



LifeLong Learning

**Gain the skills
to perform the
critical tasks of
an EKG Technician**

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Build a solid foundation
for entry into the dynamic
world of **Web Design**

page 3

Update your skills with our
brand new **NEC Update**
blended learning course

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Learn **Homebrewing**
basics from the experts

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WWW.DELTA.EDU/LIFELONGLEARNING

SEPTEMBER - DECEMBER 2016



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Earn a certificate!

Earn a certificate upon successful completion of many 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!
Visit www.delta.edu/lifelonglearning for additional online learning opportunities.

Registration is easy - Reserve your seat today!

Registration details on inside back cover or call **989-686-9444**.

HEALTH

BRAND NEW!

EKG TECHNICIAN

EKG rhythms provide important data for the diagnosis of heart conditions. As a trained EKG Technician, you'll have the skills you need to perform the critical tasks of administering EKGs as well as Holter monitoring. During our inclusive 14 week program, you'll learn all aspects of EKG technology, anatomy and physiology of the cardiovascular system, appropriate patient care, and the legal and medical aspects of patient care. You'll receive comprehensive instruction in EKG placement and interpretation along with information regarding the role of the EKG in diagnosing and managing cardiovascular problems. Apply what you've learned through simulation and lab-based activities. Upon completion of this course, you'll be fully prepared to work as an EKG Technician. Whether you seek full-time or part-time employment, the opportunities in this profession are in high demand.

Prerequisites are required for this course including CPR Certification. Visit LifeLong Learning's website for CPR classes available at Delta College.

 Earn a certificate in 14 weeks!

Sept 20 - Dec 22 (Skip Nov 24)
Tues & Thurs 5:30-8:30pm
\$1199

Delta College Main Campus
Course Number: CHG-2115

PHLEBOTOMY TECHNICIAN

In just 9 weeks gain invaluable experience and begin working in the medical field as a phlebotomist! During this program, you'll learn how to draw blood and practice your skills in the classroom on simulation equipment as well as fellow students to prepare you for and increase your confidence before you begin your clinical externship. Upon successful completion of this program you'll be eligible to test for the American Society of Clinical Pathology exam to become a certified Phlebotomist (PBT). As a phlebotomist you will draw blood from patients, take specimens to the laboratory to prepare for testing and must be attentive to detail, work well under pressure, have excellent manual dexterity, great communication skills, and really enjoy working with people. Become an important member of the clinical laboratory team and enjoy a great career!

100% of recent grads are employed

Prerequisites are required for this course. Please visit the LifeLong Learning website for details.

 Earn a certificate in 9 weeks!

Overall Dates: Sept 16 - Nov 10

Lecture: Sept 16 - Oct 16
Fri 5-9pm, Sat 8am-4pm, Sun 12-6pm
Delta College Main Campus

Clinical Experience: Oct 17 - Nov 10
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



PHARMACY TECHNICIAN

As a Pharmacy Technician student at Delta College, you'll get both the education and practical, hands-on training you'll need to function as a competent, entry-level pharmacy technician to licensed pharmacists in a variety of healthcare settings. You'll develop relevant job skills, learn from an industry experienced instructor, and prepare to earn your required Certified Pharmacy Technician (CPhT) credential. Pharmacy technicians enjoy a rewarding career in the constantly growing and evolving field of healthcare and prescription medicine while maintaining a stable and straightforward work environment. Blending medicine, math, and chemistry, you'll take a program that prepares you to: provide medication and other health products to patients; count tablets and label bottles; receive electronic prescriptions from medical offices; handle computer order entry of prescriptions; receive written prescriptions and requests for patient refills; verify complete and accurate prescriptions; and stock and inventory prescription and over-the-counter medications. This accelerated program is designed with you. Prepare for a gratifying career as a Pharmacy Technician in as little as 15 weeks!

Join the field of Pharmacy in **15 WEEKS**

Prerequisites are required for this course. Please visit the LifeLong Learning website for details.

 Earn a certificate in 15 weeks!

Sept 12 - Dec 21 (Skip Nov 23)
Mon & Wed 6-9pm
\$1199
Delta College Main Campus
Course Number: CHG-3001

MEDICAL ADMINISTRATIVE ASSISTANT

As a Medical Administrative Assistant you'll play a key role ensuring the efficient operation of a hospital unit or medical office by performing administrative and clerical tasks such as maintaining medical records, scheduling appointments and medical tests, keeping supplies stocked, and communicating with other healthcare professionals, patients, and visitors.

You'll help 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. Learn the fundamentals of the Medical Administrative Assistant role and apply what you've learned in a clinical/internship experience for potential employers in the Great Lakes Bay Region!

Average starting salary: **\$29,000** annually

Prerequisites are required for this course. Please visit the LifeLong Learning website for details.

 Earn a certificate in 11 weeks!

Overall Dates: Sept 13 - Nov 23

Lecture: Sept 13 - Oct 6
Tues, Wed, & Thurs 8am - 4pm
Delta College Main Campus

Site Orientation: Oct 10 - Oct 20
3 days a week, 6 hour shifts depending on clinical site. Assignments will be determined the first week of class.

Clinical Experience: Oct 24 - Nov 23
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


HEALTH

DENTAL CONTINUING EDUCATION

NITROUS OXIDE/OXYGEN FOR THE DENTAL HYGIENIST

This 1 day workshop provides a comprehensive background for you to be knowledgeable and competent in administering nitrous oxide/oxygen by completing at least 4 hours of didactic instruction and 4 hours of laboratory/clinical experience mandated by Michigan Law 2002 Public Act no. 423. The experience will provide you with demonstrations, practice, and evaluation of nitrous oxide/oxygen analgesia/sedation techniques given and received by you and other participants. You'll be able to administer, under the direct supervision of a delegating dentist, nitrous oxide/oxygen analgesia in a safe and effective manner for nitrous oxide/oxygen analgesia.

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

 Earn a certificate in this 1 day workshop.

Oct 15 • Sat 8:30am-5pm


\$399

Delta College Main Campus
Course Number: CUD-2070

NITROUS OXIDE/OXYGEN FOR THE RDA & CDA

This 1 day workshop provides a comprehensive background for you to be knowledgeable and competent in assisting and monitoring the administration of nitrous oxide/oxygen by a dentist or dental hygienist by completing at least 5 hours of didactic instruction mandated by Michigan Law 2002 Public Act no. 423. You'll be able to assist and monitor the administration, under the direct supervision of a delegating dentist, nitrous oxide/oxygen analgesia in a safe and effective manner for nitrous oxide/oxygen analgesia.

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

 Earn a certificate in this 1 day workshop.

Oct 15 • Sat 8:30am-1:30pm

\$299

Delta College Main Campus
Course Number: CUD-2071

BRAND NEW!

ACCOUNTS RECEIVABLE SPECIALIST

Are you ready to take your profession to the next level? If you've taken our Medical Insurance Billing and Coding or ICD-10 Coding course and are looking for that next great step, our Accounts Receivable Specialist program is for you! You will learn the necessary skills to reduce the amount of money your employer has tied up in receivables while increasing the amount of cash available for running the business. Learn how to effectively manage your medical office accounts with tricks of the trade to achieve the shortest turnaround time to receive payment and ensure a constant cash flow to. A true demonstration of a healthy negotiation, compliance, office financial policy, and upfront collections will be practiced to ensure better billing and collections procedures which will in turn save your office money and add revenue. Accounts Receivable Management techniques will be taught. You'll learn how to collect those stubborn accounts non-paid by insurance carriers or patients. Hands on experience will give you the knowledge and confidence to be the asset that all medical practices need to receive their medical revenue! Learn more today to earn more for yourself and your employer!

Prerequisites are required for this course. Please visit the LifeLong Learning website for details.

 Earn a certificate in 4 weeks!

Sept 13 - Oct 6
Tues & Thurs 6-9:45pm
\$825
Delta College Main Campus
Course Number: CHA-2011

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 students to reach their fullest potential by learning in a hands-on, computer lab working with and navigating the insurance billing software. You'll learn the most current medical insurance billing and coding concepts including ICD-10 basic diagnostic and CPT procedure coding, as well as basic insurance concepts and the terminology used by health insurance carriers.

Average starting salary: **\$33,000** annually

Prerequisites are required for this course. Please visit the LifeLong Learning website for details.

 Earn a certificate in 6 weeks!

Oct 18 - Nov 29 (Skip Nov 24)
Tues & Thurs 6-9:45pm
\$825
Delta College Main Campus
Course Number: CHA-2010



CPR/BASIC LIFE SUPPORT (BLS) FOR HEALTHCARE PROVIDERS

The Basic Life Support (BLS) for Healthcare Providers classroom course is designed to provide you with the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. Take this course if you are a healthcare professional who needs to know how to perform CPR and other lifesaving skills in a wide variety of in and out-of-hospital settings or a student preparing for your clinical experience. Upon successful completion of this 4 hour course and mandatory written exam, you'll receive certification for 2 years and be able to respond to cardiac and respiratory emergencies.

SECTION 1
Aug 30 • Tue 4-8:30pm

SECTION 2
Aug 31 • Wed 12-4:30pm

SECTION 3
Sept 10 • Sat 9am-1:30pm

SECTION 4
Dec 3 • Sat 9am-1:30pm

SECTION 5
Dec 6 • Sat 9am-1:30pm

\$79
Delta College Main Campus
Course Number: CHG-2113

BUSINESS

BRAND NEW!

FEDERAL GOVERNMENT CONTRACTING CERTIFICATE

With the right information and tools there is no limit to your organization's success in the Government's procurement process. This 7 week program is focused on Federal Acquisition Regulations (FAR), its application into the Federal Contracting processes, and helping you gain a better understanding through our focus in the Federal Government Procurement Process. This course will systematically approach the FAR and break down some of the key components including: Introduction into the FAR, Introduction into Government Provisions and Clauses, Competition Requirements, Social-Economic Conditions, Impact of Labor Laws, Responsibility and Responsiveness in Government Contracting, and as a bonus closer – a look into AE and Construction Contracting. As designed, this course will provide you with the key components necessary to begin your journey into the Government Sector!

 Earn a certificate in 7 weeks!

Sept 13 - Oct 27 • Tues & Thur 5:30-9:30pm
\$799

Delta College Main Campus
Course Number: CBM-2084

ESSENTIALS OF MARKETING CERTIFICATE

The Essentials of Marketing Certificate provides you with core concepts and strategic perspectives taught in high-level marketing programs. You'll gain a clear understanding of core marketing techniques such as customer segmentation and targeting; the decision-making processes of customers; how to use lifetime customer value in marketing planning; unique brand development; product line management, distribution, and advertising. Learn how to identify the necessary elements of strong and effective marketing, the value of your brands and how to build and develop that value; and successfully use quantitative analysis to make and support marketing decisions.

 Earn a certificate in 4 weeks!

Sept 12 - Oct 5 • Mon & Wed 5:30-9:30pm
\$599

Delta College Main Campus
Course Number: CBE-1294

THE TIME VALUE OF MONEY

Today's dollar is worth more than tomorrow's dollar 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 determine which options to choose and how you spend given the alternatives. TVM analysis has many applications for individuals or businesses including planning for retirement, valuing stocks and bonds, setting up loan payment schedules, and making corporate decisions regarding investing in plant and equipment.

Nov 1-22 • Tues 5:30-9:30pm
\$129

Delta College Main Campus
Course Number: CBM-1027

WEB DESIGN CERTIFICATE

Learn how to design and implement effective, dynamic websites with the Web Design Certificate program. Build a solid foundation for entry into the Web design industry and avoid struggling to keep up with the latest technologies and skills in our rapidly-evolving, knowledge-based economy by taking this certificate program!

 Earn a certificate in 8 weeks!

Sept 16 - Oct 28 • Fri 9am-4:30pm
\$799

Delta College Main Campus
Course Number: CBC-1120

ADVERTISING & PUBLIC RELATIONS CERTIFICATE

Whether you're working with an agency or building your own advertising and/or PR plan, you need to have the basics to succeed in today's market. The Advertising & Public Relations Certificate Program takes you inside with information and exercises that will enable you to implement effective campaigns for attracting and retaining customers, communicating important messages, and reaching your target audiences with well-crafted, persuasive communications. Full of tips and tactics, this 4 week certificate program will show you how to write compelling copy, generate press coverage, successfully identify and pitch target media, evaluate the effectiveness of your tactics and campaigns, and much more!

 Earn a certificate in 4 weeks!

Oct 17 - Nov 9 • Mon & Wed 5:30-9:30pm
\$599

Delta College Main Campus
Course Number: CBE-1296

DIGITAL MARKETING CERTIFICATE

Do you have a passion for online marketing, including e-commerce, social media, search engine optimization, HTML and CSS, and web video production? With the Digital Marketing Certificate program you'll gain a solid foundation in the key concepts around this constantly changing field through readings, case studies, and hands-on projects. By the end of this program, you'll understand successful online marketing strategies, user generated content, search, social media and networks, mobile, and web analytics. With the rapid shift of advertising dollars away from traditional media to online platforms, it is increasingly important to be well-versed in digital marketing fundamentals in order to get the most for your dollar.

 Earn a certificate in 6 weeks!

Oct 10 - Nov 16 • Mon & Wed 5:30-9:30pm
\$699

Delta College Main Campus
Course Number: CBE-1295

LEGAL ASSISTANT

Start a new career as a legal assistant or legal secretary in just a few short weeks! In this program, you'll learn how to coordinate office activities; perform a variety of legal secretarial duties such as scheduling hearings, preparing legal documents and correspondence, docketing cases, maintaining court dockets and diaries; and properly provide information and direction to others. You'll review terminology and knowledge of legal, secretarial, and office practices and understand the legal and ethical principles that guide paralegal conduct. You'll understand administrative systems used in law practice, including: client relation systems; conflict management, personnel, docket/calendaring systems; billing systems; and risk management systems. By the end of this program, you'll be able to describe features of law office time keeping and billing software programs and identify ethical issues that arise with the use of such programs.

 Earn a certificate in 6 weeks!

Sept 27 - Nov 1 • Tue & Thur 5:30-9:30pm
\$799

Delta College Main Campus
Course Number: CBO-1217

CERTIFICATE IN PUBLIC SPEAKING & PRESENTATION SKILLS

At some point in your life, you'll be asked to give a speech or deliver a presentation. With proper knowledge and mindset, you can master the art of becoming an extremely effective public speaker. You'll learn how consistency in verbal, nonverbal, and written communication leads to effectiveness and take away an understanding of the key components of an effective presentation: good content, organization, delivery, audience, and analysis, with a special focus on storytelling.

 Earn a certificate in 4 weeks!

Nov 28 - Dec 21 • Mon & Wed 5:30-9:30pm
\$599

Delta College Main Campus
Course Number: CBE-1052

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. 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.

Oct 14 • Fri 9-11am
\$49

Delta College Main Campus
Course Number: CVX-1090

BUSINESS

CHILD DEVELOPMENT FOR CDA & ASSESSMENT PREPARATION

Prepare for your Child Development Associate (CDA) Credential™ with us!



This comprehensive, 120 hour training opportunity, offered in partnership with the Great Start to Quality Resource Center Eastern Region, will assist you in obtaining your CDA. 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 which includes classroom instruction; independent, on-line study including textbook readings, exercises, and peer discussion boards; and 13 hours of "CDA 2.0" Competency Standards Book assembly.

Prerequisites are required for this course. Please visit the LifeLong Learning website for details.

Earn a certificate in 10 weeks!

Sept 30, Oct 1, 14, 15, 21, 22
Nov 4, 5, 18, 19, Dec 2, 3, 9
Fri 6-9pm, Sat 8am-4pm
\$575
Delta College Main Campus
Course Number: CDX-2000

CREATING AN EXPERIENCE: EVENT MANAGEMENT CERTIFICATE

Learn the practical skills and knowledge required to successfully plan, implement, organize, manage, monitor, and evaluate special events with the 6 week certificate program! Whether you are a graduate, a young professional trying to break into the events industry, or an experienced event manager wanting to update your skill-set, a certificate in event management adds value to your career. You'll gain a solid foundation of key skills and knowledge associated with the creation and delivery of various types of events and develop a firm basis in theory and case studies, matched with valuable insights from a successful industry professional. Event management is predominantly about creating an experience. First impressions last. Take this program and ensure that your events are a success!

Earn a certificate in 4 weeks!

Sept 13 - Oct 6 • Tues & Thurs 5:30-9:30pm
\$499
Delta College Main Campus
Course Number: CBM-2083

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 Labor & Economic Growth Bureau of Commercial Services - Licensing Division. This Real Estate Fundamentals program has a proven record and will help you become prepared to obtain your Real Estate Salesperson License in the State of Michigan!

Average starting salary: **\$29,000** annually

Earn a certificate in 5 weeks!

Sept 19 - Oct 24 • Mon & Wed 5:30-9:30pm
\$599
Delta College Main Campus
Course Number: CBR-1003

PERSONAL FINANCIAL FITNESS

Have you ever wondered why certain people seem to have their finances in order but you can't seem to get ahead? Learn how to get on the road to financial security and freedom. The Personal Financial Fitness program will teach you the offense, defense, and playing field of finances. You'll acquire the basic principles of budgeting, long term vision, and how to master your money. Learn the powers of compounding and the financial keys to getting out of debt and staying out of debt. Follow the applications used in this course and reap the benefits of a secure today, tomorrow, and future!

Earn a certificate in 5 weeks!

Oct 3 - Nov 2 • Mon & Wed 6-8pm
\$399
Delta College Main Campus
Course Number: CBI-1170

SALES TECHNIQUES THAT DRIVE BUSINESS

Research indicates sales training results in a 7% or greater increase in sales. This intense, highly interactive, 1 day workshop is guaranteed to generate profitable returns for your business. All aspects of the sales cycle will be reviewed from cold calling to closing; how to conduct buyer research; effectively closing deals; negotiating difficult situations; pitching presentations; turning objections into sales; handling key accounts; and lead generation communication strategies to improve customer relationship techniques that are critical to drive your business sales. Attend this workshop and take away solid tools like the 5 Phase Sales Technique that will qualify you as a successful salesperson and make a noticeable impact on your employer's bottom-line.

Sept 23 • Fri 9am-5pm
\$299
Delta College Main Campus
Course Number: CBE-1283

HUMAN RESOURCES CERTIFICATE

Earn a Human Resources Certificate is just 7 weeks and gain the skills you need to manage an increasingly complex world. You'll learn practical skills that help improve your company's bottom line immediately – from an overview of HR fundamentals to advanced sessions on the regulatory environment, peak performance, and disability management.

Topics include:

- Benefit Administration Basics (Oct 1)
- The Human Resources Regulatory Environment (Oct 8)
- Hiring the Engaged Worker (Oct 15)
- Workplace Health & Safety (Oct 22)
- Managing Unemployment Claims to Win (Oct 29)
- Reaching Peak Organizational Performance (Nov 5)
- Disability Management in the Workplace (Nov 12)

Take the entire series of 7 topics to receive a certificate or conveniently take individual courses as your time and schedule permit!

Earn a certificate in 7 weeks!

Oct 1 - Nov 12 • Sat 9am-1pm
\$399 for series • \$69 for individual courses
Delta College Main Campus
Course Number: CBE-1475 (Series)

WORKFORCE CULTURAL COMPETENCY CERTIFICATE

Are you a professional that is in the business of helping others? Strengthen your professional portfolio by attending this course. Cultural competence has been receiving increased attention in the helping profession for over the last 20 years. Through this certificate program, you'll enhance your level of cultural responsiveness and fulfill a need for progression within the helping profession in a multicultural society. Where human service needs are constantly increasing amongst consumers, you'll identify and examine various aspects of cultural competency such as multicultural knowledge, cultural barriers, and cultural responsiveness to maximize the concept of cultural competency in connection to specific helping professions.

Earn a certificate in 2 weeks!

Sept 23 & 30 • Fri 9am-5pm
\$299
Delta College Main Campus
Course Number: CBL-1221

APP DESIGN WORKSHOP

In this 1 day workshop, you'll learn how to make an app with no prior experience. There are apps for everything: from ordering and paying for your food, to finding your way around Disney World, to saving wait time on the attractions. Take this course and start building apps for your business or organization the same day!

Sept 24 • Sat 9am-5pm
\$199
Delta College Main Campus
Course Number: CBM-1305

BRAND NEW!

LEADERSHIP EQUILIBRIUM: BALANCING TRANSFORMATIONAL & SERVANT STYLES

Join Dr. Michael Rhodabarger, author of Leadership Equilibrium during this 4 week seminar to explore the two fundamental leadership styles proven effective in organizational contexts: transformational and servant leadership. You will discover competencies that further define the two leadership styles, and analyze and evaluate behaviors associated with successful leadership. During this program you will develop a personal philosophy of what leadership is and the knowledge of the competencies defining transformational leadership and servant leadership, understand the necessity of balancing both leadership styles, and develop an understanding of the importance of ethics in leadership. This course will provide an in-depth look at some of the most successful leaders of today and the leadership practices they employ. If you manage others, own your own business, or are in any type of leadership role, you owe it to yourself to develop your leadership skills. Materials Included: *Leadership Equilibrium* by Dr. Michael Rhodabarger.

 Earn a certificate in 4 weeks!

Oct 7 - 28 • Fri 8:30-11:30am
\$299
Delta College Main Campus
Course Number: CBM-1090

BRAND NEW!

FUNDRAISING & FUND DEVELOPMENT FOR NON-PROFITS

Our Fundraising & Fund Development course will provide you with essential information in fund development so you can build your skills to raise money for a wide range of philanthropic, governmental, and educational causes. You'll learn about doing a needs assessment, federal and state funding opportunities, national giving trends, grants to schools, corporate donations, local and other grant-making resources, writing proposals, organizing grassroots campaigns, and so much more. This course will be customized based on participants' interests and targeted projects. Each participant will obtain a certificate based on completing the course requirements.

 Earn a certificate in 8 weeks!

Sept 21 - Nov 9 • Wed 5:30-7:30pm
\$299
Delta College Main Campus
Course Number: CBE-1271

GOOGLE ANALYTICS FOR BUSINESS

Strengthen your marketing initiatives and increase the number of conversions or sales from your website by using Google™ Analytics. This comprehensive 1 day workshop will show you how! Google's analytics solutions can help turn your customer insights into action for your business. You'll learn about free and premium methods to improve performance across your sites, apps, and offline marketing!

Sept 30 • Fri 9am-5pm
\$199
Delta College Main Campus
Course Number: CBM-1306

INSPIRATIONAL MANAGEMENT: A ROADMAP TO MINDFUL LEADERSHIP

With the right leadership, your organization can increase productivity, morale, output, and job satisfaction. This 6 part certificate series focuses on aiding 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! Gain value that you can use in your job immediately. In addition, elements of workplace communication and mindfulness in leadership will be infused throughout the program. You'll learn the importance of how effective communication and emotional intelligence play a key role in your organizational success.

Topics include:

- Change Management (Oct 13)
- Delegation for Results (Oct 20)
- Building a Team (Oct 27)
- The Lost Art of Leadership (Nov 3)
- Negotiation & Persuasion (Nov 10)
- The Art & Science of Project Management (Nov 17)

Take the entire series of 6 topics or conveniently take individual courses as your time and schedule permit!

 Earn a certificate in 6 weeks!

Oct 13 - Nov 17 • Thurs 5:30-8:30pm
\$299
Delta College Main Campus
Course Number: CBM-1070

REINVENT YOUR PROFESSIONAL IMAGE

Advance your career and differentiate yourself with a distinct presence! In this 16 hour workshop, you'll assess your image and see yourself as others see you. With expert coaching, you'll begin to enrich and develop every aspect of your printed and digital "professional presence" to help you pursue your career goals with greater self-esteem and confidence. Discover ways to enhance your image and personal brand while building a strong resume, portfolio, essential communication strategies to sharpen your interviewing skills, digital presence, and networking. Practiced with consistency and commitment, these steps are guaranteed to help you build trust, credibility, career satisfaction, and advancement. It's time to start reinventing!

Nov 4 & 11 • Fri 9am-5pm
\$299
Delta College Main Campus
Course Number: CBE-1166

MAKE MONEY BLOGGING

Start your own blog and start making money! In this 1 day course you'll learn the definition of a blog, different reasons people blog, how to make money blogging, and why blogging is such a buzz that keeps on getting bigger. Blogging is everywhere these days and occurs in almost every industry, from stay-at-home moms to engineers.

Nov 5 • Sat 9am-5pm
\$199
Delta College Main Campus
Course Number: CBX-2280

BUDGET FUNDAMENTALS

Learn important budget concepts, time tested strategies, and how to implement savings for your business or household with Budget Fundamentals! A budget charts a course for the financial or household entity in financial terms. Like a road map, a budget can help an individual or business navigate through the year and reduce negative outcomes. If you want to gain knowledge to develop a basic budget for cost savings, to increase profits, or to determine where your money went, this course was designed for you! Whether you have an interest in developing a personal household budget, are a sole proprietor, or partnership (such as a law firm, medical practice, retailer, or manufacturer), Budget Fundamentals will help you achieve your financial goals.

 Earn a certificate in 6 weeks!

Sept 20 - Oct 25 • Tues 5:30-9:30pm
\$299
Delta College Main Campus
Course Number: CBM-1025

CUSTOMER SERVICE CERTIFICATE

Customer Service starts with YOU! Customer Service Representatives are the front line of every business and impact the overall perception and performance of a company. This highly interactive, 4 week program will provide you with the necessary skills to work in today's fast paced business environment, enhance your ability to gain employment, and build a skill set that can be transferred to any industry you choose. Throughout this course you'll work through multiple scenarios including administrative organization, business communication, and conflict resolution strategies to help shape the critical thinking skills you'll need to work and succeed in a customer facing environment.

Earn a certificate in **4 WEEKS**

 Earn a certificate in 4 weeks!

Oct 5-26 • Wed 6-9pm
\$199
Delta College Main Campus
Course Number: CBE-1401

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.

Oct 3-24 • Mon 5:30-9:30pm
\$129
Delta College Main Campus
Course Number: CBM-1026

Call today to register!
989.686.9444

TECHNICAL TRADES



RESIDENTIAL BUILDING 60 HOUR PRE-LICENSURE

This 4 week, 60 hour course will provide you with all the information you need 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-licensure course requirement. This is an ideal class if you are interested in becoming a licensed contractor or want to learn more about the industry.

Average salary: **\$50,000** annually

 Earn a certificate in 4 weeks!

Oct 3-29 • Mon & Wed 6-10pm, Sat 8am-4pm*
\$799

Delta College Main Campus
Course Number: CVB-1012

*Class times may vary depending on daily topic.

PLUMBING LICENSE EXAM PREPARATION - JOURNEYMAN & MASTER

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 4 years of experience as an apprentice in the plumbing trade and plan to take the State of Michigan Journey Plumber Exam or for those who have held a State of Michigan Journey Plumber license for 2 years and plan to take the State Master Plumber Examination.

Average salary: **\$50,000** annually

 Earn a certificate in 2 weeks!

Oct 14 & 15, 28 & 29
Fri 5:30-9:30pm & Sat 8am-4pm
\$359

Delta College Main Campus
Course Number: CVP-1014 (Journeyman)
CVP-1016 (Master)

BRAND NEW!

TOOLING & MANUFACTURING TECHNOLOGY CERTIFICATE

Learn the fundamental skills needed in today's modern tooling and manufacturing industry in our Tooling & Manufacturing Technology Certificate program! During this 3 weekend course you'll gain an introduction to Machine Tooling, Computer Numerical Controls (CNC), and Computer-Aided Design/Computer-Aided Manufacturing (CAD/CAM). You'll learn how to safely and properly operate manual machines such as saws, drill presses, lathes, mills, and grinders. Instruction will include precision measurement using micrometers and calipers. You'll machine components from simple engineering drawings (blueprints) to construct a project that you will be proud to take home. You'll also learn introductory 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'll 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'll machine a personalized coaster from your own design. The CAD/CAM portion of this program is an introduction in the use of CAD software used in industry to create models and translate those models into a finished product. Applications are used to both design a product and program manufacturing processes, specifically, CNC machining. You'll use Mastercam X9, the most popular CAD/CAM software in the world to design and machine a project you create! The manufacturing segment of our economy continues to offer a wide variety of rewarding career opportunities. Gain the skills you need for a cutting edge!

 Earn a certificate in 3 weeks!

Oct 8-23 • Sat & Sun 8am-4:30pm
\$799

Delta College Main Campus
Course Number: CVI-1953

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

Call today to register! 989.686.9444


2014 NATIONAL ELECTRICAL CODE (NEC) UPDATE

In our 15 hour, State-approved course, you'll learn significant changes to the 2014 NEC, Michigan Part 8 Rules, and Michigan Residential Code. This class meets the requirements for the current Michigan Electrical License Renewal. Knowledge and practical application of the National Electrical Code is an essential part of all electrical installations. You should attend if you are involved with the installation, service, care, or inspection of electrical systems; including electricians, system installers, inspectors, maintenance personnel, troubleshooters, contractors, safety professionals, facilities managers, engineers, testers, apprentices, consultants, linemen, and utility company personnel. Now offered in two different formats to fit your schedule!

NOW 2 WAYS TO LEARN!

Traditional, Face-To-Face Format

Our traditional, face-to face classroom update course meets conveniently at the end of your work day for three days. If you prefer getting it done in one day and working independently before class, our NEW blended format may be just what you need.

 Earn a certificate in 3 days!

Sept 13-15 • Tues, Wed, Thur 4-9:30pm
\$199
Delta College Main Campus
Course Number: CVE-2017

BRAND NEW!

Blended Format 8 hours self-study, 7 hours classroom

For those of you who would like to get your code update done in 1 day – our new format is for you! You will purchase the textbook and review in its entirety. Following a complete review of Mike Holt's Illustrated Guide to Changes to THE NEC® 2014 textbook, you will need to complete the 122 question exam prior to class (8 hours credit). On the meeting date our instructor will go over all questions and Part 8 of the Michigan Electrical Code (7hours credit). For those of you who have found comfort in our traditional 15 hour, face-to-face format, rest assured, that option is still available!

Prerequisites are required for this course. Please visit the LifeLong Learning website for details.

 Earn a certificate with this course!

SESSION 1
Sept 23 • Fri 8am-3:30pm
\$199
Delta College Main Campus
Course Number: CVE-2018

SESSION 2
Dec 2 • Fri 8am-3:30pm
\$199
Delta College Main Campus
Course Number: CVE-2018

ELECTRICAL LICENSE EXAM PREPARATION - JOURNEYMAN & MASTER

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 4 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 held a State of Michigan Electrical Journeyman license for 2 years and plan to take the State Master Electrician License Exam.

Average salary: \$51,000 annually

 Earn a certificate in 3 weeks!

Sept 30 - Oct 15
Fri 5:30-9:30pm & Sat 8am-4:30pm
\$425
Delta College Main Campus
Course Number: CVE-1008 (Journeyman)
CVE-2010 (Master)

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.

Sept 24 & 25, Oct 15 & 16
Nov 5 & 6, Dec 3 & 4
Sat & Sun 8am-3:30pm
\$475
Delta College Main Campus
Course Number: CVI-1078

TECHNICAL TRADES

MIOSHA SAFETY TRAINING

MIOSHA PARTS 42, 92, & 430-HAZARD COMMUNICATIONS AND RIGHT-TO-KNOW REQUIREMENTS FOR GENERAL INDUSTRY & CONSTRUCTION

This course is designed to provide you with an understanding of the requirements of the 2012 MIOSHA Hazard Communication Standards for Construction Safety and Health, General Industry Safety, and Occupational Health, (Parts 42, 92, and 430) as well as Right-To-Know Requirements in Act 154. This includes the new requirements related to the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). Upon completion of this class, participants will be able to evaluate an existing hazard communication program and/or create and implement a hazard communication program that is compliant with the 2012 changes. The goal of the class is to protect employees by increasing employer compliance with the requirements of this standard.

 Earn a certificate with this program!

Sept 15 • Thur 9am-4pm
\$120
Delta College Planetarium, Bay City
Course Number: CVI-2089



LIFE & LEISURE

ESSENTIAL OILS FOR BETTER LIVING

This 3 hour course, taught by a Certified Clinical Master Aromatherapist, introduces you to essential oils and their capabilities. Learn which oils to buy and where to find them, how to use them safely, and if they are worth the price. Learn about uses for common health issues. In addition, the instructor will demonstrate how to make a soothing peppermint foot scrub that you'll take home along with recipes to make common beauty and household products using essential oils!

Oct 7 • Fri 9am-12pm
\$79, includes sample foot scrub (\$10 value)
Delta College Main Campus
Course Number: CDS-1190

STAGE YOUR HOME TO SELL

Help sell your home as quickly as possible with our 1 day workshop! Be engaged in every step, from preparing it for sale, to pricing, to negotiating, and finally, in closing. In this course you'll learn important steps to take before listing your home on the market to help you get the most return on your investment. Setting the right price and making an excellent first impression are both essential to attracting buyers. Stage Your Home to Sell!

Sept 17 • Sat 9am-5pm
\$129
Delta College Main Campus
Course Number: CFH-1301

PHOTOGRAPHY

In these courses, taught by a professional, free-lance photographer, you'll participate in fun, weekly photo assignments, class critiques, and discussions. You must provide your own digital camera and manual. Courses are held at the Delta College Planetarium in downtown Bay City.

Photography I

You'll learn 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. All assignments will be shot in the program mode.

SESSION 1
Sept 20 - Oct 11 • Tues 6:30-8:30pm

SESSION 2
Sept 21 - Oct 12 • Wed 6:30-8:30pm

SESSION 3
Nov 1-29 (Skip Nov 22) • Tues 6:30-8:30pm

\$99
Course Number: CFC-1011

Photography II

You'll learn metering, aperture and shutter priority, night photography, black and white photography, and many composition techniques. You'll turn off program mode and move into the manual modes of your digital camera!

Prerequisite: Photography I, CFC-1010

Nov 2-30 (Skip Nov 23) • Wed 6:30-8:30pm
\$99
Course Number: CFC-1011

BRAND NEW!

HOME BREWING BEER 101

Would you like to learn how to make your own craft brews and understand common beer terms and the differences between popular beer styles? If so, this class is just what you need. You'll be taught the basic homebrew process during a full demonstration of brewing a batch of beer. This class will cover the most important ingredients in beer as well as a brief history of homebrewing. Homebrewing is a fun hobby that provides the freedom to brew any flavor of beer imaginable. You'll take home a copy of the AHA's Introduction to Homebrew booklet, a recipe sheet of the beer brewed, and ingredient samples. You will also receive special discount opportunities on various equipment and take-home ingredient kits! Learn from the experts, Matt & Nicole from Michigan Brew Supply!

Oct 10 • Mon 6-9pm
\$59
Delta College Main Campus
Course Number: CFF-1059

SOLAR POWER

INTRODUCTION TO SOLAR POWER

Gain a better understanding of solar power in this 2 hour course! Understand the development of this renewable energy resource, the basic principles of the various solar power systems, the economic, environmental, and social aspects, as well as the applications of solar power in Michigan.

Oct 25 • Tues 6-8pm
\$59
Delta College Planetarium, Bay City
Course Number: CVX-1005

SOLAR POWER FOR COTTAGES, HOMES, & BARNES

This 3 hour course will teach you the basic characteristics of solar power to help you understand the needs and limitations for "off-grid" power and the basic designs of various solar power systems which are not "grid-tied."

Sept 27 • Tue 5:30-8:30pm
\$79
Delta College Main Campus
Course Number: CVX-1003

SOLAR POWER FOR URBAN AGRICULTURE

Urban agriculture, as well as conventional agriculture, frequently needs power that can be effectively met using solar power systems. This 3 hour course will review the basic characteristics of solar power to help you recognize when solar power may be preferred.

Oct 11 • Tues 5:30-8:30pm
\$79
Delta College Main Campus
Course Number: CVX-1006

URBAN FARMING

BRAND NEW!

ON THE FARM: RAISING CHICKENS FOR EGGS & MEAT

Join us on site at a local small farm operation for hands-on practical experience in raising chickens for eggs and meat! This class will cover only holistic methods of poultry raising and will NOT include how to use antibiotics, GMOs, chemicals, or similar practices.

Sept 15 • Thurs 8:30-10:30am
\$39
Goss Farms in Kawkawlin, MI
Course Number: CVL-1119

FARM TO TABLE TRAVEL EXPERIENCE

Experience the operation of small farm production and explore the link between the farm and our food by enjoying lunch at a fresh, locally-grown, seasonal, full-service, kitchen.

Sept 22 • Wed 8am-2:30pm
\$129
Depart from the Delta College Main Campus
Course Number: CVL-1110

GROWING HERBS & FLOWERS

This course will emphasize popular culinary herbs, native flowers, and plants that will add color and texture to your garden landscape.

Oct 26 • Wed 5:30-8:30pm
\$49
Delta College Main Campus
Course Number: CVL-1108

TAKING YOUR GOODS TO MARKET

Are you interested in turning a small profit from your produce? Learn several ways to sell your extra produce locally and leave class with a clear plan of action.

Nov 10 • Thurs 5:30-8:30pm
\$49
Delta College Main Campus
Course Number: CVL-1106

INTENSIVE GRAZING

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

Nov 17 • Thurs 5:30-8:30pm
\$49
Delta College Main Campus
Course Number: CVL-1116

Registration is easy!

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



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