



*302-654-5392*

*www.deskillscenter.org*



*Career Training Courses 2015-2016*

*Celebrating 50 Years Developing Successful Careers*



## CAREER PATHWAYS PROGRAM (AGES 16-24)

The Career Pathway Program will provide students the opportunity to determine their skills and career interests through an assessment to identify a career pathway of interest offered at the Delaware Skills Center. Then a training compatibility determination is made through providing extensive labor market information relative to each training program, career interest inventory results, assessments, adult mentoring, financial literacy, entrepreneurial training, GED®, academic classes in math, language and reading, and employability skills. Upon the completion of training students will have obtained a State or Nationally recognized credential within the specific area of training and will be ready to pursue entry level work leading to a life sustaining wage.

Students will be taught the importance of creating and achieving educational and employment goals and encouraged to pursue advanced training and/or post-secondary education within their chosen career pathway in order to increase skills leading to employment advancements and increased wages. Follow up services and supportive services will be provided for twelve (12) months following the completion of the program. Successful candidates will receive occupational skills training in one of the seven (7) career training areas:

1. Certified Medical Assistant
2. Certified Nurse Assistant
3. Electrical Trades
4. Welding
5. Carpentry
6. Heating, Ventilation, Air Conditioning & Refrigeration
7. Computer Support Technology

See individual course  
schedule for dates  
and times

### Recruitment & Admissions

*Students will be accepted on an open enrollment basis. Cycles of training and course scheduling will be dependent upon the current course offerings as specified within the Delaware Skills Center Career Training Guide.*

*Call 302-654-5395 to schedule an appointment for entrance into the program or attend any scheduled recruitment session specified within the guide.*

### Requirements

Delaware resident, Age 16-24, Social Security Card, Driver's license/State identification, registered with Selective Service (males only)

***\*Certain training programs require the ability to pass a drug screening and the criminal background history will be evaluated for specific trainings in accordance with industry standards.***



## CARPENTRY

Classes are held from 7:30 am to 3:30 pm, Monday – Friday  
Cost to student: \$111.00 (Background Check and Drug Screening)

This training course provides hands-on training in the following areas:

- Framing
- Floors & Trim
- Siding
- Roofing
- Drywall
- Home Restoration
- Painting
- Remodeling

Basic and upper level skills are taught for entry level job placement. The skills learned can lead to employment in the construction trades. Students will participate in home building, site preparation and classroom instruction. Upon completion, students will be assisted with job placement and obtain Core and Carpentry N.C.C.E.R. Certification with first year Apprenticeship in Carpentry completed. Fork Lift Training and Certification is also included.

### REQUIREMENTS:

- Delaware Resident
- Pass a math and reading exam
- 18 Years of age and up
- Pass criminal background check
- Social Security Card
- Valid Delaware Driver's License
- Drug Screening
- High School Diploma or GED
- Proof of Selective Service Registration (males only)

<b>Recruitment Session 1:</b>	July 7, 8 & 9, 2015, Promptly at 8:30 am
<b>Course Schedule:</b>	August 20, 2015 - November 5, 2015
<b>Recruitment Session 2:</b>	October 13, 14 & 15, 2015, Promptly at 8:30 am
<b>Course Schedule:</b>	November 17, 2015 – February 17, 2016
<b>Recruitment Session 3:</b>	January 26, 27 & 28, 2016, Promptly at 8:30 am
<b>Course Schedule:</b>	March 1, 2016 - June 2, 2016



## CERTIFIED NURSING ASSISTANT

Classes are held from 7:30 am to 3:30 pm, Monday – Friday

Clinical Hours: 6:30 am to 2:30 pm

Cost to student: \$127.00 (Background Check and Drug Screening)

This 7-week training course is designed to prepare and educate students to work in a health care setting. Students will learn basic health care information, job responsibilities as a resident care team member, and legal aspects of resident care. Course curriculum also includes the fundamentals of nursing, anatomy and physiology in both a classroom and clinical setting. This course will also prepare students for the State of Delaware Nursing Assistant Certification Exam.

### REQUIREMENTS:

- Delaware Resident
- 18 Years of age and up
- Valid Delaware Driver's License
- Social Security Card
- Proof of Selective Service Registration (males only)
- High School Diploma or GED
- Pass a math and reading exam
- Pass criminal background check and drug screening
- Transportation preferred

<b>Recruitment Session 1 :</b>	July 7, 8, 9, 2015, Promptly at 8:30 am
<b>Course Schedule Session 1:</b>	August 20, 2015 - October 9, 2015
<b>Recruitment Session 2 :</b>	September 1, 2, 3, 2015, Promptly at 8:30 am
<b>Course Schedule Session 2:</b>	October 13, 2015 - December 7, 2015
<b>Recruitment Session 3:</b>	October 20, 21, 22, 2015, Promptly at 8:30 am
<b>Course Schedule Session 3:</b>	December 9, 2015 – February 8, 2016
<b>Recruitment Session 4:</b>	December 21, 22, 23, 2015, Promptly at 8:30 am
<b>Course Schedule Session 4:</b>	February 10, 2016 – April 8, 2016
<b>Recruitment Session 5:</b>	February 16, 17, 18, 2016, Promptly at 8:30 am
<b>Course Schedule Session 5:</b>	April 12, 2016 – June 1, 2016



# COMPUTER & TECHNICAL SUPPORT

Classes are held from 7:30 am to 3:30 pm, Monday – Friday  
Cost to student: \$289.00 (Certification Exam, Background Check and Drug Screening)

This 420 hour training course prepares individuals for entry-level positions in the field of Information Technology (IT) support. You should have basic knowledge of computers and a strong desire to learn advanced computer technology.

This course will provide students with:

- Hands-on computer repair training designed to give the student the ability to build, upgrade, troubleshoot and maintain computer systems.
- Operation and maintenance of operating systems
- Introduction to Linux, Green IT
- Preventative maintenance techniques
- Computer networking for enterprise, small business, and home
- Introduction to Network Applications
- Troubleshooting and correcting software problems
- Preparation for the A+ Certification
- Job shadowing & Placement Assistance

## REQUIREMENTS:

- Delaware Resident at least 18 years of age
- Valid Delaware Driver’s License
- High School Diploma or Equivalency
- 10<sup>th</sup> grade reading and math aptitude
- Pass Drug Screen and Criminal Background Check
- Basic computer operation knowledge and technology competency test(s)
- Keyboarding skills
- Transportation Preferred

<b>Recruitment Session 1:</b>	July 7, 8 & 9, 2015, Promptly at 8:30 am
<b>Course Schedule:</b>	August 20, 2015 - November 5, 2015
<b>Recruitment Session 2:</b>	October 13, 14 & 15, 2015, Promptly at 8:30 am
<b>Course Schedule:</b>	November 17, 2015 – February 17, 2016
<b>Recruitment Session 3:</b>	January 26, 27 & 28, 2016, Promptly at 8:30 am
<b>Course Schedule:</b>	March 1, 2016 - June 2, 2016



## ELECTRICAL TRADES

Classes are held from 7:30 am to 3:30 pm, Monday – Friday  
Cost to student: \$111.00 (Background Check and Drug Screening)

This 12-week training course is designed for students that have little or no training in the electrical field. Upon completion of the course the student will be able to enter the electrical field in an entry-level position as a competent and qualified helper or apprentice.

Throughout the course, safety and work ethic is emphasized. Credentials earned include: NCCER Electrical Level 1, Network Cabling Specialist, Copper-Based Systems Certificate, OSHA 10 Hour Safety Card. Fork Lift Training and Certification is also included.

In the classroom, the student will be introduced to Electrical Theory, general safety and residential wiring. Lab work is on demonstration boards where each student will mount boxes and connect them with conduit, MC and Romex. Multiple switching, lighting and receptacle configurations are assembled. Each student will also be introduced to various conduit bending methods, tools and procedures. Students also learn and practice Network Copper-Based Cabling Systems Technology.

The students work in teams in mock buildings and install non-metallic sheathed cable, MC cable, electrical non-metallic tubing, old work and new work boxes. Switches are mounted in the boxes and wired to replicate various practical circuits. Each student will install a complete electrical service to the mock building. Also included during this phase are box layout and mounting techniques, hole saws, hole punches, masonry fasteners, lighting circuits, cable pulling, and conduit installation.

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<b>Recruitment Session 2:</b>	October 13, 14, & 15, 2015, Promptly at 8:30 am
<b>Course Schedule:</b>	November 17, 2015 – February 17, 2016
<b>Recruitment Session 3:</b>	January 26, 27 & 28, 2016, Promptly at 8:30 am
<b>Course Schedule:</b>	March 1, 2016 - June 2, 2016



## H.V.A.C. / ENERGY TECHNICIAN

Classes are held from 7:30 am to 3:30 pm, Monday – Friday  
Cost to student: \$111.00 (Background Check and Drug Screening)

This course is designed for those individuals who are interested in becoming employed in the HVAC and Residential Energy Trades.

Job titles include: HVAC installation apprentice, HVAC service technician apprentice, Home Energy Auditing, Commercial and Residential building maintenance, and Weatherization. This course is twelve (12) weeks including three (3) weeks in an unpaid hands-on job-shadowing experience.

Certifications: NCCER HVAC Level 1 (First Year Apprenticeship Completion), EPA Section 608 Certification, 10 Hour OSHA, Gastite Certification, and R410A Refrigerant Certification. Fork Lift Training and Certification is also included.

### REQUIREMENTS:

- Delaware Resident at least 18 years of age
- Valid Delaware Driver's License
- Social Security Card
- Proof of Selective Service Registration (males only)
- High School Diploma or Equivalency
- Ability to pass a math and reading exam
- Pass Criminal Background Check and Drug Screening
- Transportation Preferred

<b>Recruitment Session 1:</b>	July 7, 8, & 9, 2015, Promptly at 8:30 am
<b>Course Schedule:</b>	August 20, 2015 - November 5, 2015
<b>Recruitment Session 2:</b>	October 13, 14, & 15, 2015, Promptly at 8:30 am
<b>Course Schedule:</b>	November 17, 2015 – February 17, 2016
<b>Recruitment Session 3:</b>	January 26, 27, & 28, 2016, Promptly at 8:30 am
<b>Course Schedule:</b>	March 1, 2016 - June 2, 2016



## MEDICAL ASSISTANT

Classes are held from 7:30 am to 3:30 pm, Monday – Friday  
Cost to Student: \$111.00 (Background Check and Drug Screening)

The Medical Assistant program prepares individuals to work in a physician's office, hospital departments, health insurance companies, public health agencies, medical firms or medical schools. The full course of study is 680 hours. It consists of 575 hours of theory and 105 hours of clinical practice prior to the completion of the program.

The curriculum is divided into four phases: Medical Office Practice, Medical Terminology, Medical Laboratory Procedures, and Basic Health Care Skills. There is time allotted for Administration, Electronic Medical Records and Billing and Coding. The curriculum incorporates a science core for scientific basis of practice and a professionalism core for job readiness and professional conduct.

At the end of the 19 - week session, the students are qualified to perform entry-level administrative and/or clinical duties and receive a certificate of completion, and test for CCMA (Certified Clinical Medical Assistant) and a CMAA (Certified Administrative Medical Assistant).

### REQUIREMENTS:

- Delaware Resident
- 18 Years of age and up
- Valid Delaware Driver's License
- Social Security Card
- Proof of Selective Service Registration (males only)
- High School Diploma or GED
- Pass a math and reading exam
- Pass criminal background check and drug screening
- Transportation Preferred

**Recruitment Session 1:** July 7, 8, & 9, 2015 - Promptly at 8:30 am

**Course Schedule:** August 20, 2015 – January 12, 2016

**Recruitment Session 2:** November 16, 17, & 18, 2015 - Promptly at 8:30 am

**Course Schedule:** January 19, 2016 – June 10, 2016





## PRACTICAL NURSING

Classes are held from 7:00 am to 3:30 pm, Monday – Friday

Clinical Hours: 6:30 am to 2:30 pm

Cost to student: \$197.00 (Background Check (2) and Drug Screening)

Course Schedule for 2017 graduating class: August 2016 - June 2017

This 10 month training course provides individuals with experience to become Licensed Practical Nurses. The course consists of classroom training, nursing skills lab, and clinical practice in area hospitals and nursing facilities. Upon completion, students will take the National Examination for Licensure.

### REQUIREMENTS:

- Delaware Resident
- 18 Years of age and up
- Valid Delaware Driver's License
- Social Security Card
- Proof of Selective Service Registration (males only)
- High School Diploma or GED
- Pass criminal background check and 9 Panel drug testing
- Not listed on the Adult and Child Abuse Registry
- Pass our Nursing Entrance Test (register online at [atitesting.com](http://atitesting.com))
- Previous health care experience / course work preferred
- Transportation preferred
- **\$150.00 Non-Refundable Application Fee (money order or cash only) due at registration**

### Registration Dates:

December 1, 2015 thru December 18, 2015  
8:30 am - 11:30 am and  
1:00 pm - 3:00 pm



## WELDING & FABRICATION

Classes are held from 7:30 am to 3:30 pm, Monday – Friday  
Cost to student: \$111.00 (Background Check and Drug Screening)

This 18 - week training course will provide the successful student with the skills required to secure a job as an entry-level welder.

The day welding course includes basic welding training using Shielded Metal Arc Welding (SMAW) as a primary type of welding. Students will learn to use Oxy Acetylene for cutting, power and hand tools. Trade safety, work site housekeeping, and PPE will be emphasized. Student will learn the welding skill in the following skilled positions 1F, 2F, 3F 4F, 3G, 4G, 5G and 6G depending on skill development. A certification will be offered at the end of this course to individuals who successfully complete a weld test in one or more of the above listed positions. There may be some exposure to the following types of welding:

- GMAW – Gas Metal Arc Welding
- FCAW – Fluxed Core Arc Welding
- GTAW - Gas Tungsten Arc Welding

Students also achieve N.C.C.E.R. Core and Welding Level I Certification with first year Apprenticeship in Welding completed, and OSHA 10 Hour. Fork Lift Training and Certification is also included.

### REQUIREMENTS:

- **18 Years of age and up**
- **Social Security Card**
- **Proof of Selective Service Registration (males only)**
- **Valid Delaware Driver's License**
- **High School Diploma or GED**
- **Pass a math and reading exam**
- **Pass drug screening and criminal background check**
- **Transportation Preferred**

**Recruitment Session 1:** July 7, 8, & 9, 2015 - Promptly at 8:30 am

**Course Schedule:** August 20, 2015 – January 6, 2016

**Recruitment Session 2:** December 9, 10, & 11, 2015 - Promptly at 8:30 am

**Course Schedule:** January 19, 2016 – May 27, 2016



## **WELDING & FABRICATION, Evening Career Lattice – Basic & Advanced Skills**

Classes are held Monday/Wednesday or Tuesday/Thursday 6:00 pm to 9:00 pm, 3-Levels offered with a 72 hour or 144 hour format.  
Cost to student: \$111.00 (Background Check and Drug Screening)

**Level 1:** 72 Hours with training and certification in one or more of the following areas:

- SMAW - Shielded Metal Arc Welding
- GMAW - Gas Metal Arc Welding
- GTAW - Gas Tungsten Arc Welding

**and**

Reading and Math Classwork in preparation for achieving minimum 10<sup>th</sup> Grade Score on the TABE test.

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**Level 2:** 72 Hours with training and certification in one or more of the following areas:

- SMAW, GMAW and GTAW

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**Level 3:** 144 Hours advanced training and certification in one or more of the following areas:

- SMAW, GMAW and GTAW

### **REQUIREMENTS:**

- 18 Years of age and up
- Social Security Card
- Proof of Selective Service Registration (males only)
- Valid Delaware Driver's License
- High School Diploma or GED
- Pass a math and reading exam
- Pass drug screening and criminal background check
- Transportation Preferred

<b>Recruitment Session 1:</b>	July 7, 8, & 9, 2015, Promptly at 8:30 am
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<b>Course Schedule:</b>	November 17, 2015 – February 17, 2016
<b>Recruitment Session 3:</b>	January 26, 27, & 28, 2016, Promptly at 8:30 am
<b>Course Schedule:</b>	March 1, 2016 - June 1, 2016

**If you cannot make a day recruitment session,  
call 302-576-5095 to schedule an appointment.**

## Directions to the Delaware Skills Center

Please note that between the hours of 8:30 am and 2:00 pm the front gates located on Clifford Brown Walk are locked. Overflow parking is located at the Elwyn Parking Lot (★). The main office is located in the front building, first floor.

### From I-95

Take Delaware Avenue exit, turn right (I-95 North), turn left (I-95 South) onto Delaware Avenue at the end. Stay in the left two lanes marked for 11th Street. Follow 11th Street past Rodney Square to Pine Street. Turn left onto Pine Street. Follow Pine Street past Stubbs Elementary School and directly behind Howard High School into the Delaware Skills Center parking lot. The Delaware Skills Center is the building on the right.

### From I-495

Take 12th Street exit, turn left (I-495 North), turn right (I-495 South) onto 12th Street at the stop sign. Follow 12th Street until you reach a dead end at Northeast Blvd. Turn left at the light. Continue over the bridge and around the bend. This will turn into Spruce Street. Make the first right at the light onto 10th Street. Turn right at the first stop sign onto Pine Street. Follow Pine Street past Stubbs Elementary School and directly behind Howard High School into the Delaware Skills Center parking lot. The Delaware Skills Center is the building on the right.

### From Route 13 North

Follow Route 13 North (Business) into Wilmington. Route 13 becomes Walnut Street. Follow Walnut Street to 11th Street and turn right. Follow 11th Street to Pine Street. Turn left onto Pine Street. Follow Pine Street past Stubbs Elementary School and directly behind Howard High School into the Delaware Skills Center parking lot. The Delaware Skills Center is the building on the right.



New Castle County Vocational Technical School District  
1417 Newport Road, Wilmington, DE 19804

**2015 - 2016**

**BOARD OF EDUCATION**

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John F. Lynch, Jr. - Vice President

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**Adult Division Director**

Annemarie Linden

**Delaware Skills Center Supervisor**

Eric A. Wells

1300 Clifford Brown Walk  
Wilmington, DE 19801

### **Delaware Skills Center's Mission:**

The Delaware Skills Center is an adult vocational technical training center committed to providing skills training that creates a pathway to a rewarding career.

### **History of the Delaware Skills Center:**

The Delaware Skills Center has provided skills training and job placement since 1963. All courses are taught through hands-on training, classroom learning, and internships.

The Delaware Skills Center has helped thousands of graduates develop successful careers.

This continued success can be attributed to:

- Employer based curriculum.
- Clinical experiences, job shadowing and on the job training.
- Classroom and career areas that simulate the workplace environment.
- Instructors with extensive knowledge and experience in their field.
- Supportive services including: career guidance, employability skills, job readiness, academic preparation and personal assistance.
- Strong relationships with business and industry.
- Experienced staff committed to the success of each student.
- Courses aligned with state and national certification tests, apprenticeship programs and state licensing.

Auxiliary aids and services are available upon request to individuals with disabilities.

Approved for VA Education Benefits

Equal Opportunity Employer / Program

### Why hire our graduates?

- Students are recruited, tested and interviewed before enrollment
- Certification or licensing in their training area
- Good source of qualified applicants
- Successful record of job placement
- Extensive on the job training
- Employment Prescreening

### DSC Highlights

- Over 50 years in education and job placement business
- Certification or Licensing Exams
- High overall Job Placement
- Free parking
- Daytime Classes 7:30 - 3:30, Evening Classes 6:00 - 9:00
- A Delaware Workforce Investment Board Contractor
- Approved for VA Education Benefits
- Partner with the Department of Labor
- Always seeking industry specific business partnerships
- Authorized Pearson VUE Comptia Testing Center
- Authorized Pearson VUE GED® Testing Center

### Delaware Skills Center

Celebrating 50 Years Developing Successful Careers

It is the policy of the New Castle County Vocational Technical School District not to discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, marital status, age, disability, or covered veteran status in employment, admission to, or participation in its programs, services, and activities.

Es la politica del New Castle County Vocational Technical School District no para distinguir sobre la base de carrera, color, religion, origen nacional, genero, orientacion sexual, estado civil, edad, la discapacidad, o situacion veteran cubierta en empleo, entrada a o la participacion en sus programas, servicios y actividades.

Si desea su correspondencia o información en español, por favor llame al 302-995-8036.  
(If you desire this correspondence or information in Spanish, please call 302-995-8036.)

**Marshallton  
New Castle County Vo-Tech  
Adult Education Division**

**James H. Groves Adult High School  
GED® Preparation  
Adult Basic Education**



**Contact our office at 302.683.3642 to receive  
information on how to enroll.**

**Marshallton Education Center  
1703 School Lane  
Wilmington, DE 19808  
[www.nccvtadulthoodeducation.com](http://www.nccvtadulthoodeducation.com)**



# AED

Adult Education Division

**ADULT EDUCATION CAREER TRAINING  
AND APPRENTICESHIP CLASSES**

**AED Office  
1703 School Lane  
Wilmington, DE 19808  
(302) 683-3652**

**[www.nccvtadulthoodeducation.com](http://www.nccvtadulthoodeducation.com)**

**Contact Information:  
Joan Snyder (302) 683-3652**

**Allen Schrum, Supervisor  
(302) 683-3651**

Auto Technology	Early Care Teacher
Auto Body Repair	HVAC
Carpentry	Heavy Equipment
Dental Assisting	Industrial Maintenance
Plumbing	Masonry
Welding	Machinist
Iron Worker	Nursing Assistant
Electrical	Pipefitting
Sheet Metal	Pipe Welding



**Delaware Skills Center**

1300 Clifford Brown Walk

Wilmington, DE 19801

(302) 654-5392

[www.deskillscenter.org](http://www.deskillscenter.org)



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