



Delta College

LifeLong Learning

Learn. Work. Grow.

January - June 2013



www.delta.edu/lifelonglearning

lifelonglearning@delta.edu :: 989.686.9444





Delta College

LifeLong Learning

Delta College LifeLong Learning provides the opportunity to grow in knowledge and understanding, to acquire technical and professional skills, to experience new dimensions in human relations, and to develop leadership potential.

Our programs and testing services are built on the philosophy that learning is never finished during the life of an individual. Our instructors and staff are committed to making the pursuit of LifeLong Learning possible in the Great Lakes Bay Region.

LifeLong Learning has been a part of Delta College since it opened its doors in 1961. Many of our Career Training courses have been offered for nearly 50 years, including Phlebotomy and Health Unit Coordinator! Student success has always been our focus and we pride ourselves with our quality programming, informed instructors and community partnerships.

The common aspect for all Delta College's LifeLong Learning programs is simple, our instructors provide you with a high-impact experience in a minimal amount of time.

Over the years, LifeLong Learning has expanded its catalog to include programs for a variety of demographics. We offer classes for those looking to grow in their career and meet professional requirements, pursue interests and hobbies, enrich and improve their life or simply learn something new and fascinating. Don't miss the chance to do something for yourself!

- Career Training
- Continuing Education & CEUs for Professionals
- Personal Enrichment
- General Education
- Testing Services
- 50+... Just Like Gold
- Online Courses
- Youth Programs



LifeLong Learning is a proud partner of Delta College Quality Public Broadcasting and PBS Kids!

www.delta.edu/broadcasting

WHAT'S INSIDE?

HEALTH

Phlebotomy.....	2
Health Unit Coordinator.....	3
Medical Insurance Billing & Coding.....	3
Pharmacy Technician.....	4
Math Calculations for Pharmacy Technicians.....	4
Basic Life Support (BLS) for Healthcare Providers.....	4
RN/LPN Nurse Refresher.....	5
Local Anesthesia.....	5
Local Anesthesia Refresher.....	5

INDUSTRY

Residential Building 60 Hour Pre-Licensure.....	6
Small Engine Repair.....	6
Basic Home Inspector.....	6
Heavy Equipment Operator.....	7
Heavy Equipment Repair Technician.....	7
Welding.....	7
Journeyman & Master Electrical License Exam Preparation.....	8
Journeyman & Master Plumbing License Exam Preparation.....	8

SUSTAINABILITY

Live Better with (LED) Solid State Lighting.....	9
Solar Power for Cottages & Homes.....	9
Principles of Solar Power.....	9

BUSINESS

Real Estate Fundamentals.....	10
Understanding the HERS Index.....	10
Human Resources Series.....	11
Child Development for CDA & Assessment Preparation.....	12
Online: A to Z Grantwriting.....	12
Small Business Success - Venture Plan.....	13
Small Business Success - 5 Keys to Achieving Fiscal Fitness.....	13

COMPUTER SKILLS

Introduction to Personal Computers.....	14
Web Design.....	14

Quickbooks.....	14
Social Media at Home.....	15
Social Media for Business.....	15
Adobe® InDesign, Photoshop, Illustrator & Dreamweaver.....	15
Microsoft® Word, Excel, PowerPoint, Outlook & Access.....	16-17

PERSONAL ENRICHMENT

Photography.....	18
Fitness.....	18
Introduction to Art.....	19
Drawing with Perspective Michigan Landscapes.....	19
Watercolor Painting.....	19
Acrylic Painting.....	19
Beginning Drawing.....	19
Nonfiction Book Proposal.....	20
Short Story Workshop.....	20
Memoir Writing Workshop.....	20
Writing for Publication.....	20
Social Media for Writers.....	20
Website & Blog Design for Writers.....	20
Poetry Writing Workshop.....	20
Ready, Set, Write!.....	20
Motorcycle Safety.....	21

TESTING SERVICES

Microsoft® Office Specialist.....	16
GED®.....	22-23
WorkKeys®.....	23

GENERAL EDUCATION

Online: GED® Preparation.....	23
-------------------------------	----

Visit our website for a complete list of all our programs & current schedule.

www.delta.edu/lifelonglearning

Winter 2012 – Fall 2012

LIFELONG LEARNING STUDENT DEMOGRAPHICS

- 2,447 students
 - Non-High School graduates, Dual enrolled High School student, Associate, Bachelor, Master, Doctorate Degrees, Licensed Professionals
 - Displaced workers, academic waitlist students, community members, alumni, returning students, students pursuing further education at Delta.
- Average age: 35
- 47% Female, 53% Male
- What Counties do they live in?
 - Bay County: 24%
 - Saginaw: 35%
 - Midland: 17%
 - Other: 24%



Have a smartphone? Scan this QR Code to view all of our programs and full schedule on the web!



PHLEBOTOMY

Phlebotomists are important members of the clinical laboratory team. New diagnostic techniques, clinical laboratory technology and automated instruments have greatly increased the volume of and demand for medical laboratory testing performed by Phlebotomists. Delta College's phlebotomy course prepares you to work in a clinical setting as a phlebotomist in accordance with procedures established by the National Committee for Clinical Laboratory Standards. You will be eligible to sit for the American Society of Clinical Pathology exam to become a certified phlebotomist. Phlebotomy is often an excellent stepping-stone to other positions available within the healthcare industry.

CLINICAL REQUIREMENTS

Students are responsible for completing the clinical requirements by the first day of class. See the LifeLong Learning website to obtain your copy of the Student Clinical Requirements packet.

*Textbooks are required for this course.
Check with the Delta Bookstore.*

PREREQUISITES

1. Admission

Students must go through Admission to Delta College. There are several ways to apply to Delta College. For an admissions application, office hours and other important information please visit the Admissions Office website.

2. COMPASS® Testing

Students must show course readiness with the following COMPASS® test scores prior to registration. COMPASS® Testing is offered through the Testing Center located in A-133 on the Delta College Main Campus. Students are exempt from COMPASS® testing with an associate's degree or higher. If you are exempt, students must present transcripts to LifeLong Learning prior to registration.

Required COMPASS® Scores/Levels:

- Writing – Level 4, Score 70 and above
- Reading – Level 4, Score 81 and above
- Math - Level 4 (Elem./Inter. Algebra), Score 41 and above (Math 117, grade C or better, will waive Math requirement)

3. High School Diploma or GED® Test Credential

It is our recommendation that students who meet the above prerequisites have also attained a high school diploma or GED® test credential (not a high school certificate of completion) prior to participation and/or completion of this program. This recommendation is based on overall student success and hiring standards of many employers in the Great Lakes Bay Region.

100% EMPLOYMENT RATE*

**Based on results reported by 2011 Fall & 2012 Winter students.*

 Cost: \$1795

WINTER

Course Number: CHG-1730-WN900
Overall Dates: 1/11/13 - 3/15/13

Lecture: 1/11/13 - 2/17/13
Time: Friday; 5pm - 9pm
Saturday & Sunday; 10am - 6pm
Location: Main Campus

Clinicals: 2/18/13 - 3/15/13
Time & Location: To be announced in class

WINTER/SPRING

Course Number: CHG-1730-WN901
Overall Dates: 4/12/13 - 6/6/13

Lecture: 4/12/13 - 5/12/13
Time: Friday; 5pm - 9pm
Saturday & Sunday; 10am - 6pm
Location: Main Campus

Clinicals: 5/13/13 - 6/6/13
Time & Location: To be announced in class

“ *The hands on clinical experience was extremely valuable! It provided the first-hand experience necessary to succeed in my upcoming Phlebotomy career.* ”
- 2012 Winter Phlebotomy Student

HEALTH UNIT COORDINATOR

Are you interested in pursuing a position within the healthcare field that involves non-patient contact? The health unit coordinator (HUC) is a highly respected member of the health care team and in high demand locally. They are an important part of the team because they perform key clerical duties. Graduates have the opportunity to join NAHUC (National Association of Health Unit Coordinators). Most graduates of the Delta College Health Unit Coordinator Program are hired within one to three months. Positions are a mix of part-time and full-time, and most are in hospital settings, although other health organizations are also potential employers.

CLINICAL REQUIREMENTS

Students are responsible for completing the clinical requirements by the first day of class. See the LifeLong Learning website to obtain your copy of the Student Clinical Requirements packet.

*Textbooks are required for this course.
Check with the Delta Bookstore.*

PREREQUISITES

1. Admission

Students must go through Admission to Delta College. There are several ways to apply to Delta College. For an admissions application, office hours and other important information please visit the Admissions Office website.

2. COMPASS® Testing

Students must show course readiness with the following COMPASS® test scores prior to registration. COMPASS® Testing is offered through the Testing Center located in A-133 on the Delta College Main Campus. Students are exempt from COMPASS® testing with an associate's degree or higher. If you are exempt, students must present transcripts to LifeLong Learning prior to registration.

Required COMPASS® Scores/Levels:

- Writing – Level 4, Score 70 and above
- Reading – Level 4, Score 81 and above
- Math - Level 2 (Numerical/Pre-Algebra), Score 44 and above (Math 117, grade C or better, will waive Math requirement)

3. High School Diploma or GED® Test Credential

It is our recommendation that students who meet the required prerequisites have also attained a high school diploma or GED® test credential (not a high school certificate of completion) prior to participation and/or completion of this program. This recommendation is based on overall student success and hiring standards of many employers in the Great Lakes Bay Region.



Cost: \$1795

WINTER

Course Number: CHH-3302-WN100

Overall Dates: 1/15/13 - 3/28/13

Lecture: 1/15/13 - 2/7/13

Time: Tues., Wed., & Thurs.; 8am - 4pm

Location: Main Campus

Lab: 2/11/13 - 2/21/13

Time & Location: To be announced in class

Clinical: 2/25/13 - 3/28/13

Time & Location: To be announced in class

WINTER/SPRING

Course Number: CHH-3302-WN101

Overall Dates: 4/9/13 - 6/20/13

Lecture: 4/9/13 - 5/2/13

Time: Tues., Wed., & Thurs.; 8am - 4pm

Location: Main Campus

Lab: 5/6/13 - 5/16/13

Time & Location: To be announced in class

Clinical: 5/20/13 - 6/20/13

Time & Location: To be announced in class

MEDICAL INSURANCE BILLING & CODING

Medical insurance billing professionals work for doctors, hospitals and insurance companies. They complete the paperwork that is submitted to insurance companies on behalf of patients. This course teaches the following medical insurance billing and coding concepts: Basic diagnostic and procedure coding, basic insurance concepts and terminology used by health insurance carriers, how to complete claim forms for commercial insurance companies including Blue Cross/Blue Shield of Michigan, Medicare and Medicaid, and a hands-on computer lab that will allow you to work with and navigate the insurance billing software.

*Textbooks are required for this course.
Check with the Delta Bookstore.*

Prerequisites:

1. Admission

Students must go through Admission to Delta College. There are several ways to apply to Delta College. For an admissions application, office hours and other important information please visit the Admissions Office website.

2. HSC-105 Medical Terminology

(Grade C or above prior to registration)

Develops a basic understanding of the spelling and meaning of commonly used prefixes, suffixes, and word roots, and their combining forms. Comprehension of these word parts will allow proper use of words for the development of professional language use in the allied health professions.

3. Ability to type at least 40wpm accurately

4. High School Diploma or GED® Test Credential

It is our recommendation that students who meet the required prerequisites have also attained a high school diploma or GED® test credential (not a high school certificate of completion) prior to participation and/or completion of this program. This recommendation is based on overall student success and hiring standards of many employers in the Great Lakes Bay Region.



Cost: \$775

WINTER

Course Number: CHA-2005-WN300

Dates: 1/24/13 - 4/11/13

Time: Thursdays; 6pm - 9:45pm

WINTER/SPRING

Course Number: CHA-2005-WN301

Dates: 4/30/13 - 6/11/13 (skip 5/28/13)

Time: Tuesdays & Thursdays; 6pm - 9:45pm

PHARMACY TECHNICIAN

Pharmacy technicians assist and support licensed pharmacists in providing health care and medications to patients. They must have a broad knowledge of pharmacy practice, and be skilled in the techniques required to order, stock, package, and prepare medications, but they do not need the advanced college education required of a licensed pharmacist. Employers favor those who complete formal training and certification. Pharmacy technicians work in hospitals, retail, home health care, nursing homes, clinics and in mail order. This program is in a mock pharmacy type classroom environment with simulated lab experience. The course includes a mock certification examination to prepare for the National Pharmacy Technician Certification Exam.

After successful completion of the program, the student is awarded a certificate from Delta College. Students may also take the National Certification Exam for Certified Pharmacy Technicians. Those who pass the exam earn the title of Certified Pharmacy Technician (CPhT). Information on this exam will be supplied in class.

Textbooks are required for this course. Check with the Delta Bookstore.

Prerequisites:

1. Admission

Students must go through Admission to Delta College. There are several ways to apply to Delta College. For an admissions application, office hours and other important information please visit the Admissions Office website.

2. COMPASS® Testing

Students must show course readiness with the following COMPASS® test scores prior to registration. COMPASS® Testing is offered through the Testing Center located in A-133 on the Delta College Main Campus. Students are exempt from COMPASS® testing with an associate's degree or higher. If you are exempt, students must present transcripts to LifeLong Learning prior to registration.

Required COMPASS® Scores/Levels:

- Writing – Level 4, Score 70 and above
- Reading – Level 4, Score 81 and above
- Math - Level 4 (Elem./Inter. Algebra), Score 41 and above (Math 117, grade C or better, will waive Math requirement)

3. High School Diploma or GED® Test Credential

It is our recommendation that students who meet the above prerequisites have also attained a high school diploma or GED® test credential (not a high school certificate of completion) prior to participation and/or completion of this program. This recommendation is based on overall student success and hiring standards of many employers in the Great Lakes Bay Region.



Cost: \$899

Course Number: CHG-3001

Dates: 1/7/13 - 4/17/13

Time: Mondays & Wednesdays; 6pm - 9pm

REGISTER ONLINE

[www.delta.edu/
lifelonglearning](http://www.delta.edu/lifelonglearning)

Payment is due at time of registration. If the program you wish to register for is FULL, you must call LifeLong Learning at (989) 686-9444 to be added to the WAITLIST.

MATH CALCULATIONS FOR PHARMACY TECHNICIANS

Master the mathematical calculations necessary to become a CPhT and calculate drug dosages safely and accurately. Patient safety depends on the ability of healthcare professionals, especially those responsible for distribution of medication, to calculate medication dosages and doses. This program covers everything from basic math skills to reading and interpreting labels and physicians' orders, introducing key calculation and conversion concepts and then providing thousands of problems so you can practice and master the material. Other vital topics include conversions between the various measurement systems, reconstituting liquid medications, and calculating medications based on a patient's age or body weight. Learn calculation skills and develop the competencies needed by pharmacy technicians through step-by-step examples proving ways to make it easy to learn and remember how to do equations and use formulas. Pharmacy Technicians must learn this skill early in their studies and use it continuously throughout their careers. This program is intended to provide the basic – and not so basic – mathematical concepts that are applied to pharmacy. You will gain the knowledge to perform calculations for dispensing or administering medications in ambulatory care and inpatient arenas as well as basic accounting procedures used in retail and some hospital pharmacies. Actual drug labels accompany examples and problems, for real-world experience with the information you will see in pharmacy practice. You will be taught traditional methods of calculation as well as including other unique ways of obtaining correct calculations. Ultimately, we want to help you find the method that works best for you!

Successful completion of this program waives the Math prerequisite to the Pharmacy Technician CHG-3001 program.

Textbooks are required for this course. Check with the Delta Bookstore.



Cost: \$325

Course Number: CHG-3005

Dates: 5/2/13 - 6/27/13

Time: Thursdays; 6pm - 9:30pm

BASIC LIFE SUPPORT (BLS) FOR HEALTHCARE PROVIDERS

The Basic Life Support (BLS) for Healthcare Providers classroom course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. Topics to be covered include: key changes in basic life support, reflecting the new science from the 2010 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care, critical concepts of high-quality CPR, The American Heart Association Chain of Survival, 1-Rescuer CPR and AED for adult, child and infant, 2-Rescuer CPR and AED for adult, child and infant, differences between adult, child and infant rescue techniques, bag-mask techniques for adult, child and infant, rescue breathing for adult, child and infant, and relief of choking for adult, child and infant. Upon completion of this 4 hour course and a mandatory written exam, students will be able to respond to cardiac and respiratory emergencies in their healthcare environments and will receive certification for 2 years.



Cost: \$45

Course Number: CHG-2113

Visit www.delta.edu/lifelonglearning for current schedule.

RN/LPN NURSE REFRESHER

The Delta College Registered Nurse (RN) and Licensed Practical Nurse (LPN) Refresher Course is geared toward the nurse who desires to return to nursing after an absence for an extended period of time, for nurses who would like to transition back into acute care after working in other areas of nursing, for nurses who would like a good review for NCLEX-RN or LPN, and for nurses needing to meet Michigan Board of Nursing requirements. The goal of the Nurse Refresher Course is to update your knowledge and skill base, as well as increase the confidence of nurses as they return to clinical practice or the acute care setting.

This course is set up in a blended format:

- 20 hours of Simulated labs
- 60 hours clinical practice
- Independent on-line study
- Textbook readings and exercises
- On-line peer discussion boards
- Multiple tests including Pre/Post tests
- 25 CEUs, including 1 pain CE

*Textbooks are required for this course.
Check with the Delta Bookstore.*

Prerequisites:

1. **Documentation and/or proof of current active Michigan Registered or Practical Nurse license and/or proof of RN or LPN Nursing Program completion**
LifeLong Learning staff will verify the license is "active" by referencing the State of Michigan online license verification system: <http://www7.dleg.state.mi.us/free/>. If there is an infraction upon your license you must provide Michigan Board of Nursing approval documentation to the LifeLong Learning department prior to registration. Depending on Michigan Board of Nursing reinstatement guidelines; infractions will be handled on a case-by-case basis in determination of acceptance into this program.

2. Admission

Students must go through Admission to Delta College.

3. Clinical Requirements

Clinical requirements are mandatory for RN/LPN Nurse Refresher students and must be reviewed and be completed prior to the class start date. As a clinical student, it is your responsibility to maintain current health records while in a health care program. Students who do not have required documentation will not be allowed at the clinical site. Visit the LifeLong Learning website to download the Clinical Requirements forms.



Cost: \$995

Course Number: CHR-2501
Overall Dates: 2/1/13 - 4/26/13

Lab Dates: 2/1/13; Friday; 8am - 12:30pm
2/15/13; Friday; 8am - 12:30pm
3/15/13; Friday; 8am - 12:30pm
3/22/13; Friday; 8am - 4:30pm

Location: Main Campus

Clinical: 60 clinical hours completed
between 3/27/13 - 4/26/13

Location: Bay City, Saginaw & Midland

LOCAL ANESTHESIA

This course provides a comprehensive background for the participant to be able to administer local anesthetics in a safe and effective manner for pain control. The participant will complete the 15 didactic hours and 14 hours of laboratory/clinical experience mandated by Michigan Law. Laboratory/clinical experience include demonstrations, practice and evaluation of local anesthesia techniques including field infiltration and nerve block anesthesia.

Students will practice injections on each other in the afternoon sessions. Participants must provide a medical history and sign consent form on the first day of class. Clinical attire and safety glasses are required.

30 CONTINUING EDUCATION UNITS

All Delta College LifeLong Learning dental continuing education units are approved by the American Dental Association Commission on Dental Accreditation.

*Textbooks are required for this course.
Check with the Delta Bookstore.*



Cost: \$699

Course Number: CUD-2057
Presenters: Virginia Przygocki RDH, BS
John Taipale DDS
Dates: 1/12/13 & 1/26/13 and 2/9/13 & 2/23/13
Time: Saturdays, 8:30am - 5pm

LOCAL ANESTHESIA REFRESHER

This hands-on course will provide a review of critical anatomy and injection techniques including application of those techniques. You will be able to administer local anesthetics in a safe and effective manner for pain control. The participant will complete four total hours including: didactic and laboratory/clinical experience include demonstrations, practice and evaluation of local anesthesia techniques including field infiltration and nerve block anesthesia. Students will practice injections on each other in the clinical portions. Clinical attire and safety glasses are required. Participants must complete a medical history and sign a consent form on the first day of class.

This course is a refresher of the material previously covered in Local Anesthesia (Course # CUD-2057). Students must have successfully completed CUD-2057 to participate in the refresher course.

4 CONTINUING EDUCATION UNITS

All Delta College LifeLong Learning dental continuing education units are approved by the American Dental Association Commission on Dental Accreditation.

*Textbooks are required for this course.
Check with the Delta Bookstore.*



Cost: \$159

Course Number: CUD-2056
Presenters: Virginia Przygocki RDH, BS
John Taipale DDS

Refresher course is available on each of the four days of the Local Anesthesia class. Clinical times are in afternoon depending on needs for subject matter refresher. Please see www.delta.edu/lifelonglearning for a detailed daily schedule.

Visit us online! www.delta.edu/lifelonglearning



INDUSTRY

RESIDENTIAL BUILDING 60 HOUR PRE-LICENSURE

Obtain your Michigan builder license and learn the ropes from an experienced industry professional. This four week, 60 hour prelicense course provides the necessary information for you to prepare to take the Michigan Builder License Examination, as well as techniques for running a successful contracting business. This course is approved by the State of Michigan and satisfies the 60 hour pre-license course requirement. This is an ideal class for anyone interested in becoming a licensed contractor.

*Textbooks are required for this course.
Check with the Delta Bookstore.*

 Cost: \$599

WINTER

Course Number: CVB-1012-WN901
Dates: 1/8/13 - 2/9/13 (skip 2/5/13)
Times: Tuesdays & Thursdays; 6pm - 10:00pm*
Saturdays; 8am - 4pm*

WINTER/SPRING

Course Number: CVB-1012-WN902
Dates: 4/2/13 - 5/4/13 (skip 4/30/13)
Times: Tuesdays & Thursdays; 6pm - 10:00pm*
Saturdays; 8am - 4pm*

**Class times may vary depending on daily topic.
Please see www.delta.edu/lifelonglearning for details.*

BASIC HOME INSPECTOR

For most people, a home is their most costly investment and their most valuable asset, which is why a comprehensive home inspection is a necessary part of the home buying procedure. Hiring the services of a qualified home inspection professional could save buyers a fortune by discovering deficiencies that otherwise may not be found until it is too late. Our mission is to train and enable you to both start and operate your own successful home inspection business or to be a significant contributor in an established company.

*Textbooks are required for this course.
Check with the Delta Bookstore.*

SMALL ENGINE REPAIR

Small engine technician's repair and service small gasoline and diesel powered equipment. They determine estimates of repair cost, set up and operate small-power equipment, inspect and test small engines and other mechanical components using test devices to diagnose and isolate faults, adjust, repair or replace mechanical or electrical system parts and components, perform scheduled maintenance service, maintain and repair engines and engine components, and test and adjust repaired equipment for proper performance. You will learn to maintain and repair small gas-powered engines. There will be a focus on Briggs & Stratton – twin cylinder "L" Head and "Vanguard" V-twin OHV engines. You will also learn about the electrical and fuel systems on both engines. This class prepares you to take the EETC Technician Certification Test to obtain certification as a Certified 4 Stroke Engine Technician.

*Textbooks are required for this course.
Check with the Delta Bookstore.*

 Cost: \$495

WINTER

Course Number: CVA-1020-WN300
Dates: 1/12/13 - 2/9/13
Time: Saturdays; 8:30am-4pm

WINTER/SPRING

Course Number: CVA-1020-WN301
Dates: 4/6/13 - 5/11/13 (skip 4/13)
Time: Saturdays; 8:30am-4pm

 Cost: \$599

WINTER

Course Number: CVI-2025-WN100
Dates: 1/21/13 - 3/27/13
Time: Mondays & Wednesdays; 9am - 12pm

WINTER/SPRING

Course Number: CVI-2025-WN400
Dates: 4/5/13 - 5/11/13
Time: Fridays; 5:30pm - 9:30pm
Saturdays; 8:30am - 2:30pm

HEAVY EQUIPMENT OPERATOR

Delta College LifeLong Learning in partnership with AIS Construction Corporation is your key to an exciting and rewarding career in the heavy equipment operator industry. This program is focused on giving you the skills and experience to find employment as a heavy equipment operator. Together we offer training on a variety of heavy equipment: backhoe, bulldozer, excavator, wheel loader, forklift and skidsteer. Our heavy equipment operator training focuses on the hands-on, and skills training aspects of heavy equipment operation. Students will learn to safely inspect and operate heavy equipment under conditions normally found on the job site.

Prerequisites

1. Admission

Students must go through Admission to Delta College. For an admissions application, office hours and other important information please visit the Admissions Office website.

2. COMPASS® Testing

Students must show course readiness with the following COMPASS® test scores prior to registration. Students are exempt from COMPASS® testing with an associate's degree or higher.

Required COMPASS® Scores/Levels:

- Writing – Level 4, Score 70 and above
- Reading – Level 4, Score 81 and above
- Math - Level 2 (Numerical/Pre-Algebra), Score 44 and above

3. High School Diploma or GED® Test Credential

It is our recommendation that students who meet the above prerequisites have also attained a high school diploma or GED® test credential (not a high school certificate of completion) prior to participation and/or completion of this program. This recommendation is based on overall student success and hiring standards of many employers in the Great Lakes Bay Region.

4. Valid Driver's License

Students are required to have a valid driver's license

5. Physical Requirements

Lift at least 40 lbs and be able to climb on and off equipment.



Cost: \$6995

WINTER

Course Number: CVA-1030-WN100
Dates: 4/8/13 - 5/30/13
Time: Monday - Thursday; 7:30am - 5:30pm
Location: AIS Training Center, Bridgeport

SPRING/SUMMER

Course Number: CVA-1030-SS100
Dates: 6/3/13 - 7/25/13
Time: Monday - Thursday; 7:30am - 5:30pm
Location: AIS Training Center, Bridgeport

SUMMER

Course Number: CVA-1030-SU100
Dates: 8/5/13 - 9/26/13
Time: Monday - Thursday; 7:30am - 5:30pm
Location: AIS Training Center, Bridgeport

CONNECT WITH US!

Do you want to be the first to know about new programs, local job opportunities and other insider information?



Like us on Facebook.

HEAVY EQUIPMENT REPAIR TECH

Delta College LifeLong Learning, in partnership with AIS Construction Equipment, developed this 255 hour program with a hands-on approach. The classroom portion will provide the information and theory BUT over 100 hours will be devoted to "getting your hands dirty." The course is divided into six components: basic equipment, powertrains, diesel engines, electrical/electronics, and hydraulics. Learn how to troubleshoot, diagnose, service, repair, teardown, and reassemble from experienced heavy equipment techs. The sixth component is service writing where you will learn to inspect equipment. From the inspection you will determine repairs (parts and labor) and prepare a written estimate that can be presented to the customer.

Prerequisites

1. Admission

Students must go through Admission to Delta College. For an admissions application, office hours and other important information please visit the Admissions Office website.

2. COMPASS® Testing

Students must show course readiness with the following COMPASS® test scores prior to registration. Students are exempt from COMPASS® testing with an associate's degree or higher.

Required COMPASS® Scores/Levels:

- Writing – Level 4, Score 70 and above
- Reading – Level 4, Score 81 and above
- Math - Level 2 (Numerical/Pre-Algebra), Score 44 and above

3. High School Diploma or GED® Test Credential

It is our recommendation that students who meet the above prerequisites have also attained a high school diploma or GED® test credential (not a high school certificate of completion) prior to participation and/or completion of this program. This recommendation is based on overall student success and hiring standards of many employers in the Great Lakes Bay Region.

4. Valid Driver's License

Students are required to have a valid driver's license

5. Physical Requirements

Lift at least 40 lbs and be able to climb on and off equipment.



Cost: \$2650

WINTER

Course Number: CVA-1031-WN100
Date: 2/11/13 - 4/19/13
Time: Monday - Friday; 11:00am-4:30pm
Location: AIS Training Center, Bridgeport

SPRING/SUMMER

Course Number: CVA-1031-SU100
Date: 8/12/13 - 10/18/13
Time: Monday - Friday; 11:00am-4:30pm
Location: AIS Training Center, Bridgeport

WELDING

This course is designed for the arts enthusiast, or the welder who would like to refresh themselves. This course covers the welding equipment functions, operation, and safety. You will learn how to properly set-up the equipment, prepare materials, make continuous welds in a variety of positions, make the proper bead size and weld size, weld thin gauge steel, heat/temperature control factors, and become familiar with welding terms and definitions. You will perform Gas Tungsten Arc Welding, Shielded Metal Arc Welding, MIG – Steel plate, Stick Welding, TIG, Gas Metal Arc Welding, Oxy-Fuel Welding, and Cutting. This course does not lead to certification and/or academic credit.



Cost: \$375

Course Number: CVI-1078
Dates: 2/2 & 2/3, 2/23 & 2/24
3/23 & 3/24, 4/13 & 4/14
Time: Saturdays & Sundays; 8am - 3:30pm



JOURNEYMAN ELECTRICAL LICENSE EXAM PREPARATION

This course is designed for apprentices and other individuals presently working in the field of electrical construction and maintenance. It is highly recommended for those who have four years experience in the electrical trade and plan to take the Michigan journeyman electrical exam. Please note that the NEC Code update is included in the course content.

Textbooks are required for this course. Check with the Delta Bookstore.



Cost: \$395

WINTER

Course Number: CVE-1008-WN400
Date: 1/18/13 - 2/2/13
Time: Fridays; 5:30pm - 9:30pm
Saturdays; 8am - 4pm

WINTER/SPRING

Course Number: CVE-1008-WN401
Date: 4/19/13 - 5/4/13
Time: Fridays; 5:30pm - 9:30pm
Saturdays; 8am - 4pm

MASTER ELECTRICAL LICENSE EXAM PREPARATION

This course is designed for journeyman presently working in the field of electrical construction and maintenance. It is highly recommended for those who have had a Michigan State Journeyman's Electricians license for two years and plan to take the State Master Electricians Exam.

Textbooks are required for this course. Check with the Delta Bookstore.



Cost: \$395

WINTER

Course Number: CVE-2010-WN400
Date: 1/18/13 - 2/2/13
Time: Fridays; 5:30pm - 9:30pm
Saturdays; 8am - 4pm

WINTER/SPRING

Course Number: CVE-2010-WN401
Date: 4/19/13 - 5/4/13
Time: Fridays; 5:30pm - 9:30pm
Saturdays; 8am - 4pm

JOURNEYMAN PLUMBING LICENSE EXAM PREPARATION

This course is designed for apprentices and plumbers working in the field. It provides an understanding of the Michigan law for contractors. It is highly recommended for those preparing to take the Michigan State Journeyman Plumbers Licensing examination. This course prepares participants for the State of Michigan Journeyman Plumbers Licensing Exam.

Textbooks are required for this course. Check with the Delta Bookstore.



Cost: \$259

WINTER

Course Number: CVP-1014-WN400
Date: 2/8/13 - 2/16/13
Time: Fridays; 5:30pm - 9:30pm
Saturdays; 8am - 4pm

WINTER/SPRING

Course Number: CVP-1014-SP400
Date: 5/3/13 - 5/11/13
Time: Fridays; 5:30pm - 9:30pm
Saturdays; 8am - 4pm

MASTER PLUMBING LICENSE EXAM PREPARATION

This course is designed for journeyman presently working in the field of plumbing construction and maintenance. It is highly recommended for those who have had a Michigan State Journeyman's Plumbers license for two years and plan to take the State Master Plumbers Exam. This course prepares participants for the State of Michigan Master Plumbing Licensing Exam.

Textbooks are required for this course. Check with the Delta Bookstore.



Cost: \$259

WINTER

Course Number: CVP-1016-WN400
Date: 2/8/13 - 2/16/13
Time: Fridays; 5:30pm - 9:30pm
Saturdays; 8am - 4pm

WINTER/SPRING

Course Number: CVP-1016-SP400
Date: 5/3/13 - 5/11/13
Time: Fridays; 5:30pm - 9:30pm
Saturdays; 8am - 4pm

SUSTAINABILITY

LIVE BETTER WITH (LED) SOLID STATE LIGHTING

A major new lighting concept, based on LED (Light Emitting Diodes) technology, is widely expected by many to revolutionize the illumination of our homes, schools, businesses, and factories as well as streets, parks, and gardens. Although solid state lighting is known for very low power consumption and long life, many other characteristics guide its effective use. Participants are expected to learn the basic principles of these new light sources and their use, how they compare with more conventional lamps, and principles for obtaining the greatest benefits of this new lighting technology.



Cost: \$49

Course Number: CVX-1004
Date: 4/2/13
Time: Tuesday; 6pm - 9pm

SOLAR POWER FOR COTTAGES & HOMES

Solar power technology has made the transition from a thing of the future to a part of many of our everyday lives. It is even quickly becoming a convenient way to power remote structures, such as garden sheds and barns. This introductory, single-session course will describe the basic aspects of "off-grid" solar power systems for providing power to locations away from utility (grid) power lines. Typical installations would be cabins, cottages, and homes in non-electrified regions. Topics of discussion will include: off-grid system concept, solar resource, photovoltaic (PV) panels and arrays, batteries & controls, and safety & equipment protection.



Cost: \$49

Course Number: CVX-1003
Date: 4/9/13
Time: Tuesday; 6pm - 8:30pm

PRINCIPLES OF SOLAR POWER

This three part course will cover the technical side of solar power systems and their installations. Students may benefit from a general understanding of electrical principles, but it is not required.

SESSION 1: Principles of Solar Power: Solar Resource & Solar Arrays

Topics will include:

- Solar resources including terrestrial effects
- Solar (photovoltaic) cells and types
- Electrical characteristics of solar cells
- Photovoltaic (PV) modules and arrays

SESSION 2: Principles of Solar Power: Batteries & Inverters

Topics will include:

- Battery requirements and types
- Battery charging and controls
- Battery discharging and controls
- Inverter principles and types
- Off-grid inverters
- Grid-tied inverters

SESSION 3: Principles of Solar Power: System Installation, Operation, Economics, & Societal Impact

Topics will include:

- PV array installation and durability
- Battery and inverter installation and durability
- System operation and control
- Safety and equipment protection
- System economics and environmental impact
- Solar power industry development and projections



Cost: \$99

Course Number: CVX-1002
Date: 4/16/13 - 4/18/13
Time: Tues., Wed. and Thurs.; 6pm - 9pm

CEDRIC G. CURRIN, *President* Currin Corporation, Midland, Michigan

Cedric G. Currin is the President of Currin Corporation, a for-profit firm developing and engineering solar-electric (photovoltaic) systems and applications. Currin Corporation is primarily dedicated to independent stand-alone photovoltaic systems for remote lighting, water pumping, and other specialized applications. Currin received his Bachelor of Science degree in 1952 and Master of Science degree in 1955 in electrical engineering from Iowa State University. He has a long history with Dow Corning laboratories developing silicones and silicon for the electrical and electronic industries.

Since 1985 Mr. Currin has developed solar power systems at

INSTRUCTOR SPOTLIGHT

several National Parks and National Forests in the Great Lakes region including Sleeping bear Dunes and Pictured Rocks national lakeshores. He also designed and participated in the startup of power systems for clinics in Nicaragua, Uganda and Haiti where lighting was installed in several remote churches and schools.

Currin has authored or coauthored more than 25 articles and technical papers. He has made over 40 presentations on solar energy to schools, universities, and civic groups. Currin has been awarded 12 US patents. He is a member of the International and American Solar Energy Societies, the Institute of Electrical and Electronic Engineers, and the Illuminating Engineering Society of North America.



BUSINESS

REAL ESTATE FUNDAMENTALS

The purchase or sale of a home or investment property is one of the most significant and complicated financial events in a person's life. Because of this, most people tend to seek assistance from a sales agent when buying or selling real estate. This 44 hour course is approved by the Michigan Department of Labor & Economic Growth Bureau of Commercial Services - Licensing Division. The Real Estate Fundamentals program has proven to be successful in preparing students to obtain a Real Estate Salesperson License in the State of Michigan.

*Textbooks are required for this course.
Check with the Delta Bookstore.*

100% STATE EXAM PASS RATE*

**Based on results reported by 2011 Fall & 2012 Winter students.*



Cost: \$499

WINTER

Course Number: CBR-1003-WN300
Dates: 1/22/13 - 2/26/13
Time: Tuesdays & Thursdays; 6pm - 10pm

WINTER/SPRING

Course Number: CBR-1003-WN301
Dates: 4/9/13 - 5/14/13
Time: Tuesdays & Thursdays; 6pm - 10pm

“ I enjoy Delta and am proud to be a part of the LifeLong Learning experience.
- Deborah Wilcox
2012 Spring Real Estate Student ”

UNDERSTANDING THE HERS INDEX

The Home Energy Rating Standard (HERS) is the new “MPG” rating system for homes, providing a relative energy efficient rating for both new and existing homes. In recent years, “Energy Star” has become a recognized standard for new homes, assuring the homebuyer of some level of energy efficiency in their purchase. Two primary challenges exist with using Energy Star in today's market. The first barrier is once a home achieves the 5-Star-Plus rating there is no up-front way to differentiate it from other homes. The second, most importantly, is that Energy Star cannot be applied to an existing home. Today's market is a mix of new and existing homes. A new home is not for everyone, and not all existing homes are created equal. Potential homebuyers are interested in the cost of energy to operate the home and assurance of a healthy environment for their family. Energy efficiency and health related features are the exact topic of the HERS Index.

Over the past two years, the HERS index has been growing in use and can be applied equally to new and existing homes, and provides a numerical score for comparisons. The HERS index has been proven so effective that some MLS listings have created a field for it in their reports. It is anticipated that it will become even more widely used in real estate and appraisal activities in the near future. This program will explain how you can use the index in marketing and assisting prospective buyers with decision making.

Topics will include:

- How the system works
- How to interpret the results
- How it is different from Energy Star
- What the key components are
- How to use the report to make improvements
- Who actually does the rating



Cost: \$79

Course Number: CBR-1010
Dates: 1/31/13
Time: Thursday; 9am - 1pm

HUMAN RESOURCE CERTIFICATE SERIES

HUMAN RESOURCE COMPREHENSIVE SERIES

Includes all six classes listed below. Receive discounted rate and a Human Resources Certificate.



Cost: \$299

Course Number: CBE-1475
Overall Dates: 4/6/13 - 5/11/13
Times: Saturdays; 9am - 1pm



BENEFIT ADMINISTRATION BASICS

Benefit design, selection and administration forms are the backbone of the HR function. Learn how to maximize benefit dollars through employee and industry benefits surveys, how to select the right vendor and how to negotiate the right benefits package to enhance recruitment and retention efforts.



Cost: \$59

Course Number: CBE-1476
Date: 4/6/13
Time: Saturday; 9:00am-1:00pm

THE HUMAN RESOURCES REGULATORY ENVIRONMENT

The HR regulatory environment is thick with acronyms – ADA, COBRA, ERISA, FMLA and HIPAA. Learn the background and guidance behind these and other regs and helpful resources to ensure organizational compliance. Upon completion of this course, students will be able to: Recognize the names behind the most common regulatory acronyms; Explain the role of HR regs; Recognize how employers can be compliant; and, Identify when additional resources are needed to ensure compliance.



Cost: \$59

Course Number: CBE-1477
Date: 4/13/13
Time: Saturday; 9am-1pm

HIRING THE ENGAGED WORKER

Engaged employees are more productive, creative and positive than their disengaged co-workers. Employers with a greater number of engaged workers are more profitable and better able to cope during economic challenges. Learn research-based techniques to find, hire and orient engaged workers and best practices to encourage engagement throughout the enterprise.



Cost: \$59

Course Number: CBE-1478
Date: 4/20/13
Time: Saturday; 9am-1pm

WORKPLACE HEALTH & SAFETY

Employee health and safety is one of the single greatest challenges among organizations seeking to maximize productivity and reduce benefits exposure. Learn Federal laws impacting health and safety, practices to improve safety and lessen injury rates, and steps to ensure employee health and wellness with an eye toward full-functioning productivity.



Cost: \$59

Course Number: CBE-1479
Date: 4/27/13
Time: Saturday; 9am-1pm

MANAGING UNEMPLOYMENT CLAIMS TO WIN

State of Michigan unemployment insurance premiums can cost employers upwards of \$1,000 annually for each employee. Keep costs down by learning: policies and procedures to prevent inappropriate claims from being awarded, methods of protest, and procedures to follow during protest hearings. The methods taught in this course actually reduced an employer's unemployment exposure by 40% in just three months.



Cost: \$59

Course Number: CBE-1480
Date: 5/4/13
Time: Saturday; 9am-1pm

REACHING PEAK ORGANIZATIONAL PERFORMANCE

Business leaders must look beyond today's staffing and benefits needs to integrate the human resources function into the organization's future viability. The tools of this integration are strategic planning, financial analysis, risk management and organizational development, all of which will covered with the aim of ensuring a productive, profitable enterprise.



Cost: \$59

Course Number: CBE-1481
Date: 5/11/13
Time: Saturday; 9am-1pm



CHILD DEVELOPMENT FOR CDA AND ASSESSMENT PREPARATION

Delta College LifeLong Learning in partnership with the Great Start To Quality Resource Center Eastern Region is now offering a 120 hour comprehensive training opportunity to assist candidates in obtaining their Child Development Associate (CDA) Credential™. A Child Development Associate (CDA) is an individual who has successfully completed the CDA assessment process and has been awarded the Child Development Associate (CDA) Credential™. CDAs are able to meet the specific needs of children and work with parents and other adults to nurture children's physical, social, emotional, and intellectual growth in a child development framework. Earning the CDA Credential has many advantages, including motivating caregivers toward continuing education and providing a platform for professional and career opportunities. Many view the CDA Credential as an instrument for career advancement in the early childhood care and education profession. The CDA Council works to ensure that it is a credible and valid credential, recognized by the profession as a vital part of a coordinated system of professional development. This course is designed for those interested in preparing for the Child Development Associate (CDA) Assessment.



Benefits of The Child Development Associate (CDA) Credential™

- Advance your career
- Meet job requirements
- Reinforce your commitment to early childhood education
- Provide parents with peace of mind
- Understand developmentally appropriate practice

You may earn your credential in the following settings:

- Preschool
- Infant/Toddler
- Family Child Care
- Home Visitor

Prerequisites

1. Admission

Students must go through Admission to Delta College. For an admissions application, office hours and other important information please visit the Admissions Office website.

NOTE: COMPASS® Testing is not required for this program.

2. High School Diploma or GED® Test Credential

It is a requirement that students have attained a high school diploma or GED® test credential (not a high school certificate of completion) prior to registration of this program.

3. Be 18 years of age or older

Textbooks are required for this course.

Check with the Delta Bookstore.



Cost: \$575

Course Number: CDX-2000

Overall dates: 1/4/13 - 5/11/13 (skip 3/29 & 3/30)*

Times: Fridays; 6pm - 9pm

Saturdays; 8am - 3pm

**Some dates & times may vary slightly. Please visit www.delta.edu/lifelonglearning for complete schedule details.*

Instructor-Facilitated ONLINE LEARNING



Delta College LifeLong Learning offers a wide range of online instructor-led classes and career training programs. Our courses are interactive and taught by expert instructors. Our courses and programs focus on professional development, career training, and personal enrichment! And best of all, our online courses are affordable, fun, & convenient!

A TO Z GRANTWRITING

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package.

A new section of this course starts monthly. All courses run for six weeks, with a two-week grace period at the end.

 Cost: \$95

To register visit WWW.ED2GO.COM/DELTA



The Michigan Small Business & Technology Development Center™ (MI-SBTDC) Region 5 office, hosted by and located at Delta College, is one of 12 centers statewide, providing services and support to Michigan's small business community in areas of counsel, training and research. Region 5 provides business services in

Arenac, Bay, Huron, Midland, Saginaw, Sanilac, and Tuscola counties. The Michigan Small Business and Technology Development Center™ network provides a full range of services for small businesses emerging and growing throughout Michigan - including new venture companies, existing businesses, expanding business, technology companies and innovators!

SMALL BUSINESS SUCCESS VENTURE PLAN

Learn the fundamentals of entrepreneurship as you get your small business up and running! Venture Plan is a six-week program for starting and growing your business, recognizing that you need a plan to chart your course. From the initial steps of clarifying your goals and business concept to setting up your operations, marketing and financial planning, this workshop-based course guides you through the business planning process. If you are considering starting a business or already running one, Venture Plan can help you shape your company for growth.



Cost: \$90

WINTER

Course Number: CBX-2400-WN100
Overall dates: 2/8/13 - 3/15/13
Times: Fridays; 9am - 12pm

WINTER/SPRING

Course Number: CBX-2400-WN300
Overall dates: 4/17/13 - 5/22/13
Times: Wednesdays; 6pm - 9pm

SMALL BUSINESS SUCCESS 5 KEYS TO ACHIEVING FISCAL FITNESS

The purpose of Fiscal Fitness is to assist you in understanding and using your small business financial information to change and grow your company. The ideal participant in Fiscal Fitness will have 2-3 years of financial history and either be pursuing financing or having challenges with cash flow.

Who should attend:

CEOs and owners of businesses with three or more years of financial history who want to have a better understanding of how to use their financial statements to make better business decisions.

Topics include how to:

- Use your Balance Sheet and Income Statement in managing your business
- Use breakeven analysis to improve decision-making
- Find the source of cash flow problems
- Increase your company's cash flow
- Get the banker on your side



Cost: \$39

WINTER

Course Number: CBX-2401-WN100
Overall dates: 2/19/13
Times: Tuesday; 8:30am - 12:30pm

WINTER/SPRING

Course Number: CBX-2401-WN101
Overall dates: 4/12/13
Times: Friday; 8:30am - 12:30pm

SPRING/SUMMER

Course Number: CBX-2401-SP100
Overall dates: 6/18/13
Times: Tuesday; 8:30am - 12:30pm

REGISTER ONLINE

www.delta.edu/lifelonglearning



COMPUTER SKILLS

WEB DESIGN BASIC

Learning to build your web sites using HTML will give you far better control over the process and ultimately your web sites. *This course is designed for students with basic knowledge and experience with computers and the internet, who want to learn the basics of creating Web pages using HTML. You will gain an understanding of structured text, creating links and tables, using images, and creative style sheets.*

*Textbooks are required for this course.
Check with the Delta Bookstore.*



Cost: \$89

WINTER

Course Number: CBC-1065-WN100
Dates: 2/5/13
Time: Tuesday; 9am - 5pm

WINTER/SPRING

Course Number: CBC-1065-WN101
Dates: 4/19/13
Time: Friday; 9am - 5pm

WEB DESIGN ADVANCED

This course is designed for students with limited HTML experience who want to learn how to take advantage of some of the more advanced HTML elements and techniques. You will learn several new topics including customizable tables and forms. The course is filled with interactive exercises that help ensure student success. Students taking this course should be familiar with personal computers and the use of a keyboard and mouse. It is recommended that you have successfully completed the Web Design Basic class. After completion of this course you will know how to: customize tables and ensure accessibility, create forms with a variety of input types, customize and design forms and add accessibility features, create framed web pages and how to validate an HTML document.

*Textbooks are required for this course.
Check with the Delta Bookstore.*



Cost: \$89

Course Number: CBC-1078
Dates: 4/23/13 & 4/30/13
Time: Tuesdays; 5pm - 9pm

INTRODUCTION TO PERSONAL COMPUTERS

This course covers the evolution of computers, types of PCs, the Input-Process-Output cycle, and fundamental computer skills. You will learn how to turn on a PC, identify system components, use input and output devices, manage disk drives, and change monitor settings. You will also learn how to manage files and folders, use e-mail, and browse the Web with Internet Explorer.

*Textbooks are required for this course.
Check with the Delta Bookstore.*



Cost: \$89/\$79 for 50+, Just Like Gold Members

WINTER

Course Number: CBC-1051-WN400
Date: 2/9/13
Time: Saturday; 9am - 5pm

WINTER/SPRING

Course Number: CBC-1051-WN200
Date: 4/24/13 & 5/1/13
Time: Wednesdays; 5pm - 9pm

QUICKBOOKS 2012

This course covers the fundamentals of using QuickBooks to track the finances of a small business. You will learn how to set up a new company, manage bank account transactions, maintain customer and vendor information, generate reports, and write and print checks. You will also create invoices and credit memos, add custom fields, set up budgets, and learn about data backup/protection.

*Textbooks are required for this course.
Check with the Delta Bookstore.*



Cost: \$89/\$79 for 50+, Just Like Gold Members

WINTER

Course Number: CBC-1501-WN400
Dates: 2/2/13
Time: Saturday; 9am - 5pm

WINTER/SPRING

Course Number: CBC-1501-WN401
Dates: 4/27/13
Time: Saturday; 9am - 5pm

ADOBE® PHOTOSHOP CS5

This class is for all levels of Photoshop user. Seasoned users may wish to take this class to fill in "holes" or rid themselves of bad habits in their Photoshop usage. You will learn about Photoshop Layers, Smart Objects, Text, Gradients, Adjustment Layers and more. Upon leaving this class, you will be able to create Photoshop images from scratch, and properly manipulate existing images.

*Textbooks are required for this course.
Check with the Delta Bookstore.*

 Cost: \$89

WINTER

Course Number: CBC-1263-WN100
Date: 3/5/13
Time: Tuesday; 9am - 5pm

WINTER/SPRING

Course Number: CBC-1263-WN400
Date: 4/20/13
Time: Saturday; 9am - 5pm

ADOBE® INDESIGN CS5

Fundamentals to Intermediate, explores the use of the most powerful desktop publishing program on the market. You will learn how to create a new document, add text and graphics, use master pages, add columns, thread frames, create and apply styles, use layers, and prepare a file for print. You will use frames to place text and graphics, learn typography and paragraph formatting, and explore how to draw and manipulate objects and graphics.

*Textbooks are required for this course.
Check with the Delta Bookstore.*

 Cost: \$89

WINTER

Course Number: CBC-1073-WN400
Dates: 2/9/13
Time: Saturday; 9am - 5pm

SPRING/SUMMER

Course Number: CBC-1073-SP100
Dates: 5/3/13
Time: Friday; 9am - 5pm

ADOBE® DREAMWEAVER CS5

If you are a novice web designer, web developer, website designer, or graphic artist with some programming background who needs to build simple websites, this course is for you. You will learn how to use Dreamweaver CS5 to create and modify Web sites. You will learn how to plan and define a Web site; create pages and format text; define structural elements; create and apply CSS style rules; insert and modify tables, images, and links; test and manage Web site files; and publish a site.

*Textbooks are required for this course.
Check with the Delta Bookstore.*

 Cost: \$89

Course Number: CBC-1075
Date: 3/2/13
Time: Saturday; 9am - 5pm

ADOBE® ILLUSTRATOR CS5

Learn how Adobe Illustrator can help you create beautifully drawn vector graphics that can be used to create logos or graphics for the web or print. After getting familiar with the Illustrator CS5 environment, you will learn how to create a simple illustration by creating and manipulating shapes and by drawing and editing paths. You will also learn how to apply color, gradients, and transparency and finally work with text and layers.

*Textbooks are required for this course.
Check with the Delta Bookstore.*


 Cost: \$89

Course Number: CBC-1074
Date: 3/9/13
Time: Saturday; 9am - 5pm

SOCIAL MEDIA FOR BUSINESS

By using social networking online, businesses are building relationships by creating communities of shared interest. With websites such as MySpace, Twitter, LinkedIn and Facebook becoming more and more popular, businesses are struggling to figure out which avenue works best for them, how to utilize the tools being offered, and how to manage the content being shared on these sites. This class addresses not only the pros and cons of businesses utilizing social networking online, but also the benefits and services the most popular websites have to offer today.

*Textbooks are required for this course.
Check with the Delta Bookstore.*

 Cost: \$89/\$79 for 50+, Just Like Gold Members

WINTER

Course Number: CBC-1237-WN200
Date: 2/12/13 & 2/19/13
Time: Tuesdays; 5pm - 9pm

WINTER/SPRING

Course Number: CBC-1237-WN400
Dates: 4/13/13
Time: Saturday; 9am - 5pm

SOCIAL MEDIA AT HOME

Wondering what all the hype is about? Think social media is just a fad? Think again. Social media is growing in importance and isn't going away. More people are using Facebook than email. Social sites are the quickest growing sites online. Your family, friends, and potential employees are searching for you online and talking about you. You can't afford to ignore it any more. Social media can be an extremely powerful tool to build your personal brand or to re-connect with family and friends. This is an introductory course for those new to social media. Learn the basics of how social media works.

*Textbooks are required for this course.
Check with the Delta Bookstore.*

 Cost: \$89/\$79 for 50+, Just Like Gold Members

Course Number: CBC-1236
Dates: 1/16/13 & 1/23/13
Time: Wednesdays; 5pm - 9pm

EARN YOUR MICROSOFT® OFFICE SPECIALIST CERTIFICATION AT DELTA COLLEGE

Microsoft Office Specialist is the credential required by academia and business, recognized globally as the premier credential chosen by individuals seeking to validate their knowledge, skills and abilities relating to the Microsoft Office applications.



In academia, a Microsoft Office Specialist promotes success in the classroom for students (and instructors), builds individual distinction, and prepares students for an increasingly competitive workforce.

For business, a Microsoft Office Specialist maximizes office productivity and efficiency for the organization and increases job satisfaction and heightens career achievement among employees.

Microsoft Office Specialist 2010

Pass any ONE of the following exams:

- Word 2010
- Excel® 2010
- PowerPoint® 2010
- Access® 2010
- Outlook® 2010
- OneNote® 2010
- SharePoint® 2010

Microsoft Office Expert 2010

Pass any ONE of the following exams:

- Word 2010 Expert
- Excel® 2010 Expert

Microsoft Office Master 2010

Pass THREE required exams and ONE elective exam:

Required:

- Word 2010 Expert
- Excel® 2010 Expert
- PowerPoint® 2010

Elective:

- Outlook® 2010 OR Access® 2010
OR SharePoint® 2010 OR OneNote® 2010

Cost: \$105 per exam (Includes one retake)

Begin preparing for your test by attending any of our Microsoft courses or series.

Contact LifeLong Learning at (989) 686-9444 for more information and to schedule your exam.

MICROSOFT® WORD 2010

Word is the processing software that allows you to create a variety of professional-looking documents such as letters, flyers, and more. In our Word training course, you will gain an understanding of the basic functionality and then build on your basic skills to learn more advanced capabilities like how to use tables, create a mail merge, edit hyperlinks, add borders and shading, merge cells, design web pages, create and edit styles, and use the Document Map.

*Textbooks are required for this course.
Check with the Delta Bookstore.*



Cost: \$89/\$79 for 50+, Just Like Gold Members

BASIC

Course Number: CBC-1036
Dates: 1/30/13 & 2/6/13
Time: Wednesdays; 5pm - 9pm

INTERMEDIATE

Course Number: CBC-1037
Dates: 2/27/13 & 3/6/13
Time: Wednesdays; 5pm - 9pm

ADVANCED

Course Number: CBC-1038
Dates: 4/8/13 & 4/10/13
Time: Monday & Wednesday; 5pm - 9pm

MICROSOFT® EXCEL 2010

Excel is the spreadsheet software that allows you to store, organize, and analyze numerical and text data. In this class, we will show you how to create and format simple spreadsheets, and use simple and complex formulas and functions. You will also gain basic knowledge of the software, how to use the auditing toolbar to trace errors, calculate revenue, filter data, and use the more advanced functions.

*Textbooks are required for this course.
Check with the Delta Bookstore.*



Cost: \$89/\$79 for 50+, Just Like Gold Members

BASIC WINTER

Course Number: CBC-1016-WN100
Dates: 1/22/13
Time: Tuesday; 9am - 5pm

WINTER

Course Number: CBC-1016-WN400
Dates: 2/23/13
Time: Saturday; 9am - 5pm

INTERMEDIATE

Course Number: CBC-1017
Dates: 3/12/13
Time: Tuesday; 9am - 5pm

ADVANCED

Course Number: CBC-1018
Dates: 4/16/13
Time: Tuesday; 9am - 5pm



COMPUTER SKILLS

MICROSOFT® POWERPOINT 2010

PowerPoint is the presentation graphics software that allows you to create a simple presentation and customize the slides using pictures, charts, SmartArt graphics, animation effects, and transitions. You will gain insights into how to work with graphics, how to animate text and objects, and how to create speaker notes. We'll show you how to use PowerPoint to its full capability to design memorable, and visually exciting presentations that get the results you want.

*Textbooks are required for this course.
Check with the Delta Bookstore.*



Cost: \$89/\$79 for 50+, Just Like Gold Members

BASIC

Course Number: CBC-1030
Dates: 2/21/13 & 2/28/13
Time: Thursdays; 5pm - 9pm

ADVANCED

Course Number: CBC-1031
Dates: 3/14/13 & 3/21/13
Time: Thursdays; 5pm - 9pm

MICROSOFT® ACCESS 2010

Students will learn how to design and create databases, work with tables, fields, and records, sort and filter data, and create queries, forms, and reports. Students will learn how to normalize data; work with Lookup fields and sub data sheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts.

*Textbooks are required for this course.
Check with the Delta Bookstore.*



Cost: \$89/\$79 for 50+, Just Like Gold Members

Course Number: CBC-1014
Dates: 1/21/13 & 1/28/13
Time: Mondays; 5pm - 9pm

MICROSOFT® OUTLOOK 2010

You will create e-mail accounts and send messages using several techniques. You will also learn how to manage messages, contacts, tasks, and meeting requests. You will learn how to customize Outlook, work with address books, search and filter mail folders, and apply and customize categories. You will also work with personal, public, and offline folders. Finally, you will organize folders and set rules.

*Textbooks are required for this course.
Check with the Delta Bookstore.*



Cost: \$89/\$79 for 50+, Just Like Gold Members

BASIC

Course Number: CBC-1028
Dates: 1/26/13
Time: Saturday; 9am - 5pm

INTERMEDIATE

Course Number: CBC-1029
Dates: 2/23/13
Time: Saturday; 9am - 5pm

ADVANCED

Course Number: CBC-1027
Dates: 3/23/13
Time: Saturday; 9am - 5pm

CONNECT WITH US!



Like us on Facebook.



Follow us on Twitter.



Network with us on LinkedIn.



Watch our videos on YouTube.



PERSONAL ENRICHMENT

PHOTOGRAPHY I

Taught by professional and free-lance photographer Dan Tomczak, this four session basic class will cover: rules of composition, proper use of natural light as well as flash, ISO, exposure compensation, basics of the camera meter, and correct ways to use your auto focus. You will have weekly "fun" photo assignments, class critiques and discussions. All assignments will be shot in the program mode. You must provide your own camera and manual.



Cost: \$59/\$49 for 50+, Just Like Gold Members

WINTER (EVENING SESSION)

Course Number: CFC-1010-WN300
Dates: 1/8/13 - 1/29/13
Time: Tuesdays; 6:30pm - 8:30pm
Location: Delta College Planetarium, Bay City

WINTER (MORNING SESSION)

Course Number: CFC-1010-WN100
Dates: 1/9/13 - 1/30/13
Time: Wednesdays; 10am - 12pm
Location: Delta College Planetarium, Bay City

WINTER/SPRING (EVENING SESSION)

Course Number: CFC-1010-WN301
Dates: 4/2/13 - 4/23/13
Time: Tuesdays; 6:30pm - 8:30pm
Location: Delta College Planetarium, Bay City

WINTER/SPRING (MORNING SESSION)

Course Number: CFC-1010-WN101
Dates: 4/3/13 - 4/24/13
Time: Wednesdays; 10am - 12pm
Location: Delta College Planetarium, Bay City

PHOTOGRAPHY II

Taught by professional and free-lance photographer Dan Tomczak, this four session basic class will take you off of the program mode and into the manual modes to let you expand your creativity. The classes will cover: metering; aperture priority; shutter priority; night photography; black and white photography and many composition techniques. You will have weekly assignments and group critiques. You must have had Dan Tomczak's Photography I class prior to enrolling in this class series. You must provide your own camera and manual.



Cost: \$59/\$49 for 50+, Just Like Gold Members

WINTER (EVENING SESSION)

Course Number: CFC-1011-WN300
Dates: 2/5/13 - 2/26/13
Time: Tuesdays; 6:30pm - 8:30pm
Location: Delta College Planetarium, Bay City

WINTER (MORNING SESSION)

Course Number: CFC-1011-WN100
Dates: 2/6/13 - 2/27/13
Time: Wednesdays; 10am - Noon
Location: Delta College Planetarium, Bay City

WINTER/SPRING (EVENING SESSION)

Course Number: CFC-1011-SP300
Dates: 4/30/13 - 5/21/13
Time: Tuesdays; 6:30pm - 8:30pm
Location: Delta College Main Campus

WINTER/SPRING (MORNING SESSION)

Course Number: CFC-1011-SP100
Dates: 5/1/13 - 5/22/13
Time: Wednesdays; 10am - Noon
Location: Delta College Planetarium, Bay City

Delta College LifeLong Learning is now offering FITNESS CLASSES

Please visit the LifeLong Learning website to register and for schedule and complete details.

www.delta.edu/lifelonglearning

ZUMBA®

ZUMBA® is the latin inspired dance program that has taken the world by storm. Come join this party and see how we take the work out of working out!

HIP HOP

Hip hop incorporates high energy street choreography that emphasizes rhythm and whole-body movements with attitude. Get your feet moving, your heart pumping, and those calories burning!

BASIC YOGA

Appropriate for the beginner, as well as for the practitioner. This is an invitation to stretch, relax, unwind, and de-stress.

INTRODUCTION TO ART

This 3 hour class is designed for students who did not think they could draw or paint. The good news is... yes, you can! Have you been hesitant to take an art class because you did not think you had any talent? Have you thought you could only draw "stick figures"? Have you been curious about art, but have not yet found the time to learn more about it? This class on the overview of art and an introduction to art will give you the confidence to try. Creating artwork is very relaxing, healthy and fun. Please join us for a 3 hour seminar on art, a brief overview of the history of art, drawing and painting. No materials are required to bring to class.



Cost: \$49/\$45 for 50+, Just Like Gold Members

Course Number: CFA-1003

Date: 1/22/13

Time: Tuesday; 6pm - 9pm

BEGINNING WATERCOLOR PAINTING

This class is designed for the beginning watercolor student. The class will give you the opportunity to be creative painting pictures with transparent watercolor. You will learn the aesthetics of light, color theory, values, composition, and perspective. Also, the art history of painting will be discussed. The instructor, Rosemary Hayes, will demonstrate painting techniques including landscape and still-life subjects.



Cost: \$99/\$85 for 50+, Just Like Gold Members

Course Number: CFA-1000

Dates: 1/29/13 - 2/26/13

Time: Tuesdays; 6pm - 9pm

ADVANCED WATERCOLOR PAINTING

This class is designed for the more experienced watercolor painter. You will learn many techniques incorporating the aesthetics of light, color theory, values, composition, and perspective. Also, the art history of painting will be discussed. The instructor, Rosemary Hayes, will demonstrate painting techniques including painting water, glass, portraits, and reflections. The focus on the class will be on composition and light in the painting.



Cost: \$99/\$85 for 50+, Just Like Gold Members

WINTER

Course Number: CFA-1001-WN100

Dates: 1/18/13 - 2/15/13

Time: Fridays; 10am - 1pm

WINTER

Course Number: CFA-1001-WN101

Dates: 3/1/13 - 3/29/13

Time: Fridays; 10am - 1pm

WINTER/SPRING

Course Number: CFA-1001-WN102

Dates: 4/12/13 - 5/10/13

Time: Fridays; 10am - 1pm

A list of materials you will be required to bring to the first class can be found on our website.

www.delta.edu/lifelonglearning

DRAWING WITH PERSPECTIVE MICHIGAN LANDSCAPES

This class will give you a chance to be creative drawing landscape pictures with pencil, charcoal, colored pencils, and pastels. You will learn the aesthetics of light, color, values, composition, and perspective. You will also learn to draw from your own favorite photos. The instructor, Rosemary Hayes, will demonstrate drawing techniques including landscape subjects.



Cost: \$99/\$85 for 50+, Just Like Gold Members

Course Number: CFA-1004

Dates: 4/12/13 - 5/10/13

Time: Fridays; 1:30pm - 4:30pm

ACRYLIC PAINTING

This acrylic painting class will give you a chance to learn many painting techniques with acrylic paint on canvas. You will learn the aesthetics of light, color theory, values, composition, and perspective. Also, the art history of painting will be discussed. The instructor, Rosemary Hayes, will demonstrate many acrylic painting techniques including landscape and still-life subjects.



Cost: \$99/\$85 for 50+, Just Like Gold Members

Course Number: CFA-1002

Dates: 1/18/13 - 2/15/13

Time: Fridays; 1:30pm - 4:30pm

BEGINNING DRAWING PEN AND INK

Interested in picking up a pen to see what you can draw? Join our class to learn how your first steps in learning how to draw with pen and ink can be fun and successful. Instructor, Rosemary Hayes, will demonstrate how to turn simple lines and dots into all kinds of lifelike textures. Easy step-by-step projects will teach you techniques as you draw trees, flowers, barns, animals and people. Before you know it, you'll be making your own original pen-and-ink drawings.



Cost: \$99/\$85 for 50+, Just Like Gold Members

Course Number: CFA-1005

Dates: 3/1/13 - 3/29/13

Time: Fridays; 1:30pm - 4:30pm

INSTRUCTOR SPOTLIGHT

ROSEMARY HAYES

Instructor

Delta College

University Center, Michigan

Rosemary Hayes is a professional artist and art instructor who earned a B. F. A. in 1983 from The University of Michigan.

Her philosophy is that everyone is an artist. She believes creating art can be a fun and relaxing way to socialize and meet new people.





PERSONAL ENRICHMENT

NONFICTION BOOK PROPOSAL

Whether you have a finished draft or are simply entertaining ideas, this session will help you develop effective strategies for writing a non-fiction book proposal on any subject. Topics include industry standards, building your expertise, and how to prepare a winning proposal that demonstrates your understanding of the marketplace. We'll discuss key components such as audience development, competition, promotion, research, and chapter outlines.



Cost: \$49

Course Number: CDS-1175

Date: 3/28/13

Time: Thursday; 1:30pm - 4:30pm

SHORT STORY WORKSHOP

Every story has a beginning, middle, and end. In this workshop, we'll discuss how to pack a punch with short stories-no matter the length. From longer traditional forms to flash fiction of 500 words or less, we will cover characterization, description, setting, and dialogue. Participants will be provided with in-class writing prompts and tips for seeking publication.



Cost: \$49

Course Number: CDS-1176

Date: 3/28/13

Time: Thursday; 6pm - 9pm

MEMOIR WRITING WORKSHOP

Tell your story. Whether you have had an extraordinary experience, an event that shaped your life, or perhaps you just want to share your take on things, there are exciting options for exploring the craft of memoir. We'll focus on ways to shape your true-life stories and discuss the basic elements of writing memoir for publication or simply to record your personal history.



Cost: \$49/\$45 for 50+, Just Like Gold Members

Course Number: CDS-1177

Date: 4/11/13

Time: Thursday; 1:30pm - 4:30pm

WRITING FOR PUBLICATION

Whether you write fiction, poetry, personal essays, or wish to break into freelance writing, this session will prepare you to submit your writing for publication. Learn what markets are best suited for your work and what editors want in submissions. Topics include creativity exercises, goal-setting, query letters, and agent pitches.



Cost: \$49

Course Number: CDS-1178

Date: 4/11/13

Time: Thursday; 6pm - 9pm

SOCIAL MEDIA FOR WRITERS

Whether you already use social networking sites or are just starting out, this session will introduce you to key concepts in building a strategic online presence that will promote your writing and build an audience for your work. Participants will develop an 'online elevator pitch' to share with agents, publishers, and other paying markets. Pros and cons of social media will be discussed, so students will be better prepared to represent themselves in a professional manner.



Cost: \$49

Course Number: CDS-1179

Date: 4/13/13

Time: Saturday; 9am - 12pm

WEBSITE & BLOG DESIGN FOR WRITERS

Participants will learn the basic ingredients all professional author sites should have including a biographic section, online work samples, and personality that reflects who you are-as a writer. This session will demonstrate how to create a writing blog with no web design experience. Topics include how to set up an account and prepare material for the web, how to hyperlink information, and how to RSS feed with the site when it is ready for an audience.



Cost: \$49

Course Number: CDS-1180

Date: 4/13/13

Time: Saturday; 1pm - 4pm

POETRY WRITING WORKSHOP

This introductory workshop examines the various techniques and forms of contemporary poetry. We will discuss fundamental elements such as sound, voice, point of view, image, metaphor, and form. In-class writing prompts will help you express your poetic creativity and offer suggestions for sharing your work with others.



Cost: \$49/\$45 for 50+, Just Like Gold Members

Course Number: CDS-1181

Date: 5/16/13

Time: Thursday; 1:30pm - 4:30pm

READY, SET, WRITE!

Feeling stuck? Experiencing writer's block? This hands-on workshop will kick-start your creativity and provide prompts to get your ideas on paper. Whether you're stuck in a project or need help with how get rolling, this class will help you shape your ideas and guide you on the path to publication. All genres welcome.



Cost: \$49

Course Number: CDS-1182

Date: 5/16/13

Time: Thursday; 6pm - 9pm



MOTORCYCLE NOVICE

Cost: \$25 (non-transferable, non-refundable)

The Novice course is required for anyone who wishes to obtain a motorcycle endorsement. This course is designed for riders with little or no riding experience, but who wish to become familiar with motorcycle rules and regulations, and develop skills to become confident riders. You must be at least 15 years of age with a drivers permit and able to ride a two-wheel bicycle. This class focuses on the development of the basic riding skills: turning, shifting and braking. In this course you will receive approximately 20 hours of instruction, including 6 in the classroom and 14 on the range. Upon successful completion of our state-approved Motorcycle Safety Foundation course, the Secretary of State may waive the riding skills test required for a cycle endorsement. In addition, you must take a Motorcycle Safety course if you fail the state skills test twice or if you are under 18 years of age. Motorcycles are provided by Delta College.

WEEKDAY MORNINGS

Monday - Friday, 9:00am - 1:00pm

CMR-1010-SP100	5/20/13 - 5/24/13
CMR-1010-SP101	6/3/13 - 6/7/13
CMR-1010-SP102	6/24/13 - 6/28/13
CMR-1010-SU100	7/8/13 - 7/12/13
CMR-1010-SU101	7/22/13 - 7/26/13
CMR-1010-SU102	8/5/13 - 8/9/13

WEEKDAY EVENINGS

Monday - Friday, 5:30pm - 9:30pm

CMR-1010-SP200	4/29/13 - 5/3/13
CMR-1010-SP201	5/13/13 - 5/17/13
CMR-1010-SP202	6/3/13 - 6/7/13
CMR-1010-SP203	6/10/13 - 6/14/13
CMR-1010-SP204	6/17/13 - 6/21/13
CMR-1010-SU200	7/8/13 - 7/12/13
CMR-1010-SU201	7/15/13 - 7/19/13
CMR-1010-SU202	7/29/13 - 8/2/13

WEEKENDS

Fri., 5:30pm-9:30pm; Sat./Sun., 8:00am-6:00pm

CMR-1010-SP400	5/3/13 - 5/5/13
CMR-1010-SP401	5/10/13 - 5/12/13
CMR-1010-SP402	5/10/13 - 5/12/13
CMR-1010-SP403	5/17/13 - 5/19/13
CMR-1010-SP404	5/31/13 - 6/2/13
CMR-1010-SP405	5/31/13 - 6/2/13
CMR-1010-SP406	6/7/13 - 6/9/13
CMR-1010-SP407	6/7/13 - 6/9/13
CMR-1010-SP408	6/14/13 - 6/16/13
CMR-1010-SP409	6/21/13 - 6/23/13
CMR-1010-SP410	6/28/13 - 6/30/13
CMR-1010-SP411	6/28/13 - 6/30/13
CMR-1010-SU400	7/12/13 - 7/14/13
CMR-1010-SU401	7/12/13 - 7/14/13
CMR-1010-SU402	7/19/13 - 7/21/13
CMR-1010-SU403	7/26/13 - 7/28/13
CMR-1010-SU404	7/26/13 - 7/28/13
CMR-1010-SU405	8/2/13 - 8/4/13
CMR-1010-SU406	8/2/13 - 8/4/13
CMR-1010-SU407	8/9/13 - 8/11/13
CMR-1010-SU408	8/16/13 - 8/18/13
CMR-1010-SU409	8/16/13 - 8/18/13

In conjunction with the Michigan Department of Education, Delta College sponsors a Motorcycle Safety program each year. On average, the Delta College Motorcycle Program trains over 650 students each year! Delta College currently has 20 nationally certified MSF Rider Coaches on staff. Their instruction experience ranges from 1 to 19 years. All are veteran riders, some with over 40 years of riding experience.

REQUIRED COURSE MATERIALS FOR NOVICE & RETURNING RIDER CLASSES

- Driver's license, if 15 years of age - permit & waiver form (on web).
- D.O.T. approved helmet.
- Long pants only - no shorts (jeans are suggested).
- Boots - no high heels or tennis shoes (ankles must be covered).
- Eye protection - goggles or face shield are recommended. Prescription glasses, shatterproof safety glasses and sunglasses are acceptable due to the low speeds on the course.
- Gloves - fitted and full fingered (leather is suggested).

Failure to bring any of these materials will prohibit you from participating in class.

Due to the high demand for this program, Delta College LifeLong Learning makes every effort to fill open seats. Registered students must arrive on time or risk losing their seat to stand-by candidates.

Visit www.delta.edu/lifelonglearning for more details about our stand-by process.

RETURNING RIDER

Cost: \$25 (non-transferable, non-refundable)

This one day course is designed for the experienced, but unlicensed, rider to become licensed and legal. Many experienced, licensed riders use this course as a refresher. Topics will include braking, counter steering, turning, speed judgment, and other techniques necessary for the experienced rider to operate a motorcycle skillfully and safely. Delta College recommends that you provide your own motorcycle. Your cycle must be titled, properly registered, and display a valid license plate. You must also provide proof of insurance and the bike must pass a safety inspection. Your riding abilities will be evaluated during the first two range exercises. These skills include using the clutch/throttle, stopping, negotiating roadway turns and curves, and smooth shifting. You will not be able to continue the class if you do not demonstrate adequate basic riding skills and no refund will be given. Successful completion will waive the Secretary of State riding skills test.

CMR-1020-SP400	5/18/2013	Saturday, 9am - 5pm
CMR-1020-SP401	5/19/2013	Sunday, 9am - 5pm



GED® TESTING

GED® tests are taken by adults who have not graduated from high school and wish to demonstrate a level of educational achievement sufficient to earn a high school credential. The GED® test consists of five tests which measure achievement in subject areas associated with a high school program of study. Please see the test schedule information listed below for test descriptions and timing.

GED® TEST SCHEDULE

Tuesday

8:30am - Math (90 Min.)
10:30am - Writing (120 Min.)

Wednesday

8:30am - Science (80 Min.)
10:30am - Social Studies (70 Min.)
12:00pm - Reading (65 Min.)

2013 PAPER/PENCIL TESTING DATES

January 22 & 23	July 9 & 10
February 5 & 6	August 6 & 7
March 5 & 6	August 20 & 21
April 2 & 3	September 17 & 18
May 7 & 8	October 1 & 2
June 11 & 12	November 5 & 6
June 25 & 26	December 3 & 4

COST

\$30 per subject test or \$150 for all five subjects.
All test fees are non-transferable/non-refundable.
Payment is due at the time of registration.

REGISTRATION

You must register in-person at the Delta College LifeLong Learning office located in the H-Wing on Delta's main campus.

DAY OF TEST

Report to Room D-131. Test sessions begin promptly at the times posted above with no exceptions and no late arrivals. A valid (current) government-issued photo ID is required (e.g., driver's license, state ID, passport).

REQUIREMENTS

Individuals must be 18 years of age and:

1. Not currently enrolled in an accredited high school.
2. Have not graduated from an accredited high school.
3. Have not received or qualified for a high school level equivalency credential.

Individuals at least 16 and less than 18 years of age, in addition to list above must:

1. Have been out of a regular school program for one calendar year or Waiver Form.
2. Proof of official withdrawal date from school.

ID REQUIREMENTS

A valid government issued photo ID (ex. driver's license) must be presented at time of registration and on each test day.

ACCOMMODATIONS

Accommodations **MUST** be requested prior to registration. Please visit the American Council on Education (ACE) Web site for information on Services for Candidates with Disabilities.



The current version of the GED® test is expiring at the end of 2013 and your scores will expire too if you don't finish and pass the test by then.

Finish your GED® test by the end of 2013 and get started on the life you deserve. With a high school credential, more doors open to a better job, college, and the respect you deserve.

Visit the LifeLong Learning website for details.
www.delta.edu/lifelonglearning



GED® and GED Testing Service® are registered trademarks of the American Council on Education (ACE). They may not be used or reproduced without the express written permission of ACE or GED Testing Service®. The GED® and GED Testing Service® brands are administered by GED Testing Service LLC under license from the American Council on Education.

Success is just clicks away™

Introducing the GED® Test on Computer



Delta College LifeLong Learning is excited to announce that the GED® test on computer is available at our Main Campus.

Instant Scoring allows you to:*

- Enjoy peace of mind knowing you've passed
- Build upon your success - get ready for college classes or a new job
- Begin to study for the next content area test immediately
- Know what you need to focus on to pass the test

**Essay results take a bit longer.*

Start your success story today.

Instructor-Facilitated ONLINE LEARNING



Delta College LifeLong Learning offers a wide range of online instructor-led classes and career training programs. Our courses are highly interactive and taught by expert instructors, many of whom are nationally known authors. We provide a service-centered environment designed to help you achieve your education goals. Our courses and programs focus on professional development, career training, and personal enrichment! And best of all, our online courses are affordable, fun, fast, convenient, and geared just for you!

GED® PREPARATION

If you are comfortable reading newspapers and you can add, subtract, multiply, and divide without a calculator, you're halfway there! This course will help you develop the additional reading and thinking skills you'll need to succeed in all five GED® test areas: Writing Skills, Social Studies, Science, Literature, and Math. After completion of this course, you should be well-equipped to take--and pass--the GED® test!

A new section of this course starts monthly. All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when lessons are released. You will have access to all lessons until the course ends.

COST: \$95

To register visit WWW.ED2GO.COM/DELTA

WorkKeys®



THE NATIONAL CAREER READINESS CERTIFICATE® ASSESSMENTS

These three WorkKeys assessments are the basis of the National Career Readiness Certificate program.

- Applied Mathematics \$20
- Locating Information \$20
- Reading for Information \$20

NCRC is also available for Healthcare using language specific to the healthcare industry!

FOUNDATIONAL SKILLS ASSESSMENTS

- Applied Technology \$20
- Teamwork \$20
- Observation \$20
(Observation is not a substitute for Workplace Observation.)
- Writing \$22
- Listening for Understanding \$22
- Workplace Observation \$22
(Workplace Observation is not a substitute for Observation.)

SOFT SKILLS ASSESSMENTS

- Fit \$25
- Performance \$25
- Talent \$25

Fee is non-transferable and non-refundable and seating is limited. Advance registration and payment are required.

To Register:

Please check the appropriate test schedule at www.delta.edu/lifelonglearning for available dates and times or call (989) 686-9444 for more information and to register, pay, and schedule your assessment. Your assessment time and room location will be confirmed after your registration is processed.

Location:

All assessments will be held on Delta College's Main Campus.

FINANCIAL AID

The Pell grant does not apply to LifeLong Learning programs. Grants and loans you may qualify for:

1. The Board of Trustees Grant: Call 989-686-9080 (Midland/Auburn 1-989-495-4000, ext. 9080.) To make an appointment, please call the Financial Aid Office at 989-686-9080. Midland: 495-4000, ext 9080.
2. Michigan Works! - Contact your local office. Saginaw (989-249-5232), Bay (989-667-0500) and Midland (989-631-3073) counties. Funding may be available if you qualify. Eligibility requirements apply.



PAYMENT DEADLINE

Payment is due at the time of registration for all LifeLong Learning Programs and Testing Services. See also LifeLong Learning Refund Information on the following page.

EMPLOYMENT SERVICES

Delta College Employment Services has numerous resources students can use to gain employment including current job postings, resume and cover letter advice, and interviewing materials. For more information, please call 989-686-9074 or go to www.delta.edu/jobplace.

CAMPUS

The College main campus is located on a 640-acre campus complex in Bay County bordered by Hotchkiss, Mackinaw and Delta Roads. Noted for its beautifully landscaped center garden, the College has miles of nature trails, running and fitness trails, tennis courts, and archery and golf areas, as well as a covered bridge. The main campus site, at University Center, Michigan, lies almost midway between the three counties' major cities of Saginaw, Bay City, and Midland.

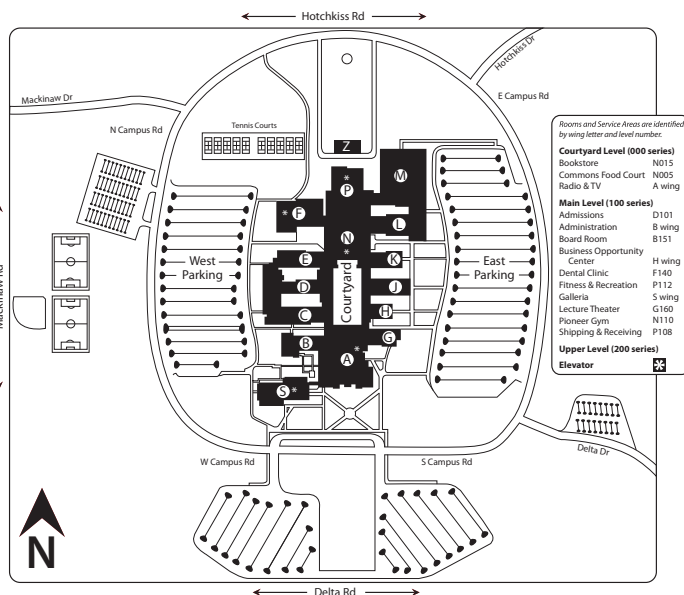
MAIN CAMPUS
1961 Delta Road
University Center, MI 48710

RICKER CENTER
1925 Outer Drive
Saginaw, MI 48601

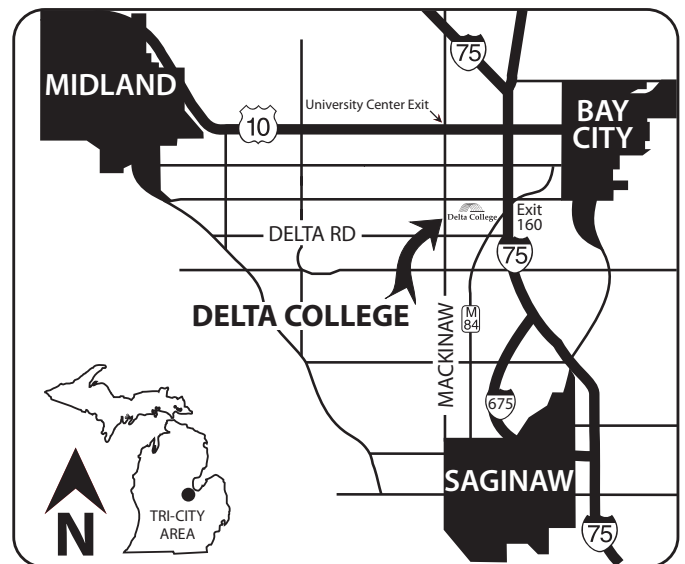
PLANETARIUM
100 Center Avenue
Bay City, MI 48708

MIDLAND CENTER
1025 East Wheeler Street
Midland, MI 48642

DELTA COLLEGE'S MAIN CAMPUS



GREAT LAKES BAY REGION



ADMISSION to Delta College

Delta College offers more than 150 transfer and career degree and certificate programs in today's most desirable fields. So, no matter what career path you have in mind, you can go far by starting at Delta College. Join over 16,000 students attending Delta each year.

Delta's Fall 2012 headcount enrollment was 10,791. 11,504 students enrolled for Winter semester 2012. 2011/2012 full time employees numbered 536, part time 478, for a total of 1,014.

Delta College – often referred to as one of America's leading community colleges – promotes academic excellence, and is known for exemplary programs, technological innovation, community leadership, and graduates who make a difference. We are proud of the fact that this institution is important to the economic well being of the region. Delta graduates are everywhere. Nurses, teachers, doctors, skilled tradesmen, business leaders, people just like you, who come to Delta with a dream to succeed in life. More than 89 percent of Delta graduates have stayed in Michigan, and 71 percent reside in the Great Lakes Bay Region.

LifeLong Learning REFUNDS

PROGRAM REFUNDS

100% REFUND prior to the start date of program. No refunds authorized on or after the start date. Fees are non-transferable. Some LifeLong Learning programs have non-refundable, non-transferrable fees. Please see website for more details.

TESTING REFUNDS

ALL TESTING FEES ARE NON-TRANSFERABLE AND NON-REFUNDABLE.

The College realizes that on occasion, students may need to request an exception to the withdraw/refund policy stated in this catalog due to extenuating circumstances. Complete and submit to the LifeLong Learning Office a Request for Refund Exception form with appropriate documentation.

WANT TO KNOW MORE about LifeLong Learning?

Stay connected with LifeLong Learning and receive the latest news, program & testing offerings, employment opportunities, and fun facts!

- Like us on Facebook
- Follow us on Twitter
- Opt in for email updates from our website
- Visit us in the H-Wing at Delta's Main Campus
- Find us on the web

APPLY FOR ADMISSION

You can obtain an Admission Application from area high schools and agencies, Delta's Centers, the Admissions Office or online. Official copies of your transcripts (high school/GED®) should be sent to the Admissions Office.

COMPASS® TESTING

COMPASS® Assessment is used to help identify your current skill levels in Writing, Reading, and Mathematics. It is not a test that you pass or fail; however, assessment scores are used as prerequisites for some LifeLong Learning courses. The COMPASS® is administered in the Academic Testing Center (A133) to students that have applied and been admitted to Delta College.

Photo ID is required (for example: driver's license, state ID, passport, high school ID, etc.) It is recommended students bring their Delta College Acceptance Letter and Social Security Number (if you do not recall the number from memory). COMPASS® Assessment is untimed and is available on a walk-in basis during office hours. This assessment does not require computer skills.

Not allowed in testing room: Food/drinks, electronic communication devices, personal calculators, guests/children, pets.



1961 Delta Road, H-Wing
University Center, MI 48710
(989) 686-9444

Fax: (989) 758-3639

lifelonglearning@delta.edu

www.delta.edu/lifelonglearning

LifeLong Learning Personnel has made every reasonable effort to determine that everything stated in this guide was accurate at the time it was printed. Programs and Testing Services offered and related fees, with other matters contained therein, are subject to change or cancellation without notice by Delta College LifeLong Learning for reasons related to student enrollment, or for any reason, at the discretion of the college. Delta College LifeLong Learning reserves the right to cancel class and test sessions.



LifeLong Learning

02-4440
1961 Delta Road, H-Wing
University Center, MI 48710
www.delta.edu/lifelonglearning

Nonprofit Organization
U.S. Postage
PAID
Delta College



www.delta.edu/lifelonglearning
lifelonglearning@delta.edu :: 989.686.9444

