



Delta College

LifeLong Learning

Learn. Work. Grow.



JULY - DECEMBER 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.

Delta College

Summer & Camps

One to Five Day Camps for
students entering grades
Preschool through 12



www.delta.edu/summercamps
summercamps@delta.edu :: 989.686.9444
University Center, Michigan


Delta College

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

www.delta.edu/lifelonglearning

Fall 2012 – Winter 2013

LIFELONG LEARNING STUDENT DEMOGRAPHICS

- 2,407 students
 - Non-High School graduates, Dual enrolled High School student, Associate, Bachelor, Master, Doctorate Degrees, Licensed Professionals, Youth
 - Displaced workers, academic waitlist students, community members, alumni, returning students, students pursuing further education at Delta.
- Average age: 38
- 51% Female, 49% Male
- What Counties do they live in?
 - Saginaw: 38%
 - Bay County: 25%
 - Midland: 18%
 - Other: 19%





Delta College LifeLong Learning is continuing its 50 year history of offering quality career training to the community with fast-track programs in health care including Phlebotomy, Health Unit Coordinator, Pharmacy Technician, RN/LPN Nurse Refresher and Medical Insurance Billing & Coding. Programs average between ten and twelve weeks in length, are taught by local professionals, contain practical, hands-on experience and several contain clinical externship experience.

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 Fall 2012 students.*

 Cost: \$1795

Course Number: CHG-1730

Overall Dates: 9/13/13 - 11/15/13

Lecture: 9/13/13 - 10/20/13
 Time: Friday; 5pm - 9pm
 Saturday; 8am - 4pm
 Sunday; 12pm-6pm

Location: Main Campus

Clinicals: 10/21/13 - 11/15/13
 Time & Location: To be announced in class

“ I heard many great things... hands-on teaching; very enthusiastic, compassionate instructors; and a good hire rate.

Ashley Clark
 Fall 2012 Phlebotomy Student ”

HEALTH UNIT COORDINATOR

Health Unit Coordinators (HUCs) are more important than ever because of the recent implementation of electronic medical records. By partnering with our region's health facilities, this program provides hands-on training in the field using the most current technology. A HUC is a highly respected member of the health care team and in high demand locally. 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

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2. COMPASS® Testing

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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.

100% OF OUR STUDENTS HAVE BEEN OFFERED A POSITION AS A HUC *

**Based on results reported by Fall 2012 & Winter 2013 students.*



Cost: \$1795

Course Number: CHH-3302

Overall Dates: 9/10/13 - 11/21/13

Lecture: 9/10/13 - 10/3/13

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

Location: Main Campus

Lab: 10/7/13 - 10/17/13

Time & Location: To be announced in class

Clinical: 10/21/13 - 11/21/13

Time & Location: To be announced in class

“ Great job training and looks great on my resume! I liked the small class size; near the end we are like a family! I was not intimidated to speak up.

Megan Culberson

Fall 2012

Health Unit Coordinator Student ”

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

Course Number: CHA-2005

Dates: 9/5/13 - 11/21/13

Time: Thursdays; 6pm - 9:45pm

REGISTER ONLINE

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



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: 9/9/13 - 12/18/13

Time: Mondays & Wednesdays; 6pm - 9pm

HEALTH INFORMATION TECHNOLOGY

Start training for one of the fastest growing fields in the information technology job market. This program will provide you with the skills, confidence and connections to thrive in the health information technology field. Studies by the U.S. Department of Labor indicate that as many as 40,000 additional HIT professionals may be needed by 2020. This is because reliance on electronic health records is increasing rapidly due to market and regulatory changes in the health care system.

THIS PROGRAM WILL BE AVAILABLE SOON!

Please visit www.delta.edu/lifelonglearning or call LifeLong Learning for more information.

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 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 four 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 two 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 at <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: 10/1/13 - 12/13/13

Lab Dates: 10/1/13; Tuesday; 8am - 12:30pm
10/29/13; Tuesday; 8am - 12:30pm
11/12/13; Tuesday; 8am - 12:30pm
11/26/13; Tuesday; 8am - 4:30pm

Location: Main Campus

Clinical: 60 clinical hours completed between 11/27/13 - 12/13/13

Location: Bay City, Saginaw & Midland

Industry

Delta College LifeLong Learning offers a wide variety of career training, continuing education, personal enrichment, and exam preparation programs for industrial professionals and individuals interested in industrial trades. In addition, we offer testing services for industry professionals such as the ACT WorkKeys® assessments, Automotive Service Excellence (ASE®), and more.



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

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

REGISTER ONLINE

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

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

Course Number: CVB-1012

Dates: 9/21/13 - 10/24/13

Times: Tues. & Thur.; 6pm - 10pm*
Saturdays; 8am - 4pm*

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

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

Course Number: CVA-1031

Date: 8/12/13 - 10/18/13

Time: Monday - Friday; 11:00am - 4:30pm

Location: AIS Training Center, Bridgeport

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

Course Number: CVA-1020

Dates: 9/13/13 - 10/5/13 (Skip 9/14)

Time: Fridays; 5:30pm - 9:30pm

Saturdays; 8:30am - 4pm

“ I had an excellent instructor that made the material very easy to learn. I admire his experience and expertise in this field and have made it my goal to one day be as knowledgeable.

Chad Carlson
Winter 2013
Small Engine Repair Student ”

GET CERTIFIED!

Become a Certified 4-Stroke Engine Technician

LifeLong Learning Testing Services offers the EETC Technician Certification test.

Visit www.delta.edu/lifelonglearning for details.

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: 10/26 & 10/27, 11/2 & 11/3,
11/9 & 11/10, 12/7 & 12/8
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

Course Number: CVE-1008
Date: 10/11/13 - 10/26/13
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

Course Number: CVE-2010
Date: 10/11/13 - 10/26/13
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

Course Number: CVP-1014
Date: 9/6/13 - 9/14/13
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

Course Number: CVP-1016
Date: 9/6/13 - 9/14/13
Time: Fridays; 5:30pm - 9:30pm
Saturdays; 8am - 4pm

Visit us online! www.delta.edu/lifelonglearning

Business

Delta College LifeLong Learning offers a wide variety of career training, professional development, state-approved continuing education and exam preparation programs for business professionals, employers, and small business owners.



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

Course Number: CBR-1003

Dates: 10/8/13 - 11/12/13

Time: Tuesdays & Thursdays; 6pm - 10pm



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

www.misbtdc.org

- Counseling
- Training
- Research

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. Potential homebuyers are interested in the cost of energy to operate the home and assurance of a healthy environment for their family. 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: 9/20/13

Time: Friday; 9am - 1pm

INSTRUCTOR SPOTLIGHT

CHUCK CRIBLEY, *Energy Specialist*
EnerSafe, Midland, Michigan

Chuck Cribley is a certified Home Energy Rating System (HERS) Rater with many years of building science and related experience. Cribley has many years of teaching experience for the Delta College Technical Trades Division as well as Delta College Corporate Services.



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



This course is set up in a blended format:

- 3 hours of face-to-face learning systems orientation
- 47 hours of classroom instruction including group activities
- 63 hours of independent on-line study including textbook readings, exercises, and peer discussion boards
- 10 hours of "CDA 2.0" Competency Standards Book assembly

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

A textbook is required for this course. Check with the Delta Bookstore. In addition, the CDA 2.0 Competency Standards book is required and available for purchase at www.cdacouncil.org.



Cost: \$575

Course Number: CDX-2000

Overall dates: 8/9/13 - 12/14/13

Classroom dates: 8/9/13 - 8/10/13
 9/6/13 - 9/7/13
 10/4/13 - 10/5/13
 11/1/13 - 11/2/13
 12/6/13 - 12/7/13
 12/13/13 - 12/14/13

Times: Fridays; 6pm - 9pm
 Saturdays; 8am - 4pm

HUMAN RESOURCE CERTIFICATE SERIES

Register for individual sessions or the full series!

This series will provide you with a broad overview of the Human Resources function in business. Receive a discounted rate and a Human Resources Certificate when you register for the full series of six classes.



Cost: \$299

Course Number: CBE-1475

Overall Dates: 9/21/13 - 10/26/13

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: 9/21/13

Time: Saturday; 9am-1pm

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: 9/28/13

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: 10/5/13

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: 10/12/13

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.



Cost: \$59

Course Number: CBE-1480

Date: 10/19/13

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 be covered with the aim of ensuring a productive, profitable enterprise.



Cost: \$59

Course Number: CBE-1481

Date: 10/26/13

Time: Saturday; 9am-1pm


Computer Skills

Delta College LifeLong Learning offers a wide variety of one-day computer classes. These courses are designed to help you master programs including the Microsoft® Office Suite and the Adobe® Creative Suite and skills such as keyboarding or web design.

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
Course Number: CBC-1051
Date: 10/19/13
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
Course Number: CBC-1237
Date: 10/14/13
Time: Monday; 9am - 5pm

REGISTER ONLINE

www.delta.edu/lifelonglearning

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

(Section 1)
Course Number: CBC-1065-FA100
Dates: 9/27/13
Time: Friday; 9am - 5pm

(Section 2)
Course Number: CBC-1065-FA200
Dates: 11/5/13 & 11/12/13
Time: Tuesdays; 5pm - 9pm

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: 11/22/13
Time: Friday; 9am - 5pm

KEYBOARDING

Designed for individuals who have no or little training in typing or keyboarding, this course introduces you to techniques that will allow you to progress past pecking at the keys. You will memorize the order of the keys and practice typing for speed and accuracy. The course stresses typing without looking at the computer keyboard or backtracking to fix mistakes.

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

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

Course Number: CBC-1021
Date: 10/7/13 & 10/9/13
Time: Mon. & Wed.; 5pm - 9pm

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: 11/9/13
Time: Saturday; 9am - 5pm

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

FALL (Section 1)
Course Number: CBC-1501-FA400
Dates: 9/28/13
Time: Saturday; 9am - 5pm

FALL (Section 2)
Course Number: CBC-1501-FA100
Dates: 12/6/13
Time: Friday; 9am - 5pm

ADOBE® PHOTOSHOP CS5

This Photoshop course will begin with an introduction to workspaces, layers, and tools and then focus on selecting, combining, editing and retouching images. This course is designed for users who are already comfortable using a personal computer and the internet. No prior experience with Photoshop is necessary, but even if you are a seasoned user, this is a great place to pick up a few new tips and tricks.

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

 Cost: \$89

(Section 1)
Course Number: CBC-1263-FA400
Date: 10/12/13
Time: Saturday; 9am - 5pm

(Section 2)
Course Number: CBC-1263-FA401
Date: 12/14/13
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

Course Number: CBC-1073
Dates: 10/26/13
Time: Saturday; 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: 11/16/13
Time: Saturday; 9am - 5pm

Visit us online! www.delta.edu/lifelonglearning



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-1010
Dates: 9/24/13 & 10/1/13
Time: Tuesdays; 5pm - 9pm

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 (Section 1)

Course Number: CBC-1036-FA400
Dates: 9/21/13
Time: Saturday; 9am - 5pm

(Section 2)

Course Number: CBC-1036-FA200
Dates: 10/21/13 & 10/28/13
Time: Mondays; 5pm - 9pm

INTERMEDIATE

Course Number: CBC-1037
Dates: 11/9/13
Time: Saturday; 9am - 5pm

ADVANCED

Course Number: CBC-1038
Dates: 12/2/13 & 12/4/13
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 (Section 1)

Course Number: CBC-1016-FA400
Dates: 9/14/13
Time: Saturday; 9am - 5pm

(Section 2)

Course Number: CBC-1016-FA100
Dates: 10/25/13
Time: Friday; 9am - 5pm

INTERMEDIATE

Course Number: CBC-1017
Dates: 11/2/13
Time: Saturday; 9am - 5pm

ADVANCED

Course Number: CBC-1018
Dates: 11/23/13
Time: Saturday; 9am - 5pm

Register and pay online!
www.delta.edu/lifelonglearning

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

Course Number: CBC-1028
Dates: 10/5/13
Time: Saturday; 9am - 5pm

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: 10/4/13
Time: Friday; 9am - 5pm

ADVANCED

Course Number: CBC-1031
Dates: 11/11/13 & 11/13/13
Time: Monday & Wednesday; 5pm - 9pm

HEALTH INFORMATION TECHNOLOGY

Start training for one of the fastest growing fields in the information technology job market. This program will provide you with the skills, confidence and connections to thrive in the health information technology field. Studies by the U.S. Department of Labor indicate that as many as 40,000 additional HIT professionals may be needed by 2020. This is because reliance on electronic health records is increasing rapidly due to market and regulatory changes in the health care system.

THIS PROGRAM WILL BE AVAILABLE SOON!

Please visit www.delta.edu/lifelonglearning or call LifeLong Learning for more information.

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.

Personal Enrichment

Delta College LifeLong Learning offers ongoing opportunities in personal enrichment and professional development. Are you thinking about taking up a new hobby in Photography; kick-starting your creativity & writing a short story; reducing your carbon footprint by learning about Solar Power? These are just a few of many options that LifeLong Learning offers throughout the year.

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

EVENING SESSION

Course Number: CFC-1010-FA300
Dates: 9/10/13 - 10/1/13
Time: Tuesdays; 6:30pm - 8:30pm
Location: Delta College Planetarium, Bay City

MORNING SESSION

Course Number: CFC-1010-FA100
Dates: 9/11/13 - 10/2/13
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

EVENING SESSION

Course Number: CFC-1011-FA300
Dates: 10/8/13 - 10/29/13
Time: Tuesdays; 6:30pm - 8:30pm
Location: Delta College Planetarium, Bay City

MORNING SESSION

Course Number: CFC-1011-FA100
Dates: 10/9/13 - 10/30/13
Time: Wednesdays; 10am - Noon
Location: Delta College Planetarium, Bay City

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: 9/28/13
Time: Saturday; 10am - 1pm

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: 9/28/13
Time: Saturday; 2pm - 5pm

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: 11/26/13

Time: Tuesday; 6pm - 9pm

INSTRUCTOR SPOTLIGHT

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 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.

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: 11/5/13 - 11/7/13

Time: Tues., Wed. and Thurs.; 6pm - 9pm

Promoting learning, actions
and practices that incorporate
**SOCIAL, ENVIRONMENTAL, &
ECONOMIC SUSTAINABILITY**

in our communities is a
Guiding Principle at Delta College.



Delta College

www.delta.edu/sustainability



MOTORCYCLE SAFETY

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.

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-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-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-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

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. 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.

It is required that you provide your own motorcycle for this course. Your cycle must be titled in student's name, properly registered, and display a valid license plate. You must also provide proof of insurance and the bike must pass a safety inspection.

CMR-1020

7/20/2013

Saturday, 8am - 6pm

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.

STAND-BY

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.



GED® TEST PREPARATION

Master the skills required to successfully pass the GED® test. LifeLong Learning offers you the opportunity to prepare for your GED® test with instructor-led and web-based classes.

Instructor-Facilitated FACE-TO-FACE

MATHEMATICS CONCENTRATION

Master the skills required to successfully pass the Mathematics portion of the GED® test. You will be given practice tests throughout the entire program to check your readiness for the GED® test. After completion of each assessment you will receive a customized individual assignment sheet including all assignments that will need to be completed within the 12 week class period. You'll start off with a review of math basics and begin building the foundation you'll need to solve the types of math problems commonly found on the test. In the process, you'll develop hands-on experience with fractions, decimals, percentages, proportions, statistics, algebra, and geometry. You'll get a chance to apply your knowledge by practicing with the same kind of questions you may encounter on the GED® test. By the time you finish this course, you'll be much more comfortable with your math skills and you'll know how, when, and why to use each math concept you have learned.



Cost: \$119

Course Number: CBE-1461
Date: 6/4/13 - 8/27/13 (Skip 7/2)
Time: Tuesdays; 5pm - 9pm

READING, WRITING, SCIENCE & SOCIAL STUDIES CONCENTRATIONS

Master the skills required to successfully pass the Writing, Science, Social Studies, and Reading portions of the GED® test. You will be given pre-GED® assessments throughout the program to check your readiness for the GED® test. After completion of each assessment you will receive a customized individual assignment including all assignments that need to be completed within the 12 week class period. You'll learn the basics of usage and mechanics of the English language and find out how to apply that knowledge in order to edit passages for the multiple choice portion of the test and gain the confidence you need to craft a winning GED® essay! This course will analyze how to read social studies material, the basics of interpreting tables, graphs and political cartoons, as well as guides and links to outlines in History, Political Science, Economics, Geographic, and Behavioral Studies. The Science portion of the course will analyze how to read material, the basics of interpreting tables, as well as guides and links to outlines in Biology, Chemistry, Earth and Space Sciences, and Physics.



Cost: \$119

Course Number: CBE-1460
Date: 6/6/13 - 8/29/13 (Skip 7/4)
Time: Thursdays; 5pm - 8pm



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. After completion of this course, you should be well-equipped to take and pass the GED® test! 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

Testing Services

LifeLong Learning Testing Services seeks to provide high quality testing services that promote the intellectual growth of students, graduates, professionals and members of the community. We strive to administer tests in a secure, pleasant, technologically advanced environment with the goal of promoting satisfaction and facilitating academic and professional success.

GED® PAPER/PENCIL 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.)

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.

2013 PAPER/PENCIL TESTING DATES

June 11 & 12	October 1 & 2
June 25 & 26	October 15 & 16
July 9 & 10	November 5 & 6
July 23 & 24	November 19 & 20
August 6 & 7	December 3 & 4
August 20 & 21	December 10 & 11
September 3 & 4	December 17 & 18
September 17 & 18	



**YOUR FUTURE
IS CALLING**

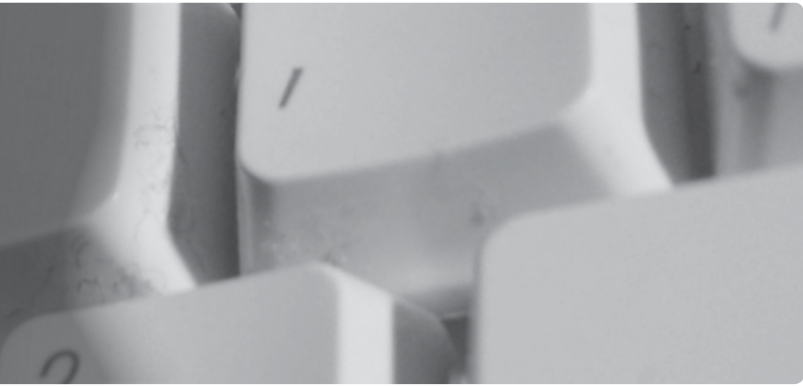
The current version of the GED® test expires at the end of 2013 and your scores will expire too if you don't finish and pass the test by then.

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



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Success is just clicks away™

Introducing the GED® Test on Computer



Delta College LifeLong Learning now offers the GED® test on computer at our Main Campus for first-time testers. Visit www.gedtestingservice.com to register, pay, and schedule your test(s).

Start your success story today.

AUTOMOTIVE SERVICE EXCELLENCE

All ASE® testing is now computer-based. Candidates can now test four times a year during eight week test windows. This means that candidates will have 32 available weeks each year to test!

Testing is conducted in January/February, April/May, July/August, October/November. Registration for each test window opens the first of the month prior to testing (for example, registration for the October/November window begins September 1st).

To register, please visit www.ase.com. During registration, candidates are provided with an ASE® Eligibility Number. After receiving the ASE® Eligibility Number, please call LifeLong Learning to schedule an appointment. The ASE® Eligibility number is necessary in order to make the appointment. Please also be prepared to provide us with the Test Codes/Names that will be taken so we may schedule the appropriate amount of time. Please visit the Computer-Based Testing Calendar on our website or call LifeLong Learning for available dates and times. Please keep in mind that ASE® testing is not available during the months of March, June, September, December.



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.

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.



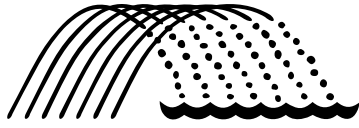
1961 Delta Road, H-Wing
University Center, MI 48710
(989) 686-9444

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.



Delta College

LifeLong Learning

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

PLANETARIUM
100 Center Avenue
Bay City, MI 48708

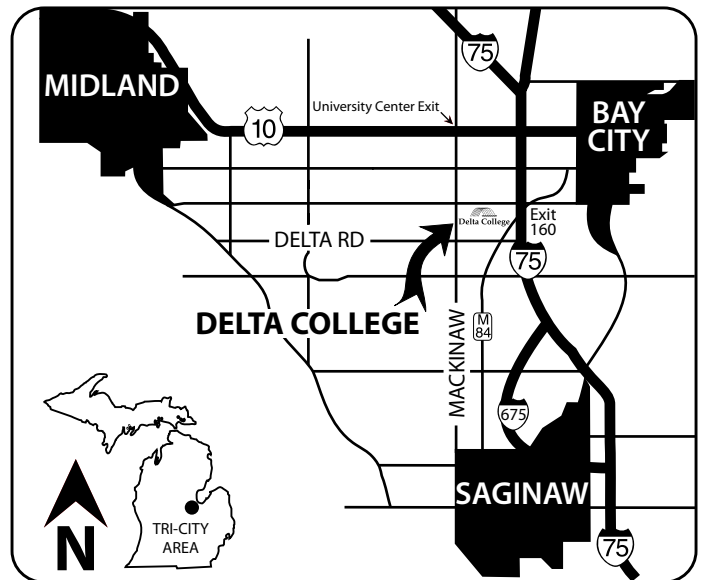
RICKER CENTER
1925 Outer Drive
Saginaw, MI 48601

MIDLAND CENTER
1025 East Wheeler Street
Midland, MI 48642

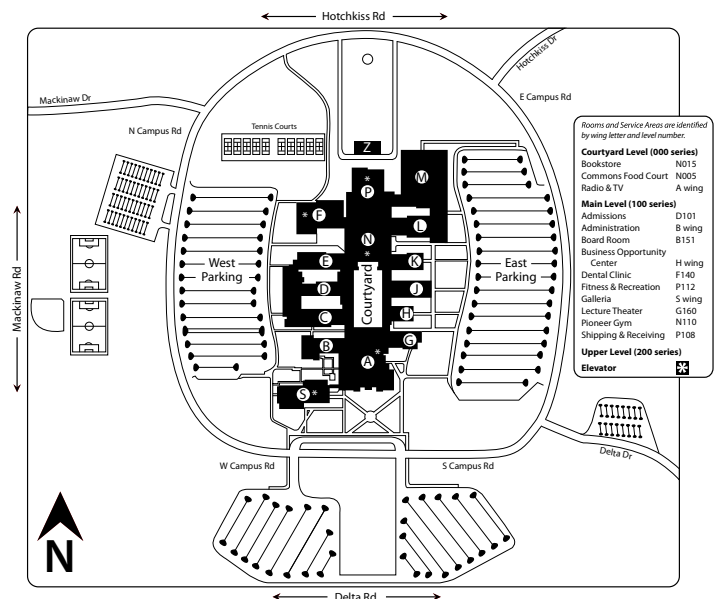
Delta College BOARD OF TRUSTEES

- BAY COUNTY:** Jack R. MacKenzie
Edith (Dee Dee) Wacksman
Michael D. Rowley
- MIDLAND COUNTY:** Robert B. Stafford, '83 (Chair)
Dr. Kathleen S. Ellison (Vice-Chair)
Kimberly R. Houston-Philpot
- SAGINAW COUNTY:** The Rev. Dr. Robert L. Emrich
Karen L. Lawrence-Webster
R. Earl Selby
- PRESIDENT:** Dr. Jean Goodnow

GREAT LAKES BAY REGION



DELTA COLLEGE'S MAIN CAMPUS





Delta College

LifeLong Learning

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



Delta College

50+

PROGRAM

Just Like Gold

Golden opportunities are offered through the 50+... Just Like Gold Program. Join us at our popular monthly luncheons for a bit of information and a bite to eat. Call to reserve your seat today!

BITS & BITES LUNCHEONS

Friday, September 20th
Friday, October 18th
Friday, November 15th
Friday, December 20th

For more information about upcoming events, educational opportunities, and membership information visit

www.delta.edu/lifelonglearning

or call 989-686-9444 today!





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

- Career Training
- Health
- Industry
- Business
- Personal Enrichment
- Computer Skills
- Sustainability
- General Education
- Testing Services
- Online Classes
- 50+... Just Like Gold
- Youth Programs



www.delta.edu/lifelonglearning

lifelonglearning@delta.edu

989.686.9444

