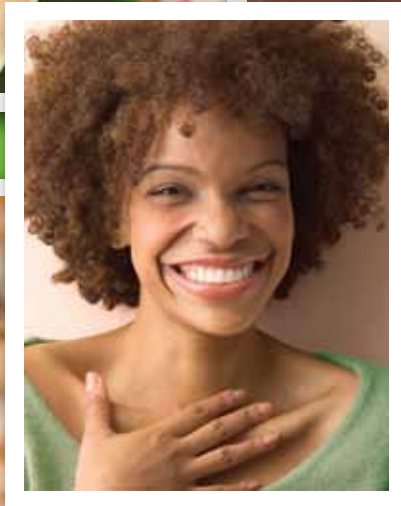
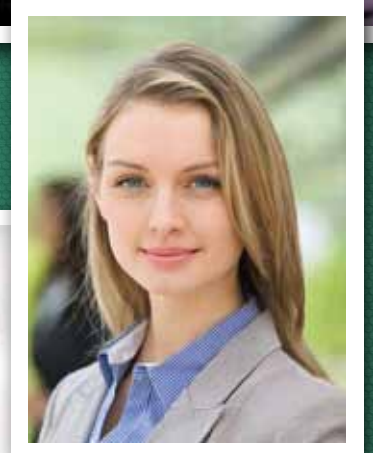




# Delta College

LifeLong Learning

*Learn. Work. Grow.*



*January - June 2014*

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

[lifelonglearning@delta.edu](mailto:lifelonglearning@delta.edu)

989.686.9444



January - December 2013

## LIFELONG LEARNING STUDENT DEMOGRAPHICS

- 2,259 individual students
  - Non-High School graduates, Dual enrolled High School students, 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: 36
- 52% Female, 48% Male
- What Counties do they live in?
  - Saginaw: 39%
  - Bay County: 26%
  - Midland: 18%
  - Other: 17%

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](http://www.delta.edu/summercamps)  
[summercamps@delta.edu](mailto:summercamps@delta.edu) :: 989.686.9444  
University Center, Michigan



# Delta College

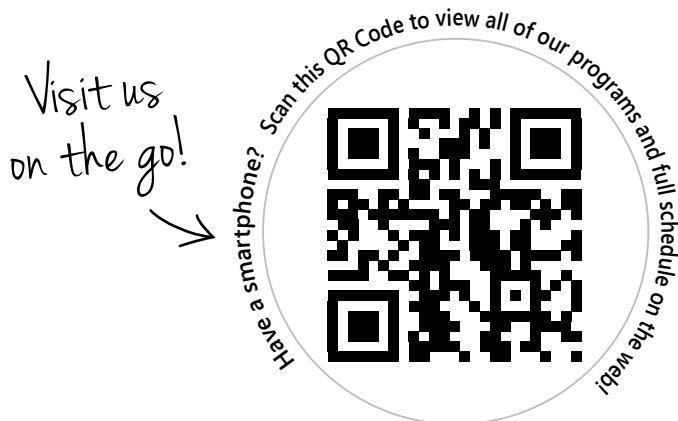
## LifeLong Learning

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.

- Career Training
- Professional Development & Continuing Education
- Community Education
- Testing & Licensing Exam Preparation
- Testing Services
- Online Classes
- Youth Programs & Summer Camps
- 50+... Just Like Gold



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Wait... there's more!

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

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

# Health

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. 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.

“ The program at Delta provided an opportunity for more clinical experience than any other program I found. I am confident in my abilities to provide excellent patient service following this program.

Amal Younis  
Winter 2013 Phlebotomy Student ”

 Cost: \$1895

### WINTER

Course Number: CHG-1730

Overall Dates: 1/10/14 - 3/14/14

Lecture: 1/10/14 - 2/16/14

Time: Friday; 5pm - 9pm  
Saturday; 8am - 4pm  
Sunday; 12pm-6pm

Location: Main Campus

Clinicals: 2/17/14 - 3/14/14

Time & Location: To be announced in class

### WINTER/SPRING

Course Number: CHG-1730

Overall Dates: 4/4/14 - 5/30/14

Lecture: 4/4/14 - 5/4/14

Time: Friday; 5pm - 9pm  
Saturday; 8am - 4pm  
Sunday; 12pm-6pm

Location: Main Campus

Clinicals: 5/5/14 - 5/30/14

Time & Location: To be announced in class

# 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. This program will give you a jump start into an entry-level position within the healthcare field. The class, including on-site clinical, is only 11 weeks!

## What does a health unit coordinator do on the job?

- Processes physician treatment orders via computer and semi-chart forms
- Completes clerical duties for patient admissions, discharges and transfers
- Maintains the medical records of patients
- Answers and directs phone calls
- Interacts on an on-going basis with staff from a variety of departments and visitors

## 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.

# 7 OUT OF 8 STUDENTS ARE EMPLOYED!\*

*\*Based on results reported by Winter 2013 students.*



Cost: \$1895

## WINTER

Course Number: CHH-3302  
Overall Dates: 1/7/14 - 3/20/14

Lecture: 1/7/14 - 1/30/14  
Time: Tues., Wed., & Thurs.; 8am - 4pm  
Location: Main Campus

Lab: 2/3/14 - 2/13/14  
Time & Location: To be announced in class

Clinical: 2/17/14 - 3/20/14  
Time & Location: To be announced in class

## WINTER/SPRING

Course Number: CHH-3302  
Overall Dates: 4/8/14 - 6/19/14

Lecture: 4/8/14 - 5/1/14  
Time: Tues., Wed., & Thurs.; 8am - 4pm  
Location: Main Campus

Lab: 5/5/14 - 5/15/14  
Time & Location: To be announced in class

Clinical: 5/19/14 - 6/19/14  
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 ”

# Register and pay online!

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

# 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.

The Medical Insurance Billing program has proven to be successful in preparing students to obtain certifications such as: Certified Medical Biller (CMB), Certified Medical Billing Specialist (CMBS), Certified Medical Reimbursement Specialist (CMRS) through American Medical Billing Association or Medical Association of Billers and Certified Coding Associate (CCA), Certified Coding Specialist (CCS), Certified Coding Specialist - Physician Based (CCS-P) through American Health and Information Management Association. Students who successfully complete this program will receive a certificate from Delta College.

*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: \$825

## WINTER

Course Number: CHA-2005  
Dates: 1/23/14 - 4/10/14  
Time: Thursdays; 6pm - 9:45pm

## WINTER/SPRING

Course Number: CHA-2005  
Dates: 4/29/14 - 6/10/14 (Skip 5/27/14)  
Time: Tuesdays & Thursdays; 6pm - 9:45pm

# FAMILY & FRIENDS CPR and BASIC LIFE SUPPORT (BLS) FOR HEALTHCARE PROVIDERS

Anyone can learn CPR – and everyone should! Sadly, 70 percent of Americans may feel helpless to act during a cardiac emergency because they either do not know how to administer CPR or their training has significantly lapsed.

The Family & Friends CPR course teaches the lifesaving skills of adult Hands-Only® CPR, child CPR with breaths, adult and child AED use, infant CPR and relief of choking in an adult, child or infant. Skills are taught in a dynamic group environment by using research-proven practice-while-watching technique, which provides students with the most hands-on CPR practice time possible.

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.

## WHY LEARN CPR?

Cardiac arrests are more common than you think, and they can happen to anyone at any time.

- Nearly 383,000 out-of-hospital sudden cardiac arrests occur annually, and 88 percent of cardiac arrests occur at home.
- Many victims appear healthy with no known heart disease or other risk factors.
- Sudden cardiac arrest is not the same as a heart attack.
- Sudden cardiac arrest occurs when electrical impulses in the heart become rapid or chaotic, which causes the heart to suddenly stop beating.
- A heart attack occurs when the blood supply to part of the heart muscle is blocked. A heart attack may cause cardiac arrest.

*Information provided by the American Heart Association®, [www.heart.org](http://www.heart.org).*

Visit [www.delta.edu/lifelonglearning](http://www.delta.edu/lifelonglearning)  
for current program 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: 1/28/14 - 4/25/14

Lab Dates: 1/28/14; Tuesday; 8am - 12:30pm  
2/18/14; Tuesday; 8am - 12:30pm  
3/18/14; Tuesday; 8am - 12:30pm  
3/25/14; Tuesday; 8am - 4:30pm

Location: Main Campus

Clinical: 60 clinical hours completed  
between 4/7/14 - 4/25/14

Location: Bay City, Saginaw & Midland

## Instructor-Facilitated ONLINE LEARNING

Delta College, in partnership with Ed2Go, offers a wide range of online instructor-led classes, self-paced tutorials, and career training programs. We provide a service-centered environment designed to help you achieve your personal and educational 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!

## MEDICAL TRANSCRIPTION

A medical transcriptionist listens to dictated recordings made by physicians and other health care professionals and transcribes the recordings, creating medical reports that eventually become part of patients' permanent files. In the Medical Transcriptionist online training program, you'll gain the ability to transcribe medical reports and learn the skills you need to obtain an entry-level position as a medical transcriptionist.

Included in the Medical Transcription program are 10 inpatient case studies, 10 inpatient reports that are used as extra assignments, 25 outpatient reports, and 10 outpatient reports that are used as extra assignments. Each of these reports has been taken from hospital medical records. The reports include history and physical examinations, radiology reports, operative procedures, pathology reports, consultations, discharge summaries, a death summary, an autopsy report, and correspondence.

Reports are digitally recorded so that you can get the experience of transcribing them. Different regional accents and background noises, which duplicate real-life situations, are used in the recorded dictation, and the speed of the dialogue picks up as you go forward through the program. Transcription times will vary, depending on the length of the case study and your keyboarding skills, command of the English language, and knowledge of human anatomy and medical terminology.

You'll be able to check your work immediately, which gives you multiple opportunities to practice transcribing before you submit full reports for the instructor to grade.

To become a medical transcriptionist, it's important that you possess excellent editing and proofreading skills. You should have a basic understanding of a word-processing program and be proficient at keyboarding, creating documents, e-mailing, and printing.

 Cost: \$1795

To register visit [WWW.ED2GO.COM/DELTA](http://WWW.ED2GO.COM/DELTA)



# 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: \$999

## WINTER

Course Number: CHG-3001  
Dates: 1/6/14 - 4/16/14  
Time: Mondays & Wednesdays; 6pm - 9pm

## SPRING/SUMMER

Course Number: CHG-3001  
Dates: 5/5/14 - 8/18/14 (Skip 5/28/14)  
Time: Mondays & Wednesdays; 6pm - 9pm



# 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: \$399

Course Number: CHG-3005  
Dates: 5/1/14 - 6/26/14  
Time: Thursdays; 6pm - 9:30pm

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



# CERTIFIED HEALTHCARE TECHNOLOGY SPECIALIST (CHTS)

Online Program!

Qualified technical support and management professionals are in high demand across hospitals, clinics and other healthcare organizations because of new technology. This online 15 week program targets students who possess either a healthcare or IT background; coursework is designed to supplement the healthcare worker with base line technology terms and concepts, and the IT professional with healthcare terminology and culture. You will also be introduced to core competencies which include Project Management and Workflow Analysis/Redesign.

Delta's program is uniquely paired with the American Health Information Management Association (AHIMA) Certified Healthcare Technology Specialist (CHTS) competency exams. You will choose one of six roles to study, depending on your background, aptitude and area of professional interest. Graduates of these roles may find employment in a wide variety of HIT positions, some of which may not even exist today, and find placement in hospitals, provider organizations, vendors, consulting firms, governmental entities, and ancillary organizations. Upon successful completion, you will be prepared to sit for a certification exam which was developed by the AHIMA. These exams show expertise and competence, proving a readiness to seize new opportunities in an expanding market.

## Roles/Certifications

### The Clinician/Practitioner Consultant Examination (CHTS-CP)

Course Number: CHG-4001

Clinician/Practitioner Consultants convey the background and experience of a licensed clinical and professional or public health professional. Workers in this role will:

- Suggest solutions for health IT implementation problems in clinical and public health settings.
- Address workflow and data collection issues from a clinical perspective, including quality measurement and improvement.
- Assist in selection of vendors and software.
- Advocate for users' needs, acting as a liaison between users, IT staff, and vendors.

### Implementation Manager Examination (CHTS-IM)

Course Number: CHG-4002

Implementation Managers provide on-site management of mobile adoption support teams throughout the implementation process of health IT systems. Prior to training, workers will have experience in health, IT environments, administrative or managerial positions. Workers in this role will:

- Apply project management and change management principles to create implementation project plans to achieve the project goals.
- Interact with office/hospital personnel to ensure open communication with the support team.
- Lead implementation teams consisting of workers in the roles described above.
- Manage vendor relations, providing feedback to health IT vendors for product improvement.
- Apply project management and change management principles to create implementation project plans to achieve the project goals.
- Interact with office/hospital personnel to ensure open communication with the support team.
- Lead implementation teams consisting of workers in the roles described above.
- Manage vendor relations, providing feedback to health IT vendors for product

### Implementation Support Specialist Examination (CHTS-IS)

Course Number: CHG-4003

Implementation Support Specialists provide on-site user support throughout the health IT system implementation process. Previous background in this role includes information technology or information management. Workers in this role will:

- Execute implementation project plans, by installing hardware (as needed) and configuring software to meet practice needs.
- Incorporate usability principles into design and implementation.
- Test the software against performance specifications.

- Interact with the vendors as needed to rectify problems that occur during the deployment process.

### Practice Workflow & Information Management Redesign Specialist (CHTS-PW)

Course Number: CHG-4004

Practice Workflow & Information Management Redesign Specialists reorganize a provider's work to effectively use health IT to improve health care. Candidates may have backgrounds in health care or information technology, but are not licensed clinical professionals.

Workers in this role will:

- Conduct user requirements analysis to facilitate workflow design.
- Integrate information technology functions into workflow.
- Document health information exchange needs.
- Design processes and information flows that accommodate quality improvement and reporting.
- Work with provider personnel to implement revised workflows.
- Evaluate process workflows to validate or improve practice's systems.

### Technical/Software Support Staff Examination (CHTS-TS)

Course Number: CHG-4005

Technical/Software Support staff maintains systems in clinical and public health settings, including patching and upgrading software. Previous background includes information technology or information management. Workers in this role will:

- Interact with end users to diagnose IT problems and implement solutions.
- Document IT problems and evaluate the effectiveness of problem resolution.
- Support systems security and standards.

### Trainer Examination (CHTS-TR)

Course Number: CHG-4006

Trainers design and deliver training programs to employees in clinical and public health settings. Previous background includes experience as a health professional or health information management specialist. Experience as a trainer is desired. Workers in this role will:

- Be able to use a range of health IT applications, preferably at an expert level.
- Communicate both health and IT concepts as appropriate.
- Assess training needs and competencies of learners.
- Design lesson plans, structuring active learning experiences for users.

## 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. Associate's Degree in IT or Health

Candidates for Delta's CHTS Program must possess a minimum education or certification level depending on their background. This is generally at least an associate's degree and a medical or technology certification. Documentation must be provided.



Cost: \$1895

*(Includes one CHTS competency exam voucher)*

## WINTER

Course Number: CHG-4000

Dates: 1/6/14 - 4/18/14

## SPRING/SUMMER

Course Number: CHG-4000

Dates: 5/5/14 - 8/15/14

# 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.



## 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: \$699

### WINTER

Course Number: CVB-1012

Dates: 1/7/14 - 2/8/14

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

### WINTER/SPRING

Course Number: CVB-1012

Dates: 3/11/14 - 4/12/14

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

*\*Class times may vary depending on daily topic. Please see [www.delta.edu/lifelonglearning](http://www.delta.edu/lifelonglearning) for details.*

## 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.

## 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.*

“ 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 ”

 Cost: \$525

### WINTER

Course Number: CVA-1020

Dates: 1/18/14 - 2/15/14

Time: Saturdays; 8:30am - 4:30pm

### WINTER/SPRING

Course Number: CVA-1020

Dates: 3/29/14 - 5/3/14 (Skip 4/12)

Time: Saturdays; 8:30am - 4:30pm

## 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: \$399

Course Number: CVI-1078

Dates: 2/1/14 & 2/2/14  
2/22/14 & 2/23/14  
3/22/14 & 3/23/14  
4/12/14 & 4/13/14

Time: Saturdays & Sundays; 8am - 3:30pm



## Instructor-Facilitated ONLINE LEARNING



Delta College, in partnership with Ed2Go, offers a wide range of online instructor-led classes, self-paced tutorials, and career training programs. We provide a service-centered environment designed to help you achieve your personal and educational 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!

### INSTRUCTOR-LED COURSES

Delta College offers over 300 highly interactive courses in a variety of categories that you can take entirely over the Internet. Most courses start monthly and are six weeks in duration, covering 24 hours of material.

### SELF-PACED TUTORIALS

Delta College LifeLong Learning offers self-paced tutorials in hundreds of various topics. These courses provide you and your company with quality professional training and the opportunity to earn continuing education credits.

### CAREER TRAINING CERTIFICATE PROGRAMS

These online open enrollment programs are designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Instructors are actively involved in your online learning experience and motivate you to succeed.

To register visit [WWW.ED2GO.COM/DELTA](http://WWW.ED2GO.COM/DELTA)

## CERTIFIED GREEN SUPPLY CHAIN PROFESSIONAL

Help your company achieve its environmental goals with the Certified Green Supply Chain Professional Online Training Program. Gain the skills you'll need to make a green impact on global sourcing, material management, procurement and buying, transportation and logistics, and new product development.

 Cost: \$1595

## CERTIFIED INDOOR AIR QUALITY MANAGER

Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? If so, the Certified Indoor Air Quality Manager Program is just for you.

 Cost: \$795

## PRINCIPLES OF GREEN BUILDINGS

The Principles of Green Buildings (PGB) program explains the science that individuals in the building, remodeling, or trade industries need to know in order to make buildings perform more efficiently.

 Cost: \$795

# 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.*

“ I have always valued the Delta Difference, I feel right at home and have learned more than expected.

Kendra Hoffman  
Fall 2012 Real Estate Fundamentals Student ”



Cost: \$599

### WINTER

Course Number: CBR-1003  
Dates: 1/21/14 - 2/25/14  
Time: Tuesdays & Thursdays; 6pm - 10pm

### WINTER/SPRING

Course Number: CBR-1003  
Dates: 4/8/14 - 5/13/14  
Time: Tuesdays & Thursdays; 6pm - 10pm

## 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.*



Cost: \$599

### WINTER

Course Number: CVI-2025  
Dates: 2/21/14 - 4/12/14  
Time: Fridays; 5pm - 9pm  
Saturdays; 8am - 12:30pm

### SPRING/SUMMER

Course Number: CVI-2025  
Dates: 6/2/14 - 7/28/14 (Skip 6/30 & 7/2)  
Time: Tuesdays & Thursdays; 6pm - 10pm

Register and pay online!  
[www.delta.edu/lifelonglearning](http://www.delta.edu/lifelonglearning)

# 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](http://www.cdacouncil.org).*



Cost: \$575

Course Number: CDX-2000

Overall dates: 3/7/14 - 5/10/14

Classroom dates: 3/7/14 & 3/8/14  
3/14/14 & 3/15/14  
3/21/14 & 3/22/14  
4/4/14 & 4/5/14  
4/25/14 & 4/26/14  
5/2/14 & 5/3/14  
5/9/14 & 5/10/14

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

## Instructor-Facilitated ONLINE LEARNING

Delta College, in partnership with Ed2Go, offers a wide range of online instructor-led classes, self-paced tutorials, and career training programs. We provide a service-centered environment designed to help you achieve your personal and educational 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!



## EVENT MANAGEMENT & DESIGN

The Event Management and Design Online Training Program will equip you with the knowledge to advance in the field if you're already working in special events, or it will prepare you to enter the profession with an understanding of the industry. You'll build a foundation that you can use to build a career in special events or start your own special event business.

Learn to create spectacular special events with the Event Management and Design online training program! This program is split up into two modules: Special Event Management and Special Event Design and Decoration. Each module includes multiple units complete with interactive presentations. Corporate events, weddings, parades, festivals, and more are covered. You'll learn about the practicalities of planning events and the dazzle of designing them. From permits to pyrotechnics, this program will teach you how to design, plan, implement, and evaluate special events.

 Cost: \$1995

To register visit [WWW.ED2GO.COM/DELTA](http://WWW.ED2GO.COM/DELTA)

# 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: \$399

### WINTER

Course Number: CBE-1475  
Overall Dates: 2/1/14 - 3/8/14  
Times: Saturdays; 9am - 1pm

### SPRING

Course Number: CBE-1475  
Overall Dates: 5/1/14 - 6/5/14  
Times: Thursdays; 5:30pm - 9:30pm

## 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: \$69

### WINTER

Course Number: CBE-1476  
Date: 2/1/14  
Time: Saturday; 9am-1pm

### SPRING

Course Number: CBE-1476  
Date: 5/1/14  
Time: Thursday; 5:30pm - 9:30pm

## 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: \$69

### WINTER

Course Number: CBE-1477  
Date: 2/8/14  
Time: Saturday; 9am-1pm

### SPRING

Course Number: CBE-1477  
Date: 5/8/14  
Time: Thursday; 5:30pm - 9:30pm



## 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: \$69

### WINTER

Course Number: CBE-1478  
Date: 2/15/14  
Time: Saturday; 9am-1pm

### SPRING

Course Number: CBE-1478  
Date: 5/15/14  
Time: Thursday; 5:30pm - 9:30pm

“ Absolutely wonderful class! Very valuable information for anyone in the business world - employee, management, owner, or entrepreneur. Wish I took this class 20 years ago!

Susan Foco  
Spring 2013 HR Series Student



## 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: \$69

### WINTER

Course Number: CBE-1479  
Date: 2/22/14  
Time: Saturday; 9am-1pm

### SPRING

Course Number: CBE-1479  
Date: 5/22/14  
Time: Thursday; 5:30pm - 9:30pm

## 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: \$69

### WINTER

Course Number: CBE-1480  
Date: 3/1/14  
Time: Saturday; 9am-1pm

### SPRING

Course Number: CBE-1480  
Date: 5/29/14  
Time: Thursday; 5:30pm - 9:30pm

## 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: \$69

### WINTER

Course Number: CBE-1481  
Date: 3/8/14  
Time: Saturday; 9am-1pm

### SPRING

Course Number: CBE-1481  
Date: 6/5/14  
Time: Thursday; 5:30pm - 9:30pm

## 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 2013

Pass any ONE of the following exams:

- Word 2013
- Excel® 2013
- PowerPoint® 2013
- Access® 2013
- Outlook® 2013
- OneNote® 2013
- SharePoint® 2013

### Microsoft Office Expert 2013

Pass any ONE of the following exams:

- Word 2013 Expert
- Excel® 2013 Expert

### Microsoft Office Master 2013

Pass THREE required exams and ONE elective exam:

Required:

- Word 2013 Expert
- Excel® 2013 Expert
- PowerPoint® 2013

Elective:

- Outlook® 2013 OR Access® 2013  
OR SharePoint® 2013 OR OneNote® 2013

**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.

# 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.



	DATE	DAY	TIME	COURSE #	COST	TEXTBOOK
INTRODUCTION TO PERSONAL COMPUTERS	2/8/14	Sat.	9am - 5pm	CBC-1051	\$89/\$79*	Yes
INTRODUCTION TO PERSONAL COMPUTERS	4/12/14	Sat.	9am - 5pm	CBC-1051	\$89/\$79*	Yes
KEYBOARDING	2/22/14	Sat.	9am - 5pm	CBC-1021	\$89/\$79*	Yes
SOCIAL MEDIA FOR BUSINESS	1/24/14	Fri.	9am - 5pm	CBC-1237	\$89/\$79*	Yes
SOCIAL MEDIA FOR BUSINESS	6/19/14	Thur.	9am - 5pm	CBC-1237	\$89/\$79*	Yes
SOCIAL MEDIA AT HOME	2/1/14	Sat.	9am - 5pm	CBC-1236	\$89/\$79*	Yes
SOCIAL MEDIA AT HOME	5/22/14	Thur.	9am - 5pm	CBC-1236	\$89/\$79*	Yes
QUICKBOOKS 2012	1/25/14	Sat.	9am - 5pm	CBC-1501	\$89/\$79*	Yes
QUICKBOOKS 2012	2/21/14	Fri.	9am - 5pm	CBC-1501	\$89/\$79*	Yes
WEB DESIGN BASIC	6/10/14	Tues.	9am - 5pm	CBC-1065	\$89/\$79*	Yes
ADOBE® DREAMWEAVER CS5	1/18/14	Sat.	9am - 5pm	CBC-1075	\$89/\$79*	Yes
ADOBE® PHOTOSHOP CS5	2/11/14	Tues.	9am - 5pm	CBC-1263	\$89/\$79*	Yes
ADOBE® PHOTOSHOP CS5	4/5/14	Sat.	9am - 5pm	CBC-1263	\$89/\$79*	Yes
ADOBE® INDESIGN CS5	2/28/14	Fri.	9am - 5pm	CBC-1073	\$89/\$79*	Yes

\*Denotes discounted rate for 50+...Just Like Gold Members



	DATE	DAY	TIME	COURSE #	COST	TEXTBOOK
MICROSOFT® WORD BASIC	1/15/14 & 1/22/14	Wed.	5pm - 9pm	CBC-1036	\$89/\$79*	Yes
MICROSOFT® WORD BASIC	5/19/14 & 5/21/14	Mon./Wed.	5pm - 9pm	CBC-1036	\$89/\$79*	Yes
MICROSOFT® WORD INTERMEDIATE	2/13/14 & 2/20/14	Thur.	5pm - 9pm	CBC-1037	\$89/\$79*	Yes
MICROSOFT® WORD INTERMEDIATE	6/9/14 & 6/11/14	Mon./Wed.	5pm - 9pm	CBC-1037	\$89/\$79*	Yes
MICROSOFT® WORD ADVANCED	3/13/14 & 3/20/14	Thur.	5pm - 9pm	CBC-1038	\$89/\$79*	Yes
MICROSOFT® ACCESS BASIC	1/21/14 & 1/28/14	Tues.	5pm - 9pm	CBC-1010	\$89/\$79*	Yes
MICROSOFT® EXCEL BASIC	1/28/14	Tues.	9am - 5pm	CBC-1016	\$89/\$79*	Yes
MICROSOFT® EXCEL BASIC	3/1/14	Sat.	9am - 5pm	CBC-1016	\$89/\$79*	Yes
MICROSOFT® EXCEL BASIC	4/26/14	Sat.	9am - 5pm	CBC-1016	\$89/\$79*	Yes
MICROSOFT® EXCEL BASIC	5/9/14	Fri.	9am - 5pm	CBC-1016	\$89/\$79*	Yes
MICROSOFT® EXCEL INTERMEDIATE	3/22/14	Sat.	9am - 5pm	CBC-1017	\$89/\$79*	Yes
MICROSOFT® EXCEL INTERMEDIATE	5/20/14	Tues.	9am - 5pm	CBC-1017	\$89/\$79*	Yes
MICROSOFT® EXCEL ADVANCED	4/22/14	Tues.	9am - 5pm	CBC-1018	\$89/\$79*	Yes
MICROSOFT® EXCEL ADVANCED	6/17/14	Tues.	9am - 5pm	CBC-1018	\$89/\$79*	Yes
MICROSOFT® OUTLOOK BASIC	2/7/14	Fri.	9am - 5pm	CBC-1028	\$89/\$79*	Yes
MICROSOFT® OUTLOOK BASIC	5/15/14	Thur.	9am - 5pm	CBC-1028	\$89/\$79*	Yes
MICROSOFT® OUTLOOK INTERMEDIATE	3/14/14	Fri.	9am - 5pm	CBC-1029	\$89/\$79*	Yes
MICROSOFT® OUTLOOK INTERMEDIATE	6/12/14	Thur.	9am - 5pm	CBC-1029	\$89/\$79*	Yes
MICROSOFT® OUTLOOK ADVANCED	4/11/14	Fri.	9am - 5pm	CBC-1027	\$89/\$79*	Yes
MICROSOFT® POWERPOINT BASIC	3/7/14	Fri.	9am - 5pm	CBC-1030	\$89/\$79*	Yes
MICROSOFT® POWERPOINT ADVANCED	4/25/14	Fri.	9am - 5pm	CBC-1031	\$89/\$79*	Yes

*\*Denotes discounted rate for 50+...Just Like Gold Members*

Visit us online for complete class details!  
[www.delta.edu/lifelonglearning](http://www.delta.edu/lifelonglearning)

# 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 17,000 students attending Delta each year.

Delta's Fall 2013 headcount enrollment was 10,301. 10,720 students enrolled for Winter semester 2013. 2012/2013 full time employees numbered 536, part time 493, for a total of 1,029.

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 87 percent of Delta graduates have stayed in Michigan, and 63 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.



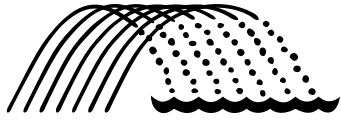
1961 Delta Road, H-Wing  
University Center, MI 48710  
(989) 686-9444

Fax: (989) 758-3639

[lifelonglearning@delta.edu](mailto:lifelonglearning@delta.edu)

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

### TOBACCO-FREE CAMPUS

To help ensure a safe, clean learning environment, smoking and use of tobacco products, including e-cigarettes, are not permitted anywhere on Delta College's main campus or the Centers. This includes campus buildings, sidewalks, parking lots, building entrances, common areas and in college-owned vehicles. Students, employees, and visitors who violate the College's tobacco-free policy will be subject to fines starting at \$25.

## Delta College BOARD OF TRUSTEES

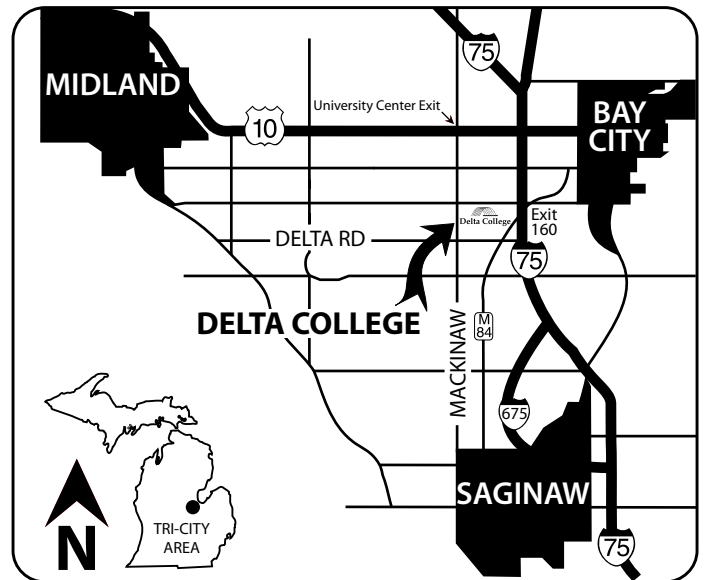
**BAY COUNTY:** Jack R. MacKenzie  
Edith (Dee Dee) Wacksman  
Michael D. Rowley

**MIDLAND COUNTY:** Robert B. Stafford, '83 (Chair)  
Kimberly R. Houston-Philpot  
Michael P. Nash

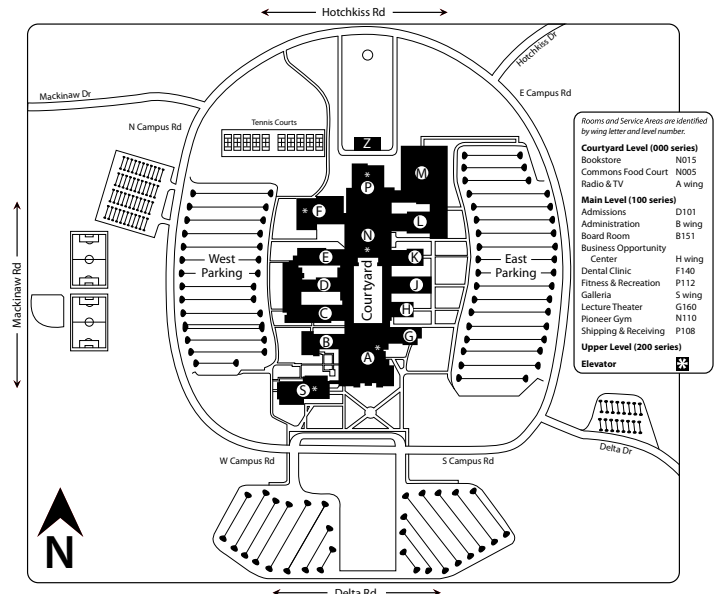
**SAGINAW COUNTY:** The Rev. Dr. Robert L. Emrich  
Karen L. Lawrence-Webster  
R. Earl Selby

**PRESIDENT:** Dr. Jean Goodnow

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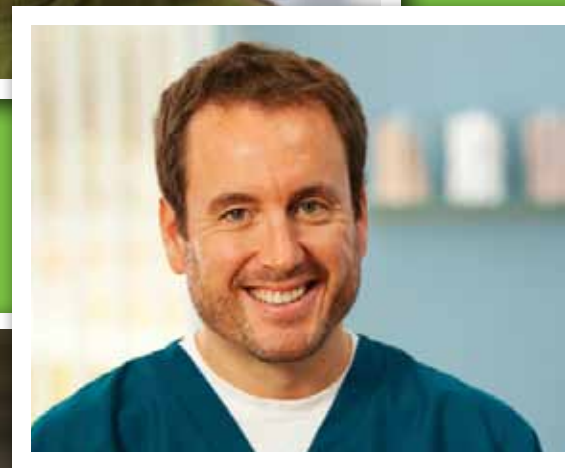


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