competency for individuals taking one or more parts of the EPA 608 exam and is highly recommended for anyone seeking their Universal EPA 608 Certification.

**EYI 780: 8 hrs, 0.8 CEUs, Fee $95**
Section 501: 12/4-12/11, F, 8:30 a.m.-12:30 p.m., ITC

**EPA 608 Certification Examinations**
Air conditioning or refrigeration technicians are required to become certified by passing approved EPA examinations. As an approved certifying organization, Delaware Tech will administer Test Types I, II, III and Universal.

*Photo ID required to take exam.

**EYI 781: 3 hrs, 0 CEUs, Fee $75**
Section 501: 12/18, F, 8:30 a.m.-1 p.m., ITC

**Forklift Operation/Safety Certification Training**
This course is designed to meet OSHA standards by providing students with the safety and operational knowledge as well as the skills required to safely operate a forklift. Each participant will be required to capably operate a forklift through a course designed to demonstrate practical operational skills. Please note: Groups of four or more may call (302) 266-3300 and request a specific date and time for this training. Students may wish to pack a lunch as a 30-minute lunch break will be provided.

**EYP 730: 4 hrs, 0.4 CEUs, Fee $189**
Section 501: 7/8, W, 8 a.m.-1 p.m., ITC
Section 502: 8/5, W, 8 a.m.-1 p.m., ITC
Section 501: 9/2, W, 8 a.m.-1 p.m., ITC
Section 502: 10/1, R, 10 a.m.-3 p.m., ITC
Section 503: 10/29, R, 10 a.m.-3 p.m., ITC
Section 504: 11/19, R, 10 a.m.-3 p.m., ITC
Section 505: 12/17, R, 10 a.m.-3 p.m., ITC

Inclement weather notice: Course may be postponed due to rain or inclement weather. Class will be re-scheduled for the very next day whenever possible. Students should call (302) 266-3300 to verify class status if inclement weather is forecasted.

**Lead Safety for Renovation, Repair and Painting (RRP)**
EPA’s Renovation, Repair and Painting Final Rule (40 CFR 745) requires that renovations conducted for compensation, must be performed by Certified Firms using Certified Renovators. This 8-hour course will teach you how to comply with the EPA Renovation, Repair and Painting Rule and the HUD Lead Safe Housing Rule, and how to perform lead-safe work practices safely and effectively. This course is the EPA model course for Certified Renovators and as such meets all requirements in 40 CFR 745.90.

**EYI 786: 8 hrs, 0.8 CEUs, Fee $249**
Section 501: 7/23, R, 8 a.m.-5 p.m., ITC
Section 501: 8/27, R, 8 a.m.-5 p.m., ITC
Section 502: 10/2, F, 8 a.m.-5 p.m., ITC
Section 503: 11/6, F, 8 a.m.-5 p.m., ITC
Section 504: 12/11, F, 8 a.m.-5 p.m., ITC

**Lead Safety for RRP Refresher**
This 4-hour course was developed by the EPA in collaboration with HUD to refresh the training of renovation, repair and painting contractors.

**EYI 787: 4 hrs, 0.4 CEUs, Fee $129**
Section 501: 9/25, F, 8 a.m.-12 p.m., ITC
Section 502: 12/4, F, 8 a.m.-12 p.m., ITC
OSHA Construction Safety 10-Hour Course
The OSHA Construction Safety Outreach program is the nationally recognized safety training required to work on a construction site. Participants must successfully complete the course assessment AND attend all 10 hours of instruction in order to receive an OSHA Safety Card. Please note: Groups of six or more may call (302) 266-3300 and request a specific date and time for this training.

**EYP 703:** 10 hrs, 1 CEU, Fee $149
- Section 501: 7/29-8/5, W, 8:30 a.m.-2 p.m., ITC
- Section 501: 9/1-9/3, TR, 8:30 a.m.-2 p.m., ITC
- Section 530: 9/1-9/3, TWR, 5:30-9 p.m., ITC
- Section 502: 10/16-10/23, F, 8:30 a.m.-2 p.m., ITC
- Section 531: 12/1-12/15, T, 5:30-9 p.m., ITC

OSHA Construction Safety 30-Hour Course
The course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors, the program provides complete information on safety compliance issues. Call (302) 266-3300 to request dates and times for this training.

**EYP 702:** 30 hrs, 3 CEUs, Fee $395
This course is offered by request only.

OSHA Construction Safety Refresher
This 2.5-hour course serves as a yearly refresher. Please note: Groups of six or more may call (302) 266-3303 and request a specific date and time for this training.

**EYP 701:** 2.5 hrs, 0.25 CEUs, Fee $49
- Section 501: 8/19, W, 9-11:30 a.m., ITC
- Section 502: 9/16, W, 6-8:30 p.m., ITC
- Section 503: 10/30, F, 9-11:30 a.m., ITC

OSHA Waste Site Worker Training
The 40-hour HAZWOPER (Hazardous Waste Operations and Emergency Response) course prepares you for employment in hazardous waste site cleanup, treatment, storage, disposal, and emergency response. Achieve certification under federal safety and environmental worker laws upon completion. Topics include chemistry of hazardous wastes and materials, site activities, safety practices, protective equipment and respirators, medical surveillance, and air monitoring. Training includes classroom, teamwork/tabletop sessions, and extensive hands-on exercises using PPE and air tanks. Please note: Groups of five or more may call (302) 266-3303 and request a specific date and time for this training.

**EYI 720:** 40 hrs, 4 CEUs, Fee $595
- Section 501: 8/16-8/28, MTWRF, 8 a.m.-5 p.m., ITC
- Section 502: 11/16-11/20, MTWRF, 8 a.m.-5 p.m., ITC

OSHA Hazardous Waste Site Worker Refresher
The 8-hour HAZWOPER refresher is the annual recertification course mandated by the federal OSHA and EPA. Please note: Groups of five or more may call (302) 266-3303 and request a specific date and time for this training.

**EYI 721:** 8 hrs, 0.8 CEUs, Fee $199
- Section 501: 8/19, W, 8 a.m.-5 p.m., ITC
- Section 502: 11/11, W, 8 a.m.-5 p.m., ITC

Memberships, Certifications, and Strategic Partners

Fire Protection Training
Customized training for NICET Level I and Level II for the following NICET Fire Protection subfield certifications are available by request:
- Fire Alarm Systems
- Inspection and Testing of Fire Alarm Systems
- Special Hazards Systems
- Inspection and Testing of Water-Based Systems
- Water-Based Systems Layout

Call (302) 266-3300 for more information.
Manufacturing Technology Certificates

Manufacturing Technician Certificate

Begin your career in manufacturing as a Production Technician or Machine Equipment Operator! This 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, and blueprint reading.

*An additional 40-50 hours are required outside class to complete this course.

EYN 760: 155 hrs, 15.5 CEUs, Fee $1,495
Section 530: 9/14-12/16, MW, 5-9 p.m., ITC

Industrial Electrical Certificate

The comprehensive industrial electrical program includes hands-on instruction in AC/DC electrical systems, electrical motor controls, variable frequency drives and motors, and electrical sensors, and electrical control system wiring.

*An additional 40-50 hours are required outside class to complete this course.

EYN 762: 158 hrs, 15.8 CEUs, Fee $1,495
Section 530: 9/14-12/16, MW, 5-9 p.m., ITC

Hydraulics Maintenance Certificate

Our hydraulics maintenance program includes various levels of hands-on instruction, starting with the basics of hydraulics and concluding with diagnosing and troubleshooting hydraulic systems. Topics include basic circuits, pressure and flow, valves, pumps, actuators, and motor performance.

EYN 763: 115 hrs, 11.5 CEUs, Fee $1,295
Section 530: 9/14-12/16, MW, 5-9 p.m., ITC

Pneumatics Maintenance Certificate

This 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.

EYN 764: 80 hrs, 8 CEUs, Fee $995
Section 530: 9/14-11/18, MW, 5-9 p.m., ITC

Mechanical Drives Maintenance Certificate

The mechanical drives maintenance program includes hands-on instruction with various types of gears, belts, chains, shafts and shaft alignment, and lubrication concepts.

EYN 765: 70 hrs, 7 CEUs, Fee $895
Section 530: 9/14-11/11, MW, 5-9 p.m., ITC

Programmable Logic Controllers (PLC) Maintenance Certificate

Our popular PLC course provides hands-on instruction on how PLC’s 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.

Prerequisite: Basic Electrical Knowledge

EYN 766: 80 hrs, 8 CEUs, Fee $995
Section 530: 9/14-11/18, MW, 5-9 p.m., ITC

Process Control Training and Troubleshooting

This Level and Flow Process Control Training and Troubleshooting course covers calibration, installation, operation, and troubleshooting for flow and liquid level process control systems and components. The troubleshooting training includes thirty-six electrical faults, six mechanical faults, PID controller programming errors, flow transmitter programming errors, and I/P converter calibration errors.

EYN 769: 95 hrs, 9.5 CEUs, Fee $995
Section 530: 9/14-12/7, MW, 5-9 p.m., ITC

Thermal Process Control Training

The Thermal Process Control Training is a continuation of the Process Control and Troubleshooting course, and teaches learners how to install, calibrate, operate, adjust, and tune thermal process control systems. The training includes a variety of real-world components, including a chiller, three types of temperature sensors (thermocouple, thermistor, and RTD), a heating loop network and an operator interface station.

Prerequisite: EYN 769 or instructor approval

EYN 770: 55 hrs, 5.5 CEUs, Fee $795
Section 530: 9/14-10/28, MW, 5-9 p.m., ITC

Manufacturing Training programs may be customized and delivered to local employers and their staff upon request. Training sessions can be offered during convenient days and times at either Delaware Tech or on-site at your facility. Please call (302) 266-3300 for details.

Memberships, Certifications, and Strategic Partners

© Workforce Innovation Opportunity Act
Approved by the Delaware Workforce Development Board and Department of Labor. Equal Opportunity Employment Program.
Do-It-Yourself (DIY)

Appliance Repair
Save hundreds on home appliance repairs and maintenance by learning the basics in this new DIY course. Students will learn how many of the common electro-mechanical parts of an appliance work, and how to maintain or repair these parts when necessary. Topics will include basic electricity, electrical motors, gaskets and seals, and preventative maintenance. The skills in this class can be used on many appliances, but we will focus on refrigerators, dishwashers, washers, and dryers.

EYD 731: 18 hrs, 1.8 CEUs, Fee $195
Section 530: 10/7-11/11, W, 6-9 p.m., ITC

Carpentry I
This introductory course includes the proper use of woodworking hand and power tools, carpentry project layout procedures, basic stick framing, and building material applications. Students will also learn the proper use of measuring tools, an introduction to current building codes, and a review of applicable blueprint reading and math skills. Students should wear appropriate clothing for work in the carpentry lab during each class.

EYD 703: 42 hrs, 4.2 CEUs, Fee $395+$100 lab+text
Section 530: 9/9-10/21, MW, 6-9 p.m., ITC

Carpentry II
This level II course provides students with more advanced carpentry skills training. Instruction is focused on the various skills required for renovators, and includes the construction and/or installation of cabinetry, countertops, siding, roofing, molding, and trim. Students should wear appropriate clothing for work in the carpentry lab during each class.

Prerequisite: EYD 703 or instructor approval
EYD 758: 42 hrs, 4.2 CEUs, Fee $395+$100 lab
Section 530: 10/26-12/16, MW, 6-9 p.m., ITC

Flooring and Tile Installation Techniques
This 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.

EYD 757: 21 hrs, 2.1 CEUs, Fee $249+$50 lab
Section 530: 9/29-11/17, T, 6-9 p.m., ITC

Home Repair for Women (or men)
Save hundreds, even thousands of dollars by performing your own home repairs! This course covers basic home construction, drywall, plumbing (faucets, toilets) and electricity (switches, outlets, and light fixtures). You will also learn to install molding and trim. This class is taught using demonstrations with a few hands-on activities.

ENJ 702: 18 hrs, 1.8 CEUs, Fee $195
Section 530: 9/17-10/22, R, 6-9 p.m., ITC

Home Repair for Women (or men) II
Back by popular demand! This course will serve as a continuation of the basic Home Repair course, allowing students to discover additional skills as well as gain a deeper background in several previous topics. This class is taught using demonstrations with a few hands-on activities.

ENJ 702: 18 hrs, 1.8 CEUs, Fee $195
Section 530: 10/29-12/10, R, 6-9 p.m, ITC

Memberships, Certifications, and Strategic Partners

(302) 266-3300 | Search classes and register online at go.dtcc.edu/xensw
Customized Technical Training
Meeting the Needs of Local Businesses

Delaware Tech is your partner in success, delivering customized training at state-of-the-art facilities in New Castle County. With a hands-on learning approach and broad curriculum of technical programs, Delaware Tech is poised to meet the demands of labor markets across the Mid-Atlantic. We build relationships based on trust and are committed to your success.

Our outstanding team of credentialed professionals is ready to help you reach your goals. Whether training individuals with varying skills or helping to launch a new technology across your organization, we are an effective and affordable education partner. With two unique training facilities, in New Castle and Middletown, Delaware Tech is a one-of-a-kind resource that can help strengthen your competitive edge. We develop relevant and valuable training programs by working closely with the business community. Scheduling is flexible to meet the needs of the workforce and various learning styles.

To learn how we can help your business grow through customized technical training, contact Rodney Bailey at rodney.bailey@dtcc.edu or (302) 266-3300.

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. Courses that are eligible for this funding are labeled “WIOA” in our catalog. Students are encouraged to visit the Delaware Department of Labor to see if they qualify for these funds, and should be aware that the process to determine eligibility may take from four to six weeks. Students who are not eligible for WIOA funds may seek additional support, including a Governor’s Grant or a Delaware Tech scholarship. Please contact the Delaware Department of Labor (DOL) for more information about applying for WIOA education and training funds.

DOL Numbers:
Dover (302) 739-5473
Newark (302) 453-4350
Wilmington (302) 761-8085
Home School Programs

Building Trades I
The Home School Building Trades Program was developed to provide students exposure to a wide variety of construction professions. Topics will include carpentry, plumbing, welding, drywall installation and repair, electrical wiring, flooring, and tile installation. This 120-hour program is delivered in two 60-hour sessions, starting during the fall semester and finishing in the winter/spring. This class serves boys or girls ages 14-19, and students typically receive “career pathway” credit/s toward HS graduation from their home school network.

**EYD 770: 60 hrs, 6 CEUs, Fee $695 (New Lower Price)**
Section 501: 9/11-12/14, F, 9 a.m.-2:30 p.m., ITC

**Notes:**
• Students must be associated with a home school organization.
• Class will meet at the Innovation and Technology Center (ITC) located at 97 Parkway Circle, New Castle, DE 19720.

Additional youth courses can be found on page 42.
Health and Wellness

Aromatherapy and Energy Healing
This combined class takes place over four class sessions and will cover the how-to’s of using aromatherapy as well as energy healing to deal with stress, improve sleep, and increase your vitality and overall health. Aromatherapy uses pure therapeutic grade essential oils to enhance well-being. Energy healing uses your own body’s energy to rebalance and create a state of homeostasis. These are natural tools to help you be in charge of your own wellness. Each student will leave with a personalized blend of essential oils and an energy routine to enhance daily well-being.

ENO 769: 8 hrs, Fee $79
Section 530: 9/30-10/21, W, 6-8 p.m., Stanton

Eating Healthy Made Easy
Do you want to learn how to use nutrition to improve your health, but counting calories is too overwhelming, and eating healthy seems too expensive? This course is the kickstart that you’ve been waiting for! Learn about the benefits of a whole food, plant-based diet and why it has been difficult for you to move away from sugar, chocolate, and cheese. Find out how making incremental changes to your eating habits can make a big difference. Learn to choose the right foods to naturally and easily tame your appetite. The course will include easy, healthy, and filling recipes along with demonstrations and food sampling!

ENO 771: 12 hrs, Fee $119
Section 530: 10/29-12/10 (no class on 11/26), R, 6:30-8:30 p.m., Stanton

Mindfulness Based Stressed Reduction
The Mindfulness-Based Stress Reduction program can help you to move toward greater balance, control, and participation in your life. This program gives you tools to cope with stress, increase relaxation, reduce pain, including chronic pain, and improve energy and self-esteem. This course includes guided mindfulness meditation practices, gentle stretching, and mindful yoga. Students will complete exercises to enhance awareness in everyday life, individual instruction and group dialogue. Workbook materials and recordings are included in class fee.

ENK 706: 25 hrs, Fee $319
Section 530: 9/28-11/26, M, 6-8:30 p.m., Stanton

Tai Chi I
Originally developed for self-defense, Tai Chi has evolved into a graceful form of exercise that involves a series of movements performed in a slow, focused manner and accompanied by deep breathing. Often described as meditation in motion, tai chi promotes serenity through gentle, flowing movements.

ENR 706: 7.5 hrs, Fee $99
Section 530: 9/2-9/30, W, 6:30-8 p.m., Stanton
Section 531: 11/4-12/2, W, 6:30-8 p.m., Stanton

Tai Chi II
This course helps students continue and refine their practice of meditation in motion by focusing on the Yang 8 form and the Five Gong. Students will also delve further into Tai Chi theory.
Prerequisite: Tai Chi I or equivalent.

ENR 710: 7.5 hrs, Fee $99
Section 530: 10/7-11/4, W, 6:30-8 p.m., Stanton

Gentle Yoga
This course is a blended practice of gentle yoga and vinyasa flow that will allow students of all levels and abilities to explore their own expression of yoga and benefit from this practice of mind, body and spirit. Basic breath work and yoga postures as well as deep relaxation are included each week. Please bring a yoga mat, towel, or blanket to class with you!

ENR 708: 9 hrs, Fee $89
Section 560: 10/10-12/12 (no class on 11/28), S, 9:30-10:30 a.m., Stanton

Yoga Pilates Fusion
This class is designed to both stretch and strengthen the body through a dynamic blend of vinyasa yoga sequences and Pilates moves. During this hour long class, we will move through a fluid vinyasa flow while incorporating Pilates exercises to build strength. Please bring a yoga mat and a set of small 2-3 lb. weights to class.

ENR 709: 10 hrs, Fee $99
Section 510: 9/14-10/15, M, R, 10-11 a.m., Stanton
Section 511: 10/19-11/19, M, R, 10-11 a.m., Stanton
Art

Basic Drawing Techniques
Learn how to draw what you see and develop your artistic eye. This 16-hour class is an introduction to basic drawing techniques utilizing a pencil and a sketch book. No previous drawing experience is necessary. You will receive a supply list prior to class.

ENA 704: 16 HRS, Fee $159
Section 530: 10/20-12/8 (no class on 11/3), T, 6:30-8:30 p.m., Stanton

Watercolor FUNdamentals
This eight-week beginning watercolor class will teach essential techniques and painting foundations. You will explore materials, paint mixing, color theory, and composition. A supply list will be sent prior to the start of class.

ENA 707: 16 hrs, Fee $159
Section 530: 9/24-11/12, R, 6:30-8:30 p.m., Stanton

Create Your Own

Introduction to Craft Brewing
This five-week course will help you understand the art of brewing beer at home. Learn the science behind brewing and the different beer styles through both lecture and a lab portion held at Wilmington Brew Works. No previous brewing experience or beer knowledge is necessary, but students must be 21 or older to register for this course. Supplies will be suggested for home brewing but are not a requirement to take the class.

ENJ 732: 10 hrs, Fee $129
Section 530: 9/10-10/8, R, 6:30-8:30 p.m., Stanton

Civilian Firearms
This course covers types of firearms and ammunition, firearms safety, basic marksmanship, civilian combat shooting, handguns, firearms law and liabilities, care and cleaning of firearms and qualifications course. Designed for the deadly weapons permit holder or anyone who is or will be applying for the weapons permit. Course complies with DE H. B. 446. Additional fee will be charged at the range.

EYP 600: 21 hrs, 2.1 CEUs, Fee $219
Section 530: 10/12-11/23, M, 6:30-9:30 p.m., Stanton

Music

Beginning Guitar
This class is designed to teach the fundamentals of guitar and to learn how to play music. These are group lessons to help you learn proper guitar holding, hand and finger placement as well as picking patterns, fingering and scales. This class is designed for beginners; you do not need to know how to read music. Bring a guitar with you to class.

ENO 751: 15 hrs, Fee $189
Section 530: 9/8-11/17 (no class on 11/3), T, 6-7:30 p.m., Stanton

Beginning Guitar II
Have you taken the beginner guitar class or know the basics but would like to continue learning? This class will build on what you have learned and help you to continue learning new skills in a group lesson. This class will offer more advanced work and will help you learn slightly more complex techniques.

ENO 763: 15 hrs, Fee $189
Section 530: 9/8-11/17 (no class on 11/3), T, 8-9:30 p.m., Stanton

Photography

Photography: Introduction
Do you have a digital camera but are not really sure how to work it? Learn about all those features, so you can get the most out of your investment. Learn what your camera sees and how to use automatic functions like the shutter, aperture, white balance, and ISQ. Bring any type of digital camera and instruction booklet to class.

ENA 701: 8 hrs, Fee $89
Section 560: 9/26-10/17, S, 9:30-11:30 a.m., Stanton

Basics of Digital Videography
Join this adventure into videography. Learn the basics of artistically telling a story with your video camera. You will be trained to choose the best viewpoint, lighting, and editing to build scenes and capture action, while developing good camera techniques. Required Materials: A digital camera with video capability, tripod, computer editing capability. Bring any output cables and instruction manual to class for hands-on instruction.

ENA 746: 8 hrs, Fee $89
Section 530: 10/29-11/19, R, 6-8 p.m., Stanton

Writing

Creative Writing
Bring your writing to life. This six-week class will expose you to various forms of creative writing and help you learn how to express your thoughts and find your own unique stories.

ENO 749: 15 hrs, Fee $129
Section 530: 10/14-11/18, W, 6:30-9 p.m., Stanton
Culinary

Lebanese Cuisine
Enjoy an evening of traditional made-from-scratch dishes that will delight your senses. Learn about cooking techniques you can bring to your own kitchen as you explore the delectable culinary arts of the Middle East.

ENX 804: 3 hrs, Fee $109
Section 530: 9/18, F, 6-9 p.m., Stanton

Tea Time Party
Grab your fascinators and join us for an evening Cream Tea! Enjoy a soothing pot of tea while you make delectable scones with Devonshire cream that will melt in your mouth. Learn to make delicate and delicious tea sandwiches that are sure to impress family and friends at your next social gathering!

ENX 798: 3 hrs, Fee $109
Section 530: 10/23, F, 6-9 p.m., Stanton

Yuletide: Holiday Cookies
Do you have fond memories of baking holiday cookies? Join us to learn some fabulous recipes, as we bake different holiday cookies in this fun filled hands-on class. At the end of class, you will take home a tray of cookies to take to holiday parties or share with friends and family.

ENX 769: 3 hrs, Fee $109
Section 530: 12/4, F, 6-9 p.m., Stanton

Family and Home

CPR and First Aid/AED
Be prepared to handle emergency situations. This course covers cardiac and breathing emergencies for adults, children, and infants. Learn injury management, treatment, and disease prevention for a wide range of medical emergency situations. Be trained in the use of AED equipment using proper precautions and maintenance techniques. This course meets OSHA guidelines for emergency care in the workplace. Course materials provided.

EYK 608: 5 hrs, .5 CEUs, Fee $99
Section 560: 9/12, S, 9 a.m.-2 p.m., Stanton
Section 561: 10/3, S, 9 a.m.-2 p.m., Stanton

Defensive Driving: Basic
This course is designed by veteran state troopers, emergency response workers and driving safety professionals. The class equips students with the necessary skills to survive on today’s challenging roadways. After completion of this course students are entitled to a 10 percent auto insurance discount (liability and injury provisions). Students will receive three points applied to the Delaware driving record upon successful completion. Certification provided through Interstate Training Alliance, LLC. You must bring a valid photo ID to class. Please plan to arrive 15 minutes early to complete additional paperwork.

EYP 325: 3 hrs, .3 CEUs Fee $30
Section 530: 9/28-9/30, M, W, 6-9 p.m., Stanton
Section 531: 11/10-11/17, T, 6-9 p.m., Stanton

Defensive Driving: Advanced
After three years, graduates of the basic defensive course can complete an advanced version as a refresher course. Receive a 15 percent reduction on your auto insurance (liability and personal provisions). Students will receive a three-point credit applied to the Delaware driving record upon successful completion. Certification provided through Interstate Training Alliance, LLC. You must bring a valid photo ID to class. Please plan to arrive 15 minutes early to complete additional paperwork.

EYP 326: 3 hrs, .3 CEUs Fee $30
Section 530: 10/20, T, 6-9 p.m., Stanton
Section 531: 11/17, T, 6-9 p.m., Stanton

Divorcing and Separating Parent Education
Delaware’s law dictates that divorcing parents must complete a course designed to minimize the harmful effects of divorce on children. This course satisfies those requirements and is approved by Family Court of Delaware. Please make child care arrangements; children are not allowed in class. You must bring a valid photo ID to class. Separating parties may not attend the same class session.

EYJ 600: 6 hrs, .6 CEUs, Fee $85
Section 530: 9/8-9/15, T, 6:30-9:30 p.m., Stanton
Section 560: 9/26, S, 8:30 a.m.-3 p.m., Stanton
Section 531: 10/13-10/20, T, 6:30-9:30 p.m., Stanton
Section 561: 10/24, S, 8:30 a.m.-3 p.m., Stanton
Section 532: 11/10-11/17, T, 6:30-9:30 p.m., Stanton
Section 562: 11/21, S, 8:30 a.m.-3 p.m., Stanton
Section 533: 12/1-12/8, T, 6:30-9:30 p.m., Stanton

Money Smart
Are you tired of living paycheck to paycheck? Do you need to fix your credit? Learn how credit works, how to pay for college and other large expenses, as well as how to set financial goals. This class will also cover how to create a personal spending plan and whether renting or home ownership makes the most sense for you. This is an invaluable class for people trying to get a handle on their finances and to plan for the future.

ENJ 714: 6 hrs, Fee $69
Section 530: 9/1-9/22, T, 7-8:30 p.m., Stanton

Retirement Income Planning
Are you worried about your retirement income? Whether you have saved a lot or a little, this class will help you structure your income to get the most out of it once you retire. Learn the 13 mistakes to avoid when managing money during retirement. Learn to maximize your retirement income, minimize your tax burden, and ensure that your money is spent as you want. Class is instructed by a Certified Financial Planner and CPA.

ENJ 728: 5 hrs, Fee $59
Section 530: 12/1-12/8, T, 6-8:30 p.m., Stanton
Languages

French I
Learn basic vocabulary, phrases and sentence structure while exploring French culture and travel. This beginner's course is also for those who need to refresh their French. Textbook is required and not included in course fees.

**EYH 605: 16 hrs, 1.6 CEUs, Fee $139+text**
Section 530: 9/21-11/9, M, 6:30-8:30 p.m., Stanton

French II
This course is a continuation of building French language skills. Extend your knowledge of basic French, by improving vocabulary, phrases, and sentence structure while exploring French culture. Textbook is required and not included in course fees.

**EYH 610: 16 hrs, 1.6 CEUs, Fee $139+text**
Section 530: 9/22-11/17 (no class on 11/3), T, 6:30-8:30 p.m., Stanton

German I
Designed for the beginning student, the emphasis is on learning to communicate. Course will cover general words and phrases, basic grammar, how to find your way around, how to order in a restaurant, going shopping, and more. Textbook is required and not included in course fees.

**EYH 600: 16 hrs, 1.6 CEUs, Fee $139+text**
Section 530: 10/7-11/25, W, 7-9 p.m., Stanton

Improving English Language Skills for the Workplace I
Learn to improve your English language skills. Join us for classes focused on reading, writing, listening, and speaking English in the workplace. Textbook is required and not included in course fees.

**EYH 635: 40 hrs, 4.0 CEUs, Fee $249+text**
Section 530: 9/28-11/18, MW 6:30-9 p.m., Stanton

Italian II
Continue with your exploration of the Italian language and culture. Students should complete Italian I or have equivalent experience with the Italian language before enrolling in this 16-hour course. Textbook is required and not included in course fees.

**EYH 645: 16 hrs, 1.6 CEUs, Fee $139+text**
Section 530: 9/22-11/17 (no class on 11/3), T, 6:30-8:30 p.m., Stanton

Sign Language I
With an emphasis on American Sign Language (ASL), this course focuses on basic grammatical structures and sign vocabulary through conversational interactions involving everyday topics. Emphasis is on basic vocabulary, grammar, and cultural awareness. No prior knowledge required for this immersion class. Textbook is required and not included in course fees.

**EYH 628: 24 hrs, 2.4 CEUs, Fee $199**
Section 530: 9/28-12/14, M, 6-8 p.m., Stanton

Spanish I
This course is designed for the beginning student who wants to use Spanish in their work, travel or at home. The emphasis is on learning basic conversational Spanish with practice in real life situations, particularly those encountered at work. Textbook is required and not included in course fees.

**EYH 603: 16 hrs, 1.6 CEUs, Fee $139+text**
Section 530: 9/14-11/2, M, 6:30-8:30 p.m., Stanton
Section 560: 9/19-11/7, S, 9:30-11:30 a.m., Stanton

Spanish II
Continued study and understanding of Spanish for the beginning adult who wants to use the language at home, at work or for travel. Primary emphasis is upon communicative proficiency- meeting and greeting people, asking directions, shopping, dining, and conducting simple business transactions. Appreciation and understanding of Hispanic/Latino culture are an integral part of the course. Textbook is required and not included in course fees.

**EYH 604: 16 hrs, 1.6 CEUs, Fee $139+text**
Section 530: 9/14-11/2, M, 6:30-8:30 p.m., Stanton
Section 531: 9/22-11/17 (no class on 11/3), T, 6:30-8:30 p.m., Stanton

Spanish III
Continue with your Spanish language studies and advance your conversation skills. Practice in real life situations that will enhance your ability to communicate in business, travel, and personal situations. Textbook is required and not included in course fees.

**EYH 607: 16 hrs, 1.6 CEUs, Fee $139+text**
Section 530: 10/20-12/15 (no class on 11/3), T, 6:30-8:30 p.m., Stanton

Spanish IV
Enhance your Spanish speaking ability even further as you continue to advance your conversation skills. Emphasis will be on proficiency in learning how to shop and haggle, describe events, make travel plans, arrange activities, and talk about personal experiences. Textbook is required and not included in course fees.

**EYH 616: 16 hrs, 1.6 CEUs, Fee $139+text**
Section 530: 10/1-11/19, R, 6:30-8:30 p.m., Stanton

Similar Courses Available Online

- Conversational Japanese
  go.dtcc.edu/ed2gowilm

With Workforce Innovation Opportunity Act
Approved by the Delaware Workforce Development Board and Department of Labor. Equal Opportunity Employment Program.
Youth Programs

Youth Courses

Babysitting Certification
For ages 9-16
This course is designed to provide the basic skill training and information necessary in caring for infants and children including emergency steps, personal safety, fire safety, basic first aid, and choking management. Please bring a bag lunch and a baby doll to class.

**EYU 601: 6.5 hrs, .65 CEUs, Fee $55**
Section 560: 9/26, S, 8:30 a.m.-3 p.m., Stanton

Coding for Kids
For ages 8-13
Give your child the opportunity to build their STEM skills by introducing them to the basics of computer coding. Through hands-on computer activities, students will learn IT terminology, build background, and begin to write lines of code.

**ENF 763: 12 hrs, Fee $129**
Section 560: 10/24-11/14 (no class on 10/31), S, 9 a.m.-12 p.m., Stanton

Defensive Driving for Teens
Learn simple driving strategies to help you avoid collisions and earn a guaranteed 10% reduction on the liability portion of your automobile insurance premium for three years. Participants will also have a three-point credit applied toward their Delaware driving record via the DE Division of Motor Vehicles. A review of all new and revised traffic laws and safety technology is included. You must bring a valid photo ID to class. Please plan to arrive 15 minutes early to complete additional paperwork.

**EYP 601: 6.5 hrs, .65 CEUs Fee $35**
Section 560: 10/10,S, 8:30 a.m.-3 p.m., Stanton

Home School Programs

Building Trades I
The Home School Building Trades Program was developed to provide students exposure to a wide variety of construction professions. Topics will include carpentry, plumbing, welding, drywall installation and repair, electrical wiring, flooring, and tile installation. This 120-hour program is delivered in two 60-hour sessions, starting during the fall semester and finishing in the winter/spring. This class serves boys or girls ages 14-19, and students typically receive “career pathway” credit/s toward HS graduation from their home school network.

**EYD 770: 60 hrs, 6 CEUs, Fee $695 (New Lower Price)**
Section 501: 9/11-12/14, F, 9 a.m.-2:30 p.m., ITC

Notes:
- Students must be associated with a home school organization.
- Class will meet at the Innovation and Technology Center (ITC) located at 97 Parkway Circle, New Castle, DE 19720.

Improve Your SAT Scores
Getting into colleges can be competitive. This 12-hour course is designed to review concepts in English and Math that will be on the SAT as well as cover the best test-taking strategies to help high school students improve their SAT scores. Required text available at the Delaware Tech bookstore.

**ENO 702: 12 hrs, Fee $119+text**
Section 560: 9/5-9/26, S, 9 a.m.-12 p.m., Stanton
Pre-College Programs

TRIO - Upward Bound Math/Science
Grades 9 through 11

Delaware Tech’s Upward Bound Math Science Initiative is a federally funded pre-college TRIO program designed to prepare high school students for postsecondary education programs that lead to careers in the field of math and science. In addition, the program provides students with academic support services designed to assist them in the successful completion of high school, and post secondary education. Students are exposed to a variety of educational and cultural events and are introduced to the college experience. Moreover, campus tours, cultural trips, and college centered activities are an integral part of the Upward Bound Math Science experience.

As a federally funded program, there are no costs to the students!

QUALIFICATIONS:
• Students who have completed the eighth (8th) grade and must not have completed the eleventh (11th) grade nor reached his/her eighteenth (18th) birthday before June 1st of the program year
• Students attend Christiana, Glasgow, Mckean, Newark, or William Penn. H.S. or living in the feeder districts
• Students must also satisfy either the taxable family income Federal eligibility (Title IV) criteria established by the U.S. Department of Education or the first generation criteria (neither parent has graduated from a four-year college) or both. Preference will be given to students who meet both of those criteria

An application packet is available online or for more information, call (302) 830-5220.

TRIO - Upward Bound Classic

Upward Bound Classic is a FREE academic and college preparatory support program for high school students on their path to earning a college degree.

To qualify for Upward Bound Classic, students must:
• Live and/or go to a school in Colonial or Christiana School District
• Current 9th, 10th, or 11th grade student
• Students must also satisfy either the taxable family income Federal eligibility (Title IV) criteria established by the U.S. Department of Education or the first generation criteria (neither parent has graduated from a four-year college) or both. Preference will be given to students who meet both of those criteria

Upward Bound Classic participants will receive many benefits including, but not limited to:
• Academic Support
• Career Exploration
• College Tours & SAT & ACT Preparation
• Summer Academy with paid stipends
• College Application and Financial Aid Assistance

An application packet is available online or for more information, call (302) 657-5120.

Applications can be found at https://www.dtcc.edu/continuing-education/youth-programs/stantonwilmington
Facility Rentals and Catering

Delaware Tech is a budget-friendly choice, offering an outstanding atmosphere coupled with a wide range of catering and technology services. From classrooms to board rooms to a gymnasium, we have a space perfect for your event. Both of our locations are easily accessible with lots of free parking. Whether you require a light snack or a multi-course custom menu, our experienced and creative catering staff is ready to help ensure a successful and professional event!

Let the event and catering professionals at Delaware Tech help you plan your event!

Flexible and Varied Meeting Facilities

We have venues at each campus location to suit a vast array of activities and meetings.

- Conference Centers
- Gymnasium (seating up to 1,000 people)
- High-Tech Classrooms (seating up to 100 people)
- Computer Labs (seating up to 25 people)
- Small Board Rooms (seating up to 10 people)
- Space for breakouts and exhibits
- Video Conferencing
- Superior Catering

Let’s plan your next event together!
STANTON CAMPUS

400 Stanton-Christiana Road
Newark, Delaware 19713

Located in the heart of New Castle County near Exit 4 of I-95. Rental facilities include classrooms, computer labs, board room, conference rooms, gymnasium, and sports fields. Amenities include close proximity to several hotels and motels, free parking, and a landscaped suburban setting.

WILMINGTON CAMPUS

300 N. Orange Street
Wilmington, Delaware, 19801

Located in the city of Wilmington, Delaware near Exit 6 of I-95. Rental facilities include classrooms, computer labs, board room, and conference rooms. Amenities include close proximity to the Wilmington train station, major bus routes, and the business district of Wilmington. This campus offers free parking and an attractive urban setting.

For more information, please contact:
Donna Wilson, Conference Services Manager
(302) 454-3189 | dwilso@dtcc.edu
Adult Basic Education Program

The Adult Basic Education program can assist you in improving or acquiring skills or competencies in basic reading, math, and writing. Students can gain the skills necessary to successfully attain or retain employment, complete the GED Exam, and/or transition into post-secondary training and employment.

• Classes are offered Monday through Thursday during daytime hours
• To enroll in these free classes, all students must first take a TABE (Test for Adult Basic Education)

TABE Assessment
• Assessments are conducted by appointment. Contact (302) 657-5145 to schedule.

The GED exam is offered at the Stanton Campus Testing Center on Tuesday nights from 5-9:30 p.m. Register at GED.com

For more information, call (877) 392-6433.
Delaware Technical Community College  
Stanton and Wilmington Campuses  
Workforce Development and Community Education

Four easy ways to register:

1. Online with a debit or credit card.
   Visit go.dtcc.edu/xensw. In the search box type in the course title or course code. Click on the title for the date you wish to attend. You will be directed to a COURSE DETAIL page. At the bottom right of the page click on the green box REGISTER/SIGN IN NOW.

2. By phone with a debit or credit card.
   Call (302) 454-3900.

3. By mail with a check.
   Use this form with a check made payable to DTCC and mail both to:
   Delaware Technical Community College
   Workforce Development and Community Education, A165
   400 Stanton-Christiana Road
   Newark, DE 19713

Enrollee Information

Social Security No. (last four only) ___________________________ Date of Birth _____ / _____ / __________

Last Name: ___________________________ First Name: ___________________________ Middle Initial _________

Street Address: ___________________________

City: ___________________________ State: ___________________________ Zip Code: ___________________________

Home Phone: ___________________________ Cell Phone: ___________________________

Email Address: ___________________________

Class Information

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Demographics: (Optional – the college is required to report this information to the federal government.)

☐ American Indian or Alaskan Native  ☐ Asian  ☐ Black  ☐ Hispanic or Latino

☐ Native Hawaiian or other Pacific Islander  ☐ White (other than Hispanic)  ☐ Do not choose to indicate
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(302) 454-3956 | Search classes and register online at go.dtcc.edu/xensw