Career training and enrichment for your future

WHAT WE OFFER

THE OFFICE OF ADULT & CONTINUING EDUCATION AND SUMMER PROGRAMS AT DELAWARE STATE UNIVERSITY offers lifelong learning skills, noncredit programs, workshops and seminars.

We provide statewide outreach services designed to adapt to the ever-changing needs of society by incorporating careful assessment and strategic planning, as well as professional development certification programs via our LERN, Health Ed and Technology Ed partnerships.

“Holding strong to tradition, advancing generations in today’s educational society”

HOW TO CONTACT US

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PROGRAMES FOR YOUTH

The Office of Adult & Continuing Education and Summer Programs also offers summer camps and after-school enrichment programs for youth ages 5 to 16. The youth-geared activities will aid in the promotion of self-esteem, values, principles and personal enrichment. Please contact Teshenia Hughes, assistant director, K-12 outreach, if you would like to learn more.
INVESTING IN YOUR FUTURE

Education is an investment in your future. The lifelong benefits of a quality education far exceed the initial expense involved. However, you may need assistance and guidance in meeting those expenses. Delaware State University is committed to providing the best possible service and programs to assist you in achieving your educational goals.

LOOKING FOR FINANCIAL ASSISTANCE?

Check out these sites:

- SallieMae | salliemae.com
- U.S. Department of Labor | dol.gov
- DE Higher Education Commission Office | delaware.gov/egov/portal.nsf/portal/highered
- Governor’s Education Grant for Working Adults | www.doe.k12.de.us/Page/1017

HOW TO REGISTER

DESU.EDU/ACE

IN PERSON | BY PHONE
Delaware State University | Office of Adult & Continuing Education and Summer Programs
Maurice Thomasson Building | 1200 North DuPont Highway, Dover, Delaware 19901
HOURS: 8:30 a.m.–4:30 p.m.
PHONE: 302.857.6820 | FAX: 302.857.6823

Corporate organizations and veterans are eligible to receive 20% off the cost of tuition or workshop fees.
MICROSOFT OFFICE 2013

Word 2013 — Beginner
Learn how to modify and create your documents using Microsoft Word 2013, including changing the size and appearance of text; changing margins and tab settings; automatically centering, right aligning, justifying and indenting text; running the integrated grammar and spelling checker; and saving, retrieving, copying, organizing and printing your documents. At the end of the course, you’ll be able to use Word confidently at home or on the job.

CLASS SCHEDULE: Tuesday, April 5, OR June 7, 2016 | 6:30-8:30 p.m.
WORKSHOP FEE: $70 (one-day session)

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. You’ll also 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.

CLASS SCHEDULE: Tuesday, April 12, OR June 14, 2016 | 6:30-8:30 p.m.
WORKSHOP FEE: $70 (one-day session)

Excel 2013 — Beginner
Learn how to find popular commands quickly on the ribbon, how to use the File Menu (Microsoft Office Backstage view), and essential tasks such as opening existing and creating new workbooks, setting up a spreadsheet, formatting, saving and printing.

CLASS SCHEDULE: Thursday, April 7, OR June 9, 2016 | 6:30-8:30 p.m.
WORKSHOP FEE: $70 (one-day session)

Excel 2013 — Intermediate
This course covers editing spreadsheets, adding headers and 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.

CLASS SCHEDULE: Thursday, April 14, OR June 16, 2016 | 6:30-8:30 p.m.
WORKSHOP FEE: $70 (one-day session)

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, edit text and modify objects in their presentation.

CLASS SCHEDULE: Wednesday, April 13, OR June 15, 2016 | 6:30-8:30 p.m.
WORKSHOP FEE: $70 (one-day session)

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.

TUITION: $1,585 (materials included)
DATES: Call for details

ONLINE CERTIFICATION PREP COURSES

Level 1 — Overview of the Cyber Security Profession and Prep for A+ Certification

ONLINE (instructor-led) | 10-WEEK | DATES: Call for details
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

ONLINE (instructor-led) | 10-WEEK | DATES: Call for details
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

ONLINE (instructor-led) | 10-WEEK | DATES: Call for details
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.

ONLINE Technology

REGISTER TODAY
302.857.6820 | DESU.EDU/ACE

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This program is intended for students who want to prepare for an exciting, challenging and rewarding career in health care. The program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office.

Instruction includes 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, professional workplace behavior, ethics and the legal aspects of health care.

The program includes 140 hours of classroom lecture and hands-on labs, and a clinical externship opportunity at a local health care 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.

COURSE CONTACT HOURS: 140 hours + clinical externship
CLINICAL EXTERNSHIP HOURS: 160 hours
TUITION: $2,599 (textbooks included)

CLASS SCHEDULE:
Spring: Mondays and Wednesdays | March 7-June 13, 2016 | 6-9:30 p.m.
Saturdays | 3/19, 4/2, 4/16, 4/30, 5/14 and 6/4 | 9 a.m.-4:30 p.m.
Summer: Mondays and Wednesdays | June 6-September 14, 2016 | 6-9:30 p.m.
Saturdays | 6/18, 7/9, 7/23, 8/6, 8/20 and 9/10 | 9 a.m.-4:30 p.m.
MEDICAL BILLING AND CODING PROGRAM

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, manually file claims (using the CPT and ICD-10 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-10 (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-10 and HCPCS). After obtaining the practical work experience (six months to two 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.

CLASS SCHEDULE: Saturdays | March 12-May 14, 2016 | 9 a.m.-3 p.m.
COURSE CONTACT HOURS: 80 hours
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. The 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. The program is intended to provide students with a well-rounded introduction to medical administration in order to 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.

COURSE CONTACT HOURS: 50 hours
TUITION: $999 (textbooks included)

CLASS SCHEDULE:
Spring: Tuesdays and Thursdays | March 15-May 3, 2016 | 6-9:30 p.m.
Summer: Tuesdays and Thursdays | June 14-August 2, 2016 | 6-9:30 p.m.

ONLINE | HOME HEALTH CARE AIDE

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, elder care, 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.

DATES: Call for details. Classes held Mondays and Wednesdays
TUITION: $1,499

PHARMACY TECHNICIAN PROGRAM

This comprehensive 80-hour program will prepare students to work as a pharmacy technician in retail or another 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,” IV 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.

COURSE CONTACT HOURS: 80 hours
TUITION: $1,499 (textbooks included)

CLASS SCHEDULE:
Spring: Tuesdays and Thursdays | March 8-May 12, 2016 | 5:30-9:30 p.m.
Summer: Tuesdays and Thursdays | June 7-August 11, 2016 | 5:30-9:30 p.m.
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.

CLASS SCHEDULE: Mondays | February 1 - April 18, 2016 OR August 15-October 24, 2016 | 5:30-8:30 p.m. (instructor-led)
TUITION: $1,599 | DSU students will receive a discount.

ONLINE COURSES

HEALTH ED | healthedtoday.com
Includes topics: Pharmacy Technician | Dental Assisting | Medical Billing & Coding | Clinical Medical Assistant

THE CENTER FOR LEGAL STUDIES | legalstudies.com/locations.asp?state=DE#map
Includes topics: Paralegal | Legal Investigator | SAT Prep

TECHNOLOGY ED | technologyed.org/desu
Includes topics: Business Administration | Technology Certifications | Science and Engineering Courses | Live Webinars (on-demand)

PROJECT MANAGEMENT | International Institute of Learning Inc. | iil.com/dsu

UGOTCLASS ONLINE CERTIFICATES AND COURSES
“Skills for the 21st Century” | yougotclass.org/catalog.cfm/Delawarestate
FINANCES

2016 MONEY MAKEOVER MISSION SERIES

The 2016 Money Makeover Basics Boot Camp is designed to help you take control of your finances, covering topics such as budgeting, credit, savings, goal setting and much more. Classes may be taken individually or as a series.

BONUS: If you register for the series, you will get $25 off and you can bring a friend to one class for free.

Session 1 – YOUR VISION, YOUR MISSION
Start the new year off by learning how to create your 2016 vision board to help you keep your goals in sight and prioritized.
DATE: Saturday, January 16, 2016 | 10-11 a.m.

Session 2 – THE BUDGETING MISSION
Budgeting does not come with a one-size-fits-all option. Let us help you find the best way to budget for your household. We will discuss the how, what, why and when of budgeting. You will leave with a clearer vision of where your hard-earned money is going.
DATE: Saturday, January 30, 2016 | 10-11 a.m.

Session 3 – THE CREDIT MISSION
In America, having good credit is no longer a luxury; it has become a necessity. In this workshop, we will talk about how having good credit fits into your future financial plans. You will learn what makes up a credit score as well as how to restore and/or establish credit.
DATE: Saturday, February 13, 2016 | 10-11 a.m.

Session 4 – THE FINANCIAL AID/STUDENT LOAN REPAYMENT MISSION
Are student loans holding you back from achieving your financial plans? Have you been wanting to go back to school and are not sure where the money will come from? Do you have a child in high school and are not sure how financial aid works? This workshop will provide you with the basics of financial aid and student loans.
DATE: Saturday, February 27, 2016 | 10-11 a.m.

Session 5 – CREATING YOUR 2016 FINANCIAL ACTION PLAN MISSION
This class will cover how to create your 2016 financial action plan. We will review everything we have talked about during sessions 1-4 and put it all together, as well as discuss future topics and how to continue to be motivated in achieving your financial goals.
DATE: Saturday, March 12, 2016 | 10-11 a.m.

COUPONING BY CRYSTAL

This workshop is an opportunity for you 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? The goal for this course is for you to leave feeling like an expert!

Learn how to save money you already have and drastically cut your budget on shopping expenses. 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?

CLASS SCHEDULE: Saturday, February 6, OR June 4, 2016 | 10 a.m.-12 p.m.
WORKSHOP FEE: $25 (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.

CLASS SCHEDULE: Thursday, February 18, OR June 2, 2016, 6-9 p.m.
WORKSHOP FEE: $89 (one-day session)

SOCIAL MEDIA “MAKING CONNECTIONS” (FOR ALL AGES)

Do you want to learn how to text, tweet, blog, send and receive photos electronically, or 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 and video clips, and how to communicate with others using these media.

CLASS SCHEDULE: Saturday, March 12, OR May 28, 2016 | 9 a.m.-12 p.m.
WORKSHOP FEE: $40 (one-day session)
BENEFITS OF NONPROFIT MANAGEMENT

Managers in nonprofit organizations often have a plethora of responsibilities, including chief executive, marketer, fundraiser, grant writer and more. As a result, management within the nonprofit sector requires a combination of skills, passion and innovation to move through today's nonprofit arena. This course will aid in demonstrating one's ability to solve problems, contribute ideas and offer solutions. If you are interested in learning more about the fundamentals of nonprofit management, please contact us.

MORE INFORMATION: 302.857.6822 | sellis@desu.edu

CERTIFIED ADMINISTRATIVE PROFESSIONAL (CAP-OM)

In this class, students will 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 — Understand the various forms, importance and applications of written communications.  
3) Managerial Communications — Learn the key ingredient in all management functions.  
4) Professional Protocols — Learn business etiquette and protocols.  
5) Economics and Financial Application — Discover the way business is influenced by world economics and politics.

CLASS SCHEDULE: Tuesdays | January 12-March 1, 2016, OR June 21-August 16, 2016 | 5:30-8:30 p.m.
CAP-OM BOOT CAMPS: Saturday, March 5, 2016 (included)
TEST DATES: March 7-12 and September 6-10, 2016

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. It will cover all pertinent materials and information needed to assist students in successfully completing 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

ENTREPRENEURSHIP

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. Many people come up with great ideas, but very few attempt to act upon them. 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.

CLASS SCHEDULE: Wednesdays | February 10–April 6, 2016 | 6-9 p.m.
MORE INFORMATION: Call for details

PROJECT MANAGEMENT I: FUNDAMENTALS

This course is Part I of a three-part series of Project Management courses. All project management preparation topics 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. The workshop includes five days of instruction, workshop reference material, a project management certificate, a PMP study kit and inclusive boot camps before the exam.

CLASS SCHEDULE: Wednesdays | January 13-March 2, 2016, OR May 11-June 29, 2016 | 5:30-8:30 p.m.
TUITION: $1,899
**GED TEST**

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. The class is also appropriate for students interested in improving their basic skills before entering credit classes.

**PREREQUISITE:** Placement by assessment  
**CLASS SCHEDULE:** Tuesdays and Thursdays | January 26, 2016–March 3, 2016 | 5:30–8:30 p.m. (instructor-led)  
**TUITION:** $265 (includes all materials)

**GRE TEST**

The GRE exam prep course is designed to provide students with complete preparation for the 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 six-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:** Rolling registration | Call for details  
**CLASS SCHEDULE:** Mondays | 5:30–8:30 p.m.  
**TUITION:** $250  
*Ask about the DSU student discount

**PRAXIS I**

The Praxis I is used for licensure as well as to qualify candidates for entry into 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  
**CLASS SCHEDULE:** Mondays | 6–8 p.m. (instructor-led)  
**TUITION:** $80

**SAT TEST**

This course prepares students for all question types on the SAT test. 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.

**CLASS SCHEDULE:** Tuesdays and Thursdays | January 19–March 10, 2016 | 5:30–8:30 p.m. (instructor-led)  
**TUITION:** $150  
**TEST DATE:** February 6, 2016

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**LSAT TEST**

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 students with the LSAT exam and its format, and assist them in performing at their maximum potential. The course will introduce test-taking strategies that students can employ both in studying for the exam and in taking the actual test. The instructor and the students will dissect each section of the LSAT during each class. Students will take practice exams to determine performance improvement.

**DATES:** Rolling registration | Call for details  
**CLASS SCHEDULE:** Tuesdays | 5:30 p.m.–8:30 p.m. (instructor-led)  
**TUITION:** $325
After preparing for your test with the Office of Adult & Continuing Education and Summer Programs, you may wish to take advantage of professional testing services on campus. The mission of University College Testing Services and Programs is to assist Delaware State University students and the surrounding community in assessing their knowledge, skills and abilities as they relate to higher and continuing education by providing a variety of local and national testing opportunities. This is accomplished through the use of written and computer-adapted assessment and testing instruments.

**TESTing SERVICES Offered**

- College Level Examination Program (CLEP)
- New Student(s) & Transfer Placement Testing (Accuplacer)
- Graduate Admission Testing (LSAT, MCAT, GRE, MAT)
- National Board for Certified Counselors (NBCC)
- FAA/FCC
- ACT
- Microsoft Office Specialist/Applications Certifications
- Certified Professional Secretary/Certified Administrative Professional (CPS/CAP)
- Epic
- Prometric
- Crane Institute Certification (CIC)
- 4ROI
- Pearsonvue
- Pharmacy Technician/Real Estate Certification
- Maritime (U.S. Coast Guard)
- Test of English as a Foreign Language (TOEFL)
- Online Course Evaluation
- Teacher Certification Tests (PRAXIS I, PRAXIS II, PPST)
- CASTLE
- GED
- DANTES (DSST)
- Kryterion
- Certiport
- ESCO Group
- Prov
- PAN
- Comira
- MPRE
- Courtesy Testing for Other Universities
- State of Delaware Certification Testing (Laser Grade)

* No administrative fee for Delaware Air/Army National Guard for CLEP or DANTES (DSST) effective until December 2016.

**TESTing Administration Days |** Tuesday, Wednesday and Thursday from 8 a.m. to 5 p.m., by appointment.

**Director’s Note**

Delaware State University’s University College Testing Services and Programs emphasizes quality in all aspects of its operational processes and is committed to strive for excellence. The ultimate goal for the office is to be the very best it can be as a premium testing location in the state of Delaware. University College Testing Services and Programs subscribes to the testing guidelines, standards and procedures of the National College Testing Association and is a part of the Consortium of College Testing Centers. Our office serves as the NCTA Liaison for Delaware.

**How to Contact Us |** PHONE: 302.857.6144 | FAX: 302.857.6142 | EMAIL: testing@desu.edu
OFFICE OF ADULT & CONTINUING EDUCATION AND SUMMER PROGRAMS

Delaware State University
Maurice Thomasson Building
1200 North DuPont Highway
Dover, Delaware 19901

302.857.6820
302.857.6823 (fax)

desu.edu/ace

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