



**Delta College**  
LifeLong Learning

AUGUST - DECEMBER 2015



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# EXPLORE YOUR POTENTIAL

*Come to Delta.*

# August - December 2015

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### Earn a certificate!

Earn a certificate upon successful completion of many of Delta College LifeLong Learning classes.



### Learn Online!

Many of the programs offered in this catalog are conveniently available online. Take your class when and where it is best for you!

*Register early to  
reserve your seat!*

Registration details on page 15.

# HEALTH

## PHARMACY TECHNICIAN


Pharmacy Technicians assist licensed pharmacists in providing health care and medications to patients. As a Pharmacy Technician, you must have broad knowledge of pharmacy practice and be skilled in the techniques required to order, stock, package, and prepare medications but don't need the advanced college education required of a licensed pharmacist. You could work in a hospital, retail setting, home health care, nursing home, clinic, or mail order. This 15-week program in a pharmacy-like classroom environment will provide you with the skill, knowledge and simulated lab experience you need to be a success. Employers favor hiring pharmacy techs who have formal training and certification is now required in the State of Michigan. This course includes a mock certification examination to prepare you for the National Pharmacy Technician Certification Exam.

average  
salary  
**\$27,000**  
annually

You will be awarded a certificate from Delta College upon successful completion of the program and you will receive information about taking the national certification exam to become a Certified Pharmacy Technician in class. Once you pass the exam, you will earn the title of Certified Pharmacy Technician (CPhT). Register now to start your career in the fastest growing industry in the Great Lakes Bay region!

### PREREQUISITES

Prerequisites are required for this course and must be completed prior to registration. See [www.delta.edu/lifelonglearning](http://www.delta.edu/lifelonglearning) for complete details.

 Earn a certificate in as few as 15 weeks with this program.

### SECTION 1

Aug 22, 29, Sept 12, 19, Oct 3, 10, 24, 31, Nov 14, 21, Dec 5, 12  
Sat 8am-3:15pm

### SECTION 2

Sept 9 - Dec 21  
Mon & Wed 6-9pm

\$999

Delta College Main Campus • Course Number: CHG-3001

*Short term training for the fastest growing industry in the Great Lakes Bay Region!*

**1,713** Pharmacy Technicians are employed in the region. This number is expected to **increase by 10.4%** over the next four years.\*

\*Employment data provided by EMSI-CareerBuilder.



## PHLEBOTOMY TECHNICIAN

Delta College's Phlebotomy Technician 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. Phlebotomy Technicians are extremely 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.

Training  
complete in  
**10**  
weeks!


Upon successful completion of this program, you will be eligible to test for the American Society of Clinical Pathology exam to become a certified phlebotomist. In addition to being a great career, phlebotomy is also an excellent stepping stone to other positions within the healthcare industry.

### CLINICAL REQUIREMENTS

You are responsible for completing the clinical requirements by the first day of class. See [www.delta.edu/lifelonglearning](http://www.delta.edu/lifelonglearning) to obtain your copy of the Student Clinical Requirements packet.

### PREREQUISITES

Prerequisites are required for this course and must be completed prior to registration. See [www.delta.edu/lifelonglearning](http://www.delta.edu/lifelonglearning) for complete details.

 Earn a certificate in 10 weeks with this program.

Sept 11 - Nov 13

Lecture: Sept 11 - Oct 18  
Fri 5pm - 9pm, Sat 8am-4pm, Sun 12pm-6pm  
Delta College Main Campus

Clinical Experience: Oct 19 - Nov 13  
4 days a week, 8 hour shifts, Mon - Fri between 5am-5pm  
Assignments will be determined the first week of class.

\$1895 • Course Number: CHG-1730



# HEALTH

## MEDICAL ADMINISTRATIVE ASSISTANT

Do you want to play an instrumental role ensuring the efficient operation of a hospital unit or medical office by performing administrative and clerical tasks such as maintaining medical records, scheduling appointments and medical tests, keeping supplies stocked, and communicating with other health care professionals, patients, and visitors? If you answered "yes," then a career as a Medical Administrative Assistant is perfect for you. As a Medical Administrative Assistant you will be a member of the supporting cast that helps maintain a healthcare facility's service and performance. You may also perform other duties such as routine and regulatory checks, patient placement and transfers, and specimen labeling. You will typically work under the supervision of the registered nursing staff or the health information administrator. One of the main responsibilities of this role is to act as a liaison between the patients and staff. In this program you will learn the fundamentals of the Medical Administrative Assistant role including the opportunity to apply what you have learned in a clinical/internship experience for potential employers in the Great Lakes Bay Region.


As a Medical Administrative Assistant, you may also be known as a health unit coordinator, unit clerk, ward clerk, patient admitting, unit secretary, medical office secretary, or medical office assistant and will have opportunities to work in either a clinical hospital or a physician's office setting.

### CLINICAL REQUIREMENTS

You are responsible for completing the clinical requirements by the first day of class. See [www.delta.edu/lifelonglearning](http://www.delta.edu/lifelonglearning) to obtain your copy of the Student Clinical Requirements packet.

### PREREQUISITES

Prerequisites are required for this course and must be completed prior to registration. See [www.delta.edu/lifelonglearning](http://www.delta.edu/lifelonglearning) for complete details.

 Earn a certificate in 11 weeks with this program.

**Sept 15 - Nov 25**

**Lecture: Sept 15 - Oct 8**  
**Tues, Wed & Thurs 8am - 4pm**  
**Delta College Main Campus**

**Site Orientation: Oct 12 - Oct 22**  
**3 days a week, 6 hour shifts depending on clinical site.**  
**Assignments will be determined the first week of class.**

**Clinical Experience: Oct 26 - Nov 25**  
**3 days a week, 7 hour shifts depending on clinical site.**  
**Assignments will be determined the first week of class.**

**\$1895 • Course Number: CHA-2025**


average  
salary  
**\$29,000**  
annually

## MATH CALCULATIONS FOR PHARMACY TECHNICIANS

The Math Calculations for Pharmacy Technicians program will help you master the mathematical calculations necessary to become a Certified Pharmacy Technician 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, as well as introducing you to key calculation and conversion concepts. 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. You will learn calculation skills and competencies needed by pharmacy technicians through step-by-step examples and proven ways to make it easy to learn and remember how to do equations using formulas.

As a Pharmacy Technician, you must learn this skill early in your studies and use it continuously throughout your career. This program is intended to provide the basic – and not so basic – mathematical concepts that are applied to pharmacy. You will be provided with the knowledge you need 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. Traditional methods of calculation as well as other unique ways of obtaining correct calculations will be taught.

Successful completion of this program will waive your Math prerequisite for the Pharmacy Technician CHG-3001 program.

 Earn a certificate in 5 weeks with this program.

**Aug 3 - Aug 31 • Mon & Wed 6-9:30pm**


**\$399**

**Delta College Main Campus • Course Number: CHG-3005**

## CERTIFICATE IN PAIN ASSESSMENT AND MANAGEMENT

Pain assessment and management is a crucial part of compassionate and effective patient care. Many providers, patients, patients' families, and regulatory agencies are requiring health care providers to be more accurate with their pain assessment skills and more effective in their pain management strategies. Scientific advancements in the understanding of the mechanisms of pain, multidisciplinary methods of assessment and management, and the improvement of medications to treat pain have contributed to the wealth of knowledge in this area.

This certificate program is designed to enhance the knowledge and skills of health care professionals who work with patients who are in pain. By providing an educational experience that examines key issues related to pain assessment and management, this certificate program will give you the relevant and practical information you'll need to improve your practice and provide the most effective care to your patients.

 Earn a certificate in 6 weeks with this program.

 **ONLINE - When it's convenient for you!**

**Sections start monthly**

**\$169 • 12 hours • 6 weeks of access**

Call to register today!  
**989.686.9444**



## MEDICAL INSURANCE BILLING & CODING


Medical Insurance Billing and Coding professionals work for doctors, hospitals, and insurance companies and complete the paperwork that is submitted to insurance companies on behalf of patients. This course will teach you the most current medical insurance billing and coding concepts including ICD basic diagnostic and CPT procedure coding, as well as basic insurance concepts and terminology used by health insurance carriers. The proper steps to completing claim forms for commercial insurance companies including Blue Cross/Blue Shield of Michigan, Medicare, and Medicaid will also be covered. You will learn in a hands-on computer lab that will allow you to work with and navigate the insurance billing software.

average  
salary  
**\$31,000**  
annually

This 6-week Medical Insurance Billing and Coding program at Delta College has proven successful in preparing students to obtain certifications such as: Certified Medical Biller (CMB), Certified Medical Billing Specialist (CMBS), and Certified Medical Reimbursement Specialist (CMRS) through the American Medical Billing Association or the Medical Association of Billers and Certified Coding Associate (CCA), Certified Coding Specialist (CCS), and Certified Coding Specialist - Physician Based (CCS-P) through the American Health and Information Management Association. Upon successful completion of this program, you will receive a certificate from Delta College.

### PREREQUISITES

Prerequisites are required for this course and must be completed prior to registration. See [www.delta.edu/lifelonglearning](http://www.delta.edu/lifelonglearning) for complete details.

 Earn a certificate in 6 weeks with this program.

Oct 6 - Nov 12 • Tues & Thurs 6pm - 9:45pm

\$825

Delta College Main Campus • Course Number: CHA-2005

## BASIC LIFE SUPPORT (BLS) FOR HEALTHCARE PROVIDERS

If you are a healthcare professional who needs to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings, this course is for you. 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. Upon completion of this 4 hour course and mandatory written exam, you will be able to respond to cardiac and respiratory emergencies in your healthcare environment and you will receive certification for 2 years.

### SECTION 1

Aug 31 • Mon 4:30pm-9pm

### SECTION 2

Sept 9 • Wed 4pm-8:30pm

### SECTION 3

Oct 12 • Mon 4pm-8:30pm

### SECTION 4

Nov 7 • Sat 9am-1:30pm

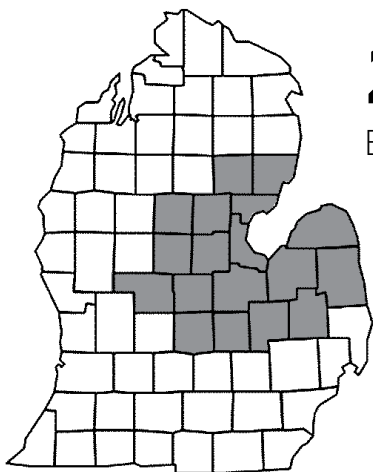
### SECTION 5

Dec 5 • Sat 9am-1:30pm

\$59

Delta College Main Campus • Course Number: CHG-2113

Call 989.686.9444 to register or for additional dates.



**2,081**

Billing, Cost, and Rate Clerks are employed in the region.

This number is expected to **increase by 3.5%** over the next four years.\*

\*Employment data provided by EMSI-CareerBuilder.

# HEALTH

## DENTAL CONTINUING EDUCATION

### NITROUS OXIDE/OXYGEN FOR THE DENTAL HYGIENIST

This one day workshop provides a comprehensive background for you to be knowledgeable and competent in administering nitrous oxide/oxygen by completing at least 4 hours of didactic instruction and 4 hours of laboratory/clinical experience mandated by Michigan Law 2002 Public Act no. 423. The experience will provide you with demonstrations, practice, and evaluation of nitrous oxide/oxygen analgesia/sedation techniques given and received by you and other participants. You will be able to administer, under the direct supervision of a delegating dentist, nitrous oxide/oxygen analgesia in a safe and effective manner for nitrous oxide/oxygen analgesia.

8 Continuing Education Units, approved by the American Dental Association Commission on Dental Accreditation.

 Earn a certificate with this one day workshop.

Dec 12 • Sat 8:30am-5pm

\$399

Delta College Main Campus • Course Number: CUD-2070

### NITROUS OXIDE/OXYGEN FOR THE RDA & CDA

This one day workshop provides a comprehensive background for you to be knowledgeable and competent in assisting and monitoring the administration of nitrous oxide/oxygen by a dentist or dental hygienist by completing at least 5 hours of didactic instruction mandated by Michigan Law 2002 Public Act no. 423. You will be able to assist and monitor the administration, under the direct supervision of a delegating dentist, nitrous oxide/oxygen analgesia in a safe and effective manner for nitrous oxide/oxygen analgesia.

5 Continuing Education Units, approved by the American Dental Association Commission on Dental Accreditation.

 Earn a certificate with this one day workshop.

Dec 12 • Sat 8:30am-1:30pm

\$299


Delta College Main Campus • Course Number: CUD-2071


## CERTIFICATE IN STRESS MANAGEMENT

Stress is at epidemic levels in the world today. It affects every aspect of the body, mind, and spirit, resulting in a wide range of symptoms from headaches or stomach ailments to heart disease and death. Currently, as many as 90% of all visits to health-care providers in the United States are considered stress-related.

In this certificate program, you'll explore the physiological, social, and psychological impacts of stress and study modalities to get stress under control. You'll examine the relationship between stress and health, nutrition, and physical activity, and discover how stress can develop in the workplace. You'll trace both the psychological and physiological effects of stress, and understand how stress affects health and wellbeing. Finally, you'll learn about the different therapies that can help reduce stress, including how healthy living habits—such as exercise and diet—can help counteract the negative impact of stress.

At the end of this program, you'll appreciate the importance of recognizing the impact of stress, and you'll have gained knowledge of strategies and therapies to reduce and manage stress.

 Earn a certificate in 6 weeks with this program.

 ONLINE - When it's convenient for you!

Sections start monthly

\$84 • 14 hours • 6 weeks of access

\*Employment data provided by EMSI-CareerBuilder.

## CERTIFICATE IN GERONTOLOGY

The Certificate in Gerontology represents a specialization in the field of gerontology. If you are a health professional who works with the older population, it is designed to enhance your knowledge and skills by providing an educational experience that is multidisciplinary in nature.


With the population aging at a rapid rate, the number of individuals over 65 will more than double by 2020. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, new jobs are being developed, and new services created. If you are a health professional who works with the older population you will need continuing professional education to gain a broad understanding of the field of gerontology and to stay current with emerging trends.

### PROGRAM BENEFITS

The Certificate in Gerontology distinguishes you as a knowledgeable, skilled, and committed professional in the field of gerontology.

The program:

- Enhances professional marketability,
- Builds skills and competencies,
- Fulfills continuing education requirements for many professionals,
- Develops an interdisciplinary perspective on aging.

 Earn a certificate in 6 weeks with this program.

 ONLINE - When it's convenient for you!

Sections start monthly

\$205 • 25 hours • 6 weeks of access


Registration Deadline: Two weeks prior to class start date.

## HUMAN RESOURCES CERTIFICATE

The Human Resources Certificate will provide you with the skills you need to manage an increasingly complex world. You'll learn practical skills that help improve a company's bottom line immediately – from an overview of HR fundamentals to advanced sessions on the regulatory environment and peak organizational performance.

Whether you are new to the field of HR, a specialist who wants to become more of a generalist, or a generalist seeking in-depth knowledge in a specialty area, you will benefit from this exclusive certificate program.

**Take the entire series of six topics or conveniently take individual courses as your time and schedule permit!**

 **Earn a certificate in 6 weeks with this program.**

**SERIES 1 • Aug 8-Sept 19 • Sat 9am-1pm**

**SERIES 2 • Oct 10-Nov 14 • Sat 9am-1pm**

**\$375**

**Delta College Main Campus • Course Number: CBE-1475**

## BENEFIT ADMINISTRATION BASICS

Benefit design, selection and administration forms are the backbone of the HR function. You will 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.

**SECTION 1 • Aug 8 • Sat 9am-1pm**

**SECTION 2 • Oct 10 • Sat 9am-1pm**

**\$69**

**Delta College Main Campus • Course Number: CBE-1476**

## THE HUMAN RESOURCES REGULATORY ENVIRONMENT

The HR regulatory environment is thick with acronyms – ADA, COBRA, ERISA, FMLA, and HIPAA. You will learn the background and guidance behind these and helpful resources to ensure organizational compliance. Upon completion of this course, you 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.

**SECTION 1 • Aug 15 • Sat 9am-1pm**

**SECTION 2 • Oct 17 • Sat 9am-1pm**

**\$69**

**Delta College Main Campus • Course Number: CBE-1477**

## 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. During this course, you will learn techniques to find, hire and orient engaged workers and best practices to encourage engagement throughout the enterprise.

**SECTION 1 • Aug 22 • Sat 9am-1pm**

**SECTION 2 • Oct 24 • Sat 9am-1pm**

**\$69**

**Delta College Main Campus • Course Number: CBE-1478**

# BUSINESS & GOVERNMENT

**HR Specialist  
average salary  
\$49,000  
annually**

*See our brand new  
HR program Disability  
Management in the  
Workplace on page 6!*

## WORKPLACE HEALTH & SAFETY

Employee health and safety is one of the single greatest challenges among organizations seeking to maximize productivity and reduce benefits exposure. You will 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.

**SECTION 1 • Aug 29 • Sat 9am-1pm**

**SECTION 2 • Oct 31 • Sat 9am-1pm**

**\$69**

**Delta College Main Campus • Course Number: CBE-1479**

## MANAGING UNEMPLOYMENT CLAIMS TO WIN

State of Michigan unemployment insurance premiums can cost employers upwards of \$1,000 annually for each employee. You will learn policies and procedures to prevent inappropriate claims from being awarded, methods of protest, and procedures to follow during protest hearings in order to keep costs down.

**SECTION 1 • Sept 12 • Sat 9am-1pm**

**SECTION 2 • Nov 7 • Sat 9am-1pm**

**\$69**

**Delta College Main Campus • Course Number: CBE-1480**

## REACHING PEAK ORGANIZATIONAL PERFORMANCE

As a business leader, you 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 in this course with the aim of ensuring a productive, profitable enterprise.

**SECTION 1 • Sept 19 • Sat 9am-1pm**

**SECTION 2 • Nov 14 • Sat 9am-1pm**

**\$69**

**Delta College Main Campus • Course Number: CBE-1481**

# BUSINESS & GOVERNMENT

## 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 you in obtaining your 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™. As a CDA, you will be 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 you towards continuing education and providing you with 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.

A credential may be earned in the following settings:


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

This course is set up in a blended (face-to-face & online) format:

- 60.5 hours of classroom instruction including group activities
- 59.5 hours of independent on-line study including textbook readings, exercises, and peer discussion boards
- 13 hours of "CDA 2.0" Competency Standards Book assembly

### PREREQUISITES

Prerequisites are required for this course and must be completed prior to registration. See [www.delta.edu/lifelonglearning](http://www.delta.edu/lifelonglearning) for complete details.

 **Earn a certificate in 12 weeks with this program.**

**Sept 11 & 12, 25 & 26, Oct 9 & 10, 23 & 24, Nov 6 & 7, 13 & 14, 20  
Fri 6-9pm, Sat 8am-4pm**

**\$575**

**Delta College Main Campus • Course Number: CDX-2000**




### 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 practices

## REAL ESTATE FUNDAMENTALS

The purchase or sale of a home or investment property is one of the most significant and complicated financial events in someone's life. Because of this, most people tend to seek assistance from a licensed sales agent when buying or selling real estate. Become an expert specialist of the real estate property in your community and help others turn their dreams into a reality with this 44 hour Real Estate Fundamentals course approved by the Michigan Department of Licensing & Regulatory Affairs (LARA). This Real Estate Fundamentals program has a proven record and will help you become prepared to obtain your Real Estate Salesperson License in the State of Michigan.

average  
salary  
**\$28,000**  
annually

 **Earn a certificate in as few as 5 weeks with this program.**

### SECTION 1

**Sept 22 - Oct 27 • Tues & Thur 6-10pm**

### SECTION 2

**Sept 12 - Oct 24 • Sat 9am-4pm**

**\$599**

**Delta College Main Campus • Course Number: CBR-1003**

*\*Employment data provided by EMSI-CareerBuilder.*

Expand Your HR Knowledge!

## DISABILITY MANAGEMENT IN THE WORKPLACE

If you are a HR Professional, this course is ideal for you. Disability Management (DM) is a growing HR concern, and no wonder: generational influences, litigation, an aging workforce, and disability-related medical, and lost work-time and productivity costs all contribute to a "perfect storm" of disability-related costs to U.S. employers, estimated at a half-billion dollars annually. In this session, you will take a "deep dive" into DM with an eye toward holding costs while retaining valued employees through case management, policy development, disease management, health promotion, and other value-added approaches.

### SECTION 1

**Sept 26 • Sat 9am-1pm**

### SECTION 2

**Nov 21 • Sat 9am-1pm**

**\$69**

**Delta College Main Campus • Course Number: CBE-1482**



## INTRODUCTION TO GIS

What is geographic information system (GIS) and how is it used to create and interact with maps and data sources? This powerful computer system can be used to create "smart" maps and provide robust analytical tools as a means of solving problems and answering questions related to location-related data and information. It is used for countless different applications for everything from disaster management to market research analysis. GIS is a well-established technology in a rapidly growing field referred to as geospatial technologies, which encompasses many types of methods and techniques for the collection, analysis, modeling, and visualization of geospatial data.

GIS skills are in demand for jobs related to engineering, planning, utilities, management, transport/logistics, insurance, telecommunications, natural resources and business. For that reason, GIS and location intelligence applications can be the foundation for many location-enabled services that rely on analysis and visualization.

GIS applications are tools that allow you to create interactive queries (user-created searches), analyze spatial information, edit data in maps, and present the results of all these operations. This session will include discussion of basic concepts of GIS along with hands-on exercises using ESRI's ArcGIS software. This workshop also serves as a preview of GIS 101: Introduction to Geographic Information Systems, a 3 credit, fully transferable, academic class that is offered at Delta College.

### SECTION 1

Sept 18 • Fri 9-11am

### SECTION 2

Nov 6 • Fri 9-11am

\$49

Delta College Main Campus • Course Number: CVX-1090

## GRANT WRITING

The Grant Writing Online Training Program will teach you the essentials of writing, researching, obtaining, and maintaining grants. You'll learn how to format your proposals, how to write effectively, and how to get funded.

By completing the Grant Writing Online Training Program, you'll:

- Know how to research and find available grants.
- Understand the fundamental elements of a grant proposal.
- Develop the skills needed to prepare professional, competitive, compelling, and successful grant proposals.
- Become proficient in the proposal format used by the vast majority of public foundations.
- Know the roles and responsibilities of a non-profit board of directors and the management team.
- Become knowledgeable on the fundamentals of legal writing, including analytical reasoning and analysis.
- Learn how to word, edit, proofread, and format basic documents for daily use within an office environment.
- Know how to form, maintain, and dissolve various business entities.
- Examine the essential aspects of fundraising and how to maximize fundraising opportunities.

 Earn a certificate with this program.

 ONLINE - When it's convenient for you!


\$2295 • 300 hours • 6 months of access



## RESUME WRITING WORKSHOP

Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing--YOU! Learn different resume formats and the advantages and disadvantages of each. Write an employment objective that shows potential employers that you have direction. Make the most of your work experience. Know what to reveal in a resume, and what to keep to yourself. Learn to overcome gaps in work history and age discrimination. Discover how to use references to your advantage. This course includes the use of online resumes and internet resume secrets. This course is invaluable for anyone who wants to create their own resume, or learn how to write resumes and cover letters for profit.

 Earn a certificate with this program.

 ONLINE - When it's convenient for you!


Sections start monthly

\$99 • 24 hours • 6 weeks of access

## ACCOUNTING FUNDAMENTALS

The demand for accounting professionals currently exceeds the supply. If you're interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You'll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

 Earn a certificate with this program.

 ONLINE - When it's convenient for you!

Sections start monthly

\$99 • 24 hours • 6 weeks of access

## BUSINESS & GOVERNMENT




### PMP CERTIFICATION PREP I

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam. Master the first seven chapters of *A Guide to the Project Management Body of Knowledge (PMBOK®, Guide), 5th edition* - the essential resource for the PMP® certification exam. Find out about the 10 project management knowledge areas, five process groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas.

This course, the first part of a two-course series, will demystify the PMBOK®, Guide, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management.

This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI® credential. It's also an excellent choice for existing PMI® credential holders looking for an approved activity for PMI®'s continuing certification PDUs.

 Earn a certificate with this program.

 ONLINE - When it's convenient for you!

Sections start monthly

\$105 • 24 hours • 6 weeks of access

### PMP CERTIFICATION PREP II

In this, the second part of our two-part certification preparation series, you will prepare to take--and pass--the Project Management Institute's PMP® certification exam. Master chapters seven through 13 of *A Guide to the Project Management Body of Knowledge (PMBOK®, Guide)*, the most essential resource for the PMP® certification exam. You will continue to learn all about the 10 project management knowledge areas, five process groups, and 47 project management processes. You will raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas.

Your instructor will continue to demystify the PMBOK®, Guide, including relationships between inputs, tools and techniques, and outputs. You'll also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. In addition to learning about the PMBOK®, Guide, you'll gain insight into PMI®'s code of professional responsibility and discover powerful techniques you can use to continue preparing for the PMP® exam after this course is over.

 Earn a certificate with this program.

 ONLINE - When it's convenient for you!

Sections start monthly

\$105 • 24 hours • 6 weeks of access


### SIX SIGMA GREEN BELT

Six Sigma is a quality improvement methodology structured to reduce product or service failure rates to a negligible level (roughly 3.4 failures per million opportunities). Six Sigma companies typically spend less than five percent of their revenues addressing and repairing quality problems.

To achieve these levels, the Six Sigma process encompasses all aspects of a business, including management, service delivery, design, production, and customer satisfaction. As a philosophy, Six Sigma drives business culture and requires a nearly flawless execution of key processes, making Six Sigma a high standard for companies and individuals to achieve. By reducing process variation, Six Sigma frees an organization to focus on improving process capability. As sigma levels increase, the cost of poor quality decreases and profitability increases. This is why Six Sigma is highly associated with the delivery of consistent, world-class quality.

The Six Sigma Green Belt Online Training Program will provide you with an overview of the Six Sigma concepts and tools, including Six Sigma deployment practices, project development, and the DMAIC problem-solving approach. Once you've completed this program, you will be ready to successfully participate in a Six Sigma team.


 Earn a certificate with this program.

 ONLINE - When it's convenient for you!

\$1895 • 100 hours • 6 weeks of access

### MANAGING CHANGE: UNDERSTANDING CHANGE

"To exist is to change, to change is to mature, to mature is to go on creating oneself endlessly." This is a quote by Henri Bergson, a nineteenth century French philosopher. Since the nineteenth century, the pace of change in all aspects of our lives has become faster and faster and responding to change well is a necessity in today's competitive business environment. As a leader or manager, regardless of your industry or organization, you will require a clear understanding of how important organizational change is in order to propel your organization forward. This course will teach you what is meant by change, as well as the importance and benefits of implementing change within an organization. You will also learn the three different types of organizational change: strategic adjustments, strategic reorientation, and transformational change. Finally, you will learn the different practical approaches for managing organizational change, taking into account factors such as the time allotted for the change, the expected degree of change, and the potential resistance to change within the organization.

 ONLINE - When it's convenient for you!

Self paced tutorial

\$85 • 1 hour • 1 year of access



# TECHNICAL TRADES & SAFETY

## RESIDENTIAL BUILDING 60 HOUR PRE-LICENSURE

Are you interested in obtaining your State of Michigan Builders License in order to properly pull permits, take on bigger projects and increase your earning potential? This four week, 60 hour course will provide you with all the information you need to know to prepare for the Michigan Residential Builders License Examination, as well as techniques for running a successful business. In this course you'll be given a construction trades overview and learn about current

Michigan residential code, MIOSHA construction safety standards, design and building science, business management, contracts, lead paint, liability, risk and project management, estimating, job costing, hours and scheduling, and marketing and sales. This course is approved by the State of Michigan and satisfies the 60 hour pre-license course requirement. This is an ideal class if you are interested in becoming a licensed contractor or want to learn more about the industry.

average  
salary  
**\$51,000**  
annually

Earn a certificate in 5 weeks with this program.

Sept 8 - Oct 8 • Tues & Thur 6-10pm, Sat 8am-4pm\*

\$699

Delta College Main Campus • Course Number: CVB-1012

\*Class times may vary depending on daily topic.

Please see [www.delta.edu/lifelonglearning](http://www.delta.edu/lifelonglearning) for details.

## AUTOMOTIVE WIRING HARNES FABRICATION

Have you ever wondered about all of the wiring in a vehicle or are you interested in restoring or recreating a wiring harnesses for a vehicle? Then the Automotive Wiring Harness Fabrication course is perfect for you! In the course, you'll learn how to add modern electrical accessories to an older vehicle and discover through hands-on learning how wiring harnesses are designed, laid-out, and fabricated. You will also learn the typical components that make up a wiring harness along with common tools, techniques, and documents that are used to fabricate them. Upon successful completion of this program, you will walk away with the skills and knowledge you'll need to fabricate a wiring harness from scratch on an assembly board.

Earn a certificate in 4 weeks with this program.

Oct 3-24 • Sat 8:30am-1pm

\$299

Delta College Ricker Center • Course Number: CVA-1036

## JOURNEYMAN/MASTER ELECTRICAL LICENSE EXAM PREPARATION

These 35-hour, state-approved courses will prepare you for the State of Michigan Electrician Examinations and are designed for apprentices and journeymen presently working in the field of electrical construction and maintenance. These courses are highly recommended if you have four years of experience as an apprentice in the electrical trade and plan to take the State of Michigan Journeyman Electrician Examination or if you have had a State of Michigan Electrical Journeyman license for two years and plan to take the State Master Electrician License Exam.

Earn a certificate in 3 weeks with this program.

Oct 9-24 • Fri 5:30-9:30pm, Sat 8am-4pm

\$425

Delta College Main Campus

Course Number: CVE-1008 (Journeyman)  
CVE-2010 (Master)

average  
salary  
**\$51,000**  
annually

## JOURNEYMAN/MASTER PLUMBING LICENSE EXAM PREPARATION

Delta College's 24-hour, preparation courses will assist you in preparing for the State of Michigan Plumbing License Examinations. These courses are designed for apprentices and journeymen presently working in the field of plumbing construction and maintenance. This course is highly recommended for those who have four years experience as an apprentice in the plumbing trade and plan to take the State of Michigan Journey Plumber Exam or for those who have had a State of Michigan Journey Plumber license for two years and plan to take the State Master Plumber Examination.

Earn a certificate in 2 weeks with this program.

Oct 23 & 24, Nov 6 & 7 • Fri 5:30-9:30pm Sat 8am-4pm

\$359

Delta College Main Campus

Course Number: CVP-1014 (Journeyman)  
CVP-1016 (Master)

average  
salary  
**\$50,000**  
annually

\*Employment data provided by EMSI-CareerBuilder.

# TECHNICAL TRADES & SAFETY

## TRENDS IN SOLAR POWER

For more than a decade the use of solar power has increased dramatically in the US and the world. This rapid growth is based on photovoltaic technology which has little environmental impact and continues to develop from the basic discovery over 60 years ago. The global industry now invests more than \$100 billion annually and at least 150,000 related new jobs have been created in the US. In this single-session course you will review the historic, recent, and anticipated near-term trends in this new renewable power source. Topics of discussion will not only include the various technologies but also industrial, institutional, and societal developments and responses.

**Nov 6 • Tues 6-8:30pm**

**\$59**


**Delta College Main Campus • Course Number: CVX-1005**

## CERTIFIED GREEN SUPPLY CHAIN PROFESSIONAL

The supply chain is at the heart of operations for most businesses. Prepare yourself for a challenging and rewarding career in the green supply-chain management field or gain the edge to move forward in your career with this convenient online training program.

This professional certification program will help you learn the essentials of green product standards and labeling as well as how to develop sustainability supplier programs, implement sustainable business practices, apply lean and green manufacturing strategies, and integrate these practices across the extended supply chain.

 **Earn a certificate with this program.**

 **ONLINE - When it's convenient for you!**

**\$1595 • 60 hours • 13 months of access**

## PRINCIPLES OF GREEN BUILDINGS

The Principles of Green Buildings Online Training Program will give you the science behind the concept of house-as-a-system by going through all of the major sub-systems that affect the way the entire structure system performs. A building is the sum of many parts, and for best performance for the occupants, it must be set up correctly with those sub systems synced together. A building that performs correctly will offer the best energy efficiency, provide a healthy environment for its occupants, and maintain its structural integrity.

The nine modules of Principles of Green Buildings will take you through all of that material. If you have any in-depth questions or if you need further explanation of content, you'll have an SME (Subject Matter Expert) mentor for support and information.

This program will help you prepare for BPI, NATE, NARI, RESNET, and other industry credentials for green buildings. If you successfully complete this program with an overall grade of 75% or higher, you'll qualify for 28 hours of continuing education units (CEUs) from BPI or NATE, and those CEUs are applicable to several certifications.


 **Earn a certificate with this program.**

 **ONLINE - When it's convenient for you!**

**\$795 • 30 hours • 3 months of access**

## WELDING

If you are an arts enthusiast or a welder who would like a refresher, this course will cover the welding equipment functions, operation, and safety. You'll 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'll 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 or academic credit.

 **Earn a certificate in 4 weeks with this program.**


**Sept 26 & 27, Oct 17 & 18, Nov 7 & 8, Dec 5 & 6  
Sat & Sun 8am-3:30pm**

**\$399**

**Delta College Main Campus • Course Number: CVI-1078**

## PRINCIPLES OF SOLAR POWER

This three part course will cover the technical side of solar power systems and their installation. In session one you will learn the principles of solar resources and solar arrays including solar cells and types, electrical characteristics, photovoltaic (PV) modules and arrays economics. Session two will focus on batteries and inverters and will include a discussion on battery requirements, battery types, charging/ discharging, controls, inverter principles, off-grid and grid-tied inverters. In session three you will learn about system installation, system operation and control, and the economics and environmental impact of the solar power industry. You may benefit from having a general understanding of electrical principles but it is not required.

 **Earn a certificate with this program.**

**Oct 6-8 • Tues - Thur 6-9pm**

**\$149**

**Delta College Main Campus • Course Number: CVX-1002**

## PERFORMING COMPREHENSIVE BUILDING ASSESSMENTS

The Performing Comprehensive Building Assessments program features a task-oriented format that applies practical, real-world situations in each module. This program is intended for students who are engaged in conducting building assessments, energy audits, performance testing, energy ratings, green ratings, rating verifications, quality assurance, quality installations, building inspections, home inspections, home tune-ups, or any other related building improvement, evaluation, or repair services that make changes to the building as a system.

You'll start out learning the systems, tools, and techniques commonly encountered during visual observations, including evaluation of envelope components, mechanical systems, and base loads such as appliances and lighting. You'll then move on to diagnostic testing, with an emphasis on safety. You'll learn how to set up and use the blower door for building pressurization and depressurization testing and how to use the data you obtain. The program will cover combustion safety testing, basic duct diagnostic testing, and CO testing for appliances. Finally, you'll learn how to use assessment information and diagnostic results to develop a work scope which you can then present to a customer.

The Performing Comprehensive Building Assessments Online Training Program will help you prepare for BPI Building Analyst Certification and NATE HVAC Efficiency Analyst Certification (Senior Level). This program will refer to the BPI Building Analyst as well as to various industry codes and standards.

 **Earn a certificate with this program.**

 **ONLINE - When it's convenient for you!**

**\$895 • 30 hours • 3 months of access**



## AUTOCAD 2015 CERTIFIED USER

In this online program, you'll master basic and advanced design skills as you gain hands-on practice in using the 2D tools in AutoCAD 2015. After gaining mastery in using basic tools you'll advance to explore efficiency tools, complex objects, use of external reference and image files, advanced plotting, and customizations.

With Autodesk certified curriculum, you will learn all of the skills you will need to prepare for the Autodesk AutoCAD 2015 Certified Professional and User exams. Upon successful completion of your program, you'll receive a paid voucher to take the Autodesk AutoCAD 2015 Certified User exam free of charge.

 Earn a certificate with this program.

 ONLINE - When it's convenient for you!


\$2595 • 155 hours • 6 months of access

## AUTOCAD 2015 WITH AUTOCAD 3D

In this online program, you'll master basic and advanced 2D and 3D design skills while gaining hands-on experience using AutoCAD® 2015. You'll begin by exploring basic 2D tools and will then progress to explore efficiency tools, complex objects, use of external reference and image files, advanced plotting, and customizations.

Once you are proficient with 2D commands in AutoCAD 2015, you'll learn methods of 3D modeling and gain thorough knowledge in 3D fundamentals while exploring the main features of the advanced 3D modeling workspace.

 Earn a certificate with this program.

 ONLINE - When it's convenient for you!


\$3295 • 235 hours • 9 months of access

## DISTRIBUTION AND LOGISTICS MANAGEMENT

Distribution and logistics management is a critical company function. Professionals in this field play a key role in fulfilling customer demands, ordering and managing inventory, controlling inbound and outbound shipments, reducing costs, saving time, and meeting company objectives. This course will not only show you how to create and operate a logistics function, but it will also demonstrate how to achieve success through a combination of strategies and tactics.

All elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP).

 Earn a certificate with this program.

 ONLINE - When it's convenient for you!

\$99 • 24 hours • 6 weeks of access

Call to register today!  
989.686.9444



## MIOSHA SAFETY TRAINING

### PARTS 472/554 - MEDICAL SERVICES, FIRST AID, BLOODBORNE INFECTIOUS DISEASES

Exposure to bloodborne infectious diseases is identified as a significant source of occupational illness. The lack of first aid and medical services can lead to serious physical harm or death. This full day course was developed to teach you: the requirements of Part 472 Medical Services & First Aid and Part 554 Bloodborne Infectious Diseases; to determine if facilities and employees are covered by the standards; to prepare a written exposure control plan; and, to ensure employees receive proper care following an occupational exposure or injury. This course is designed for general industry with emphasis for healthcare facilities.

 Earn a certificate with this program.

Aug 11 • Tues 9am-4pm

\$120

Delta College Planetarium, Bay City

Course Number: CVI-2076

### ADVANCED ACCIDENT INVESTIGATION

This training will provide you with a working knowledge of conducting an investigation using proper techniques for reducing the frequency and severity of occurrences. The session will include class discussions, exercises, with small group breakout sessions for case studies and other activities.

 Earn a certificate with this program.

Oct 6 • Tues 9am-4pm

\$120

Delta College Planetarium, Bay City

Course Number: CVI-2090

# LIFE & LEISURE

## PHOTOGRAPHY I

Taught by a professional and free-lance photographer, 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 participate in weekly "fun" photo assignments, class critiques and discussions. All assignments will be shot in the program mode. In order to participate in this class, you must provide your own digital camera and manual.

### SECTION 1

Sept 16 - Oct 7 • Wed 6:30-8:30pm

### SECTION 2

Sept 29 - Oct 20 • Tues 6:30-8:30pm

### SECTION 3

Oct 27 - Nov 17 • Tues 6:30-8:30pm

\$75

Delta College Planetarium, Bay City • Course Number: CFC-1010

## PHOTOGRAPHY II

This four session, advanced class will take you off of program mode and into the manual modes to expand your creativity. In this class you will learn: metering; aperture priority; shutter priority; night photography; black and white photography and many composition techniques. You will have fun, weekly assignments and group critiques. Our Photography I class is a prerequisite prior to enrolling in this class series. You must provide your own digital camera and manual to participate in this class.

### SECTION 1

Oct 28 - Nov 18 • Wed 6:30-8:30pm

### SECTION 2

Nov 24 - Dec 15 • Tues 6:30-8:30pm

\$75

Delta College Planetarium, Bay City • Course Number: CFC-1011

## SPEED SPANISH

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!


 **ONLINE - When it's convenient for you!**

Sections start monthly

\$99 • 24 hours • 6 weeks of access

## PHOTOGRAPHING PEOPLE WITH YOUR DIGITAL CAMERA

Photographing people can be fun, exciting – and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. Don't be nervous if you're new to digital photography, because we'll start with the basic principles you need to know in order to become a people photographer. You'll discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements. Next, we'll move onto portrait and formal group shots, where you'll learn how to organize people, which angles to use, and which to avoid. You'll become proficient in action photography, and you'll also learn several fun and creative ways to photograph children and babies. You'll even gain expertise in filling your photographs with imagery, setting moods, and creating themes. This course will have you well on your way to becoming a skilled people photographer.

 **ONLINE - When it's convenient for you!**

Sections start monthly


\$99 • 24 hours • 6 weeks of access

## CERTIFICATE IN HEALTHY AGING

As the population in the United States ages, there are many opportunities to learn how to work with seniors in multiple settings in a way that supports quality of life. In the Certificate in Healthy Aging, you'll gain an overview of specific aspects of aging to provide a long-term foundation for treatment of the senior community and overall health during the later years of life.

You'll see how increasing scientific, clinical, and social interest helps us understand the relationship between nutrition and aging. You'll explore the characteristics of the healthy aging brain, and examine how cognitive function can be maintained into old age. The course also examines the ways physical activity can enhance well-being for seniors and uncovers the keys to longevity that allow some people to live to 100 years old. Finally, the program explores the role that intimacy and sexuality play in the health of seniors.

This certificate is designed for anyone working in the health care field, those who are interested in the topic, those who are working with the aging population, or anyone who wishes to prepare for a career in aging services or gerontology.

 **ONLINE - When it's convenient for you!**

Sections start monthly

\$65 • 10 hours • 6 weeks of access

## BEGINNING WRITER'S WORKSHOP

If you've always wanted to write but have no idea where to start, this course will demystify the process for you. You'll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative muscles.

This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you'll develop your own short, creative fiction or nonfiction piece.

Our emphasis in this course is on developing your skills through practice, so you'll spend more time writing than reading. You'll master important concepts by completing enjoyable writing exercises and assignments, and you'll discover a variety of strategies and techniques the pros use to develop characters, create a compelling point of view, build interest through dialogue, and add meaning to your stories.

 **ONLINE - When it's convenient for you!**

Sections start monthly

\$99 • 24 hours • 6 weeks of access

# URBAN FARMING

The Urban Farming sessions are geared toward the fledgling farmer, the backyard gardener, the chicken enthusiast, and for those who understand the value of cultivating awareness of good, clean local foods. Sessions are presented in a casual learning, sharing environment by individuals with hands-on involvement in local farming, sustainability, and food collectives. You will learn about innovative, practical, economical, easy-on-the-earth methods and critical social, economic, and environmental dimensions of modern day urban agriculture.

Presenters will offer visual aids, handouts, and online resources. You will have opportunity for interactive discussion and experience sharing.

## FARM TO TABLE TRAVEL EXPERIENCE

Leave the classroom behind and travel from the farm to the table and back to the farm in the Urban Farming Farm to Table Travel Experience! This is your invitation to experience the operation of small farm production through conversations with farmers and interactions regarding soil, crops, weeding, harvesting, herbs and flowers, free-ranging chickens, fresh eggs, and preparing for the market. This urban farming travel experience explores the link between the farm and our food by including lunch at a fresh, locally-grown, seasonal, full-service, wood-fired kitchen. You will enjoy a first-hand experience with environmentally-friendly farming practices and sustainable, local food production.

### SECTION 1

Aug 20 • Thur 8am-2pm

### SECTION 2

Sept 17 • Thur 8am-2pm

\$79

Depart from the Delta College Main Campus  
Course Number: CVL-1110

## GROWING HERBS & FLOWERS

Growing herbs and flowers for culinary or medicinal use can be rewarding and fulfilling. More than just flavorful, colorful, and good for us, they also provide a food source and habitat for local wildlife. With a focus on permaculture, this course will emphasize popular culinary herbs, native flowers and plants, and varieties that will add color and texture to your garden landscape. You will share ideas on sources for plants, growing conditions, plant care, and cultivation. Additionally, you will learn about preserving cultivated flowers and herbs as well as creating herb packets to promote healthy chicken nesting.

### SECTION 1

Oct 7 • Wed 5:30-8:30pm

### SECTION 2

Nov 9 • Mon 5:30-8:30pm

\$29

Delta College Main Campus • Course Number: CVL-1108

Call to register today!  
989.686.9444



## PRESERVING YOUR HARVEST

Turn your abundant summer harvest into good, clean food to enjoy year 'round with Preserving Your Harvest! This Urban Farming hands-on, food preservation workshop will bring back the lost art of preserving your garden goods. You will learn practical tips for cleaning and preparing the harvest, food preservation safety, equipment and tools, cooking methods, and recipe resources. Additional topics will include freezing, pressure canning at home, vacuum packing, and fermentation. Sessions will be held at the locally-sourced food hub, 3rd & Johnson Market and Eatery in Bay City. Fresh produce is provided straight from our local urban farmers. You will take home a perfectly prepared preserve and a skill to pass on to future generations!

### SESSION 1

August 26 • Wed 6:30-8:30pm

### SESSION 2

Sept 16 • Wed 6:30-8:30pm

\$59

Third Street & Johnson Farmer Market & Eatery, Bay City  
Course Number: CVL-1109

## LIFE & LEISURE

### GESSO SCULPT AND PAINT

Gesso is an incredibly versatile paint medium. It is both useful and fun. In this class you will learn the various types of gesso and what to do with each of them, along with a host of fun gesso techniques. The beauty of gesso is that you can apply it to nearly any surface and then paint on that surface with acrylic paint. Using different techniques and tools you'll learn how to apply gesso directly to the canvas. Palette knives, putty knives, and plastic edges are used in creating a one of a kind design filled with an array of effects: highlights, color contrast, reflection, and shadowing. The possibilities are endless!

Oct 8-29 • Thur 5-9pm

\$149

Delta College Main Campus • Course Number: CFC-1996

### EXPRESS THROUGH PAINT

In the Express Through Paint program, you will learn the basics - from start to finish - of how to place a subject matter on canvas along with special techniques of painting. This comprehensive course will cover all of the crucial areas to allow the color combinations, tones, and values of the paint to create and display your perception. You will learn the flexibility and balance of painting freely without worry. In this class, you'll learn how to take a close look at the overall value the still life and photo display and the proper way to achieve a likeness between them. The depth of the subject; the importance of following a visual step that will enable correct applications and layers of base painting through detail and final top coats of reflection; and, shadow and fine lines to finalize your individual masterpiece will also be covered. Great for the beginning artist!


Sept 10 - Oct 1 • Thur 5-9pm

\$149

Delta College Main Campus • Course Number: CFC-1997

### GENEALOGY BASICS

Tracing your family's history is a fascinating journey. Who will you discover? Genealogy Basics will help you understand the genealogy research process and the way we interpret the information we find. This course guides you through the search process for family names using several subscription-based Web sites, which you can access while you're enrolled in the class. Along the way, you'll learn through hands-on examples that help you dig deeper into your family's past. You'll develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. You'll discover, in simple terms, where to look, who to contact, and how to make your family history come alive. Was it truth or goof? Where's the proof? Find out why close counts not only in horseshoes, but also in hunting your heritage.

 **ONLINE - When it's convenient for you!**

Sections start monthly

\$99 • 24 hours • 6 weeks of access



### BASIC LIFE SUPPORT (BLS) FOR CAREGIVERS

The Basic Life Support (BLS) for Caregivers classroom course is designed to provide caregivers and healthcare professionals the ability to recognize several life-threatening emergencies, provide mouth-to-mask CPR, use an AED, and relieve choking in a safe, timely, and effective manner. This course is for caregivers 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. Upon completion of this 4 hour course and mandatory written exam, you will be able to respond to cardiac and respiratory emergencies in your environment and you will receive certification for 2 years.

#### SECTION 1

Aug 31 • Mon 4:30pm-9pm

#### SECTION 2

Sept 9 • Wed 4pm-8:30pm

#### SECTION 3

Oct 12 • Mon 4pm-8:30pm

#### Section 4

Nov 7 • Sat 9am-1:30pm

#### SECTION 5


Dec 5 • Sat 9am-1:30pm

\$59

Delta College Main Campus • Course Number: CHG-2113

### CREATING WEB PAGES

Create and post your very own web site on the internet using HTML in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you'll plan the content, structure and layout of your web site, create pages full of neatly formatted text, build links between the pages and the outside world, and add color, backgrounds, graphics, and tables. You'll also learn critical and timely information on securing the best possible location in search engine listings and powerful no-cost or low-cost web marketing strategies.

 **ONLINE - When it's convenient for you!**

Sections start monthly

\$99 • 24 hours • 6 weeks of access



# Register Early

to reserve your seat!

Class registrations are due two weeks prior to class start date.

Classes are available on a first come, first served basis and fill quickly. If the class you wish to register for is FULL call LifeLong Learning to discuss available options.

## REGISTER BY PHONE

Call (989) 686-9444 and make payment by credit/debit card.

## REGISTER IN PERSON

The LifeLong Learning Office is located in the H-wing of Delta College's Main Campus, 1961 Delta Road, University Center, MI 48710.

## REGISTER ONLINE

1. Visit [www.delta.edu](http://www.delta.edu) and select "MyDelta" on the top right.
2. Payment is required at time of registration. Have your credit card ready and complete all required fields.
3. Select "Register for LifeLong Learning/ CEU Sections".
4. Search for classes by course number or keywords.
5. Select class and follow on-screen instructions.

## REGISTER BY MAIL

Mail Registration form with payment.

LifeLong Learning personnel has made every reasonable effort to determine that the information in this catalog was accurate at the time it was printed. Programs 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 programs or sessions.

## FEES

Payment is due at the time of registration for all LifeLong Learning programs and is required to complete the registration process.

## REFUND INFORMATION

100% REFUND prior to the start date of program. Some LifeLong Learning programs have non-refundable, non-transferrable fees. Please see website for details.

## ACCESSIBILITY ASSISTANCE

Individuals needing accommodations to access programs listed in this catalog should contact the LifeLong Learning office.



# Delta College

## LifeLong Learning

# REGISTRATION FORM

\_\_\_\_\_  
Last Name First Middle

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  M  F

\_\_\_\_\_  
Delta Student Number (if known)

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Preferred Phone (Cell or Home)

\_\_\_\_\_  
Alternate Phone (Cell or Home)

\_\_\_\_\_  
Preferred Email Address

**Note:** Delta utilizes email for class changes, announcements, and cancellations.

\_\_\_\_\_  
Course Name Course Number  
\$

\_\_\_\_\_  
Course Dates Course Fee

\_\_\_\_\_  
Course Name Course Number  
\$

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