



LIFELONG LEARNING

JANUARY - MARCH 2015

BUILD YOUR LEADERSHIP TOOLKIT

Become a mindful leader with the brand new Inspirational Management Series!

**See pages 1-3 for
Business & Government**

JUMP INTO THE FIELD OF HEALTHCARE ADMINISTRATION

Earn a certificate in Medical Administration Assistant or Medical Insurance Billing & ICD-10 Coding in as little as 11 weeks!

See pages 4 & 5 for Health

EXPLORE TECHNICAL TRADES

Discover CAD/CAM, CNC, or Machine Tools in just one weekend!

**See pages 6 & 7 for
Technical Trades & Safety**

GROW WHAT YOU NEED, WHERE YOU LIVE

Before spring sets in, learn about innovative & practical Urban Farming!

See page 8 for Life & Leisure



JANUARY - MARCH 2016

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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 inside back cover.

BUSINESS & GOVERNMENT

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 performance.

Take the entire series of seven topics to receive a certificate or conveniently take individual courses as your time and schedule permit!

 Earn a certificate in 7 weeks!

Feb 6-Mar 19 • Sat 9am-1pm
\$399

Delta College Main Campus
Course Number: CBE-1475

BENEFIT ADMINISTRATION BASICS

In this course, 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.

Feb 6 • Sat 9am-1pm
\$69 • Course Number: CBE-1476

THE HUMAN RESOURCES REGULATORY ENVIRONMENT

The HR regulatory environment is thick with acronyms. You will learn the background and guidance behind these and helpful resources to ensure organizational compliance.

Feb 13 • Sat 9am-1pm
\$69 • Course Number: CBE-1477

HIRING THE ENGAGED WORKER

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.

Feb 20 • Sat 9am-1pm
\$69 • Course Number: CBE-1478

HR Specialist
average salary
\$49,000
annually

WORKPLACE HEALTH & SAFETY

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.

Feb 27 • Sat 9am-1pm
\$69 • Course Number: CBE-1479

MANAGING UNEMPLOYMENT CLAIMS TO WIN

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.

Mar 5 • Sat 9am-1pm
\$69 • Course Number: CBE-1480

REACHING PEAK ORGANIZATIONAL PERFORMANCE

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.

Mar 12 • Sat 9am-1pm
\$69 • Course Number: CBE-1481

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.

Mar 19 • Sat 9am-1pm
\$69 • Course Number: CBE-1482

CHILD DEVELOPMENT FOR CDA & ASSESSMENT PREPARATION

This 120 hour course, offered in partnership with the Great Start To Quality Resource Center Eastern Region, is a comprehensive training opportunity that will assist you in obtaining your Child Development Associate (CDA) Credential™. As a CDA, you will be able to meet the 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 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. This course is designed for individuals preparing for the Child Development Associate (CDA) Assessment.

This course is set up in a blended format:

- 60.5 hours of classroom instruction
- 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



 Earn a certificate in 12 weeks!

Jan 22, 23, Feb 5, 6, 19, 20, 26, 27, Mar 11, 12, 18, 19, 25
Fri 6-9pm, Sat 8am-4pm
\$575

Delta College Main Campus
Course Number: CDX-2000

LOCAL CORRECTIONAL OFFICER TRAINING ACADEMY

Correctional Officers are responsible for supervising prisoners, enforcing rules, and maintaining security in local correctional facilities. Delta College's 160 Hour Correctional Officer Training Academy is approved by the Michigan Sheriffs' Coordinating and Training Council (MSCTC) and will fulfill the training requirement to becoming a Local Correctional Officer. Because the work of correctional officers involves many security-related situations, including potentially violent ones, employers may favor applicants with law enforcement or military experience. You will learn about ethics, safety precautions, and crisis management, as well as self-defense techniques.

average salary
\$48,000
annually

This course includes the following components:

- Booking and Intake (8 hours)
- Correctional Law (16 hours)
- Cultural Diversity (4 hours)
- Custody and Security (24 hours)
- Defensive Tactics (40 hours)
- Ethics in Corrections (2 hours)
- Fire Safety (12 hours)
- First Aid/CPR/AED (8 hours)
- Interpersonal Communications (16 hours)
- Prisoner Behavior (8 hours)
- Report Writing (8 hours)
- Workplace Harassment (2 hours)
- Stress Management (4 hours)
- Suicide Awareness (8 hours)

 Earn a certificate in 13 weeks!

Jan 11-Apr 11
Mon, Tues, & Wed 6-10pm
\$1299

Delta College Main Campus
Course Number: CFA-5105

Registration Deadline: November 30, 2015

ACCOUNTING FUNDAMENTALS

In this online course, 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 common banking activities. You'll learn about writing checks, preparing income statements, 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 want to gain an understanding of accounting basics for career advancement, 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

BUDGET FUNDAMENTALS

A budget charts a course for a business by outlining the plans of the financial or household entity in financial terms. Like a road map, the budget can help a business or an individual navigate through the year and reduce negative outcomes. If you want to gain knowledge on developing a basic budget for cost savings, increasing profits, or for determining where the money went, this course was designed for you! Whether you are a sole proprietor, partnership (such as a law firm, medical practice, retailer, or manufacturer) or have an interest in developing a personal household budget, upon the conclusion of this course you'll understand important budget concepts, time tested strategies, and be able to see and easily implement savings for your business or household to achieve your financial goals.

Jan 21-Feb 25 • Thurs 5:30-9:30pm
\$199
Delta College Main Campus
Course Number: CBM-1025

FINANCIAL STATEMENT ANALYSIS

Are financial reports such as income statements, balance sheets, and statements of cash flow used in a sole proprietor, partnership, or company intimidating to you? This course will help you understand basic financial reports and their relationship to each other, how to compare items on current financial statements with related items on earlier statements, and how to examine relationships within a financial statement in order to make sound economic, financial, and investment decisions.

Mar 8-29 • Tues 5:30-9:30pm
\$129
Delta College Main Campus
Course Number: CBM-1026

THE VALUE OF MONEY

Today's dollar is worth more than tomorrow's based on its earnings potential. Calculating the Time Value of Money (TVM) is a way of making choices when dealing with the cost of an opportunity. TVM can help you determined which options to choose and how you spend given the alternatives. Time Value of Money analysis has many applications for individuals or business including planning for retirement, valuing stocks and bonds, setting up loan payment schedules, and making corporate decisions regarding investing in plant and equipment. Register today and increase your financial awareness of the Time Value of Money!

Mar 30-Apr 20 • Wed 5:30-9:30pm
\$129
Delta College Main Campus
Course Number: CBM-1027

INSPIRATIONAL MANAGEMENT: A ROADMAP TO MINDFUL LEADERSHIP

With the right Leadership, your organization can increase productivity, moral, output, and job satisfaction. This six part certificate series is focused on Leadership, to aid aspiring leaders to well-seasoned managers in small to medium sized businesses who want to build their Leadership 'toolkit' with takeaways and highly interactive, inspiring, thought provoking presentations and workplace scenarios that can be immediately applied for optimal results! Our goal is to help you gain value from the program and specialized focus areas that you can use in your job immediately including change management, delegation, building a team, negotiation and persuasion, and the art and science of project management. In addition to the subject matter, elements of workplace communication and mindfulness in leadership will be infused throughout the program. You will learn the importance of how effective communication and emotional intelligence play a key role in your organizational success.

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



Earn a certificate in 6 weeks!

Mar 3-Apr 7 • Thurs 5:30-8:30pm
\$299
Delta College Main Campus
Course Number: CBM-1070

CHANGE MANAGEMENT

How to Survive in an ever Changing Workplace. From the changing needs of our customers to those of our employees. The only constant in life is change and it can either make or break you. This course will help you identify impending change and how to successfully navigate yourself to build endurance through the change so you and your organization ride the wave of change vs feeling the wave of change come crashing down on you.

Mar 3 • 5:30-8:30pm
\$59 • Course Number: CBM-1071

DELEGATION FOR RESULTS

One of the toughest things for any leader is to delegate, especially if you have controlling tendencies and don't want to let go. Yes, we know it's "your baby", sometimes you have to let go - to grow. Successful delegation is critical in building your team's confidence and success. Learn techniques and real live scenarios to help you know what you can and can't delegate to get the results you want.

Mar 10 • 5:30-8:30pm
\$59 • Course Number: CBM-1072

SIX SIGMA GREEN BELT

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.

Build Your Leadership Toolkit!

BUILDING A TEAM

What separates the Seattle Seahawks from the Chicago Bears? They both are football teams with players in their respective positions, yet one keeps winning while the other can't seem to get it together. Learn how to build a team, the decisions that must be made, tools to help identify skills and personality traits and the importance of roles and responsibilities. Pull out and leverage your team's talents within your existing staff and then build a successful team.

Mar 17 • 5:30-8:30pm
\$59 • Course Number: CBM-1073

THE LOST ART OF LEADERSHIP

Leadership is very different from Management. Learn the lost art of Leadership which is so lacking in today's society. With the right Leadership, any organization can increase productivity, moral, output, and job satisfaction. Ranging from those new at people/project leadership to those who may need a jump start, the content and stories shared in this course will help develop you into the best leader you can be.

Mar 24 • 5:30-8:30pm
\$59 • Course Number: CBM-1074

NEGOTIATION & PERSUASION

Successful people are successful negotiators. Let's face it, none of us get our way all the time. We must learn to give and take and how to get to a Win/Win scenario, even with those who we may appear to be at odds with. Learn how to find the common denominator and negotiate to a deal that all parties can live with and ideally be happy with.

Mar 31 • 5:30-8:30pm
\$59 • Course Number: CBM-1075

THE ART & SCIENCE OF PROJECT MANAGEMENT

From organizing your day to leading a massive building complex. Learn the Art and the Science of successful Project Management. Schedules, Risk Plans, Project Plans, and Prioritization are all examples of the Science of Project Management. Team health, addressing issues, team motivation, and the sense of ownership are all items related to the Art of Project Management. Learn how to successfully blend to two to be the most effective project manager you can be.

Apr 7 • 5:30-8:30pm
\$59 • Course Number: CBM-1076



Earn a certificate with this program.



ONLINE - When it's convenient for you!

\$1895 • 100 hours • 6 months of access

FUNDAMENTALS OF KNOWLEDGE MANAGEMENT

Knowledge management (KM) is the process of capturing, developing, sharing, and effectively using organizational knowledge. Actively managing knowledge can help companies increase their chances of success by facilitating decision-making, building learning environments by making learning routine, and stimulating cultural change and innovation. By proactively implementing knowledge management systems, companies can re-write the old saying, "Change is inevitable, growth is optional" to "Change is inevitable, growth is intentional." This Fundamentals of Knowledge Management course will teach you how to apply a multi-disciplined approach to achieve organizational objectives by making the best use of knowledge. You will have a good understanding of the tools that will increase and share knowledge more effectively and efficiently through a concrete foundation of principles, applications, and process within the discipline of KM. You will walk away with the ability to create an organizational knowledge management plan and organizational culture that is developed in a comprehensive format.

 Earn a certificate in 6 weeks!

Jan 20-Feb 24 • Wed 5:30-9:30pm
\$399
Delta College Main Campus
Course Number: CBM-1062

INTRODUCTION TO GIS

Geographic information system (GIS) is used for countless applications for everything from disaster management to market research analysis. 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, 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.

Mar 18 • Fri 9-11am
\$49
Delta College Main Campus
Course Number: CVX-1090

RESUME WRITING WORKSHOP

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.

 Earn a certificate with this program.

 ONLINE - When it's convenient for you!
Sections start monthly
\$99 • 24 hours • 6 weeks of access

CUSTOMER SERVICE CERTIFICATE

Customer Service starts with YOU! Customer Service Representatives are the front line of every business. This highly interactive, four week program will provide you with the necessary skills to work in today's fast paced business environment. Customer Service Representatives are the front line of every business and impact the overall perception and performance of a company. The skills you learn in this certificate program will enhance your ability to gain employment and will build a skill set that can be transfer to any industry you choose. You will work through multiple scenarios to help build the critical thinking skills you will need to work in a customer facing environment including administrative organization, business communication, and conflict resolution strategies.

 Earn a certificate in 4 weeks!

Jan 21-Feb 11 • Thur 6-9pm
\$199
Delta College Main Campus
Course Number: CBE-1401

*Additional dates may be available.
Call 989-686-9444 for more information.*


avg. salary
\$29,000
annually


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

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.

 Earn a certificate in as soon as 1 week!

SECTION 1
Jan 26-Mar 1 • Tues & Thur 5:30-9:30pm
Delta College Main Campus

SECTION 2 (BOOTCAMP)
Mar 7-12 • Mon-Sat 9am-5pm
Delta College Main Campus

\$599
Course Number: CBR-1003

*Additional dates may be available.
Call 989-686-9444 for more information.*

average salary
\$28,000
annually

INTRODUCTION TO PROJECT MANAGEMENT

Would you like to become more proficient in modern project management techniques in order to deliver projects to a successful completion? This course will aid you in minimizing confusion and conflict with other project participants through discovering proven tactics to develop a structured step-by-step project management plan that is developed in a comprehensive format. You will learn effective strategies covering every aspect from project startup, defining project requirements, developing project scheduling, project communications, and finally project closeout. Project delivery methods as well as project methodologies will be discussed as they apply to a wide range of projects.

 Earn a certificate in 6 weeks!

Mar 24-Apr 28 • Thur 5:30-9:30pm
\$399
Delta College Main Campus
Course Number: CBM-1063

For complete
course details visit
**www.delta.edu/
lifelonglearning**

Call today to register!
989-686-9444

HEALTH

MEDICAL ADMINISTRATIVE ASSISTANT

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. 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.

average salary
\$29,000
annually

 Earn a certificate in 11 weeks!

Overall Dates: Feb 2 - Apr 14

Lecture: Feb 2 - Feb 25
Tues, Wed, & Thurs 8am - 4pm
Delta College Main Campus

Site Orientation: Feb 29 - Mar 11
3 days a week, 6 hour shifts depending on clinical site. Assignments will be determined the first week of class.

Clinical Experience: Mar 14 - Apr 14
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

MEDICAL INSURANCE BILLING & ICD-10 CODING

Whether you're just starting out or transitioning into a different field, there has never been a better time to enter the field of Medical Insurance Billing and Coding! Medical Insurance Billing and ICD-10 Coding will prepare you to work in the rewarding field of healthcare. Medicine is more than patient care, it is also a business. Medical practices rely on medical billers and coders to provide the cash flow that keeps their doors open. Our course is uniquely designed to allow you to reach your fullest potential by learning in a hands-on computer lab working with and navigating the insurance billing software. You will learn the most current medical insurance billing and coding concepts including the newly adopted ICD-10 basic diagnostic and CPT procedure coding, as well as basic insurance concepts and terminology used by health insurance carriers.

average salary
\$31,000
annually

 Earn a certificate in 6 weeks!


Mar 29 - May 5 • Tues & Thurs 6-9:45pm
\$825
Delta College Main Campus
Course Number: CHA-2010

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
\$28,000
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!

 Earn a certificate in as few as 15 weeks!

Jan 18 - Apr 11 • Mon & Wed 6-9pm
\$1199
Delta College Main Campus
Course Number: CHG-3001

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.

 Earn a certificate in 6 weeks!

 ONLINE - When it's convenient for you!

Sections start monthly
\$149 • 25 hours • 6 weeks of access



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.

average salary
\$27,000
annually

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.

 Earn a certificate in 9 weeks!

Overall Dates: Jan 22 - Mar 17

Lecture: Jan 22 - Feb 21
Fri 5-9pm, Sat 8am-4pm, Sun 12-6pm
Delta College Main Campus

Clinical Experience: Feb 22 - Mar 17
4 days a week, 8 hour shifts, Mon - Fri
between 5am-5pm. Assignments will be determined the first week of class.

\$1999
Course Number: CHG-1730



HEALTH

DENTAL CONTINUING EDUCATION

LOCAL ANESTHESIA FOR THE DENTAL PROFESSIONAL

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

30 CONTINUING EDUCATION UNITS

All CEUs are approved by the American Dental Association Commission on Dental Accreditation.

Jan 23, Feb 6, Feb 20, & Mar 5
Sat 8:30am-5pm

\$699

Delta College Main Campus
Course Number: CUD-2057

LOCAL ANESTHESIA REFRESHER

This hands-on course will provide a review of critical anatomy and injection techniques including application of those techniques. You will be able to administer local anesthetics in a safe and effective manner for pain control. You will complete four total hours including: didactic and laboratory/clinical experience with demonstrations, practice and evaluation of local anesthesia techniques including field infiltration, and nerve block anesthesia.

4 CONTINUING EDUCATION UNITS

All CEUs are approved by the American Dental Association Commission on Dental Accreditation.

Refresher course is available on each of the four days of the Local Anesthesia class. Clinical date is dependant on need for subject matter refresher.

Sat 12:30-5pm
\$199

Delta College Main Campus
Course Number: CUD-2056

ESSENTIAL OILS FOR BETTER LIVING

Pinterest, Facebook, and popular women's magazines are buzzing with how essential oils can enhance your well-being. Some of the information may be confusing: Which oils should you buy? Where can you find them? How do you know they are safe? How do you use them? They seem expensive; are they worth the price? Will the oils really make you feel better and help common health issues? If you have these questions or others, then this course is for you. Taught by a Certified Clinical Master Aromatherapist, this three hour course will introduce you to what essentials oils are and what they can do. Topics will include the history of essential oils, using essential oils safely, and in-depth information on six of the most popular essential oils. You will leave with recipes to make common beauty and household products using essential oils. The instructor will demonstrate how to make a soothing peppermint foot scrub and you will take home a sample!

Mar 16 • Wed 6-9pm

\$79, includes sample foot scrub (\$10 value)

Delta College Main Campus
Course Number: CDS-1190

Additional dates may be available.

Call 989-686-9444 for more information.

CERTIFICATE IN STRESS MANAGEMENT

Stress is at epidemic levels in the world today. 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!

 ONLINE - When it's convenient for you!

Sections start monthly
\$79 • 14 hours • 6 weeks of access

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 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

Jan 18 • Mon 9am-1:30pm

SECTION 2

Feb 19 • Fri 12-4:30pm

\$59

Delta College Main Campus
Course Number: CHG-2113

CERTIFICATE IN PAIN ASSESSMENT AND MANAGEMENT

This certificate program is designed to enhance the knowledge and skills of healthcare 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!

 ONLINE - When it's convenient for you!

Sections start monthly
\$169 • 12 hours • 6 weeks of access

For complete course details visit
www.delta.edu/lifelonglearning

Call today to register!
989-686-9444

TECHNICAL TRADES & SAFETY



CAD/CAM

The Computer-Aided Design/Computer-Aided Manufacturing (CAD/CAM) course is an introduction in the use of CAD software used in industry to create models and translate those models into a finished product. CAD/CAM applications are used to both design a product and program manufacturing processes, specifically, CNC machining. CAM software uses the models and assemblies created in CAD software to generate tool paths that drive the machines that turn the designs into physical parts. You will learn CAD/CAM using Mastercam X9, the most popular CAD/CAM software in the world and have the opportunity to design and machine a project you create!



Earn a certificate in 1 weekend!

**Mar 19 & 20 • Sat & Sun 8am-4:30pm
\$299
Delta College Main Campus
Course Number: CVI-1952**

BASIC HOME INSPECTOR

Your home may be your 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 you 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.



Earn a certificate in 5 weeks!

**Mar 18 - Apr 23 (Skip 3/25 & 3/26)
Fri 5:30-9:30pm & Sat 8am-4:30pm
\$599
Delta College Main Campus
Course Number: CVI-2025**

FUNDAMENTALS OF CONSTRUCTION PROJECT MANAGEMENT

Increase your construction project success rate by learning the tools that will increase the delivery of your projects on time and on budget. As a construction project contributor or stakeholder you will learn the necessary vocabulary and concepts of the discipline. You will focus on the construction proposal, construction documents, project delivery, scheduling, closeout, and project hand over. You will also explore the areas of basic blueprint reading and estimating as well as basic building construction and design. This course will highlight the fundamentals of Construction Project Management; the bidding process, project requirements, scheduling, and project delivery methods.



Earn a certificate in 6 weeks!

**Feb 25-Mar 31 • Tue 5:30-9:30pm
\$399
Delta College Main Campus
Course Number: CVB-1027**

CERTIFIED GREEN SUPPLY CHAIN PROFESSIONAL

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**

DISTRIBUTION & 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.



Earn a certificate with this program.

**ONLINE - When it's convenient for you!
\$99 • 24 hours • 6 weeks of access**

COMPUTER NUMERICAL CONTROLS (CNC)

Interested in the field of Computer Numerical Control (CNC)? This course will provide you with the basic knowledge of CNC machining terminology and codes, operation of machining technology, CNC set up, and operation. Programming G-code will be covered to write programs to drive machines such as mills and lathes. You will learn skills required to safely operate CNC machine tools to produce high quality, precision machined components that can be applied in a wide variety of applications and industries. You will machine a personalized coaster from your own design.



Earn a certificate in 1 weekend!

**Feb 27 & 28 • Sat & Sun 8am-4:30pm
\$299
Delta College Main Campus
Course Number: CVI-1951**

RESIDENTIAL BUILDING 60 HOUR PRE-LICENSURE

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.



Earn a certificate in 5 weeks!

**Jan 26 - Feb 27 (Skip Feb 23)
Tues & Thur 6-10pm, Sat 8am-4pm*
\$699
Delta College Main Campus
Course Number: CVB-1012**

**Class times may vary depending on daily topic.*

average
salary
\$50,000
annually

For complete course details visit
**[www.delta.edu/
lifelonglearning](http://www.delta.edu/lifelonglearning)**

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.

average
salary
\$51,000
annually

 Earn a certificate in 3 weeks!

Feb 5-20 • Fri 5:30-9:30pm & Sat 8am-4pm
\$425
Delta College Main Campus
Course Number: CVE-1008 (Journeyman)
CVE-2010 (Master)

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.

average
salary
\$50,000
annually

 Earn a certificate in 2 weeks!

Jan 29 & 30, Feb 12 & 13
Fri 5:30-9:30pm & Sat 8am-4pm
\$359
Delta College Main Campus
Course Number: CVP-1014 (Journeyman)
CVP-1016 (Master)

TECHNICAL TRADES & SAFETY

MACHINE TOOLS

Learn how to safely and properly operate manual machines such as saws, drill presses, lathes, mills and grinders. Instruction will include precision measurement to one thousandth of an inch using micrometers and calipers. You will machine components from simple engineering drawings (blueprints) to construct a project that you will be proud to take home.

 Earn a certificate in 1 weekend!

Jan 30 & 31 • Sat & Sun 8am-4:30pm
\$299
Delta College Main Campus
Course Number: CVI-1950

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 but you will receive a certificate of completion.

 Earn a certificate in 4 weeks!

Jan 30 & 31, Feb 20 & 21,
Mar 19 & 20, Apr 9 & 10
Sat & Sun 8am-3:30pm
\$475
Delta College Main Campus
Course Number: CVI-1078

MIOSHA EFFECTIVE SAFETY & HEALTH TRAINING

Many MIOSHA standards require employers to provide employees with training. This course will provide you with suggestions and ideas for creating and conducting effective workplace health and safety training. Strategies that work best for adult learners will be discussed including the use of activities to make training both fun and effective. This class is designed for anyone responsible for developing and conducting training. The "hands-on" activities will provide an opportunity for participants to practice the skills learned.

 Earn a certificate with this program!

Jan 6 • Wed 9am-4pm
\$120
Delta College Planetarium, Bay City
Course Number: CVI-2091

SMALL ENGINE REPAIR

Small engine technicians repair and service small gasoline and diesel powered equipment. They determine estimates of repair, 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. This course will focus on Briggs & Stratton – twin cylinder "L" Head and "Vanguard" V-twin OHV engines.

average
salary
\$28,000
annually


 Earn a certificate in 5 weeks!

Jan 30-Feb 27 • Sat 8:30am-4:30pm
\$525
Delta College Main Campus
Course Number: CVA-1020

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.


 Earn a certificate with this program.

 ONLINE - When it's convenient for you!
\$795 • 30 hours • 3 months of access

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 you if you 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.

 Earn a certificate with this program.

 ONLINE - When it's convenient for you!
\$895 • 30 hours • 3 months of access

For complete
course details visit
[www.delta.edu/
lifelonglearning](http://www.delta.edu/lifelonglearning)

Call today to register!
989-686-9444

LIFE & LEISURE

PHOTOGRAPHY I

Taught by a professional and free-lance photographer, this four session 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

Jan 19-Feb 9 • Tues 6:30-8:30pm

SECTION 2

Jan 20-Feb 10 • Wed 6:30-8:30pm

SECTION 3

Feb 23-Mar 22 (Skip 3/8) • Tues 6:30-8:30pm

\$99

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. 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.

Feb 24-Mar 23 (Skip 3/9) • Wed 6:30-8:30pm
\$99

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

BEGINNING WRITER'S WORKSHOP


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.

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

Sections start monthly
\$99 • 24 hours • 6 weeks of access

SPEED SPANISH

Imagine yourself speaking, reading and writing 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

For complete course details visit

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

URBAN FARMING

WINTER BUNDLE

Take the bundle of six featured topics and save or conveniently take individual courses as your time and schedule permit!

- Soil & Health Amendments (2/1)
- Starting Seeds & Companion Plants (2/3)
- Gardening in Small Spaces (2/8)
- Greenhouse & Season Extension Structures (2/10)
- Growing Herbs & Flowers (2/15)
- Taking Your Goods to Market (2/17)

Feb 1-Feb 17 • Mon & Wed 5:30-8:30pm
\$149 • Course Number: CVL-1100



BACKYARD POULTRY: BUTCHERING & MEAT PRODUCTION

Learn the basics of raising chickens for meat production including coop construction, feed selection, and grain consumption.

Feb 17 • Wed 7-9pm
\$25 • Course Number: CVL-1113

BACKYARD POULTRY: RAISING, CARING, & EGG PRODUCTION

Learn the basics of flock management and gain the know-how to collect, handle, and store eggs for safety, nutrition, and sale.

Feb 17 • Wed 5-7pm
\$25 • Course Number: CVL-1112

BEGINNING HORTICULTURE

Gain knowledge of light, water, nutrients, dormancy, and biochemical response. Develop the skills to influence your plants to respond to environmental factors for improved growth and nutritional value.

Feb 22 • Mon 5:30-7:30pm
\$25 • Course Number: CVL-1114

FARM EQUIPMENT: DIY & READY MADE

Whether you're inclined to build your own, share, or purchase new or used equipment, this course will help you to make informed decisions for selecting and investing in your small farm operation.

Feb 15 • Mon 5:30-7:30pm
\$25 • Course Number: CVL-1105

GARDENING IN SMALL SPACES

Learn how to design a raised bed, prepare the soil, irrigate, and rotate crops. Share practical tips on structures to extend your growing season.

Feb 8 • Sat 9:30am-12:30pm
\$29 • Course Number: CVL-1103

GREENHOUSE & SEASON EXTENSION STRUCTURES

No matter the size or type of structure you choose, this course will help you to decide among the varied styles and functions that are available.

Feb 10 • Sat 9:30am-12:30pm
\$29 • Course Number: CVL-1111

GROWING HERBS & FLOWERS

With a focus on permaculture, this course will emphasize popular culinary herbs and native plants that will add color and texture to your garden landscape.

Feb 15 • Sat 9:30am-12:30pm
\$29 • Course Number: CVL-1108

GROWING ORGANIC FRUIT

You can look forward to bringing a healthy harvest to your table by learning the steps for growing common fruits such as berries, apples, and cherries.

Feb 17 • Wed 5-7pm
\$25 • Course Number: CVL-1115

INTRODUCTION TO INTENSIVE GRAZING

Explore the benefits of managing livestock through rotational grazing. Learn how proper grazing can increase land fertility while maximizing output.

Feb 22 • Mon 5:30-7:30pm
\$25 • Course Number: CVL-1116

ORGANIC PEST CONTROL

You will learn affordable and effective crop management strategies, organic applications, handy tools, and methods to diagnosis common problems.

Feb 17 • Wed 7-9pm
\$25 • Course Number: CVL-1117

PRESERVING YOUR HARVEST

This hands-on workshop will bring back the lost art of preserving your garden goods. You will learn practical tips for preparing your harvest, food safety, equipment, cooking methods, and recipe resources.

Feb 9 • Tues 6:30-8:30pm
\$59 • Course Number: CVL-1109

SOIL & HEALTH AMENDMENTS

Gain an understanding of essential soil structure including determining texture, water holding capacity, pest deterrents, and simple at-home testing.

Feb 1 • Sat 9:30am-12:30pm
\$29 • Course Number: CVL-1101

STARTING SEEDS & COMPANION PLANTS

Learn how to source natural, non-treated seeds, the benefits of growing heirloom varieties, and the supplies needed to get started.

Feb 3 • Sat 9:30am-12:30pm
\$29 • Course Number: CVL-1102

TAKING YOUR GOODS TO MARKET

Develop a plan for getting to the market, understand the economics of selling your product, and learn several ways to sell your extra produce locally.

Feb 17 • Sat 9:30am-12:30pm
\$29 • Course Number: CVL-1106

*Additional dates may be available.
Call 989-686-9444 for more information.*

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 ONLINE

1. Visit www.delta.edu and select "MyDelta" on the top right.
2. Payment is required at time of registration. Have your credit card ready.
3. Select "Register for LifeLong Learning/ CEU Sections" (not Class Search).
4. Search for classes by course number or keywords (i.e. CFC-1010 or Photography).
5. Select class and follow on-screen instructions.

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 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
	\$
_____ Course Dates	_____ Course Fee
	\$
	_____ Total Enclosed

Payment Method: Cash Check Visa MasterCard Discover

Credit Card Number

Expiration Date Security Code Billing ZIP Code Billing House No.

Name On Card Signature Date

MAIL TO:
Delta College LifeLong Learning
1961 Delta Rd, H-Wing
University Center, MI 48710



Delta College

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WE HAVE SEVERAL NEW PROGRAMS THIS WINTER!



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Register early to reserve your seat!

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989-686-9444

www.delta.edu/lifelonglearning



Delta College is an Equal Opportunity Organization, committed to excellence through inclusiveness and diversity.