

# CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT COURSE CATALOG Spring 2022



*In-person classes adhere  
to COVID safety guidelines.*



**Delgado**  
COMMUNITY COLLEGE

Corporate, Community & Continuing Education

# What We Offer

Delgado Community College's Continuing Education courses are workforce courses that give you the opportunity to enjoy learning at your leisure about topics that hold your interest, enhance your current professional skill set, or even embark on a new career path! Through many of our workforce courses, you can earn the following:

NEW - Online instructor-led and hybrid courses | Industry-based certifications | Continuing Education Units, or CEUs, in order to maintain certification / licensure or meet other professional development requirements for your career or area of employment | Certificates of Completion | Corporate / business training | Incumbent Worker Training Program grants | Small business opportunities

## Contact Information

Delgado Community College - City Park Campus | Building 8, Room 116 - Workforce Student Services Office  
615 City Park Avenue, New Orleans, Louisiana 70119

Classes are also offered at: Delgado River City Site, 709 Churchill Parkway, Avondale, LA 70094; Delgado Jefferson Site, 5200 Blair Drive, Metairie, LA 70001; and Delgado Sidney Collier Site, 3727 Louisa Street, New Orleans, LA 70126

Phone: 504.671.6474 Fax: 504.671.6349 Email: [noncredit@dcc.edu](mailto:noncredit@dcc.edu) Website: [www.dcc.edu/go/continuing-ed](http://www.dcc.edu/go/continuing-ed)

## Office Hours

Monday - Friday, 8 a.m. to 4:30 p.m. We strongly recommend setting up an appointment before coming to the office.

## New Course Information

[Check our website at www.dcc.edu/go/continuing-ed](http://www.dcc.edu/go/continuing-ed) for information about new courses coming soon!

## Recommend a Course

Have a suggestion for a workforce course you'd like us to offer? Email us at [noncredit@dcc.edu](mailto:noncredit@dcc.edu).

## Teach a Course

Are you interested in teaching a workforce course at Delgado? Email your resume and a brief bio to [noncredit@dcc.edu](mailto:noncredit@dcc.edu).

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## HOW TO REGISTER

Register for a course in two easy ways:

1. Register online and pay at [www.dcc.edu/go/continuing-ed](http://www.dcc.edu/go/continuing-ed).
2. Register and pay in person at:  
Delgado Community College  
Workforce Student Services Office  
Building 8, Room 116  
City Park Campus  
615 City Park Avenue  
New Orleans, LA 70119

Students are encouraged to register no later than five days before class starts.

### **FINANCIAL ASSISTANCE IS AVAILABLE FOR ONLINE CLASSES!**

- Sallie Mae
- Gulf Coast Bank & Trust Company
- Workforce Innovation and Opportunity Act (WIOA)

## CONNECT WITH US



# PAYMENTS & REFUNDS

## Continuing Education & Professional Development Courses

Online registration requires immediate payment via credit card. All other fees are payable by check, money order, or cash to the Bursar's Office. Once your registration form has been processed, you will receive payment instructions via email.

### Refund Guidelines for Students

- A. Once registered, the student must pay tuition. Registration is not guaranteed until tuition has been paid, particularly for high-demand classes.
- B. A 100 percent refund will be granted if the student drops the class at least five business days before the start date. The term "refund" includes voiding invoices for unpaid balances. Drop requests must be submitted in writing to the appropriate department. Emailed requests are acceptable at [noncredit@dcc.edu](mailto:noncredit@dcc.edu).
- C. Any type of refund may require up to approximately six weeks for processing. The College is a state agency, and therefore, all refunds must be substantiated in writing and are subject to review by the State of Louisiana Office of the Legislative Auditor.
- D. Nonattendance does not constitute dropping a class. If the student does not submit a drop request, he or she will be billed for the class even if he or she has not attended.
- E. No drop requests and associated refunds will be granted after the five-day drop period has passed.
  - Exceptions might be granted on a case-by-case basis in the event of certain documentable emergencies. A refund request must be submitted in writing within 30 days of the course end date to the appropriate department along with documentation of the emergency.
  - Transfer to another course is determined on a case-by-case basis and must be done five business days before the class begins.
  - A Refund Request Committee, comprised of appointed representatives of Workforce Development (usually department heads or their designees), will evaluate the requests on a monthly basis. Decisions of this committee shall be considered final and not eligible for appeal.
- F. A 100 percent refund is automatically processed if a class is cancelled by Delgado Community College.
  - Students will be notified when a class is cancelled by the College before the scheduled starting date. All efforts will be made to provide notice of cancellation at least three business days before the start date of the course.
  - A written request from the student is not required to process a refund in this instance.

### Payment Guidelines for Students

- A. Failure to pay any balance in full by the end date of a class may result in the account being placed with a collection agency. Students are responsible for all collection and/or legal fees associated with accounts placed with collection. Holds that restrict registration, release of grades, results, and/or certificates of completion may be placed on accounts with a balance remaining after the class had ended.
- B. Students are assessed a fee for all returned checks and/or credit card chargebacks due to insufficient funds, unauthorized use, cancelled card, or fraud. The fee is \$25 for five percent of the amount of the returned check/credit card chargeback, whichever is greater. Only in the case of a bank or card issuer error will the returned check/credit card chargeback penalties be removed. After the College has exhausted its attempts to notify the student, failure to pay the returned check or credit card chargeback and additional charges may subject the student to an administrative withdrawal from classes and his or her account may be submitted to a collection agency.

### Student Loans

*Sally Mae* is offering the Smart Option Student Loan to students seeking financial aid for certification / license programs. Interest rates will vary. The direct assistance number is 1-877-279-7172.

*Gulf Coast Bank & Trust Company (GCB)* has simplified tuition management by offering a comprehensive array of products and services. Managing your payment plan is easy and convenient using our online tuition management system. GCB's highly experienced tuition lenders are dedicated to providing tuition financing solutions that will meet your needs. To find out more, please call (504) 544-6370 or 1-855-335-2068 toll free.

*The Workforce Innovation and Opportunity Act (WIOA)* will fund programs that connect and assist job seekers with training, support, and education services so that they can find and maintain employment. Services funded by WIOA will be available to job seekers of all ages, including the chronically unemployed, the disabled, displaced workers, and opportunity youth, who are 16 to 24 year olds who are neither employed nor in school. Orleans Parish residents call (504) 658-4500 and Jefferson Parish residents call (504) 227-1283.



# 2D GRAPHICS

## Adobe InDesign

Learn to format text properly, create vector graphics with InDesign's drawing tools, and import images from external files, all within file dimensions appropriate for commercial printing; manipulate images and text to create unique, eye-catching, colorful effects for cohesive designs; and use file templates, master layouts, and text-formatting styles to dramatically improve workflow efficiency. Also learn to thread lengthy text stories across multiple pages, using InDesign's utilities to control formatting and pagination; define appropriate settings for folding documents; and use conditional text and layers to develop customized versions of a document.

**Required textbook:** *Adobe InDesign CC 2020: The Professional Portfolio* - ISBN: 978-1-946396-38-9. Please note that this course does not go through the entire textbook.

**Required supplies:** Students must bring a USB drive to save their work.

**Software version taught:** Creative Cloud (Mac OS)

**Total contact hours:** 30 / 3.0 CEUs / Certificate of Completion

**Tuition:** \$299

*Please check our website for class updates.*



## Adobe InDesign: Advanced

Learn to incorporate the same content elements in a series of related layouts with XML, a powerful content-repurposing tool, how to automate the formatting of lengthy, multi-chapter documents to guarantee consistency, and to build associated tables of contents and indexes.

**Required textbook:** *Adobe InDesign CC 2020: The Professional Portfolio* - ISBN: 978-1-946396-38-9. Please note that this course does not go through the entire textbook.

**Required supplies:** Students must bring a USB drive to save their work.

**Software version taught:** Creative Cloud (Mac OS)

**Total contact hours:** 15 / 1.5 CEUs / Certificate of Completion

**Tuition:** \$149

*Please check our website for class updates.*

## Adobe Photoshop

Learn to define appropriate resolution and compression settings for a variety of distribution purposes; select specific photographic elements and separate them from their backgrounds with a variety of different tools and techniques; and composite raster images, vector objects, and text elements to create unified, finished documents. Also learn to use Photoshop's powerful controls for correcting colors, adjusting lighting, and repairing other types of visual damage in your images; and create unique artistic effects using many of Photoshop's filters, adjustments, brushes, and 3D tools.

**Required textbook:** *Adobe Photoshop CC 2020: The Professional Portfolio* - ISBN: 978-1-946396-34-1. Please note that this course does not go through the entire textbook.

**Required supplies:** Students must bring a USB drive to save their work.

**Software version taught:** Creative Cloud 2017 (Mac OS)

**Total contact hours:** 30 / 3.0 CEUs / Certificate of Completion

**Tuition:** \$299

*Please check our website for class updates.*

## Adobe Photoshop: Advanced

Learn to use valuable timesavers such as libraries, styles, actions, and batch processing to streamline workflow; prepare images for web publication by adding animations and defining image slices; and save files with appropriate settings and formats for a variety of print and digital distribution methods.

**Required textbook:** *Adobe Photoshop CC 2020: The Professional Portfolio* - ISBN: 978-1-946396-34-1. Please note that this course does not go through the entire textbook.

**Required supplies:** Students must bring a USB drive to save their work.

**Software version taught:** Creative Cloud (Mac OS)

**Total contact hours:** 15 / 1.5 CEUs / Certificate of Completion

**Tuition:** \$149

*Please check our website for class updates.*

## Adobe Photoshop Elements 101

Get a basic introduction to the tools available in Adobe Photoshop Elements, a lower-cost alternative software to Adobe Photoshop that has easy-to-use editing options for every user level to make digital photographs look their best.

**Software version taught:** Photoshop Elements 12 (Windows)

**Total contact hours:** 15 / 1.5 CEUs / Certificate of Completion

**Tuition:** \$129

*Dates: Wednesdays, 4/20/2022 - 5/18/2022, 6 p.m. - 9 p.m. (5 class meetings), City Park Campus, Building 8, Room 109*

*Instructor: Donald Crais*

## ARTS & CRAFTS

### Intro to Cricut®

The Cricut class is for beginners or those who are looking to get better at their craft. The goal of this class is to get new cricut users comfortable with adding images, working with text, and cutting.

**Total contact hours: 12**

**Tuition: \$145**

*Dates: Tuesdays, 1/17/2022 - 2/7/2022, 6 p.m. - 9 p.m. (4 class meetings), Delgado River City Site*

*Instructor: Kirby Lanier*



## AUTOMOTIVE

### You "Auto" Know

This course is an interactive and fun way to learn about basic vehicle maintenance. Students will be able to prolong the life of their vehicles (and save money). The course will help you understand your owner's manual, how to change a tire, boost a battery, check fluid levels, know how to speak with a mechanic, and what to do in an emergency. Students will be allowed to bring their vehicles for training purposes and demonstrations.

**Required supplies:** Students are advised to wear comfortable clothing that they don't mind getting dirty. Students should wear closed-toed shoes and must be a minimum of 16 years old.

**Optional supplies:** Vehicle owner's manual(s), safety glasses, and/or mechanical gloves

**Total contact hours: 16 / Certificate of Completion**

**Tuition: \$125**

*Please check our website for class updates.*

## BUSINESS

### The Art of Grant Writing 101

Do you love writing and building rewarding, long-lasting relationships? Do you have a passion for a cause? As a grant writer, you can help nonprofit organizations, schools, religious institutions, and research organizations acquire the funds they need to operate and to thrive. In our Art of Grant Writing class, you will learn how to gain a new knowledge of the grant writing process and be able to research, plan and write a grant for any organization. This course will help you gain a new skill to advance in your career or start a new one! Students will learn how and where to look for potential funders who are a good match for their organization, how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to compile a complete proposal package.

**Required supplies:** USB drive and 2-inch binder

**Total contact hours: 24 / 2.4 CEUs / Certificate of Completion**

**Tuition: \$259**

*Dates: Tuesdays, 6 p.m. - 9 p.m. (8 class meetings),*

*City Park Campus, Building 8, Room 114*

*Section 1: 1/25/2022 - 3/22/2022*

*Section 2: 4/12/2022 - 5/31/2022*

*Instructor: Hillary Williams*

### The Art of Grant Writing 102

This intensive and practical course is designed for advanced grant writers who seek to increase their effectiveness in the dynamic and rewarding field of grant proposal writing and management. This course will offer the following topics: reviewing and writing sample local, state, and federal grants; preparing comprehensive budgets and measurable quantitative and qualitative objectives; and responding to a grant rejection letter.

**Required Supplies:** USB drive and 2-Inch binder

**Total contact hours: 12/1.2 CEUs/Certificate of Completion**

**Tuition: \$149**

*Dates: Tuesdays, 6/7/2022 - 6/28/2022, 6 p.m. - 9 p.m. (4 class*

*meetings), City Park Campus, Building 8, Room 101*

*Instructor: Hillary Williams*

### How to Write a Successful RFP, RFQ, and Bid

This course is uniquely designed to prepare business owners and consultants to use the RFP, RFQ, and Bid process to its maximum potential. The class agenda will identify the process, offer a key understanding of the elements of the proposal, and ascertain ways in which the document can be used to its full capacity. Pitfall and success stories will make the class relevant and applicable when planning to incorporate this type of solicitation into the government process. Practical examples, discussion group exercises, and case studies will be used throughout the course.

**Required Supplies:** USB drive and 2-inch binder

**Total contact hours: 18/1.8 CEUs/Certificate of Completion**

**Tuition: \$219**

*Dates: Thursdays, 3/4/2022 - 4/8/2022, 6 p.m. - 9 p.m. (6 class meetings), City Park Campus, Building 8 Room 101*

*Instructor: Hillary Williams*



## The Essentials of Powerful and Effective Leadership

Becoming an effective and powerful leader in today's climate involves one's ability to maintain effective executive presence, lead and mentor individuals, and effectively manage a team. The focus of this course is to explore each of these leadership areas and provide the tools to apply them in professional settings. Each module is designed to assist participants with developing and honing their leadership style. By the end of the course, participants will be able to articulate and execute their cultivated leadership style and obtain tools to improve their leadership impact.

**Total contact hours: 24 / 2.4 CEUs / Certificate of Completion**

**Tuition: \$159**

*Please check our website for class updates.*

## Social Media for Start Ups

Attracting new customers and engaging existing customers are the biggest challenges for business owners. Social Media platforms provides an opportunity to put your company in the forefront of your target audience. Yet, simply having a social media account is not enough. In this course, you will learn how to effectively increase your follower base and how to use social media to drive sales. By the end of the course, you will develop and execute a social media campaign tailored to your target audience and track your progress with business tools.

**Required supplies:** Laptop and smartphone with app download capabilities

**Total contact hours: 24 / 2.4 CEUs / Certificate of Completion**

**Tuition: \$159**

*Please check our website for class updates.*

## Project Management Principles

This course is designed to instruct students seeking to become a more affective project leader. Course topics include planning,

scheduling, organizing and controlling projects in any industry. The primary course emphasis is on the project management process used for control of varying projects.

**Required supplies/textbooks:** *Project Management: The Managerial Process/8th edition*, basic calculator, USB drive

**Total contact hours: 24**

*Dates: Wednesdays, 1/26/2022 - 3/9/2022, 6 p.m. - 9 p.m. (8 class meetings), City Park Campus, Building 8*

*Instructor: Matthew Romero*

# COMPUTER & OFFICE SKILLS

## Microsoft Excel

Using Office 2019/365, learn how to navigate the worksheet, format cells, perform calculations using formulas and functions, create charts, and use financial functions and "what-if" analysis. Manage multiple worksheets and organize large amounts of data. Work with PivotTables and PivotCharts, 3-D references and macros, inspect and protect your workbook, and much more. Students should have basic knowledge of computers such as using the mouse and keyboard, plus a basic understanding of Windows before taking this course.

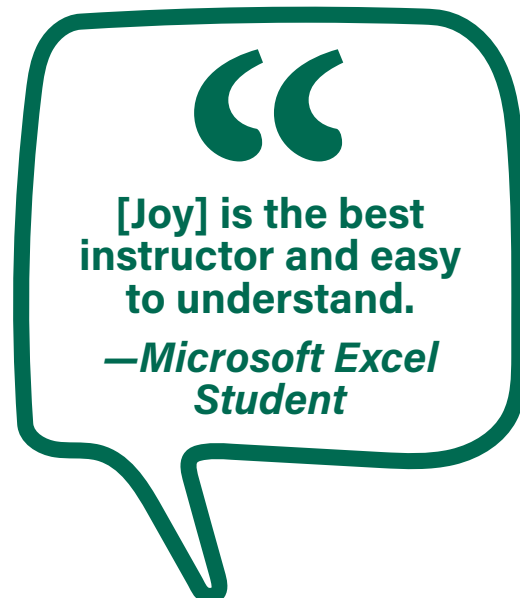
**Required supplies:** Students must bring a USB drive to save their work. Textbook required; must purchase separately.

**Total contact hours: 36 / 3.6 CEUs / Certificate of Completion**

**Tuition: \$299**

*Dates: Tuesdays, 2/1/2022 - 4/26/2022, 6 p.m. - 9 p.m. (12 class meetings), City Park Campus, Building 8, Room 106. No class Mardi Gras Day.*

*Instructor: Joy Alexander*





## Microsoft Outlook

Outlook is the Microsoft program that is your personal information manager that you will use on your computer or mobile device. You can send emails with files or pictures attached. It is your personal address book to keep track of your contacts. You will learn how to set up contact groups for sending emails to multiple people at the same time. In addition, you will learn how to set up your calendar to keep track of meetings and personal appointments. You will use notes, tasks, the To-Do bar, and the Folder list to integrate Outlook with other Office applications, such as using your contacts for a mail merge in Word. Students should have basic knowledge of computers and a basic understanding of Windows.

**Total contact hours: 18 / 1.8 CEUs / Certificate of Completion**

**Tuition:** \$199

*Dates: Wednesdays, 1/26/2022 - 3/2/2022, 6 p.m. - 9 p.m. (6 class meetings), City Park Campus, Building 8, Room 106*

*Instructor: Joy Alexander*

## QuickBooks Online

This course is designed for the beginning or intermediate user of QuickBooks Online Essentials. The purpose of this course is to teach you how to successfully navigate and use QuickBooks Online Essentials as your business' accounting software. This course covers basic concepts of QuickBooks as well as fundamental accounting concepts with a hands-on, skills-based approach and in-class tutorials that use sample cases and scenarios. No previous accounting experience is required for this course, as it focuses on the QuickBooks software and not on accounting principles.

**Required textbook:** *QuickBooks Online*, ISBN-13: 978-1-64061-219-8.

**Required supplies:** Students should bring a USB drive to save their work.

**Total Contact Hours: 21 / 2.1 CEUs / Certificate of Completion**

**Tuition:** \$275

After successful completion of the course, students are eligible to sit for the Microsoft Certification Exam for an additional cost.

*Please check our website for class updates.*

# FOOD & BEVERAGE

## Food Safety and Sanitation Certification

In this course, food service professionals will learn procedures for handling utensils and equipment, self-surveillance, food protection, prevention of foodborne diseases, best practices for personal hygiene and habits, plus cleaning, sanitizing, and pest control. The ServSafe Food Protection Manager Certification Exam, sponsored by the National Restaurant Association (NRA), will be given at the end of class.

**Required textbook:** *ServSafe Manager with Exam Answer Sheet (7th Edition)* by the National Restaurant Association, ISBN:

9780134812335. Students must read the required textbook and complete the assignments before class begins. The textbook and answer sheet can be purchased together or separately from the Delgado bookstore. The answer sheet is required to take the exam, as well as a government-issued photo ID (e.g., driver's license, passport, etc.)

**Total contact hours: 8 / IBC awarded after passing certification exam**

**Tuition:** \$149

*Dates: Offered once per month on Thursday, 8:30 a.m. - 5:30 p.m. with 1-hour break, City Park Campus, Building 8, Room 113*

- Section 1: 1/13/2022
- Section 2: 2/17/2022
- Section 3: 3/10/2022
- Section 4: 4/7/2022
- Section 5: 5/19/2022
- Section 6: 6/16/2022

*Instructor: Barry Blue*

## Wine Appreciation

While learning about the romance and legends of world-famous wines, you will learn to select, discuss, store, and appreciate both imported and domestic fine wines. In the last two class meetings, you will participate in blind tasting, rating, and scoring famous wines from various regions.

**Age restrictions:** Students must be at least 21 years of age and will be requested to provide documentation.

**Required supplies:** Students should bring their own food and a bottle of water to each class.

**Total contact hours: 16 / Certificate of Completion**

**Tuition:** \$159

**Other fees:** \$50 for supplies, payable to the instructor the first night of class. Payment must be made via cash or money order only; a receipt will be provided.

*City Park Campus, Building 8, Room 105*

*Instructor: Peter Patti*

*Please check our website for class updates.*



## Vegan Cooking 101

Students will learn how to prepare a dish for breakfast, lunch, dinner, and dessert using plant-based alternatives with an emphasis on protein replacement.

**Total contact hours: 4**

**Tuition:** \$135



Dates: 1/28/2022, 6 p.m. - 10 p.m., City Park Campus, Culinary Arts, Kitchen 1, Building 11  
 Instructor: Tasheena Butler

### Steakhouse Classics

Come learn how to prepare a classic steak house dinner by making a traditional wedge salad, petit filet with grilled shrimp, lyonnaise potatoes, and creamed spinach. Limit 10 students.

**Total contact hours: 4**

**Tuition: \$135**

Date: 2/11/2022, 6 p.m. - 10 p.m. (1 class meeting), City Park Campus, Culinary Arts, Kitchen 1, Building 11

Instructor: Tasheena Butler

### Build Your Own Bomb Brunch

Learn how to prepare different brunch items including biscuits, scones & French toast as well as egg dishes like quiche and omelets. The class will culminate with preparing shrimp and grits/eggs benedict. Limit 10 students.

**Total contact hours: 9**

**Tuition: \$139**

Date: 10 a.m., City Park Campus, Culinary Arts, Kitchen 1, Building 11

• Section 1: 4/2/2022

• Section 2: 4/9/2022

Instructor: Tasheena Butler



# FORENSICS

### NEW! Fingerprinting Workshop

This workshop will be an overview of forensic fingerprinting techniques. In this course you will learn how to evaluate & find fingerprints (sometimes handprints and footprints) as part of an investigation in a crime.

**Total contact hours: 20**

**Tuition: \$349**

**Required supplies:** Students are required to purchase their own PPE: Lab coat, safety glasses, and respirator. Amazon purchase link to be provided.

Hybrid lecture and assignments online. Class limit: 5 - 12 students.

Instructor: Charlene Shunick

Please check our website for class updates.

### NEW! Skeletal Analysis Workshop

This workshop will be an overview of forensic skeletal analysis. Learn the the gross anatomy of the adult human skeleton and various methods used to estimate the sex (gender), age, height (stature), and ancestral background (ethnicity) of someone. The course concludes with species differences and finish with a full profile of human skeletal remains and models.

**Total contact hours: 20**

**Tuition: \$349**

**Required supplies:** Students are required to purchase their own

PPE: Lab coat, safety glasses, and respirator. Amazon purchase link to be provided.

Hybrid lecture and assignments online. Class limit: 4 - 12 students.

Instructor: Charlene Shunick

Please check our website for class updates.



### NEW! Serology Analysis Workshop

This workshop will be an overview of what serology is and how it is used in forensic investigation outside of DNA analysis. Learn about the most commonly recovered bodily fluids and what they contain as well as the most common presumptive and confirmatory tests used to identify these fluids, how they work, and how to use each of them.

**Total contact hours: 20**

**Tuition: \$649**

**Required supplies:** Students are required to purchase their own PPE: Lab coat, safety glasses, and respirator. Amazon purchase link to be provided.

Hybrid lecture and assignments online. Class limit: 4 - 12 students

Instructor: Charlene Shunick

Please check our website for class updates.



# HEALTHCARE

Please check our website for class updates.

### WIOA FUNDED! Clinical Medical Assistant

An instructional program that prepares individuals to support physicians by providing assistance during patient examinations treatment administration and monitoring by keeping patient and related health record information and by performing a wide range of practice-related duties.

**Tuition: \$3,995**

Books, uniforms, tools and certification exam not included.

Contact: Erin Rogers [erog@dcc.edu](mailto:erog@dcc.edu)

## Health Coach Training

Become a health coach through this training course! The training is six months for entry-level students, three months for advanced students w/significant healthcare training/ experience/license, and comprised of day/evening/online courses. Students are required to complete a three-hour per week externship. Students must have a high school diploma/GED to be eligible for this course. Scholarships are available. Health Coach Training is pathway to obtaining a Health Navigator associate degree. Students who have at least an associate degree are eligible to take the National Board of Medical Examiners Board Certification Exam. **Students will receive industry-based credentials and a certificate of completion.**

Contact: Dana Smith [dsmith@dcc.edu](mailto:dsmith@dcc.edu)



# HISTORY

## The French Quarter

The French Quarter has a life of its own and everyone who loves New Orleans is a part of it. We'll explore streets and gardens, churches and cemeteries, courtyards and patios, balconies and galleries; we'll meet artists and poets, enslaved Africans and indentured servants, buyers and sellers, nuns and strippers. We'll find out that many cultures created who we are—we'll hear their music and taste their food; we'll learn about the walls that protected the people and colors that killed them. Students will enjoy a field trip on a tour of the Quarter, where we will visit two spectacular museums and have lunch\* as we share our own memories of this magical world treasure.

*\*Price of food and beverage not included. Date TBA.*

**Total contact hours: 20 / Certificate of Completion**

**Tuition: \$249**

*Dates: Thursdays, 1/13/2022 - 3/3/2022, 6 p.m. - 8 p.m., (8 class meetings) City Park Campus, Building 8, Room 108 (1 off campus field trip - TBA)*

*Instructor: Randy Bibb*



**Randy was SIMPLY amazing!  
Every single class was filled with knowledge  
and fun. He presented the material in a  
clear, concise manner and was extremely  
knowledgeable about the subject matter.  
Randy Bibb is a GEM!!**

**—Kristen Campbell, Tour Guiding Student**



# HOSPITALITY & TOURISM

## Professional Tour Guiding 1

This course is designed to train and prepare students to become New Orleans tour guides. It is also a great way to gain skills in the hospitality industry as well as knowledge of the city of New Orleans. Students participate in eleven (11) classroom sessions and three (3) field trips, plus the opportunity to take the New Orleans Tour Guide Permit exam the last night of class, which is granted through the New Orleans Taxicab & For Hire Bureau. The field trips consist of guided tours valued at more than \$200, and the classroom sessions consist of instructor lectures, student presentations, and guest speakers. Previous guest speakers have included representatives from the Tour Guides Association of Greater New Orleans, the New Orleans Convention and Visitors Bureau, the Lake Pontchartrain Basin Foundation, Stephen Ambrose Historical Tours, Gray Line Tours, New Orleans Tours, City Sightseeing New Orleans, and New Orleans Music Tours.

**Recommended reading:** *The Beautiful Crescent: A History of New Orleans* by Joan Garvey and Mary Lou Widmer, published by Pelican Publishing, ISBN-13: 978-1455617425

**Total contact hours: 50 / IBC awarded upon passing Tour Guide Permit Exam**

**Tuition: \$399 (includes tour of three plantations!)**

**Other fees:** \$10 for student booklet, given out the first night of class  
**Permit information:** On the last night of class, students can take the exam for the Tour Guide Permit, which is granted through the New Orleans Taxicab & For Hire Bureau. Students who wish to pursue the New Orleans Tour Guide Permit must pay a \$50 application fee, as well as fees associated with a criminal background check. (These fees are not collected by nor associated with Delgado.) Further

information about the permitting process can be found on the [City of New Orleans website](#).

*Dates: Mondays, 1/10/2022 - 4/11/2022, , 6 p.m. - 9 p.m. (14 class meetings), City Park Campus, Building 8, Room 108 (3 off campus field trips)*

*Instructor: Randy Bibb*

## Professional Tour Guiding 2: Diversifying Your Capabilities

For licensed tour guides and for those considering becoming a Licensed Tour Guide, this course teaches various types of tours, including cemetery tours, swamp tours, culinary tours, cocktail tours as well as folklore tours such as ghosts, voodoo, pirates, etc. Students will enjoy guest speakers addressing various topics and answering questions, as well as a field trip, to learn how to research information, where to find resources and how to distinguish fact from fiction. The history of tourism in New Orleans will be discussed along with the importance of sustainable tourism co-existing with historic and fragile neighborhoods.

This course is an excellent introduction to those interested in pursuing a career in tourism, for established tour guides as a refresher, or as a guide to learning different types of tours and for those who are curious.

**Total contact hours: 16 / Certificate of Completion**

**Tuition: \$195**

*Dates: Tuesdays, 1/11/2022 - 3/1/2022, 6 p.m. - 8 p.m. (8 class meetings), City Park Campus, Building 8, Room 108 (2 off campus field trips). No class during Mardi Gras break 2/16/2022.*

*Instructor: Randy Bibb*



# INFORMATION TECHNOLOGY

Check [www.dcc.edu/go/it](http://www.dcc.edu/go/it) or email [techpathwayswd@dcc.edu](mailto:techpathwayswd@dcc.edu) for class details and updates.

## IT FOUNDATIONS SUITE

### CompTIA IT Fundamentals (ITF+) Certification

*What every user needs to know about basic IT concepts, troubleshooting devices, and identifying/preventing security risk*

#### What you'll learn

CompTIA ITF+ helps professionals to decide if a career in IT is right for them or to develop a broader understanding of IT. Training focuses on the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals alike, including:

- Using features and functions of common operating systems and establishing network connectivity

- Identifying common software applications and their purpose
- Using security and web browsing best practices

### CompTIA IT Network+ (Network+) Certification

#### What you'll learn

CompTIA Network+ helps develop a career in IT infrastructure covering troubleshooting, configuring, and managing networks. Network+ ensures an IT professional has the knowledge and skills to:

- Design and implement functional networks
- Configure, manage, and maintain essential network devices
- Use devices such as switches and routers to segment network traffic and create resilient networks
- Identify benefits and drawbacks of existing network configurations
- Implement network security, standards, and protocols
- Troubleshoot network problems
- Support the creation of virtualized networks



### CompTIA Security+ (Security+) Certification

*Everything you need to know about Security Administration to best prepare for your CompTIA Security + Certification Exam*

#### What you'll learn

CompTIA Security+ is a global certification that validates the baseline skills necessary to perform core security functions and pursue an IT security career. It establishes the core knowledge required of any cybersecurity role and provides a springboard to intermediate-level cybersecurity jobs. Security+ incorporates best practices in hands-on troubleshooting, ensuring candidates have practical security problem-solving skills required to:

- Assess the security posture of an enterprise environment and recommend and implement appropriate security solutions
- Monitor and secure hybrid environments, including cloud, mobile, and IoT
- Operate with an awareness of applicable laws and policies, including principles of governance, risk, and compliance
- Identify, analyze, and respond to security events and incidents



## ADVANCED IT TRAINING

### CompTIA Cybersecurity Analyst (CYSA+) Certification

#### What you'll learn

CompTIA CySA+ applies behavioral analytics to networks to improve the overall state of security through identifying and combating malware and advanced persistent threats (APTs), resulting in an enhanced threat visibility across a broad attack surface. It will validate an IT professional's ability to proactively defend and continuously improve the security of an organization. CySA+ will verify the successful candidate has the knowledge and skills required to:

- Leverage intelligence and threat detection techniques
- Analyze and interpret data
- Identify and address vulnerabilities
- Suggest preventative measures

*CompTIA Security+ (Security+) Certification Training recommended*



### AWS Cloud Foundations (Cloud Practitioner) Certification

*Helps to prepare you to pass the Amazon Web Services Certified Cloud Practitioner Exam*

#### What you'll learn

AWS Cloud Foundations is for individuals who want to develop a fundamental understanding of the AWS Cloud, independent of any specific technical role. The course teaches AWS Cloud concepts, core AWS services, security, architecture, pricing, and support to build AWS Cloud knowledge. This course will prepare for the AWS Certified Cloud Practitioner exam.

- Summarize the working definition of AWS
- Differentiate between on-premises, hybrid-cloud, and all-in cloud models
- Describe the basic global infrastructure of the AWS Cloud
- Explain the six main benefits of the AWS Cloud

## AGILE PROJECT MANAGEMENT SUITE

### SAFe® Scrum Master (SSM) Certification

*Learn Scrum & prepare for your Scrum Master/Agile Certification - Apply the Scrum Master role within a SAFe® enterprise with Certified SAFe® Scrum Master*

#### What you'll learn

In this course, attendees gain an understanding of the role of a Scrum Master in a SAFe® enterprise. Unlike traditional Scrum Master training that focuses on the fundamentals of team-level Scrum, the SAFe® Scrum Master course explores the role of the Scrum Master in the context of the entire enterprise, and prepares attendees to successfully plan and execute the Program Increment (PI), the primary enabler of alignment throughout all levels of a SAFe® organization. This includes learning the key components of Agile at scale development, how Scrum is facilitated throughout the enterprise, and how to execute Iteration Planning. Attendees discover how to build high performing Agile teams by becoming a servant leader and coach, and how to coach those teams to deliver the maximum business value at scale. SAFe® 5 Scrum Master (SSM) certification signifies that people are prepared to perform the role of Scrum Master in a SAFe® environment, increasing their value to teams and organizations that are implementing SAFe®.

### Agile SAFe® for Teams (SP) Certification

*Building teams and organizations that thrive during change and stay resilient*

#### What you'll learn

Build the skills needed to become a high-performing team member on an Agile Release Train (ART)—and learn how to collaborate effectively with other teams—by becoming a SAFe® 5 Practitioner (SP). During this two-day course, attendees gain an in-depth understanding of the qualities of high-performing Agile Teams, the ART and how it delivers value, and what they can do to effectively perform their role using Scrum, Kanban, and XP.

Attendees also learn how to write Stories and break down Features, plan and execute Iterations, and experience a PI Planning event. Finally, attendees learn about the Continuous Delivery Pipeline, the importance of a DevOps culture, how to effectively integrate with other teams on the ART, and what it takes to continuously improve.

### SAFe® Product Owner/Product Manager (POPM) Certification

*Delivering value through effective Program Increment execution with Certified SAFe® Product Owner / Product Manager*

#### What you'll learn

Develop the skillsets needed to guide the delivery of value in a Lean enterprise by becoming a SAFe® 5 Product Owner/Product Manager (POPM). During this two-day course, attendees gain an in-depth understanding of how to effectively perform their role in the Agile Release Train (ART) as it delivers value through Program Increments. Attendees explore how to apply Lean thinking to decompose Epics into Features and Stories, refine Features and Stories, manage Program and Team backlogs, and to plan and execute Iterations and Program Increments. Attendees also discover how the Continuous Delivery Pipeline and DevOps culture contribute to the relentless improvement of the ART.



## WORKSHOP/BOOTCAMPS

*Delgado Workforce IT provides community building and on-the-job opportunities for participants to gain work experience.*

### Tech Talk Thursday

Webinar in which industry experts and technology thought leaders discuss current issues in IT, skills development, and IT workforce trends.

### Technology Summer Boot Camp

Week long project based competition in which participants learn how to apply agile project management methodology to solve an actual business case.

## INDUSTRY TRAINING

*Delgado Workforce IT offers customized trainings, workshops, and seminars for businesses and organizations.*

### Agile Project Management 101

While Agile Project Management originated in the Tech industry due to quickly changing deliverables and ever evolving technology, this seminar demonstrates how the Agile approach can be applied effectively across all industries.



# LANGUAGES & COMMUNICATION

*Please check our website for class updates.*

## Spanish I

Learn the fundamentals of the Spanish language for non-Spanish speakers. Speaking and conversational skills are emphasized for everyday communication, including pronunciation, intonation, rhythm, and repetitive expression. As the course progresses, there will be an emphasis on receptive and expressive conversational skills. You will learn to apply and improve your expressive skills through conversation practice in real situations.

**Required textbook:** *Easy Spanish Step-By-Step* by Barbara Bregstein, ISBN: 9780071463386

**Optional textbook:** Spanish/English dictionary

**Total contact hours:** 24 / 2.4 CEUs / Certificate of Completion

**Tuition:** \$259

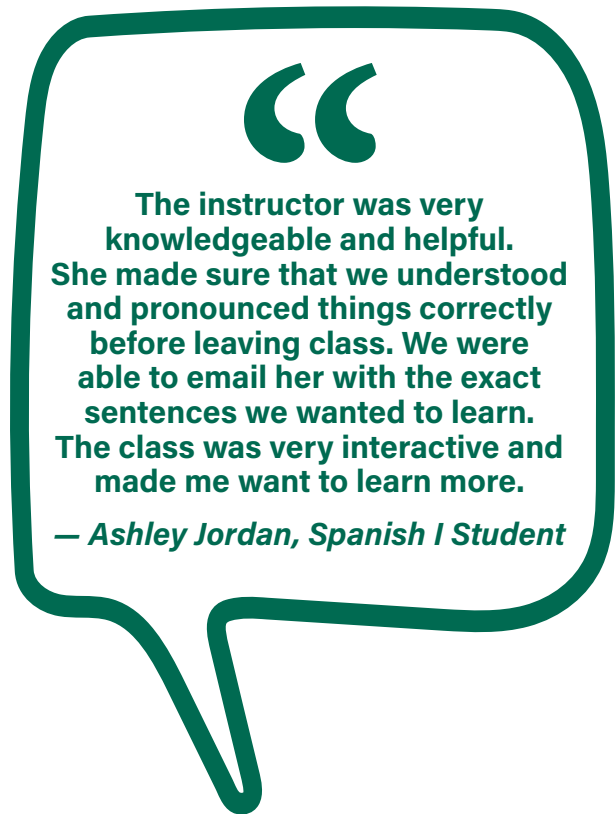
*Dates: Wednesdays, 6 p.m. - 9 p.m. (8 class meetings)*

*Section 1: 1/5/2022 - 2/23/2022*

*Section 2: 3/9/2022 - 4/27/2022*

*Section 3: 5/11/2022 - 6/22/2022*

*Instructor: Yiraliz Beltran*



“  
**The instructor was very knowledgeable and helpful. She made sure that we understood and pronounced things correctly before leaving class. We were able to email her with the exact sentences we wanted to learn. The class was very interactive and made me want to learn more.**

— Ashley Jordan, Spanish I Student

## Spanish II

This course will introduce the fundamentals of the Spanish Language for non-Spanish speakers. Speaking and conversational skills are emphasized for everyday communication, including pronunciation, intonation, rhythm, and repetitive expression. As the course progresses, there will be an emphasis on receptive and expressive conversational skills. Students will learn to apply and improve their expressive skills through conversation practice in real situations.

**Required textbook:** *Easy Spanish Step-By-Step* by Barbara Bregstein, ISBN: 9780071463386

**Optional textbook:** Spanish/English dictionary

**Total contact hours:** 24 / 2.4 CEUs / Certificate of Completion

**Tuition:** \$259

*Dates: Tuesdays, 5/10/2022 - 6/28/2022, 6 p.m. - 9 p.m. (8 class meetings)*

*Instructor: Yiraliz Beltran*

## Improve Your Public Speaking

When it comes to public speaking and storytelling, two things stand out: everyone has a story to share and delivering a speech can be intimidating. You will learn how to become a more confident public speaker while developing your unique story that makes your talk memorable and engaging. Topics will include the fundamentals of public speaking, developing your story and message, speech structure, crafting and rehearsing your talk, verbal and nonverbal communication, and connecting with audiences. During the final class, you will take to the stage and deliver your talk that will be recorded on video before an audience.

**Required supplies:** Students must bring a minimum 32 GB USB drive to save video recordings, and a 2-inch 3-ring binder for handouts.

**Total contact hours: 30 / Certificate of Completion**

*Please check our website for class updates.*

## NOTARY

### Notary Public Preparatory

This course provides preparation for Louisiana's state notary exam. In addition to exam preparation, course topics also include the Louisiana court system and the Notary Public's role within that system. Class discussions will focus on mortgages, conveyances, leases, contracts, legal descriptions, successions, wills, trusts, and community property regime. Please note that successful preparation for the exam will require extensive reading outside of the classroom. Pursuant to Act 423 of the 2006 Regular Louisiana Legislative Session the Notary Examination will be administered by the Secretary of State on the first Saturday in June and December.

**Prerequisite:** It is highly recommended that students take the Notary Exam Pre-Assessment before taking this class. The pre-assessment is mandatory before taking the exam through the Secretary of State. Complete information about the pre-assessment, the exam, and related requirements can be found on the [Louisiana Secretary of State website](#).

**Required textbook:** *The Fundamentals of Louisiana Notarial Law and Practice exam study guide*, available from the [Louisiana Secretary of State website](#).

**Total contact hours: 39 / IBC awarded after passing notary exam**

**Tuition: \$599**

**Information Sessions: 8/24/2021 and 8/26/2021, 6 p.m. - 7 p.m.**

*Dates: Wednesdays, 9/8/2021 - 12/1/2021, 6 p.m. - 9 p.m. (13 class meetings), City Park Campus, Building 8, Room 114. No class Thanksgiving week.*

*Instructors: Cedric Morgan and Craig Duronslet*

*Check website for Spring 2022 class dates.*



## PHOTOGRAPHY

### Photography 1: Camera Introduction

Learn the basic functions of a digital single-lens reflex (DSLR) camera, such as aperture or f/stop, shutter speeds, ISO, focusing modes, metering modes, shooting drives, exposure compensation with the intent of controlling light, and capturing improved images. Shooting assignments – in class and at home – are part of the growth process. This course will have a limited number of students in order to allow better interaction and individualized attention.

**Prerequisite:** No prior photography experience needed, but basic computer skills are helpful.

**Required equipment:** DLSR camera, its manual, blank camera storage card, and access to a computer outside of class with **Internet capabilities**. "Point and shoot" and hybrid cameras are not appropriate for this class.

**Total contact hours: 18 / Certificate of Completion**

**Tuition: \$199**

*Dates: Thursdays, 6 p.m. - 9 p.m. (6 class meetings), City Park Campus, Building 8, Room 108*

*Section 1: 1/20/2022 - 2/24/2022*

*Section 2: 5/26/2022 - 6/30/2022*

*Instructor: Donald Crais*



### Photography 2: Composition and Design

Improve your photography skills with an introduction to the rules of composition and the elements of design. Lectures, shooting assignments – in class and at home – and image critiques will help students develop photography capabilities and style.

**Prerequisite:** Photography 1 and the student must know how to use his or her DSLR camera. Camera instruction is not part of this course.

**Required equipment:** DLSR camera, its manual, blank camera storage card, and access to a computer outside of class with **Internet capabilities**. "Point and shoot" and hybrid cameras are not appropriate for this class.

**Total contact hours: 18 / Certificate of Completion**

**Tuition: \$199**

*Dates: Thursdays, 6 p.m. - 9 p.m. (6 class meetings), City Park Campus, Building 8, Room 108. No class Thanksgiving week.*

Section 1: 3/10/2022 - 4/21/2022  
 Section 2: 7/14/2022 - 8/26/2022  
 Instructor: Donald Crais

# PRIVATE INVESTIGATING

## Private Investigator Preparatory

This intensive course teaches students basic investigatory skills and discovery techniques. Topics include state/federal investigator laws, undercover investigation, surveillance techniques, interview/statement methods, court record checks, subpoena procedures, computer database research, video/still photography techniques, locating witnesses and missing persons, and testifying techniques. This course also prepares students to take the State Private Investigator Exam that is required to apply for a private investigator license in Louisiana. The exam is given on the last day of class at 1:30 p.m. Visit the [Louisiana State Board of Private Investigator Examiners website](http://www.lsbpie.com) at [www.lsbpie.com](http://www.lsbpie.com).

**Age restrictions:** Students must be at least 18 years old, and provide documentation via government-issued photo identification.  
**Required textbook:** The cost of the required textbook for this course is included in the tuition, and will be distributed by the instructor on the first day of class.

**Total contact hours: 40 / IBC awarded upon passing of Louisiana State Private Investigation Exam**

**Tuition:** \$399

**Other fees:** \$50 exam fee, collected on date of exam; check or money order only, made out to Louisiana State Board of Private Investigator Examiners or LSPBIE

**Dates:** Monday - Friday, 8 a.m. - 5 p.m. with 1-hour break, City Park Campus, Building 8, Room 113

- Section 1: 3/28/2022 - 4/1/2022
- Section 2: 5/23/2022 - 5/28/2022

**Instructors:** Henry Bennett and Charlene Mora

# SKILLED CRAFTS

All Skilled Crafts trainings are **WIOA FUNDED!**

Contact Patricia Marshall at [pmarsh@dcc.edu](mailto:pmarsh@dcc.edu) for class updates.

## Certified Line Worker Training

An instructional program that prepares individuals to apply technical knowledge and skills to install, operate, maintain, and repair electric apparatus and systems such as residential, commercial, and industrial electric-power wiring and D.C. and A.C.



motors, controls, and electrical distribution panels. Includes instruction in the use of test equipment. (This is a non-credit course.)

Contact Joan Wade [jwade@dcc.edu](mailto:jwade@dcc.edu)

## National Green Infrastructure Training

This training provides basic information on the stormwater sector and how to understand the context of the National Green Infrastructure Program, including, an overview and structure of the National Green Infrastructure Program, what information is covered in the course and how is testing tied to this information, stormwater, and types of jobs associated with stormwater.

## OSHA 10

The NCCER Core Curriculum course covers the basic principles and skills of working in the construction industry. Key content includes: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and Materials Handling. Also included is an introductory workshop to high-wage/high-demand craft-skill careers.

## Skilled Craft Training - Core Plus

The NCCER Core Curriculum course covers the basic principles and skills of working in the construction industry. Key content includes: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and Materials Handling. Also included is an introductory workshop to high-wage/high-demand craft-skill careers. This course also included OSHA 10 training.



## Skilled Craft Training Electrical

This curriculum trains individuals in NCCER Core, OSHA 10, and Electrical level 1. The program challenges students to master specific skill related competencies set forth by the National Center for Construction Education and Research (NCCER), as well as our Electrical Advisory Committee which consists of business and industry representatives from the Southeast Louisiana region. The electrical program introduces students to all aspects of entry and intermediate level and safety requirements relating to residential, light industrial and light commercial electrical applications to enable them to enter into the electrical field as electrical apprentices. After successful completion of this program, the student will have achieved the skills designated by the National Center for Construction Education and Research (NCCER) curricula and receive their nationally recognized NCCER credentials.



## Skilled Craft Training - Industrial Maintenance

Machinist Machine Technologist. An instructional program that prepares individuals to apply technical knowledge and skills to plan manufacture assemble test and repair parts mechanisms machines and structures in which materials are cast formed shaped molded heat treated cut twisted pressed fused stamped or worked.

## Skilled Crafts Training - Welding

This curriculum trains individuals in NCCER Core, OSHA 10, and Welding level 1. Delgado's welding program challenges students to master specific skill related competencies set forth by the National Center for Construction Education and Research (NCCER), as well as our Welding Advisory Committee which consists of business and industry representatives from the Southeast Louisiana region. This program is currently offered at the Jefferson site. The site has a newly renovated welding lab that enables students to receive competency-based, academic and hands on instruction. After successful completion of this program, the student will have achieved the skills designated by the National Center for Construction Education and Research (NCCER) curricula and receive their nationally recognized NCCER credentials.

# WRITING & PUBLISHING

## NEW! The Basics of Scriptwriting

From short films to comic books to plays, scriptwriting takes creative writing and boils it down to the essence: full characters, compelling plot, and sharp dialogue. But the novice scriptwriter must learn some basic skills like formatting, scope of vision, and viability of production. Students will learn different approaches to storytelling, how to create characters and character arcs, the ins and outs of dialogue, and get practical advice on taking their scripts to production. Open to novice screenwriters, comic book writers, playwrights, or fiction/non-fiction writers looking to expand their ideas.

### Required textbooks:

*The Thirty-Six Dramatic Situations* by Mike Figgis, published by Faber and Faber, ISBN-10: 9780571305049, ISBN-13: 978-0571305049

*Screenplay: The Foundations of Screenwriting* by Syd Field, published by Delta, ISBN-10: 9780385339032, ISBN-13: 978-0385339032

*Murder Ballads* by Gabe Soria and Chris Hunt, published by Z2 Comics, ISBN-10: 1940878101, ISBN-13: 978-1940878102

**Total contact hours: 18**

**Tuition: \$229**

**Dates: TBD, 6 p.m. - 9 p.m. (6 class meetings), City Park Campus, Building 8, Room TBD**





## **NEW!** From Spark to Concept: Worldbuilding in Storytelling

Part of the fun of fiction, especially genre fiction, is constructing the world that the reader will experience. By designing the elements of the story—setting, religion, maps, governments—the writer is then freed to be creative in plot and character. Students will study famous works of fiction and cinema to see how these works use their background to tell compelling stories and then construct their own story “bibles” to create a compelling world any reader/viewer would want to experience. Open to fiction writers (especially fantasy and science fiction), screenwriters, comic book creators, playwrights, and role playing game/computer game designers.

**Total contact hours: 18**

**Tuition: \$229**

*Dates: TBD, 6 p.m. - 9 p.m. (6 class meetings), City Park Campus, Building 8, TBD*

# ONLINE COURSES

Delgado Community College offers a wide variety of highly interactive, career training and non-credit online courses. You can study whenever and wherever you choose, making it easy to learn and work even with a busy schedule. The courses are completely online, so you will never need to come to campus!

## Learn online at your convenience!

- **24/7 access provided**
- **Instructor-led or self-paced courses offered**
- **Discussion communities & advising available**

## Online Career Training

These online courses prepare you for a new career or help you advance within your current occupation. You will learn new skills and prepare for industry-recognized certifications. You can begin these courses at convenient times and learn at your own pace.

Visit [careertraining.ed2go.com/delgadocc](http://careertraining.ed2go.com/delgadocc) to browse all courses and details. Categories and courses include:

### ARTS AND DESIGN

3ds Max  
 Adobe Certified Associate  
 Residential Interior Designer  
 Digital Arts  
 Digital Game Artist  
 Photoshop  
 Marketing Design  
 Multimedia Arts  
 Video Game Design and Development  
 Web Design

### BUSINESS

Administrative Professional  
 Microsoft Office Master  
 Microsoft Office Specialist  
 CCBA Certification Training

Bookkeeper  
 Global Business Professional  
 Green Supply Chain Professional  
 Internal Auditor  
 Quality Improvement Associate (CQIA)  
 Six Sigma  
 Chartered Tax Professional  
 Court Interpreter (Spanish/English)  
 Customs Broker  
 Dental Office Manager  
 Entrepreneurship  
 Grant Writing  
 Human Resources Management  
 Project Management - Microsoft Project / PMP Prep / CAPM Prep  
 MSP Foundation and Practitioner Certification Training  
 Non-Profit Management  
 OMCA Content Marketing Associate  
 Professional Interpreter  
 Professional Translator  
 Purchasing and Supply Chain Management  
 Records Management  
 Sage 50 Certificate  
 Sustainability Professional



### COMPUTER APPLICATIONS

Android App Developer  
 AutoCAD  
 Autodesk Inventor / Revit  
 QuickBooks  
 Salesforce  
 Microsoft Access / Azure / Excel / Office / Outlook / PowerPoint / Project / SharePoint / Word

### COMPUTER PROGRAMMING

Apache Cassandra Training  
 SAS Base Programmer  
 CompTIA Linux+ and Unix Training  
 CTFL Certification Training  
 Java Programmer  
 Microsoft Web Developer  
 Mobile / Desktop Web Developer  
 Responsive Web Design  
 Oracle SQL / PL/SQL / Python / Java  
 UNIX Administration  
 Web Applications Developer

### CONSTRUCTION AND TRADES

Biofuel Production Operations  
 Building Analyst Quick Start  
 Indoor Air Quality Manager  
 Indoor Environmentalist Prep  
 Chemical Plant Operations  
 CNC Machinist  
 Composites Technician  
 Die Setter  
 Electrical Technician  
 Engineering Technician  
 Freight Broker/Agent Training  
 Home Inspection Certificate  
 HVACR  
 Leadership in Energy and Environmental Design (LEED)



Maintenance Technician  
 Manual Machinist  
 Mechatronics  
 Natural Gas Plant Operations  
 Oil Refinery Operations  
 Building Assessment  
 Power Plant Operations  
 Press Operator  
 Green Buildings  
 Process Technician  
 Quality Inspector  
 Robotics Technician  
 Solar Power Professional  
 Tool / Die Maker  
 Welder  
 Wind Energy Professional

### HEALTH AND FITNESS

Activity Director  
 Administrative Dental Assistant  
 Medical Coding  
 Personal Fitness Trainer  
 Medical Billing / Coding / Administrative Assistant  
 Clinical Medical Assistant  
 Electronic Health Records Specialist  
 Health Unit Coordinator  
 Medical Transcriptionist  
 National Pharmaceutical Representative  
 Outpatient Coder  
 Professional Medical Auditor  
 Risk Adjustment Coder  
 Clinical Dental Assistant  
 Fitness Business Management  
 Medical Interpreter  
 Medical Office Manager  
 Medical Terminology  
 Personal Fitness Trainer  
 Corrective Exercise Specialist  
 Performance Enhancement Specialist  
 Strength Coach  
 Sports Nutrition Specialist  
 Nutrition  
 Optician Certification Training  
 Peer Support Specialist  
 Pharmacy Technician  
 Physical Therapy Aide  
 Professional Recovery Coach  
 Social Service Assistant  
 Veterinary Assistant  
 Veterinary Office Manager



### HOSPITALITY

Protection Officer  
 Wedding Planner  
 Corporate Event Planner  
 Event Management / Design  
 Food and Customer Service Skills  
 Floral Design  
 Retail Customer Service Skills Training  
 Travel Agent Training

### INFORMATION TECHNOLOGY

AWS System Operations Certification  
 CCNA

Ethical Hacker  
 Risk and Information Systems Control  
 Information Security Manager  
 Information Systems Auditor  
 Information Systems Security Professional  
 Cisco Certified Network Professional  
 COBIT 5 Certification Training  
 CompTIA A+ / Network+ / Security+ / Cloud+ /  
 IT Fundamentals / Linux+ / Project+  
 EXIN Cloud Computing  
 Forensic Computer Examiner  
 Help Desk Analyst  
 Information Security  
 ITIL  
 Microsoft Certified Solutions Associate  
 SSCP Systems Security Certified Practitioner  
 VMware Certified Associate

**LEGAL**

Healthcare / Eldercare  
 Mediation / Arbitration  
 Federal Court Interpreter  
 Legal Secretary  
 Paralegal

**TEACHING**

Child Development Associate Training /  
 Renewal

**Online Personal  
 and Professional  
 Development Courses**

If you want to enhance your value in the workplace, make your home your new workplace, or just enrich your life by increasing your knowledge, these affordable and convenient online courses may be just what you need. More than 400 courses are available!

These courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

Visit [ed2go.com/delgadocc](http://ed2go.com/delgadocc) to browse all courses and details. Categories and courses include:

**ACCOUNTING AND FINANCE**

Accounting Fundamentals  
 Business Finance  
 Personal Finance  
 Stock Options

**BUSINESS**

Grant Writing  
 Business / Marketing Writing  
 Project Management  
 Communication  
 Leadership / Management  
 Customer Service  
 Public Speaking  
 Sales  
 Fundraising  
 Google Analytics  
 Marketing  
 Six Sigma  
 Starting Your Own Business / Nonprofit  
 Supply Chain Management  
 Human Resources

**COLLEGE READINESS**

Developmental Studies  
 Math  
 Science  
 Test Prep (ACT, SAT, GRE, LSAT, GMAT)

**COMPUTER APPLICATIONS AND  
 PROGRAMMING**

Microsoft Access / Excel / Word / Outlook /  
 PowerPoint / Project / Publisher /  
 QuickBooks  
 Adobe Acrobat  
 Oracle  
 Crystal Reports  
 PC Troubleshooting  
 Windows  
 CSS  
 HTML5  
 Blogging / Podcasting  
 Creating Mobile Apps  
 Java  
 PHP  
 MySQL  
 Visual Basic  
 C#  
 C++  
 ASP.NET  
 Python  
 XML  
 Responsive Web Design

**DESIGN AND COMPOSITION**

Photoshop  
 InDesign  
 Dreamweaver  
 Illustrator  
 Lightroom  
 WordPress  
 Photography  
 Website Design  
 Game Development  
 Digital Scrapbooking

**HEALTHCARE AND MEDICAL**

Alternative Medicine  
 Ancillary  
 EMS and Firefighting  
 Ethics, Law, and Compliance

Health Care Certificate  
 Health Information Management  
 Veterinary

**LANGUAGE AND ARTS**

Arts  
 Creative Writing  
 Digital Photography  
 Graphic and Multimedia Design  
 Languages  
 Publishing

**LAW AND LEGAL**

Business and Corporate  
 Criminal Law  
 General Law  
 LSAT Preparation  
 Paralegal

**PERSONAL DEVELOPMENT**

Arts  
 Children, Parents, and Family  
 Digital Photography  
 Health and Wellness  
 Job Search  
 Languages  
 Personal Enrichment  
 Personal Finance and Investments  
 Start Your Own Business  
 Test Prep

**TEACHING AND EDUCATION**

Classroom Computing  
 Languages  
 Mathematics  
 Reading and Writing  
 Science  
 Test Prep  
 Tools for Teachers

**TECHNOLOGY**

Certificate Prep  
 Computer Fundamentals  
 Computer Programming  
 Database Management  
 Graphic and Multimedia Design  
 Networking and Communications  
 Security  
 Web Technology

**WRITING AND PUBLISHING**

Business Writing  
 Creative Writing  
 Grant Writing  
 Publishing





# WORKFORCE DEVELOPMENT OVERVIEW

Delgado Community College's Workforce Development:

- Seeks to promote personal, professional, and economic development through initiatives designed to maintain a skilled workforce, and enhance the quality of life on local, regional, national, and international levels.
- Provides customer driven assessment and training programs as an inducement to secure new value added businesses to our region.
- Provides existing businesses with the necessary training for expansion and responds to permanent closures and layoffs.

## Corporate, Community, & Continuing Education

- Provides lifelong learning opportunities for students seeking professional development or personal enrichment. Course offerings continuously change to reflect the needs of the businesses and communities we serve.
- Offers courses in 2D graphics, computer skills, business, languages, history, photography, notary, private investigating, and tour guiding. Youth summer camps are also offered.
- The following initiatives are currently in development: partnerships with DXC for IT training, the LSU AgCenter for trainings at Delgado's greenhouse, and Veterans Affairs for barbering/cosmetology training; and Rapid Response IBC Grants for Health Coach and Medical Lab Technician training.
- Offers personal, professional, and customized trainings for our local community, including Incumbent Worker Training Intensive Services at the American Job Center in Gretna, Workforce Investment Act - Individual Training Accounts (WIA-ITA), Youth Occupational Skills Training (YOST) for ages 18 - 24, and regional collaborative initiatives.
- Current trainings include Certified Line Worker, Medical Assistant, Hospitality and Tourism, Cisco Networking, and NCCER certifications.

## Maritime & Industrial Training Center

*Nationally designated as a Center of Excellence for Domestic Maritime Workforce Training & Education 2021-2022 by the U.S. DOT MARAD*

- Delgado's Maritime and Industrial Training Center has earned an international reputation for providing high quality maritime and industrial fire fighting, radar, safety, and U.S. Coast Guard-approved training to licensed mariners and industry personnel in the maritime, oil and gas, and safety/homeland security fields. Courses can be tailored to meet companies' specific needs.
- The facility features three wheelhouse simulators, conference space for up to 125 attendees, and multiple radar labs.
- Training includes Virtual Reality Incident Command, ERM, and QMED. A Rapid Response IBC Grant will also enable deckhand, vessel engineering, tankerman, and steersman training.



## Goldman Sachs 10,000 Small Businesses

- Goldman Sachs 10,000 Small Businesses is a program for small businesses that links learning to action. Participants gain practical skills in topics such as negotiation, marketing, and employee management that can immediately be put into action.
- In addition, they receive the tools and professional support necessary to develop a strategic and customized growth plan that will take their business to the next level.



## Small Business Centers

- Delgado's Small Business Centers, located at the City Park and West Bank Campuses, serve students, neighbors, friends and family by helping individuals launch and grow their own businesses.
- Current partnerships include Cox Communications, City of Kenner, Louisiana Economic Development, U.S. Small Business Administration (SBA), Louisiana Small Business Development Center (LSBDC), New Orleans Chamber of Commerce, and Goldman Sachs 10K Small Businesses.

## Regional Mechatronics Apprenticeship Program

The first regional apprenticeship program has been established, whereby three LCTCS schools—Delgado Community College, Nunez Community College, and Northshore Technical Community College—will collaborate to provide training. Industry partners are Greater New Orleans, Inc., Elmer Chocolate, Laitram, and McCormick. The program consists of an industry-based curriculum designed to equip mechatronics technicians with the necessary electrical, mechanical, and computer skills to work in manufacturing and industrial maintenance environments.

## Delgado River City Site / Advanced Manufacturing Center

Workforce and technical training offered in Avondale.

- Aluminum Welding
- Industrial Maintenance
- Louisiana Transfer Degree
- Logistics
- Millwright
- OSHA 10
- OSHA 20
- Pipefitting
- Process Instrumentation & Control
- Science Lab Technician
- Shielded Metal Arc Welding
- Small Industrial Electrician



*We build professionals!*

**WORKFORCE DEVELOPMENT**  
**City Park Campus | Building 9**  
**615 City Park Avenue | New Orleans, LA 70119**  
**(504) 671-6706**





## What Is Health Coaching?

Health coaching is an exciting new career in the healthcare industry! As a health coach, you will acquire the skills to help patients improve their health and wellness outcomes to live healthier lives.

Health coaches engage patients and encourage them to take an active role in their health by providing them with tools necessary to make healthy lifestyle choices and adopting lifelong healthy behaviors.

## Where Do Health Coaches Work?

Health coaches are employed at hospitals, community health centers, public health organizations, health insurance companies, nursing homes, nonprofit agencies, and are self-employed entrepreneurs.

*Scholarships are available for qualified students.*

*Students will receive a certificate of completion.*

## Training Requirements & Information

### ENTRY-LEVEL STUDENTS

- Training is 6 months
- Students must have a minimum of a high school diploma or equivalent
- Students must take the Test of Adult Basic Education (TABE)
- Students complete an application at [www.dcc.edu/go/health-coach](http://www.dcc.edu/go/health-coach)
- Tuition is \$500
- Courses included are Fundamentals of Health Coaching, Health and Wellness, Principles of Health Navigation, Foundations in Public Health, Electronic Health Records and Information Systems, Medical Terminology, and Ethics and Cultural Competencies
- Certifications offered are Bloodborne Pathogens, CPR/First Aid, and Certified Electronic Health Records Specialist

### ADVANCED STUDENTS

- Training is 4 months
- Students must have a minimum of an associate degree or professional license and significant healthcare experience
- Students must submit resume and complete an application at [www.dcc.edu/go/health-coach](http://www.dcc.edu/go/health-coach)
- Tuition \$1,000 plus textbooks
- Upon successful completion of the training, students will be eligible to take the National Board for Health and Wellness Coaching certifying exam



*Delgado's Health Coach Training is an Approved Health and Wellness Coach Training & Education Program by the National Board for Health and Wellness Coaching (NBHWC).*

**More Information / Registration: Nicholas Ward | [ntward@dcc.edu](mailto:ntward@dcc.edu) | 504.671.6838 | [www.dcc.edu/go/health-coach](http://www.dcc.edu/go/health-coach)**

# IT Course Suite

**\$399 PER COURSE**

## IT FUNDAMENTALS

IT Fundamentals 5-week bootcamp training prepares students for the TestOut IT Fundamentals Pro and CompTIA IT Fundamentals (FC0-U61) certification exams. Students considering careers in information technology will use multiple learning formats to acquire foundational concepts, knowledge and skills. The course focuses on the knowledge and skills required to identify and explain the basics of IT concepts and terminology, infrastructure, applications and software, software development, database fundamentals, and security.

## IT NETWORKING

IT Networking training prepares students for the CompTIA IT Network+ certification exam. Course includes certification voucher. Network+ ensures an IT professional has the knowledge and skills to design and implement functional networks; configure, manage, and maintain essential network devices; use devices such as switches and routers to segment network traffic and create resilient networks; identify benefits and drawbacks of existing network configurations; implement network security, standards, and protocols; troubleshoot network problems; and support the creation of virtualized networks.

## IT CYBERSECURITY

CompTIA Security+ is a global certification that validates the baseline skills necessary to perform core security functions and pursue an IT security career. It establishes the core knowledge required of any cybersecurity role and provides a springboard to intermediate-level cybersecurity jobs. Security+ incorporates best practices in hands-on troubleshooting, ensuring candidates have practical security problem-solving skills required to: assess the security posture of an enterprise environment and recommend and implement appropriate security solutions; monitor and secure hybrid environments, including cloud, mobile, and IoT; operate with an awareness of applicable laws and policies, including principles of governance, risk, and compliance; and identify, analyze, and respond to security events and incidents.

## AWS CLOUD FOUNDATIONS

This 5-week AWS Certified Cloud Foundations certification training is intended for individuals looking to build and validate overall understanding of the AWS Cloud and useful for individuals in technical, managerial, sales, purchasing, or financial roles who work with the AWS Cloud. This certification will help professionals to better interact with developers and other IT professionals engaged in AWS-related projects. Students will learn about the fundamentals of the AWS Cloud, build their cloud skills, and grow their professional credibility by preparing for the AWS Cloud Practitioner certification exam.

**REGISTER TODAY! [www.dcc.edu/go/it](http://www.dcc.edu/go/it)**

**Workforce Development | Information Technology | [techpathwayswd@dcc.edu](mailto:techpathwayswd@dcc.edu)**

**Delgado**  
COMMUNITY COLLEGE



Instructor-Led **ONLINE**

# Youth Camps

Grades 8 - 12



## Delgado Community College

Office of Workforce Development  
Corporate, Community and Continuing Education

Our **instructor-led** online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Complete any of these courses entirely from your home or office and at any time of the day or night.



### Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!



### Introduction to Photoshop

Learn how to use Photoshop, the world's best graphics program, to edit and process photos and create original images.



### Adobe Animate CC Training

Learn how to use Animate to design interactive animations with cutting edge drawing tools.



### Photoshop Elements for the Digital Photographer

Master the secrets of correcting digital photos, and bring out the best in all your photographs!



### Introduction to Microsoft PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.



### Secrets of Better Photography

Discover strategies and tricks for taking excellent pictures no matter what or where you're shooting.



### Introduction to Microsoft Publisher

Find out how to use this software to design, develop, and publish newsletters, Web sites, and brochures.



### Discover Digital Photography

Explore the fascinating world of digital photography equipment.



### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.



### How to Get Started in Game Development

Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms



### Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools you already have on your computer.

Learn from the comfort of home!

- 24-Hour Access
- Discussion Areas
- 6 Week Format
- Expert Instructor

MORE COURSES AVAILABLE AT OUR ONLINE INSTRUCTION CENTER

[www.dcc.edu/go/digicamp](http://www.dcc.edu/go/digicamp)

(504) 671-6474

Visit our website for start dates

**Delgado**  
COMMUNITY COLLEGE

# Louisiana Incumbent Workers Training Program (IWTP) Grant

## Interested in FREE training for your Louisiana business?

Your Louisiana business is eligible for IWTP dollars if:

- You have been in business in Louisiana for at least 3 years.
- You have 15 or more employees.
- You pay Louisiana unemployment insurance tax on your employees.



## Best kept secret for Louisiana employers—grant-paid employee training!

It's true. Many Louisiana businesses are receiving free employee training through the IWTP grant. It's a wonderful program!

## What you need to know about the Louisiana IWTP grant:

1. **You must qualify.** If your Louisiana based company pays unemployment tax on 15 + employees and has been in business at least 3 years, your company could qualify for free employee training
2. **The grant is written for you.** Qualifying companies team up with the Delgado Community College Business and Industry Development Manager, Bobbie Fontenot, and she will walk clients through each step of the grant submittal process.
3. **Training is provided.** After the training grant is written and accepted, specialized employee training will be provided to meet the specific needs of your company. Dozens of course topics are offered, and if we don't already have the class you want, we'll find a trainer to create it for you. In addition, all training is fully-mobile, so we come to you.

**The IWTP grant is simple. If your company meets the few requirements, your business could be receiving FREE training within the year!**

**Are you ready to jump start your company's employee training? Now you can!**

**CONTACT:**  
**Bobbie Fontenot**  
**bfonte@dcc.edu**  
**504.671.5676**





**FIND A JOB CAREER.**

**FREE, ONLINE CAREER TRAINING**

Presented in partnership with



Generation's **100% free, online program** prepares you for entry-level work in digital marketing, IT, or cloud. We've partnered with Delgado to help students find apprenticeships, internships, continuing education, or full-time employment.

**TECHNICAL SKILLS | JOB PLACEMENT SUPPORT | CAREER & LIFE COACHING**

**IT SUPPORT SPECIALIST (ITSS)**

**YOU'LL LEARN:**

- to turn technology frustrations into solutions
- identify issues and troubleshooting when there are technology problems
- setup equipment and install software
- communicate with team members and others

**DIGITAL MARKETING (DM)**

**YOU'LL LEARN:**

- to create content for online channels
- to create paid and unpaid social media marketing
- search engine marketing
- use and search tools such as Google Analytics
- communicate with team members and others

**JR. WEB DEVELOPER (JWD)**

**YOU'LL LEARN:**

- learn about cloud infrastructure, software, and applications
- identify issues and troubleshooting when there are technology problems
- learn and teach new technologies and skills
- communicate with team members and others

**PROGRAM LENGTH**  
10-12 weeks

**CERTIFICATIONS EARNED**  
 Google Analytics IQ (DM)  
 Facebook Blueprint (DM)  
 COMP TIA A+ (ITSS)  
 Google IT (ITSS)  
 JavaScript Certification granted by W3Schools (JWD)

**COURSE DETAILS**  
 Free, online  
 M-F, 9 AM-5 PM



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# Returning soon!



# Delgado **COURSE REGISTRATION FORM**

COMMUNITY COLLEGE  
Continuing Education & Professional Development

Please print legibly.

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ OR Delgado Student ID Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Join our email list?  Yes  No

Gender:  Male  Female Date of Birth: \_\_\_\_\_

Ethnicity:  American Indian/Alaskan Native  Asian  Black Hispanic  Native Hawaiian/OPI  White

Section Number	Course Title	Campus	Start Date	Tuition

### Refund and Payment Policy

- All drop requests must be submitted in writing to noncredit@dcc.edu five business days before the course's start date. Nonattendance does not constitute dropping a class. No drop requests and associated refunds will be granted after the five-day drop period has passed without approval of the Refund Request Committee.
- The complete Refund and Payment Policy for non-credit courses at Delgado can be found online at [www.dcc.edu/workforce-development/continuing-education](http://www.dcc.edu/workforce-development/continuing-education).
- My signature below indicates that I agree to the Refund and Payment Policy for non-credit courses at Delgado Community College.**

\_\_\_\_\_ Student Signature (required)

For Office Use Only		
/	Received by:	Other:
Student registered by / date	_____ <input type="checkbox"/> Walk-in <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Phone	<input type="checkbox"/> Email receipt/confirmation <input type="checkbox"/> Invoice emailed <input type="checkbox"/> Payment options email <input type="checkbox"/> Added to email list <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Date: _____	

# SPRING 2022 COURSE CATALOG

## CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT



**Workforce Development | Corporate, Community & Continuing Education**

**504.671.6474    noncredit@dcc.edu    dcc.edu/go/continuing-ed**

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