

WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

# CONTINUING EDUCATION

JANUARY - JUNE 2022



FREE TRAINING WITH SEED - PAGE 4

**EXPANDING MINDS. TRANSFORMING LIVES.**

# WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION



## DOVER

### Workforce Development and Community Education

100 Campus Drive  
Dover, Delaware 19904

#### Ms. Kristen Yencer

*Director, Workforce Development and Community Education*

terry-workforcedevelopment@dtcc.edu  
(302) 857-1400

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



## GEORGETOWN

### Workforce Development and Community Education

21179 College Drive  
Georgetown, Delaware 19947

#### Dr. Christopher Moody

*Director, Workforce Development and Community Education*

owens-workforcedevelopment@dtcc.edu  
(302) 259-6330

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



## STANTON

### Workforce Development and Community Education

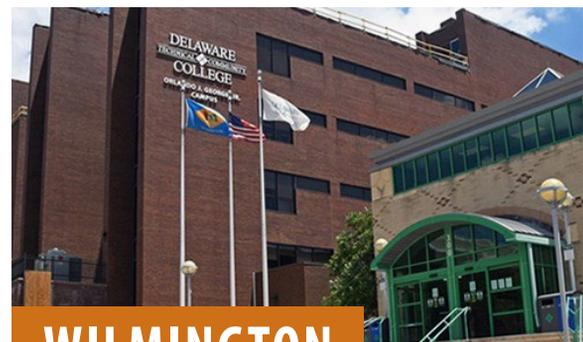
400 Stanton-Christiana Road  
Newark, Delaware 19713

#### Dr. Katherine Lakofsky

*Director, Workforce Development and Community Education*

sg-workforcedevelopment@dtcc.edu  
(302) 454-3956

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



## WILMINGTON

### Workforce Development and Community Education

300 N. Orange St.  
Wilmington, Delaware 19801

#### Dr. Rachel Anderson

*Director, Workforce Development and Community Education*

sg-workforcedevelopment@dtcc.edu  
(302) 830-5204

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



Dear Delaware Neighbor,

Thank you for the confidence and trust you have placed in Delaware Technical Community College to meet your continuing education needs. Our team of faculty and staff continues to work diligently to provide training options that will help you meet your goals, and you can find all of our collegewide program offerings in this catalog. Whether you are looking for a short-term certification program that supports your career objectives or a personal enrichment course to enhance your personal growth, we are here to support you. Thanks to new legislation recently signed by Gov. John Carney, our SEED (Student Excellence Equals Degree) scholarship is now available to students enrolled in our workforce training programs. For more information, please visit our SEED web page at [dtcc.edu/seed](http://dtcc.edu/seed). This is a tremendous opportunity for our students, and we hope you will take advantage of it. As always, we are committed to our mission of keeping our students at the center of everything we do and serving them with the very highest standards of quality, value, and service. Again, thank you for choosing Delaware Tech.

Sincerely,

Dr. Mark T. Brainard  
President

## Our Mission

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

**Dr. Paul T. Morris, Jr.**

*Associate Vice President, Workforce Development and Community Education*

## Table of Contents

### Build Your Professional Skills

SEED Scholarship Certificates .....	4
Childcare .....	8
Drones .....	9
Healthcare .....	10
Hospitality .....	15
Information Technology .....	16
Languages .....	19
Professional Careers and Certifications .....	20
Real Estate .....	21
Social Media .....	22
Ed2Go .....	24
ProTrain .....	25

### Learn Something New

Adult Basic Education/ GED® Test Preparation Classes .....	26
English as a Second Language .....	26
Defensive Driving .....	27
Family .....	28
Youth .....	28

### Like to Work with Your Hands?

Technical Training .....	32
Commercial Driver's License Certification .....	33
Construction .....	34
HVAC .....	35
Environmental .....	41

## Holiday Calendar

*(College closed on these days)*

<b>Christmas/New Year Holiday</b> Saturday - Sunday, 12/18/21 - 1/2/22
<b>Martin Luther King, Jr. Day</b> Monday, 1/17/2022
<b>Good Friday Holiday</b> Friday - Sunday, 4/15-4/17/22
<b>Memorial Day Holiday</b> Saturday - Monday, 5/28 - 5/30/22

## Abbreviation Legend

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

The newly expanded SEED (Student Excellence Equals Degree) Scholarship Program is now open to Delawareans of all ages who would like to pursue an academic degree or workforce training credential. This is an excellent opportunity for state residents who want to change careers or re-enter the workforce, but first need to obtain critical workforce training in less time than it would take to earn an academic degree. The expanded SEED scholarship includes short-term certificate programs to pursue a tuition-free academic degree or workforce training credential. Workforce training certificates do not require a minimum GPA, but do require graduation from a Delaware high school/ GED program and proof of Delaware residency.



**For more information on the SEED Scholarship program, visit our website at [dtcc.edu/seed](http://dtcc.edu/seed).**

## Healthcare

### **Certified EKG Technician (pg. 10)**

This course will teach students how to perform 3, 5 and 12 lead EKGs. Students will learn rhythm interpretation and to recognize and troubleshoot artifacts. Upon completion of the course, you will be eligible for national certification as an EKG technician. Tuition includes textbook, exam fees, materials, BLS certification, and background check/drug screening. Prerequisite: Attendance at an information session. Internship/clinical experience included (hours may vary from course schedule).

### **Certified Clinical Medical Administrative Assistant (pg. 10)**

This course is for someone who is interested in becoming a busy healthcare professional. This program will provide training to prepare students with skills to handle all aspects of the medical office setting from the front office in-patient intake and scheduling to assist the doctor by taking vitals and drawing blood for prescribed tests. In this course, you will learn how to perform administrative duties, as well as clinical and non-clinical duties. Classes are taught in person and through online lecture, student laboratory, and clinical experiences. Upon successful completion of this course, you will be able to sit for the Certified Medical Administrative

Assistant (CMAA) and the Certified Clinical Medical Assistant national exams (CMAAC). Tuition includes textbook, exam fee, BLS certification, supplies, and criminal background/drug screening. Internship/clinical experience included (hours may vary from course schedule).

### **Certified Clinical Medical Assistant w/Phlebotomy (pg. 11)**

This course is for someone who is looking for an exciting, challenging and rewarding career in healthcare. This program will provide training to prepare students with skills to assist the doctor by preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, and technical aspects of phlebotomy. Classes are taught in person and online lecture, student laboratory and through clinical experiences. Upon successful completion of this course, you will be able to sit for the Certified Clinical Medical Assistant national exam and the Certified Phlebotomy Technician Exam. Tuition includes textbook, exam fee, BLS certification, supplies, and criminal background/drug screening. Prerequisite: Attendance at an Information Session. Internship/clinical experience included (hours may vary from course schedule).

### **Certified Hemodialysis Technician (pg. 11)**

This program is designed for those working in or desiring employment as a hemodialysis technician in the healthcare field. Students will study the basic requirements for patient care, renal anatomy and physiology, treatment procedures and processes, water treatment, dialyzer reprocessing, ethics and laws governing medical care, and the effect of nutrition and medication on the patient. Students will also be exposed to the equipment and environment used for renal dialysis. Students must have a high school diploma or equivalent. Upon completion of the program, students will be eligible to sit for the Certified Clinical Hemodialysis Technician (CCHT) exam through the Nephrology Nursing Certification Commission (NNCC). This program includes 200 hours of classroom lecture and a potential clinical internship opportunity at a local healthcare provider. Students must qualify for an internship. Tuition includes textbooks, scrubs, background check, drug screen, certification exam, supplies, and internship/clinical lab experience. Prerequisite: CNA certification or experience preferred.

## **Certified Nursing Assistant (pg. 11)**

Learn how to safely perform basic nursing skills under the supervision of a licensed nurse in a healthcare facility. Communication, observation, and documentation skills are incorporated to aid in meeting the psychological, physical, and environmental needs of the patient. Following successful completion of this course, you will be qualified to take the Delaware Nurse Aid Competency Exam for certification. Tuition includes textbook, exam fee, supplies, BLS certification, and criminal background/drug screening. Prerequisite: Attendance at an information session. Internship/clinical experience included (hours may vary from course schedule).

## **Certified Phlebotomy Technician (pg. 12)**

This course is certified by the National Healthcareer Association (NHA). Students are trained to perform a variety of blood collection methods using proper techniques and precautions. Classes are taught in person and online lectures, student laboratory, and through clinical experiences. NHA certification exam will be administered at the conclusion of the program. Tuition includes textbook, exam fee, supplies, BLS certification, and criminal background/drug screening. Prerequisite: Attendance at an information session. Internship/clinical experience included (hours may vary from course schedule).

## **Dental Assistant (pg. 12)**

Dental assistants greatly increase the efficiency of the dentist in the delivery of quality oral health care and are valuable members of the dental care team. If you have strong communication skills, enjoy working with your hands as well as your mind, and want a career with responsibility, becoming a dental assistant is for you. Classes are taught through in-person and online lecture, student laboratory, and internship experience. Upon successful completion of the DANB

Radiation Health and Safety (RHS) exam, you will achieve the Delaware State Radiology Certification. All textbooks, certification exam, uniforms, and BLS certification included. Prerequisite: Attendance at an information session. Internship/clinical experience included (hours may vary from course schedule).

## **Emergency Medical Technician – Basic Certification Course (pg. 12)**

The EMT-Basic Certificate Course represents the first response of the emergency medical system. Be prepared to care for patients at the scene of an accident and transport patients by ambulance to the hospital under the direction of more highly trained medical personnel. Learn basic emergency skills to assess a patient's condition and manage respiratory, cardiac, and trauma emergencies. This course combines 100 hours of online training, and 80 hours of classroom instruction that includes hands-on learning. Participants will be required to schedule an ambulance ride-along outside of regular class hours. This course is approved by the State of Delaware Office of Emergency Medical Services and the National Registry of Emergency Medical Technicians. Prerequisite: Attendance at an information session. Internship/clinical experience included (hours may vary from course schedule).

## **Polysomnography (Sleep) Technician (pg. 13)**

This program prepares you to work as a trainee with licensed 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) A-STEP program and with

the Board of Registered Polysomnographic Technologists (BRPT) STAR program. Together with the recommended work experience and completion of the 26 AASM A-STEP self-study modules, this course will prepare you to sit for the Certified Polysomnographic Technician (CPSGT) exam. Tuition includes textbooks and BLS certification. Prerequisite: Attendance at an information session. Please note: The course is an online format but includes three 10-hour sessions of overnight clinical experience.

## **Medical Coding Specialist (pg. 13)**

This 410-hour course will prepare students to perform the duties required by an outpatient 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 information session.

## **Certified Pharmacy Technician (pg. 13)**

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, inventory, HIPPA regulations, and compliance. Program includes two 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 information session. \*Internship/clinical experience included (hours may vary from course schedule).

## **Certified Central Service Technician Training (Sterile Processing) (pg. 13)**

This program is designed for those working in or desiring employment in central service. The central service technician is responsible for the procurement of surgical supplies and equipment. Central service technicians provide support to all patient care services in healthcare facilities. They are responsible for decontaminating, cleaning, processing, assembling, sterilizing, storing and distributing the medical devices and supplies needed in patient care, especially during surgery. Students will study theories on disinfection, cleaning and decontamination; infection prevention and control; sterilization processes; regulations and standards; safety; inventory management; and professional communication. Upon completion of the program and 400 internship hours, students will be eligible to sit for the Certified Registered Central Service Technician (CRCST) exam through the International Association of Healthcare Central Service Materiel Management (IAHCSMM). Tuition includes textbook, background check, drug screen, certification exam, supplies, and internship/clinical lab experience. Prerequisite: Attendance at an Information Session. \*Internship/clinical experience included (hours may vary from course schedule).

## **Community Health Worker (pg. 14)**

This 250-hour course is designed to prepare students to work as frontline public health workers who are trusted members of the community served. The Community Health Worker serves as a liaison between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery. The course consists of 210 hours of lecture and 40 hours of an internship experience.

## **Patient Care Assistant (pg. 14)**

This 420-hour program offers students an innovative and hands-on training to become specialized in an in-demand and rewarding field. Training will include Certified Nursing Assistant, Phlebotomy, and Patient Care Assistant certifications upon successful completion. The Patient Care Technician Program will provide training in a multitude of areas such as nursing care, phlebotomy, cardiac function, nutrition, therapeutic communication, psychology, critical thinking, respiratory services, rehabilitation services, EKG readings, and empathetic care to the client, family and community. This program includes 420 hours of classroom lecture and labs as well as clinical internship opportunities at local healthcare providers. Students must qualify for an internship. Tuition includes textbook, scrubs, background check, drug screen, certification exams, supplies, CPR/BLS, and internship/clinical lab experience.

## **Patient Care Hemodialysis Assistant (pg. 14)**

This 600-hour program is designed for those working in or desiring employment as a Hemodialysis Technician in the healthcare field. Students will study basic nursing skills in Certified Nursing Assistant (C.N.A.) transition to phlebotomy, and complete training in dialysis. Dialysis includes renal anatomy and physiology, treatment procedures and processes, water treatment, dialyzer reprocessing, ethics and laws governing medical care, and the effect of nutrition and medication on the patient. Students will also be exposed to the equipment and environment used for renal dialysis. Students must have a high school diploma or equivalent. Upon completion of the program, students will be eligible to sit for the Certified Nursing Assistant (C.N.A.), Phlebotomy Technician (NHA) and Certified Clinical Hemodialysis Technician (CCHT)

exam through the Nephrology Nursing Certification Commission (NNCC). This program includes 420 hours of classroom lecture and labs as well as clinical internship opportunities at local healthcare providers. Students must qualify for an internship. Tuition includes textbook, scrubs, background check, drug screen, certification exams, CPR/BLS, supplies, and internship/clinical lab experience.

## **Professional Development**

### **Training for Early Care Education (pg. 8)**

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 the Office of Childcare Licensing in Delaware and the hours can be applied toward licensure. Office of Child Care Licensing requires a high school diploma or GED in order to register. To be eligible for SEED, must register for both TECE I and TECE II

### **Cisco Certified Network Associate (CCNA) (pg. 18)**

This course will prepare students for the Cisco Certified Network Associate (CCNA) certification. Successful course outcomes will prepare and qualify you to apply for your CCNA certification. Topics include networking fundamentals, LAN Switching Technologies, configuring and troubleshooting Virtual Local Area Networks (VLANs), Routing Technologies, WAN Technologies, Infrastructure Services, Infrastructure Security, Infrastructure Management, Rapid Spanning Tree Protocol (RSTP), Per VLAN Spanning Tree Plus Protocol (PVST+), EtherChannel, and Hot Standby Routing Protocol (HSRP). Students will configure and deploy routers and switches in a

complex network using Multi-Area Open Shortest Path First (Multi-Area OSPF) and Enhanced Interior Gateway Routing Protocol (EIGRP) protocols. Students will also learn to troubleshoot and resolve issues with Point-to-Point Protocol (PPP), Frame-Relay, Virtual Private Networks (VPNs), and Network Address Translation (NAT). Additionally, students will have the opportunity to monitor network traffic using Syslog, SNMP, and Net Flow analytical applications.

## Oracle (pg. 18)

For more information, visit [dtcc.edu/continuing-education/it-academies](http://dtcc.edu/continuing-education/it-academies)

## Technical Training

### Commercial Driver's License Certification (pg. 33)

This curriculum combines classroom study with practical experience behind the wheel of diesel-powered tractor-trailers on a private training range as well as public streets and highways. You'll also learn the intricacies of handling a variety of truck types and cargo, conducting required inspections, proper reporting and documentation requirements, and trip planning techniques – all in a small class-size environment.

### Construction Technology (pg. 34)

Delaware Tech's new 300-hour Construction Technology program is designed to provide entry-level skills in a variety of Construction Trades. This includes carpentry, drywall, masonry, electricity, HVAC Basics, weatherization, and plumbing. Participants will become skilled in different phases of a construction project from start to finish. Once completing this program, participants will hold their nationally recognized OSHA-10 Construction Safety Certification as well as be able to frame walls, ceilings, and floors of a structure, install siding and roofing materials, install and finish drywall,

utilize proper painting techniques, mix and install concrete and concrete blocks, interpret construction drawings, and install the proper wiring and piping for basic electrical and plumbing systems. This program is replacing our highly regarded General Maintenance Program, and was developed using the National Center for Construction Education & Research (NCCER) training materials and curriculum guidelines.

### Heavy Equipment Operator Training (pg. 35)

Delaware Tech's 16-week Heavy Equipment Operator Program is a truly unique, hands-on comprehensive program designed to fill the current needs of local employers. The program was developed with industry experts in Delaware utilizing the nationally recognized NCCER curriculum. Students learn how to perform on the job site as skilled craftsman as well as how to operate heavy equipment through both classroom instruction, simulator training, and "in-the-seat" equipment operation. With an aging workforce and large percentage of the industry that is ready to retire, NOW is the time to train for your construction career!

### HVAC Technician (pg. 35)

Delaware Tech's highly regarded HVAC Technician Certificate program will prepare you to enter the high-demand HVAC industry! Students completing the 302-hour program will be highly skilled in all aspects of heating, refrigeration and, air conditioning. Delaware Tech's state-of-the-art heating and air conditioning labs at our New Castle and Bridgeville locations allow us to provide exceptional hands-on training and industry preparation. Participants can complete the entire HVAC Certificate Program and be job-ready in four months!

### Production Technician Level I Certificate (pg. 39)

Begin your career in 2022 as a production technician in the Manufacturing & Distribution Industries! These jobs are in high demand, and our revised 195-hour program has been designed for students to obtain the basic fundamental skills needed in today's high tech electro-mechanical environment. Major companies in this region seeking to hire Production Technicians include Adesis, Agilent Technologies, AstraZeneca, Bloom Energy, Chemours, DuPont, GE, Gore, Lockheed Martin, P&G, PPG, and Siemens Healthineers, and more.

### Production Technician Level II Certificate (pg. 39)

Obtain advanced electro-mechanical skills in the 195-hour Production Technician Level II Certificate course. The manufacturing industry in Delaware is growing, and students with advanced skills are in extremely high demand.

### Welding Technician (pg. 39)

Begin your rewarding career in welding by completing the newly updated 262-hour Welding Maintenance Certificate Program! Our 10-station lab utilizes the finest welding equipment found in the industry today. Coupled with our expert instructional staff, our welding students receive hands-on training that is second-to-none. Participants can complete the entire Welding Certificate Program and be job-ready in five months. NOTE: Safety glasses, long pants, and steel-toed work shoes are required for all welding classes. The Certification Program includes the following courses, which can be taken separately or by simply registering for the entire 262-hour program.

# PROFESSIONAL DEVELOPMENT

## Do you want to go to school, but think you can't afford it?

### Financial assistance options:

Delaware Tech offers courses that are eligible for Workforce Innovation and Opportunity Act (WIOA) funds for students who are either unemployed or underemployed. Courses that are eligible for this funding are labeled “WIOA” in our catalog.

Please contact the Delaware Department of Labor for more information about applying for WIOA education and training funds at [joblink.delaware.gov](http://joblink.delaware.gov).

Students who are not eligible for WIOA funds may seek additional support options below and attend an information session. To learn more, visit [joblink.delaware.gov](http://joblink.delaware.gov)

### Other Payment Options

- Scholarships are available.
- For information regarding payment plans, attend an information session or call the campus numbers listed on page 2 prior to class start date. To register for an information session, visit [dtcc.edu/continuing-education/workforce-training](http://dtcc.edu/continuing-education/workforce-training).

## Childcare

### Training for Early Care and Education I <sup>WIOA</sup>

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 the Office of Childcare Licensing in Delaware and the hours can be applied toward licensure. Office of Child Care Licensing requires a high school diploma or GED in order to register.

**66 hours, 6.6 CEUs, Fee \$249**

**WYO 400 4B1: 1/25-4/7, TR,  
6:30 - 9:30 p.m., Wilmington, Hybrid**

**WYO 400 4B1: 4/26-7/7, TR,  
6:30 - 9:30 p.m., Wilmington, Hybrid**

### Training for Early Care and Education II <sup>WIOA</sup>

The Advanced Core Curriculum (Level II) has 12 modules with an additional 66 hours of child care training. Each training module has specific objectives which describe essential knowledge and skills within each topic area. This course is approved through the Office of Childcare Licensing in Delaware and hours earned can be applied towards licensure. Office of Child Care Licensing requires a high school diploma or GED in order to register. Prerequisite: WYO 400

**66 hours, 6.6 CEUs, Fee \$249**

**WYO 401 4B1: 1/24-4/6, MW,  
6:30-9:30 p.m., Wilmington, Hybrid**

**WYO 401 4B1: 4/25-7/11, MW,  
6:30 - 9:30 p.m., Wilmington, Hybrid**

### Paraprofessional <sup>WIOA</sup>

The role of the Paraprofessional is multifaceted with a large impact on students in relation to reaching their educational goals. Paraprofessionals often work in special education classrooms aiding children with physical challenges, mentoring children with behavior intervention plans, or providing one-on-one instructional assistance when needed. This 290-hour training program will provide skills needed to be successful in passing the ParaPro Certification exam. Additional training includes CPR/First Aid and Safety Techniques Certification. Internship/clinical experience included (hours may vary from course schedule).

**290 hrs, 29 CEUs, Fee \$3,295**

**WYO 402 4B1: 1/31-5/13, MTWRF  
1 - 4 p.m., Wilmington, Hybrid**

## Drones

### Foundations of Flight

This course is an overview of professional drone operations. Topics covered in this course include operating systems on different consumer and commercial aircraft, introduction to standard operating procedures for conducting drone flights, and drone mapping/modeling. You will be introduced to the information in the Federal Aviation Administration (FAA) Code of Federal Regulations (CFR) 14 Part 107 Remote Pilot Certificate with a small Unmanned Aircraft Systems (sUAS). This course will prepare you to take the Airman Knowledge test to become a commercial drone operator.

**18 hrs, 1.8 CEUs, Fee \$199**

**1EYF 240 2V1: 3/17-4/21, R,  
6 - 9 p.m., Online (Georgetown)**



# FREE TRAINING AVAILABLE

Thanks to the generous support of Barclays US Consumer Bank, training is available at no cost to the student. Trainings will be offered throughout Winter and Spring 2022.

Trainings will be available in the following areas:



### Certified Nursing Assistant (C.N.A.)

The process to apply, criteria for participation, and course availability will be explained at the information session. To register, visit [go.dtcc.edu/freetrainingsession](https://go.dtcc.edu/freetrainingsession).



### COMP TIA Network + Technician

Visit [go.dtcc.edu/technicaltraining](https://go.dtcc.edu/technicaltraining) for more information and to apply for the Free CompTIA Network+ Program.

**Register Now! Space is limited.**



## Looking for a career change? You can be part of a healthcare system in only 3-5 months!

Delaware Tech offers the training to make your healthcare career a reality.

### Highlights include:

- Average length of program is three months
- Most programs have a hybrid (online and in-person) component so you can work from the convenience of your home
- Friendly and supportive instructors who are experts in their field
- Modern state-of-the-art classrooms and labs
- Tuition is all-inclusive – no additional fees or costs!
- Classes prepare you for each industry-specific certification

### Online Healthcare Information Sessions: 1 hour, FREE

Attend an information session to learn about the wide variety of health care certificate training programs we have to offer, information about course content, and funding options! Attendance at one session and placement testing is required prior to admission into a healthcare certificate training program.

<b>January 4</b>	<b>March 1</b>	<b>May 3</b>
<b>February 1</b>	<b>April 5</b>	<b>June 7</b>

To register, visit [dtcc.edu/continuing-education/workforce-training](http://dtcc.edu/continuing-education/workforce-training)

## Healthcare

### Certified EKG Technician WIOA



This course will teach students how to perform 3, 5, and 12 lead EKGs. Students will learn rhythm interpretation and to recognize and troubleshoot artifacts. Upon completion of the course, you will be eligible for national certification as an EKG technician. Tuition includes textbook, exam fees, materials, BLS certification, and background check/drug screening. Prerequisite: Attendance at an information session. Internship/clinical experience included (hours may vary from course schedule).

**100 hrs, 10 CEUs, Fee \$2,395**

**1WYK 200 2H1: 3/22-6/14, TR, 9 a.m. - 1 p.m., Georgetown, Hybrid**

**1WYK 006 630: 3/8-5/19, TR, 5 - 10 p.m., Dover, Hybrid**

**1WYK 006 630: 6/7-8/11, TR, 5 - 10 p.m., Dover, Hybrid**

### Certified Clinical Medical Administrative Assistant WIOA



This course is for someone who is interested in becoming a busy healthcare professional. This program will provide training to prepare students with skills to handle all aspects of the medical office setting from the front office in-patient intake and scheduling to assist the doctor by taking vitals and drawing blood for prescribed tests. In this course, you will learn how to perform administrative duties, as well as clinical and non-clinical duties. Classes are taught in person and through online lecture, student laboratory, and clinical experiences. Upon successful completion of this course, you will be able to sit for the Certified Medical Administrative Assistant (CMAA) and the Certified Clinical Medical Assistant national exams (CMAAC). Tuition includes

textbook, exam fee, BLS certification, supplies, and criminal background/drug screening. Internship/clinical experience included (hours may vary from course schedule).

**480 hrs, 48 CEUs, Fee \$4,495**

**1WYK 400 4B1: 5/2-10/28, MTWR, 1 - 4 p.m., Wilmington, Hybrid**

**1WYK 201 2H2: 5/2-8/5, MF, 8 a.m. - 12 p.m., TWR, 4 - 9:30 p.m., Georgetown, Hybrid**

**1WYK 011 630: 3/7-6/20, MTW, 5 - 10 p.m., Dover, Hybrid**

### Certified Clinical Medical Assistant w/Phlebotomy WIOA



This course is for someone who is looking for an exciting, challenging and rewarding career in healthcare. This program will provide training to prepare students with skills to assist the doctor by preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, and technical aspects of phlebotomy. Classes are taught in person and through online lecture, student laboratory, and clinical experiences. Upon successful completion of this course, you will be able to sit for the Certified Clinical Medical Assistant national exam and the Certified Phlebotomy Technician Exam. Tuition includes textbook, exam fee, BLS certification, supplies, and criminal background/drug screening.

Prerequisite: Attendance at an Information Session. Internship/clinical experience included (hours may vary from course schedule).

**480 hrs, 48 CEUs, Fee \$4,995**

**WYK 011 630: 3/7-6/20, MTW, 5 - 10 p.m., Dover, Hybrid**

### Certified Hemodialysis Technician WIOA



This program is designed for those working in or desiring employment as a hemodialysis technician in the healthcare field. Students will study the basic requirements for patient care, renal anatomy and physiology, treatment procedures and processes, water treatment, dialyzer reprocessing, ethics and laws governing medical care, and the effect of nutrition and medication on the patient. Students will also be exposed to the equipment and environment used for renal dialysis. Students must have a high school diploma or equivalent. Upon completion of the program, students will be eligible to sit for the Certified Clinical Hemodialysis Technician (CCHT) exam through the Nephrology Nursing Certification Commission (NNCC). This program includes 200 hours of classroom lecture and a potential clinical internship opportunity at a local healthcare provider. Students must qualify for an internship. Tuition includes textbooks, scrubs, background check, drug screen, certification exam, supplies, and internship/clinical lab experience. Prerequisite: CNA certification or experience preferred.

**200 hrs, 20 CEUs, Fee \$2,595**

**1WYK 030 601: 2/21-5/24, MTW, 5 - 10 p.m., Dover, Hybrid**

### Certified Nursing Assistant WIOA



Learn how to safely perform basic nursing skills under the supervision of a licensed nurse in a healthcare facility. Communication, observation, and documentation skills are incorporated to aid in meeting the psychological, physical and environmental needs of the patient. Following successful completion of this course, you will be qualified to take the Delaware Nurse Aid Competency Exam for certification. Tuition includes textbook, exam fee, supplies, BLS certification, and criminal background/drug screening. Prerequisite: Attendance at an information session. Internship/clinical experience included (hours may vary from course schedule).

**180 hrs, 18 CEUs, Fee \$2,595**

**1WYK 403 4B1: 2/14-5/12, MTWR, 8:30 a.m. - 12:30 p.m., Wilmington, Hybrid**

**1WYK 403 4B2: 2/14-5/12, MTWR, 5:30 - 9:30 p.m., Wilmington, Hybrid**

**1WYK 403 4B1: 5/16-8/4, MTWR, 8:30 a.m. - 12:30 p.m., Wilmington, Hybrid**

**1WYK 403 4B2: 4/11-6/30, MTWR, 6 - 10 p.m., Wilmington, Hybrid**

**1WYK 202 2H3: 5/10-7/28, TWR, 8 a.m. - 12:30 p.m., Georgetown, Hybrid**

**1WYK 002 630: 4/25/22-6/27/22, MTWR, 5 - 10 p.m., Dover, Hybrid**

**1WYK 002 601: 7/11/22-8/19/22, MTWR, 9 - 3 p.m., Dover, Hybrid**

**1WYK 605 5H1: 4/25-7/14, MTWR, 6 - 10 p.m., Stanton, Hybrid**

## Certified Phlebotomy Technician WIOA



This course is certified by the National Healthcareer Association (NHA). Students are trained to perform a variety of blood collection methods using proper techniques and precautions. Classes are taught in person and through online lecture, student laboratory, and clinical experiences. NHA certification exam will be administered at the conclusion of the program. Tuition includes textbook, exam fee, supplies, BLS certification, and criminal background/drug screening. Prerequisite: Attendance at an information session. Internship/clinical experience included (hours may vary from course schedule).

**200 hrs, 20 CEUs, Fee \$2,995**

**1WYK 401 4B1: 2/7-5/6, MTWRF, 1:30 - 4:30 p.m., Wilmington, Hybrid**

**1WYK 401 4B2: 2/7-5/26, MTWR, 5 - 8 p.m., Wilmington, Hybrid**

**1WYK 203 2H1: 4/25-7/29-5/27, MWF, Noon - 4 p.m., Georgetown, Hybrid**

**1WYK 005 630: 2/28-6/13, MW, 5 - 10 p.m., Dover, Hybrid**

**1WYK 005 630: 6/14-8/5, TWR, 5 - 10 p.m., Dover, Hybrid**

**1WYK 606 5H1: 2/28-6/16, MTWR, 5:30 - 9:30 p.m., Stanton, Hybrid**

## Dental Assistant WIOA



Dental assistants greatly increase the efficiency of the dentist in the delivery of quality oral health care and are valuable members of the dental care team. If you have strong communication skills, enjoy working with your hands as well as your mind, and want a career with responsibility, becoming a dental assistant is for you. Classes are taught in person and through online lecture, student laboratory, and clinical experiences. Upon successful completion of the DANB Radiation Health and Safety (RHS) exam, you will achieve the Delaware State Radiology Certification. All textbooks, certification exam, uniforms, and BLS certification included. Prerequisite: Attendance at an information session. Internship/ clinical experience included (hours may vary from course schedule).

**200 hrs, 20 CEUs, Fee \$3,995**

**1WYK 406 4B1: 5/10-8/26, TW, 6 - 9 p.m., F, 8:30 a.m. - 4:30 p.m., Wilmington, Hybrid**

## Emergency Medical Technician – Basic Certification Course – Virtual Orientation

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

**1 hr, FREE**

**1ENK 290 6V1: 1/19, W, 6 - 7 p.m., Online, (Dover)**

## Emergency Medical Technician – Basic Certification Course



The EMT-Basic Certificate Course represents the first response of the emergency medical system. Be prepared to care for patients at the scene of an accident and transport patients by ambulance to the hospital under the direction of more highly trained medical personnel. Learn basic emergency skills to assess a patient's condition and manage respiratory, cardiac, and trauma emergencies. This course combines 100 hours of online training, and 80 hours of classroom instruction that includes hands-on learning. Participants will be required to schedule an ambulance ride-along outside of regular class hours. This course is approved by the State of Delaware Office of Emergency Medical Services and the National Registry of Emergency Medical Technicians. Prerequisite: Attendance at an information session. Internship/ clinical experience included (hours may vary from course schedule). Class will be held in Dover on the weekends.

**180 hrs, 17.2 CEUs, Fee \$1,494**

**1EYK 585 6H1: 2/12-4/2, S, 8 a.m. - 3:30 p.m., 4/3, Su, 8 a.m. - 3:30 p.m., Dover, Hybrid**

## Polysomnography (Sleep) Technician



This program prepares you to work as a trainee with licensed 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) A-STEP program and with the Board of Registered Polysomnographic Technologists (BRPT) STAR program. Together with the recommended work experience and completion of the 26 AASM A-STEP self-study modules, this course will prepare you to sit for the Certified Polysomnographic Technician (CPSGT) exam. Tuition includes textbooks and BLS certification. Prerequisite: Attendance at an information session. Please note: The course is an online format but includes three 10-hour sessions of overnight clinical experience.

**120 hrs, 12 CEUs, Fee \$3,545**

**1WK 404 4B1: 2/14-5/11 MW, 5:30 - 9:30 p.m., Wilmington, Hybrid**

## Polysomnography CPSGT Review Course

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

**15 hrs, 1.5 CEUs, Fee \$350**

**1WK 405 4B1: Self-paced, Online (Wilmington)**

## Medical Coding Specialist



This 410-hour course will prepare students to perform 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 information session.

**410 hrs, 41 CEUs, Fee \$5,495**

**WK 402 4B1: 4/18-9/15, MTWR, 5:30 - 9:30 p.m., Wilmington, Hybrid**

## Certified Pharmacy Technician



Students will be trained to perform the duties of a pharmacy technician in both retail and hospital settings. Program elements include pharmacy theory and lab including pharmacy fundamentals, math, physiology, inventory, HIPAA regulations, and compliance. Program includes two 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 information session. \*Internship/clinical experience included (hours may vary from course schedule).

**250 hrs, 25 CEUs, Fee \$3,295**

**1WK 407 4B1: 4/11-7/14, MTWR, 8:30 a.m. - 1:30 p.m., Wilmington, Hybrid**

**1WK 204 2H1: 2/14-6/29, MW, 4 - 9 p.m., Georgetown, Hybrid**

**WK 024 630: 2/1-7/28, TR, 5 - 10 p.m., Dover, Hybrid**

**1WK 603 5H1: 5/16-9/1, MTWR, 5:30 - 9:30 p.m., Stanton, Hybrid**

## CMA Review Course

Want to be ready to take the certified medical assistant exam and refresh your skills? This online course provides review of 25 units of course material. You will also experience an eight-hour clinical review to ensure you are ready for the exam. Text materials included. Clinical hours TBD.

**24 hrs, 2.4 CEUs, Fee \$575**

**1WK 421 4B1: Online (Wilmington)**

## Certified Central Service Technician Training (Sterile Processing)



This program is designed for those working in or desiring employment in central service. The central service technician is responsible for the procurement of surgical supplies and equipment. Central service technicians provide support to all patient care services in healthcare facilities. They are responsible for decontaminating, cleaning, processing, assembling, sterilizing, storing and distributing the medical devices and supplies needed in patient care, especially during surgery. Students will study theories on disinfection, cleaning and decontamination, infection prevention and control; sterilization processes; regulations and standards; safety; inventory management; and professional communication. Upon completion of the program and 400 internship hours, students will be eligible to sit for the Certified Registered Central Service Technician (CRCST) exam through the International Association of Healthcare Central Service Materiel Management (IAHCSMM). Tuition includes textbook, background check, drug screen, certification exam, supplies, and internship/clinical lab experience. Prerequisite: Attendance at an Information Session. \*Internship/clinical experience included (hours may vary from course schedule).

**200 hrs, 20 CEUs, Fee \$2,995**

**WKN 029 630: 3/29-6/28, TWR, 5 - 10 p.m., Dover, Hybrid**

# HEALTHCARE

## Community Health Worker



This 250-hour course is designed to prepare students to work as frontline public health workers who are trusted members of the community served. The Community Health Worker serves as a liaison between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery. The course consists of 210 hours of lecture and 40 hours of an internship experience.

**250 hrs, 25 CEUs, Fee \$3,495**

**1WYK 408 4B1: 3/21-9/23, MWF, 6 - 9 p.m., Wilmington, Hybrid**

**1WYK 205 2H1: 2/28-5/10, MTWR, 5 - 9 p.m., Georgetown, Hybrid**

**1WYK 625 5B1: 1/24-3/9, MWF, 6 - 9 p.m., Stanton, Hybrid**

\*\*This course is being offered for FREE during the spring 2022 semester by funding and support from Bank of America at the Georgetown and Stanton campuses. Please contact the campus of your choice for more details.

## Patient Care Assistant WIOA



This 420-hour program offers students an innovative and hands-on training to become specialized in an in-demand and rewarding field. Training will include Certified Nursing Assistant, Phlebotomy and Patient Care Assistant certifications, upon successful completion. The Patient Care Technician Program will provide training in a multitude of areas such as nursing care, phlebotomy, cardiac function, nutrition, therapeutic communication, psychology, critical thinking, respiratory services, rehabilitation services, EKG readings, and empathetic care to the client, family and community. This program includes 420 hours of classroom lecture and labs as well as clinical internship opportunities at local healthcare providers. Students must qualify for an internship. Tuition includes textbook, scrubs, background check, drug screen, certification exams, supplies, CPR/BLS, and internship/clinical lab experience.

**420 hrs, 42 CEUs, Fee \$5,495**

**1WYK 409 4B1: 2/28-7/15, MTWRF, Noon - 4 p.m., Wilmington, Hybrid**

## Patient Care Hemodialysis Assistant WIOA



This 600-hour program is designed for those working in or desiring employment as a Hemodialysis Technician in the healthcare field. Students will study basic nursing skills in Certified Nursing Assistant (C.N.A.), transition to phlebotomy, and complete training in dialysis. Dialysis includes renal anatomy and physiology, treatment procedures and processes, water treatment, dialyzer reprocessing, ethics and laws governing medical care, and the effect of nutrition and medication on the patient. Students will also be exposed to the equipment and environment used for renal dialysis. Students must have a high school diploma or equivalent. Upon completion of the program, students will be eligible to sit for the Certified Nursing Assistant (C.N.A.), Phlebotomy Technician (NHA) and Certified Clinical Hemodialysis Technician (CCHT) exam through the Nephrology Nursing Certification Commission (NNCC). This program includes 600 hours of classroom lecture and labs as well as clinical internship opportunities at local healthcare providers. Students must qualify for an internship. Tuition includes textbook, scrubs, background check, drug screen, certification exams, CPR/BLS, supplies, and internship/clinical lab experience.

**600 hrs, 60 CEUs, Fee \$6,495**

**1WYK 410 4B1: 2/14-9/2, MTWRF, 8:30 a.m.– 12:30 p.m., Wilmington, Hybrid**

## Healthcare Courses - Rapid Workforce Training

Delaware Tech was awarded funding to provide free workforce training in the area of healthcare. This free training program was made possible by a Department of Labor grant intended to help unemployed and underemployed individuals seeking careers in the healthcare field. Seating is limited.

### Programs include:

- Certified Clinical Medical Administrative Assistant
- Certified Nursing Assistant
- Dental Assistant
- Hemodialysis
- Phlebotomy

### Candidates must attend an information session and meet eligibility requirements, which include:

- Availability for regular attendance each day
- Possession of a Social Security card
- Proof of birthdate and US residency
- The desire to work full-time

Other eligibility requirements will be discussed at the mandatory information session. Courses are offered in a hybrid format. Hybrid programs conduct some training in an online format; with clinical and lab portions conducted in-person. Locations and times/dates will vary depending upon course requirements.

For more information, visit [www.dtcc.edu/continuing-education/workforce-training/healthcare](http://www.dtcc.edu/continuing-education/workforce-training/healthcare)

## Do you need to renew or maintain your nursing license?

## Have you been out of practice or want to return to a clinical setting?

This Nurse Refresher Series fulfills the Delaware Board of Nursing (DBON) requirements for nurses returning to active practice. For complete program requirements, call (302) 830-5204.

### 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.

**46 hrs, 4 CEUs, Fee \$1,049**

**WYK 411 4B1: 1/24-5/16, M, 6 - 9 p.m., Wilmington, Hybrid**

### Clinical

This course is the secondary requirement for recertification of the RN license. You will complete 80 clinical hours on weekends at locations TBA. Clinical schedule, immunizations and CPR-BLS certification must be current. 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. An additional cost of \$65 will be charged by the Delaware State Police for fingerprinting.

**80 hrs, 8 CEUs, Fee \$1,049**

**WYK 412 4B1: 1/29-4/2, S, 7 a.m. - 3:30 p.m., Wilmington, Hybrid**

### Accelerated RN Refresher Program

This course is designed to provide the theory and clinical requirements to apply for recertification of the RN license. The 40 hours of theory and 80 hours of clinical are combined in a three-week period. All textbooks and materials are included, immunizations and CPR-BLS certification required. \*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.

**126 Hours, 12.6 CEUs Fee \$2,098**

**WYK 413 4B1: 7/11-8/11, MTWR, 8:30 a.m. - 2:30 p.m., Wilmington, Hybrid**

## Hospitality

### ServSafe Food Safety Program for Managers

Delaware law requires the Person-in-Charge (PIC) to demonstrate Food Safety knowledge in order to comply with the Food Code. The ServSafe® Food Protection Manager Certification meets that requirement. There must be someone with this certification present at all times at a facility. The ServSafe Food Safety Program for Managers provides food safety training, exams and educational materials to foodservice managers. Earn the ServSafe Food Protection Manager Certification, accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP). Learn to implement essential food safety practices and create a culture of food safety. Program includes the latest FDA Food Code, food safety research, and years of food sanitation training experience. Textbook and exam included.

**8 hrs, 0.8 CEUs, Fee \$199**

**EYD 015 630: 4/4 & 4/11, M, 4 - 8 p.m., Dover, In-person**

**EYD 015 631: 6/6 & 6/13, M, 4 - 8 p.m., Dover, In-person**

**EYD 015 632: 8/1 & 8/8, M, 4 - 8 p.m., Dover, In-person**



## Do you want to know more about the IT courses we offer? Are you uncertain about which technical course fits your needs and your knowledge level?

Use our rating chart below to help you select the appropriate type and level computer course to meet your needs.



Little or no computer/internet experience.



Limited keyboarding, computer, or internet experience and knowledge of Windows or a **yellow** level course.



Keyboarding skills and experience with specific software and Windows 7 or higher, or equivalent skills and completion of an **orange** level course. Intermediate knowledge or higher of Microsoft Office applications and comfortable with navigating online.



Working knowledge of specific software and Windows 7 or higher file management skills, or completion of a **red** level course. Thorough knowledge of computer applications, navigating online, and learns new technical processes with ease.

## Information Technology

### Computer Skills for the Workplace



Are you struggling at work in order to keep up with the increased variety of virtual skills needed to do your job? Are you looking to get back into the workforce but need to upskill to become a more qualified candidate? This course will introduce you to several well-known workplace software applications including Microsoft Suite, email, Adobe Pro, Zoom and many others. Basic computer skills are a requirement for this class.

**14 hrs, 1.4 CEUs, Fee \$139**

**1EYF 656 5V1: 2/1-3/15, T, 6 - 8 p.m., Online (Stanton)**

### Comp TIA A+



Comp TIA A+ is the most essential IT certification for establishing an IT career. If you're new to the IT industry, this will help you put your best foot forward. If you're already an IT professional, the Comp TIA A+ certification validates your skills and can boost your career. Students will build a desktop computer during this course as part of their hardware and software certification training. Upon completion of this course, each student will be able to take their individual computer home. This course is designed to fully prepare you to sit for the CompTIA A+ certification exam. Textbook and computer equipment included; exam fee is not included.

**105 hrs, 10.5 CEUs, Fee \$1,995**

**1EYF 601 530: 2/22-5/26\*, TR, 5:30 - 9 p.m. ITC (New Castle), Hybrid**  
**\*Approximately 12 of the 30 classes will meet face-to-face in New Castle.**

## Comp TIA Network+

Comp TIA Network+ is a vendor neutral networking certification that is trusted around the world. It validates the essential knowledge and skills needed to confidently design, configure, manage, and troubleshoot any wired and wireless networks. CompTIA Network+ certified individuals are in-demand worldwide. Network+ is a certification that verifies the certified individual has the skills and knowledge needed to take on a pivotal role in building, managing, and protecting the critical asset that is the data network. Recommended as a first professional-level certification, Network+ can prepare you for jobs as a network administrator, technician, or installer. This certification course will fully prepare you to sit for the CompTIA Network+ Certification exam. Textbook included. Exam fee is not included.



**84 hrs, 8.4 CEUs, Fee \$995 FREE\***

**1EYF 790 530: 1/31-5/18, MWF, 1-3 p.m., ITC (New Castle), In-person**  
**\*This course is being offered for FREE during the Spring 2022 Semester by funding and support from Barclays Bank of Delaware. Please see our ad on page 9.**

## REGISTER EARLY!

Our classes are scheduled on demand. We recommend registering at least one week before the start of the class to secure your enrollment.

Register for your class today!

## Microsoft Excel Basics

This course is for students who need to learn Microsoft Excel for their working environment or their own interests. The course will overview Windows 10 as well as cover Excel basics including: starting Microsoft Excel 2019, performing calculations, modifying worksheets, printing and managing workbooks. Prerequisite: Must have computer basics and word processing skills before taking this course. This course requires the use of a windows computer with a purchased version of Office 365 or Excel 2019 installed. Textbook is included in tuition and will be mailed prior to class. Please register by 2/10.



**12 hrs, 1.2 CEUs, Fee \$169**

**1EYF 231 2V1: 2/21-3/2, MW, 6-9 p.m., Online (Georgetown)**

## Microsoft Excel Level II

This course builds upon Microsoft Excel Basics and will help you create more advanced workbooks and worksheets. It will enhance your understanding of how to analyze data and extract information. The course covers the following topics: working with functions, lists, conditional formatting, using charts and tables including pivot tables, learning advanced functions and formulas, arrays, and navigating excel with more efficiency. Prerequisite: Students must have knowledge of excel basics and computer and word processing skills before taking this course. This course requires the use of a windows computer with a purchased version of Office 365 or Excel 2019 installed. Textbook included and will be mailed prior to class. Please register by 2/24.



**12 hrs, 1.2 CEUs, Fee \$169**

**1EYF 826 2V1: 3/7-3/16, MW, 6-9 p.m., Online (Georgetown)**

## Microsoft Office 365

This course is geared towards professionals who are familiar with Microsoft Office Suite applications but would like to learn more about working in the new cloud-based version. This course will cover the differences between the cloud suite applications and desktop applications. You will learn how to use cloud 365 to store files and when it is better to use cloud 365 vs desktop 365, and file management. This course requires the use of a windows computer with a purchased version of Office 365 installed.



**6 hrs, 0.6 CEUs, Fee \$75**

**1EYF 834 2V1: 3/28-3/30, MW, 6-9 p.m., Online (Georgetown)**

## Troubleshooting Your PC

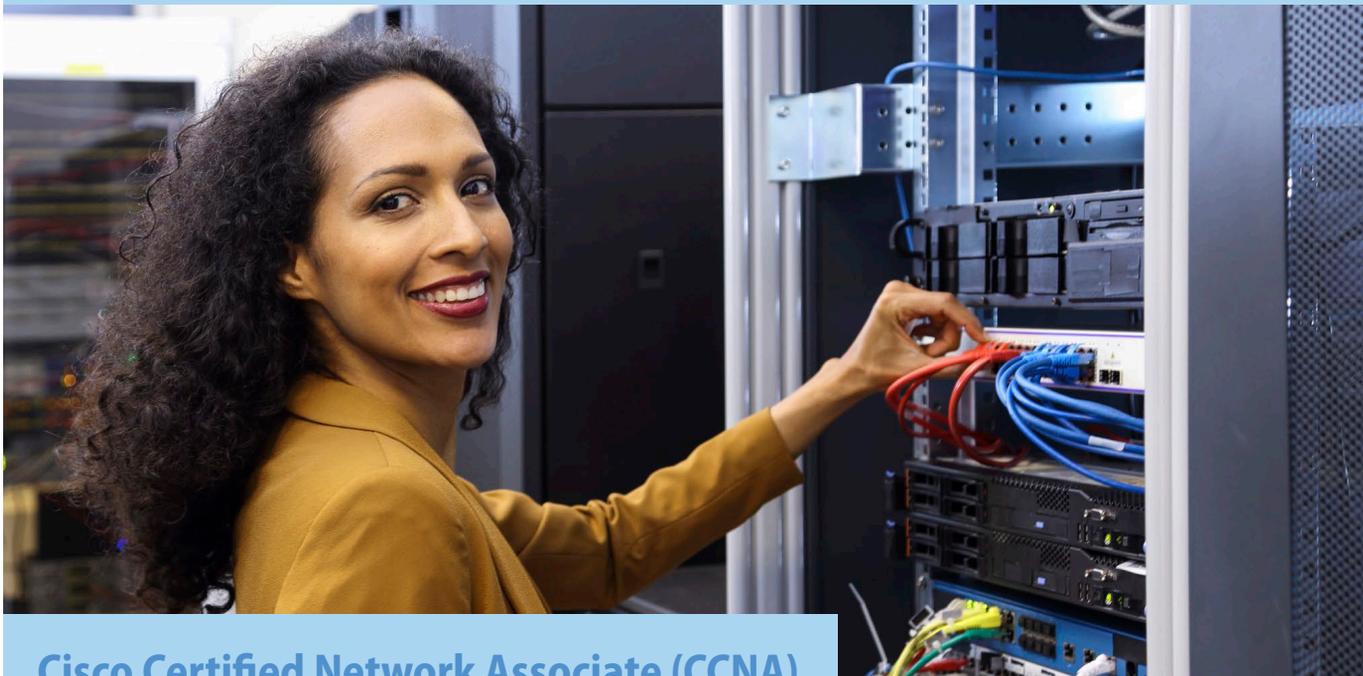
Are you having computer trouble working from home and would like to learn some common and simple fixes to computer issues? Do you want to clean and update an old computer to utilize it for Zoom or online shopping while social distancing from home? This class will teach you how to solve wireless connection issues, show you how to perform a general clean up, as well as deal with viruses and malware. Basic computer skills are required for this class.



**4 hrs, 0.4 CEUs, Fee \$39**

**1EYF 659 5V1: 2/9-2/16, W, 6-8 p.m., Online (Stanton)**

## PROFESSIONAL DEVELOPMENT



### Cisco Certified Network Associate (CCNA)

This course will prepare students for the Cisco Certified Network Associate (CCNA) certification. Successful course outcomes will prepare and qualify you to apply for your CCNA certification. Topics include networking fundamentals, LAN Switching Technologies, configuring and troubleshooting Virtual Local Area Networks (VLANs), Routing Technologies, WAN Technologies, Infrastructure Services, Infrastructure Security, Infrastructure Management, Rapid Spanning Tree Protocol (RSTP), Per VLAN Spanning Tree Plus Protocol (PVST+), EtherChannel, and Hot Standby Routing Protocol (HSRP). Students will configure and deploy routers and switches in a complex network using Multi-Area Open Shortest Path First (Multi-Area OSPF) and Enhanced Interior Gateway Routing Protocol (EIGRP) protocols. Students will also learn to troubleshoot and resolve issues with Point-to-Point Protocol (PPP), Frame-Relay, Virtual Private Networks (VPNs), and Network Address Translation (NAT). Additionally, students will have the opportunity to monitor network traffic using Syslog, SNMP, and Net Flow analytical applications.

This program is designed for:

- students who want to take the first step in preparing for a career in networking
- students who have some experience in IT desk support, networking, and troubleshooting
- current network engineers who need to increase their value to employers and stay current with advances in networking

In this program, you will gain the knowledge and skills necessary to prepare you for a position such as:

- Computer Systems Analyst
- Computer User Support Specialists
- Computer Network Architects
- Network and Computer Systems Administrators

**220 hrs, 22 CEUs, Fee \$3495**

**WYF 400 4B1: 1/31-5/13, MRF, 5 - 10 p.m., Online (Wilmington)**

## Oracle Training Coming Soon!

For more information, visit [dtcc.edu/continuing-education/it-academies](http://dtcc.edu/continuing-education/it-academies)

## Languages

### French I

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

**16 hrs, 1.6 CEUs, Fee \$139 + Text**

**1EYH 605 5V1: 2/22-4/12, T, 6:30 - 8:30 p.m., Online (Stanton)**

### French II

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

**16 hrs, CEUs 1.6, Fee \$139 + Text**

**1EYH 610 5V1: 4/19-6/7, T, 6:30 - 8:30 p.m., Online (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. Textbook is required and not included in course fees.

**16 hrs, CEUs 1.6, Fee \$139 + Text**

**1EYH 612 5V1: 1/24-3/21, M, 6:30 - 8:30 p.m., Online (Stanton)**

### Italian II

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

**16 hrs, CEUs 1.6, Fee \$139 + Text**

**1EYH 645 530 5V1: 3/28-5/23, M, 6:30 - 8:30 p.m., Online (Stanton)**

### Sign Language I

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

**16 hrs, 1.6 CEUs, Fee \$139**

**1EYH 628 5V1: 1/24-2/16, MW, 6:30 - 8:30 p.m., Online (Stanton)**

### Sign Language II

This course is a continuation of topics and communication skills through sign language, with an emphasis in American Sign Language (ASL). Students will learn to demonstrate expanded sign vocabulary, grammar, and cultural information about ASL utilizing a variety of media and sources.

**16 hrs, 1.6 CEUs, Fee \$139**

**1EYH 629 5V1: 2/21-3/16, MW, 6:30 - 8:30 p.m., Online (Stanton)**

### Spanish I

Learn practical conversational skills to communicate effectively at your work or in other situations. Basic grammar, vocabulary, and common phrases covered. You will be expected to participate and practice speaking Spanish in class. Textbook is required and not included in course fees.

**16 hrs, 1.6 CEUs, Fee \$139**

**1EYD 271 2V1: 2/23-4/13, W, 10 a.m. - Noon, Online (Georgetown)**

**1EYD 271 2V2: 2/23-4/13, W, 5:30 - 7:30 p.m., Online (Georgetown)**

### Spanish II

Increase knowledge of Spanish. Continue to focus on improving vocabulary for use in day-to-day situations and develop verbal ability. Textbook is required and not included in course fees.

**16 hrs, 1.6 CEUs, Fee \$139**

**1EYD 272 2V1: 4/18-6/6, M, 10 a.m. - Noon, Online (Georgetown)**

**1EYD 272 2V2: 4/18-6/6, M, 6 - 8 p.m., Online (Georgetown)**

### Spanish III

Continue to build on your knowledge of Spanish. Focus on improving vocabulary for use in day-to-day situations and develop your verbal ability. Textbook is required and not included in course fees.

**16 hrs, 1.6 CEUs, Fee \$139**

**1EYD 291 2V1: 1/25-3/22, T, 5:30 - 7:30 p.m., Online (Georgetown)**

### Spanish IV

Increase your understanding of the Spanish language. Practice with in-classroom conversations and translation exercises, learn intermediate grammar concepts. Some previous study of the Spanish language suggested.

**16 hrs, 1.6 CEUs, Fee \$139**

**1EYD 286 2V1: 3/24-5/12, R, 5:30 - 7:30 p.m., Online (Georgetown)**

## Professional Careers and Certifications

### Qualified Healthcare and Education Interpreter Training for Spanish/English Speakers

Employment for interpreters is in high demand and expected to grow 20% by 2029 – more than the average occupation! This training prepares bilingual Spanish/English individuals as qualified medical/healthcare interpreters as required by federal regulations. Additionally, it covers topics and skills related to interpreting in educational settings. The training is delivered fully via Zoom, and tuition includes the training manual, all session materials, and hands-on simulations. Must have laptop/desktop and stable internet access. Pre-requisite: Language Proficiency Assessment (LPA) in both English and Spanish administered prior to registration. Candidates scoring 75% or higher in the LPA are eligible to register for the training.

**64 hrs, 6.4 CEUs, Fee \$599**

**1EYD 826 2V1: 2/1-5/19, TR, 6 - 8 p.m., Online (Georgetown)**

### Bookkeeper Certification Course

Are you good with details and numbers? This certificate program is designed for people to learn the skills needed to be an entry level bookkeeper. Learn general ledger entry, preparation and reconciliation of financial statements. Review common computer programs, and be prepared to take the National Bookkeeper exam on the last day of class. Tuition includes the exam fee. Textbook is required and not included in course fees.

**36 hrs, 3.6 CEUs, Fee \$599**

**1EYD 212 2V1: 2/10-4/28 R, 6 - 9 p.m., Online (Georgetown)**

### Financial Decision Making for Business Owners

As a business owner, your time is consumed with building a better, more profitable and hopefully more valuable business. Unfortunately, that often means deferring many important personal financial decisions to the future.

This course will help you understand the various business and personal financial decisions that should be incorporated into your long-term thinking. Most importantly, you will gain a better understanding about steps you can take now to help provide a more financially secure future for yourself, your family, your business and your employees.

**9 hrs, Fee \$99**

**1ENC 754 5H1: 3/3-4/7, R, 8:30 - 10:30 a.m., Stanton, Hybrid**

### 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. In addition, you'll have an opportunity to record a short professional script under the direction of the instructor. This class is fun, realistic, and a great first step for anyone interested in the voice-over field.

**2.0 hrs, Fee \$39**

**1ENC 750 5V1: 1/26, W, 6:30 - 8:30 p.m., Online (Stanton)**

**1ENC 750 5V2: 3/31, R, 6:30 - 8:30 p.m., Online (Stanton)**

**1ENC 750 5V1: 6/16, R, 6:30 - 8:30 p.m., Online (Stanton)**

### Online Retail for Beginners

Have you been dreaming of opening your own retail store or online retail shop? Do you have a hobby you want to turn into a profit-making enterprise? This 10-hour course will get you started. You will learn the basics of retailing, types of retail operations, retail channels, understanding your customers and consumer behavior, steps to establish your online shop, create a business plan, and basics of financial issues related to retail.

**10 hrs, 1.0 CEUs, Fee \$75**

**1EYC 243 2V1: 3/7-4/4, M, 6 - 8 p.m., Online (Georgetown)**

### Grant Writing

Learn how to develop successful grant proposals that present persuasive reasoning for awarding a grant to your organization. Topics discussed will be how to identify potential funding sources, how to read and understand proposal guidelines and requests for proposals (RFP), components of an application, strategies for developing a proposal, writing objectives, preparation and justification of budgets, cost-sharing and sub-contracts, procedures for grants submission and grants start-up, and the grant review process.

**12.5 hrs, 1.25 CEUs Fee \$249**

**1END 006 6V1: 3/9 - 4/13, W, 6:30 - 9 p.m., Online (Dover)**

## Sales Training Academy

Starting in  
February 2022

For more information,  
call (302) 259-6330

## Managing Your Grant Award

Congratulations! You successfully completed the application process and have been awarded funding. Now it's time to accept and successfully manage your grant which includes: managing the work of the grant, monitoring the time and effort devoted by grant personnel, keeping organized records of paperwork for audit purposes or in case of questions, preparing reports, monitoring the project budget, and tracking expenditures.

**2.5 hrs, 0.25 CEUs, Fee \$49**

**1ENC 012 6V1: 4/27, W,  
6:30 - 9 p.m., Online (Dover)**

## Security Guard Training

There is high demand for security guards in the area. This class covers the mandatory training and exam for those who want to pursue licensing to become a security guard in Delaware. This is a basic training of the Delaware Security Guard rules and regulations. Students will be required to take the Security Guard Exam (fee not included) and must pass with a minimum of 75% to receive certification. After completion of the course, fingerprinting and a background check are also required by the state before a license will be given.

**13.5 hrs, 1.35 CEUs, Fee \$140**

**1EYD 672 5V1: 1/10-1/12, MTW,  
5:30 - 10 p.m., Online (Stanton)**

**1EYD 672 5V2: 2/14-2/16, MTW,  
5:30 - 10 p.m., Online (Stanton)**

**1EYD 672 5V3: 3/14-3/16, MTW,  
5:30 - 10 p.m., Online (Stanton)**

**1EYD 672 5V4: 4/11-4/13, MTW,  
5:30 - 10 p.m., Online (Stanton)**

**1EYD 672 5V5: 5/9-5/11, MTW,  
5:30 - 10 p.m., Online (Stanton)**

**1EYD 672 5V1: 6/6-6/8, MTW,  
5:30 - 10 p.m., Online (Stanton)**

**1EYD 672 5V2: 7/11-7/13, MTW,  
5:30 - 10 p.m., Online (Stanton)**

**1EYD 672 5V3: 8/8-8/10, MTW,  
5:30 - 10 p.m., Online (Stanton)**

## Security Guard Exam

This exam is required by the State of Delaware for all current security guards and new hires. Students will be required to pass with a minimum of 75% to receive certification. This test must be taken every five years to maintain licensure. Must bring a driver's license and your training certificate. Exams are routinely offered collegewide. The Security Guard Exam fee is \$49. For more information on how to register, please contact [sg-workforcedevelopment@dtcc.edu](mailto:sg-workforcedevelopment@dtcc.edu)

## Real Estate

### Real Estate Pre-Licensing Course Info Night

Come join us for a free detailed info session on the requirements, course content, and what is expected to successfully complete the Real Estate Pre-Licensing Course. Registration required.

**2 hrs, Fee FREE**

**1ENL 201 2V1: 2/1, T, 6 - 8 p.m.,  
Online (Georgetown)**

### Real Estate Pre-Licensing Course

This course prepares you for the Delaware real estate sales licensing examination. Course consists of two distinct sections: real estate principles and law. Students may be required to take real estate mathematics. A math challenge exam will be given the first night of class to determine if you are exempt. Successful completion meets the Delaware real estate education requirements. Textbooks in college bookstore. Please bring a 3-ring binder to class. Approved by the DE and MD real estate commissions.

**76 hrs, 7.6 CEUs, Fee \$799**

**EYL 200 231: 3/1-5/5, TR,  
6 - 10 p.m., Georgetown, In-person**

## Real Estate Law

The Law portion of the real estate pre-licensing course provides the prospective salesperson with a working knowledge of federal/state laws/regulations affecting the profession. Helpful for agents licensed in other states who wish to become licensed in Delaware. Textbook in college bookstore. Please bring a 3-ring binder to class. Approved by the DE and MD real estate commissions.

**32 hrs, 3.2 CEUs, Fee \$249**

**EYL 202 231: 4/7-5/5, TR,  
6 - 10 p.m., Georgetown, In-person**

## Real Estate Mathematics

The math portion of the real estate pre-licensing course provides students with knowledge of general business applications such as mortgage, commission, appreciation, depreciation and tax problems. Students who pass the math exam at the beginning of the pre-licensing course will be exempt from having to complete real estate math.

**28 hrs, 2.8 CEUs, Fee \$209**

**EYL 203 231: 5/10-5/31, TR,  
6 - 10 p.m., Georgetown, In-person**

## Social Media

### Social Media Certificate

Keep pace with one of the fastest moving mediums by effectively using social media to market your business. This certificate is designed for small businesses, non-profit, big businesses and everyone in between! The skills learned in class can be applied immediately in the workplace or to market a small business. All six classes listed below must be attended in order to achieve a certificate. Prerequisite: you must open an account in each platform prior to the start of class. Class time will not be spent creating accounts.

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

**18 hrs, 1.8 CEUs, Fee \$329**

**1EYF 217 2V1: 3/1-3/17, TR, 6:30 - 9:30 p.m., Online (Georgetown)**

### Social Media Strategy

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

**3 hrs, 0.3 CEUs, Fee \$59**

**1EYF 222 2V1: 3/1, T, 6:30 - 9:30 p.m., Online (Georgetown)**

### Facebook for Business

Social media is critical to business success. As the largest social media platform, Facebook is the starting place for conversations leading to business. Your company can no longer afford not to be part of online conversation and sales. Learn the latest tools, which include Facebook Live, to discover how Facebook can increase engagement, influence and sales. This workshop will provide the information you need to develop a powerful and lasting online brand for your business on Facebook.

**3 hrs, 0.3 CEUs, Fee \$59**

**1EYF 212 2V1: 3/3, R, 6:30 - 9:30 p.m., Online (Georgetown)**

### Twitter - Tweet Your Way to Success

Twitter is one of the easiest social media tools; however, it can be overwhelming and confusing. This workshop will focus on how to create and polish a personal and business Twitter account. You will unravel the mystery of Twitter language, find content that gets liked and retweeted, uncover common Twitter mistakes, and learn strategies to promote a business.

**3 hrs, 0.3 CEUs, Fee \$59**

**1EYF 209 2V1: 3/8, T, 6:30 - 9:30 p.m., Online (Georgetown)**

### Pinterest, Instagram, and more!

It is important to identify the functionality differences of each platform and determine which are best suited for your company's success. This class will provide a brief overview on Pinterest, Instagram, and other social media platforms that continue to trend. This class will be a lecture format with no time spent on personal platforms.

**3 hrs, 0.3 CEUs, Fee \$59**

**1EYF 224 2V1: 3/10, R, 6:30 - 9:30 p.m., Online (Georgetown)**

### Leveraging the Power of LinkedIn to Market Your Business

LinkedIn can be a powerful tool to market your business when utilized properly. Discover and develop strategies to gain exposure, build relationships, create engagement, and maximize your brand presence on this social media platform through the use of both your personal profile and your company page.

**3 hrs, 0.3 CEUs, Fee \$59**

**1EYF 554 2V1: 3/15, T, 6:30 - 9:30 p.m., Online (Georgetown)**

### Social Media Plan – Putting Your Plan into Action

Every customer-facing business or organization needs to have a social media presence today, but success is only achieved through a social media plan. This course will prepare you to build a social media plan.

**3 hrs, 0.3 CEUs, Fee \$59**

**1EYF 225 2V1: 3/17, R, 6:30 - 9:30 p.m., Online (Georgetown)**



*presents the*

**SOCIAL MEDIA  
CONFERENCE**

YOUR GUIDE TO SOCIAL MEDIA MARKETING

**SAVE THE DATE**

**MARCH 2022**

Visit [\(\( dtccsmc.com \)\)](https://dtccsmc.com) for conference details and registration.



@dtcc\_smc



/dtccvideo



/dtccsmc



@dtccsmc



/school/delawaretech

# ONLINE COURSES

**350+ COURSES**  
TO CHOOSE FROM!

**24/7 ACCESS**  
ANYTIME, ANYWHERE!

**FLEXIBLE**  
MONTHLY START DATES!



INSTRUCTOR-LED ONLINE

FLEXIBLE PACE

AFFORDABLE

EFFECTIVE

## COMPLETE YOUR ONLINE COURSES ANYTIME ANYWHERE!

Our online courses are informative, fun, convenient, and highly interactive.

We focus on creating warm, supportive communities for our learners.

New course sessions begin monthly.

Visit our website to view start dates for the courses that interest you.

### For more information or to enroll:

Sussex County

[ed2go.com/dtccowens](https://ed2go.com/dtccowens)

New Castle County

[go.dtcc.edu/ed2gowilm](https://go.dtcc.edu/ed2gowilm)

Kent County

[ed2go.com/dtcterry](https://ed2go.com/dtcterry)



# ONLINE LEARNING

Anytime, anywhere...just a click away!

Learn from the comfort of home!

Delaware Technical Community College partners with ProTrain to offer you quality online programs. Our Training Assessment Manager helps guide you through the entire process – from pre-enrollment to course completion.

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



**For more information, please find us online at [dtcc.theknowledgebase.org](http://dtcc.theknowledgebase.org) or call (800) 371-2963.**

# PERSONAL ENRICHMENT

## Adult Basic Education/GED® Test Preparation

In the Adult Basic Education/GED Program, participants will experience the following:

- Improve reading, writing, and math skills.
- Attain basic work readiness and occupational skills needed to succeed in the workplace.
- Achieve academic success through attainment of a GED.
- Continue learning by entering into postsecondary education or advanced training, military service, employment, or qualified apprenticeships upon attainment of GED.

**Programs are offered free of cost! 60 hrs, 6 CEUs**

### DOVER

#### **BLOCK I:**

**ENB 101 601: 1/10-3/3, MTWR, 9 a.m. - 1 p.m., Dover, Hybrid**

**ENB 101 602: 1/10-3/3, MTWR, 5 - 7 p.m., Dover, Hybrid**

#### **BLOCK II:**

**ENB 101 603: 3/7-4/28, MTWR, 9 a.m. - 1 p.m., Dover, Hybrid**

**ENB 101 604: 3/7-4/28, MTWR, 5 - 7 p.m., Dover, Hybrid**

#### **SUMMER BLOCK III:**

**ENB 101 605: 5/2-6/23, MTWR, 9 a.m. - 1 p.m., Dover, Hybrid**

**ENB 101 606: 5/2-6/23, MTWR, 5 - 7 p.m., Dover, Hybrid**

**Dover Location Assessment: Conducted by appointment at the Dover Campus on Wednesdays and Fridays at 9:30 a.m. Please Contact (302) 857-1594 to schedule your assessments.**

### GEORGETOWN

**ENB 301 201: 1/24-5/12, MR, 8:30 – 10:30 a.m., Online (Georgetown)**

**ENB 302 2V1: 1/24-5/12, MR, 10:45 a.m. - 12:45 p.m., Online (Georgetown)**

**ENB 301 2V1: 1/24-5/11, MW, 5:30 - 7:30 p.m., Online (Georgetown)**

**ENB 302 201: 1/25-5/12, TR, 5:30 – 7:30 p.m., Online (Georgetown)**

**Georgetown Location Assessment: Formal assessments in reading, math, and learning preference are required prior to enrollment for proper class placement. Students will be placed in the appropriate section of class based on their assessment results. It is recommended that students allow at least two hours to complete the assessments on two separate days. Both day and evening time slots are available in person and in a virtually proctored environment. Please call (302) 259-6344 for more information and to schedule your assessments.**

### WILMINGTON

**WNB 700 420: 1/18-3/10, MTRF, 8:30 a.m. -1:30 p.m. Wilmington, Hybrid**

**WNB 700 421: 3/21-5/19, MTRF, 8:30 a.m. -1:30 p.m. Wilmington, Hybrid**

**Wilmington Location Assessment: Conducted by appointment at the Wilmington Campus or online. Contact (302) 657-5145 to schedule.**

## English as a Second Language (ESL)

### **English Conversation I (ESL), Part II**

Beginning level instruction and practice in speaking and understanding English. Intended for adults whose first language is not English.

Assessment and Registration for ALL non-credit ESL classes will be held as follows:

**Monday, January 10, 9 a.m.- noon and 1- 4 p.m.**

**Wednesday, January 12, 9 a.m. – noon and 1 - 4 p.m.**

Please go to Room 555A - Carter Partnership Center at the Georgetown campus for registration. Questions/ Comments please call: (302) 259-6344.

**60 hrs, 6 CEUs FREE**

**ENB 303 201: 1/24 - 5/11, MW, 8:30 - 10:30 a.m., Georgetown, In person**

**ENB 303 2V1: 1/24 - 5/11, MW, 10:30 a.m. – 12:30 p.m., Online (Georgetown)**

### **English Conversation II (ESL), Part II**

Reading, writing, and listening activities will be integrated with conversational exercises.

**PREREQUISITE:** Completion of English Conversation Level II, Part I, or instructor's permission.

**45 hrs, 4.5 CEUs, Fee \$165**

**ENB 213 201: 1/24-5/11, MW, 10:45 a.m. - 12:15 p.m., Georgetown, In-person**



### Defensive Driving, Advanced Online

Earn a 15% discount on applicable provisions of your automobile insurance! Three-year certification course offers additional strategies for on-the-road safety, review of revised and existing traffic laws, as well as current safety technology. Prerequisite: Students must have completed the Basic Defensive Driving class. Students must be on time for class, and have a photo ID.

\*All sections meet online via Zoom. Call (302) 259-6330 for technology requirements.

**3 hrs, 0.3 CEUs, Fee \$30**

**1EYP 326 2V1: 1/25, T, 6 - 9 p.m.,  
Online (Georgetown)**

**1EYP 326 2V2: 3/15, T, 6 - 9 p.m.,  
Online (Georgetown)**

### Defensive Driving for Teens

Learn simple driving strategies to help you avoid collisions and earn a guaranteed 10% reduction on the liability portion of your automobile insurance premium for three years. Participants will also have a three-point credit applied toward their Delaware driving record via the Delaware Division of Motor Vehicles. A review of all new and revised traffic laws and safety technology is included. This class is held online.

**6 hrs, 0.6 CEUs, Fee \$35**

**1ENU 175 661: 3/12, S,  
9 a.m. - 4 p.m., Online (Dover)**

**1ENU 175 662: 6/11, S,  
9 a.m. - 4 p.m., Online (Dover)**

## Defensive Driving

### Defensive Driving, Basic

Earn a 10% reduction on the liability and personal injury portions of your automobile insurance premium for three years; three-point credit applied to your Delaware driving record via the Interstate Training Alliance's computer linkup with the Delaware Division of Motor Vehicles. Learn simple driving strategies. Students must arrive 15 minutes prior to class with photo ID.

**6 hrs, 0.6 CEUs, Fee \$35**

**1EYP 325 2V1: 2/5, S, 9 a.m. - 3 p.m.,  
Online (Georgetown)**

**1EYP 325 2V2: 4/9, S, 9 a.m. - 3 p.m.,  
Online (Georgetown)**

### English Conversation III (ESL), Part II

Reading, writing, and listening activities will be integrated with conversational exercises.

**PREREQUISITE:** Completion of English Conversation Level III, Part I, or instructor's permission.

**45 hrs, 4.5 CEUs, Fee \$165**

**ENB 229 2V1: 1/25-5/12, TR,  
10:30 a.m. - Noon, Online  
(Georgetown)**

### English Conversation IV (ESL), Part II

Reading, writing, and listening activities will be integrated with conversational exercises.

**PREREQUISITE:** Completion of English Conversation Level IV, Part I, or instructor's permission.

**45 hrs, 4.5 CEUs, Fee \$165**

**ENB 239 2V1: 1/24-5/11, MW,  
8:30 - 10 a.m., Online (Georgetown)**

# PERSONAL ENRICHMENT

## Driver's Education for Delaware Certified Teachers

### Method and Materials for Teaching Driver Education

Prerequisite: Certified State of Delaware Teacher

Teachers must take both Driver's Education classes as part of the certification process in becoming a certified Driver Education instructor in Delaware.

Upon completion of this program, candidates will be eligible to earn the 1553 - Driver Education and Traffic Safety Education Teacher certificate, provided they meet all other licensure and certification requirements. This class is held in-person.

**40 hrs, Fee \$899**

**EYD350 630: 1/31 - 5/23, M, 4:30 - 7 p.m., Dover, In-person**

### In-Car Training for Driver Education Instructors

Prerequisite: Certified State of Delaware Teacher

Teachers must take both Driver's Education classes as part of the certification process in becoming a certified Driver Education instructor in Delaware.

Upon completion of this program, candidates will be eligible to earn the 1553 - Driver Education and Traffic Safety Education Teacher certificate, provided they meet all other licensure and certification requirements. This class is held in-person.

**24 hrs, Fee \$899**

**EYD351 630: 1/31 - 5/23, M, 7 - 8:30 p.m., Dover, In-person**

## Family

### Babysitting Certification

This course is designed to provide the basic skill training and information necessary in caring for infants and children including emergency steps, personal safety, fire safety, basic first aid, and choking management.

**6 hrs, Fee \$55**

**1EYU 601 5V1: 4/30, S, 8:30 a.m. - 3 p.m., Online (Stanton)**

### Making Sense of Medicare

Join us for an interactive workshop on the Medicare program, including when to enroll, what types of services are covered, and what to consider when coordinating benefits. Offered in partnership with the Delaware Department of Insurance Medicare Assistance Bureau. This workshop will be held online.

**2 hrs, Fee FREE**

**1WNK 014 630: 2/23, W, 6 - 8 p.m., Online (Dover)**

**1WNK 014 631: 4/27, W, 6 - 8 p.m., Online (Dover)**

**1WNK 014 632: 6/22, W, 6 - 8 p.m., Online (Dover)**

**1WNK 014 633: 8/3, W, 6 - 8 p.m., Online (Dover)**

## Youth

### Home School Program: Building Trades II

The Home School Building Trades Program was developed to provide students exposure to a wide variety of construction professions. Topics will include carpentry, plumbing, welding, drywall installation and repair, electrical wiring, flooring, and tile installation. This 120-hour program is delivered in two (2) 60-hour sessions, starting during the fall semester and finishing in the winter/spring. This class serves boys or girls ages 14-19, and students typically receive "career pathway" credit/s toward HS graduation from their home school network.

**60 hrs, 6 CEUs, Fee \$695**

**EYD 770 501: 2/11-5/20, F, 9 a.m. - 2:30 p.m., ITC, In person**

**\*No classes on 2/18, 4/15, 4/22**

**\*Students must be associated with a home school organization.**

**\*Class will meet at the: Innovation and Technology Center (ITC) 97 Parkway Circle, New Castle, DE 19720**

## Attention Professionals

Become a part of our highly respected team and share your knowledge with others. If you are interested in teaching any of our courses please contact:

**Kristen Yencer: (302) 857-1400 (Dover)**

**Christopher Moody: (302) 259-6330 (Georgetown)**

**Katherine Lakofsky: (302) 454-3956 (Stanton)**

**Rachel Anderson: (302) 830-5204 (Wilmington)**



## Delaware Tech TRiO Programs

Delaware Tech's TRiO programs are designed to prepare students for college-level work, provide information on academic and financial aid opportunities, as well as tutoring and support services in an effort to enhance high school completion, college retention, and graduation. These Federal TRiO Programs are designed to serve and assist low-income, first-generation college students, and individuals with disabilities, to progress through the academic pipeline from middle school to post-secondary programs.

**Delaware Tech offers the following programs for students who attend or live in the feeder pattern for the schools listed below:**

### Educational Talent Search

- Georgetown Middle School
  - Laurel Middle School
  - Millsboro Middle School
  - Seaford Middle School
  - Selbyville Middle School
  - Woodbridge Middle School
- 
- Indian River High School
  - Laurel High School
  - Seaford High School
  - Sussex Central High School
  - Woodbridge High School

### Upward Bound Classic

- Caesar Rodney High School
- Christina High School
- Dover High School
- Glasgow High School
- Lake Forest High School
- Laurel High School
- Milford High School
- Newark High School
- Seaford High School
- Smyrna High School
- Sussex Central High School
- William Penn High School
- Woodbridge High School

### Upward Bound Math & Science

- Christina High School
- Glasgow High School
- Laurel High School
- McKean High School
- Newark High School
- Seaford High School
- Sussex Central High School
- William Penn High School
- Woodbridge High School

WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

# SUMMER CAMPS

INTERACTIVE

FUN

CREATIVE

EDUCATIONAL

FOR MORE INFORMATION, VISIT US ONLINE AT:

[DTCC.EDU/CONTINUING-EDUCATION/YOUTH-PROGRAMS](https://dtcc.edu/continuing-education/youth-programs)

*\*Pictures were taken before 2020.*

# DEMEEP

Delaware  
Manufacturing  
Extension  
Partnership

## GROWING, CONNECTING, AND BUILDING DELAWARE'S MANUFACTURING ECOSYSTEM

The Delaware Manufacturing Extension Partnership (DEMEEP) is one of the state's "hidden" treasures. The 501(c)3 non-profit was created by Delaware manufacturers and the Delaware Economic Development Office (now Delaware Division of Small Business) in 1993 to help Delaware manufacturers stay competitive in a global economy.

DEMEEP is the official representative of the MEP National Network™ in Delaware. The MEP National Network is comprised of the National Institute of Standards and Technology's Manufacturing Extension Partnership (NIST MEP) and 51 MEP Centers located in all 50 states and Puerto Rico. Some Centers are run through partner organizations, while others are independent. DEMEEP functions on behalf of Delaware Technical Community College and is based at the College's Stanton Campus.

So what does this all mean to the small-and medium-sized manufacturers in the State of Delaware? It means that they can look to DEMEEP as a trusted business advisor that can help companies create continuous improvement cultures, implement quality management systems, access new technologies, and grow new markets. As part of the MEP National Network, DEMEEP agents have access to the experience and knowledge of more than 1,300 fellow experts across the country and local resource partners to help companies find new ways to accomplish their goals.

Visit [DEMEEP.ORG](http://DEMEEP.ORG) to learn more.

“ How can I regroup from 2020? ”



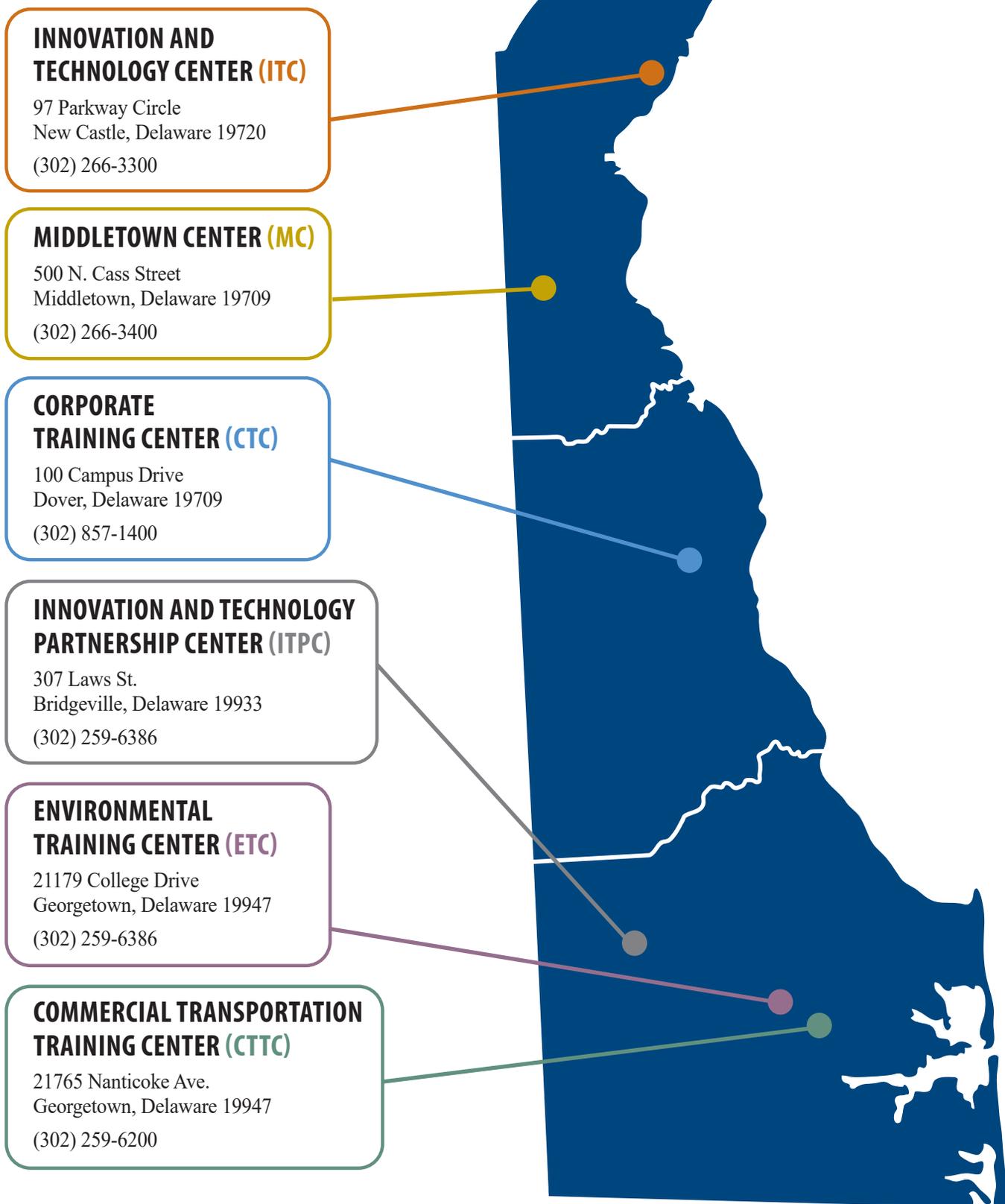
“ Are my employees empowered? ”



### OUR MANAGING PARTNERS



## Technical Training Center Locations



## Commercial Driver's License Certification

*Do you enjoy the freedom of the open road and want a career that doesn't involve sitting behind a desk?*

This curriculum combines classroom study with practical experience behind the wheel of diesel-powered tractor-trailers on a private training range as well as public streets and highways. You'll also learn the intricacies of handling a variety of truck types and cargo, conducting required inspections, proper reporting and documentation requirements, and trip planning techniques – all in a small class-size environment.



The Certificate Program is available in a structured environment of weekday study. You'll gain the knowledge and skills necessary to earn your CDL Class A Driver's License. Prerequisite: High school Diploma/GED; Driver's License for a minimum of one year; and must pass a drug screening and a DOT Physical.

**347 hours, CEUs Fee \$4,995**

**EYD 300 271: 1/10-3/11, MTWRF, 8:30 a.m. - 4:30 p.m., Commercial Transportation Training Center (Georgetown), In-person**

**EYD 300 272: 3/14-5/13, MTWRF, 8:30 a.m. - 4:30 p.m., Commercial Transportation Training Center (Georgetown), In-person**

**EYD 300 271: 5/16-7/15, MTWRF, 8:30 a.m. - 4:30 p.m., Commercial Transportation Training Center (Georgetown), In-person**

**EYD 300 272: 8/8-10/7, MTWRF, 8:30 a.m. - 4:30 p.m., Commercial Transportation Training Center (Georgetown), In-person**

**EYD 300 271: 10/10-12/9, MTWRF, 8:30 a.m. - 4:30 p.m., Commercial Transportation Training Center (Georgetown), In-person**

### The required courses for certification are:

#### Fundamentals of Motor Fleet Safety

This course presents safety fundamentals, essential regulatory requirements, and driver responsibilities not directly related to driving. Federal and state regulations governing commercial drivers and motor carriers are also explained.

#### Vehicle Systems and Reporting Malfunctions

This course familiarizes the student with tractor-trailer vehicle systems and the proper procedures for handling and reporting vehicle malfunctions.

#### Tractor-Trailer Operations

This course introduces students to combination vehicle (tractor-trailer) control systems and control concepts. Vehicle inspection procedures and requirements, coupling and uncoupling procedures, and shifting procedures and patterns are also covered.

#### Road Driving Practices

This course is designed to develop the basic control skills necessary to operate tractor-trailer vehicles on the public roadways through behind-the-wheel training.

#### Range Driving Practices

This course covers the basic control skills necessary to safely operate tractor-trailer vehicles through a series of maneuvering exercises. Skill development and learning occurs through behind-the-wheel training to include shifting, backing, inspection, and coupling/uncoupling.

#### Professional Driver Development

This course introduces the trucking industry from the perspective of a commercial driver applicant by discussing commercial driver qualifications, job-seeking skills, substance abuse awareness, driver wellness, and whistleblower protection.

For more information, contact (302) 259-6200.

# TECHNICAL TRAINING



## Diesel Technology: Preventative Maintenance

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

**60 hrs, 6.0 CEUs, Fee \$939 (includes textbook)**

**EYY 731 530: 1/31-4/13, MW, 6-9 p.m., MC (Middletown), In person**

## Diesel Technology: Air Brakes

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

**48 hrs, 4.8 CEUs, Fee \$739 (includes textbook)**

**EYY 732 530: 2/1-3/24, TR, 6-9 p.m., MC (Middletown), In person**

## Construction Technology

### Construction Technology WIOA

Delaware Tech's new 300-hour Construction Technology program is designed to provide entry-level skills in a variety of construction trades. This includes carpentry, drywall, masonry, electricity, HVAC basics, weatherization, and plumbing. Participants will become skilled in different phases of a construction project from start to finish. Once completing this program, participants will hold their nationally recognized OSHA-10 Construction Safety Certification as well as be able to frame walls, ceilings, and floors of a structure, install siding and roofing materials, install and finish drywall, utilize proper painting techniques, mix and install concrete and concrete blocks, interpret construction drawings, and install the proper wiring and piping for basic electrical and plumbing systems. This program is replacing our highly regarded General Maintenance Program, and was developed using the National Center for Construction Education & Research (NCCER) training materials and curriculum guidelines.

**300 hrs, 30 CEUs, Fee \$3,695**

**EYD 783 501: 2/21-6/2, MTWR, 8:30 a.m. - 2 p.m., ITC (New Castle), In-person**

**EYD 783 530: 2/21-8/18, MTR, 5 - 9 p.m., ITC (New Castle), In-person**

**EYD 783 502: 6/1-8/26, MTWR, 8:30 a.m. - 2 p.m., ITC (New Castle), In-person**



## Diesel

### Diesel Technology

Delaware Tech's new Diesel Technology programs will provide the transportation industry with the skilled diesel mechanics that are much needed in Delaware. This training was developed by industry leaders, and is targeted for current automotive technicians that are seeking to become a diesel mechanic. The new Middletown Center is equipped with a state-of-the-art diesel lab that includes a full-size diesel engine performance trainer, air brake systems trainers, Mobile Universal Trailer Tester (MUTT), Diesel Diagnostic Scan Tool, parts washer, and various lifts and tools for working demonstrations and extensive hands-on training activities. Note: Students should have experience as an auto mechanic and/or hold ASE G1 and A1 Certifications.

## Heavy Equipment Operator

### Heavy Equipment Operator



Delaware Tech's 16-week Heavy Equipment Operator Program is a truly unique, hands-on comprehensive program designed to fill the current needs of local employers. The program was developed with industry experts in Delaware utilizing the nationally recognized NCCER curriculum. Students learn how to perform on the job site as skilled craftsman as well as how to operate heavy equipment through both classroom instruction, simulator training, and "in-the-seat" equipment operation. With an aging workforce and large percentage of the industry that is ready to retire, NOW is the time to train for your construction career! Training will include:

- OSHA Construction Safety
- Safe Forklift Operator Certificate
- ATSSA National Flagger Certification
- Construction Drawings
- Site and Land Surveying
- Earth Moving & Excavation
- Machinery Operations
- Basic Equipment Maintenance
- Simulator and live seat time operating: skid steer equipment, backhoe, excavator, loaders, and dozers

198 hrs, 19.8 CEUs, Fee \$2,895

**EYD 734 5H1: 1/31-5/13, MTR, 5 - 9 p.m., MC (Middletown), In person**

**EYD 301 2H1: 2/21-6/2, MWR, 3:30 - 7:30 p.m., ETC (Georgetown), In person**

## HVAC

### HVAC Technician Certificate WIOA



Delaware Tech's highly regarded HVAC Technician Certificate program will prepare you to enter the high demand HVAC industry! Students completing the 302-hour program will be highly skilled in all aspects of heating, refrigeration and, air conditioning. Delaware Tech's state-of-the-art heating and air conditioning labs at our New Castle and Bridgeville locations allow us to provide exceptional hands-on training and industry preparation. Participants can complete the entire HVAC Certificate Program and be job-ready in four months! The program includes the following courses, which can be taken separately (New Castle) or by simply registering for the entire 302-hour program in either location.

- **EYP 703: OSHA Construction Safety**
  - **EYD 736: HVAC I: Intro to HVAC**
  - **EYD 737: HVAC II: Heating Systems**
  - **EYD 738: HVAC III: Refrigeration and Air Conditioning**
  - **EYD 739: HVAC IV: Advanced HVAC-R**
  - **EYI 780: EPA Certification Prep**
  - **EYI 781: EPA Certification Exam**
- 302 hrs, 30.2 CEUs, Fee \$3,699

**EYD 741 501: 2/16-6/2, MTWR, 8:30 a.m. - 2 p.m., ITC (New Castle), In-person**

**EYD 741 530: 2/16-8/11, MTR, 5 - 9 p.m., ITC (New Castle), In-person**

**EYD 277 271: 2/22-8/25, MTR, 5 - 9 p.m. ITPC (Bridgeville), In-person**

### HVAC I: Intro to HVAC

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

60 hrs, 6 CEUs, Fee \$695

**EYD 736 501: 2/21-3/10, MTWR, 8:30 a.m. - 2 p.m., ITC (New Castle), In-person**

**EYD 736 530: 2/21-3/24, MTR, 5 - 9 p.m., ITC (New Castle), In-person**

### LOCATION KEY

For more information, visit page 32.

**ITC:** Innovation and Technology Center

**MC:** Middletown Center

**CTC:** Corporate Training Center

**ITPC:** Innovation and Technology Partnership Center

**ETC:** Environmental Training Center

**CTTC:** Commercial Transportation Training Center

# TECHNICAL TRAINING

## HVAC II: Heating Systems

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

**80 hrs, 8 CEUs, Fee \$995**

**EYD 737 501: 3/14-4/7, MTWR, 8:30 a.m. - 2 p.m., ITC (New Castle), In-person**

**EYD 737 530: 3/28-5/10, MTR, 5 - 9 p.m., ITC (New Castle), In-person**

## HVAC III: Refrigeration and Air Conditioning

This course provides a solid background in the theory of refrigeration and hands-on maintenance and repair of various residential air conditioning systems. Covers definitions, physics, refrigerants, theory and operating principles, and safety procedures. Emphasis is placed on refrigeration fundamentals, theory of operation, various air conditioning systems, and troubleshooting. Prerequisite: EYD 736: HVAC I

**80 hrs, 8 CEUs, Fee \$1,195**

**EYD 738 501: 4/11-5/5, MTWR, 8:30 a.m. - 2 p.m., ITC (New Castle), In-person**

**EYD 738 530: 5/16-6/30, MTR, 5 - 9 p.m., ITC (New Castle), In-person**

## HVAC IV: Advanced HVAC-R

This course provides students with the technical theory related to commercial HVAC systems, including roof-top air conditioning units, refrigeration walk-in boxes, freezers, and ice machines. Students will also gain practical hands-on experience with the latest Building Automation Systems (BAS) programming and controls which have become prevalent in today's HVAC industry. In addition, students will

also learn basic HVAC installation techniques, including sheet metal bending, duct-work, and plenum fabrication. Throughout this course, students will perform diagnostic and repair lab exercises to reinforce the theory learned in previous classes. Prerequisite: EYD 737 and EYD 738: HVAC II and III

**60 hrs, 6 CEUs, Fee \$695**

**EYD 739 501: 5/9-5/26, MTWR, 8:30 a.m. - 2 p.m., ITC (New Castle), In-person**

**EYD 739 530: 7/5-8/1, MTR, 5 - 9 p.m., ITC (New Castle), In-person**

## Safety Training

### Asbestos 'B' Initial

This course is for individuals who perform supervision of persons permitted to enter restricted asbestos abatement areas. This program reviews critical topics associated with asbestos abatement activities, as well as responsibilities of the competent person for the asbestos project, consistent with current regulations.

**16 hrs, 1.6 CEUs, Fee \$295**

**EYD 011 601: 2/8 & 2/9, TW, 8:30 a.m.- 5 p.m., Dover, In-person**

**EYD 011 602: 6/14 & 6/15, TW, 8:30 a.m.- 5 p.m., Dover, In-person**

### Asbestos 'B' Refresher

Do not let your asbestos worker license expire! This refresher course is essential for recertification, so sign up for your refresher course today.

**8 hrs, 0.8 CEUs, Fee \$195**

**EYD 004 601: 1/25, T, 8 a.m. - 4:30 p.m., Dover, In-person**

**EYD 004 602: 3/22, T, 8 a.m. - 4:30 p.m., Dover, In-person**

**EYD 004 603: 5/24, T, 8 a.m. - 4:30 p.m., Dover, In-person**

**EYD 004 604: 7/26, T, 8 a.m. - 4:30 p.m., Dover, In-person**

## Supervisor Refresher, Class A

This course is for individuals who perform supervision of persons permitted to enter restricted asbestos abatement areas. This program reviews critical topics associated with asbestos abatement activities, as well as responsibilities of the competent person for the asbestos project, consistent with current regulations. CPR certification available for an additional \$50.

**8 hrs, 0.8 CEUs, Fee \$150**

**EYD 001 601: 2/3, R, 8:30 a.m. - 5 p.m., Dover, In-person**

**EYD 001 602: 3/3, R, 8:30 a.m. - 5 p.m., Dover, In-person**

**EYD 001 603: 4/7, R, 8:30 a.m. - 5 p.m., Dover, In-person**

**EYD 001 604: 5/19, R, 8:30 a.m. - 5 p.m., Dover, In-person**

**EYD 001 605: 6/9, R, 8:30 a.m. - 5 p.m., Dover, In-person**

**EYD 001 606: 7/14, R, 8:30 a.m. - 5 p.m., Dover, In-person**

**EYD 001 607: 8/4, R, 8:30 a.m. - 5 p.m., Dover, In-person**

## Worker Refresher, Class A

This asbestos training course provides a general overview of asbestos abatement procedures and worker protection for individuals working on asbestos class I & II projects. It will cover the removal, encapsulation, application, and enclosure of significant amounts of asbestos containing material.

**8 hrs, 0.8 CEUs, Fee \$150**

**EYD 002 601: 2/15, T, 8:30 a.m. - 5 p.m., Dover, In-person**

**EYD 002 602: 4/12, T, 8:30 a.m.- 5 p.m., Dover, In-person**

**EYD 002 603: 6/28, T, 8:30 a.m.- 5 p.m., Dover, In-person**

## Asbestos Education: CPR for Supervisor

This course is for individuals who perform supervision of persons permitted to enter restricted asbestos abatement areas. This program reviews critical topics associated with asbestos abatement activities, as well as responsibilities of the competent person for the asbestos project, consistent with current regulations.

**2 hrs, 0.2 CEUs, Fee \$50**

**EYD 008 601: 2/3, R, 3 - 5 p.m.,  
Dover, In-person**

**EYD 008 602: 3/3, R, 3 - 5 p.m.,  
Dover, In-person**

**EYD 008 603: 4/7, R, 3 - 5 p.m.,  
Dover, In-person**

**EYD 008 604: 5/19, R, 3 - 5 p.m.,  
Dover, In-person**

**EYD 008 605: 6/9, R, 3 - 5 p.m.,  
Dover, In-person**

**EYD 008 606: 7/14, R, 3 - 5 p.m.,  
Dover, In-person**

**EYD 008 607: 8/4, R, 3 - 5 p.m.,  
Dover, In-person**



## EPA 608 Freon Technician Certification Training

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

**8 hrs, 0.8 CEUs, Fee \$95**

**1EYI 780 501: 5/31-6/1, MT,  
8:30 a.m. - 12:30 p.m., ITC  
(New Castle), In-person**

**1EYI 780 530: 8/2-8/4, TR,  
5 - 9 p.m., ITC (New Castle) In-person**

## 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 the exam.

**4 hrs, 0.4 CEUs, Fee \$75**

**EYI 781 501: 6/2, W, 8:30 a.m. -  
1 p.m., ITC (New Castle), In-person**

**EYI 781 530: 8/8, M, 5 - 9 p.m., ITC  
(New Castle), In-person**



## LOCATION KEY

For more information,  
visit page 32.

**ITC:** Innovation and  
Technology Center

**MC:** Middletown Center

**CTC:** Corporate Training Center

**ITPC:** Innovation and Technology  
Partnership Center

**ETC:** Environmental Training Center

**CTTC:** Commercial Transportation  
Training Center

# TECHNICAL TRAINING



## 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.

**10 hrs, 1 CEUs, Fee \$149**

**EYP 703 501: 2/16-2/17, TR, 8:30 a.m. - 2 p.m., ITC (New Castle), In-person**

**EYP 703 530: 2/15-2/17, TWR, 5:30 - 9 p.m., ITC (New Castle), In-person**

## Lead Safety for Renovation, Repair and Painting (RRP)

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

**8 hrs, 0.8 CEUs, Fee \$249**

**EYI 786 502: 2/18, F, 8 a.m. - 5 p.m., ITC (New Castle), In-person**

**EYI 786 503: 3/25, F, 8 a.m. - 5 p.m., ITC (New Castle), In-person**

**EYI 786 504: 4/22, F, 8 a.m. - 5 p.m., ITC (New Castle), In-person**

**EYI 786 505: 6/3, F, 8 a.m. - 5 p.m., ITC (New Castle), In-person**

**EYI 786 506: 7/8, F, 8 a.m. - 5 p.m., ITC (New Castle), In-person**

## Forklift Operation/Safety Certification Training Program

Designed to meet OSHA standards by providing students with the safety and operational knowledge as well as the skills required to operate a forklift safely. Each participant will be required to capably operate a forklift and demonstrate practical operational skills.

**4 hrs, 0.4 CEUs, Fee \$149**

**EYN 007 660: 1/22, S, 9 a.m. - 1 p.m., Dover, In-person**

**EYN 007 661: 2/26, S, 9 a.m. - 1 p.m., Dover, In-person**

**EYN 007 662: 3/26, S, 9 a.m. - 1 p.m., Dover, In-person**

**EYN 007 663: 4/23, S, 9 a.m. - 1 p.m., Dover, In-person**

**EYN 007 664: 5/21, S, 9 a.m. - 1 p.m., Dover, In-person**

**EYN 007 665: 6/25, S, 9 a.m. - 1 p.m., Dover, In-person**

**EYN007 667: 7/23, S, 9 a.m. - 1 p.m., Dover, In-person**

**EYP 730 502: 2/18, F, 9 a.m. - 1 p.m., ITC (New Castle), In-person**

**EYP 730 503: 3/25, F, 9 a.m. - 1 p.m., ITC (New Castle), In-person**

**EYP 730 504: 4/22, F, 9 a.m. - 1 p.m., ITC (New Castle), In-person**

**EYP 730 505: 6/3, F, 9 a.m. - 1 p.m., ITC (New Castle), In-person**

**EYP 730 506: 7/8, F, 9 a.m. - 1 p.m., ITC (New Castle), In-person**

**EYP 204 271: 1/21, F, 9 a.m. - 1 p.m., ITPC (Bridgeville), In-person**

**EYP 204 272: 2/25, F, 9 a.m. - 1 p.m., ITPC (Bridgeville), In-person**

**EYP 204 273: 3/25, F, 9 a.m. - 1 p.m., ITPC (Bridgeville), In-person**

**EYP 204 274: 4/22, F, 9 a.m. - 1 p.m., ITPC (Bridgeville), In-person**

**EYP 204 271: 5/20, F, 9 a.m. - 1 p.m., ITPC (Bridgeville), In-person**

**EYP 204 272: 6/24, F, 9 a.m. - 1 p.m., ITPC (Bridgeville), In-person**

**EYP 204 273: 7/22, F, 9 a.m. - 1 p.m., ITPC (Bridgeville), In-person**

**EYP 730 508: 2/15, T, 9 a.m. - 1 p.m., MC (Middletown), In-person**

**EYP 730 509: 3/15, T, 9 a.m. - 1 p.m., MC (Middletown), In-person**

**EYP 730 510: 4/12, T, 9 a.m. - 1 p.m., MC (Middletown), In-person**

**EYP 730 511: 5/17, T, 9 a.m. - 1 p.m., MC (Middletown), In-person**

## Production Technician Level I Certificate



Begin your career in 2022 as a production technician in the Manufacturing & Distribution Industries! These jobs are in high demand, and our revised 195-hour program has been designed for students to obtain the basic fundamental skills needed in today's high tech electro-mechanical environment. Major companies in this region seeking to hire Production Technicians include Adesis, Agilent Technologies, AstraZeneca, Bloom Energy, Chemours, DuPont, GE, Gore, Lockheed Martin, P&G, PPG, and Siemens Healthineers, and more.

Students will obtain knowledge and hands-on experience in:

- Mechanical Fabrication
- Production Assembly
- AC/DC Electrical Circuits
- Fluid Power
- Pneumatics
- Mechanical Drives
- LEAN Manufacturing
- OSHA Safety
- Forklift Safety

**195 hrs, 19.5 CEUs, Fee \$1,995**

**EYN 713 5H1: 2/28-6/2, MTWR\*, 8:30 a.m. - Noon, ITC (New Castle), Hybrid\***

**\*Up to 1/3 of this program can be completed via online self-directed study.**

## Production Technician Level II Certificate



Obtain advanced electro-mechanical skills in the 195-hour Production Technician Level II Certificate course. The manufacturing industry in Delaware is growing, and students with advanced skills are in extremely high demand.

Students in the Level II course will obtain knowledge and hands-on experience in:

- Electrical Motor Controls
- Variable Frequency AC Drives
- Pneumatic Troubleshooting
- PLC Basics
- PLC Troubleshooting
- MSSC Quality Certification Prep

**195 hrs, 19.5 CEUs, Fee \$1,995**

**Course to be offered in Fall 2022**

## Welding

### Welding Technician Certificate WIOA



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

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

**262 hrs, 26.2 CEUs, Fee \$5,134**

**EYD 729 501: 2/16-5/16, MTWR, 8:30 a.m. - Noon, ITC (New Castle), In-person**

**EYD 729 530: 2/15-8/11, MTR, 5:30 - 9 p.m., ITC (New Castle), In-person**

**EYD 729 503: 5/24-8/18, MTWR, Noon - 2 p.m., ITC (New Castle), In-person**

### LOCATION KEY

For more information, visit page 32.

**ITC:** Innovation and Technology Center

**MC:** Middletown Center

**CTC:** Corporate Training Center

**ITPC:** Innovation and Technology Partnership Center

**ETC:** Environmental Training Center

**CTTC:** Commercial Transportation Training Center

# TECHNICAL TRAINING

## Introduction to Welding

This updated comprehensive basic welding course will provide students with welding safety, welding theory, welding terminology, welding blueprint reading, and extensive hands-on training in Shielded Metal Arc Welding (SMAW), also known as “stick” welding. This 84-hour class also includes welding machine setup, welding symbols, type of joints, electrode classification, and metallurgy, and features both vertical and overhead welding positions. Students must be prepared to weld during the first class.

**84 hrs, 8.4 CEUs, Fee \$1,295**

**EYD 726 501: 2/21-3/17, MTWR, 8:30 a.m. - Noon, ITC (New Castle), In-person**

**EYD 726 530: 2/21-4/14, MTR, 5:30 - 9 p.m., ITC (New Castle), In-person**

## Specialized Welding Processes

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

**84 hrs, 8.4 CEUs, Fee \$1,895**

**EYD 727 501: 3/7-4/14, MTWR, 8:30 a.m. - Noon, ITC (New Castle), In-person**

**EYD 727 502: 3/7-4/14, MTWR, 1 - 4:30 p.m., ITC (New Castle), In-person**

**EYD 727 530: 3/21-5/12, MTR, 5:30 - 9 p.m., ITC (New Castle), In-person**



## Pipe Welding

This 84-hour hands-on course focuses on the Shielded Metal Arc Welding process of pipe welding. The training will consist of both instruction and practice in the areas of pipe fitting, beveling, electrode selection, joint preparation, and welding. As students begin to master the basics of pipe welding, the instruction will focus on the skills required for code welding. Prerequisite: EYD 726 and EYD 727 or instructor approval.

**84 hrs, 8.4 CEUs, Fee \$1,795**

**EYD 728 501: 4/25-5/19, MTWR, 8:30 a.m. - Noon, ITC (New Castle), In-person**

**EYD 728 530: 6/20-8/11, MTR, 5:30 - 9 p.m., ITC (New Castle), In-person**

## Plate and Pipe Welding Certification Exams

Certification exams will be given in the state-of-the-art welding lab at the ITC in New Castle, 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 an exam. Call (302) 266-3300 for details.



## SUMMER 2022

### Summer Technical Training Academies

#### Construction Technology WIOA



**300 hrs, 30 CEUs, Fee \$3,695**

**EYD 783 502: 6/1-8/26, MTWR, 8:30 a.m. - 2 p.m., ITC (New Castle), In-person**

#### Welding Technician Certificate WIOA



**262 hrs, 26.2 CEUs, Fee \$3,734 + \$1,400 lab fee**

**EYD 729 503: 5/24-8/18, MTWR, 8:30 a.m. - 2 p.m., ITC (New Castle), In-person**

## Environmental Certification and Exam Prep

### Base Level Water Operators Course

This entry-level course prepares students for the state certification exam. Students will learn basic water system operator responsibilities, water sources and treatment, math, pumps, disinfection, lab procedures, treatment plant operations and safety. Textbooks are available in the campus bookstore.

**Approvals: DE Water Ops-D. DE Well Drillers. MDE #2451-02-03, 57 (1.5x). MD Lic. PE's. NJ-07-040612-10.**

**57 hrs, 5.7 CEUs, Fee \$449**

**EYI 237 231: 2/8-6/14, T, 6 - 9 p.m., Georgetown, In-person**

### Wastewater Operator Certification Review, Level I

This entry-level course is designed for individuals interested in the wastewater treatment field. This course prepares students for the state certification exam. Students will learn basic wastewater systems operator responsibilities, fundamentals of treatment processes, math, pumps, lab procedures, regulatory requirements and safety. Textbooks are available in the campus bookstore.

**Approvals: DE WW Ops-D. DE Onsite Lic. A,B,C,D,E,F,H,I. MDE #1372-96-06, WW 1-6, S; IW 1-5, 7. MD Lic. PE's. NJ-07-040608-20. VA WWOPS.**

**48 hrs, 4.8 CEUs, Fee \$395**

**EYI 200 231: 2/21-6/6, M, 6 - 9 p.m., Georgetown, In-person**

### Wastewater Operator Certification Review, Level II & III

Take this course to prepare at a more advanced level for the state certification exams. Some of the topics covered include advanced wastewater treatment processes, treatment ponds, sludge digestion, disinfection, and reuse. Textbooks are available in the campus bookstore.

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

**48 hrs, 4.8 CEUs, Fee \$395**

**EYI 201 231: 2/23-6/8, W, 6 - 9 p.m., Georgetown, In-person**

### Wastewater Operator Certification Review, Level IV

This course prepares operators for the state certification exam. Topics include: management, budgeting, and advanced wastewater treatment to include odor control and industrial wastewater. Textbooks are available in the campus bookstore.

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

**42 hrs, 4.2 CEUs, Fee \$369**

**1EYI 235 2V1: 2/24-5/26, R, 6 - 9 p.m., Online (Georgetown)**

### Class B Designer Onsite License Preparation Course

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

**Approvals: DE WW Ops-I. DE Onsite Lic. A,B,C,D,E,F,H,I. MD Lic. PE's. NJ-07-0916243-20.**

**3 hrs, 0.3 CEUs, Fee \$85**

**1EYI 254 2V1: 4/13, W, 5:30 - 8:30 p.m., Online (Georgetown)**

### Class I Inspector Preparation Course

This course will identify the proper procedures necessary to perform a complete and thorough inspection of Class B designed onsite wastewater treatment and disposal systems. This class will cover open trench and capping fill inspections; inspection reports and paperwork requirements; and clarification of the gray areas that may arise during an inspection. This class is a prerequisite for taking the Class I licensing exam.

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

**7 hrs, 0.7 CEUs, Fee \$199**

**EYI 991 201: 2/24, R, 8:30 a.m. - 4:30 p.m., Georgetown, In-person**

#### LOCATION KEY

For more information, visit page 32.

**ITC:** Innovation and Technology Center

**MC:** Middletown Center

**CTC:** Corporate Training Center

**ITPC:** Innovation and Technology Partnership Center

**ETC:** Environmental Training Center

**CTTC:** Commercial Transportation Training Center

## Limited License Water Operator Certification Prep

This course is designed to prepare school, childcare, and small NTC system employees to become certified as a State of Delaware water system operator at their facility. Textbook is available in campus bookstore. Licensure exam given in class.

**Approvals: DE Water Ops-D. MD Lic. PE's. NJ-07-0914204-10.**

**16 hrs, 1.6 CEUs, Fee \$299**

**EYI 995 201: 2/21-3/07, M, 12:30 - 5 p.m., 3/14, M, 12:30 - 3 p.m., Georgetown, In-person**

## Inspection of Onsite Wastewater Systems (Class H License)

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

**Approvals: DE WW Ops-D. DE Onsite Lic. A,B,C,D,E,F,H,I. MDE #5328-13-02 7.0 (X1.5) WW 6 OPERS, NP. MDE Inspector. MD Env. Health Spec. MD Lic. PE's., NJ-07-0313170-20.**

**7 hrs, 0.7 CEUs, Fee \$199**

**EYI 533 201: 3/22, T, 8:30 a.m. - 4:30 p.m., Georgetown, In-person**

## Class F Wastehaulers Onsite License Preparation Course

This course will prepare students to pass the state licensing exam for Class F waste haulers. Topics covered: regulatory requirements for pumping of septic tanks, lift stations, and grease traps; insurance needs; truck identification markings; liquid transporters permit; repairs/replacement allowed; and more.

**Approvals: DE WW Ops-I. DE Onsite Lic. A,B,C,D,E,F,H,I. MD Lic. PE's. NJ-07-0916244-20.**

**3 hrs, 0.3 CEUs, Fee \$85**

**EYI 255 231: 3/30, W, 5:30 - 8:30 p.m., Georgetown, In-person**

## Class E System Contractor (Installer) Onsite License Preparation Course

This course will prepare students to pass the state licensing exam for Class E system contractors (installers). Topics include: contractor levels, licensing requirements, siting systems, design considerations, permitting procedures, and inspection requirements.

**Approvals: DE WW Ops-I. DE Onsite Lic. A,B,C,E,F,H,I. MD Lic. PE's. NJ-07-0217247-20.**

**3 hrs, 0.3 CEUs, Fee \$85**

**EYI 271 231: 4/27, W, 5:30 - 8:30 p.m., Georgetown, In-person**

## Water Operator Chemical Feed Endorsement for Fluoride, Lime, PH Adjustment and Inhibitors

This endorsement course prepares the operator for the state certification exam. Operators will explore different areas of chemical feed including permanganate, fluoridation, lime soda ash softening, hydrogen peroxide and pH. Textbooks are available in the campus bookstore.

**Approvals: DE Water Ops-D. MDE Approval #5823-15-11, 30 (1.5x) ALL WT, NP. Approved MD lic. PE's. NJ-07-040614-10.**

**30 hrs, 3.0 CEUs, Fee \$339**

**EYI 244 231: 3/9-5/11, W, 6 - 9 p.m., Georgetown, In-person**

## Water Operator Distribution License Preparation Course

This intermediate level course prepares the student for the state certification exam for distribution systems. Textbooks are available in the campus bookstore.

**Approvals: DE Water Ops-D. MDE Approval #5822-15-11, 36 (1.5x) ALL WT; WD, NP. MD lic. PE's. NJ-07-040616-10.**

**36 hrs, 3.6 CEUs, Fee \$339**

**EYI 236 201: 3/8-4/12, T, 9 a.m. - 3 p.m., Georgetown, In-person**

## Self-Paced Online Environmental Training

### Application of Membrane Technology

This self-paced online course will explore the recent technological breakthroughs in wastewater treatment and reclamation for water reuse in which membrane treatment has emerged. Students will learn the basic understanding of membrane processes and their application in the water and wastewater industry. Topics include: membrane processes, construction/configuration, fouling processes, cleaning, system design, energy and cost considerations and operational issues.

**Approvals: DE WW Ops-D. MD Lic. PE's.** NJ-07-0519255-30.  
**8 hrs, 0.8 CEUs, Fee \$175**

**1EYI 262 2W1: Self-paced, accepting enrollment 1/10-5/13, Online (Georgetown)**

**1EYI 262 2W1: Self-paced, accepting enrollment 5/16-8/8, Online (Georgetown)**

### Basic Electricity

This self-paced online course covers electricity basics crucial to multiple fields. These topics include basic AC and DC electrical theory and circuits, safety practices and regulations, and an introduction to common electrical instrumentation applications and usage.

**Approvals: DE Water Ops-D. DE WW Ops-I. DE Onsite Lic. A,B,C,E,F,H,I. MDE #6287-17-12-O, ALL OPERS, NP. MD Lic. PE's. NJ-07-0217244-30.**

**8 hrs, 0.8 CEUs, Fee \$175**

**1EYI 264 2W1: Self-paced, accepting enrollment 1/10-5/13, Online (Georgetown)**

**1EYI 264 2W1: Self-paced, accepting enrollment 5/16-8/8, Online (Georgetown)**

### Basic Microscopy for Water Quality Professionals

This self-paced course is aimed to help water/wastewater professionals obtain better process control through microscopic examination of colonies, countings, mixed liquors and other waste streams. Topics include microscope types and features, cost factors, sampling processes, petri dish preps, slide preparation, maintenance, staining techniques, sample examination, organism class identification, colony counting, and how the presence, absence, mobility, number of various classes of organisms translates to wastewater process control.

**Approvals: DE WW Ops-D. Onsite Lic. A,B,C,E,F,H,I. MD Lic. PE's. MDE Env. Health Spec. NJ-07-0420263-30**

**8 hrs, 0.8 CEUs, Fee \$175**

**1EYI 831 2W1: Self-paced, accepting enrollment 1/10-5/13, Online (Georgetown)**

**1EYI 831 2W1: Self-paced, accepting enrollment 5/16-8/8, Online (Georgetown)**

## Attention Training Professionals

Become a part of our highly respected team and share your knowledge with others in this industry. If you are interested in teaching technical, environmental, safety, and/or industrial courses please contact:

**Ms. Kristen Yencer: (302) 857-1401 (Kent County)**

**Mr. Rodney Bailey: (302) 266-3303 (New Castle County)**

**Dr. Christopher Moody: (302) 259-6316 (Sussex County)**

### LOCATION KEY

For more information, visit page 32.

**ITC:** Innovation and Technology Center

**MC:** Middletown Center

**CTC:** Corporate Training Center

**ITPC:** Innovation and Technology Partnership Center

**ETC:** Environmental Training Center

**CTTC:** Commercial Transportation Training Center

# TECHNICAL TRAINING

## Best Practices in Onsite Inspection & Maintenance

This 10-hour self-paced course has been designed to provide best practices utilized when inspecting conventional and alternative systems for routine mortgage inspections, as well as operation and maintenance inspections. Topics include: maintenance contracts, best business practices, operation and maintenance practices for septic tanks, pumping systems, treatment units, and disposal field.

**Approvals: Onsite Lic. A,B,C,E,F,H,I. MDE Env. Health Spec.**

**10 hrs, 1.0 CEUs, Fee \$199**

1EYI 833 2W1: Self-paced, accepting enrollment 1/10-5/13, Online (Georgetown)

1EYI 833 2W1: Self-paced, accepting enrollment 5/16-8/8, Online (Georgetown)

## Chlorination Technology

This course provides students with the principles of chlorination. This self-paced course will provide an overview of various disinfection technologies and discuss the main types of chlorine application systems.

**Approvals: DE Water Ops-D. DE WW Ops-D. DE Onsite Lic. A,B,C,D,E,F,H,I. DE Well Drillers, 0.4 CEUs. MDE #5449-13-11, 8, All OPERS, P. MD Well Drillers. MD Lic. PE's. NJ-07-0313162-30.**

**8 hrs, 0.8 CEUs, Fee \$175**

1EYI 946 2W1: Self-paced, accepting enrollment 1/10-5/13, Online (Georgetown)

1EYI 946 2W1: Self-paced, accepting enrollment 5/16-8/8, Online (Georgetown)



## Disinfection Alternatives for Water/Wastewater Systems

This self-paced course will explore: the pros and cons of chlorine (gas, powder, liquid) compared and contrasted against alternatives like chloramines, chlorine dioxide, ozone, UV, mixed oxidants, ultra-filtration and other disinfectants; and how they may help in meeting regulations.

**Approvals: DE Water Ops-D. DE WW Ops-D. Onsite Lic. A,B,C,E,F,H,I. MD Lic. PE's. NJ-07-0420260-30**

**8 hrs, 0.8 CEUs, Fee \$175**

1EYI 830 2W1: Self-paced, accepting enrollment 1/10-5/13, Online (Georgetown)

1EYI 830 2W1: Self-paced, accepting enrollment 5/16-8/8, Online (Georgetown)

## Innovative and Alternative Onsite System

This self-paced course will focus on the application and use of technologically advanced onsite systems to save space and enhance groundwater protection. The class will provide students with an understanding of the regulations that govern IA systems; siting and permitting requirements; and basic treatment and delivery processes of various aerobic treatment units, media filters, and drip dispersal systems.

**Approvals: DE WW Ops-D. MDE # 5577-14-10 -NP, ALL WW; 1WW; WWC. DE Onsite Lic. A,B,C,D,E,F,H,I. MD Lic. PE's. NJ-07-0414192-20.**

**8 hrs, 0.8 CEUs, Fee \$175**

1EYI 979 2W1: Self-paced, accepting enrollment 1/10-5/13, Online (Georgetown)

1EYI 979 2W1: Self-paced, accepting enrollment 5/16-8/8, Online (Georgetown)

## Pumps, Motors and Controls

Students will explore care and maintenance requirements for pumping systems, associated control panels and motors. Major emphasis on mechanical and electrical troubleshooting.

**Approvals:** DE Water Ops-D. DE WW Ops-D. DE Onsite Lic. A,B,C,D,E,F,H,I. DE Well Drillers, .4 CEUs. MDE #5448-13-11, 8, All, NP. MD Well Drillers. MD Lic. PE's. NJ-07-0313163-30.

**8 hrs, 0.8 CEUs, Fee \$175**

**1EYI 956 2W1: Self-paced, accepting enrollment 1/10-5/13, Online (Georgetown)**

**1EYI 956 2W1: Self-paced, accepting enrollment 5/16-8/8, Online (Georgetown)**

## Surface Water Treatment

This course will examine the elements, processes, controls, and troubleshooting of the major components of a typical surface water treatment plant. Both conventional and alternative treatments will be explored. This self-paced course will provide instruction and practice in solving typical operational and mathematical problems associated with these treatment functions.

**Approvals:** DE Water Ops-D. DE WW Ops-I. MDE #5414-13-06, 8.0 (1.5x), ALL WT OPERS, P. MD Lic. PE's. NJ-07-0912142-30.

**8 hrs, 0.8 CEUs, Fee \$175**

**1EYI 935 2W1: Self-paced, accepting enrollment 1/10-5/13, Online (Georgetown)**

**1EYI 935 2W1: Self-paced, accepting enrollment 5/16-8/8, Online (Georgetown)**



## Ten Best Kept Water/Wastewater Secrets

This self-paced course explores ten unique little-known tools to achieve better operations in treatment, distributions, or collection. Discover: the importance of simple hypochlorite strength measurements; why portable ORP monitoring can yield big dividends; how refining lab tests for disinfection residuals, alkalinity, solids core-taking, nutrient and jar-testing can avoid violations; identify inexpensive tools missing from most treatment plant tool boxes; and learn why corrosion control isn't just water chemistry.

**Approvals:** DE Water Ops-D. DE WW Ops-D. Onsite Lic. A,B,C,E,F,H,I. MD Lic. PE's. MDE Env. Health Spec. NJ-07-0420262-30

**8 hrs, 0.8 CEUs, Fee \$175**

**1EYI 829 2W1: Self-paced, accepting enrollment 1/10-5/13, Online (Georgetown)**

**1EYI 829 2W1: Self-paced, accepting enrollment 5/16-8/8, Online (Georgetown)**

## Valves

This self-paced course is designed to provide basic knowledge necessary to identify and maintain many of the valves used in a water distribution system. Topics include: various valve types, valve uses, proper valve operation methods, basic valve maintenance, troubleshooting and proper installation techniques.

**Approvals:** DE Water Ops-D. DE WW Ops-D. DE Onsite Lic. A,B,C,E,F,H,I. MDE #6286-17-12-O, ALL OPERS, NP. MD Lic. PE's. MD Env. Health Spec. NJ-07-0217246-30.

**8 hrs, 0.8 CEUs, Fee \$175**

**1EYI 269 2W1: Self-paced, accepting enrollment 1/10-5/13, Online (Georgetown)**

**1EYI 269 2W1: Self-paced, accepting enrollment 5/16-8/8, Online (Georgetown)**

### LOCATION KEY

For more information, visit page 32.

**ITC:** Innovation and Technology Center

**MC:** Middletown Center

**CTC:** Corporate Training Center

**ITPC:** Innovation and Technology Partnership Center

**ETC:** Environmental Training Center

**CTTC:** Commercial Transportation Training Center

# TECHNICAL TRAINING

## Watersheds and Their Impact on the Environment

This self-paced course will explore the science of watersheds, as well as looking at some major watersheds on the Delmarva Peninsula. Examination of common impairments to watersheds, TMDLs and best management practices for watersheds will also be explained. Discover how recent developments in the Clean Water Act drive local and regional regulations, with a major emphasis on wastewater, point and non-point source discharges.

**Approvals: DE WW Ops-I. DE Onsite Lic. A,B,C,D,E,F,H,I. MDE #5931-16-05, 4.0, ALL WW; WC SUPERS, NP. MD Lic. PEs. NJ-07-0914210-20.**

**4 hrs, 0.4 CEUs, Fee \$95**

**1EYI 800 2W1: Self-paced, accepting enrollment 1/10-5/13, Online (Georgetown)**

**1EYI 800 2W1: Self-paced, accepting enrollment 5/16-8/8, Online (Georgetown)**

## REGISTER EARLY!

Our classes are scheduled on demand. We recommend registering at least one week before the start of the class to secure your enrollment.

Register for your class today!



## Environmental One-Session Classes

### Basics of Portable Restroom Operation and Management (Porta Potties)

This course relates the general operation of the portable restroom business in Delaware. The course material covers pertinent federal/state environmental and DOT requirements for the portable restroom business and its peripheral activities. It includes operator licensing details, waste disposal requirements, safety in disinfectant handling, and covers the aesthetic issues pertaining to the portable restroom industry. Concepts such as emergency preparedness for large- and small-scale catastrophic events in which portable restrooms may play an important role will also be examined.

**Approvals: DE WW Ops-D. DE Onsite Lic. A,B,C,D,E,F,H,I.**

**6 hrs, 0.6 CEUs, Fee \$119**

**EYI 239 201: 3/11, F, 9 a.m. – 4 p.m., Georgetown, In-person**

### How to Prevent a Catastrophic Event in Your Water/Wastewater System

This course will address the common “standard practices” that can avert many potential catastrophic issues at W/WW facilities, which if not addressed, could ultimately lead to bodily harm. Topics include: lack of verification of very basic chemicals delivered to facilities, case histories, and how simple and easy a verification program is to establish. Students will also address operational issues, aging infrastructure contamination prevention, stagnation and biofilm bacterial-related contamination and backflow prevention.

**Approvals: DE Water Ops-D. DE WW Ops-D. DE Onsite lice. A,B,C,D,E,F,H,I. MDE Approval # 5703-15-04, 7.0(X1.5), ALL, P. MD lic. PE's. NJ-07-0915235-30.**

**7 hrs, 0.7 CEUs, Fee \$175**

**EYI 248 201: 3/15, T, 8:30 a.m. - 4:30 p.m., Georgetown, In-person**

## Water Meters: Principles of Operation and Maintenance

Water use metering is an essential element in the management of water supply systems. Metering is a requirement for loss control, accounting, rate-making, verification of water and the evaluation of the effectiveness of efficiency and conservation measures. Meters must be provided at all important water production processes and delivery locations. Students will discover how meters are selected, installed, and operated, and learn about maintenance, including calibration measures.

**Approvals: DE Water Ops-D. DE Well Drillers, 4 CEUs. MDE Approval #5828-15-11, 4.0, ALL WT; WD, NP. MD Env. Health Spec. MD lic. PE's. NJ-07-0315212-10.**

**4 hrs, 0.4 CEUs, Fee \$95**

**EYI 811 201: 4/21, R, 8:30 a.m. - 12:30 p.m., Georgetown, In-person**



## Biological Nutrient Removal

In-depth review of the biological processes involved in the removal of nitrogen and phosphorus from activated sludge. The review includes nitrification, denitrification and biological phosphorus release and uptake. Also presented are the necessary operational conditions for oxic, anoxic and anaerobic environments.

**Approvals: DE WW Ops-D. DE Onsite Lic. A,B,C,D,E,F,H,I. MDE Approval # 5575-14-10 7, ALL WW; IWW OPERS, P. MD Lic. PE's. PADEP #1939. NJ-07-1010715-20.**

**7 hrs, 0.7 CEUs, Fee \$175**

**EYI 295 201: 3/1, T, 8:30 a.m. - 4:30 p.m., Georgetown, In-person**

## Water/Wastewater Sampling Techniques for Environmental Compliance

Designed to demonstrate techniques and practices to insure proper safety, collection, preservation, shipping, and documentation for environmental water samples. Course includes discussions on sample hold times, proper container selection, appropriate volumes for each sample type, and sources of information. Other topics include laboratory selection, record-keeping, quality assurance and quality control for laboratories.

**Approvals: DE Water Ops -D. DE WW Ops-D. DE Onsite Lic. A,B,C,D,E,F,H,I. MDE Approval #5271-12-10, 7.0, ALL OPERS, NP, MD Env. Health Spec. MD lic. PE's. NJ-07-0512130-30.**

**7 hrs, 0.7 CEUs, Fee \$139**

**EYI 916 201: 3/9, W, 8:30 a.m. - 4:30 p.m., Georgetown, In-person**

### LOCATION KEY

For more information, visit page 32.

**ITC:** Innovation and Technology Center

**MC:** Middletown Center

**CTC:** Corporate Training Center

**ITPC:** Innovation and Technology Partnership Center

**ETC:** Environmental Training Center

**CTTC:** Commercial Transportation Training Center

## TECHNICAL TRAINING



### Sludge Digestion: Aerobic and Anaerobic

Sludge disposal is becoming costlier and more difficult in the face of rising fuel prices and public opposition. Properly digested sludge provides a huge economic benefit to the wastewater treatment plant, and all operators should be familiar with the types of digestion. This course will explain how sludge digesters work and the factors that influence and control the process. Operation and maintenance, sample collection, troubleshooting and handling will be discussed.

**Approvals: DE WW Ops-D. DE Onsite lic. A,B,C,D,E,F,H,I. MDE Approval #5502-14-03, 7.0 (X1.5) WW 3-6 S&A; IWW 1-7 Opers, P. MD Env. Health Spec. MD lic. PE's. NJ-07-0913182-20.**

**7 hrs, 0.7 CEUs, Fee \$175**

**EYI 967 201: 3/15, T, 8:30 a.m. - 4:30 p.m., Georgetown, In-person**

### Well Construction Techniques

This course provides training for entry-level drillers, apprentices, or water service personnel on well construction and sanitary principles. Topics include: potable water supplies, well components, well construction methods, disinfection practices, and unconsolidated formations.

Instructor: Eric Sackett

**Approvals: DE Water Ops-D. DE Well Drillers, 4.0 hrs MD Well Drillers. MD lic. PE's. NJ-07-040628-10.**

**4 hrs, 0.4 CEUs, Fee \$95**

**EYI 257 201: 4/8, F, 8:30 a.m. - 12:30 p.m., Georgetown, In-person**

### Soils

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

**Approvals: DE WW Ops-I. DE Onsite Lic. A,B,C,E,F,H,I. DE Nutrient Mgmt Program, 5.0 CEC's. MDE Approval #5327-13-02, 7, WW 1-6, S & A; IWW 1-7 OPERS, NP. MD Env. Health Spec. NJ-07-0912133-20. VA WWOPS.**

**7 hrs, 0.7 CEUs, Fee \$175**

**EYI 294 201: 4/15, F, 8:30 a.m. - 4:30 p.m., Georgetown, In-person**

## Comparing Alternative Disinfection Systems for Water/Wastewater Systems

Course explores the pros and cons of chlorine (gas, powder, liquid) compared and contrasted against alternatives like chloramines, chlorine dioxide, ozone, UV, mixed oxidants, ultra-filtration and other disinfectants. Discuss meeting requirements for the disinfection by-products and groundwater rules. Course combines superb computer-generated visuals, discussion and demonstrations.

**Approvals: DE Water Ops-P. DE WW Ops-D. MDE Approval #4068-07-07, 7, (1.5X) ALL, P. MD lic. PE's. NJ-07-0413173-30.**

**7 hrs, 0.7 CEUs, Fee \$175**

**EYI 960 201: 4/26, T, 8:30 a.m. - 4:30 p.m., Georgetown, In-person**



## Chemistry Basics for Water/Wastewater Professionals

This course will provide basic information for identifying chemical compounds, their properties, interactions and safe handling.

**Approvals: DE Water Ops-D, DE WW Ops-D. DE Onsite Lic. A,B,C,D,E,F,H,I. MD Lic. PE's. NJ-07-0319254-30.**

**6 hrs, 0.6 CEUs, Fee \$149**

**EYI 283 201: 5/16, M, 9 a.m. - 4 p.m., Georgetown, In-person**

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

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

Instructor: Mike Harrington, CET

**Approvals: DE Water Ops-D. MDE Approval #5078-12-03, 7.0 (X1.5) ALL WT; WD Operators, NP. MD Lic. PE's. NJ-07-0413172-10.**

**7 hrs, 0.7 CEUs, Fee \$175**

**EYI 950 201: 5/24, T, 8:30 a.m. - 4:30 p.m., Georgetown, In-person**

### LOCATION KEY

For more information, visit page 32.

**ITC:** Innovation and Technology Center

**MC:** Middletown Center

**CTC:** Corporate Training Center

**ITPC:** Innovation and Technology Partnership Center

**ETC:** Environmental Training Center

**CTTC:** Commercial Transportation Training Center

# REGISTRATION INFORMATION

## Our Mission

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

## Cancellation of Classes

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

## Enrollment Policy

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

## Refund Policy

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

## Continuing Education Units (CEUs) Awards

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

## Tax Deduction/Credit Policy

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

## Inclement Weather/Emergency Closing

To obtain information about the delay or cancellation of day, evening or weekend classes, see announcements on local television, radio stations, and at dtcc.edu.

## FERPA

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

---

## Nondiscrimination Policy

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

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

**Civil Rights & Title IX Coordinator • Office of the President • 100 Campus Drive, Dover, DE 19904  
(302) 857-1903 • [civilrights@dtcc.edu](mailto:civilrights@dtcc.edu)**

## Notice of Availability of Annual Security Report

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

## Payment Methods

**ON CAMPUS:** Available during business hours: M-F, 8:30 a.m. - 4:30 p.m.\*

**MAIL:** Enclose a check or money order payable to Delaware Technical Community College, Workforce Development and Community Education. Mail with the completed form to the campus location\*.

**PHONE:** Call the campus location\* where you will be attending class to pay with credit card.

**WEB:** Log on to [go.dtcc.edu/workforcedevelopment](http://go.dtcc.edu/workforcedevelopment). Pay with credit card.

*\*Locate campus address and phone numbers on page 2 or visit [go.dtcc.edu/workforcedevelopment](http://go.dtcc.edu/workforcedevelopment).*

## Registration Form

*Please type or clearly print the requested information.*

LAST NAME			FIRST NAME			MIDDLE INITIAL			
SOCIAL SECURITY (LAST FOUR)			DATE OF BIRTH			GENDER:		MALE	FEMALE
STREET ADDRESS									
CITY			STATE			ZIP CODE			
EVENING PHONE #			DAY PHONE #			EMAIL			

## Course Selection(s)

COURSE #	COURSE TITLE	START DATE/TIME	FEES

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

African-American    Asian/Pacific Islander    Caucasian    Hispanic/Latino    Native American/Alaskan    Other

Postal Customer

# WHAT'S INSIDE

In an effort to help during this difficult time, we have developed a catalog of programs and industry certifications to meet the rapidly changing demands of our state.

<b>SEED Scholarship Certificates .....</b>	<b>4</b>
<b>Professional Development .....</b>	<b>8</b>
<b>Healthcare .....</b>	<b>10</b>
<b>Personal Enrichment .....</b>	<b>26</b>
<b>Technical Training .....</b>	<b>32</b>

