CONTINUING EDUCATION
WORKFORCE DEVELOPMENT AND
COMMUNITY EDUCATION

Career Enrichment
Entrepreneurial

Health Care
Computers

Youth Programs
Personal Enrichment

Electrical
Welding

July - December 2016
Stanton and George Campuses
Our Mission
The division of Workforce Development and Community Education of the College provides lifelong learning opportunities for personal and professional growth for a diverse population through quality education and training programs. In addition, the Division supports economic development efforts by designing and delivering training programs that address the specific needs of local businesses and industries.

For more information, call 302.454.3956.

Holiday Calendar
(College closed on these days)

**Labor Day**
Monday, September 5, 2016

**Election Day**
Tuesday, November 8, 2016

**Thanksgiving**
Thursday-Friday, November 24 and 25, 2016

Abbreviation Legend

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

Office Hours:
8:30 am-4 pm, Monday-Thursday
8:30 am-4 pm, Friday (excluding holidays)

Workforce Development and Community Education

**George Campus**
300 North Orange Street, Wilmington, DE 19801
302.830.5200

**Stanton Campus**
400 Stanton-Christiana Rd, Newark, DE 19713
302.454.3956

**Innovation and Technology Center**
97 Parkway Circle, New Castle, DE 19720
302.266.3300

**Paul T. Morris, Jr.**
Assistant Vice President,
Workforce Development and Community Education
302.453.3096

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

Scan the QR code with your smartphone to receive information about training classes and programs.
Entrepreneurship is Brewing Here!

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

Join us for 1 Million Cups Wilmington every Wednesday at 7:30 am at Delaware Technical Community College’s George Campus.

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

Come out and be a part of the entrepreneurial ecosystem! Start by visiting our website www.1millioncups.com/wilmington.
Entrepreneurial

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. We’ll discuss industry pros and cons and play samples from working voice professionals. In addition, you’ll have an opportunity to record a short professional script under the direction of the instructor.

**ENC 750, Fee $39**
7/27, W, 6:30-9 pm, Stanton
10/18, T, 6:30-9 pm, Stanton

Acting for Fun and Profit
Learn basic acting techniques, including warm-up, character study, improvisation, Method Acting, Meisner Technique and more. Whether your goal is to perform in your local community theater, act in television commercials or star in movies and TV shows, you will learn the tools of the trade as well as how to avoid the pitfalls. Students will rehearse scenes and receive a personalized DVD at end of class.

**EYD 609, Fee $199**
9/7-11/9, W, 7-9 pm, Stanton

Professional Home Staging
Do you have a passion for home décor? Learn how to become a professional home stager as you gain valuable hands-on experience. Home staging prepares homes for sale to appeal to the largest number of buyers. This course will cover the basics of the home staging business as well as learning how to advise realtors and individual home sellers on the best way to prepare their home for quick sale. Whether you are an interior decorator, realtor, event planner or an entrepreneur wanting to start your own home staging business, this class will provide you with the knowledge you need to be on the road to success in home staging.

**EYC 601, Fee $695+Text**
9/7-11/30, W, 7-9:30 pm, Stanton

Personal Trainer Certification
According to the latest fitness industry salary guide, Personal Trainers are earning an average of $34 an hour. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over an 8-week period for better retention and hands-on skill competency. The national exams are held on the 9th week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of hands-on practical training and a 30-hour internship. The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. Course requires approximately three or more chapters of reading per week.

**Prerequisite: EYK 608 (pg. 32)**

**EYR 600, Fee $769+Text**
9/17-11/12, S, 9 am-2 pm, George

Wedding and Event Planner Certificate
Always wanted to design and deliver a successful wedding or social event? This program provides 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, Fee $695**
9/26-11/16, MW, 7-9:30 pm, Stanton

Kauffman FastTrac New Venture for Entrepreneurs
FastTrac NewVenture, specifically for entrepreneurs in the early stages of business development, provides the tools to develop and determine the viability of a business concept and outline the critical steps to a successful business launch. This course has a proven framework to help support aspiring entrepreneurs begin their journeys to success. Certified FastTrac Affiliates teach the courses in an interactive, group-oriented environment where participants are encouraged to network with one another to bolster their business ideas.

**EYC 621, Fee $49**
Orientation: R, 9/22, 6-7:30 pm Stanton
9/29-12/8, R, 6-9 pm, Stanton
(No class on 11/24)

Career Enrichment

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. The 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. No alcohol is used during class.

**EYD 611, Fee $229+Text**
7/11-8/8, M, 5-9 pm, Stanton
9/10-10/8, S, 11 am-3 pm, Stanton
10/22-11/19, S, 11 am-3 pm, Stanton

Design Your Own Website
You can build a website; come learn how. This hands on class will explain the functions of building a website without coding or programming. Learn how to purchase a domain, design a site with your own theme and learn how to maintain your website to keep it fresh.

**Course requirements:** Knowledge of Windows, keyboarding, word processing and how to navigate internet browsers.

**ENC 751, Fee $109**
7/12-7/26, T, 6-9 pm, Stanton
7/29-8/2, T, 6-9 pm, Stanton
10/5-10/19, W, 6-9 pm, Stanton

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

Career Enrichment

Training for Early Care and Education
Curriculum introduces the core competencies needed in the field of early care and education. Students will develop essential knowledge, skills and aptitudes that can enhance young children’s development in early education settings. This course is approved through childcare licensing in Delaware and the hours can be applied toward relicensure. Division of Child Care and Licensing now requires a High School Diploma or GED in order to register.

EYD 334, Fee $299
9/17 – 12/3, S, 8:30 am-2:30 pm, Stanton
9/19 – 12/5, M, 6:30-9:30 pm, George
To register for TECE I call 302.830.5204.

Training for Early Care and Education II
The Advanced Core Curriculum (Level 2) has 12 modules within 66 hours of child care training. Each training module has specific objectives that describe essential knowledge, skills and aptitudes within each topic area of the advanced core curriculum in early care and education. This course is approved through childcare licensing in Delaware and the hours can be applied toward relicensure. Division of Child Care and Licensing now requires a High School Diploma or GED in order to register.

Prerequisite: EYD 334
EYD 335, Fee $299
9/17 – 12/3, S, 8:30 am-2:30 pm, Stanton
9/19 – 12/5, MW, 6:30-9:30 pm, George
To register for TECE II call 302.830.5204.

Bookkeeper Certification
Are you good with details and numbers? This certificate program is designed for people to learn the skills needed to be an entry level bookkeeper. Learn general ledger entry, preparation and reconciliation of financial statements, discuss common computer programs and be prepared to take the National Bookkeeper exam on the last day of class.

EYD 655, Fee $549+Text
8/31-11/16 W, 6:30-9:30 pm, Stanton

Applied Bookkeeping with QuickBooks Certification
Gain knowledge and skills of QuickBooks to accurately and efficiently perform bookkeeping. National Bookkeepers Association QuickBooks Certification assures employers you have QuickBooks knowledge and skill. You obtain the certification by passing the uniform QuickBooks Certification Examination offered on the last day of class. Requirements: Computer experience as well as basic bookkeeping knowledge.

EYD 600, Fee $599+Text
9/19–12/5, M, 6:30-9:30 pm, Stanton

Tax Fundamentals Certification - NEW
If you have a background in accounting or bookkeeping, the National Bookkeepers Association’s Tax Certification assures employers of your tax knowledge and skill. This nationally recognized certification will help you to distinguish yourself, build credibility, validate tax knowledge, and demonstrate tax skill. Certification exam will be offered on the last day of class.

Requirement: EYD 655 or equivalent knowledge in accounting.
EYD 668 $499+Text
9/8–11/3, R, 6:30-9:30 pm, Stanton

Bail Enforcement Agent Training
Bail Enforcement training is a requirement in accordance with 24 Del. Ch. 55 and the rules and regulations for the issuance of a license to become a Bail Enforcement Agent. This is mandatory for anyone wishing to be licensed to start the field training and internship to become a fully qualified Bail Enforcement Agent in the state of Delaware.

EYD 626, Fee $129
8/10, W, 8:30 am-4:30 pm, Stanton

American Management Association Certificate in Supervision I
This certificate program is designed for individuals interested in entering or growing in the field of supervision. Individuals will build managerial skills necessary to succeed in a supervisory role. Courses include: First Line Supervision, How to Manage Priorities, and Finance and Accounting for Nonfinancial Managers. Both Part I and Part II are required to complete the AMA certification.

EYM 602, Fee $499+Text
9/8–12/1, R, 6:30-9:30 pm, Stanton
(No Class on 11/24)

Private Pilot Ground School Instruction
Interested in becoming a private pilot? This online 24-hour course is designed to prepare students for the FAA private pilot written knowledge examination. This class presents the fundamental principles of flight. Topics include the theory of flight, aircraft standards and specifications, federal regulations, basic aircraft construction, weight and balance, navigation, meteorology, principles of radio communication, and application of aerodynamics.

EYD 669, Fee $265
9/12-10/31, Online

- Paired Courses
Paired courses have a topic or interest in common with each other. These courses are listed together for your convenience.
Career Enrichment

Social Media for Business Success
This is a hands-on 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, Fee $139
9/13-10/11, T, 6-9 pm, Stanton

Administrative Assistant Fundamentals with MOS Certification
The national average pay for an Administrative Assistant is close to $35,000 a year. Earn the Microsoft Office Specialist Expert Certificate which will validate your experience in Microsoft technology. While an Administrative Assistant’s role will vary with each organization, a few commonalities are excellent computer skills and professionalism. This course will cover the fundamentals of what Administrative Assistants do and need to know. Learn Microsoft Office Word, Excel and Outlook with a focus on use in an office environment as well as business writing, email etiquette, professional skills and time management. This class will prepare you to take the Excel and Word MOS certification exams which are offered off campus.
Course requirements: Keyboarding and basic computer knowledge. Must have access to Microsoft Word and Excel to do homework.

EYD 670, $1,799
9/26-12/14, MWR, 5:30-9:30 pm, Stanton

Grant Writing Fundamentals
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, identify potential donors through researching prospects, as well as the best way to approach funders. The course will provide handouts and writing samples.

END 708, Fee $49
9/28, W, 6-9 pm, Stanton
10/26, W, 6-9 pm, Stanton

ServSafe Food Safety Program for Managers
The ServSafe Food Safety Program for Managers designed to meet the Delaware Office of Food Protection requirements, provides food safety training, exam and educational materials 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 food safety practices and create a culture of food safety. Textbook and exam included in class fee. Registration ends three days before the start of class.

EYD 614, Fee $149
9/29-10/6, R, 5:30-9:30 pm, Stanton
11/14-11/21, M, 5:30-9:30 pm, Stanton

ServSafe Food Safety Program for Managers Recertification Exam - NEW
Earn the ServSafe Food Protection Manager Certification, accredited by the American National Standards Institute (ANSI) - Conference for Food Protection (CFP). This is the recertification exam only for people who have already received the certification and need to be recertified. ServSafe certification is valid for five years.

EYD 667, Fee $75
10/6, R, 7:30-9:30 pm, Stanton
11/21 M, 7:30-9:30 pm, Stanton

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, Fee $179
12/9, F, 8:30 am-4:30 pm, Stanton

Real Estate

Investing in Real Estate
This course will orient you to the field of residential real estate investing, and prepare you to take steps toward your real estate investing goals. You will learn the fundamentals of finding deals, how to measure and test your marketing, and how to market based on your budget. We will teach you how to manage your contacts, gather relevant information, evaluate property, analyze the deal, and execute a contract. Learn the processes of flipping and wholesaling real estate, as well as how to buy and manage rental property. You will learn common risks and rewards for each type of deal, and what it takes to be a successful real estate investor.

ENL 709, Fee $99
9/12-10/3, M, 7-9 pm, Stanton

Owning and Managing Rental Properties
This workshop will take an in-depth look at buying real estate to hold as an investment. Learn how to buy, build, and manage a rental portfolio! There are risks and rewards to owning and/or managing rental property, so come join us to learn about this topic and the importance of proper risk assessment for this business.

ENL 702, Fee $39
10/10, M, 6-9 pm, Stanton

Flipping and Wholesaling Real Estate
This class will teach you the processes of flipping and wholesaling real estate. You will learn about the risks, rewards, the buyers, and/or managing rental property, so come join us to learn about this topic and the importance of proper risk assessment for this business.

ENL 703, Fee $39
11/14, M, 6-9 pm, Stanton
What is go.dtcc.edu/ed2gowilm?
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. 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.

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 302.292.3842.

Below is a sampling of our most popular online classes:
• Intermediate Java Programming
• Marketing Your Business on the Internet
• Keys to Successful Money Management
• Jump Start Your Career
• Writing the Fantasy Novel
• Guided Reading and Writing: Strategies for Maximum Student Achievement
• Discover Digital Photography
• Become a Veterinary Assistant: Canine Reproduction
• Introduction to Lightroom CC
• Get Grants!
• Start Your Own Online Business
• Introduction to Internet Writing Markets
• Interpersonal Communication
• Differentiating K-12 Assessments
• Creating Web Pages
• Discover Sign Language
• Everyday Math
• Computer Skills for the Workplace
• Creating a Successful Business Plan
• Common Core Standards for English Language Arts K-5

For a complete listing, visit go.dtcc.edu/ed2gowilm
Classes start 7/13, 8/17, 9/14, 10/12, 11/09, and 12/14. Each online course costs $89 except where noted.
Computers

IT Academies

CISCO Certified Network Routing and Switching WIOA (CCNA) $2,995
Students in this program will learn how to install, monitor and troubleshoot network infrastructure. The curriculum includes the configuration of Cisco switches, routers, basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance based skills. Use of the following protocols and/or concepts will be covered: IP, TCP, Spanning Tree Protocol (STP), Open Shortest Path First (OSPF), EIGRP, Frame Relay, Virtual Local Area Networks (VLANs), Access Control Lists (ACLs), and Virtual Private Networks (VPNs). The curriculum also includes managing Cisco devices with IOS v15, Cisco licensing and extensive troubleshooting. This program is designed for students who want to take the first step in preparing for a career in networking and current network engineers who need to increase their value to employers and stay current with advances in networking.

9/6-12/1, TR, 5:30-10:00 pm and S, 8:30 am-2:30 pm, George

CCNA Admissions Requirements
Step 1: Complete online CCNA application @ https://delawaretech.wufoo.com/forms/ciscocertified-Computer-network-associate-ccna/
Step 2: Attend mandatory information session
Step 3: Take Assessment test
Step 4: Interview with program and instructional staff
Step 5: Be selected for enrollment

CISCO Certified Network Professional (CCNP) Offered Spring 2017
Learn the knowledge and skills needed to plan, implement, secure, maintain and troubleshoot converged enterprise networks. Industry-relevant instructional approaches will prepare the student to meet industry requirements for professional IT positions such as CCNP ROUTE: Implementing IP Routing, CCNP Switch: Implementing IP Switching, and CCNP TSHOOT: Maintaining and Troubleshooting IP Networks.
Prerequisite: Must hold CCNA Certification

Call 302.453.3011 for more information or to pre-register.

JAVA Programming Offered Spring 2017
This comprehensive course introduces software engineering using the JAVA programming language with object-oriented programming principles. Learn primitive and non-primitive data types, control flow constructs, builtin class libraries, and event-driven programming methods. Create and manipulate objects, classes and how to use object-oriented tools such as the class debugger. Learn how to design, create, build and debug Java applications and applets. Apply algorithmic thinking to solve programming problems. Implement syntax rules in Java programs and explain variables and data types used in program development and more. This class is designed for students with some programming experience and/or have some familiarity with Object-Oriented Programming.

Call 302.453.3011 for more information or to pre-register.

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

Microsoft Office Applications Certificate

This certificate program includes training in MS Office software applications, including Word, Excel, Access, PowerPoint, and Outlook. Training will enhance a job seeker’s resume or can improve current employee skill sets. A Delaware Tech Microsoft Office Applications Certificate is awarded to a student upon completion of the following courses:

- EYF 719: Introduction to Windows
- EYF 702: Introduction to Outlook
- EYF 651: File Management
- EYF 714: MS Word - Introduction
- EYF 705: MS Word - Advanced
- EYF 638: MS Word - Expert
- EYF 712: MS Excel - Introduction
- EYF 704: MS Excel - Advanced
- EYF 713: MS PowerPoint - Introduction
- EYF 711: MS Access - Introduction

QuickBooks Certificate

This new program provides training in QuickBooks as well as fundamental Microsoft Office courses. A follow up bookkeeper course is available for individuals interested in pursuing this career path. A Delaware Tech Quickbooks Certificate is awarded to a student upon completion of the following courses:

- EYF 719: Introduction to Windows
- EYF 723: QuickBooks - Introduction
- EYF 712: MS Excel - Introduction
- EYF 644: QuickBooks - Advanced
- EYF 704: MS Excel - Advanced

Project Management Application Certificate

This program is designed for managers seeking to increase leadership, critical thinking, communication and organizational management skills. Certificate program courses can be used to satisfy prerequisites for the Project Management Professional (PMP) Certificate. A Delaware Tech Project Management Application Certificate is awarded to a student upon completion of the following courses:

- EYF 719: Introduction to Windows
- EYF 712: MS Excel - Introduction
- EYF 713: MS PowerPoint - Introduction
- EYF 727: MS Project - Introduction
- EYF 726: MS Project - Advanced

For more information about our certificate programs, call 302.453.3011.

Introduction to Windows
Learn to operate a desktop computer using the keyboard and mouse. Explore the desktop, open programs, navigate file content, use menus and the taskbar, work with multiple windows, resize and reposition windows, create and use shortcuts, change Windows settings, and use an Internet browser.

EYF 719, Fee $135
7/11, M, 9 am-4:30 pm, Stanton
8/23 & 8/25, TR, 5:45-9 pm, Stanton
9/14, W, 9 am-4:30 pm, Stanton
10/18 & 10/20, TR, 5:45-9 pm, Stanton
11/22, T, 9 am-4:30 pm, Stanton
12/6 & 12/8, TR, 5:45-9 pm, Stanton

Introduction to Outlook
Learn MS Outlook to create, edit, send and receive email messages. Additional topics include attachments, email and contact management, distribution lists, tasks, appointments and events.
Prerequisite: EYF 719

EYF 702, Fee $135
9/15, R, 9 am-4:30 pm, Stanton
10/25 & 10/27, TR, 5:45-9 pm, Stanton

File Management
Learn basic file management concepts including folder structure/hierarchy, creating folders, putting folders inside folders and moving/copying data to/from folders from other drives.
Prerequisite: EYF 719

EYF 651, Fee $69
8/10, W, 9 am-12:15 pm, Stanton
10/13, R, 5:45-9 pm, Stanton
12/5, T, 9 am – 12:15 pm, Stanton

WIOA Workforce Innovation Opportunity Act
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Computers

Professional Development

MS Excel - Expert
Learn advanced functions, use lookups and data tables, apply advanced data management tools, explore advanced charting tools, use advanced filtering tools, create PivotTables and PivotCharts, apply PowerPivot, import and export data, learn to use Excel's analytical tools, create macros and custom functions, work with VBA code.

Prerequisite: EYF 704

EYF 704, Fee $249
7/27 & 28, WR, 9 am-4:30 pm, Stanton
8/15-8/18, M-R, 5:45-9 pm, Stanton
9/28 & 29, WR, 9 am-4:30 pm, Stanton
10/24-10/27, M-R, 5:45-9 pm, Stanton
11/28 & 29, MT, 9 am-4:30 pm, Stanton

MS Excel - Introduction
Learn spreadsheet terminology and the Excel environment, 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 modifier headers and footers, format and print worksheets, apply conditional formatting, create and use styles, insert and work with pictures in an Excel worksheet, explore Page Setup options.

Prerequisite: EYF 719 (pg. 9)

EYF 719, Fee $249
7/11 & 12, MT, 9 am-4:30 pm, Stanton
7/11-7/14, M-R, 5:45-9 pm, Stanton
9/12 & 13, MT, 9 am-4:30 pm, Stanton
9/19-22, M-R, 5:45-9 pm, Stanton
11/7 & 8, MT, 9 am-4:30 pm, Stanton

MS Word - Introduction
Create and edit Word documents, format text and paragraphs, create bullet and numbered lists, set and use tabs and indents, insert basic headers/footers, create and edit tables, change table structure, proof documents, use AutoCorrect, add graphics, explore page layout options and printing/exporting documents.

Prerequisite: EYF 719 (pg. 9)

EYF 714, Fee $249
7/11 & 12, MT, 9 am-4:30 pm, Stanton
8/15-8/18, M-R, 5:45-9 pm, Stanton
9/28 & 29, WR, 9 am-4:30 pm, Stanton
10/24-10/27, M-R, 5:45-9 pm, Stanton
11/28 & 29, MT, 9 am-4:30 pm, Stanton

MS Word - Expert
Create forms, insert objects, charts and backgrounds, create Web pages and hyperlinks, create building blocks and use the building blocks organizer, work with long documents to generate automatic tables of contents/figures and an index, insert footnotes, bibliography, bookmarks and cross-references, record and run macros, explore VBA programming.

Prerequisite: EYF 705 (pg. 9)

EYF 705, Fee $249
7/13 & 14, WR, 9 am-4:30 pm, Stanton

MS Word - Advanced
Use style templates and outlines, work with section breaks and newspaper-style columns, create diagrams using SmartArt, advanced table formatting, create labels and envelopes, apply advanced graphic elements, work with document properties, track revisions, create form letters, envelopes and labels using mail merge.

Prerequisite: EYF 714 (pg. 9)

EYF 700, Fee $249
7/18-7/21, M-R, 5:45-9 pm, Stanton
9/14 & 15, WR, 9 am-4:30 pm, Stanton
9/26-29, M-R, 5:45-9 pm, Stanton
11/9 & 10, WR, 9 am-4:30 pm, Stanton

MS Word - Introduction
Create and edit Word documents, format text and paragraphs, create bullet and numbered lists, set and use tabs and indents, insert basic headers/footers, create and edit tables, change table structure, proof documents, use AutoCorrect, add graphics, explore page layout options and printing/exporting documents.

Prerequisite: EYF 719 (pg. 9)

EYF 712, Fee $249
7/20 & 21, WR, 9 am-4:30 pm, Stanton
8/1-8/4, M-R, 5:45-9 pm, Stanton
9/21 & 22, WR, 9 am-4:30 pm, Stanton
10/10-10/13, M-R, 5:45-9 pm, Stanton
11/16 & 17, WR, 9 am-4:30 pm, Stanton

MS Word - Advanced
Managing workbooks and large worksheets, link formulas across worksheets and workbooks, apply advanced formatting tools, create and use outlines, consolidate and subtotal data, create and use range names, sort and filter data in tables, define tables and use special table tools, 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.

Prerequisite: EYF 712 (pg. 9)

EYF 704, Fee $249
7/25 & 26, MT, 9 am-4:30 pm, Stanton
8/8-8/11, M-R, 5:45-9 pm, Stanton
9/26 & 27, MT, 9 am-4:30 pm, Stanton
10/17-10/20, M-R, 5:45-9 pm, Stanton
11/21 & 22, MT, 9 am-4:30 pm, Stanton
**QuickBooks - Introduction**  
Includes creating a company file, creating and modifying lists, ordering items, adjusting inventory, receiving items, receiving and paying bills, invoicing customers, recording cash sales and other tasks.  
**Prerequisite:** EYF 719 (pg. 9)  
**EYF 723, Fee $249**  
8/22 & 23, MT, 9 am-4:30 pm, Stanton  
9/1 & 9/6-9/8, R & T-R, 5:45-9 pm, Stanton  
10/24 & 25, MT, 9 am-4:30 pm, Stanton  
11/21 & 22 & 25 & 29, MT, 5:45-9 pm, Stanton

**QuickBooks - Advanced**  
Customize forms; use credit card accounts; work with asset, liability and equity accounts; create, modify, memorize and print reports; work with graphs; track and pay sales taxes; and set up payroll and estimating, time tracking and job costing.  
**Prerequisite:** EYF 723  
**EYF 726, Fee $249**  
8/18 & 19, WR, 9 am-4:30 pm, Stanton  
10/19 & 20 WR, 9 am-4:30 pm, Stanton  
11/14-11/17, M-R, 5:45-9 pm, Stanton

**OneNote**  
Use this digital notebook to write, enter and organize all kinds of notes (typed, ink, audio, video, etc.) in one convenient place. This course will teach you the basics of OneNote: creating a notebook and adding sections, adding pages, typing notes and formatting text, working with tables, using subpages, inserting pictures, adding links to Excel or Word, printing from OneNote, sharing a OneNote Notebook, and more.  
**Prerequisite:** EYF 719 (pg. 9)  
**EYF 729, Fee $135**  
8/31, W, 9 am-4:30 pm, Stanton

**Prezi Mechanics and Application**  
Create a presentation or tell a story with this popular, cloud-based software package. Prezi is designed so that your presentation is run on a virtual canvas. You will create presentations by starting with a template, and then continue the process by working with a canvas, inserting animation, inserting and modifying text, zooming, inserting photos and pictures, and much more.  
**Prerequisite:** EYF 719 (pg. 9)  
**EYF 725, Fee $135**  
9/01, R, 9 am-4:30 pm, Stanton  
11/3, R, 9 am-4:30 pm, Stanton

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**Office of Management and Budget - Human Resources Management**  
Computer Training for State Employees

- Introduction to Windows
- Outlook - Introduction
- MS Word - Introduction, Advanced
- MS Excel - Introduction, Advanced
- MS Access - Introduction, Advanced
- MS PowerPoint - Introduction, Advanced
- MS Project - Introduction, Advanced
- QuickBooks - Introduction, Advanced

For details visit: www.delawarepersonnel.com/training
Certified Nursing Assistant**WIOA** (CNA)
Students learn to safely perform basic nursing skills under the supervision of a licensed nurse in a health care facility. Communication, observation and documentation skills are incorporated to aid the student in meeting the psychological, physical and environmental needs of the patient. Following successful completion of this course, 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.
Prerequisite: Attendance at an info session.
**EYK 603, Fee $2,395**
9/6-11/29*, MTWR*, 8:30 am-1:30 pm, George
9/6-12/6*, MTWR*, 6-10 pm, George
*Additional clinical hours required.

Certified Pharmacy Technician**WIOA**
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 (2) 25 hour internship rotations, one in a hospital and one in a retail setting. Tuition includes books, uniform, certification exam, and drug screening. Upon completion, students will be scheduled for the PTCB (Pharmacy Technician Certification Board) exam.
Prerequisite: Attendance at an info session.
**EYK 607, Fee $3,195**
9/12-12/15, MTWR*, 8:30 am-1:30 pm, George
*Additional clinical hours required.

Certified Phlebotomy Technician**WIOA**
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.
Prerequisite: Attendance at an info session.
**EYK 601, Fee $3,995**
9/6-12/16, MTWRF*, 1:30-4:30 pm, George
*Additional clinical hours required.

Dental Assistant**WIOA**
Learn the skills necessary to be successful in today's dental assisting field as well as the dental profession. This 180-hour 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 as well as participate in a 35-hour internship. 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. This course meets on both Tuesday and Wednesday evenings and Friday at the indicated times below. Some distributed education will be utilized.
Prerequisite: Attendance at an info session.
**EYK 606, Fee $3,995**
9/6-12/16, TW, 6-9 pm and F, 8:30 am-4:30 pm, George

**WIOA** Workforce Innovation Opportunity Act
Approved by the Delaware Workforce Development Board and Department of Labor. Equal Opportunity Employment Program.
Polysomnographer (Sleep) Technician Certificate
This program prepares students to work as trainees with sleep technologists in the performance of diagnostic sleep studies that are required for the evaluation and treatment of sleep disorders. Sleep recordings are made during the patient’s usual sleep hours; techs may work during the night usually in 10–12 hour shifts. This program was developed in accordance with the American Academy of Sleep Medicine (AASM), and together with the required work experience (at least 9 months) and completion of the 14 AASM A-STEP self-study modules, will prepare the student to sit for the Registered Polysomnographic Technician Exam. The course includes 90 hours of theory training, 30 hours hands on clinical experience, textbooks, and CPR certification.

**EYK 600, Fee $3,495**
9/20-12/5, TR, 5–10 pm, George

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 adult 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.

**EYK 610, Fee $89**
10/15, S, 8:30 am-3 pm, George

Medical Billing Specialist
This 250-hour program will provide training to prepare students with skills to handle all aspects of the revenue cycle. The Certified Professional Biller (CPB) abilities include the following: understanding different types of insurance plans, applying payer policy, Local and National Coverage Determinations for successful claim submission, navigating the varying rules and regulations which apply to the healthcare industry, HIPAA guidelines, knowing the life cycle of a medical billing claim, and expertise in effective claim follow-up and denial resolution. Prior knowledge of CPT, ICD, and HCPCS, is suggested.

**EYC 650, Fee $3,495**
9/12-12/15, MTWR, 1:30–5 pm, George

Medical Coding Specialist
This 410-hour 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, 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 as well as a one-year student membership to AHIMA.

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

**EYC 609, Fee $5,495**
9/6/16-3/2/17, MTWR, 5:30-10 pm, George
Are you a current health care professional seeking continuing education units or professional development? Explore our current offerings developed in partnership with our allied health programs.

**Fundamentals of Computed Tomography (CT)**
Designed for American Registry of Radiologic Technologists (ARRT) registered technologists and/or candidates for primary certification interested in pursuing a post-primary certification in computed tomography (CT). This 18-hour course will cover the ARRT content specifications for the CT examination and fulfills the structured education requirement for post primary certification and registration. This course must be completed within 24 months preceding application for the post-primary certification in CT.

**EYK 620, Fee $349**
9/19-10/24, M, 6-9 pm, George

**Fundamentals of Mammography**
Designed for ARRT registered technologist interested in pursuing a post-primary certification in mammography. This 18-hour course will cover the ARRT content specifications for the mammography examination, with a minimum of one hour devoted to each of the three major content categories, and will fulfill the structured education requirement for post primary certification and registration. This course must be completed within 24 months preceding application for the post-primary certification in mammography.

**EYK 619, Fee $349**
9/20-10/25, T, 6-9 pm, George

**Fundamentals of Magnetic Resonance Imaging (MRI) - NEW**
Designed for American Registry of Radiologic Technologists (ARRT) registered technologists and/or candidates for primary certification interested in pursuing a post-primary certification in magnetic resonance imaging (MRI). This course covers the 18 hours of content specifications for the MRI examination. This course must be completed within 24 months preceding application for the post-primary certification in MRI.

**TBD, Fee $349**
9/21-10/26, W, 6-9 pm, George

**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.

**EYK 609, Fee $850**
9/19-12/12, M, 6-9 pm, 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.

**EYK 617, Fee $800**
10/8-12/3, S, 7 am-3:30 pm, 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 and $50 for a drug screening. Call 302.830.5204 for more information.
Ready for a new career? Train as a Patient Care Technician

Fall 2016 Patient Care Technician Program

A mandatory information session will be held prior to the program. Eligible candidates will be selected to participate in interviews. Students selected for the program will attend an orientation prior to the start of class. These students will need to provide proof of U.S. citizenship (or be eligible to work in the U.S.), a photo ID, social security number/card, proof of Delaware residency, proof of birth date, and be a selective service registrant (males born after January 1, 1960).

Program Features

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

For more information, call 302.830.5204.

“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.”
The friendly and knowledgeable staff at Delaware Tech’s Innovation and Technology Center (ITC) welcome you to visit and learn how you can get started on your new career today!

Call us at 302.266.3300 to schedule a tour, or make an appointment with our staff to discuss your training needs.

Innovation and Technology Center (ITC) - Located in Churchman’s Center: 97 Parkway Circle, New Castle, DE. For more information or directions to the center, call 302.266.3300.

Important Information
• Classes will not meet on the following dates: 9/5, 11/8, 11/24 and 11/25
• Cancelled classes, due to instructor illness or weather-related closures, may be added to the end of the course.
• Classes not meeting minimum enrollments may be cancelled. You will be notified by email at least 24-hours prior to the advertised start of a class if it is being postponed or cancelled.

You may be eligible for free training!
Delaware Tech offers courses that are eligible for Workforce Innovation and Opportunity Act 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 Delaware Tech scholarship. Please contact the Delaware Department of Labor (DOL) for more information about applying for WIOA education and training funds.
Dover DOL 302.739.5473; Newark DOL 302.453.4350; Wilmington DOL 302.761.8085
Certificate Programs

General Maintenance Technician WIOA Page 19
Prepare yourself for a well-paying job by completing our 262-hour Facilities Maintenance Technician Program! Our students complete numerous hours of hands-on training in order to become experienced in several skilled trade areas, including framing, weatherization, finished carpentry, plumbing, and residential wiring. Students completing this program will find themselves marketable in many areas of maintenance and the construction industry. Participants can complete the entire General Maintenance Certificate and be job-ready in four months simply by enrolling in each day time course. The required courses for this certification are:

• EYP 703: OSHA Construction Safety
• EYD 703: Blueprint Reading
• EYD 703: Blueprint Reading
• EYD 719: TIG Welding
• EYD 748: Drywall & Weatherization

HVC Maintenance Technician WIOA Page 20
Delaware Tech's highly regarded HVAC Certificate Program will prepare you to enter the high demand HVAC industry! Students completing the 314-hour program will be highly skilled in all aspects of heating, refrigeration and air conditioning. Our state of-the-art Heating and Air Conditioning Labs allow us to provide exceptional hands-on training and industry preparation. Participants can complete the entire HVAC Certificate and be job-ready in 4 months simply by enrolling in each day-time course. The required courses for this certification are:

• EYP 703: OSHA Construction Safety
• EYD 707: Electrical Control Systems
• EYD 708: Heating II
• EYD 709: Refrigeration & AC II
• EYI 780: EPA Certification Prep
• EYI 781: EPA Certification Exam

Welding Maintenance Technician WIOA Page 21
Begin your rewarding career in welding by completing 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 716: Arc Welding
• EYD 719: TIG Welding
• EYD 742: Pipe Welding I
• EYD 720: Blueprint Reading
• EYD 717: MIG Welding
• EYD 777: Flux-Core Welding
• EYD 744: Pipe Welding II

Facilities Maintenance Technician
The 580-hour Facilities Maintenance Technician Program offers students our most extensive technical training certificate. The program is a careful combination of our General Maintenance, HVAC, and Welding Technician Certificate Programs that provide students with exceptional preparation in several skilled trade areas. Students completing this program will find themselves highly marketable in many areas of facilities maintenance and the construction industry. The required courses for this certification are:

- Page 19
  - EYD 701: Blueprint Reading
  - EYD 758: Carpenter II
  - EYD 711: Residential Wiring
  - EYD 748: Drywall & Weatherization

- Page 20
  - EYD 707: Electrical Control Systems
  - EYD 708: Heating II
  - EYD 709: Refrigeration & AC II

- Page 21
  - EYD 716: Arc Welding
  - EYD 719: TIG Welding

- Page 24
  - EYI 780: EPA Certification Prep
  - EYI 781: EPA Certification Exam

- Page 25
  - EYD 703: OSHA Construction Safety

Single Course Certifications
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- CompTIA Network+ WIOA .......................... 22
- API Downhill Pipe Welding Certification .................... 28
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- Forklift Safety Operation WIOA .......................... 24
- Wastewater Operator WIOA .......................... 22
  (must complete I, II and III)

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Intermediate Certificates
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- Hydraulics Maintenance Certificate ...................... 23
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- Mechanical Drives Maintenance Certificate ............... 23
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WIOA Workforce Innovation Opportunity Act
Approved by the Delaware Workforce Development Board and Department of Labor. Equal Opportunity Employment Program.
Certificate Program Sequence

Students can complete the General Maintenance, HVAC, or Welding Certificate Program by following the course sequence below. Students can complete a certificate in one semester (four months) during the day by attending class Monday-Thursday or in two semesters (nine months) during the evening by attending class four nights per week. Students are also encouraged to meet with our staff for guidance and/or assistance with funding (Department of Labor, WIOA, Veterans Programs, etc.) by calling 302.266.3300.

### Daytime Program Sequence

<table>
<thead>
<tr>
<th>General Maintenance</th>
<th>9/6-9/22</th>
<th>9/26-10/6</th>
<th>10/10-10/20</th>
<th>10/24-11/3</th>
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### Evening Program Sequence

#### Fall 2016

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<td>Weeks 10-12</td>
<td>11/7-11/30*</td>
<td>TIG Welding</td>
<td>TIG Welding</td>
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<tr>
<td>Weeks 13-14</td>
<td>12/5-12/15</td>
<td>Flux-Core Welding</td>
<td>Flux-Core Welding</td>
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<tr>
<td>Semester #2</td>
<td>8/29-10/10</td>
<td>Blueprint for Welders</td>
<td>Pipe Welding I</td>
<td>Blueprint for Welders</td>
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<td>Weeks 1-6</td>
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<td>Weeks 7-9</td>
<td>10/11-11/29*</td>
<td>Pipe Welding II</td>
<td>Pipe Welding II</td>
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<tr>
<td>Weeks 7-12</td>
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18 Delaware Technical Community College | Stanton and George Campuses | Continuing Education Courses
Blueprint Reading and Estimating - NEW

Employers routinely seek workers with the ability to read blueprints and estimate jobs/materials. This basic course teaches students to read a scale, understand common blueprint symbols, interpret various residential and commercial construction drawings, and prepare basic estimates. In addition, approximately 24-hours will be spent reviewing the basic math concepts necessary for performing the calculations, conversions, and preparing simple estimates in any skilled trade area. No prior construction or architectural experience needed. Minimum 9th grade-level math skills recommended.

**EYD 701, Fee $395+Text**
9/6-9/22, MTWR, 8:30am-Noon, ITC
10/24-12/14, MW, 6-9:00pm, 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, Fee $395+$100 lab+Text**
9/6-10/20, TR, 6-9 pm, ITC
10/10-10/20, MTWR, 8:30 am-2:30 pm, 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, Fee $395+$100 lab**
10/24-11/3, MTWR, 8:30 am-2:30 pm, ITC
10/25-12/15, TR, 6-9 pm, ITC

**Drywall and Weatherization**

Formerly Weatherization Installer I

This course is a must for anyone doing renovation work, and provides students with an understanding of the theory, methods, and installation of drywall and weatherization materials. Along with demonstrations, the student will participate in hands-on applications of hand tool use, blower door components, drywall installation and patching, installation of weather stripping, door threshold and sweep, insulation, caulk and foam, water pipe and hot water heater insulation, and window glazing.

**EYD 748, Fee $395+$100 lab+Text**
9/7-10/19, MW, 6-9 pm, ITC
9/26-10/6, MTWR, 8:30 am-2:30 pm, ITC

**Plumbing - Basic**

This class provides theory and hands-on instruction of basic modern plumbing. Topics include threaded pipe, waste systems, fasteners, water systems, heating water, various pipe materials, and fixture installation.

**EYD 704, Fee $395+$100 lab+Text**
10/25-12/15, TR, 6-9 pm, ITC
11/28-12/8, MTWR, 8:30 am-2:30 pm, ITC

**Residential Wiring**

Provides a comprehensive understanding of basic electrical principles and concepts, along with the technical skills utilized in residential wiring. Class includes hands-on and classroom instruction.

**EYD 711, Fee $395+$100 lab+Text**
9/6-10/20, TR, 6-9 pm, ITC
11/7-11/18, MTWR, 8:30 am-2:30 pm, ITC
Blueprint Reading and Estimating - NEW
Employers routinely seek workers with the ability to read blueprints and estimate jobs/materials. This basic course teaches students to read a scale, understand common blueprint symbols, interpret various residential and commercial construction drawings, and prepare basic estimates. In addition, approximately 24-hours will be spent reviewing the basic math concepts necessary for performing the calculations, conversions, and preparing simple estimates in any skilled trade area. No prior construction or architectural experience needed. Minimum 9th grade-level math skills recommended.
EYD 701, Fee $395+Text
9/6-9/22, MTWR, 8:30 am-Noon, ITC
10/24-12/14, MW, 6-9 pm, ITC

Electrical Control Systems
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. Also covered are the general principles of troubleshooting and reading schematics.
EYD 707, Fee $395+$100 lab+Text
9/6-9/22, MTWR, 12:30-4 pm, ITC
9/7-10/19, MW, 6-9 pm, ITC

Heating I
Provides basic understanding of various types of heating systems such as oil, electric, gas, heat pumps, and hydraulic heating systems. Emphasis will be placed on heating fundamentals and theory of operation.
Prerequisite: EYD 707
EYD 705, Fee $395+$100 lab+Text
9/7-10/19, MW, 6-9 pm, ITC
9/26-10/6, MTWR, 8:30 am-2:30 pm, ITC

Heating II
This course is a continuation of Heating I, and provides a greater emphasis on hands-on theory and application. Course will utilize Heating I textbook.
Prerequisite: EYD 705
EYD 708, Fee $395+$100 lab+Text
10/10-10/20, MTWR, 8:30 am-2:30 pm, ITC
10/24-12/14, MW, 6-9 pm, ITC

Refrigeration and Air Conditioning I
Introduction to refrigeration and air conditioning fundamentals. Covers definitions, physics, refrigerants, theory and operating principles, and safety procedures. Emphasis is placed on refrigeration fundamentals and theory of operation.
Prerequisite: EYD 707
EYD 706, Fee $395+$100 lab+Text
9/6-10/20, TR, 6-9 pm, ITC
10/24-11/3, MTWR, 8:30 am-2:30 pm, ITC

Refrigeration and Air Conditioning II
This course is a continuation of Refrigeration and Air Conditioning I, with a greater emphasis placed on hands-on theory and application. Course will utilize the textbook from RAC I.
Prerequisite: EYD 706
EYD 709, Fee $395+$100 lab+Text
10/25-12/15, TR, 6-9 pm, ITC
11/7-11/18, MTWR, 8:30 am-2:30 pm, ITC

Commercial HVAC-R
This course provides students with the technical theory related to commercial roof-top air conditioning units, refrigeration walk-in boxes, freezers and ice machines. Students will perform diagnostic and repair lab exercises to reinforce theory.
Prerequisite: EYD 708 and EYD 709
EYD 754, Fee $395+$100 lab+Text
9/6-10/20, TR, 6-9 pm, ITC
11/28-12/8, MTWR, 8:30 am-2:30 pm, ITC

The HVAC Evening Class Schedule has been revised to make it possible to complete the entire certificate program in less than one year. Students may elect to attend four nights per week and finish the program in just two semesters or simply continue to take classes two nights per week.

PLUMBING-HEATING-COOLING CONTRACTORS ASSOCIATION
Best People. Best Practices.

20 Delaware Technical Community College | Stanton and George Campuses | Continuing Education Courses
Technical Training

**Arc Welding**
This course provides hands-on training in Shielded Metal Arc Welding (SMAW). This class includes welding safety, machine set up, welding symbols, type of joints, electrode classification, and covers vertical and overhead positions. Be prepared to weld at the first class.

**EYD 716, Fee $595+$300 lab**
8/29-10/10, MW, 5:30-9 pm, ITC
9/26-10/6, MTWR, 8:30 am-2:30 pm, ITC

**Blueprint Reading and Computations for Welding Technicians - NEW**
Students learn to read a scale and interpret welding and shop drawings. This course is a must for anyone working in the welding industry, and an emphasis is placed on welding symbols. In addition, approximately 15-hours will be spent reviewing the basic math concepts necessary for performing the calculations and conversions required by the industry. No prior experience needed. Minimum 9th grade-level math skills recommended.

**EYD 720, Fee $395+Text**
8/29-10/17, MW, 6-9 pm, ITC
9/6-9/22, MTWR, 8:30 am-Noon, ITC

**Flux-Core Welding - NEW**
This new 28-hour course provides the hands-on training needed to use what has become the most productive manual welding process in the industry today. Students must have completed MIG Welding or have extensive MIG experience, and students must be prepared to weld during the first class.

**Prerequisite: EYD 717 or instructor approval**

**EYD 777, Fee $495+$200 lab**
12/5-12/15, MTWR, 8:30 am-Noon, ITC
12/5-12/15, MTWR, 5:30-9 pm, ITC

**MIG Welding**
This 28-hour course provides hands-on training in the inert gas welding process: Gas Metal Arc Welding (MIG). Students must be prepared to weld at the first class.

**Prerequisite: EYD 716 or instructor approval**

**EYD 717, Fee $395+$200 lab**
10/10-10/18, MTWR, 8:30 am-1:30 pm, ITC
10/17-11/2, MW, 5:30-9:30 pm, ITC

**TIG Welding**
This 28-hour course provides hands-on training in the inert gas welding process: Gas Tungsten Arc Welding (TIG). Students must be prepared to weld at the first class.

**Prerequisite: EYD 716 or instructor approval**

**EYD 719, Fee $395+$200 lab**
10/19-10/27, MTWR, 8:30 am-1:30 pm, ITC
11/7-11/30, MW, 5:30-9:30 pm, ITC

**Pipe Welding I**
This 42-hour hands-on course focuses on the Shield Metal Arc Welding process of pipe welding. The training will consist of booth instruction and practice in the areas of pipe fitting, beveling, electrode selection, joint preparation and welding.

**Prerequisite: EYD 716**

**EYD 742, Fee $595+$300 lab**
8/30-10/6, TR, 5:30-9 pm, ITC
10/31-11/10, MTWR, 8:30 am-2:30 pm, ITC

**Pipe Welding II**
This 42-hour course builds on the Basic Pipe Welding course and focuses on the skills required for code welding.

**Prerequisite: EYD 742**

**EYD 744, Fee $595+$300 lab**
10/11-11/29, TR, 5:30-9 pm, ITC
11/14-12/1, MTWR, 8:30 am-2:30 pm, ITC
(No class during Thanksgiving week)

**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.

**Note:** Welding students must wear steel-toed shoes or boots and cotton (non-flammable) clothing.
CompTIA Academy

CompTIA A+ Certification
The CompTIA A+ certification is the ideal foundation to get started on a career working with cutting-edge information technologies. The exam verifies an individual can troubleshoot issues within operating systems such as Apple, Android, Windows and more. 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). Participants will also use computer applications to develop professional support documents to help them in their working environments. (84 hours) Textbook included, exam fee is not included. Seating is limited to 10 participants.

**EYF 601, Fee $1,795**
9/7-12/14, MW, 6-9 pm, ITC
(CompTIA classes will meet on 11/21, but not on 11/23)

CompTIA Network+.WIOA - NEW
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. (84 hours) Textbook included, exam fee is not included. Seating is limited to 15 participants.

**Prerequisite: Must be computer literate**

**EYF 790, Fee $995**
9/7-12/14, MW, 6-9 pm, ITC
(CompTIA classes will meet on 11/21, but not on 11/23)

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**WIOA Workforce Innovation Opportunity Act**
Approved by the Delaware Workforce Development Board and Department of Labor. Equal Opportunity Employment Program.
Entry Level Certificate

Manufacturing Technician Certificate
Begin your career in manufacturing as a Production Technician or Machine Equipment Operator! This 155-hour program has been designed for students to obtain the basic fundamental skills needed in today's manufacturing environment. Students will obtain a basic knowledge in electrical and mechanical fabrication, production assembly, applied math, blueprint reading, and basic welding. Students should plan to spend an additional 50 hours working on their own at home via distributive (online) learning.

EYN 760, Fee $1,495
9/6-12/15, TR, 5:30-9:30 pm, ITC

Intermediate Level Certificates

Industrial Electrical Certificate
This new 158-hour 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. Students should plan to spend an additional 50 hours working on their own at home via distributive (online) learning.

EYN 762, Fee $1,495
9/6-12/15, TR, 5:30-9:30 pm, ITC

Hydraulics Maintenance Certificate
This new 115-hour, hydraulics maintenance program includes various levels of hands-on instruction, starting with the basics of hydraulics and concluding with diagnosing and troubleshooting hydraulic systems. Topics include basic circuits, pressure and flow, valves, pumps, actuators, and motor performance.

EYN 763, Fee $1,295
9/6-12/15, TR, 5:30-9:30 pm, ITC

Pneumatics Maintenance Certificate
This new 80-hour pneumatics maintenance program includes various levels of hands-on instruction, starting with the basics of pneumatics and concluding with diagnosing and troubleshooting pneumatic systems. Topics include basic circuits, pressure and flow, valves, air logic, compressors, and vacuums.

EYN 764, Fee $995
9/6-11/17, TR, 5:30-9:30 pm, ITC

Mechanical Drives Maintenance Certificate
This 70-hour mechanical drives maintenance program includes hands-on instruction with various types of gears, belts, chains, shafts and shaft alignment, and lubrication concepts.

EYN 765, Fee $895
9/6-11/3, TR, 5:30-9:30 pm, ITC

Programmable Logic Controllers (PLC) Maintenance Certificate
This 80-hour 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, Fee $995
9/6-11/17, TR, 5:30-9:30 pm, 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.

**EYP 730, Fee $149**
- 7/21, R, 8:30 am-12:30 pm, ITC
- 8/19, F, 8:30 am-12:30 pm, ITC
- 9/23, F, 8:30 am-12:30 pm, ITC
- 10/28, F, 8:30 am-12:30 pm, ITC
- 12/12, M, 8:30 am-12:30 pm, ITC

Inclement weather notice:
Course may be postponed due to rain or inclement weather. Students should call 302.266.3300 to verify class status the day before class if inclement weather is forecasted.

EPA 608 Technician Certification Training
This updated eight-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, Fee $95**
- 8/9-8/11, TR, 8:30 am-12:30 pm, ITC
- 8/23-8/25, TR, 5:30-9:30 pm, ITC
- 11/29-12/6, T, 5:30-9:30 pm, ITC
- 12/12-12/14, MW, 8:30 am-12:30 pm, 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, Fee $75**
- 8/16, T, 8:30 am, ITC
- 8/30, T, 6 pm, ITC
- 12/13, T, 6 pm, ITC
- 12/16, F, 8:30 am, ITC

Lead Safety for Renovation, Repair and Painting
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, Fee $249**
- 7/14, R, 8 am-5 pm, ITC
- 8/11, R, 8 am-5 pm, ITC
- 9/23, F, 8 am-5 pm, ITC
- 11/4, F, 8 am-5 pm, ITC
- 12/9, F, 8 am-5 pm, 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, Fee $129**
- 8/18, R, 8 am-Noon, ITC
- 10/21, F, 8 am-Noon, ITC
- 12/16, F, 8 am-Noon, ITC

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WIOA Workforce Innovation Opportunity Act
Approved by the Delaware Workforce Development Board and Department of Labor. Equal Opportunity Employment Program.
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, Fee $149
7/26-8/2, T, 8:30 am-2 pm, ITC
8/23-8/30, TR, 5:30-9 pm, ITC
9/13-9/20, TR, 12:30-4 pm, ITC
10/25-11/1, TR, 5:30-9 pm, ITC
10/25-11/1, T, 8:30 am-2 pm, ITC
12/13-12/15, TR, 8:30 am-2 pm, ITC

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. This course is offered by request.

EYP 704, Fee $395
Call 302.266.3300 to request dates and times for this training.

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.

Prerequisite: EYP 703
EYP 701, Fee $49
7/19, T, 6-8:30 pm, ITC
9/27, T, 3-5:30 pm, ITC
11/21, M, 6-8:30 pm, 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.

EYI 720, Fee $595
8/22-8/26, MTWRF, 8 am-5 pm, ITC
10/31-11/4, MTWRF, 8 am-5 pm, 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, Fee $199
8/17, W, 8 am-5 pm, ITC
11/9, W, 8 am-5 pm, ITC

Underground Storage Tank Operator Training

Upon completion of this course, the student will demonstrate a broad understanding of underground storage tank systems (UST) operation, safety, regulatory and emergency procedures (EPA 40 CFR and Del UST regs). Students will be able to identify components of UST systems, explain methods of inspection, required record keeping, financial responsibility and basic spill prevention methods.

EYI 901, Fee $199
8/19, F, 8:30 am-3:30 pm, ITC
11/4, F, 8:30 am-3:30 pm, ITC
Appliance Repair
Save hundreds on home appliance repairs and maintenance by learning the basics in this new 7-week 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, Fee $295
8/2-8/25, TR, 6-9 pm, ITC

Flooring and Tile Installation Techniques
This 21-hour course focuses on skills required for renovators and do-it-yourselfers, and includes the methods and installation techniques of subflooring, hardwood, tile, vinyl, and laminate flooring. Methods and techniques of tile backsplash and kitchen renovations also included.

EYD 757, Fee $249+$50 lab
10/24-12/12, M, 6-9 pm, 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, ceramic tile, laminate, hardwood and vinyl tile flooring. This class is taught using demonstrations with a few hands-on activities.

ENJ 702, Fee $195
9/16-10/21, F, 12-3 pm, ITC

Patio, Pavers and Walls
Build your dream backyard patio, fire-pit or retaining wall this year; it may be easier than you think when you know the tricks. This class will provide participants with the skills needed to complete any stone project by including in class demonstrations and hands-on labs using bricks, paver stones and engineered blocks. Both dry and mortar construction techniques will be covered.

EYD 767, Fee $295
9/21-10/26, W, 6-9 pm, ITC

Preparatory Mathematics for the Skilled Trades
Math is a major component in ALL technical fields! This course will focus on the operations of whole numbers, fractions, decimals, measurement, percentages, and conversions as well as basic algebra, geometry and trigonometry that are applied to exercises and practical problems found in the trades. Local industry advisors have highly recommended this course for anyone interested in managing or supervising workers, crews, and on-site projects.

EYD 700, Fee $449+Text
9/12-11/10, MWR, 3-5 pm, ITC
9/6-11/15, TR, 5:30-7:30 pm, 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.

EYY 710, Fee $295
9/12-10/24, M, 6-9 pm, 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.

EYY 715, Fee $295
10/31-12/12, M, 6-9 pm, ITC
(Class will meet on 11/21)

Don’t see what you need? ASK!
Call 302.266.3300 today to request a topic or suggest a new course.

Basic Automotive Service I - NEW
Start your career in the rewarding automotive maintenance industry in 2016 as an Automotive Service Technician! This new course will provide students with the knowledge and skills required to secure a job in the growing quick-lube and basic auto service industry. This all-inclusive 60-hour course will include both classroom and hands-on learning experiences in the following areas:

• Automotive Tools and Equipment
• Fluids and Filters
• Vehicle Preparation
• Automobile Lifts and Pits
• Safety and Shop Procedures
• Professional & Personal Standards

After the completion of this training and 12-months of successful employment in the industry, students will be eligible to sit for the Automotive Service Excellence (ASE) G1 Certification.

EYV 720, Fee $495+$200 lab
9/13-11/22, TR, 6-9 pm, ITC
10/10-11/14, MTWR, 9 am-Noon, ITC
The Innovation and Technology Center has partnered with several home school “networks” in the community to provide career and technical training. The programs have been developed in coordination with leaders of these organizations, and provide a unique hands-on opportunity for home-school students on Friday’s throughout the traditional school year. Several options are available each semester, and participants MUST be associated with a home school “network” or able to obtain approval (in writing) from a school or similar agency to enroll.

### General Maintenance Technician Certificate
The General Maintenance Technician Program provides classroom and hands-on training in several skilled trade areas. Students completing this program will find themselves marketable in many areas of maintenance and the construction industry. This entire certificate program will provide students with two high school credits, an OSHA Construction Safety card, and a Delaware Tech General Maintenance Certificate.

### General Maintenance
This 14-session course includes:
- Blueprint Reading
- Weatherization Installer I
- Carpentry II
- Basic Plumbing

**EYD 766, Fee $795**
9/9-12/16, F, 8:30 am-2 pm, ITC

### Explore academic enrichment classes. Choose from our class offerings below. Details found on page 30.
- Minecraft Saturdays
- Tips for Writing a Great College Essay
- Study Skills
- SAT Prep
- Kids Learn Spanish

### Free Training to Qualified Wilmington Applicants
Delaware Tech has been selected by the U.S. Environmental Protection Agency (EPA)* to train unemployed or under-employed individuals for work in good-paying jobs as water system operators or as environmental construction workers. If you are a resident of Wilmington who is unemployed or under-employed, we encourage you to call our training partner West End Neighborhood House at 302.658.4171. Please mention the “EPA Training” program. West End will lead interested Individuals through all of the application steps to see if you qualify and prepare you for the training.

*This project has been funded, wholly or in part, by the EPA. The contents of this document do not necessarily reflect the views and policies of the EPA.*
Quality Training at the Innovation and Technology Center.

As the only facility of its kind in the region, the Innovation and Technology Center (ITC) is a unique resource that can help strengthen your competitive edge, making your company more productive and competitive. From top-of-the-line equipment to our expert instructors, the ITC offers a high-quality training experience for your business.

Examples of additional training available by request:

- Arc Flash
- API Downhill Pipe Welding Certification
- Basic First Aid, CPR/AED
- Blood Borne Pathogen Safety
- BPI Building Analyst Professional
- Control Valves and Heat Exchangers
- Global Harmonized Systems (GHS)
- Hazardous Communications
- Lead Abatement Worker Course
- Industrial Hygiene
- Medical Record-Keeping
- Motor Diagrams and Switchgear Safety
- OSHA General Industry Safety
- OSHA Fall Protection
- OSHA Confined Space Entry
- Piping and Instrumentation Diagrams
- Project Management Certification
- Project Management PMP Exam Prep
- Risk Assessments

Call 302.266-3300 for more information.
Technical Training

Customized Technical Training
Meeting the Needs of Local Businesses

Delaware Tech develops relevant and valuable training programs by working closely with the business community. Our programs are adapted to various learning styles, and are flexible enough to meet the varied schedules of the working world.

For those pursuing advancement and/or certification in a specialized field, Delaware Tech has an extensive menu of day and evening training options. For businesses and agencies of any size, we can develop and teach customized training programs to meet your specific needs.

To learn how we can help your business grow through customized technical training, call Tom McCarthy at 302.266.3300.

Memberships, Certifications, and Strategic Partners:

- American Welding Society®
  Educational Institution Member
- CompTIA
  CompTIA Authorized Partner Program
- IFMA
  International Facility Management Association
- Delaware State Chamber of Commerce
- Delaware Apartment Association
- PMMI
- OSHA®
- DE MEP
- North American Technician Excellence
  Certifying the Finest in HVACR
- PHCC
  Plumbing-Heating-Cooling Contractors Association
- Best People. Best Practices.
- MESC
- SME
- ToolingU
Tips for Writing a Great College Essay
Getting into the college of your choice can be competitive. Learn tips on how to write a great essay to help you stand out in the application process. This is a hands-on class. Students should bring in an idea of what they would like to write about and work with an English teacher to learn how to create an original effective essay.
ENO 754, Fee $99
9/10-9/24, S, 10-12 am, Stanton

SAT Prep
This course is designed as a review to assist high school students to prepare for the English and Math portions of the SAT college entrance exam. Students will review course materials and learn test strategies.
ENO 702, Fee $99+Text
10/8-10/29, S, 9 am-Noon, Stanton

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/or education.
• Classes are offered Monday through Thursday during daytime and evening hours
• To enroll in these free classes, all students must first take a TABE Locator Assessment
• Assessment offered once monthly on the 3rd Thursday at 2 pm at the Wilmington location
• First come, first served - arrive early, tests fill up quickly; No appointment necessary;
All information will be provided during this assessment, which can take up to two hours
For more information, call 302.830.5200.

YOUTH COURSES:

Study Skills
This class for high school age students will help increase reading speed as well as memory skills and comprehension. Good study habits are a skill that can be learned. Students will also learn how to increase attention, rehearse information so it is retained longer as well as how to set goals for higher achievement.
ENO 760, Fee $159+Text
6/30-8/4, R, 6-8:30 pm, Stanton

Minecraft Saturdays
Challenge yourself as we build worlds and solve puzzles with the ever popular Minecraft video game. Kids will have specific goals and challenges each week that they will take on both individually and in groups. This class is for both newcomers and less experienced players.
ENO 707, Fee $109
For ages 6-9:
9/10-10/8, S, 9:30-11:30 am, Stanton
For ages 10-13:
9/10-10/8, S, 12:30-2:30 pm, Stanton

Minecraft Saturdays - Continue the fun!
This class is for those who have taken our Minecraft class or come to a Minecraft camp or simply are at an advanced level. Continue to challenge yourself as we build worlds and solve puzzles with the ever-popular Minecraft video game. Kids will have specific goals and challenges each week that they will take on both individually and in groups.
ENO 714, Fee $109
For ages 6-9:
10/22-11/19, S, 9:30-11:30 am, Stanton
For ages 10-13:
10/22-11/19, S, 12:30-2:30 am, Stanton

Kids Learn Spanish
Get a head start on learning the Spanish language. This class is for five to nine year olds and will be taught using fun games, lessons and songs to immerse the children in language. They will learn Spanish words, phrases and sentences as it has been shown that young learners have the capacity to learn languages more easily and it also helps to enhance their cognitive development.
EYU 602, Fee $169
9/10-10/29, S, 9:30-11:30 am, Stanton

Babysitting Certification
To familiarize and provide young adults with basic skill training and information that is necessary in caring for infants and children, such as emergency action steps, personal safety, fire safety, infant care, basic first aid, and choking management. For ages 11–15 years old. Please bring a bag lunch and baby doll or teddy bear to class.
EYU 601, Fee $75
9/17-9/24, S, 8:30 am-Noon, Stanton
11/5, S, 8 am-3 pm, Stanton

Parents, why let your kids have all the fun? While your child is busy with Minecraft or Spanish, stay on campus and explore your own interests.

Gentle Yoga - page 34
Intro to Photography - page 36
Culinary

Experience has its rewards! Save money as you gain more kitchen experience. Sign up now for three or more culinary classes and get 10% off each.

Parent and Child Cooking
Cooking is a great life lesson. This class will cover cooking tips as you and your child learn to prepare some family-friendly recipes. Tacos and cookies will be on the menu. For ages 8 and older. Price is for one adult and one child.
ENX 753, Fee $89
7/11, M, 5:30-8:30 pm, Stanton

Cooking Basics
Tired of blowing your budget on prepared foods? Learn how to prepare meals from scratch. This three-week class will teach you how to read recipes and to create simple meals that taste great. You will also learn various culinary skills and proper knife use that will help make you comfortable in the kitchen.
ENX 733, Fee $159
7/25, 8/1 & 8/8, M, 6:30-9 pm, Stanton
10/3, 10/10 & 10/17, M, 6:30-9 pm, Stanton

Cooking for Couples
Join us for a fun date night or night out and learn how to cook together as a couple. Each couple will get to prepare a whole meal from salad to dessert and then get to eat the delicious results.
ENX 749, Fee $59/participant
8/22, M, 6-9 pm, Stanton
11/7, M, 6-9 pm, Stanton

Fast and Delicious
Instead of taking the time to pick up a meal, this class will teach you how to cook quick meals that are simple and delicious and healthier than eating out. Also get tips on what foods can be prepared and frozen to have easy meals throughout the week.
ENX 750, Fee $59
8/29, M, 6-9 pm, Stanton
11/21, M, 6-9 pm, Stanton

French Macaroons
These perfectly domed colorful crunchy cookies are sandwiched together with ganache, jam or cream. If you’ve seen them in the stores, you may be wondering why they command such a high price tag. Besides the use of quality ingredients, the technique for making them is very precise. This class will explain the nuances of mixing and baking French macaroons at home as well as ideas for fillings. Bring a container to take home your stash!
ENX 756, Fee $59
12/12, M, 6-9 pm, Stanton

Great Soups and Stews
There is nothing more satisfying then a savory bowl of soup and a good loaf of bread during the cold winter months. Learn how to make your own soups and hearty stews. Learn how to use spices, make soup stock, and what veggies and meats pair well together.
ENX 740, Fee $109
10/24 & 10/31, M, 6:30-9 pm, Stanton

Girls Night Cook-Out!
Join friends or meet new ones for this fun one-night class. The chef will show you how to create amazing appetizers and desserts in the company of your best girlfriends!
ENX 751, Fee $59
12/5, M, 6-9 pm, Stanton

Healthy Meals
Just how do you incorporate the five to seven recommended servings of fruits and vegetables into your diet? Learn how to create healthy and tasty dishes in this two-week hands-on cooking class. Learn how to use fresh seasonal ingredients and lean proteins to create healthier meals.
ENX 757, Fee $109
9/19 & 9/26, M, 6:30-9 pm, Stanton

Homemade Ravioli
Join us as we venture out from the everyday boxed spaghetti. In this class you will learn that making your own pasta is easy and well worth the effort. The ravioli will be stuffed with a variety of fillings and created in an assortment of traditional shapes. A demo of some simple sauces to accompany your homemade ravioli will be included.
ENX 713, Fee $59
11/14, M, 6-9 pm, Stanton

Pasta 101
Have you always wanted to make your own pasta and sauce but weren’t sure about taking on the project? Join us in the kitchen to make handmade fettuccini and a delicious tomato, basil and garlic sauce.
ENX 707, Fee $59
11/28, M, 6-9 pm, Stanton

Seasonal Seafood
This class will help you build your confidence in purchasing and preparing seafood at home. Learn some of the chef’s favorite recipes as you learn to cook a variety of dishes. Also, learn preferred storing and cooking methods for different types of fish and start making fish a more regular part of your home cooking repertoire.
ENX 736, Fee $59
9/12, M, 6-9 pm, Stanton

Summer Soups and Salads
Just because the weather is warmer does not mean you cannot enjoy soups, and summer is the perfect time to enjoy a variety of fresh salads. This is a hands-on class to learn to prepare light summer soups and salads that utilize our summer harvest.
ENX 748, Fee $59
7/18, M, 6-9 pm, Stanton
Defensive Driving

This course is designed by veteran state troopers, emergency response workers and driving safety professionals. The class is designed to equip students with the necessary skills to survive on today’s challenging roadways. Certification 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.

Basic - ☪
After completion 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.

EYP 325, Fee $35
11/12, S, 8:30 am-3 pm, Stanton

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.

EYP 326, Fee $30
9/13, T, 6:30-9:30 pm, Stanton

Expunge a Criminal Record

Is your record holding you back? Learn about the process of expunging your Delaware record. Find out who is eligible, the steps required, and potential benefits of this legal procedure.

ENO 701, Fee $39
11/3, R, 6-9 pm, Stanton

Maximizing Coupons and Rebates

Join us as we explore the world of couponing. This class will cover coupon collecting tips, how to use your coupons to get items for free, and even how to get cash back through rebates. You’ll never shop the same way again!

ENO 706, Fee $25
9/14, W, 7-9 pm, 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, Fee $59
10/22-10/29, S, 9-11:30 pm, Stanton

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 book and DVD are provided.

EYK 608, Fee $89
9/10 S, 8:30 am-3 pm, 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.

EYJ 600, Fee $85
7/6-7/13, W, 6:30-9:30 pm, Stanton
8/11-8/18, R, 6:30-9:30 pm, Stanton
9/17, S, 8:30 am-3 pm, Stanton
10/5-10/12, W, 6:30-9:30 pm, George
11/5, S, 8:30 am-3 pm, Stanton
12/10, S, 8:30 am-3 pm, Stanton

Expunge a Criminal Record

Is your record holding you back? Learn about the process of expunging your Delaware record. Find out who is eligible, the steps required, and potential benefits of this legal procedure.

ENO 701, Fee $39
11/3, R, 6-9 pm, Stanton

Maximizing Coupons and Rebates

Join us as we explore the world of couponing. This class will cover coupon collecting tips, how to use your coupons to get items for free, and even how to get cash back through rebates. You’ll never shop the same way again!

ENO 706, Fee $25
9/14, W, 7-9 pm, 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, Fee $59
10/22-10/29, S, 9-11:30 pm, Stanton

P - Paired Courses
Paired courses have a topic or interest in common with each other. These courses are listed together for your convenience.
### Personal Enrichment

**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.

**EYH 605, Fee $139+Text**

- 6/21-8/9, T, 7-9 pm, Stanton
- 8/24-10/12, W, 7-9 pm, 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.

**EYH 610, Fee $139+Text**

- 10/19-12/7, W, 7-9 pm, Stanton

#### Italian I
This course will introduce you to the beauty of the Italian language and culture. Emphasis is on basic vocabulary and phrases. Cultural awareness is built into each lesson.

**EYH 612, Fee $139+Text**

- 6/23-8/11, R, 7-9 pm, Stanton
- 8/23-10/11, T, 7-9 pm, 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 course.

**EYH 645, Fee $139+Text**

- 10/18-12/13, T, 7-9 pm, Stanton
  (No class on 11/8)

#### 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.

**EYH 603, Fee $139+Text**

- 6/22-8/10, W, 7-9 pm, Stanton
- 8/24-10/12, W, 7-9 pm, Stanton
- 9/10-10/29, S, 9:30-11:30 am, 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 on 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.

**EYH 604, Fee $139+Text**

- 10/19-12/7, W, 7-9 pm, 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.

**EYH 607, Fee $139+Text**

- 8/23-10/11, T, 7-9 pm, Stanton

#### Spanish IV
Enhance your Spanish speaking skills even further as you continue to advance your conversation skills. Emphases will be on proficiency in learning how to shop and haggle, describe events, make travel plans, arrange activities and talk about personal experiences.

**EYH 616, Fee $139+Text**

- 10/18-12/13, T, 7-9 pm, Stanton
  (No class on 11/8)

#### Spanish V
This course is designed for the advancing adult who wants to use Spanish in various settings throughout their journeys. The emphasis is on learning intermediate to advanced conversational Spanish.

**EYH 627, Fee $139+Text**

- 8/25-10/13, R, 7-9 pm, Stanton

#### Spanish VI
This course is designed for the advancing adult student who wants to use Spanish to talk about significant or current events from Spanish film and use relevant vocabulary and grammar. Various works from Spanish-speaking cinema will be discussed.

**EYH 650, Fee $139 + Text**

- 10/20-12/15, R, 7-9 pm, Stanton
  (No class on 11/24)

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**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.

**EYH 605, Fee $139+Text**

- 6/21-8/9, T, 7-9 pm, Stanton
- 8/24-10/12, W, 7-9 pm, 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.

**EYH 610, Fee $139+Text**

- 10/19-12/7, W, 7-9 pm, Stanton

**Italian I**
This course will introduce you to the beauty of the Italian language and culture. Emphasis is on basic vocabulary and phrases. Cultural awareness is built into each lesson.

**EYH 612, Fee $139+Text**

- 6/23-8/11, R, 7-9 pm, Stanton
- 8/23-10/11, T, 7-9 pm, 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 course.

**EYH 645, Fee $139+Text**

- 10/18-12/13, T, 7-9 pm, Stanton
  (No class on 11/8)

**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.

**EYH 603, Fee $139+Text**

- 6/22-8/10, W, 7-9 pm, Stanton
- 8/24-10/12, W, 7-9 pm, Stanton
- 9/10-10/29, S, 9:30-11:30 am, 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 on 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.

**EYH 604, Fee $139+Text**

- 10/19-12/7, W, 7-9 pm, 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.

**EYH 607, Fee $139+Text**

- 8/23-10/11, T, 7-9 pm, Stanton

**Spanish IV**
Enhance your Spanish speaking skills even further as you continue to advance your conversation skills. Emphases will be on proficiency in learning how to shop and haggle, describe events, make travel plans, arrange activities and talk about personal experiences.

**EYH 616, Fee $139+Text**

- 10/18-12/13, T, 7-9 pm, Stanton
  (No class on 11/8)

**Spanish V**
This course is designed for the advancing adult who wants to use Spanish in various settings throughout their journeys. The emphasis is on learning intermediate to advanced conversational Spanish.

**EYH 627, Fee $139+Text**

- 8/25-10/13, R, 7-9 pm, Stanton

**Spanish VI**
This course is designed for the advancing adult student who wants to use Spanish to talk about significant or current events from Spanish film and use relevant vocabulary and grammar. Various works from Spanish-speaking cinema will be discussed.

**EYH 650, Fee $139 + Text**

- 10/20-12/15, R, 7-9 pm, Stanton
  (No class on 11/24)
Acting for Fun and Profit
Learn basic acting techniques including warm-up, character study, improvisation, Method Acting, Meisner Technique and more. Whether your goal is to perform in your local community theater, act in television commercials, or star in movies and TV shows, you will learn the tools of the trade as well as how to avoid the pitfalls. Students will rehearse scenes and receive a personalized DVD at end of class.
**EYD 609, Fee $199**
9/7-11/9, W, 7-9 pm, 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, Fee $219+Range fees**
9/26-11/7, M, 6:30-9:30 pm, Stanton

Creative Writing
Expand your writing skills and power of observation language and imagination. This 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, Fee $129**
9/14-10/19, W, 6:30-9 pm, Stanton

*Paired Courses*
Paired courses have a topic or interest in common with each other. These courses are listed together for your convenience.

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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 smart phone or tablet to class with you.
**ENF 700, Fee $69**
7/14-7/28, R, 6:30-8:30 pm, Stanton
10/26-11/9, W, 6:30-8:30 pm, Stanton

Get to know your iPhone or iPad - ✽
Discover the features of your touchscreen devices and pick up tips on taking digital photos, downloading music, iCloud, email, facetime and sifting through the many apps available to get the most out of your device. Bring your Apple smart phone or tablet to class with you. No experience is necessary. Just thinking about joining the touch screen revolution? iPads will be available to borrow in class.
**ENF 701, Fee $69**
9/8-9/22, R, 6:30-8:30 pm, Stanton

Qigong Mind Body Exercise - ✽
Qigong, a traditional Chinese mind-body wellness practice, integrates movement, breathing and mental focus to optimize the circulation of Qi (internal energy) to prevent sickness, reduce stress and promote overall well-being. This class will focus primarily on seated meditation, self-massage, easy-to-follow movements and Qi sensing. A simple standing routine will also be taught.
**ENO 712, Fee $189**
9/12-11/28, M, 7-8:30 pm, Stanton

Gentle Yoga - ✽
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, Fee $119**
9/10-12/3, S, 9:30-10:30 am, Stanton
(No class on 11/26)
Paired Courses

Paired courses have a topic or interest in common with each other. These courses are listed together for your convenience.

**Historical Markers - 🌊**: Where were you when you heard or saw the news from Dallas that John F. Kennedy died? Historical markers are historic events that mark a place in time and take us back to where we were when we received the news. This course will begin with a discussion of the John F. Kennedy assassination and will lead to further discussions about other events in history that have made a mark on our lives.

**ENO 761**, Fee $59  
7/6-7/27, W, 10-11:30 am, Stanton

(No class on 11/8)

**The JFK Experience - 🌊**: November 22nd, 1963 was a powerful moment in history. This one-morning lecture will explore the life and presidency of John F. Kennedy as well as his assassination, which had a great effect on our nation and the future of politics. Audio and visual materials and primary resources will be utilized including interviews with witnesses on site in Dallas on that historic day.

**ENO 762**, Fee $29  
11/22, T, 9 am-Noon, Stanton

**Herbs for Colds and Flu - 🌊**: Foil the flu and beat a cold! Learn how herbs can help support your immune system. Herbs can be used as a natural remedy to help cold and flu symptoms such as a sore throat, cough, fever, and sinus congestion. Participate in an herbal medicine-making demo and take home a remedy sample for your own use.

**ENO 758**, Fee $45  
10/20, R, 6-9 pm, Stanton

**Aromatherapy - 🌊**: Aromatherapy can boost energy, help improve mood, and reduce the symptoms of common ailments. This class will cover the basics of how to use essential oils for everything from health and beauty to cooking and cleaning, and various other uses. Each participant will leave with a personalized blend designed for stress relief.

**ENO 708**, Fee $39  
9/21, W, 6:30-9 pm, Stanton

**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, finger picking and scales. This class is designed for beginners; you do not need to know how to read music. You will, however, need to bring a guitar with you to class.

**ENO 751**, Fee $189  
9/13-11/22, T, 7-8:30 pm, Stanton

(No class on 11/8)

**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**, Fee $189  
9/15-11/17, R, 7-8:30 pm, Stanton

**Want to start a DIY project this fall? Choose from our class offerings below. Details found on page 26.**

- Appliance Repair
- Patio Pavers and Walls
- Flooring and Tile Installation Techniques
- Home Repair for Women (or men)
- Small Engine Repair I
- Small Engine Repair II
Photography - Introduction
Do you have a digital camera but are not really sure how to work it? Come and find out what all those features are so you can get the most out of your camera investment. Learn what your camera sees and how to use automatic functions like the shutter, aperture, white balance and ISO. Bring any type of digital camera and instruction booklet to class.

ENA 701, Fee $89
6/21-7/12, T, 6:30-9 pm, Stanton
8/31-9/21, T, 6:30-9 pm, Stanton
9/10-10/8, M, 9:30-11:30 am, Stanton

Photography - Intermediate
Take your enjoyment of photography to a new level. Discover and practice techniques to improve your skills behind the camera whether you enjoy shooting scenery or social events. Learn how to capture that great shot. Course highlights cover basic camera controls, light and image composition, and macro photography. Bring your camera manual and camera to the first class. Course Requirements: basic familiarity of your specific camera. A 35mm or digital SLR camera with either interchangeable lenses or a medium range zoom lens is required.

ENA 739, Fee $149
9/22-11/3, R, 7-9:30 pm, Stanton

Photography - Advanced
This class will provide a hands-on approach to advanced digital photography techniques that will generate creativity, enhance student skills and communicate further knowledge. Students will establish a vision, identify a project to work on, create an approach, execute task to completion, add their final product to their portfolio and present it. Required equipment will be a digital camera and a storage drive.

ENA 742, Fee $149
11/2-12/14, W, 7-9:30 pm, Stanton

Photography - Nature
This class will cover concepts and techniques in nature photography to capture great images. Topics include learning to use natural light and elements of design to create better images. Camera techniques and visual perspective will be discussed along with different types of nature photography to include close ups, landscape and wildlife. This class is conducted in a classroom with some hands on shooting.
Course requirements: A good understanding of camera settings and operation.
ENA 747, Fee $89
9/1-9/22, R, 6-8 pm, Stanton

Photography - Photoshop
Learn how to make your photographs better. The focus of this class is on improving your images using Photoshop. Students will learn how to make adjustments to bring out the power of the image. Topics will include importing, retouching, cropping, tone and brightness adjustments, color saturation, color balance and selective color. Discover the tools and techniques needed to create stunning images.

ENA 724, Fee $279
10/18-12/13, T, 7-9 pm, Stanton
(No class on 11/8)

Photography - Portrait
Use photography techniques including posing, lighting, location and composition for many situations that range from children and groups to glamour shots. A 35mm or digital camera with either interchangeable lenses or a medium range (wide angle to telephoto) zoom lens is required.

ENA 735, Fee $159
9/19-11/7, M, 7-9 pm, Stanton
Corporate Training

Let Delaware Technical Community College Be Your Training Resource

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

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

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

For more information, call Paul Morris at 302.453.3096 or email pmorris@dtcc.edu.
Conference and Training Centers
Let’s plan your next event together

Delaware Tech offers more than 2,000 square feet of conference space available for meetings, training, conferences, banquets, trade shows and other events. Our training classrooms can accommodate 25; our conference rooms, 500; and our gymnasium, 1,200. We offer Wi-Fi, overhead projectors and video conferencing equipment. Both our Stanton and Wilmington locations offer free parking.

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For more information, contact Donna Wilson Altemus at 302.454.3189, dwilso@dtcc.edu or visit www.dtcc.edu/our-campuses/stanton/facilities-rental.
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