

Delta College

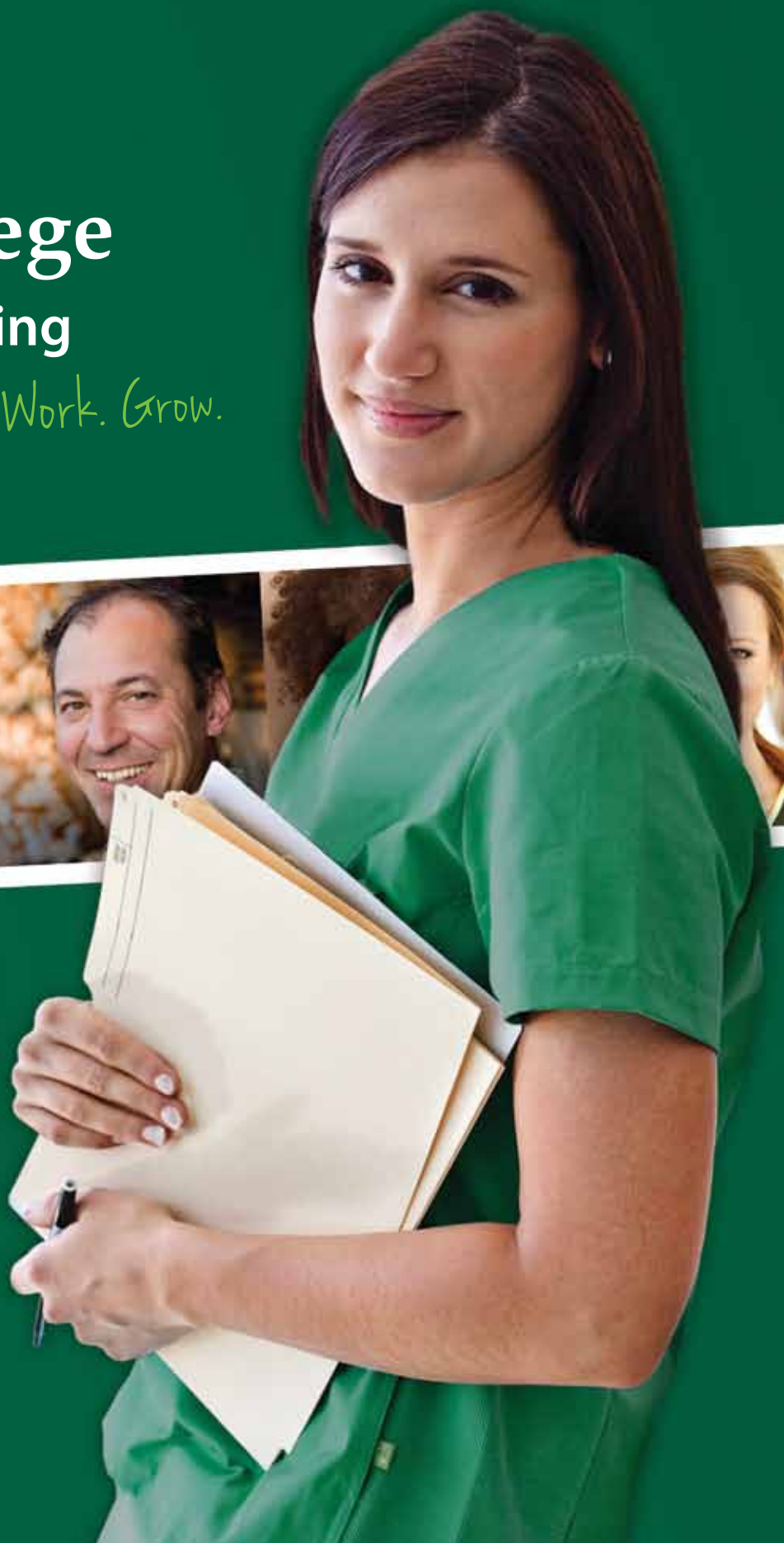
LifeLong Learning

Learn. Work. Grow.



CAREER TRAINING CATALOG

January - June 2015





July 2013 - June 2014

LIFELONG LEARNING STUDENT DEMOGRAPHICS

- 2,083 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: 40
- 53% Female, 47% Male
- What Counties do they live in?
 - Saginaw: 33%
 - Bay County: 26%
 - Midland: 24%
 - 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

Providing Academic Learning
Experiences to the Youth of the
Great Lakes Bay Region

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



Delta College

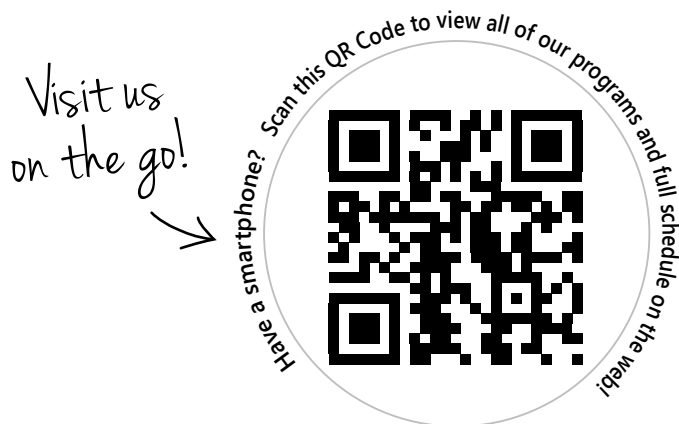
LifeLong Learning

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
- Exam Preparation
- Online Classes
- Summer Camps
- 50+Program



What's Inside?

HEALTH

Health Unit Coordinator.....	2
Phlebotomy.....	3
Friends & Family CPR and Basic Life Support (BLS) for Healthcare Providers	3
Medical Insurance Billing & Coding	4
Online: Medical Transcription.....	4
Pharmacy Technician	5
Online: Certified National Pharmaceutical Representative..	5

INDUSTRY

Residential Building 60 Hour Pre-Licensure.....	6
Small Engine Repair.....	6
Journeyman Electrical License Exam Preparation	6
Master Electrical License Exam Preparation.....	6
Journeyman Plumbing License Exam Preparation.....	6
Master Plumbing License Exam Preparation	6
Welding	7
Online: Certified Green Supply Chain Professional.....	7
Online: Certified Indoor Air Quality Manager.....	7
Online: Principles of Green Buildings	7

BUSINESS

Real Estate Fundamentals.....	8
Home Inspector	8
Child Development for CDA & Assessment Preparation	9
Online: Event Management & Design.....	9
Human Resource Certificate Series.....	10/11
Online: Six Sigma Green Belt	11

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.



HEALTH UNIT COORDINATOR

Health Unit Coordinators are members of the supporting cast that help maintain a health care facility's service and performance. The HUC plays an instrumental role to ensure the efficient operation of the hospital unit and medical offices 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. 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. This program will give you a jump start into the healthcare field in only 11 weeks!

COURSE FORMAT

Fundamentals of the Health Unit Coordinator

The first four weeks of the program are spent in a classroom environment learning the fundamentals including; medical terminology and abbreviations, customer service and relationship based care, infectious control and universal precautions, working in a team and phone etiquette, HIPPA and patient confidentiality, charting, introduction to EMR systems, specimen labeling, patient placement, unit appearance, unit role play and scenarios.

Clinical Site & Systems Orientation

The next two weeks take place in the hospital setting, introducing you to the clinical site essentials including; Student Passport Alliance, site tour, safety, security and dress code, workplace orientation, customer service, mission, vision and values, hiring practices, site EMR overview, paper charts, consent forms, patient labels, face sheets, customer service, daily regulatory checks, scheduling, filing, telephone, unit stocking and appearance, unit role play and scenarios.

Clinical/Internship Experience

You spend the last five weeks in the clinical portion of the program where you will perform unit specific duties, coordinate the flow of unit/floor, perform routine chart checks, act as a liaison between physician, nurse and patient, patient call light and caregiver assignments, maintain overall appearance of unit, and review of site hiring practices, application process and interview role play. An on-going evaluation by the instructor and the preceptor is conducted through individual conferences and written examinations.

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.

2. Program Readiness

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. Students must show program readiness with the following placement levels prior to registration.

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

COMPASS® Testing is offered through the Testing Center located in A-133 on the Delta College Main Campus. Students may reach required placement levels by completing academic course work in combination with COMPASS®, Asset®, or ACT® test scores.

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.



Cost: \$1895

Course Number: CHH-3302

Overall Dates: 2/10/15 - 4/23/15

Fundamentals: 2/10/15 - 3/5/15

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

Location: Delta College Main Campus

Site Orientation: 3/9/15 - 3/19/15

Time & Location: 3 days a week, 6 hour shifts depending on clinical site. Assignments will be determined the first week of class.

Clinical Experience: 3/23/15 - 4/23/15

Time & Location: 3 days a week, 7 hour shifts depending on clinical site. Assignments will be determined the first week of class.

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. Program Readiness

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. Students must show program readiness with the following placement levels prior to registration.

- Writing - Level 4, COMPASS® Score 70 and above
- Reading - Level 4, COMPASS® Score 81 and above
- Math - Level 3 COMPASS® (Numerical/Pre-Algebra), Score 44 and above

COMPASS® Testing is offered through the Testing Center located in A-133 on the Delta College Main Campus. Students may reach required placement levels by completing academic course work in combination with COMPASS®, Asset®, or ACT® test scores.

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: 1/9/15 - 3/13/15

Lecture: 1/9/15 - 2/15/15
Time: Friday; 5pm - 9pm
Saturday; 8am - 4pm
Sunday; 12pm-6pm
Location: Delta College Main Campus

Clinicals: 2/16/15 - 3/13/15
Time & Location: 4 days a week, 8 hour shifts
Mon.-Fri. between 5am-5pm.
Assignments will be determined the first week of class.

WINTER/SPRING

Course Number: CHG-1730
Overall Dates: 4/3/15 - 5/28/15

Lecture: 4/3/15 - 5/3/15
Time: Friday; 5pm - 9pm
Saturday; 8am - 4pm
Sunday; 12pm-6pm
Location: Delta College Main Campus

Clinicals: 5/4/15 - 5/28/15
Time & Location: 4 days a week, 8 hour shifts
Mon.-Fri. between 5am-5pm.
Assignments will be determined the first week of class.

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.

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

REGISTER 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: 3/10/15 - 4/16/15

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

WINTER/SPRING

Course Number: CHA-2005

Dates: 4/28/15 - 6/9/15 (skip 5/26)

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

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



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, COMPASS® Score 70 and above
- Reading - Level 4, COMPASS® Score 81 and above
- Math - Level 3 COMPASS® (Numerical/Pre-Algebra), Score 44 and above

3. High School Diploma or GED® Test Credential

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



Cost: \$999

Course Number: CHG-3001

Dates: 1/19/15 - 4/27/15

Time: Mondays & Wednesdays; 6pm - 9pm

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.



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. Our courses and programs focus on professional development, career training, and personal enrichment! And best of all, our online courses are affordable, fun, fast, and convenient!

CERTIFIED NATIONAL PHARMACEUTICAL REPRESENTATIVE

The goal of the Certified National Pharmaceutical Representative (CNPR) Online Training Program is to develop your knowledge in clinical pharmacology, physiology, and medical terminology. This knowledge will greatly enhance your understanding of the pharmaceutical industry and its selling process, and it will increase your hiring potential.

The CNPR Program was developed in partnership with the National Association of Pharmaceutical Sales Representatives (NAPSR). This unique training program will prepare you for a new career as a pharmaceutical sales representative and for national certification through NAPSR. As a registered student of the CNPR program, you'll automatically become a member of NAPSR, and you'll be eligible to sit for the CNPR national certification exam at no additional cost.



Cost: \$1795

To register visit WWW.ED2GO.COM/DELTA



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.



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

Course Number: CVB-1012

Dates: 2/24/15 - 3/28/15

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

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

SMALL ENGINE REPAIR

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

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



Cost: \$525

Course Number: CVA-1020

Dates: 1/31/15 - 2/28/15

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

JOURNEYMAN/MASTER ELECTRICAL LICENSE EXAM PREPARATION

Taught by a local expert, Delta College offers state-approved preparation courses for individuals preparing for their State of Michigan Electrical License Exam. These courses are designed for apprentices and journeymen presently working in the field of electrical construction and maintenance. This course is highly recommended for those who have four years experience as an apprentice in the electrical trade and plan to take the State of Michigan Journeyman Electrical License Exam or for those who have had a Michigan State Journeyman's Electrician's license for two years and plan to take the State Master Electrical License Exam.



Cost: \$425

JOURNEYMAN/MASTER PLUMBING LICENSE EXAM PREPARATION

Taught by a local expert, Delta College offers state-approved preparation courses for individuals preparing for their State of Michigan Plumbing License Exam. 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 Journeyman Plumbing License Exam or for those who have had a State of Michigan Journeyman's Plumbing license for two years and plan to take the State Master Plumbing License Exam.



Cost: \$359

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

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: 2/7/15 & 2/8/15
2/21/15 & 2/22/15
3/28/15 & 3/29/15
4/11/15 & 4/12/15

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



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.*



Cost: \$599

WINTER

Course Number: CBR-1003
Dates: 1/27/15 - 3/3/15
Time: Tuesdays & Thursdays; 6pm - 10pm

WINTER/SPRING

Course Number: CBR-1003
Dates: 4/16/15 - 5/21/15
Time: Tuesdays & Thursdays; 6pm - 10pm

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

Course Number: CVI-2025
Dates: 3/20/15 - 4/25/15 (skip 4/3 & 4/4)
Time: Fridays; 5:30pm - 9:30pm
Saturdays; 8am - 4:30pm

REGISTER ONLINE

www.delta.edu/lifelonglearning

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!

COMPUTER SKILLS

Courses include topics in numerous applications. Both instructor-led classes and self-paced tutorials are available.

- Microsoft Office including Word, Excel, Access, PowerPoint, SharePoint, Outlook, FrontPage, and Project
- Adobe Creative Suite including Illustrator, InDesign, Photoshop, Dreamweaver, Acrobat, Captivate, and Flash
- Quickbooks
- Lotus Notes

To browse a complete list of courses and to register visit WWW.ED2GO.COM/DELTA



CHILD DEVELOPMENT FOR CDA AND ASSESSMENT PREPARATION

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

Benefits of The Child Development Associate (CDA) Credential™

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

You may earn your credential in the following settings:

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



This course is set up in a blended format:

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

Prerequisites

1. Admission

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

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

2. High School Diploma or GED® Test Credential

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

3. Be 18 years of age or older

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



Cost: \$575

Course Number: CDX-2000

Overall dates: 1/16/15 - 3/27/15

Classroom dates: 1/16/15 & 1/17/15
1/30/15 & 1/31/15
2/13/15 & 2/14/15
2/20/15 & 2/21/15
3/6/15 & 3/7/15
3/20/15 & 3/21/15
3/27/15

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

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: 2/21/15 - 3/28/15
Times: Saturdays; 9am - 1pm

SPRING

Course Number: CBE-1475
Overall Dates: 5/7/15 - 6/11/15
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: 2/21/15
Time: Saturday; 9am-1pm

SPRING

Course Number: CBE-1476
Date: 5/7/15
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: 2/28/15
Time: Saturday; 9am-1pm

SPRING

Course Number: CBE-1477
Date: 5/14/15
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: 3/7/15
Time: Saturday; 9am-1pm

SPRING

Course Number: CBE-1478
Date: 5/21/15
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: 3/14/15
Time: Saturday; 9am-1pm

SPRING

Course Number: CBE-1479
Date: 5/28/15
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: 3/21/15
Time: Saturday; 9am-1pm

SPRING

Course Number: CBE-1480
Date: 6/4/15
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: 3/28/15
Time: Saturday; 9am-1pm

SPRING

Course Number: CBE-1481
Date: 6/11/15
Time: Thursday; 5:30pm - 9:30pm

Instructor-Facilitated ONLINE LEARNING

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SIX SIGMA GREEN BELT

The Six Sigma Green Belt Online Training Program encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production, and customer satisfaction. Six Sigma is one of the highest standards for companies and individuals to achieve. This interactive online program provides the training you need to master these highly valuable skills.

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 provides 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'll be ready to successfully participate in a Six Sigma team.



Cost: \$1895

To register visit WWW.ED2GO.COM/DELTA



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. More than 1,000 employees work at Delta helping students succeed.

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.

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.

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.

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



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

Fax: (989) 758-3639

lifelonglearning@delta.edu

www.delta.edu/lifelonglearning

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

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. Full payment of course fees at the time of registration is required to complete registration. When you register, a seat is reserved for you. This obligates you to pay fees for that seat. If your payment is not sufficient or subsequently adjusted for changes in scholarship or sponsor authorization, Delta College reserves the right to drop you for non-payment or submit your unpaid student account balance to legal collection process. You will be responsible to pay any collection and attorney fees resulting from legal collection process. If you drop from your program, any refund due to you will be processed in accordance with the published Lifelong Learning refund policy.

EMPLOYMENT SERVICES

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

CAMPUS

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

MAIN CAMPUS
1961 Delta Road
University Center, MI 48710

PLANETARIUM
100 Center Avenue
Bay City, MI 48708

RICKER CENTER
1925 Outer Drive
Saginaw, MI 48601

MIDLAND CENTER
1025 East Wheeler Street
Midland, MI 48642

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.

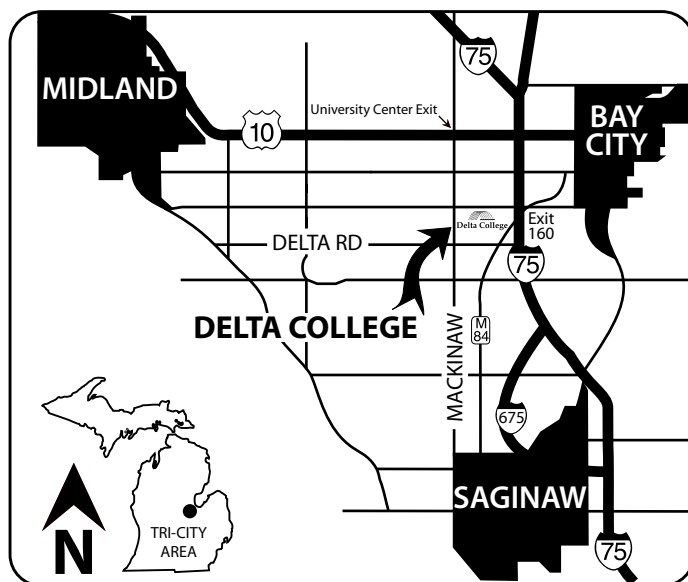
ACCESSIBILITY ASSISTANCE

Individuals needing accommodations to access camps, programs, services, or events listed in this schedule should contact the LifeLong Learning office at 989-686-9444.

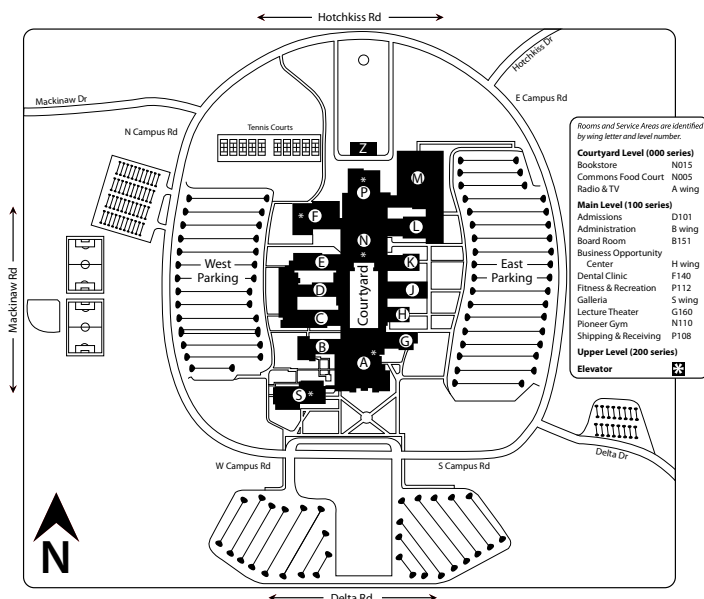
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GREAT LAKES BAY REGION



DELTA COLLEGE'S MAIN CAMPUS





LifeLong Learning

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



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Visit our website for details on all Lifelong Learning Programs & Services

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