COURSE GUIDE 2022

Delaware State University

Adult and Continuing Education
Workforce Development

Computer Technology | Health Care | Online Career Trades | Professional & Business Development

Career training and enrichment for your future
MESSAGE FROM THE DEAN

I am more than pleased to share the 2022 Course Guide that includes information about our Adult and Continuing Education and Summer Programs offered by Delaware State University. As you will see from the enclosed pages, the Office of Adult and Continuing Education provides quality training and educational opportunities for high school scholars, graduate and undergraduate students, adult learners, senior citizens and those also seeking intellectual enrichment, skill development, and personal fulfillment.

Gone are days when lifelong learning was an option and/or a hardship. Today, those that thrive and succeed in the workplace are those who take learning deliberately enough to develop an expertise and engage in extraordinary learning experiences that provide a roadmap to success. Today, those that thrive in life are those who ignite their sense of wonder and excitement by learning new, unexamined avenues of knowledge and accomplishment. The course and certification offerings listed in the pages of this guide will enrich the lives and careers of participants for the 21st century. All of our offerings take into account a variety of life’s circumstances that involve juggling many of life’s demands including work, school, family, social, and civic commitments. As a result, you will find courses offered throughout the state, in classrooms, online and in some combination of learning formats.

No matter what your current relationship is with Delaware State University, we expect that in these pages you will find something that will draw you closer and engage you in a process of skill development, learning and self-enrichment.

Please connect with us on our website, in person, by phone or on social media. We would love to make you a part of our ongoing success story.

I extend my best wishes for your success in all that you choose to pursue.

Patrice Gilliam Johnson
Patrice Gilliam-Johnson, Ph.D.
Dean
School of Graduate, Adult and Continuing Education
3931 Kirkwood Highway, Wilmington, DE 19808 | desu.edu

WHAT WE CAN DO:
The Office of Testing Services & Adult and Continuing Education offers life-long learning opportunities customized training, non-credit programs (certificate and certifications), training workshops and seminars in face to face and/or on-line format. ACE outreach efforts are statewide, available to the public, and are accomplished through customized learning activities for corporate, international, professional development and personal enrichment. All ACE programming is designed to adapt to changing technological and workforce development needs through careful assessment and strategic planning.

Our customized employee training and professional development programs/workshops are developed to fit your needs to improve job retention and build upon the success of your company.

MISSION:
The mission of the Office of Adult and Continuing Education is to attract, enroll, and serve adult learners and their families in Delaware and the region, who are seeking educational opportunities for workforce training, professional development, and recertification.

PURPOSE:
We are a hub for your professional and workforce development and personal enrichment to achieve your family’s life-long learning goals.
MILITARY
MyCAA
The Military Spouse Career Advancement Accounts Program (MyCAA) is a career development and employment assistance program sponsored by the Department of Defense (DoD) Spouse Education and Career Opportunities (SECO) program.

G.I. BILL
Receive up to 36 months of entitlement under the Post 9/11 GI Bill. You will be eligible for benefits for 15 years from your last period of active duty of at least 90 consecutive days.

DEPARTMENT OF LABOR / STATE & FEDERAL FUNDING:
STATE VOCATIONAL REHABILITATION SERVICES PROGRAM
This program provides grants to assist States in operating statewide vocational rehabilitation (VR) programs, each of which is an integral part of a statewide workforce development system.

BLUE COLLAR TRAINING PROGRAM
The Blue-Collar Training Program provides funding to help Delaware employers offer customized training programs to upgrade and retrain their employees and provide financial assistance to full-time employees. The overall administration of this fund is handled by the Delaware Economic Development Office (DEDO).

WIOA
WIOA stands for Workforce Investment Act and provides federal funds for employment and training assistance. WIOA services help people improve their opportunities for getting a job, increase their wages, and provides money for job skills training.

SEEDS+ SCHOLARSHIP PROGRAM
SEEDS+ Scholarship program has been expanded to include funding for workforce training programs. This program is open to all Delawareans meeting the eligibility requirements outlined by the State of Delaware.

SENIOR ADULT LEARNING OPPORTUNITIES
Adult learners over 62 are eligible for credit courses that are connected as well as certification courses leading as certification.

SALLIE MAE CONTINUING EDUCATION GRANTS/LOANS
www/salliemae/continuing education

Pictured (l to r) are: Dr. Darren D. Blackston, Executive Director, Adult & Continuing Education, Workforce Development, and Training, Assessment, and the Connected Degree Program; Ms. Theresa Rann, Employability Coach, Office of Adult & Continuing Education, Workforce Development and Training; Mr. Henry Clark, Jr., Associate Director of Proctoring, Office of Assessment Services; and Mr. William Harriford, Associate Director of Assessment Services, Office of Assessment Services.
Photos by Bernard W. Carr
Students must have a high school diploma or GED and have successfully completed CompTIA’s A+ training or have 24 month’s experience of networking support or IT Administration. Students who complete this program will be prepared to sit for the CompTIA Security + Certification (Exam SY0-501) and CompTIA Network+ Certification (Exam N10-007).

**STUDENT REQUIREMENTS:** Students must have a high school diploma or GED and have successfully completed CompTIA’s A+ training or have 24 month’s experience of networking support or IT Administration.

**LOCATION:** DSU Supported Online Learning | **COST:** $3,999.00 | **BEGINNING:** Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

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### COMPUTER SECURITY TECHNICIAN (COMP TIA SECURITY+ AND NETWORK+)

**CERTIFICATION PROGRAM**

The Computer Security Technician program is designed to prepare students to function as computer professionals in multiple technical, business and healthcare settings. SEC+ technicians serve many technical support and IT operation roles with job titles such as Systems Administrator, Security Administrator, Junior IT/Auditor, Penetration Tester, Security Consultant as well as Network Field Technician, Help Desk Technician and Network Support Specialist.

This program prepares students to support the IT infrastructure through installing and configuring systems to secure applications, networks, and devices as well as perform threat analysis and respond with appropriate mitigation techniques. It prepares students to learn to manage, maintain, troubleshoot, install operate and configure basic network infrastructure.

Students who complete this program will be prepared to sit for the CompTIA Security + Certification (Exam SY0-501) and CompTIA Network+ Certification (Exam N10-007).

**STUDENT REQUIREMENTS:** Students must have a high school diploma or GED and have successfully completed CompTIA’s A+ training or have 24 month’s experience of networking support or IT Administration.

**LOCATION:** DSU Supported Online Learning | **COST:** $3,999.00 | **BEGINNING:** Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

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### COMPUTER SUPPORT SPECIALIST (COMP TIA A+ AND NETWORK+)

**CERTIFICATION PROGRAM**

The Computer Support Specialist program is designed to prepare students to function as computer professionals in multiple technical, business, and healthcare settings. Computer technicians serve many technical support and IT operation roles with job titles such as Support Specialist, Field Service Technician, Desktop Support Analyst, and Help Desk Tier 2 Support. Net+ technicians

The purpose of this program is to prepare students to support computer users by configuring, troubleshooting, managing wired and wireless networks and problem-solve computer issues, and connect users to the data they need to do their job regardless of the devices being used. This program will support the IT infrastructure through installing and configuring systems to secure applications, networks and devices as well as perform threat analysis and respond with appropriate mitigation techniques.

Students who complete this comprehensive course will be prepared to sit for the CompTIA’s A+ Certification Exams Core 1 (Exam 220-1001) and Core 2 (Exam 220-1002) as well as CompTIA’s Network + Exam (Exam N10-007).

**STUDENT REQUIREMENTS:** Students must have a high school diploma or GED

**LOCATION:** DSU Supported Online Learning | **COST:** $3,999.00 | **BEGINNING:** Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

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### COURSE NAME

- Computer Security Technician
  - (COMPTIA Security+ and Network+)
  - Certification Program
  - CORE: CompTIA Security +Certification (Exam SY0-501)
  - CompTIA Network+ Certification (Exam N10-007)

- Computer Support Specialist
  - (COMPTIA A+ and Network+)
  - Certification Program
  - CORE: CompTIA’s A+ Certification Exams Core 1 (Exam 220-1001) and Core 2 (Exam 220-1002) CompTIA’s Network + Exam (Exam N10-007)

- Adobe Design Suite
  - Certification Program
  - CORE: Adobe Certified Professional in Visual Design using Adobe Photoshop
  - Adobe Certified Professional in Graphic Design and Illustration using Adobe Illustrator
  - Adobe Certified Professional in Print & Digital Media Publication using Adobe InDesign

- Cloud Database Administrator for Microsoft Azure
  - Certification Program
  - CORE: Microsoft Azure Certified
  - Microsoft Azure Administrator
  - Microsoft Certified: Azure Solutions Architect Expert

- AWS SysOps Administrator Associate
  - Certification Program
  - CORE: Amazon Web Services (AWS) Certified SysOps Administrator - Associate

- Agile Certified Practitioner
  - Certification Program
  - CORE: Project Management Institute (PMI) eligibility requirements would be prepared to sit for the PMI-Agile Certified Practitioner (PMI-ACP) Exam

- Certified Ethical Hacker
  - Certification Program
  - CORE: Certified Ethical Hacker (CEH) v 10 certification

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### BEHAVIORAL SKILLS AND COMPETENCIES

- Accountability in the Workforce
- Problem Solving
- Action Oriented/Attention to Detail
- Emotional Intelligence at Work
- Decision Quality

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### GENERAL INFORMATION

- Students may receive a full tuition refund if requested in writing to ace@desu.edu within 7 business days of the start date of course. The $35.00 registration fee is not refundable.
- Externships - all students participating in ACE courses will receive an opportunity to participate in an externship. This in not a requirement for completion of the course, but recommended and discussed with the student.
- Price Changes - prices in the course guide are subject to change and will be confirmed upon enrollment.
Students must have a high school diploma or GED

Flexible Registration

$3,999.00

DSU Supported Online Learning

Learners will demonstrate skills in HTML forms, validating HTML codes, using CSS and more! Learners will gain expertise in applying CSS and the latest versions; designing web pages to industry standards, considering copyright and ethical issues when creating web pages, and more. Learners will demonstrate skills in HTML forms, validating HTML codes, using CSS and more!

STUDENT REQUIREMENTS: Students must have a high school diploma or GED

LOCATION: DSU Supported Online Learning | COST: $3,999.00 | BEGINNING: Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

FRONT-END WEB DESIGN & DEVELOPMENT PROGRAM

Gain hands-on expertise in ICT Web Design Essentials certification exam with ICT Web Design Essentials course. This program starts with the fundamentals of designing websites and provides the knowledge to demonstrate web page design principles, plan the design and development of an effective website, create web pages using basic HTML code and authoring tools, use collaborative web technologies in a web development or research project, and prepare web pages for publication.

This program introduces learners to various technologies available to enhance a user’s web experience; and design and color principles for web pages. Learners will gain expertise in applying CSS and the latest versions; designing web pages to industry standards, considering copyright and ethical issues when creating web pages, and more. Learners will demonstrate skills in HTML forms, validating HTML codes, using CSS and more!

STUDENT REQUIREMENTS: Students must have a high school diploma or GED

LOCATION: DSU Supported Online Learning | COST: $3,999.00 | BEGINNING: Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

CODING AND WEB DESIGN

Gain the skills and hands-on experience necessary for visual design using Adobe Photoshop, graphic design using Adobe Illustrator, and print and digital media publication using Adobe InDesign. With this program, learners will discover the endless creative possibilities and design tools in these essential Adobe applications. Whether in graphic design, visual media or other related field, the need for learners who can use these applications regularly to accomplish creative and business tasks is endless. Applications for marketing, web design and development, print media and other digital arts are as boundless as they are exciting.

This program takes learners through the ins and outs of these 3 essential Adobe applications to ensure a professional level of proficiency in all 3 applications. Learners will gain the skills and expertise necessary to navigate each application, perform simple and complex functions, automate various items and understand how to put these tools to use for themselves, colleagues or clients.

Students who complete this comprehensive course will be prepared to sit for the

• Adobe Certified Professional in Visual Design using Adobe Photoshop
• Adobe Certified Professional in Graphic Design and Illustration using Adobe Illustrator
• Adobe Certified Professional in Print & Digital Media Publication using Adobe InDesign

STUDENT REQUIREMENTS: Students must have a high school diploma or GED

LOCATION: DSU Supported Online Learning | COST: $3,999.00 | BEGINNING: Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

CLOUD DATABASE ADMINISTRATOR FOR MICROSOFT AZURE CERTIFICATION PROGRAM

This program provides an in-depth understanding of networking, storage, compute, application support and development in cloud environments with a specific focus on Microsoft Azure. In this course, learners will discover the ins and outs of cloud concepts, Azure services, Azure workloads, security and privacy in Azure, as well as Azure pricing and support. Core solutions and management tools on Azure, general security and network security features, identity, governance, privacy, and compliance features, and Azure cost management and Service Level Agreements are further explored.

Learners will explore common tasks and concepts that an administrator needs to understand to deploy and manage infrastructure in Microsoft Azure. The Administrator functions for cloud database structures include managing Azure AD objects (users, groups, and devices), Azure AD join and self-service password reset. It also covers role-based access control, tagging, subscription level policies, and resource organization using resource groups, subscription, and management groups.

Finally, learners will gain an understanding of the skills and knowledge required for implementing and monitoring an Azure infrastructure, managing security solutions, implementing solutions for apps, implementing and managing data platforms. Learners will understand Azure capability in networking, virtualization, identity, security, business continuity, disaster recovery, data platform and budgeting.

Students who complete this program will be prepared to sit for the following National Certifications:

• Microsoft Azure Certified
• Microsoft Azure Administrator
• Microsoft Certified: Azure Solutions Architect Expert

STUDENT REQUIREMENTS: Students must have a high school diploma or GED

LOCATION: DSU Supported Online Learning | COST: $3,999.00 | BEGINNING: Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

AWS SysOps Administrator Associate Certification Program

This comprehensive program starts with foundational instruction on Amazon Web Services (AWS) you’ll learn using online, cloud-based labs. This program covers architecture systems and skills to solve technical problems using the latest cloud computing technologies. Learners will identify key AWS storage options, Amazon EBS, Amazon S3 bucket creation, and sample code and libraries along with computing and networking services using Amazon EBS and EC2 instances.

The AWS Certified SysOps Administrator Associate certification validates a candidate’s skills required to provision, operate, and maintain systems running on AWS. With this certification, a candidate can identify and gather requirements to create a solution built and operated on AWS, and provide AWS operations, deployment guidance, and recommend best practices throughout the lifecycle of a project. No programming knowledge or prior AWS experience is required to take the exam.

Students who complete this program will be prepared to sit for the Amazon Web Services (AWS) Certified SysOps Administrator - Associate

STUDENT REQUIREMENTS: Students must have a high school diploma or GED

LOCATION: DSU Supported Online Learning | COST: $3,999.00 | BEGINNING: Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.
AGILE CERTIFIED PRACTITIONER CERTIFICATION PROGRAM
Ideally suited for those involved with a development project, Agile skills ensure professionals have the tools to improve project & performance through earlier visibility. Best suited to those looking to improve their project management expertise through scrum master certification. Scrum is a horizontal framework, all departments and levels can benefit from it and all will need training on these ideas in order to successfully transition a company. While the most popular market is in the software industry, there are other industries that benefit greatly from this methodology: manufacturing, research and development, service industries like healthcare and education, and even promoting.

The Agile Certified Practitioner Program offers a comprehensive study of materials that will help learners to fully understand the concepts of Agile and Scrum. This course begins with an introduction to the core philosophy of Agile and the basic structure of an Agile project, as well as best practices for integrating Agile methods into Waterfall environments, and the principles of Scrum, one of several specialized Agile methods. With examples from Fortune 1000 companies and other common practice tips, the course will apply to those in the IT business, manufacturing, construction, healthcare, education, and even to stay-at-home moms.

Students who complete this comprehensive course and meet Project Management Institute (PMI) eligibility requirements would be prepared to sit for the PMI-Agile Certified Practitioner (PMI-ACP®) Exam

STUDENT REQUIREMENTS: Students must have a high school diploma or GED
LOCATION: DSU Supported Online Learning | COST: $3,999.00 | BEGINNING: Flexible Registration
This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

CERTIFIED ETHICAL HACKER CERTIFICATION PROGRAM
With the onset and proliferation of technical security breaches across the country, major corporations, organizations, small businesses and even individuals are at risk of data breaches and exploitation by bad actors. The need for technicians with the skills to systematically penetrate organizations’ systems in order to expose any potential risk is greater than ever.

In this program, learners will gain the skills necessary to systematically inspect an organization’s network and system infrastructures to locate vulnerabilities that malicious hackers could exploit. Upon assessing the system’s security to determine if unauthorized access is possible, learners will develop skills to close those security breaches. This comprehensive program covers the CEH v10 exam objectives through online didactic instruction and labs that thoroughly teach the principles of ethical hacking.

STUDENT REQUIREMENTS: Students must have a high school diploma or GED
LOCATION: DSU Supported Online Learning | COST: $3,999.00 | BEGINNING: Flexible Registration
This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

<table>
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<tr>
<th>COURSE NAME</th>
<th>CERTIFICATION</th>
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| Business Management Professional | • National Workforce Career Association (NWCA)
• Business Management (B-MGMT). |
| Paralegal Professional | • National Workforce Career Association (NWCA)
• Paralegal Professional (L-PARA) Certification. |
| Project Management Professional with PMI/PMF Exam Prep | • Project Management Institute (PMI) ensure students are best apt to guide their staff through this challenging process. |
| Entrepreneur Specialist | • National Workforce Career Association (NWCA)
• Entrepreneurship (B-ENTPR) |
| Professional Bookkeeping w/QuickBooks | • National Association of Certified Professional Bookkeepers (NACPB) Bookkeeper Certification Exam and Intuit QuickBooks Certified User® Exam. |
| Associate Professional in Human Resources Certification Program with Externship | • Human Resources Certification Institution. |

BEHAVIORAL SKILLS AND COMPETENCIES
• Accountability in the Workforce
• Emotional Intelligence at Work
• Customer Focus
• Interpersonal Skills/Communication Skills
BUSINESS MANAGEMENT PROFESSIONAL CERTIFICATION PROGRAM

Leading a team of colleagues or managing your own staff requires a set of leadership skills that are often few and far between in today’s business culture. Understanding the personalities working for you and with you, while also maneuvering to get the most out of the different skill sets and personalities on your staff is essential to effective leadership and productive management. This collection of skills and knowledge will ensure students understand the delicate balance of leadership, motivation, delegation and authority while fostering an environment of encouragement and teamwork. From business communication and basic supervision to the fundamentals of leadership and project management, this program ensures students will emerge with the confidence to make the tough decisions managers are faced with every day coupled with a comprehensive understanding of what it takes to be a true leader.

Students who successfully complete this program will be prepared to sit for National Workforce Career Association (NWCA) Business Management (B-MGMT).

LOCATION: DSU Supported Online Learning | COST: $3999.00 | BEGINNING: Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

PARALEGAL PROFESSIONAL CERTIFICATION PROGRAM

This program offers an in-depth view of the role paralegals play within the American legal system. Examining the myriad of skills used by paralegals everyday alongside the typical legal working environment, students will explore the common areas of law, the various ethical considerations that may arise as well as of the sources of law they’ll reference every day. Students will be offered an overview of traditional state and federal courts as well as the implications and uses for alternative dispute resolution. This program also provides students with a comprehensive understanding of professional responsibility in the legal field and how these laws apply to paralegals.

Students who complete this program will be prepared to sit for the National Workforce Career Association (NWCA) Paralegal Professional (L-PARA) Certification.

LOCATION: DSU Supported Online Learning | COST: $3999.00 | BEGINNING: Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

PROJECT MANAGEMENT PROFESSIONAL WITH PMI PMP EXAM

This PMP course provides lessons, experience and the tools that are needed for planning and controlling projects and understanding interpersonal issues that drive successful project outcomes. With primary focus on the PMI framework, project lifecycle and monitoring and control techniques and processes, Students will apply project initiation tools and techniques to develop a project charter, develop flexible and practical project management tools while defining project parameters, matrix management challenges, and evaluate the role of project manager. Valuable programs like the Project Management Professional (PMP) from the Project Management Institute (PMI) ensure students are best apt to guide their staff through this challenging process.

Students who complete this program will be prepared to sit for the PMI PMP national certification exams.

LOCATION: DSU Supported Online Learning | COST: $3999.00 | BEGINNING: Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

ENTREPRENEUR SPECIALIST CERTIFICATION PROGRAM

Entrepreneurs are the lifeblood of American business, turning great ideas and services into successful businesses every day. But starting a business and growing it to a successful enterprise requires more than just a good idea—owning your own business requires an adaptive, flexible and well-rounded skill-set that will ensure you’re prepared to navigate through a multitude of business issues. This program pulls together all of the education and skills necessary for success in starting your own business or cultivating that entrepreneurial spirit necessary to start a new division in your current role working for another company.

Students who successfully complete this course will be prepared to sit for the National Workforce Career Association (NWCA) Entrepreneurship (B-ENTPR)

LOCATION: DSU Supported Online Learning | COST: $3799.00 | BEGINNING: Flexible

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

PROFESSIONAL BOOKKEEPING WITH QUICKBOOKS CERTIFICATION PROGRAM

This program takes students through the ins and outs of baseline accounting principles, bookkeeping and overall record keeping relative to successful small business accounting. With a comprehensive understanding of accounting, this program ensures students can not only keep accurate books, but understand why and how these records are kept, as well as how these processes and procedures might be improved. A full study of QuickBooks® will ensure that students can operate successfully within the most widely-used accounting software application and provide associated accounting professionals with the files necessary for tax preparation and/or support their efforts in tax or audit situations.

Students who successfully complete this course will be prepared to sit for the National Association of Certified Professional Bookkeepers (NACPB) Bookkeeper Certification Exam and Intuit QuickBooks Certified User® Exam.

LOCATION: DSU Supported Online Learning | COST: $3799.00 | BEGINNING: Flexible

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.
Administrative Assistant with Bookkeeping and QuickBooks Certification Program

This program takes students through the ins and outs of day-to-day office functions as well as the essential knowledge of bookkeeping and overall record keeping relative to successful small business operations. Additionally, this course takes students through all accounting principles and bookkeeping necessities so that they cannot only keep accurate books, but understand why and how these records are kept, as well as how these processes and procedures might be improved. A full study of QuickBooks® will ensure that students can operate successfully within the most widely used accounting software application.

Students who successfully complete this course will be prepared to sit for the National Association of Certified Professional Bookkeepers (NACPB) Bookkeeper Certification Exam, National Career Certification Board (NCCB) Certified Administrative Assistant (CAA) Exam, Intuit QuickBooks Certified User® Exam, and Microsoft Office Specialist (MOS) Certification Exam.

Location: DSU Supported Online Learning | Cost: $3,999.00 | Beginning: Flexible Registration

This comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

Associate Professional in Human Resources Certification Program with Externship

Formerly known as Personnel, Human Resources (HR) departments are fast becoming a significant player in organizations across the country. Previously, these divisions handled mainly administrative functions like managing employee benefits, recruiting, interviewing and hiring new staff as directed by management. Today’s HR professionals, on the other hand, are increasingly involved in company initiatives and strategic planning. With this evolving role, HR departments are now able to offer unprecedented opportunities for those entering the field. According to the Bureau of Labor Statistics, the number of HR professions in the U.S. will rise faster than the national average over the next 10 years, making this a great focus for students looking to enter the business world.

The Associate Professional in Human Resources Program introduces human resources (HR) functions and related elements and activities to students wishing to enter a career in this field or anyone who runs or may start a business of their own. This program will outline for students the roles and responsibilities of members of a typical HR department, educating the staff that make up a particular firm in various corporate policies, rules and/or procedures as well as how their individual role will include HR-related activities, whether officially part of an HR department or not. Students will move through the evolution of HR management through to the modern functions of most HR divisions from the perspective of both management and subordinate employees.

Further, students will explore various compensation structures and gain an understanding of the importance of maintaining fair and equitable compensation and benefit programs.

Students who complete this program will be prepared to sit for Human Resources Certification Institution.

Student Requirements: Students must have a high school diploma or GED.

Location: DSU Supported Online Learning | Cost: $3,999.00 | Beginning: Flexible Registration

This comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

General Information:

- Students may receive a full tuition refund if requested in writing to ace@desu.edu within 7 business days of the start date of course. The $35.00 registration fee is not refundable.
- Externships - all students participating in ACE courses will receive an opportunity to participate in an externship. This is not a requirement for completion of the course, but recommended and discussed with the student.
- Price Changes - prices in the course guide are subject to change and will be confirmed upon enrollment.

Behavioral Skills and Competencies:

- Accountability in the Workplace
- Action Oriented
- Interpersonal Savvy/Communication Skills
- Emotional Intelligence at Work

Certificates:

- National Workforce Career Association (NWCA)
- Certified Dialysis Technician Associate (CDTA)
- American Academy of Professional Coders (AAPC)
- Certified Professional Coder Exam (CPC or CPC-H) Apprentice
- American Health Information Association (AHIMA)
- Certified Coding Associate (CCA) exam
- National Certification Board (PTCB) national technician certification exam
- National Certification Board (PTCB) national technician certification exam
- American Academy of Professional Coders (AAPC)
- Certified Professional Coder Exam (CPC or CPC-H) Apprentice
- American Health Information Association (AHIMA)
- Certified Coding Associate (CCA) exam
- NHA Certified Medical Administrative Assistant (CMAA)
- NHA Certified Medical Administrative Assistant (CMAA)
- American Society for Phlebotomy Technicians (ASPT)
- American Society for Phlebotomy Technicians (ASPT)
- American Society for Phlebotomy Technicians (ASPT)
- American Academy of Professional Coders (AAPC)
- Certified Professional Coder Exam (CPC or CPC-H) Apprentice
- American Health Information Association (AHIMA)
- Certified Coding Associate (CCA) exam
- NHA Certified Medical Administrative Assistant (CMAA)
- NHA Certified Medical Administrative Assistant (CMAA)
- American Academy of Professional Coders (AAPC)
- Certified Professional Coder Exam (CPC or CPC-H) Apprentice
- American Health Information Association (AHIMA)
- Certified Coding Associate (CCA) exam
- NHA Certified Medical Administrative Assistant (CMAA)
Flexible Registration

- Flexible Registration
  - $3950.00
  - $3000.00

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

LOCATION: DSU Supported Online Learning | COST: $3000.00 | BEGINNING: Flexible Registration

- This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

PHLEBOTOMY TECHNICIAN CERTIFICATION PROGRAM

PHLEBOTOMY TECHNICIAN CERTIFICATION PROGRAM

EKG technicians are in demand! EKG technicians work in physician’s offices, hospitals, clinics, and other healthcare facilities and organizations. EKG technicians also work for insurance companies to provide data for health and life insurance policies. Similar to other growing healthcare professions, the demand for EKG technicians is expected to continue to grow substantially.

This EKG Technician Program prepares students to perform EKG’s. This course will include information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing.

Students who successfully complete this course will be prepared to sit for the National Health Association (NHA) Certified EKG Technician Exam and ASPT Electrocardiograph (EKG) Technician exam.

LOCATION: DSU Supported Online Learning | COST: $3000.00 | BEGINNING: Flexible Registration

- This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

DIALYSIS TECHNICIAN CERTIFICATION PROGRAM

DIALYSIS TECHNICIAN CERTIFICATION PROGRAM

As kidney failure continues to be a growing national health problem, kidney disease is driving the growing demand for well-trained dialysis technicians. Dialysis technicians are employed in hospitals, outpatient clinics, and other medical facilities.

This Dialysis Technician Program provides students with the knowledge needed to perform as a dialysis technician. This program will review kidney dialysis machines, preparing dialyzer reprocessing and delivery systems, and review equipment maintenance.

Students who successfully complete the program will be prepared to sit for the National Workforce Career Association (NWCA) Certified Dialysis Technician Associate (CDTA).

LOCATION: DSU Supported Online Learning | COST: $3000.00 | BEGINNING: Flexible Registration

- This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

EKG TECHNICIAN CERTIFICATION PROGRAM WITH EXTERNSHIP

EKG TECHNICIAN CERTIFICATION PROGRAM WITH EXTERNSHIP

The phlebotomist is a vital member of the clinical laboratory team, whose main function is to obtain patient’s blood specimens by venipuncture and micro-collection for testing purposes. Phlebotomists are employed throughout the healthcare system including in hospitals, neighborhood health centers, medical group practices, HMO’s, public health facilities, and in other healthcare settings. The demand for phlebotomy technicians has increased substantially with the overall complexity of healthcare services and the risks of infectious disease.

The Phlebotomy Technician Program prepares students to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects of blood collection and will review the skills needed to perform venipunctures safely. Also includes terminology, blood collection procedures, order of draw and other engaging topics.

Students who successfully complete the program will be prepared to sit for the American Society of Phlebotomy Technicians (ASPT) Phlebotomy Technician (CPT) Exam and NHA Certified Phlebotomy Technician (CPT) Exam

LOCATION: DSU Supported Online Learning | COST: $3650.00 | BEGINNING: Flexible Registration

- This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

THE PHYSICIAN’S OFFICE ASSISTANT WITH EHRM CERTIFICATION

THE PHYSICIAN’S OFFICE ASSISTANT WITH EHRM CERTIFICATION

Medical administrative assistants primarily work in doctor’s offices, clinics, outpatient settings, hospitals, and other healthcare settings. Medical administrative assistants, medical secretaries, and medical records clerks are all positions in great demand. The growth and the complexity of the U.S. healthcare system have resulted in a substantial increase in the need for qualified medical administrative assistants.

This program covers information on the medical assisting profession, 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. Additionally, this program prepares students to understand and use electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

Students who successfully complete the program will be prepared to sit for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) Exam, National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) Exam.

LOCATION: DSU Supported Online Learning | COST: $3950.00 | BEGINNING: Flexible

- This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

PHARMACY TECHNICIAN WITH MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATION

PHARMACY TECHNICIAN WITH MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATION

This program will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCE exam. Course content includes pharmacy terminology, pharmacy calculations, reading and interpreting prescriptions and defining generic & brand name drugs. In addition, this program includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments, and medical records management.

Students who successfully complete the program will be prepared to sit for the Pharmacy Technician Certification Board’s (PTCBOC) national technician certification exam and National Healthcareer (NHA) Certified Medical Administrative Assistant (CMAA) exam.

LOCATION: DSU Supported Online Learning | COST: $3950.00 | BEGINNING: Flexible

- This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

MEDICAL BILLING & CODING CERTIFICATION

MEDICAL BILLING & CODING CERTIFICATION

Medical billing and coding is one of the fastest-growing careers in the healthcare industry today. Physician practices, hospitals, pharmacies, long-term care facilities, third-party insurance and other healthcare providers all depend on medical billing and coding professionals. This program offers the skills needed to perform complex coding and billing procedures. The course covers CPT, specialty fields, the ICD-10 for both diagnosis and procedure coding and basic claims processes for insurance reimbursements. It details proper assignment of codes and the process to file claims for reimbursement.

Students who successfully complete the program will be prepared to sit for the National Healthcareer Association (NHA) Billing and Coding Specialist Certification (CBCS) Exam, American Academy of Professional Coders (AAPC) Certified Professional Coder Exam (CPC or CPC-H Apprentice), American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam.

LOCATION: DSU Supported Online Learning | COST: $3250.00 | BEGINNING: Flexible

- This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.
**ENRICHMENT FOR THE FUTURE - HEALTH CARE**

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### CLINICAL MEDICAL ASSISTANT CERTIFICATION

This program is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including assisting with administration of medications and minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients and other related tasks. Job opportunities are prevalent with physician’s offices, clinics, and hospitals.

Instruction includes preparing patients for examination and treatment, including routine laboratory procedures and diagnostic testing, pharmacology, taking and documenting vital signs and technical aspects of phlebotomy. Students will review important topics including HIPPA, patient confidentiality and legal aspects of health care.

Students who successfully complete the program will be prepared to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT) Exam and Certified EKG Technician (CET) Exam as well as the American Society of Phlebotomy Technicians (ASPT) Phlebotomy Technician (CPT) Exam.

**LOCATION:** DSU Supported Online Learning | **COST:** $3950.00 | **BEGINNING:** Flexible

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

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### DENTAL ASSISTANT CERTIFICATION PROGRAM

This program prepares students for entry-level positions as a chair-side dental assistant. This program covers the legal aspects of dentistry and an overview of the dental office and dental assisting. Students will learn about oral anatomy, dental operatory and dental equipment as well as tooth structure, restorations, and patient information, assessment and communication skills.

Students who successfully complete the program will be prepared to sit for the Dental Assisting National Board (DANB) Radiation Health and Safety (RHS) exam and the Infection Control (ICE) exam.

**LOCATION:** DSU Supported Online Learning | **COST:** $3950.00 | **BEGINNING:** Flexible

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

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### NURSING ASSISTANT SPECIALIST CERTIFICATION PROGRAM

Nursing Assistant Specialists give patients important social and economical support and also provide vital information on patient conditions to nurses. This program is designed to provide students with the knowledge base necessary to become a Nursing Assistant Specialist including: basic medical terminology, procedures and techniques. This program provides an emphasis of care and safety of patients, effective communication, documentation of medical histories and medical files.

Students who successfully complete the program will be prepared to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) Exam.

**LOCATION:** DSU Supported Online Learning | **COST:** $3999.00 | **BEGINNING:** Flexible

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

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### PERSONAL CARE ASSISTANT CERTIFICATION PROGRAM

Personal Care Assistants primarily provide assistance to elderly, disabled, ill and mentally disabled persons who live in their own homes or in a residential care facility. The Bureau of Labor Statistics states that the Personal Care Assistant is projected to be the fastest growing occupation through 2022. This comprehensive program will ensure students are prepared to provide a variety of essential services for their clients including health care management and monitoring, assistance with activities of daily living (ADLs) ranging from bathing, dressing, eating, personal care, housekeeping and medication reminders. In addition, this program provides education on physiological, psychological and sociological changes related to aging, memory care, safety procedures and caring for individuals with special needs.

Students who successfully complete the program will be prepared to sit for the National Healthcareer Association (NHA) Certified Medical Assistant (CCMA) Exam.

**LOCATION:** DSU Supported Online Learning | **COST:** $3950.00 | **BEGINNING:** Flexible

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

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### MEDICAL BILLING & CODING WITH MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATION PROGRAM

This program covers information on the medical assisting profession, 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 prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry.

Students who successfully complete the program will be prepared to sit for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CCMA) Exam.

**LOCATION:** DSU Supported Online Learning | **COST:** $3000.00 | **BEGINNING:** Flexible

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

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### MEDICAL BILLING & CODING WITH MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATION PROGRAM

This program offers the skills needed to perform complex coding and billing procedures. The course covers CPT (Introduction, Guidelines, Evaluation and Management) specialty fields, such as surgery, radiology and laboratory, ICD-9 and ICD-10 (Introduction and Guidelines for both diagnosis and procedure coding). The program delivers the skills students need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. Additionally, this program provides students with a well-rounded introduction to medical administration that delivers the skills students require to obtain an administrative medical assistant position or advance within their current healthcare career.

Students who successfully complete the program will be prepared to sit for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CCMA), and Billing and Coding Specialist Certification (CBCS), American Academy of Professional Coders (AAPC) Certified Professional Coder Exam (CPC or CPC-H Apprentice), and American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam.

**LOCATION:** DSU Supported Online Learning | **COST:** $3950.00 | **BEGINNING:** Flexible

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.
ENRICHMENT FOR THE FUTURE - TRADES

INTRODUCTION TO BUILDING TRADES AND TECHNOLOGY CERTIFICATION
This program provides broad based training including: orientation to Building Trades, safety in Building Trades, Math and Measurement, Safety, use and care of hand and power tools, Introduction to Drawings and Plans, and Rigging Equipment and Concepts.

This program provides the foundation for advanced substantive trade classes in welding, electrical, HVAC, plumbing and other highly-technical Building Trades.

Certification: Students who complete this course will be eligible to sit for the Occupational Safety and Health Administration (OSHA) Course Completion Card for 10-hour Course.

LOCATION: DSU supported online | COST: $1350.00 | BEGINNING: Flexible Registration
COURSE CONTACT HOURS: 90 hours

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

PLUMBING TECHNICIAN CERTIFICATE PROGRAM WITH EXTERNSHIP
This program is designed to prepare students to function as entry-level plumbers and plumbing assistants in residential and commercial environments. Tasks include installing, maintaining, and repairing many different types of pipe systems. The purpose of this program is to prepare students to perform entry-level plumbing maintenance and repair tasks.

Certification: Students who complete this course will be eligible to sit for the National Workforce Career Association (NWCA) Plumbing Technician Certification (PLUMB) exam.

LOCATION: DSU Supported Online Learning | COST: $3750.00 | BEGINNING: Flexible Registration
COURSE CONTACT HOURS: 375

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

DIESEL TECHNICIAN CERTIFICATE PROGRAM
The Diesel Technician Professionals work in a variety of settings overseeing and improving the performance of modern diesel engines and commercial vehicles, as well as sophisticated heavy equipment systems with electronic functions and advanced computer controls. Employed by major trucking companies, delivery enterprises, municipal transit systems and other transportation organizations, diesel technicians serve their customers with job titles such as Diesel Service Technician, Diesel Technician and Diesel Mechanic.

This program provides students the entry level skills required to start a career in automotive repair and maintenance. The program is delivered through an intensive hands-on lab approach allowing students to concentrate on practical skills education and execution. The students will become proficient in preventative maintenance and inspections by performing procedures in electrical, brakes, transmission, rear end and brakes.

Students who complete this program will be prepared to sit for the Automotive Service Excellence (ASE) Auto Maintenance and Light Repair (G1) Certification.

STUDENT REQUIREMENTS: Students must have a high school diploma or GED

LOCATION: DSU Supported Online Learning | COST: $3999.00 | BEGINNING: Flexible Registration
This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, scheduling exam.
LEADERSHIP IN ENERGY & ENVIRONMENTAL DESIGN LEED GREEN ASSOCIATE (GA) PROGRAM WITH EXTERNSHIP

There is a growing demand for green jobs, and the green construction industry is no exception. Leadership in Energy and Environmental Design (LEED) was developed by the U.S. Green Building Council (USGBC) as a green building certification. LEED consists of rating systems for all aspects of green construction from design through maintenance worldwide.

In this program, learners will be introduced to the components of building construction. This course will examine the five types of NFPA classifications for building construction. Loads, structural components, and how fire and other emergencies impact building design and construction will be explored. The components of building systems, their effects on building design and construction, and how structures act under fire and other emergency situations will be examined as well.

Certification: Students who complete this course will be eligible to sit for the US Green Building Council (USGBC) LEED® Green Associate (GA)

LOCATION: DSU Supported Online Learning | COST: $3,500.00 | BEGINNING: Flexible Registration | COURSE CONTACT HOURS: 375

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

ELECTRICAL TECHNICIAN CERTIFICATE PROGRAM WITH CLINICAL EXTERNSHIP

Electrical technicians assemble, install, test, maintain and repair electrical wiring and equipment. They work in a variety of industries, including manufacturing industries and are responsible for installing, repairing and maintaining electrical systems and equipment. Electricians must understand state and local building codes like the National Electric Code and more to prepare for entry-level careers in this growing field.

Certification: This course is designed to prepare students to pursue the Occupational Safety and Health Administration (OSHA) Course Completion Card for 10-hour Course for Electrical.

LOCATION: DSU Supported Online Learning | COST: $3,750.00 | BEGINNING: Flexible Registration | COURSE CONTACT HOURS: 375

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

WELDING TECHNICIAN CERTIFICATE PROGRAM WITH EXTERNSHIP

Welding is a high-tech industry that can take you places all over the world. From ladders to aircraft carriers, from NASCAR to national defense, and from the laboratory to sales and repair, the varied welding industry impacts virtually every industry. This program is designed to prepare students to support industrial, transportation, oil and gas, construction and many other industries with welding skills. The work of welders includes joining pipe sections for oil and natural gas pipelines, working in numerous industrial environments, building ships, and supporting construction.

Certification: This course is designed to prepare students to pursue the American Welding Society (AWS) SENSE Certificate of Completion and the National Workforce Career Association (NWCA) Welding Technician.

LOCATION: DSU Supported Online Learning | COST: $3,999.00 | BEGINNING: Flexible Registration | COURSE CONTACT HOURS: 375

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

HVAC TECHNICIAN CERTIFICATE PROGRAM WITH EXTERNSHIP

The increasing development of heating, ventilation, and air-conditioning (HVAC) systems technology creates a number of employment opportunities in this long-standing trade. This program focuses on broad, transferable skills including an understanding of the heating, air-conditioning, refrigeration and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, health and safety, and environmental issues.

Certification: This course is designed to prepare students to pursue the Environmental Protection Agency (EPA) Section 608 Technician Certification.

LOCATION: DSU Supported Online Learning | COST: $3,750.00 | BEGINNING: Flexible Registration | COURSE CONTACT HOURS: 375

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

Please visit www.desu.edu/ace for course and program updates.

GENERAL INFORMATION:

- Students may received a full tuition refund if requested in writing to ace@desu.edu within 7 business days of the start date of course. The $35.00 registration fee is not refundable.
- Externships - all students participating in ACE courses will receive an opporuntity to participate in an externship. This in not a requirement for completion of the course, but recommended and discussed with the student.
- Price Changes - prices in the course guide are subject to change and will be confirmed upon enrollment.
Workforce Development and Employability Services
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Today and in the Future

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Contact us via phone at 302-857-6144 or by email:

ace@desu.edu
trann@desu.edu