

## **Adult & Continuing Education**

[Printable Spring/Summer 2016 Course Guide \[1\]](#).

### **Continuing Education Non-Credit Courses**

#### **AVIATION:**

**Non-degree Accelerated 10-day Certified Flight Instructor (CFI) Course.** For more information, please click [here](#) [2].

**Non-degree Airline Transport Pilot (Flying Course Only).** For more information, please click [here](#) [3].

**Non-degree Certified Flight Instructor-Instrument Airplane Multi-Engine, Part 61 (Flying course only).** For more information, please click [here](#) [4].

#### **TEST PREPARATION:**

##### **Praxis I Preparatory Course**

The Praxis I is used for licensure as well as to qualify candidates for entry into a teacher education programs. The tests measure basic skills and are broken into three separate exams:

**Praxis I Reading Test:** Measures a candidate's ability to analyze and comprehend texts.

**Praxis I Mathematical Test:** Measures a candidate's basic skills in math.

**Praxis I Writing Test :** Measures a candidate's ability to articulate thoughts and communicate effectively through writing.

This course prepares teaching credentials candidates for all question types on the Praxis I Exam only.

Dates: Rolling Registration-Call For Details

Mondays

6:00 p.m. - 8:00 p.m. (Instructor-Led)

Student Tuition: \$80

##### **SAT Test Preparatory Course**

This course prepares students for all question types on the SAT Test and each of the test question areas will be analyzed with special consideration given to math and verbal skills. Lessons will cover techniques for approaching the reading comprehension passages that appear on the test. Students will practice on actual SAT tests.

Dates: Rolling Registration-Call For Details

5:30 p.m. - 8:30 p.m. (Instructor-Led)

Tuesdays and Thursdays

Student Tuition: \$265

### **GRE Test Preparatory Course**

The GRE exam prep course is designed to provide you with complete preparation for your graduate school entrance examination. Course components are inclusive of a thorough subject review, problem solving, timed quizzes, practice tests, skill review exercises and actual test simulation. This course is designed based on a step comprehensive approach. 1) Diagnostic Testing and Assessment, 2) Basic skills review, 3) In-class problem solving, concepts and strategies, 4) Practice test reinforcement, 5) Final exam, assessment report and review, 6) Personal study plan.

Dates: September 24, 2016 - November 12, 2016

9:30 a.m. - 12:30 p.m.

Saturdays

Student Tuition: \$250 + cost of materials

\*Ask About the DSU Student Discount

### **LSAT Test Preparatory Course**

The Law School Admissions Test (LSAT) is the mandatory assessment used by nearly all law schools as an indicator of eligibility requirement. This course will familiarize the student with the LSAT exam and its format. In addition, the course will introduce test-taking strategies that students can employ both in studying for the exam and in taking the actual test. In addition, the course is designed to assist the student in performing at his/her maximum potential on the LSAT. The instructor and the students will dissect each section of the LSAT during each class. Lastly, the students will take practice exams to determine performance improvement.

Dates: Rolling Registration-Call For Details

5:30 p.m. - 8:30 p.m. (Instructor-Led)

Tuesdays

Student Tuition: \$325

### **GED Test Preparatory Course**

This class aids in preparing students to take the General Education Development (GED) test through review of the five GED content areas (writing, mathematics, literature and the arts, social studies, and science) with particular emphasis on writing and math. This class is also appropriate for students interested in improving their basic skills before entering credit classes.  
Prerequisite: Placement by Assessment.

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Dates: Rolling Registration-Call For Details

5:30 p.m. - 8:30 p.m. (Instructor-Led)

Tuesdays & Thursdays

Student Tuition: \$265 (includes all materials)

## **LEGAL STUDIES**

### **Paralegal Certificate Course**

This nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas in which paralegals are in most demand. Topics include legal terminology, introduction to evidentiary predicate, identifying relevant authority, introduction to legal research, and legal writing and appellate procedure.

Dates: Rolling Registration-Call For Details

5:30 p.m. - 8:30 p.m. (Instructor-Led)

Mondays

Student Tuition: \$1599

\*DSU Students Will Receive A Discount

## **HEALTHCARE PROGRAMS**

### **Pharmacy Technician Comprehensive Program**

This comprehensive 80 hour program will prepare students to work as a pharmacy technician in retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands-on labs, students will review dosage calculations, drug classifications, the "top 200 drugs", I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement.

Dates: Rolling Registration-Call For Details

5:30 p.m. – 9:30 p.m.

Tuesdays and Thursdays

Student Tuition: \$1,499 (Textbooks Included)

Course Contact Hours: 80 hrs

**Clinical Medical Assistant Program – 140 Classroom Hours w/ a Clinical Externship**

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements.

**Note:** Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

Dates: Rolling Registration-Call For Details

6:00 p.m. – 9:30 p.m.

Mondays and Wednesdays

9:00 a.m. – 4:30 p.m.

Saturdays

Student Tuition: \$2,599 (includes all textbooks)

Course Contact Hours: 140 hours + Clinical Externship

Clinical Externship Hours: 160 hours

**Medical Billing and Coding Program**

This combined 80 hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

Dates: Rolling Registration-Call For Details

9:00 am -3:00 pm

Saturdays

Course Contact Hours: 80 hrs.

Student Tuition: \$1,799 (Textbooks Included)

## **Medical Administrative Assistant Program**

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field.

Note: This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam.

Dates: Rolling Registration-Call For Details

6:00 p.m. - 9:30 p.m.

Tuesdays and Thursdays

Course Contact Hours: 50 hrs.

Student Tuition: \$999 (Textbooks included)

## **Home Healthcare Aide Online**

This program focuses on teaching students to assist patients in their homes by focusing on specific health and personal needs. Emphasis is on personal care in a client's home, communications, working with ill persons, basic human needs, eldercare, nutrition, special diets, and home management. Detailed course topics include the role of a home health aide, client relationships, infection control, hospice care, anatomy and physiology, medical terminology, dressing and personal grooming and more. This is an Online course.

Dates: Call For Details

Mondays & Wednesdays

Student Tuition: \$1,499

## **PERSONAL DEVELOPMENT**

### **Social Media "Making Connections" For All Ages**

Do you want to learn how to text, tweet, blog, send and receive photos electronically, connect with family and friends by Facebook? You are in luck! Those of all ages will be introduced to the basics in texting, tweeting, blogging, web/internet exploration, getting the most use of your cell phone, how to send and receive pictures, video clips and to communicate with others using these media.

Dates: Call For Details

9:00 a.m. - 12:00 p.m.

Saturdays

Workshop Fee: \$40 (One Day Session)

### **Quality Customer Service**

The Quality Customer Service workshop is designed to provide participants with value-added skills to enhance the customer's experience. This impact-learning oriented course will allow students to develop a framework that supports professional and organizational quality service. Through engagement and role-playing students will simulate best practices via varied customer-focused scenarios in an effort to build as well as retain thriving business relationships.

Dates: Call For Details

6:00 p.m. - 9:00 p.m.

Thursday

Workshop Fee: \$89.00 (One Day Sessions)

### **Couponing by Crystal**

This workshop is an opportunity for people to learn how to cut back on spending and do more saving via Extreme Couponing.

- Do you look at the deals and wonder what it all means?
- Do you see weekly savings posts and feel like you can never manage to save that?
- Does CVS baffle you? My goal is for you to leave feeling like an expert!!
- Learning how to save money you already have is amazing!!
- Crystal's family went from spending \$550 a month on groceries to only spending \$250 a month. What would you do with an extra \$300 each month?
- Come to a workshop and learn how to drastically cut your budget on shopping expenses.

Dates: Call For Details

10:00 a.m. - 12:00 p.m.

Saturday

Workshop Fee: \$25.00 (One Day Session)

## **PROFESSIONAL DEVELOPMENT**

### **PROPERTY & CASUALTY TRAINING**

This class is formulated to aid students who desire to obtain a property and casualty insurance license for the State of Delaware. This class will cover all pertinent materials and information needed to assist students in successfully complete the state licensing exam by teaching product knowledge, terms, concepts, statutes, rules, and regulations for both property and casualty insurance. The State of Delaware Insurance Licensing Candidate Handbook is included in the total fee for the class. Students are responsible for initiating a test and background check after the completion of course.

Dates: Call For Details

5:30 p.m. - 8:30 p.m.

Tuesdays and Thursdays

Student Tuition: \$555

**Note:** In addition to a class on our Dover campus, this class will also be held at our Kirkwood location in Wilmington, DE.

### **Project Management I-Fundamentals**

This course is Part I of a III part series of Project Management courses. All project management preparation topic areas are covered, including the PMI knowledge areas. The PMBOK and many other reference texts. Participants evaluate their existing knowledge, determine what knowledge is missing, and create a study plan to fill the gap. Multiple exam questions on every topic are provided, including a complete exam simulation along with a review of answers and references. Workshop includes: five days of instructions, workshop reference material, project management certificate, PMP study kit, and inclusive Boot Camps before exam.

Dates: Call For Details

5:30 p.m. - 8:30 p.m.

Wednesdays

Student Tuition: \$1899

### **Project Management (Online Courses)**

Please visit: <http://www.iil.com/dsu/> [5]

### **Certified Administrative Professional (CAP-OM)**

Learn to master the concepts of management and organizational planning, managerial communications, business etiquette protocols, and finance and economic applications. Get the tools and prep you need for the CAP-OM Exams. Each section is designed based on five discussion items. 1) Management and Organizational Planning - apply the skills of being effective and efficient in the workplace. 2) Administrative Management - understanding the various forms, importance, and applications of written communications. 3) Managerial Communications - the key ingredient in all management functions. 4) Professional Protocols - business etiquette and protocols. 5) Economics and Financial Application - the way business is influenced by world

economics and politics.

Dates: Call For Details

Tuesdays 5:30 p.m.- 8:30 p.m.

Workshop Fee: \$489 General Public/\$444 IAAP Members

**\*CAP-OM Boot Camp** (Included)

Saturday 9:00 am - 3 pm

### **Certificate of Advanced Studies in Competency-Based Lesson Planning and Delivery Course Overview:**

The overall purpose of this capacity building intervention is to help participants enhance the competencies that are prerequisite to effectively carrying out the core activities involved in Competency-based Training Planning and Delivery. The course places much emphasis on ensuring that facilitators of learning gain grounded understanding as to what is required when teaching towards achieving learning outcomes that are developmental and measurable. Another essential feature of the course is helping participants to determine and apply the best practice instructional and assessment of strategies for the CBET context. The course will also cover the basic concepts and practical methods attending to competency-based learning in each learning domain.

**Dates:** Coming This Fall

**Duration:** 24 hours (3 Days) of face-to-face Classroom instructions.

**Award:** Upon fulfilling all the core course requirements, an individual is awarded the Certificate of Advanced Studies in Competency-based Lesson Planning.

**Registration Fee:** The cost for registration is \$450, which includes course materials.

### **Advanced Certificate of Competency in Workforce Training and Development:**

This course prepares individuals to become competent and effective at carrying out the many and varied tasks associated with the design and delivery of training interventions. Individuals who have responsibility for coordinating and/or supervising/managing training activities in any organization will also benefit meaningfully from the course. The course invites participation from individuals who have been previously exposed to the foundations of training session planning and delivery. Throughout this advanced course, participants will explore and gain deeper understanding of the research informed perspectives and best-practices that should be employed when attending to the different aspects of training planning and delivery. Each of the six course modules requires participants to thoughtfully and critically examine an area that is essential to the overall training planning and delivery process. In addition to addressing the steps in the training planning and delivery process, significant attention will be placed on helping participants to understand the HOW and WHY of applying critical thinking skills and transformational learning strategies when facilitating training interventions.

**Start Date:** TBA

**Duration:** 40 Instructional Hrs. and 16 Hrs. of Independent Study

**Award:** Advanced Certificate of Competency in Workforce Training and Development

**Tuition and Fees:** The cost is \$150/module, which is inclusive of all required course materials. There are 6 modules.



**NOTE:** Individuals who have completed comparable training/studies can request exemption from up to four (4) modules in this course. Persons seeking exemption must submit evidence of previous training completed. Exemption is at the discretion of the Course Facilitator.

## **NON-PROFIT MANAGEMENT**

Are you thinking about starting a nonprofit but do not know where to begin? Assess the feasibility of your nonprofit idea while determining the appropriate steps that you need to take. Course will include a high level overview of incorporation, organization and other issues pertinent to anyone involved with a nonprofit startup. Understand the basic concepts of how to incorporate, select a board of directors, write bylaws, obtain tax exempt status, develop a budget, create a marketing plan and explore fundraising.

Instructor: Alishia Louis-Potter

Price is \$80

Date: July 12, 19, & 26, 2016

Time: 5:30 p.m. - 9:00 p.m.

## **ENTREPRENEURSHIP CLASSES**

### **Startup Basics:**

All businesses begin with just an idea. You may have dreamed of a business idea for years or have been hit unexpectedly with an idea. Either way that idea is worthless until it is executed on. Many people come up with great ideas, but very few attempt to make those ideas a reality. This workshop will give you the basics of starting a business and help you determine if you have what it takes to make the dream a reality.

Dates: Call For Details

6:00 p.m. - 9:00 p.m.

Courses would run concurrently--call for details.

### **MICROSOFT OFFICE 2013**

#### **Microsoft Office Word 2013 - Beginner**

Learn how to modify and create your documents using Microsoft Word 2013. Learn how to change the size and appearance of text; change margins and tab settings; automatically center, right align, justify, and indent text; run integrated grammar and spelling checker; save, retrieve, copy, organize and print your documents. At the end of the course, you'll be able to use Word confidently at home or on the job.

Dates: Call For Details

6:30 p.m. - 8:30 p.m.

Tuesdays

Workshop Fee: \$70 (One Day Session)

#### **Microsoft Office Word 2013- Intermediate**

Learn how to perform a mail merge, and we'll explore shortcuts, styles, and templates. Templates let you create documents that contain predefined formatting and text. In this course, you will work with labels, dividing pages, columns, and text boxes. Whether you need to produce a short letter, flyer, or report, this course will teach you how to get the most out of Microsoft Word 2013!

Dates: Call For Details

6:30 p.m. - 8:30 p.m.

Tuesdays

Workshop Fee: \$70 (One Day Session)

**Microsoft Office Excel 2013 - Beginner**

Learn how to find popular commands quickly on the ribbon. Learn how to use the File Menu (Microsoft Office Backstage view). Learn essential tasks such as opening existing workbooks, creating new workbooks, setting up a spreadsheet, formatting, saving, and printing.

Dates: Call For Details

6:30 p.m. - 8:30 p.m.

Thursdays

Workshop Fee: \$70 (One Day Session)

**Microsoft Office Excel 2013 - Intermediate**

This course covers editing spreadsheets, adding headers, footers, hyperlinks, formatting and editing cells, conditional formatting, analyzing data lists, performing calculations, creating, editing and formatting PivotTables, setting Excel 2013 Options and Workbook properties and more.

Dates: Call For Details

6:30 p.m. – 8:30 p.m.

Thursdays

Workshop Fee: \$70 (One Day Session)

**Microsoft Office PowerPoint 2013 - Beginner**

This course is designed for students who wish to gain the ability to organize content, enhance it with high-impact visuals, and deliver it with style. Students will learn how to create a PowerPoint Presentation, text editing, and modifying objects in their presentation.

Dates: Call For Details

6:30 p.m. – 8:30 p.m.

Wednesdays

Workshop Fee: \$70 (One Day Session)

## **Cyber Security Certification Prep Courses**

### **Level 1—Overview of the Cyber Security Profession and Prep for A+ Certification (\$2200)**

Online (instructor lead) – (10 Week)

The CompTIA A+ Certification is an internationally recognized testing program sponsored by the Computing Technology Industry Association (CompTIA) that certifies the competency of entry-level service technicians in the computer industry. It lets employers know your achievement level and that you have the ability to do the job right, because you have the knowledge, technical skills, and customer relations skills necessary for a successful computer service technician career.

### **Level 2—Introduction to Network Security and Prep for Network+ Certification (\$1300)**

Online (instructor lead) – (10 Week)

As the leading vendor neutral certification for networking professionals, Network+ certification provides an internationally recognized credential that demonstrates competency in networking features and functions, including virtual networking, networking security and in depth knowledge of OSI and TCP/IP models.

### **Level 3—Advanced Cyber Security & Prep for Security Plus (\$1500)**

Online (instructor lead) – (10 Week)

The CompTIA Security+ Certification is an internationally recognized testing program sponsored by the Computing Technology Industry Association (CompTIA) that certifies the knowledge of a security professional in the IT industry. Security+ certification is recognized around the world as the benchmark for foundation-level security professionals. Incorporating a comprehensive range of security knowledge areas, Security+ was developed with input from industry, government, academia and front-line practitioners, so you can be assured of its relevance.

Classes are available starting March 14, 2016.

## **Online Mobile Development**

This course is an introduction to mobile development on the popular iOS platform. The course covers mobile design concepts, mobile interfaces, Swift language core concepts, networking and data storage, and testing your app. By the end of the course students will be able to create an iOS app for iPhone and iPad, and submit your app to the iOS App Store.

Student Tuition: \$1585 (Materials Included)

Dates: Call For Details

**Course Registration:**

[Course Registration Form](#) [6]

**Office of Adult & Continuing Education**

**Maurice Thomasson Building**

**Hours: 8:30 a.m. - 4:30 p.m.**

**302.857.6820 Telephone**

**302.857.6823 Fax**

**Source URL:** <http://www.desu.edu/adult-and-continuing-ed/adult-continuing-education>

**Links**

[1] [http://www.desu.edu/sites/default/files/u707/ACE\\_Spring\\_Summer\\_2016\\_booklet\\_lo.pdf](http://www.desu.edu/sites/default/files/u707/ACE_Spring_Summer_2016_booklet_lo.pdf)

[2] [http://www.desu.edu/sites/default/files/u707/Certified\\_Flight\\_Instructor.pdf](http://www.desu.edu/sites/default/files/u707/Certified_Flight_Instructor.pdf)

[3] [https://www.desu.edu/sites/default/files/u707/Airline\\_Transport\\_Pilot.pdf](https://www.desu.edu/sites/default/files/u707/Airline_Transport_Pilot.pdf)

[4] [http://www.desu.edu/sites/default/files/u707/CFI-I%20AME\\_Flying\\_Lab.pdf](http://www.desu.edu/sites/default/files/u707/CFI-I%20AME_Flying_Lab.pdf)

[5] <http://www.iil.com/dsu/>

[6] [http://www.desu.edu/sites/default/files/u707/Course\\_Registration\\_Form\\_0.pdf](http://www.desu.edu/sites/default/files/u707/Course_Registration_Form_0.pdf)