

WORKFORCE DEVELOPMENT & EDUCATION

Continuing Education
Non-Credit Professional Development



Photo by Gregg Sadtler, Continuing Education Photography Class

Delgado
COMMUNITY COLLEGE

COURSE SCHEDULE SPRING 2012

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DELIVERING SOLUTIONS TODAY FOR THE WORKFORCE OF TOMORROW

Delgado's Workforce Development and Education offers continuing education courses at convenient neighborhood locations throughout the metro area, including but not limited to

- ❖ *City Park*
- ❖ *Covington*
- ❖ *Mandeville*
- ❖ *New Orleans East*
- ❖ *Slidell and*
- ❖ *West Bank*

Delgado's Workforce Development and Education seeks to promote personal and economic development through initiatives designed to maintain a skilled workforce and enhance the quality of life on local, regional, national and international levels.

WORKFORCE DEVELOPMENT TRAINING

- ❖ Incumbent Worker Training Programs
- ❖ Customize training for business, industry, non-profit groups and government agencies
- ❖ Educational outreach programs for the academically and economically disadvantaged
- ❖ Short-term, intensive skill courses

CONTINUING EDUCATION/NON-CREDIT COURSES

- ❖ Numerous courses are offered each year
- ❖ Personal and professional development
- ❖ Professional certification

Workforce Development and Education is recognized as a leader in workforce and continuing education throughout the New Orleans area. We understand how

to deliver the solutions needed, the service expected, and the personal attention necessary to reach positive career goals.

Workforce Development and Education offers a variety of courses which provide information for professional certification. Continuing Education Units (CEUs) are earned for all non-credit courses.

Delgado's Workforce Development and Education looks forward to serving you. We can open the door to a world of opportunities for you. Please browse through our course schedule and call us at one of these numbers (504) 671-6474, (504) 671-5496 or (504) 671-6113 for more information.

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POLICIES

REGISTRATION

All students are encouraged to register no later than five days prior to the first day of class. In an effort to better serve you, if you register by fax or mail, please contact the Non-Credit/Continuing Education office at (504) 671-6474 or 504-671-5496 to verify receipt of your information.

NOTE: You are automatically enrolled in class when you register. Once registered, you must pay your tuition or drop the class (in writing to the office). Failure to do so will result in being billed for the class even if you have not attended.

students and are required for the City Park and West Bank campuses. Fees are payable at Delgado's Bursars office. You must provide vehicle registration and proof of insurance. The Bursar's office is open Mondays, Thursdays and Fridays 8:00am to 4:30pm and Tuesdays and Wednesdays 8:00am to 6:00pm.

FEES

Fees are payable by check, money order, VISA, MasterCard, or Discover or American Express credit cards. Make checks and money orders payable to Delgado Community College. Some classes require additional fees for supplies and/or books. Instructor will inform students of cost of materials at the first class meeting.

CANCELLED CLASSES

DCC Workforce Development, Non-credit/Continuing Education, reserves the right to cancel or change the time, date or location, of a course. If a class is cancelled, every effort will be made to notify students prior to the first class meeting. Registering early will assist the office in communicating such changes or in notifying students of cancellations or postponements.

Bring your receipt to the Campus Police Office. Campus Police will issue the parking permit. Campus Security Vehicle Registration/Parking Decals are available Mondays thru Fridays 8:00am to 10:00pm. Single semester Non-Credit/Continuing Education student's parking permit is \$15. For more detailed information pertaining to DCC parking policies and procedures, click, and follow this link: <http://docushare3.dcc.edu/docushare/dsw eb/Get/Document-1900/1331-1E.doc>

REFUNDS

All refund requests must be in written form. Requests can be faxed, emailed or submitted in person. Approximately six weeks are required to process any type of non-credit refund.

BOOKS AND SUPPLIES

Books and materials may not be included in the tuition. Please refer to your scheduled course offering for specific textbook, supplies and other required course materials.

HOLIDAYS

Workforce Development classes will not be held during scheduled DCC observed holidays. Please refer to the list in the back of this publication of specific holidays and campus closures.

- ❖ 100% refund only if class is cancelled or changed by the college
- ❖ 80% refund if class is dropped at least two days prior to the first class
- ❖ Sorry, no refund after the class begins.

PARKING PERMITS

Semester parking permits are available to Non-Credit/Continuing Education

For more information, call (504) 671-6474, (504) 671-5496 or (504) 671-6113.

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SEMESTER REGISTRATION INFORMATION

CHECK WITH THE NON-CREDIT/CONTINUING OFFICE FOR CHANGES TO INDIVIDUAL COURSE'S START DATE AND REGISTRATION DEADLINE.

There are four easy ways to register:

IN-PERSON :
Bldg 2, Room 219 East City Park Campus

VIA EMAIL:
noncredit@dcc.edu

BY MAIL: See addresses below

VIA FAX: 504-671-6366

REGISTRATION FORMS MUST BE SUBMITTED NO LATER THAN FIVE DAYS PRIOR TO THE FIRST DAY OF CLASS. REGISTRATION FORMS SEMESTER COURSE SCHEDULES ARE AVAILABLE AT ALL WORKFORCE DEVELOPMENT OFFICES AND ONLINE AT [HTTP://WWW.DCC.EDU/DIVISIONS/WORKFORCE/CONTINUING_ED/](http://www.dcc.edu/divisions/workforce/continuing_ed/) CLICK ON "RESOURCES".

CITY PARK

Mon.-Thurs. 9:00 a.m.-6:00 p.m.
Fri. 9:00 a.m.-4:00 p.m.
Delgado Community College
615 City Park Avenue
Building 2, Room 219
New Orleans, LA 70119
(504) 671-6474
(504) 671-5496
(504) 671-6113
(504) 671-6366 (FAX)

***NORTHSHORE – COVINGTON**

Mon.-Fri. 9:00 a.m.-4:00 p.m.
207 E. Lockwood Street
Covington, LA 70433
(985) 893-6286
(504) 671-6600
(985) 893-6316 (FAX)

***NORTHSHORE – SLIDELL**

Mon.-Fri. 9:00 a.m.-4:00 p.m.
320 Howze Beach Road
I-10 Service Road
Slidell, LA 71461
(985) 646-6420
(504) 671-6610
(985) 646-6465 (FAX)

**FOR A LISTING OF COURSES ON THE NORTHSHORE, PLEASE CONTACT SUSAN FAHRENHOLTZ IN COVINGTON AT 504.671.6606 OR EMAIL HER AT SFAHRE@DCC.EDU*

MARITIME, FIRE AND INDUSTRIAL TRAINING FACILITY
MARINE RADAR SCHOOL

13200 Old Gentilly Road
New Orleans, LA 70129

(504) 671-6620
(504) 254-1269 (FAX)

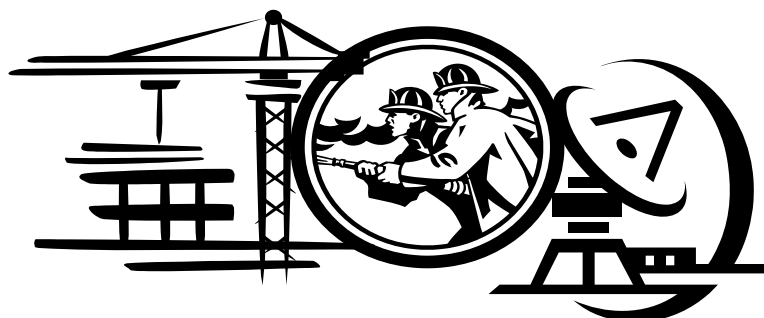
To SET UP CUSTOMIZED CORPORATE TRAINING CONTACT
Richard Heyd – 504.671.6624

Rick Schwab – 504.671.6626

Sarah Camania, Grants Manager – 504.671.6680
Regina Radosta, Site Facilitator – 504.671.6627

Kelli Rosher, Billing and Invoicing – 504.671.6681
Curt Cowan, Director/Administrative Support – 504.671.6620

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NON-CREDIT CONTINUING EDUCATION COURSES

ARTS AND DESIGN

JEWELRY DESIGNING WITH PRECIOUS METAL CLAY LEVEL I
XXAL-_____ Tuition: \$216

Tuition includes cost of materials.

8 Contact Hrs. (0.8 CEU)

This course will provide basic knowledge of techniques to create jewelry with fine silver in clay form.

Students will also learn how to properly torch fine pieces of jewelry without using a Jeweler's Kiln creating bails for pendants and stone setting.

Prerequisite: None

Instructor: Flori Landry
 Location: West Bank Bldg 2 Room 133
 4 Sessions February 7 - 16
 Sect 211 Tues/Thurs 6pm - 8pm
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JEWELRY DESIGNING WITH PRECIOUS METAL CLAY LEVEL II
XXOO042 Tuition: \$120
12 Contact Hrs. (1.2 CEU)

This course will teach students to create lenti and hollow pieces with fine silver in clay and paper form.

Course list of materials will be provided at registration and will be the responsibility of the student.

Prerequisite: Jewelry Designing with Precious Metal Clay Level 1

Instructor: Flori Landry
 Location: West Bank Bldg 2 Room 133
 4 Sessions February 28 – March 8
 Sect 211 Tues/Thurs 6pm-9pm
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JEWELRY DESIGNING WITH PRECIOUS METAL CLAY LEVEL III
XXOO043 Tuition: \$120
12 Contact Hrs. (1.2 CEU)

The course will cover techniques on ring designing and stone setting.

Course list of materials will be provided at registration and will be the responsibility of the student.

Prerequisite: Jewelry Designing with Precious Metal Clay Levels I and II

Instructor: Flori Landry
 Location: West Bank Bldg 2 Room 133
 4 Sessions March 20 - 29
 Sect 211 Tues/Thurs 6pm -9pm
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PHOTOGRAPHY I
XXBC050 Tuition: \$140
18 Contact Hrs (1.8 CEU)

The student is introduced to basic mechanical principals of the 35mm or digital camera. Students will learn basic camera operations, care and handling exposure, film selection, composition, lenses, shutter speed, aperture, and electronic flash.

Required Equipment:
 35mm or digital camera, not an automatic camera, is provided by the student.

Instructor: Luke Ducote
 Location: City Park Bldg 2 Room TBA
 6 Sessions January 23 – February 8
 Sect 101 Mon/Wed 6pm - 9pm
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PHOTOGRAPHY II
XXBC051 Tuition: \$140
18 Contact Hrs. (1.8 CEU)

Designed for the experienced photographer, this course covers such topics as portraits, fashion, nature, athletics, close-ups, still life, travel and equipment.

Required Equipment:
 35mm or digital camera, not an automatic camera, is provided by the student.

Prerequisite:
 Photography I or Proof of Proficiency Determined by Instructor

Instructor: Luke Ducote
 Location: City Park Bldg 2 Room TBA
 6 Sessions February 27 – March 14
 Sect 101 Mon/Wed 6pm-9pm
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PHOTOGRAPHY III
XXBC052 Tuition: \$140
18 Contact Hrs. (1.8 CEU)

This advanced course offers the experienced photographer additional tools for greater proficiency in portraits, fashion, nature, athletics, close-ups, still life, travel and photographic equipment.

Required Equipment:
 35mm camera or digital camera (not an automatic camera)

Prerequisite:
 Photography II or Proof of Proficiency Determined by Instructor

Instructor: Luke Ducote
 Location: City Park Bldg 2 Room TBA
 6 Sessions March 26 – April 11
 Sect 101 Mon/Wed 6pm-9pm
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BUSINESS

PRIVATE INVESTIGATOR PREPARATORY COURSE
XXAJ100 Tuition: \$350
40 Contact Hrs. (4.0 CEU)

This training course prepares one to take the State Private Investigator Exam required to apply for a private investigator license. Course and instructor approved by the Louisiana State Board of Private Investigator Examiners. *Textbook and training materials are included in the tuition.*

Topics include:
 ■ State/Federal Investigator Laws
 ■ Court Records Check
 ■ Subpoena Procedures
 ■ Computer Database Research
 ■ Video/Still Photography Techniques
 ■ Locating Witnesses and Missing Persons
 ■ Testifying Strategies

Prerequisite: Age 18+
 Instructor: Henry Bennett
 Location: City Park Bldg 2 Room 226

Sect 101 Weekends Friday – Sunday
 6 Sessions January 20 - 29
 Fri 6pm-10pm and Sat/Sun 8am – 5pm
 EXAM Sunday, January 29@3pm

Sect 102 Weekends Friday - Sunday
 6 Sessions April 20 - 29
 Fri 6pm-10pm and Sat/Sun 8am – 5pm
 EXAM Sunday, April 29@3pm
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PRIVATE INVESTIGATOR SEMINAR
XXMM406 Tuition: \$100
8 Contact Hrs. (0.8 CEU)

Each Louisiana licensed private investigator is required to complete a minimum of eight (8) hours of approved investigative educational instruction within the one-year period immediately prior to renewal in order to qualify for a renewal license.

Prerequisite:
 Louisiana Licensed Private Investigator

Instructor: Henry Bennett
 Location: City Park Bldg 2 Room TBA

One Session Saturday, January 21
 Sect 101 8am – 5pm

One Session Saturday, April 21
 Sect 102 8am – 5pm
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PROFESSIONAL TOUR GUIDING

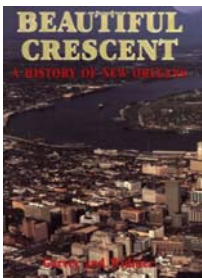
XXVV704 Tuition: \$200

45 Contact Hrs. (4.5 CEU)

This course is designed to train and prepare students for the city tour guide test. It also is a great way to gain skills in the tourism industry as well as detailed knowledge of the city of New Orleans

Suggested Reading:

Beautiful Crescent: A History of New Orleans by Joan B. Garvey, Mary Lou Widmer



Instructor:
Dr. William Norris

Location:
City Park Bldg 2
Room 221

Sect 101 Mondays 6pm - 9pm
10 Theory Sessions: January 23 – April 2
5 Field Experience Sessions: Saturdays

FIELD DATES, TIMES AND LOCATIONS TO BE DETERMINED BY INSTRUCTOR. REFER TO COURSE SYLLABUS.

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STARTING AND GROWING A BUSINESS: KEY STEPS TO ENTREPRENEURSHIP I

XXAK403 Tuition: \$180

12 Contact Hrs. (1.2 CEU)

Designed for established and prospective small business owners/employees, this course offers important details and how-to strategies involved in starting and growing your business.

In just four sessions you will learn:

- How to write a business plan summary,
- The importance of market planning and,
- Operations planning.

Instructor: Kelvin Gipson

Location: City Park Bldg 2 Room 221

4 Sessions January 25 – February 15

Sect 101 Wednesdays Only 6pm–9pm

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STARTING AND GROWING A BUSINESS: KEY STEPS TO ENTREPRENEURSHIP II

XXAK404 Tuition: \$180

12 Contact Hrs. (1.2 CEU)

Owners will build on objectives learned in level 1 with level 2 focusing on:

- Cash flow planning and,
- The importance of maintaining company records to substantiate business claims.

Prerequisite: Starting/Growing a Business:

Key Steps to Entrepreneurship Level I

Instructor: Kelvin Gipson

Location: City Park Bldg 2 Room 221

4 Sessions February 29 – March 21

Sect 101 Wednesdays Only 6pm–9pm

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COMPUTER TECHNOLOGY

COMPUTER FUNDAMENTALS

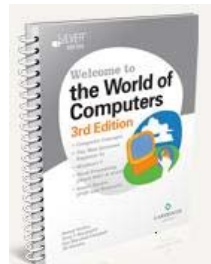
XXSS430 Tuition: \$150

15 Contact Hrs. (1.5 CEU)

This course is designed to provide the student with a basic understanding of computers and how they work. Course topics include setting up, the function of the computer keyboard, and an introduction to the Windows operating system.

The student will also learn

- The distinction between the internet and the World Wide Web
- How to use a web browser and navigate to web sites.
- How to send and receive emails,
- How to reply and forward email
- How to attach files to an email
- General tips on dos and don'ts of using email



Textbook:

Welcome to the World of Computers, 2nd Edition by Russel Stolins, Jill Murphy, Bruce Robertson, Labyrinth Learning

Instructor: Bill Hare

Location: City Park Bldg 2 Room 223

5 Sessions January 23 – February 6

Sect 101 Mon/Wed 6pm - 9pm

Instructor: Staff Instructor

Location: West Bank Bldg 2 Room 138

5 Sessions March 2 - 30

Sect 211 Fridays Only 6pm - 9pm

Instructor: Bill Hare

Location: City Park Bldg 2 Room 223

5 Sessions April 1 - 24

Sect 102 Mon/Wed 6pm - 9pm

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KEYBOARDING LEVEL I

XXSS450 Tuition: \$150

15 Contact Hrs. (1.5 CEU)

Still hunting and pecking? Build speed and accuracy by learning to touch-type on the computer keyboard.

Instructor: Staff Instructor

Location: City Park Campus

Bldg 2 Room 223

5 Sessions January 24 – February 7

Sect 101 Tues/Thurs 6pm – 9pm

KEYBOARDING II

XXSS462 Tuition: \$150

15 Contact Hrs. (1.5 CEU)

This course offers continued keyboard skill building with emphasis on numbers and symbols. Language Arts Instruction, basic orientation in word processing and document

proofreading and scoring will also be introduced.

Prerequisite:

Keyboarding I or Demonstrated Proficiency

Instructor: Staff Instructor

Location: City Park Campus

Bldg 2 Room 223

5 Sessions February 14 – March 1

Sect 101 Tues/Thurs 6pm – 9pm

MICROSOFT EXCEL I

XXAY108 Tuition: \$175

15 Contact Hrs. (1.5 CEU)

This course

provides

participants an

overview of the

Excel program

including how to

- Build, edit and format a spreadsheet and
- Create charts, formulas and basic functions

Prerequisite: Demonstrated Computer

Literacy

Textbook: *FastCourse Excel 2007 Level 1*

by Trisha Hakola, Labyrinth Learning

Instructor: Kimberly Carter

Location: City Park Campus

Bldg 2 Room 220

5 Sessions February 14 – March 1

Sect 101 Tues/Thurs 6pm-9pm

Instructor: Staff Instructor

Location: West Bank Campus

Bldg 1 Room 102

5 Sessions March 2 - 30

Sect 211 Fridays Only 6pm–9pm

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MICROSOFT EXCEL LEVEL II

XXAY109 Tuition: \$175

15 Contact Hrs. (1.5 CEU)

The second Excel level covers

- Working with multiple worksheets
- Adjusting the screen display
- Working with advanced functions
- Using advanced formatting features
- Using advanced print options
- Filtering data and using comments
- Naming worksheet ranges and formulas
- Working with charts
- Protecting data
- Using basic integration and web features

Prerequisite: Microsoft Excel Level I

Textbook: *FastCourse Excel Level 2* by Sandra Rittman, Labyrinth Learning



Instructor: Kimberly Carter
Location: City Park Campus
Bldg 2 Room 220
5 Sessions March 8 - 22
Sect 101 Tues/Thurs 6pm-9pm

Instructor: Staff Instructor
Location: West Bank Campus
Bldg 1 Room 102
5 Sessions April 13 - May 11
Sect 211 Fridays Only 6pm - 9pm
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MICROSOFT EXCEL LEVEL III XXAY106 Tuition: \$175 15 Contact Hrs. (1.5 CEU)

This level will cover Excel database management and analysis with emphasis on

- Working with databases
- Sorting database data
- Using database functions
- Using advanced filters and automatic subtotals
- Creating PivotTables and PivotCharts
- Formatting and



- adjusting PivotTables
- Auditing worksheets and performing What-If Analyses and
- Working with Scenarios

Textbook: *FastCourse Microsoft Excel Level 3*, by Sandra Rittman, Labyrinth Learning

Prerequisite: Microsoft Excel Level II
Instructor: Kimberly Carter
Location: City Park Campus
Bldg 2 Room 220
5 Sessions May 1 - 15
Sect 101 Tues/Thurs 6pm-9pm
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MICROSOFT OFFICE OVERVIEW XXAY353 Tuition: \$175 15 Contact Hrs. (1.5 CEU)

This course will provide participants with an introductory overview of the most commonly used Microsoft Office applications (Word, Excel, PowerPoint and Access).

Prerequisite:

Demonstrated Computer Literacy or Instructor Permission

Textbook: *Welcome to Microsoft Office 2007* by Jill Murphy, Labyrinth Learning

Instructor: Bill Hare
Location: City Park Bldg 2 Room 223
5 Sessions February 27 - March 12
Sect 101 Mon/Wed 6pm-9pm



Instructor: Staff Instructor
Location: West Bank Bldg 1 Room 102
5 Sessions March 3 - 31
Sect 211 Saturdays Only 9am - 12pm
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MICROSOFT WORD I XXAY110 Tuition: \$175 15 Contact Hrs. (1.5 CEU)

This course presents basic skills training and assessment in Microsoft Word.

This course provides competency in creating, editing, printing and saving Word documents applying such application features as bold, underline, italics, formatting, blocking and moving text, and spell check.

Prerequisite:

Demonstrated Computer Literacy or Instructor Permission

Textbook: *FastCourse Microsoft Word 2007 Level 1*

by Jill Murphy, Labyrinth Learning

Instructor: Staff Instructor
Location: City Park Campus
Bldg 2 Room 221
5 Sessions January 23 - February 6
Sect 101 Mon/Wed 6pm - 9pm



Instructor: Staff Instructor
Location: West Bank Campus
Bldg 1 Room 102
5 Sessions March 3 - 31
Sect 211 Saturdays Only 12pm - 3pm
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MICROSOFT WORD II XXAY111 Tuition: \$175 15 Contact Hrs. (1.5 CEU)

Expand on features learned in Microsoft Word I. Create databases for use with Word documents. Create columns and merge documents. Insert graphics and tables into documents and more.

Prerequisite: Microsoft Word I

Textbook: *FastCourse Microsoft Word 2007 Level 2*

by Jill Murphy, Labyrinth Learning

Instructor: Staff Instructor
Location: City Park Bldg 2 Room 220
5 Sessions February 13 - March 5
Sect 101 Mon/Wed 6pm-9pm

Instructor: Staff Instructor
Location: West Bank Bldg 2 Room 138
5 Sessions April 14 - May 12
Sect 211 Saturdays Only 9am-12pm
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QUICKBOOKS FOR SMALL BUSINESSES XXAK457 Tuition: \$180 12 Contact Hrs. (1.2 CEU)

QuickBooks make bookkeeping easy and efficient. Students learn how to create a new company, setup customers and vendors profile, account charts, and invoices; general ledger, payroll, inventory, accounts payable and receivable; print checks and generate monthly reports.

Textbook not included.

Prerequisites: None

Instructor: Bill Hare or Staff Instructor
Location: City Park Campus
Bldg 2 Room 220

4 Sessions March 19 - 28
Sect 101 Mon/Wed 6pm - 9pm

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ENERGY

BPI INSULATION & AIR SEAL CERTIFICATION

XXAA110 Tuition: \$1,300 32 Contact Hrs. (3.2 CEU)

This entry-level certification from the Building Performance Institute (BPI) is designed to prepare trainees to join home performance contracting crews, performing the energy efficiency retrofit and weatherization work to BPI's standards.

The labs are unique, using full-size mock-ups of flat attics, attic knee walls, exterior walls for dense-packing, HVAC, and more.

Trainees will learn the BPI method to HVAC Sealing, Insulation, and Filtration as well as installing new ventilation systems or repairing existing ones. From there, trainees will learn to actually perform the retrofit work involved in tightening a home to BPI standards including Attic Insulation Prep, Insulating Walls, Floors and Attics, Dense-Packing and Base Load Measures to the highest level of quality outlined by BPI.

Instructor: BPI Instructor
Location: City Park Campus
Bldg 2 Room 222
Sect 101 Monday thru Thursday
April 23 - 26 8am - 5pm
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BPI BUILDING ENVELOPE & SHELL PROFESSIONAL CERTIFICATION

XXBU150 Tuition: \$1,200 24 Contact Hrs. (2.4 CEU)

Following the BPI Building Analyst course, the Envelope & Shell course give more advanced trainees the chance to enhance the skills picked up in the intermediate level classes.

The BPI Envelope and Shell course is a BPI residential specialization that focuses on the building thermal and pressure boundaries and the ways to enhance the envelope through insulation and air sealing techniques.

This course will prepare trainees to understand not only how to analyze a home, but to understand why the process is so important.

More importantly, paired with the BPI Energy Auditor course, the BPI Envelope and Shell certification for employees allows the company with whom trainees are placed to be eligible for BPI Accreditation.

Instructor: BPI Instructor
 Location: City Park Campus
 Bldg 2 Room 222
 Sect 101 Mon – Wed
 May 21 – 23 8am - 5pm
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BPI BUILDING ANALYST CERTIFICATION

XXAX105 Tuition: \$1,500
 40 Contact Hrs. (4.0 CEU)

BPI Building Analyst Training and Certification course offers trainees the chance to take the principles of energy efficiency to the next level by becoming Certified BPI Building Analysts.

BPI Energy Audits are instrumental to identifying residential problems such as gas and carbon monoxide leaks, poor indoor air quality, energy inefficiency, and other structural deficiencies.

The course covers fundamental principles of energy and building science through technical instruction on how to optimize airflow and quality, moisture regulation, lighting appliance energy savings and expertise in combustion testing and safety. The blend of classroom and field training will ensure retention of accrued knowledge through practical implementation of hands-on simulated field models.

Instructor: BPI Instructor
 Location: City Park Campus
 Bldg 2 Room 222
 Sect 101 Mon thru Thurs
 May 7 – 10 8am-5pm
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CONTINUING EDUCATION ENERGY EFFICIENCY CERTIFICATE PROGRAM 10 COURSES

Home owners and contractors interested in energy efficiency should take advantage of this program. This program will offer basic preparation for BPI and RESNET National Examinations and Certificates.

Courses	Hrs	Tuition	Date
Customer Overview	4	50.00	Saturday Jan 28
Health & Safety for Weatherization	12	195.00	Saturday Feb 4,11
Blueprint Reading & Estimating for Weatherization	8	100.00	Saturday Feb 25 & Mar 3 T/TH
Building Science	8	100.00	March 13-22

Air Sealing, Insulation & Duct Sealing	12	145.00	T/TH/S March 27,29,31
Building Pressure Diagnostics	16	200.00	T/TH/S April 10-21
Blower Door Testing	8	100.00	T/TH/S April 24, 26, 28
Duct Testing	8	100.00	T/TH/S May 1,3,5
REM Software	8	200.00	T/TH Jan 8-17
Marketing (Key Steps to Entrepreneurship I)	12	180.00	WED Jan 25 – Feb 15
Program Total	96	\$1,370.00	
Instructor:	Raymond Langlois		
Location:	City Park Bldg 2 Room TBA		
Sect 101	January 25 – May 17		

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ENERGY AUDIT SOFTWARE TRAINING XXVV620 Tuition: \$200 8 Contact Hrs. (0.8 CEU)

Students will learn to use field data and/or blueprint data and complete heat load calculations using REM Home Energy Analysis Software Series.

The REM Home Energy Analysis Software is designed to help

- ✦ Homebuilders
- ✦ Home designers
- ✦ Energy consultants
- ✦ Home improvement contractors
- ✦ Utilities and
- ✦ Home energy rating organizations.

This user-friendly software is used by organizations which operate home energy rating systems (HERS). HERS rates the energy efficiency of homes for identifying cost-effective improvements and providing energy-efficient mortgages.

The REM design software calculates

- ✦ Heating
- ✦ Cooling
- ✦ Domestic hot water
- ✦ Lighting and appliance loads consumption
- ✦ Costs based on home design and construction features and
- ✦ Local climate and energy cost date.

REM/Design is DOE approved for Weatherization Assistance

Instructor: Raymond Langlois
 Location: City Park Campus
 Bldg 2 Room 220
 4 Sessions May 8 - 17
 Sect 101 Tues/Thurs 6pm - 8pm
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ENERGY EFFICIENCY SPECIALIST XXBB300 Tuition: \$576 48 Contact Hrs. (4.8 CEU)

The course covers building and energy usage basics, building science, energy assessment, operation of test equipment, software, reports and analysis, evaluation of energy efficiency options, and basic and advanced weatherization.

During this course, the student will

- ✦ Obtain field and/or blueprint data collection skills,

- ✦ Conduct field inspections and testing,
- ✦ Evaluate a wide range of energy-efficient construction materials and mechanical systems, and
- ✦ Make energy efficiency recommendations based on simple financial analysis.

Instructor: Staff Instructor
 Location: City Park Campus
 Bldg 2 Room 223
 Sect 101 Tues/Thurs 6pm - 9pm
 March 13 – April 10

Course Details:
 8 Classroom Sessions 24 Hours
 3 Instructor-led Sessions 24 Hours
 1 Week Team Practicum

Team Practicum is *not included* in the 48 Instructor-led contact hours.

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FOOD AND BEVERAGE

CAKE DECORATING MADE SIMPLE I XXAY-____ Tuition: \$175

Tuition includes cost of materials.

15 Contact Hrs. (1.5 CEU)

This course is designed for the novice. Basic decorating skills will include roses, borders, basket weave, and novelty.

NO BAKING IN CLASS. INSTRUCTOR PROVIDES CAKES AND ICING FOR EACH CLASS.

Instructor: Antoinette Bradford
 (Owner, Sweet Savors Bakery)
 Location: City Park Campus
 Bldg 11 Room Kitchen
 5 Sessions March 5 – April 2
 Sect 101 Mondays Only 6pm-9pm
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CAKE DECORATING MADE SIMPLE II XXAS-____ Tuition: \$275

Tuition includes cost of materials.

15 Contact Hrs. (1.5 CEU)

This advance course covers decorating wedding and tier cakes using fondant and flowers.

NO BAKING IN CLASS. INSTRUCTOR PROVIDES CAKES AND ICING FOR EACH CLASS.

Prerequisite: Cake Decorating Made Simple I
 Instructor: Antoinette Bradford
 (Owner, Sweet Savors Bakery)
 Location: City Park Campus
 Bldg 11 Room Kitchen
 5 Sessions April 16 – May 14
 Sect 101 Mondays Only 6pm-9pm
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CATERING 101
Tuition \$125
15 Contact Hrs
(1.5 CEU)

This course is designed for the professional who wants to learn the art of pleasing clients through service or preparation of food. Topics covered are:

- What is catering?
- The proper credentials needed by a caterer
- Preparing a quote for an event
- Appearance and the
- PPPPO for a successful caterer

Instructor: Estralita Soniat
(Owner, Estralita's Café)
 Location: City Park Bldg 2 Room TBA
 5 Sessions May 7 - 21
 Sect 101 Mon/Wed 6pm – 9pm
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FOOD SAFETY AND SANITATION

CERTIFICATION (Includes Exam)

XXAR103 Tuition: \$125

8 Contact Hrs. (0.8 CEU)

This class is designed for the foodservice professional who needs certification.

This course covers:

- Study of sanitary principles, and
- Practice and management in the food service industry.
- Certification test immediately following the course.

Textbook: *ServSafe Essentials w/ Answer Sheet for Paper and Pencil Exam (5th Edition)*



is required and is available to purchase from the DCC Bookstore City Park Campus. The

textbook must be read and assignments completed *before the class meeting.*

Instructor: Barry Blue
 Location: City Park Bldg 2 Room 222

ONE SESSION ONLY--8:00AM – 5:00PM
 NO admission to class after
 8:00 a.m.

Sect 101 Wednesday, January 18
 Sect 102 Wednesday, February 15
 Sect 103 Wednesday, March 14
 Sect 104 Wednesday, April 11
 Sect 105 Wednesday, May 16
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FOOD SAFETY AND SANITATION

CERTIFICATION (Test Only)

XXGG104 Tuition: \$60

4 Contact Hrs. (0.4 CEU)

Designed for individuals who need to recertify or retake the examination.

Examination Answer Sheet required and is available for purchase from the DCC Bookstore City Park Campus.

Instructor: Barry Blue
 Location: City Park Bldg 2 Room 222

ONE SESSION ONLY--1:00PM – 5:00PM
 NO admission to class after 1:00 p.m.

Sect 101 Wednesday, March 14
 Sect 102 Wednesday, May 16
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LIQUOR APPRECIATION I

XXSS-_____ Tuition: \$150

Tuition includes cost of materials.

12 Contact Hrs. (1.2CEU)

Enhance your enjoyment and knowledge of spirits. Learn the origin of classic liquors such as Bourbons, Scotches, Gins, etc. Understand the history, pricing and appreciation through the moderate tasting of the spirits. This is a great class for someone in the mixology field.

All students are to bring their own food and a bottle of water to each class.

Pre-Co-Requisites: Students must be 21 years of age or older.

Instructor: Peter Patti
 Location: City Park Bldg 11 Room 138
 6 Sessions April 19 – May 23
 Sect 101 Wednesdays Only 7pm -9pm

PARTY FOODS

XXTT-_____ Tuition: \$170

Tuition includes cost of materials.

12 Contact Hrs. (1.2 CEU)

This innovative course covers the preparation and service of attractive and appetizing hot, cold and heavy hors d'oeuvres.

Instructor: Chef Joseph St. Paul
 Location: City Park Bldg 11 Room Kitchen
 4 Sessions February 6 – March 12
 Sect 101 Mondays Only 6pm-9pm
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WINE APPRECIATION I

XXSS-_____ Tuition: \$150

Tuition includes cost of materials.

12 Contact Hrs. (1.2 CEU)

While learning about the romance and legends of world famous wines, learn to select, discuss, store, and appreciate both imported and domestic fine wines.

Instructor: Peter Patti
 Location: City Park Bldg 11 Room 138
 6 Sessions February 1 – March 14
 Sect 101 Wednesdays Only 7pm -9pm
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WINE APPRECIATION II

XXNN-_____ Tuition: \$110

Tuition includes cost of materials.

8 Contact Hrs. (0.8 CEU)

This is an advanced tasting seminar on grape varieties from different regions around the world for the wine connoisseur. Blind tasting, rating, and scoring famous wines from various regions will be conducted.

Instructor: Peter Patti
 Location: City Park Bldg 11 Room 139
 4 Sessions March 28 – April 18
 Sect 101 Wednesdays Only 7pm-9pm
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WOW, I CAN COOK! PART I

XXAP-_____ Tuition: \$160

Tuition includes cost of materials.

12 Contact Hrs. (1.2 CEU)

Anyone can cook—even you! This course covers Italian, Spanish and American/New Orleans-style cooking that *anyone* can use to create mouth watering dishes.

Instructor: Tanya Ziegler
 Location: City Park Bldg 11 Room Kitchen
 4 Sessions March 27 – April 17
 Sect 101 Tuesdays Only 6pm - 9pm
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WOW, I CAN COOK! PART II

XXAP-_____ Tuition: \$160

Tuition includes cost of materials.

12 Contact Hrs. (1.2 CEU)

This is for the serious home cook! Use French techniques to make your dishes something special. Concentration will be on sauces, stocks, soups, butchering and garde manager skills.

Prerequisite: Wow, I Can Cook! Part I or Permission by the Instructor

Instructor: Tanya Ziegler
 Location: City Park Bldg 11 Room Kitchen
 4 Sessions May 1 - 22
 Sect 101 Tuesdays Only 6pm - 9pm
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HOME AND GARDEN

FLORISTRY: FLORAL DESIGN PART I
XXBM-____ Tuition: \$270

Tuition includes cost of materials.

18 Contact Hrs. (1.8 CEU)

Discover the elements of basic floral arranging using fresh flowers. Become familiar with terminology and materials as you develop creative techniques through hands-on lab work.

Students will also learn to create centerpieces, corsages and funeral arrangements. License preparation will be discussed.

Instructor: Richard Hicks or Staff Instructor
Location: City Park Bldg 2 Room 226
6 Sessions March 5 - 21
Sect 101 Mon/Wed 6pm-9pm

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FLORISTRY: FLORAL DESIGN PART II
XXBM-____ Tuition: \$270

Tuition includes cost of materials.

18 Contact Hrs. (1.8 CEU)

This course concentrates on wedding bouquets, funeral arrangements and other arrangement types using fresh flowers. License preparation will be discussed.

Prerequisite: Floral Design Part I
Instructor: Richard Hicks or Staff Instructor
Location: City Park Bldg 2 Room 226
6 Sessions April 12 - 18
Sect 101 Mon/Wed 6pm-9pm

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FLORISTRY: SILK DESIGN PART I
XXS092 Tuition: \$270

Tuition includes cost of materials.

18 Contact Hrs. (1.8 CEU)

Seasonal silk designs are covered. Learn to design wreaths, hats, and other arrangements using silk flowers.

Prerequisite: None
Instructor: Richard Hicks or Staff Instructor
Location: City Park Bldg 2 Room 226
6 Sessions Nov 2 - 21
Sect 101 Mon/Wed 6pm-9pm

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GARDENING/LANDSCAPE DESIGN I
XXRR080 Tuition: \$145

18 Contact Hrs. (1.8 CEU)

Basic principles of foliage plants for the home, with emphasis on placement, lighting, watering, fertilizing, and insect control will be covered. This course will also cover color in landscapes, landscape purposes, uses, planting, pruning, propagation, ground cover, and lawn maintenance. Various types of food,

soil, fertilizing, water containers, etc. will also be discussed.

Instructor: Terry Ibert
Location: City Park Bldg 2 Room 221
6 Sessions February 6 - 29
Sect 101 Mon/Wed 6pm - 9pm

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HOME INSPECTOR TRAINING

Online Registration at

www.ahit.com

90 Contact Hrs. (9.0 CEU)

Our home inspection training course, developed in conjunction with American Home Inspectors Training Institute, will teach students how to perform a comprehensive, professional home inspection and produce a professional home inspection report.

Our course is approved by the Louisiana State Board of Home Inspectors.

This course also includes valuable information on how to successfully start up, market, and build a new home inspection business.

What You Will Learn

Home Inspection is a relatively new profession that has grown rapidly in the last decade. Students will learn how to execute a complete, thorough, professional home inspection from the moment of pulling into the driveway to writing up the report.

The course covers all aspects of the inspection, including the examination of the home's structure, exterior, roofing, plumbing, electrical system, heating and cooling system, interior, and insulation and ventilation systems, with an emphasis on identifying the common defects that may be present when inspecting the home's structure, components, materials, and operating systems.

The nine-day classroom course includes five field inspections of actual homes. In addition, this course instructs students in how to prepare a professional home inspection report.

Who Should Attend

Individuals in the construction trades and in the contracting business are often interested in the home inspection field as it offers a new career opportunity that utilizes their knowledge, skills, and experience.

The Home Inspection Profession is also attractive to individuals who work in occupations in which they may retire at a relatively early age and are consequently considering options for a second career, such as law enforcement officers, firefighters, teachers, and military personnel. Graduates may elect to start their own businesses or to seek employment with existing home inspection companies.

If you are unsure if this field is for you, just call AHIT at 1.800.441.9411.

Instructor: AHIT Instructor
Location: City Park Bldg 2, Room 221
Sect 101 Saturday - Sunday 8am - 6pm

Lecture and Instructor-Led Field Sessions

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LANGUAGE AND COMMUNICATION

BASIC SPANISH I

XXBC726 Tuition: \$140

18 Contact Hrs. (1.8 CEU)

This course will introduce the fundamentals of the Spanish language for non-Spanish speakers. Oral skills and conversational fluency are emphasized for everyday communication. Emphasis is placed on speaking. The sound system (pronunciation, intonation, rhythm and repetitive expressive conversational skills) will be covered

Textbook: Curso Primero:
Workbook for a First Course in
Spanish by Marvin Wasserman,
2nd Edition, ISBN13:
9781567654769, ISBN10:
1567654762, AMSCO
PUBLICATIONS



Instructor: Myra Haydel
Location: City Park Bldg 2 Room 221
6 Sessions January 24 - February 9
Sect 101 Tues/Thurs 6pm - 9pm

Instructor: Staff Instructor
Location: West Bank Campus
Bldg _____ Room _____
6 Sessions March 26 - April 11
Sect 211 Mon/Wed 6pm - 9pm

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BASIC SPANISH II

XXBC727 Tuition: \$140

18 Contact Hrs. (1.8 CEU)

This is an Intermediate-level course with emphasis on receptive and expressive conversational skills. Students learn to apply and improve their expressive skills through conversation practice in real situations. Textbook required.

Prerequisite: Basic Spanish I or
Instructor Permission

Instructor: Myra Haydel
Location: City Park Bldg 2 Room 221
6 Sessions February 28 - March 15
Sect 101 Tues/Thurs 6pm - pm

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ENGLISH AS A SECOND LANGUAGE I

XXBC734 Tuition: \$140

18 Contact Hrs. (1.8 CEU)

This course helps develop proficiency in daily conversational skills and work/business related dialog for non-English speaking persons.

Prerequisite: None
Instructor: Myra Haydel

Location: City Park Bldg 2 Room 222
6 Sessions February 1 - March 14
Sect 101 Wednesdays Only 6pm-9pm

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**ENGLISH AS A SECOND LANGUAGE II
XXBC735 Tuition: \$140**

18 Contact Hrs. (1.8 CEU)
This course is designed for speakers of other languages who have developed Basic English speaking skills.

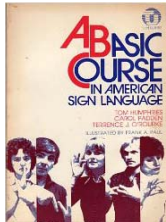
Prerequisite: English as a Second Language I or Permission from the Instructor

Instructor: Myra Haydel
Location: City Park Bldg 2 Room 222
6 Sessions March 28 – May 2
Sect 101 Wednesday s Only 6pm - 9pm
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**SIGN LANGUAGE I
XXBC710 Tuition: \$140**
18 Contact Hrs. (1.8 CEU)

This course is designed for beginner interpreter individuals without any prior knowledge of American Sign Language. Both expressive and receptive skills will be emphasized as you learn to introduce yourself, exchange personal information, sign numbers, driving directions, ask questions, describe people and occupations.

Instructor: Esther McAllister
Location: City Park Campus
Bldg 2 Room 222
6 Sessions March 20 – April 10
Sect 101 Tues/Thurs 6pm - 9pm



Publisher: T.J. Publishers (1981)
ISBN-10: 0932666108
ISBN-13: 978-0932666109
Authors: Tom Humphries, Carol Padden and Terrence J. O'Rourke

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**SIGN LANGUAGE II
XXBC711 Tuition: \$140**
18 Contact Hrs. (1.8 CEU)

This course is designed for those with basic knowledge of American Sign Language. Both expressive and receptive skills will be emphasized as you learn to introduce yourself, exchange personal information, sign numbers, driving directions, asking questions, describing people and occupations, and incorporate sound expressions while signing.

Instructor: Esther McAllister or Staff Instructor
Location: City Park Bldg 2 Room 222
6 Sessions April 17 – May 3
Sect 101 Tues/Thurs 6pm-9pm
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LEGAL

**NOTARY PUBLIC I
XXAC425 Tuition: \$370**
50 Contact Hrs. (5.0 CEU)

Taught by a skilled Louisiana Commissioner Notary Public Professional, this 10 week course prepares students to take the Notary Examination of the Louisiana Notary Commission.

- Topics include:
- ☛ Preparation of acts,
 - ☛ Collateral mortgages (liens/privileges),
 - ☛ Incorporation,
 - ☛ Types of contracts,
 - ☛ Successions tutorship,
 - ☛ Introductions and
 - ☛ Notarial wills.

Required Textbooks:
LOUISIANA STUDY GUIDE \$90
*Order forms are online at
www.sos.louisiana.gov and in the
Continuing Education/Non-Credit office*

CURRENT LOUISIANA CIVIL CODE .. APPROX \$195
*Available online from Claitors
Publishers at www.claitors.com*

Instructor: Attorney Desiree Cook-Calvin
Location: City Park Bldg 2 Room TBA
20 Sessions February 7 – April 24
Sect 101 Tues/Thurs 6:30pm-9pm

*Mardi Gras Holiday—February 18-22
Spring Holiday—April 5-8*

NOTARY IMPORTANT DATES

APPLICATION DEADLINE ... WEDNESDAY, APRIL 18
(In State Office by 4:30pm—No Exceptions)

STATE NOTARY EXAM..... SATURDAY, JUNE 2

FOR ADDITIONAL INFORMATION

FOLLOW THIS LINK:

<http://www.sos.louisiana.gov/tabid/192/Default.aspx>

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**NOTARY PUBLIC II SCENARIOS
XXXX426 Tuition: \$225**
30 Contact Hrs. (3.0 CEU)

This course starts with a brief overview of the Notary Public I course. Students will be tested and drilled on answering multiple choice questions, research questions, and various scenarios in preparation for the Notary Examination of the Louisiana Notary Commission.

The goal of this course is to give the student who has successfully completed the Notary Public I course further overview and more advanced and detailed development in testing skills in preparation for the Notary Examination of the Louisiana Notary Commission.

Required Textbooks:
LOUISIANA STUDY GUIDE \$90
*Order forms are online at
www.sos.louisiana.gov and in the
Continuing Education/Non-Credit office*

CURRENT LOUISIANA CIVIL CODE .. APPROX \$195
*Available online from Claitors
Publishers at www.claitors.com*

This course should only be taken as reinforcement to the Louisiana Study Guide and Current Louisiana Civil Code textbooks. Students should have knowledge of the subject matter prior to enrolling in this course. Notary Public I is recommended.

Pre/Co- requisite: Notary Public I
Instructor: Attorney Desiree Cook-Calvin
Location: City Park Campus
Bldg 2 Room TBA
12 Sessions March 19 – April 25
Sect 101 Mon/Wed 6:30pm-9pm

NOTARY IMPORTANT DATES

APPLICATION DEADLINE .. WEDNESDAY, APRIL 18
(In State Office by 4:30pm—No Exceptions)

STATE NOTARY EXAM..... SATURDAY, JUNE 2

FOR ADDITIONAL INFORMATION

FOLLOW THIS LINK:

<http://www.sos.louisiana.gov/tabid/192/Default.aspx>

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SPORTS/HEALTH/WELLNESS

GOLF I

XXOO581 Tuition: \$120
12 Contact Hrs. (1.2 CEU)

This course is designed for beginners. Students will learn the game from the ground up. The course covers all aspects of the game, including the technique and application of basic golf shots. Students learn short game skills, progress to full shots, playing the game, rules and etiquette. A fee for balls is charged. Clubs can be rented at the clubhouse.

Instructor: Robert Chrestman
Location: City Park Golf Course
(On Fillmore Avenue)

6 Sessions April 13 – May 8
Sect 101 Tuesdays Only 5pm-7pm
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PERSONAL FITNESS TRAINER

ORIENTATION

Tuition: Free One Session

This free, one-hour Personal Fitness Training Orientation is designed to provide information for anyone interested in the fitness profession or in becoming a nationally certified personal trainer. This presentation includes a brief overview of the industry and professional trends, a look at the study materials while allowing ample time for a Q&A session.

Topics include personal training, group fitness, older adult fitness, youth fitness, fitness management and aqua fitness.

Although this is a free orientation, student registration is required so that we can provide a sufficient number of student handouts. As with all courses, W.I.T.S. must receive a roster of students with their name, phone number and email.

Registration will be held Monday, January 9 – Friday, January 20 Non-Credit/Continuing Education DCC City Park Campus Bldg 2, Room 219. Call (504) 671-6474.

Orientation Session

Location: City Park Bldg 2 Room 220
One Session Only: Tuesday, February 14
Sect 101 6pm – 7pm

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PERSONAL FITNESS TRAINER NATIONAL CERTIFICATION

XXAD401 Tuition: \$550
30 Contact Hrs. (3.0 CEU)

This 30 hour certification program includes 15 hours of lecture and 15 hours of lab training. An additional 30 hours of internship at a fitness center of the student's choice must be completed before sitting for the National Certification Exam. The course is taught over 6 weeks for greater retention, with written and practical testing conducted in week 7.

Topics include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. The only course of its kind in the industry!

Textbook required and is not included in course cost.

Instructor: Provided by World Instructor Training School (WITS)

5 THEORY/LECTURE SESSIONS

Location: City Park Bldg 2 Room 220
Sect 101 Tuesdays 6pm-9pm
February 28, March 6, 13, 20, 27

THEORY EXAM SESSION..... Tuesday, April 3

5 LAB TRAINING SESSIONS

Location: To Be Given at 1st Theory Session
Sect 101 Saturdays
9:00am – 12:00pm or
12:00pm – 3:00pm
March 3, 10, 17, 24, 31
LAB EXAM SESSION..... Saturday, April 14

This program is eligible for Workforce Investment Act Funding, Veteran's Education Benefits and the GI Bill in many states. Please check with the college listed, your local Workforce Investment Board, Veteran's Administration or visit military.com for details.



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ONLINE COURSES

AMERICAN HOME INSPECTORS TRAINING

This is your national company for the industry's best home inspection training, marketing and support programs. Our mission is to train and provide ongoing support to you to enable you to either start or operate your own successful home inspection business or to be a significant contributor in an established company.

There are online classes and traditional (face-to-face) classes.

For detailed program outlines, descriptions and prices go to www.ahit.com

To receive more information about enrolling in the program, call 1-800-441-9411

BANK TELLER TRAINING

Over 350,000 tellers around the world have been thoroughly trained using Achieving Teller Excellence. This includes tellers already employed at banks and those seeking to jumpstart a new career. This program teaches the knowledge, skills and attitude that make a Teller successful. To prepare students to become Tellers who are professional and who communicate well with customers. They will also have knowledge about bank products and services, aware of compliance requirements, and well trained in how to perform Teller duties.

For detailed program outlines, descriptions and prices go to <http://bankersacademy.com>

GATLIN EDUCATIONAL SERVICES

Delgado Community College, in partnership with Gatlin Educational Services (GES), offers online open enrollment programs designed to provide skills training necessary for professional level positions in many in-demand occupations.

Currently, web-based certificate programs are offered in the following areas:

- Networking/CompTIA Certification Program
- Business
- Construction
- HealthCare
- Internet/Graphic Design

New Classes begin every week. For detailed program outlines, descriptions, and demos go to www.gatlineducation.com/delgadoccc



If you have any questions, please call (504) 671-6474

PROTRAIN ONLINE

ProTrain Online Educational Services (formerly Reed Educational Services) offers online open enrollment instructor-facilitated courses in the following areas:

- Computer Training
- Professional Development
- Entry Level Job Skills
- Professional Growth
- Basic Management Skills
- Personal Development

⌚ If you have any questions or need some assistance accessing the courses, please call (504) 671-6474.

To view detailed information on available courses visit: <http://dcc.continuetolearn.com>



10,000 SMALL BUSINESSES is a five-year initiative to unlock the economic growth and job-creation potential of 10,000 small businesses across the United States through greater access to business education, financial capital, and business support services

In the past forty-five years, small businesses have created two-thirds of the net new jobs in this country.

10,000 SMALL Businesses' objective is to help small business owners in communities across the country grow their companies and create jobs.

In the Greater New Orleans area, the business and management education program is offered at *DELGADO COMMUNITY COLLEGE*, which is seeking approximately 30-35 small business owners from the Greater New Orleans area. Participants will receive a highly practical, 10-session business management education course that offers experiential learning, business advisory services, and peer-to-peer learning.

To apply for the business and management education program, please visit *DELGADO COMMUNITY COLLEGE*:

<http://www.dcc.edu/divisions/workforce/10ksb/>

⌚ Or call 504.671.5555 for additional information.

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WORKFORCE JOB TRAINING PROGRAMS

Delgado's Workforce Development and Education Division continues to play an active role in the workforce system of the Greater New Orleans metropolitan area by partnering with the Parish of Jefferson and the Business and Career Solutions Center to provide a learning centered environment where individuals from a diverse background can prepare themselves to enter into or re-enter the workforce.

Program Facilitators provide instructional support and workshops to job seekers in areas such as:

BRAND YOUR JOB SKILLS: JOB SEARCH TIPS WITH TWITTER, FACEBOOK, ONLINE APPS, RESUMES & INTERVIEW TIPS

The workshop includes:

- Best strategies for social networking in Facebook and Twitter to develop a career profile.
- Recommendations for other job search techniques.
- Suggestions for completing on-line and off-line job applications.
- Recommendations for creating a resume.
- Job interview tips that can result in a job offer.
- Potential interview questions including the "tough" questions.

CREATE YOUR CAREER PROFILE: TWITTER, FACEBOOK, ON-LINE APPS, AND RESUME HANDS-ON PRACTICE

Recommend attending "Brand Your Job Skills" workshop prior to lab.

The workshop includes a choice of one or two of the following:

- Registering in Facebook and/or Twitter to create a career profile.
- Assistance in composing and setting up social networking and resume content.
- Completing an on-line application.
- Using LAWWORKS Resume Builder to draft a resume.

BRING YOUR ATTITUDE TO WORK

The workshop topics include:

- Appearance (dress for success).
- Best strategies and reasons for developing a professional persona.
- Netiquette (email etiquette).

"LETS TALK!" -- WORKPLACE COMMUNICATION

The workshop covers:

- Minimizing confrontation.
- Approaching workplace issues effectively with co-workers and management.

THE CUSTOMER MAY BE WRONG!

Topics include:

- Telephone and face-to-face customer service approaches.
- Understanding when the customer is wrong and what to do about it.

THE CUSTOMER FROM HELL!

Workshop includes:

- Tips and strategies combined with role playing for handling difficult customers.

"SQUEEZING IT ALL IN" OFFICE ADMIN SKILLS

The workshop is for anyone working in an office setting including clerical and administrative assistants.

Topics include:

- Organizing your time and workspace using electronic devices and daily planners.
- Processing and completing forms; following up on pending issues.
- Developing collaborative work relationships.
- Improving your concentration and dealing with procrastination.

RAPPIN' AT WORK, OR WRITIN' ON PAPER

Workshop includes:

- Understanding main idea and supporting details in email, memo, or letter format.
- Hands-on practice writing and developing an idea or opinion.

MATH AND READING REVIEWS

- Self-paced, computer-based instruction with instructor coaching in upgrading workplace math and reading skills.
- Available during normal business hours. (See upper left corner of calendar for hours of operation.)

For more information call
Marsha Walley, Norma Ledet or
Angela St.Hill
504-361-6542
or visit
JEFFERSON BUSINESS AND CAREER SOLUTIONS
CENTER
Delgado Community College
1900 Lafayette Street
Gretna, LA 70053

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YOUTH OCCUPATIONAL SKILLS TRAINING Y.O.S.T.

Register Now!!

Spring 2012

AGES 18 THROUGH 21

**Occupational Trainings Available for
CERTIFIED NURSING ASSISTANT
CULINARY ARTS**

PARTICIPANTS WILL ALSO RECEIVE:

- Basic Skills Upgrade
- Career Workshops
- Job Readiness Skills
- Job Placement Assistance
- Mentoring
- Goal Attainment Stipends

REQUIRED DOCUMENTS:

- Picture ID
- Social Security Card
- Birth Certificate
- Proof of Residency
- Proof of Income
- Copy of High School or GED Certificate
- Immunization Record
- Selective Service Registration

For more information **CALL** or **VISIT:**
Jefferson Business and Career Solutions Center

DELGADO COMMUNITY COLLEGE

1900 Lafayette Street

Gretna, LA 70053

(504)-361-6542

HURRY, DON'T DELAY. CALL TODAY!

*A partnership between the Parish of Jefferson and Delgado Community College with funding provided by the
Jefferson Parish Workforce Investment Board Youth Council*

DELGADO MARITIME, FIRE, RADAR AND INDUSTRIAL TRAINING FACILITY

Meeting the present and future needs of marine and offshore industries, Delgado provides U.S. Coast Guard approved training for shipboard fire fighting and navigational endorsements. New classes begin every week. Delgado courses offered are USCG and IMO approved. Delgado also offers Basic and Advanced Industrial Fire Fighting, Hazmat, and STCW Basic Safety courses.

STCW–BASIC SAFETY TRAINING COURSES:

STCW Basic Safety Training is an intensive U.S. Coast Guard approved 40-hour course comprised of 4 modules/5 days.

- Module 1—Personal Safety and Social Responsibility
- Module 2—Water Survival Techniques
- Module 3—Basic First Aid and CPR
- Module 4—Fire Prevention and Fire Fighting

The training is designed to meet the minimum requirements of the International Convention on Standards of Training, Certification and Watch Keeping for Seafarers

INDUSTRIAL SAFETY TRAINING COURSES:

- Blood borne Pathogens
- Incident Investigation
- Supervisor Safety Management
- Crisis Management
- Job Hazard Awareness
- H2S Training
- CPR/AED
- Medical Care Provider
- CPR for Professional Rescuer
- Confined Spaces: Entry and Attendant
- Confined Space/Competent Person
- Fall Protection/Back Safety/ Proper Lifting Awareness

These courses can be customized for your business and taught at Delgado's Training Facility in Mandeville, New Orleans East, or at your own on-site location any time, 7 days a week. Course materials are included in price of tuition.

☎ For more information call (985) 624-4165

MARINE AND INDUSTRIAL FIRE FIGHTING COURSES:

- USCG Approved Basic and Advanced Shipboard Fire Fighting
- 16-hour Shipboard Fire Fighting
- Basic Industrial Fire Fighting
- Advanced Industrial Fire Fighting
- Industrial Fire Brigade
- Fire Watch
- Fire Extinguisher Seminar
- Ship Fire Fighting for land-based Fire Fighters

HAZARDOUS MATERIALS TRAINING COURSES:

- Haz Mat
- Haz Com
- Haz Mat Technician (6 days)
- Marine Oil Spill Response
- H2S Training
- Hazardous Material Training

MARITIME SECURITY:

- USCG Approved Security Courses for Maritime Personnel
- Maritime Security Awareness - 4 hrs.
- Ship Security Officer - 12 hrs.
- Company Security Officer - 16 hrs.
- SafeGulf

RADAR SCHOOL COURSES:

- USCG Approved Radar Observer
- Original Endorsement
- Radar Refresher and Recertification
- GMDSS
- ARPA
- Bridge Resource Management
- Ship Handling
- Line Handling
- Tug Handling
- Steersman/Apprentice Mate
- Inland Waterway Steersman
- Maritime Security
- Ship Security
- Deckhand Training
- Inland Waterway Management

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CITY PARK CAMPUS
615 City Park Avenue, New Orleans, LA

BUILDINGS

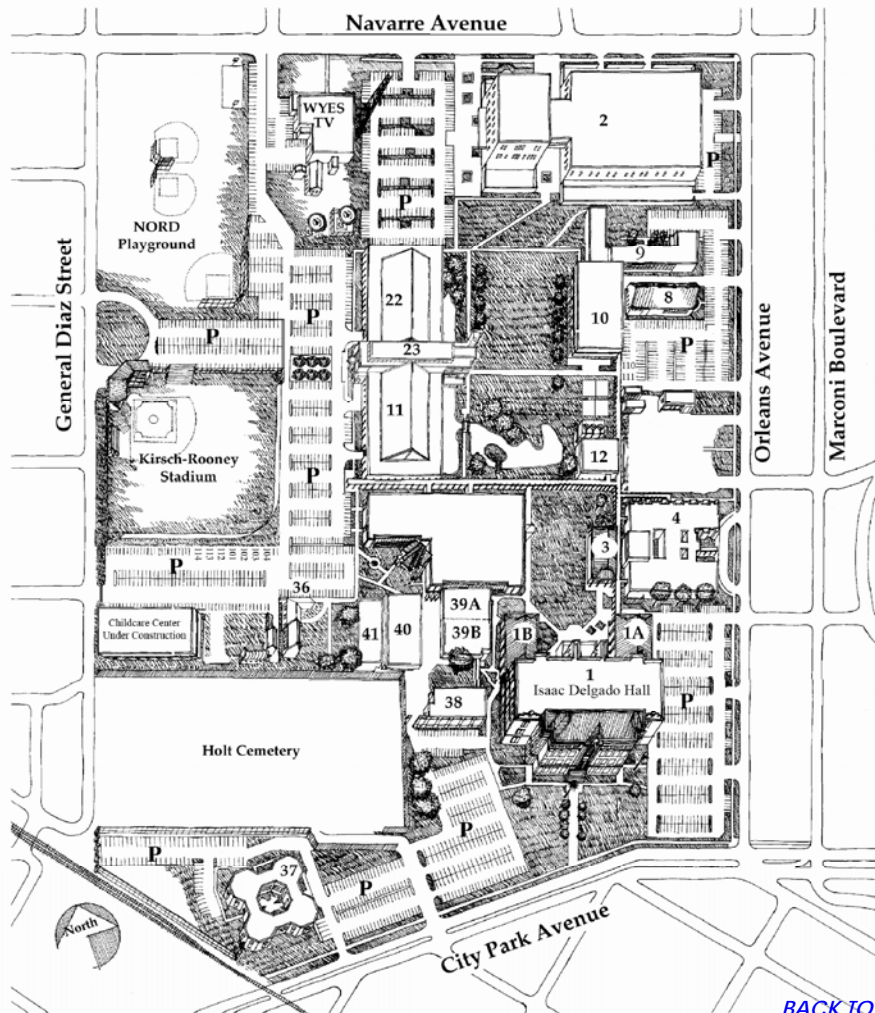
1	Isaac Delgado Hall, art gallery, classrooms
1A	Fitness Center
1B	Campus Police, building 1 annex
2	Student Services – Admissions, Bursar's Office, Financial Assistance, Non-Credit/ Continuing Education, Registration, etc.
3	Bookstore
4	Weiss building – Allied Health programs
8, 9, 36	Out of service
10	Cook Building/Library
11	Williamson Complex – gymnasium; Culinary Arts
12	Central Utilities
22	Technology programs, mailroom
23	Student Life Center – Vieux Carré Cafe, Dolphin Den, Xerox Duplicator (copy center), The Dolphin newspaper, Student ID office, Auxiliary Services
37	O'Keefe Administration

BRADEN VOCATIONAL TECHNICAL COMPLEX

38	Batt building – Shipping and Receiving, Public Relations and Marketing
39A	Bagert building – Welding Technology Lab
39B	Lancaster building – Machine Tool Technology Lab
40	Haydel building – Automotive Technology Lab
41	General Motors Technology Lab
P	Parking areas

TRAILERS

101, 102, 103, 112, 113, 114	Library storage
110, 111	Workforce Development

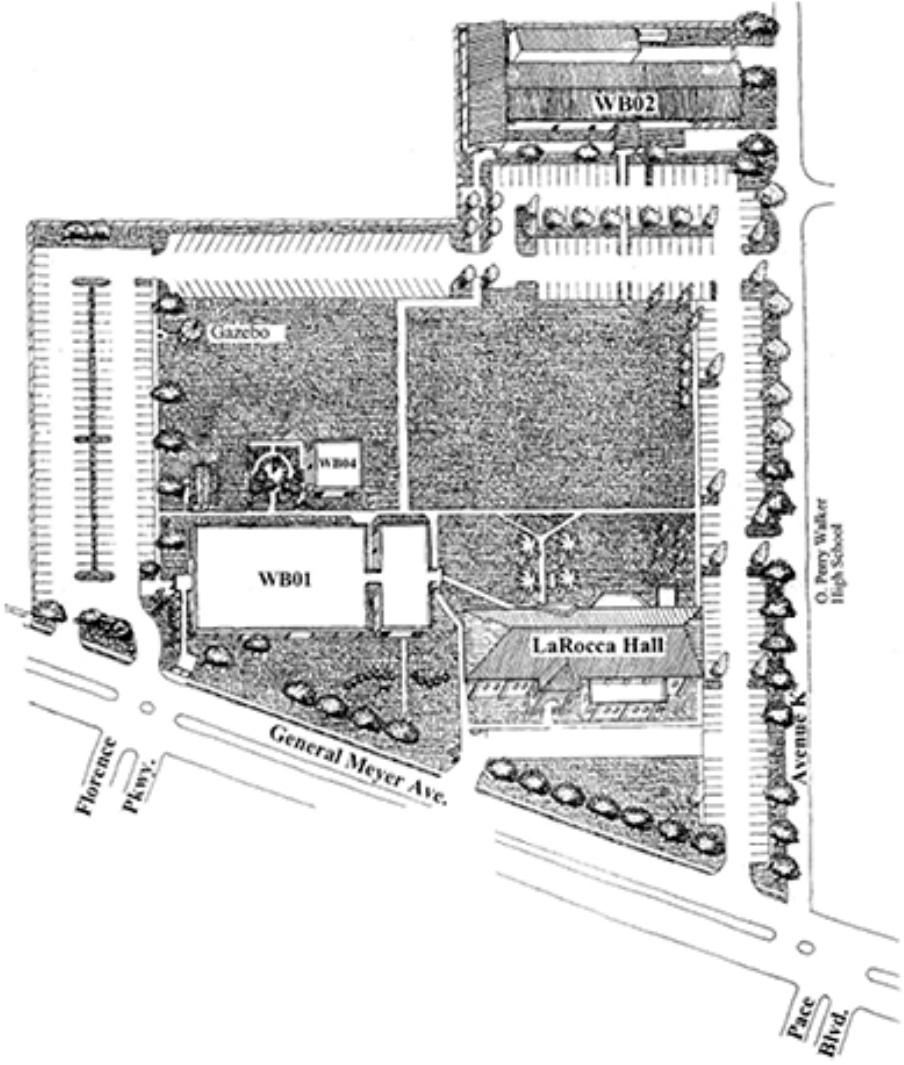


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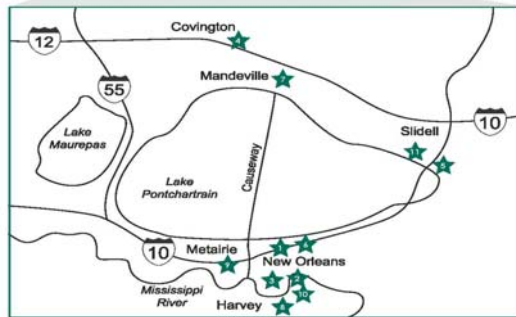
WEST BANK CAMPUS
2600 General Meyer Avenue, New Orleans, LA

BUILDINGS

- 1 Classrooms, offices
- 2 Vocational classrooms, offices
- 3 LaRocca Hall
- 4 Offices



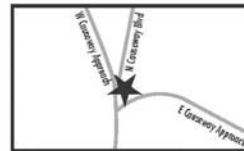
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LOCATIONS



1 **City Park Campus**
615 City Park Avenue
New Orleans, LA 70119
(504) 671-5012



7 **Maritime, Radar and Industrial Training Facility**
675 N. Causeway Blvd.
Mandeville, LA 70448
(985) 624-4165



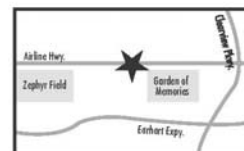
2 **West Bank Campus**
2600 General Meyer Avenue
New Orleans, LA 70114
(504) 762-3100



8 **Jefferson Business and Career Solutions Center**
1900 Lafayette Street, Suite 1
Gretna, LA 70053
(504) 361-6542



3 **Charity School of Nursing**
450 S. Claiborne Avenue
New Orleans, LA 70112
(504) 571-1270



9 **Jefferson Site**
5200 Blair Drive
Metairie, LA 70001
(504) 671-6700



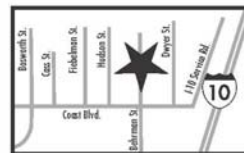
4 **Delgado Northshore - Covington**
207 E. Lockwood Street
Covington, LA 70433
(985) 893-6286 / (504) 671-6600



10 **West Jefferson Site**
475 Manhattan Boulevard
Harvey, LA 70058
(504) 671-6800



5 **Delgado Northshore - Slidell**
320 E. Howze Beach Road
Slidell, LA 70461
(985) 646-6420



11 **Slidell Instructional Services Center**
56707 Behrman Street
Slidell, LA 70458
(985) 646-6412



6 **Maritime, Fire and Industrial Training Facility**
13200 Old Gentilly Road
New Orleans, LA 70129
(504) 671-6200

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**2012 HOLIDAY SCHEDULE
JANUARY – JULY 2012**

January 1 - 4		New Year's and Winter Holiday		Sunday- Wednesday
January 16		Martin Luther King, Jr.		Monday
February 18		Mardi Gras		Saturday
February 19		Mardi Gras		Sunday
February 20		Mardi Gras		Monday
February 21		Mardi Gras		Tuesday
February 22		Mardi Gras		Wednesday
April 5		Spring Holiday		Thursday
April 6		Spring Holiday		Friday
April 7		Spring Holiday		Saturday
April 8		Spring Holiday		Sunday
May 28		Memorial Day		Monday
July 4		Independence Day		Wednesday

Please refer to the DCC website for holiday updates. These dates are subject to change.

