We are pleased to announce the creation of the POLYTECH School of Aviation Maintenance (PSAM).

The programs offered through PSAM will address the urgent need for qualified aircraft maintenance professionals in Delaware and the surrounding region.

The school will provide new and improved employment opportunities for military members and veterans, as well as anyone interested in a career in aviation maintenance.

**PSAM Programs / Starting in 2023:**

1. **Airframe and Powerplant (A&P) / Certification Prep**  
   2 Weeks, Full-Time — *starts January 2023*

2. **Aviation Maintenance Technician / Registered Apprenticeship**  
   2 Years, Part-Time — *starts June 2023*

3. **General Aviation Maintenance / Pre-Apprenticeship**  
   12 Weeks, Full-Time — *starts September 2023*

Classes will be held at the PSAM building located at 26 Startlifter Ave in Dover. Grant funding is available to qualified applicants.

Contact John Morris john.morris@polytech.k12.de.us for program information or register online at polytechworks.com.
Earn Valuable Credentials!

**Frontline Supervision** ➤ 5

**IT Professional** ➤ 6

**Allied Health, Health Careers, CNA, and Nursing** ➤ 8–13

**Technical Trades** ➤ 15–25

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**Career Development**

- Supervision & Leadership ➤ 4
- Computers ➤ 6
- Information Technology ➤ 6
- Early Care & Education ➤ 7

**Healthcare**

- Allied Health ➤ 8
- Health Careers ➤ 10
- Healthcare Continuing Ed. ➤ 11
- Nursing ➤ 12
- CPR & First Aid ➤ 14

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**Technical Trades**

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- Construction Continuing Ed. ➤ 15
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- Plumbing ➤ 17
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- Electronics ➤ 18
- HVAC ➤ 18
- Maintenance ➤ 20
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- Industrial Maintenance Mechanics ➤ 21
- Automotive Technician ➤ 22–23
- Outdoor Power Equipment ➤ 22–23
- Diesel Technician ➤ 22–23
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**Driver’s Education** ➤ 31

**Registration Information** ➤ 31

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Office Hours: M-Th 8am - 9pm / F 8am - 4pm | 302.697.4545 | www.polytechworks.com

The Adult Education program is a division of POLYTECH School District.
CAREER DEVELOPMENT

SUPERVISION & LEADERSHIP

Fundamentals of Leadership
This course provides an overview of basic management theories, leadership styles, skills and tools. Students learn and practice important planning, decision-making and problem-solving skills. Students also learn how to build teams and manage conflict.

VB501 | 18 hours | $165
sect 16  Sep 12–Sep 28  M/W 6-9pm

Computer Competency
Understanding word documents, spreadsheets, and email tools is essential to being an effective manager. This course will cover the basic functions of MS Word, Excel, PowerPoint, and Outlook. This course is a requirement for earning the Frontline Supervision certificate.

VB502 | 18 hours | $165
sect 16  Oct 3–Oct 19  M/W 6-9pm

Essential Communication Skills
This course provides an overview of communication theories, styles, skills and tools. Students will learn how to improve their communication in the workplace, develop and give presentations and provide customer service. They also will learn how to write business letters, internal memos, and appropriate emails.

VB503 | 18 hours | $165
sect 16  Oct 24–Nov 9  M/W 6-9pm

Human Resources
This course provides an overview of key human resource topics and the skills and tools required to recruit, hire, orient, evaluate and develop team members. Students will create effective resumes and cover letters, practice interview and performance evaluation skills, and learn how to run effective meetings.

VB506 | 18 hours | $165
sect 19  Nov 14–Dec 5  M/W 6-9pm

Management & Operations
This course introduces students to key concepts for managing the day-to-day operations in the workplace and covers various types of business structures and roles, workplace health and safety, and relevant laws and regulations. Students will learn marketing, performance improvement, and project management.

VB508 | 18 hours | $165
sect 10  Dec 7–Jan 9  M/W 6-9pm

Budgeting and Bookkeeping
The ability to develop and maintain budgets is essential to being an effective manager. This course provides students with these tools through the use of MS Excel and also includes an overview of accounting terms and procedures, payroll, invoices and financial reports.

VB506 | 18 hours | $165
sect 20  Jan 11–Feb 1  M/W 6-9pm

= Textbook Required / Not included in tuition fee
Supervisor Training (ELL)
This program is intended to prepare English Language Learners to advance into positions of greater responsibility. Areas covered include computer skills, leadership, communication, human resources, and operations. See page 26 for more information.

VB801 | 150 hours | $799
sect 6  Sep 20–Feb 14  T/Th 5:30-9:30pm

Introduction to Leadership
This course provides an overview of different leadership styles, skills, roles, and functions of organizational leaders. Students will gain an understanding of common barriers to effective leadership and ethical issues leaders are required to confront in the modern workforce.

VB600 | 36 hours | $225
sect 02  Sep 15–Oct 13  T/Th 5:30-9:30pm

Business & Professional Communication
This course focuses on the requirements for effective communication in business and professional settings. Topics addressed include cultural context, settings, and expectations, as well as best practices for organizational communication and compelling business presentations.

VB600 | 36 hours | $225
sect 03  Oct 18–Nov 17  T/Th 5:30-9:30pm

Human Resource Management
This course examines policies and practices implemented by human resource management (HRM) seeking to build and maintain an effective work force. Common HRM topics, including workforce planning, job analysis, talent recruitment and selection, performance appraisal, and compensation, will be explored.

VB600 | 36 hours | $225
sect 04  Nov 29–Jan 5  T/Th 5:30-9:30pm

CUSTOMIZED TRAINING
Fits YOUR Needs/Schedule/Budget!
Contact John Morris at 302.697.4545 or john.morris@polytech.k12.de.us

Frontline Series
The series includes three levels of programming.

A Frontline Supervision
1 SEMESTER
This program provides new and aspiring first-time supervisors with the tools required to be effective leaders in the workplace.

- Fundamentals of Leadership
- Computer Competency
- Essential Communication Skills
- Human Resources
- Management and Operations
- Budgeting and Bookkeeping Basics

VB801 | 150 hours | $799
sect 6  Sep 20–Feb 14  T/Th 5:30-9:30pm

B Frontline Management
2 SEMESTERS
This year long professional-level program prepares individuals with entry-level supervisory experience to be effective managers.

- Introduction to Leadership
- Business and Professional Communication
- Human Resource Management
- Operations Management
- Intro to Accounting
- Accounting: What the Numbers Mean

VB600 | 36 hours | $225
sect 03  Oct 18–Nov 17  T/Th 5:30-9:30pm

C Frontline Leadership
4 SEMESTERS
This is an advanced leadership program designed to help individuals with management experience gain a more global perspective and prepare to successfully lead an organization.

- Leadership Communication
- Business and Administrative Communication
- Managing Human Resources
- Operations Management – Ongoing Improvement
- Managerial Accounting
- Microsoft Office Suite Certification
- QuickBooks Certification

For more information or to sign up visit polytechworks.com/programs
IT Professional
The IT Professional series includes three levels of programming.

PRE-APPRENTICESHIP COURSE:
IT Fundamentals — this course serves as an on-ramp to the following Registered Apprenticeship programs:

REGISTERED APPRENTICESHIP:
Computer Support Specialist
Individuals who complete this program are prepared to work in a help desk/computer support capacity and complete the CompTIA A+ certification at the end of the following courses:
- IT Essentials I
- IT Essentials II

REGISTERED APPRENTICESHIP:
Network Technician
This program provides participants with the skills required to work as network technicians or administrators and to complete the Cisco CCNA certification. Courses include:
- Network Essentials
- Cisco CCNA I - ITN
- Cisco CCNA II - SRWE
- Cisco CCNA III - ENSA

Tuition for Registered Apprentices is covered by the State of Delaware Apprenticeship Grant.

Request more information or sign up for an orientation session at polytechworks.com/programs

COMPUTERS

Computer Foundations
This course provides learners with the foundational computer skills needed to work effectively in the professional workplace. Students are introduced to Microsoft Word, Excel, and PowerPoint and are provided with opportunities to perform a number of other essential computer tasks. This is an online, instructor-led, project-based course.

VM202 | 36 hours | $195
sect 72  Sep 19–Oct 26  M/W 6-9pm

INFORMATION TECHNOLOGY

IT Fundamentals
Information Technology Fundamentals is an online course designed to introduce students to the IT field and help them determine if it is the right career choice for them. This course offers a balance of self-paced learning and instructor facilitated guidance using the TestOut IT Fundamentals courseware. Students are provided with an opportunity to complete the CompTIA ITF+ pre-career certification at the end of the course. Learners progress at their own pace and explore foundational concepts related to computer hardware and software, networking, databases, programming, information systems, and data security and perform real-world tasks associated with various IT fields.

VC109 | 72 hours | $750
sect 44  Sep 20–Dec 15  T/Th 6-9pm
IT Essentials I

IT Essentials I is the first course in the Computer Support Specialist Registered Apprenticeship program. This course provides participants with the foundational skills needed to start a career in Information Technology. Topics covered include mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. Lessons are delivered via a hybrid model over 12 weeks – 36 hours in-class and 36 hours online. Participants complete the CompTIA A+ 220-1001 certification exam at the end of the course.

VC109 | 72 hours | $750
sect 43 Sep 20–Dec 15 T/Th 6-9pm

Network Essentials I

Network Essentials I is the first course in the Networking Technician program and is a part of the Networking Technician Registered Apprenticeship. This course provides participants with the foundational skills more focused on computer networks, network support, and network administration. Topics covered include network devices and cabling, networking concepts, wireless networking, TCP/IP protocol, cloud computing, and network troubleshooting. Lessons are delivered via a hybrid model over 12 weeks – 36 hours in-class and 36 hours online. Prerequisite: CompTIA A+ or equivalent.

VC109 | 72 hours | $750
sect 42 Sep 19–Dec 12 M/W 6-9pm

EARLY CARE & EDUCATION

Early Childcare Education I

If you are thinking about working with young children, then Early Care and Education I is the class for you. The Office of Child Care Licensing requires that all Early Childhood Assistant Teachers need to have “at least a high school diploma or its equivalent, successful completion of Early Care and Education I, and six months experience working with children preschool age or younger in a group setting”. Early Care and Education I is a series of eight early childhood introductory courses approved by Delaware First and combined in a single course. Outside assignments are required. Participants will be assisted in developing a portfolio. This course is approved through childcare licensing in Delaware and the hours can be applied toward relicensure or CDA (Child Development Associate) credentials.

VR304 | 66 hours | $325
sect 03 Sep 26–Dec 12 M/W 6-9pm

Early Childcare Education II

This course builds on Early Care and Education I content to help participants develop strategies and reflective practice in working with young children. This course is approved through Childcare Licensing in Delaware and the hours can be applied toward relicensure or CDA (Child Development Associate) credentials.

VR404 | 66 hours | $325
sect 03 Sep 20–Dec 8 T/Th 6-9pm

GROVES ADULT HIGH SCHOOL

Designed to provide adults and out-of-school youth with an opportunity to complete their education and earn a high school diploma.

Learn more on page 28
HEALTHCARE

ALLIED HEALTH

Administrative Medical Practices
This class is designed for the learner who plans to work as a clinical medical assistant or medical office assistant in a private physician’s office, specialty clinic, or hospital setting. Legal and computer information are integrated throughout this course. Students will progress from learning professional and career responsibilities, records management, written communication, financial administration, and managing the medical office, to preparing for employment.

VM113 | 72 hours | $389
sect 62 Sep 7–Oct 31 M/WF 8:30-11:30am
sect 63 Sep 20–Dec 15 T/Th 6-9pm

Anatomy & Physiology
Study the structure and systems of the human body in this fast paced A & P course. Included in this course is discussion of body function, major organs, diseases and disorders, and much more. This course is recommended for students who have completed Medical Terminology.

VM302 | 72 hours | $389
sect 25 Sep 22–Dec 20 T/Th 12:30-3:30pm
sect 26 Oct 3–Jan 9 M/W 6-9pm

Clinical Support Practices
This course addresses the clinical role of the health care provider. Students learn about assisting with the physical exam and minor office surgery, effectively handling medical office emergencies, taking medical histories and vital signs, and performing EKGs. Diagnostic testing and pharmacology are also covered.

VM102 | 72 hours | $389
sect 67 Sep 12–Dec 5 M/W 6-9pm
sect 68 Oct 17–Dec 14 M/W 6-9pm

Electronic Health Records
Having a working knowledge of computer-based health information systems is essential for success in the healthcare environment. This course provides hands-on experience with Electronic Medical Record software and covers related topics, including implementing systems, different types of electronic records, creating and retrieving patient information, and maintaining privacy and security. Students are introduced to industry standards, federal requirements, and government programs, such as incentive payments and meaningful use.

VM114 | 66 hours | $345
sect 55 Sep 29–Dec 19 T/Th 12:30-3:30pm

“Bayhealth Medical Center’s partnership with POLYTECH is invaluable. We have hired numerous POLYTECH alumni and students from various programs over the last several years. POLYTECH has been very receptive to implementing programs as needed to support our business needs. We look forward to many more years of high-quality collaboration with POLYTECH!”

— Heather Elzey, SHRM-CP, PHR
Recruitment Manager
Bayhealth Medical Center

= Textbook Required / Not included in tuition fee
Employment Prep

Employment Prep is designed to prepare you for the job search. Students create a resume, compose a cover letter, network for job leads, develop interviewing skills, and learn career success strategies. This is an online, instructor-led, project-based course.

**VB112 | 24 hours | $195**
sect 35  Nov 22–Dec 20  T/Th 6-9pm

Insurance Billing

This course prepares students to perform billing and insurance operations in the medical office. Participants are taken through the billing process from insurance plans to claim coding and documentation. NOTE: This course is one of the requirements for students wishing to sit for the NHA Certified Billing and Coding Specialist (CBCS) exam.

**VM104 | 72 hours | $389**
sect 74  Sep 20–Dec 15  T/Th 6-9pm
sect 75  Oct 17–Dec 14  M/WF 12:30-3:30pm

Medical Terminology

Learn and recognize word roots, prefixes, and suffixes used in medical practices today. This course covers medical terms related to all major body systems, including: muscular system, skeletal system, respiratory system, circulatory system, digestive system, reproductive system, and urinary system. Whether you are new to the medical profession or just need a refresher class, this medical terminology course is for you.

**VM401 | 18 hours | $115**
sect 44  Sep 7–Sep 19  M/WF 12:30-3:30pm
sect 45  Sep 12–Sep 28  M/W 6-9pm

Phlebotomy

Learn the proper procedure for venipuncture, butterfly and microcapillary collection of blood samples and the complications encountered during phlebotomy in this introductory course. Other topics include proper order of draw, appropriate tube selection, specimen handling, and special phlebotomy procedures. Nurses and other clinical healthcare professionals may find this course helpful as a refresher.

**VM206 | 54 hours | $285**
sect 78  Oct 4–Dec 8  T/Th 6-9pm
sect 79  Nov 2–Dec 16  M/WF 8:30-11:30am

Medical Assistant

**CERTIFICATE PROGRAM**

Medical Assisting is poised to experience tremendous growth over the next ten years. Here’s your opportunity to join this growing field as a multi-skilled practitioner. You’ll learn the basics of the human body while training to complete medical administrative tasks, effectively use an EHR, take vital signs, conduct ECG’s, and more. In addition, graduates will test for national certification, giving them an edge on the competition!

**REQUIRED COURSES:**
- Administrative Medical Practices
- Anatomy and Physiology
- BLS for Healthcare Provider
- Clinical Support Practices
- Computer Foundations
- Electronic Health Records
- Employment Prep
- Medical Terminology
- NHA Certification Prep
- Allied Health Externship

**OPTIONAL CERTIFICATION TRACKS:**
- Medical Insurance Billing
- Phlebotomy

504 Hours | $3,080

*Daytime & Evening Classes Available*

Please note: A favorable criminal background check is required. Program cost does not include textbooks.
**Medical Insurance Billing**

**CERTIFICATE PROGRAM**

**REQUIRED COURSES:**
- Medical Terminology
- Electronic Health Records
- Insurance Billing
- 80 Hour Externship
- NHA Certification Prep – Billing & Coding

248 Hours | $1,737

*Daytime & Evening Classes Available*

Please note: A favorable criminal background check is required. Program cost does not include textbooks.

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**Allied Health Externship**

Medical Assisting, Phlebotomy Technician, and Medical Insurance Billing students spend time in actual work settings employing skills learned throughout their programs. Externship experience is anticipated to begin at the completion of classroom training. Start dates may vary and daytime hours are required. Students must be pre-registered for externship training 60 days prior to the start date of the externship and are required to attend mandatory externship meeting(s) in advance. See Career Program Specialist for details.

VM203 | 120 hours | $899

| sect 150 | Jan 3–Jan 23 | M-F 8-4pm |

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**NHA Certification Prep**

Having a national certification demonstrates to the healthcare industry that you are proficient in your specific area of study. This certification can provide you the competitive edge needed and may very well be the deciding factor in obtaining a job or promotion. For anyone determined to stay in demand in the healthcare field, national certification can be the passport to success. This review class is open to current students as well as graduates.

VM212 | 6 hours | $49

| sect 51 | Jan 24 only | T 8:30am-3:30pm |

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**HEALTH CAREERS**

**Home Health Aide (ELL)**

Designed for English Language Learners interested in starting a career in the healthcare field, this program consists of 120 hours of integrated classroom/lab training and adult literacy instruction. NOTE: Grant funding may be available to qualified applicants. *See page 26 for more information.*

VM204 | 150 hours | $799

| sect 18 | Sep 20–Feb 14 | T/Th 5:30-9:30pm |
Ophthalmic Assistant

Ophthalmic Assistants work with an ophthalmologist (eye doctor) to provide patient care by performing many different eye-related clinical functions. This training prepares students to care for patients by taking histories, performing various procedures and tests, and preparing patients to see the doctor. Training consists of 140 hours of classroom instruction and 60 hours of externship. Students must meet with a Career Program Specialist prior to enrollment. Placement services are provided.

VO101 | 200 hours | $1500
sect 09 | Sep 7–Feb 8 | M/W 5:30-9:30pm

AAPC Certified Professional Coder

Medical coding is one of the fastest-growing allied health occupations. Individuals who complete this program are eligible to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder Exam. AAPC is recognized as a professional industry standard. Textbook, AAPC membership, online practice exams, and certification exam fee are included in tuition. Coding books are required for the course and are provided by the student. Prerequisite: Anatomy and Physiology and Medical Terminology. Prior coding experience is recommended.

VM132 | 81 hours | $1795
sect 22 | Sep 8–Dec 20 | T/Th 6-9pm

Certified Nursing Assistant

Start a career in healthcare with the challenging Certified Nursing Assistant program. Learn to provide compassionate and competent patient care. Job placement, drug screen, and state certification exam fees are included in the tuition. Students must meet with a Career Program Specialist prior to enrollment.

VM107 | 165 hours | $2399
sect 02 | Sep 12–Nov 21 | M-Th 5:30-9:30pm

CNA Train the Trainer

Are you a nurse who is interested in teaching CNAs? This blended learning course satisfies the State of Delaware training requirement for new instructors. Classes are a combination of online, lab, and clinical instruction. The clinical portion of the course may require daytime availability and the dates may vary depending on site availability.

TT308 | 16 hours | $199
sect 132 | Oct 11–Oct 20 | M/W 5:30-9:30pm

Phlebotomy Technician

**CERTIFICATE PROGRAM**

Phlebotomy technicians are essential members of the healthcare team who often work in clinical and laboratory settings. The Phlebotomy Technician program prepares you to perform this vital role. In this program you will complete courses in Anatomy & Physiology, Medical Terminology, Fundamentals of Phlebotomy, and NHA Certification Prep, as well as a 80-hour externship where you will get the experience you need to get started in your career as a Phlebotomy Tech.

**REQUIRED COURSES:**
- Medical Terminology
- Anatomy and Physiology
- Phlebotomy
- 80 Hour Externship
- NHA Certification Prep – Phlebotomy

230 Hours | $1,737

*Daytime & Evening Classes Available*

*Please note: A favorable criminal background check is required. Program cost does not include textbooks.*
For info session dates and information, call (302) 697-4545
Info Sessions for the 2023 class begin in October. Apply early and don’t miss out.

2020/2021 OUTCOMES

90.6%
Completion (29/32)

89.1%
NCLEX First Attempt (33/37)

93.3%
Graduate Placement (28/30)

“POLYTECH prepared me to jumpstart my business (LemaDawn Healthcare Staffing) with confidence. Not only have I gained the knowledge to be an excellent nurse, but I have also gained the drive and motivation to help others reach their goals and aspirations. POLYTECH allowed me to maintain a healthy work-life balance with their assortment of classes. I was able to go to school and take care of my family. Overall, this is a great program for all aspiring nurses.”

— Jamyra Lopez, LPN, CEO, LemaDawn Healthcare Staffing

or visit polytechworks.com/programs/practical-nursing
CPR & FIRST AID

BLS Provider
This course is designed to provide healthcare professionals with the ability to recognize and address life-threatening emergencies and includes CPR, AED, and choking response.

CPR15 | 6 hours | $65

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BLS CPR Skills Session
This course meets the mandatory recertification requirements for all medically licensed providers such as MD, RN, EMT and First Responder. It is designed to verify the skills portion of the BLS for Healthcare Provider or Heartcode for BLS CPR/AED Online Course and is not for initial certification. Part 1 of this course is completed online at www.onlineaha.org.

CPR52 | 2 hours | $30

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<td>F 9-11am</td>
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Heartsaver CPR Adult/Child & Infant
Heartsaver CPR is a classroom course that teaches basic CPR skills such as performing a head tilt-chin lift and giving compressions and breaths. This course includes teaching adult, children and infant CPR, AED, and choking response.

CPR32 | 3 hours | $45

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Heartsaver Pediatric First Aid CPR AED Course
The Heartsaver Pediatric First Aid CPR AED course is designed to meet the regulatory requirements for child care workers and teaches child care providers and others to respond to and manage illnesses and injuries of a child or infant in the first few minutes until professional help arrives. Target Audience—camp counselors, child care workers, coaches, foster care workers, and others responsible for children including parents, grandparents, babysitters, teachers and youth group leaders.

CPR23 | 6 hours | $65

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Customized Training for CPR & First Aid
We offer BLS for Healthcare Providers, Heartsaver CPR AED, Heartsaver Fist Aid, and Heartsaver Pediatric First Aid CPR AED courses.

- Customized training offered on-location
- Excellent instructors and competitive pricing
- Ask about discounts for larger groups or multiple classes

For details, please contact Lewis Sacks at 845-222-0922.
CONSTRUCTION

Building Construction Core (ELL)
This class will prepare you to work in the building construction industry and is the first step toward a career in the construction trades. This course is a prerequisite for enrolling in any of the building construction related apprenticeship courses and satisfies the first semester requirement for year 1. Individuals who can demonstrate recent (past 3 years) construction related employment and can pass the BCC bypass exam can go directly into semester 2. See page 26 for more information about ELL.

BC111 | 100 hours | $150
sect 9 Sep 20–Feb 14 T/Th 5:30-9:30pm

Civil Construction Laborer II
This course covers the second year of the two-year Civil Construction Laborer Registered Apprenticeship related training program. Topics include vertical formwork, horizontal framework, elevated work, electrical safety, light equipment, oxyfuel cutting, and masonry in vertical construction. Individuals who complete the program are eligible to earn a nationally recognized journeyperson credential.

CCT30 | 100 hours | $349
sect 12 Sep 12–Mar 6 M/W 6-9pm

CONSTRUCTION CONT. ED.

OSHA 10 Hour-Construction
The OSHA 10 Hour - Construction course is intended to provide entry level construction workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify and avoid hazards on a job site.

OSHA1 | 10 hours | $75
sect 019 Nov 3–Nov 4 Th/F 8am -2:30pm

= Textbook Required / Not included in tuition fee

Many of these classes are part of a POLYTECH Apprenticeship Program. More information: page 16

CIVIL CONSTRUCTION LABORER APPRENTICESHIP PROGRAM

The Civil Construction Laborer Apprenticeship is a two year program that includes 316 hours of related instruction and 4,000 hours of on-the-job training. The program is designed to prepare participants to enter into a career in the Civil Construction/Heavy Highway industry, where they will engage in broad range of construction-related activities.

POLYTECH
Adult Education

For more information: Visit polytechworks.com/programs/civil-construction-laborer or call (302) 697-4545.
Delaware Registered Apprenticeships

POLYTECH offers a range of new and traditional apprentice programs. Participants can earn nationally-recognized journeyperson papers and industry-specific certifications. Continuing education opportunities are also available for professionals who have already completed an apprenticeship and are seeking to advance their career.

Registered Apprenticeship Programs include:

CONSTRUCTION
- Civil Construction Laborer
- Electrical
- Electronic Systems Technician
- HVAC/R
- Masonry
- Plumbing
- Welding/Fabrication

MECHANICAL
- Automotive Technician
- Diesel Technician
- Industrial Machine Systems Technician
- Industrial Maintenance Mechanic
- Wastewater Technician
- Water Systems Operations Specialist

INFORMATION TECHNOLOGY
- Computer Support Specialist
- Networking Technician

Apprenticeship Information & Registration Sessions

Request more information or sign up for an orientation session at polytechworks.com/programs.

NOTE: Tuition for registered apprentices is paid by State of Delaware Apprentice Training Grant. Apprentice students are required to pay a non-refundable $50 application and processing fee at the time of enrollment. All registered apprentice students must present a copy of their signed apprenticeship contract at the time of enrollment. For more information about the State of Delaware Apprenticeship Program email Kyle Maguire at kyle.maguire@state.de.us.
MASONRY

Masonry II
This is the second of three courses in the Masonry Apprenticeship program. Topics covered include residential plans and drawing Interpretation, residential masonry, reinforced masonry, grout and other reinforce- ment, masonry openings and metal work, advanced laying techniques, effect of climate on masonry, and construction inspection and quality control.

<table>
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<th>Course Code</th>
<th>Hours</th>
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<td>02</td>
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<td>M/W 6-9pm</td>
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</table>

PLUMBING

Plumbing I
BUILDING CONSTRUCTION CORE
The Building Construction Core (BCC) class will prepare you to work in the building construction industry and is the first step toward a career in the construction trades. This course is a prerequisite for enrolling in any of the building construction related apprenticeship courses and satisfies the first semester requirement for year 1. Individuals who can demonstrate recent (past 3 years) construction related employment and can pass the BCC bypass exam can go directly into semester 2.

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<tr>
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<td>2</td>
<td>Sep 19–Dec 14</td>
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Plumbing II
This second year apprenticeship course covers water and waste piping procedures, advanced plumbing and piping calculations, planning the plumbing installation, and valve and fixture troubleshooting and repair.

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<tr>
<td>16</td>
<td>Sep 12–Mar 20</td>
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</table>

Plumbing III
The third year plumbing student applies the “International Plumbing Code” (IPC) to water supply piping, backflow prevention, pressure booster, and recirculation systems in an academic classroom setting. The course also explores private water supply well pumps, piping and components. Maintenance and replacement of waste disposal systems, locating buried lines, and water conditioning are also part of the course.

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<td>Sep 15–Mar 16</td>
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Plumbing IV
The fourth year plumbing class provides the advanced plumbing student with an in-depth review of the “International Plumbing Code,” applicable county and local plumbing codes, design, layout, and installation of water and waste water systems, and installation, troubleshooting, and repair of hydronic and steam heating systems. This course satisfies a requirement in the Plumbing Apprenticeship and/or Certificate program. Prerequisite: Plumbing III. Textbook and safety glasses required.

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ELECTRICAL

Electrical I
BUILDING CONSTRUCTION CORE
The Building Construction Core (BCC) class will prepare you to work in the building construction industry and is the first step toward a career in the construction trades. This course is a prerequisite for enrolling in any of the building construction related apprenticeship courses and satisfies the first semester requirement for year 1. Individuals who can demonstrate recent (past 3 years) construction related employment and can pass the BCC bypass exam can go directly into semester 2.

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Electrical II
This second year apprenticeship course covers electrical fundamentals including circuits, electrical wiring, and electrical equipment.

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</table>

Many of these classes are part of a POLYTECH Apprenticeship Program.
More information: page 16

register online > www.POLYTECHWORKS.com or call > 302.697.4545

= Textbook Required / Not included in tuition fee
Electrical II
Continue exploring residential and light commercial electrical construction in a classroom setting. Learn motor theory and application and grounding requirements. Calculate lighting and power loads, plan installations, install main & sub panels, and troubleshoot electrical systems.

VE201 | 144 hours | $349
sect 32  Sep 15–Mar 16  T/Th 6-9pm

Electrical III
Continue exploring residential and light commercial electrical construction in a classroom setting. Learn motor theory and application and grounding requirements. Calculate lighting and power loads, plan installations, install main & sub panels, and troubleshoot electrical systems.

VE301 | 144 hours | $349
sect 27  Sep 12–Mar 20  M/W 6-9pm

Electrical IV
The final year of the electrical program concentrates on industrial wiring and electrical systems. Single and three phase branch circuits for lighting, power, and motors typically installed in plants and factories are discussed in detail. Standby, emergency and alarm systems are also covered. Reading and interpreting NEC requirements for AC motors, motor control and power circuits are an integral part of this course.

VE401 | 144 hours | $349
sect 27  Sep 15–Mar 16  T/Th 6-9pm

Test Prep for the Electrical Exam
Get prepared for the electricians licensing exam in this hard hitting course. Over 1,000 questions and calculations will be covered from similar exams. Additional preparation and study outside of class will be required of all students. Textbook and 2020 NEC code book purchase required. EXAM FEE IS NOT INCLUDED IN TUITION COST.

VE420 | 36 hours | $249
sect 30  Nov 1–Dec 15  T/Th 6-9pm

Many of these classes are part of a POLYTECH Apprenticeship Program. More information: page 16
More than 50% of companies indicate plans to increase US-based production by at least 5% in the next five years.*

We’re seeing evidence of this in Delaware right now. In addition to new jobs, existing positions are getting harder to keep filled. The current workforce is aging and there just are no enough trained people to take their place.

These programs are designed to fill these high-paying technical positions:

**Electro-Mechanical Technician**

CERTIFICATE PROGRAM

This program prepares students to work in the manufacturing industry as maintenance and electrical technicians. Components include: tools and test equipment, precision measurement, print reading, calculations, electrical theory, rigging, lubrication, bearings, drives, vibration, alignment, solenoids, generators, transformers, hydraulics and pneumatics, and an 80-hour work experience. Individuals who complete this program qualify for advanced placement in the Industrial Maintenance Mechanic Apprenticeship program.

Funding available to qualified applicants.

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<tr>
<th>Code</th>
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**HVAC & Plumbing Maintenance**

CERTIFICATE PROGRAM

Our employer partners have expressed increasing concern over the lack of available qualified candidates to fill current and projected HVAC and Plumbing openings. This POLYTECH program provides participants with the knowledge and skills needed to fill these high-paying technical positions in residential and light commercial construction. Upon completion, students have the option to continue their training in either HVAC or plumbing and receive credit for completion of one year of Apprenticeship Related Training Instruction.

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<th>Code</th>
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• Equal opportunity employer/program
• Auxiliary aids and services are available upon request to individuals with disabilities.

= Textbook Required / Not included in fee

**TUITION ASSISTANCE:** POLYTECH Adult Education was awarded a Blue Collar training grant that covers the full tuition cost for qualified participants. Inquire today to see if you qualify for financial assistance.
HVAC continued

HVAC-R II
The second year of the HVAC-R program provides classroom instruction on the principles of residential heating to include gas and oil burning furnace operation, adjustment, and inspection. Light commercial air-conditioning and heat pumps applications are also covered. You will gain a working knowledge of the various types of motors and compressors, electrical controls, valves, and tubing.

VH201 | 144 hours | $349
sect 25 | Sep 12–Mar 20 | M/W 6-9pm

HVAC-R III
The third year course for HVAC-R mechanics includes classroom instruction on heating and cooling load calculations, sizing and designing duct systems for residential and commercial installations, operation, design, troubleshooting and servicing of gas, oil and electric fired hydronic and steam heating systems. Related code, safety and EPA regulations will be discussed in depth in this course.

VH301 | 144 hours | $349
sect 24 | Sep 15–Mar 16 | T/Th 6-9pm

HVAC-R IV
The fourth year course for HVAC-R mechanics includes classroom instruction on heating and cooling load calculations, sizing and designing duct systems for residential and commercial installations, operation, design, troubleshooting and repair of heating, refrigeration and comfort cooling control systems and the related code, safety and EPA regulations for these HVAC-R systems. Customer service and call management techniques will also be covered in this capstone course.

VH401 | 144 hours | $349
sect 21 | Sep 15–Mar 16 | T/Th 6-9pm

Refrigerant Transfer & Recovery Certification Prep & Test
This course will prepare you to sit for a nationally recognized EPA certification exam in Type I, II, III, or IV. Successful completion of the Section 608 exam is required for approval to work on stationary air conditioners and refrigeration systems.

VH121 | 18 hours | $179
sect 04 | Oct 17–Nov 2 | M/W 6-9pm

MAINTENANCE

Maintenance Fundamentals
This course provides the fundamental skills and competencies required to be a Maintenance Mechanic. Topics covered include safety, shop/technical math, measurement, tools and test equipment, blueprints, drawings and schematics, basic machines and systems, and maintenance data systems. Completion of this course or equivalent experience is required for enrollment in the Automotive, Diesel, Industrial Maintenance, and Industrial Machine Systems apprenticeship programs.

VI107 | 100 hours | $199
sect 46 | Sep 19–Dec 14 | M/W 5:30-9:30pm

Maintenance Fundamentals (ELL)
Class covers the same content as Maintenance Fundamentals and includes additional instruction specifically for English Language Learners. See page 26 for more information.

VI107 | 150 hours | $349
sect 45 | Sep 20–Feb 14 | T/Th 5:30-9:30pm

INDUSTRIAL MACHINE SYSTEMS

AC/DC Circuit Theory and Application
This online course teaches the fundamentals of AC/DC electrical systems used for power and control in industrial, commercial, agricultural, and residential applications. Students learn industry-relevant skills included in subject areas such as Basic Electrical Circuits, Electrical Measurement, Circuit Analysis, Inductance and Capacitance, Combination Circuits, and Transformers.

VI500 | 60 hours | $299
sect 1 | Sep 12–Oct 31 | M/W 5:30-9:30pm

To register or get more information, go to polytechworks.com/trades-career-training-app
Electronic Foundations
This online course covers how to operate, adjust, and troubleshoot electronic components, circuits, and systems used in industrial machine applications. Major topics include: oscilloscopes; linear power supply; power supply filtration and regulation; solid state delays; discrete sensing devices; thermal sensing devices; amplifiers and op amps; analog sensing devices; solid state switching; and solid-state speed and power control.

VI500 | 30 hours | $199
sect 2  Nov 2–Nov 30  M/W 5:30-9:30pm

INDUSTRIAL MAINTENANCE MECHANICS

Introduction to Mechanics
Introduction to Mechanics, while not necessarily always first in sequence, is the foundational course in the Industrial Maintenance Mechanic (IMM) Registered Apprenticeship program. Topics covered include safety procedures, job related mathematics, work order scheduling, blue print reading, sketching, hand and power tools, rigging techniques and general shop procedures. This course satisfies requirements toward the State of Delaware IMM Apprenticeship Related Instruction.

CTA10 | 72 hours | $299
sect 01  Aug 16–Dec 20  T 5:30-9:30pm

Industrial Electricity
Industrial Electricity is one of eight related training courses required for completion of the Industrial Maintenance Mechanic Registered Apprenticeship program. Content includes an overview of basic electricity, in-depth study of motor controls, ladder logic diagrams, as well as motor starter operation and repair.

VI102 | 72 hours | $299
sect 51  Sep 12–Dec 5  M/W 6-9pm

Many of these classes are part of a POLYTECH Apprenticeship Program.
More information: page 16

= Textbook Required / Not included in tuition fee

INDUSTRIAL MACHINE SYSTEMS TECHNICIAN

Industrial Machine Systems Technicians work in a manufacturing environment and are responsible for maintenance, assembly, installation, alignment, programming, troubleshooting, repair, calibration, and adjustment of a variety of industrial equipment and machine systems. This is a hybrid program takes approximately two years to complete.

IN-PERSON and ONLINE COURSES:
- Maintenance Fundamentals
- Computer Foundations
- Technical Mathematics
- Hydraulics and Pneumatics
- Technical Drawing
- Welding for Mechanics
- AC/DC Circuit Theory and Application
- Digital Circuits and Automation
- Introduction to PLCs
- Team Leader

Tuition for this Registered Apprenticeship program is covered by the State of Delaware Apprenticeship Grant.

Individuals who complete this program have the opportunity to transfer into the four-year Industrial Maintenance Mechanic program with advanced standing.

POLYTECH
Adult Education
For information or to enroll visit polytechworks.com/programs/industrial-machines or call 302.697.4545
Introduction to PLCs
This fast-paced course covers the installation, basic programming, troubleshooting and repair of Programmable Logic Controllers (PLC), as well as PLC ladder logic theory, input and output devices, wiring, sequencing and count functions. This is one of the eight related training courses required for completion of the Industrial Maintenance Mechanic Registered Apprenticeship program.

VI102 | 72 hours | $299
sec 56 Sep 15–Dec 13 T/Th 6pm - 9pm

AUTOMOTIVE TECHNICIAN

G1 Auto Maintenance & Light Repair
This course prepares technicians to engage in scheduled maintenance and perform common repair tasks. Students are expected to complete the ASE G1 certification exam at the end of the course. This course satisfies the prerequisite requirement to begin the related training portion of the Automotive Technician Apprenticeship program. Documented maintenance experience or completion of Maintenance Fundamentals is required for enrollment.

VX106 | 72 hours | $299
sec 39 Sep 12–Dec 5 M/W 6-9pm

A5 Automotive Brakes
This course is designed to train students to perform maintenance on automotive brake systems. Topics addressed include the diagnosis and repair of hydraulic, power assist, and parking brake systems, disc and drum brakes, and electronic brake control systems. This course satisfies one of the four required courses for the Automotive Technician Apprenticeship program. Prerequisite: G1 Auto Maintenance and Light Repair.

VX105 | 72 hours | $299
sec 15 Sep 15–Dec 13 T/Th 6-9pm

OUTDOOR POWER EQUIPMENT TECHNICIAN

This POLYTECH program is designed to prepare participants to become qualified technicians working in the power equipment industry.
The program follows Equipment & Engine Training Council (EETC) curriculum and includes courses in Small Engine Service Foundations, Two and Four Stroke Engines, and Driveline. Students have access to online training materials through EETC and Kohler and at the end of each course, are prepared to complete the related EETC certification exam.
AUTOMOTIVE & DIESEL Technician Apprentice Programs

AUTOMOTIVE TECHNICIAN

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<tr>
<td>A5 Brakes</td>
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<tr>
<td>A4 Suspension &amp; Steering</td>
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<td>A1 Engine Repair</td>
<td>ASE - A1</td>
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DIESEL TECHNICIAN

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<td>T4 Brakes</td>
<td>ASE - T4</td>
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<tr>
<td>T5 Suspension &amp; Steering</td>
<td>ASE - T5</td>
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<tr>
<td>T6 Electrical/Electronic Systems</td>
<td>ASE - T6</td>
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<tr>
<td>T2 Diesel Engines</td>
<td>ASE - T2</td>
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DIESEL TECHNICIAN

T5 (Diesel) Suspension & Steering
This course is one of four courses required to complete the Diesel Technician Apprenticeship program. Subjects covered include diagnosis and repair of steering systems, suspensions, frames, and 5th wheels, wheel alignment diagnosis, adjustment, and repair, and wheels, tires, and hubs. Prerequisite: T8 Preventative Maintenance and Light Repair.

VX106 | 72 hours | $299
sect 23 Sep 19–Dec 12 M/W 6-9pm

OUTDOOR POWER EQUIPMENT

Four Strokes Engines

NEW! This course prepares students with the knowledge and skills necessary to diagnose, service, and repair four-stroke engine systems commonly used in various outdoor power equipment applications. Participants will prepare to complete the EETC Four Stroke Certification exam prior to the end of the course.

VX106 | 72 hours | $349
sect 43 Sep 12–Dec 5 M/W 6-9pm

To register or get more information, go to polytechworks.com/trades-career-training-app
Heavy Equipment-Automation Systems

This course is designed to build upon the knowledge and abilities taught during the Maintenance Fundamentals course. Students will learn about the system components that work together to automate the control of the different systems of machines. Onboard computers, processors, transmitters, indicators, and other electronic components will be studied and understood. Global Positioning Systems will also be covered during this course. Maintenance Fundamentals training or experience is required prior to enrollment.

AH300 | 72 hours | $349
sect 1 | Sep 19–Dec 12 | M/W 6-9pm

Troubleshooting Method

Troubleshooting may seem like a lost or dying art, but it is something that can be taught fairly easily. Participants in this course will learn the several identifiable and repeatable steps that make up a logical troubleshooting process and will be introduced to basic print reading and test equipment.

VT102 | 14 hours | $99
sect 15 | Sep 27–Oct 6 | T/Th 6-9:30pm

OSHA 10 Hour-General Industry

The OSHA 10 Hour - General Industry course is designed to familiarize workers with OSHA standards as well as safety and health hazards common to the workplace. Participants will be instructed on identifying, avoiding, controlling, and preventing jobsite hazards. This course is appropriate for workers in the following fields: factory operations, manufacturing, storage, warehousing, health care, and more.

OSHA1 | 10 hours | $75
sect 018 | Oct 19–Oct 20 | W/Th 8am-2:30pm

Basic Welding

The beginning welder will learn the fundamentals of electric arc welding and oxyacetylene cutting and welding. Extensive hands-on practice is required in this course.

VW110 | 72 hours | $500
sect 56 | Sep 15–Dec 13 | T/Th 6-9pm

Welding/Metal Fabrication VIII

This course is final course of the eight related training courses required to complete the 4-year Metal Fabrication Apprenticeship program. This consists of OSHA 10, CPR, and a capstone activity that will allow students to showcase all of the welding and fabrication skills and techniques you have learned throughout the program. Welding gloves and safety gloves are available for purchase on the first night of class. Prerequisite: Welding/Metal Fabrication I-VII.

VI108 | 72 hours | $500
sect 31 | Sep 12–Dec 5 | M/W 6-9pm

For more information, go to polytechworks.com/trades-career-training-app
LOGISTICS/WAREHOUSE

Warehouse & Forklift
This 48-hour hybrid course prepares participants to work in a modern warehouse environment and safely operate a powered industrial truck. Topics addressed include warehouse operations, material handling, inventory, and workplace safety, OSHA 10-hour General Industry, and forklift operator/safety training.

WO121 | 48 hours | $299
sect 5 Oct 25–Nov 4  T-F 8:30am-3:30pm
sect 6 Dec 6–Dec 16  T-F 8:30am-3:30pm

Warehouse & Forklift (ELL)
This course covers the same content as Warehouse & Forklift and also includes additional instruction for English Language Learners. See page 26 for more information.

WO121 | 72 hours | $349
sect 7 Sep 6–Nov 10  T/Th 5-9pm

WATER & WASTEWATER SYSTEMS OPERATION

Water Systems Operation Specialist I
This is the first related training course in two-year Water Systems Operation Specialist Registered Apprenticeship Program. Topics covered include confined spaces, water sources, small systems, storage facilities, distribution, drinking water laws and regulations, and more. Classes will be held at the Delaware Rural Water Association in Milford.

WS002 | 144 hours | $349
sect 3 Oct 11–Apr 4  T 9am-3:30pm

Wastewater Operations Systems I
This is the course first course in the two-year Wastewater Systems Operation Systems Registered Apprenticeship program. Students learn the basics of wastewater treatment processes, related public health and the environmental issues, and practical concerns of operating and maintaining wastewater treatment plants. Classes will be held at the Delaware Rural Water Association in Milford.

WWS00 | 144 hours | $349
sect 4 Oct 11–Mar 29  W 9am-3:30pm

Wastewater Operations Systems II
This is the second course in the two year Wastewater Systems Operation System Registered Apprenticeship program. Students learn operational procedures, problem solving, financial, technical, and managerial considerations, public health, and environmental concerns and study the Safe Drinking Water Act. Classes will be held at the Delaware Rural Water Association in Milford.

WWS00 | 144 hours | $349
sect 5 Oct 12–Mar 29  W 9am-3:30pm

Many of these classes are part of a POLYTECH Apprenticeship Program. More information: page 16

register online > www.POLYTECHWORKS.com or call > 302.697.4545
LITERACY: ESL & ELL

Literacy and Career Training

ESL (English as a Second Language)

POLYTECH is offering FREE English classes in Milford, Dover, and Wyoming for adults whose first language is not English. A naturalization class is available for people preparing for the US Citizenship test. Daytime and evening classes are available and free family literacy services are provided at some locations.

Si usted no habla el inglés, su vida puede llegar a ser difícil. POLYTECH está ofreciéndoles clases de inglés GRATIS para los adultos.

302-697-4545 | www.polytechworks.com

ELL Career Training for English Language Learners

The ELiNC program at POLYTECH Adult Education prepares adult English language learners (ELLs) for employment in growing job fields.

POLYTECH Adult Education offers a full range of workforce programs for students at various levels and in different industries.

There are multiple entry points into the different career areas we offer, with options designed to best meet the needs of individual learners.

POLYTECH is offers ELiNC programs that provide ELLs with entry-level career opportunities in: Supervision & Training, Maintenance, Health Careers, Construction, and Logistics.

See the opposite page for current class descriptions and schedules.

302-697-4545 | www.polytechworks.com

FREE PROGRAM

FAMILY LITERACY
A Family Opportunity

Serving parents with child(ren), age 2 to 12 yrs., who need to:

- Improve reading, math, and writing skills
- Improve English language skills
- Prepare for HS diploma or GED® credential test
- Learn valuable life and job skills

Preschool/elementary education provided while parents attend class.

FOR MORE INFORMATION
Contact Mary Servon: mary.servon@polytech.k12.de.us / 302.697.4545

Where Parents and Children Learn Together.
www.polytechworks.com

Strengthening Our Workforce. Strengthening Our Community.
### SUPERVISION & LEADERSHIP

**Supervisor Training (ELL)**

This program is 150 hours long and intended to prepare English Language Learners to advance into positions of greater responsibility. The program provides the knowledge and skills needed to be an effective leader in the workplace and covers the core competencies that are essential to the effective management of an organization or operation. Areas covered include computer skills, leadership, workplace communication, human resources, management, and operations.

**VB801** | 150 hours | $799

**sect 6** | Sep 20–Feb 14 | T/Th 5:30-9:30pm

### HEALTH CAREERS

**Home Health Aide (ELL)**

This program is designed for English Language Learners interested in starting a career in the healthcare field. The program consists of 120 hours of integrated classroom/lab training and adult literacy instruction. Graduates of the program are prepared for employment as Home Health Care Aides and/or to continue on in further healthcare education. Grant funding may be available to qualified applicants.

**VM204** | 150 hours | $799

**sect 18** | Sep 20–Feb 14 | T/Th 5:30-9:30pm

### MAINTENANCE

**Maintenance Fundamentals (ELL)**

This course provides the fundamental skills and competencies required to be a Maintenance Mechanic. Topics covered include safety, shop/technical math, measurement, tools and test equipment, blueprints, drawings and schematics, basic machines and systems, and maintenance data systems. Completion of this course or equivalent experience is required for enrollment in the Automotive, Diesel, Industrial Maintenance, and Industrial Machine Systems apprenticeship programs. This course covers the same content as Maintenance Fundamentals and also includes additional instruction specifically for English Language Learners.

**VI107** | 150 hours | $349

**sect 45** | Sep 20–Feb 14 | T/Th 5:30-9:30pm

### CONSTRUCTION

**Building Construction Core (ELL)**

The Building Construction Core (BCC) class will prepare you to work in the building construction industry and is the first step toward a career in the construction trades. This course is a prerequisite for enrolling in any of the building construction related apprenticeship courses and satisfies the first semester requirement for year 1. Individuals who can demonstrate recent (past 3 years) construction related employment and can pass the BCC bypass exam can go directly into semester 2.

**BC111** | 100 hours | $150

**sect 9** | Sep 20–Feb 14 | T/Th 5:30-9:30pm

### LOGISTICS

**Warehouse & Forklift (ELL)**

This 72-hour course prepares English Language Learners (ELLs) to work in a modern warehouse environment and safely operate a powered industrial truck. Topics addressed include warehouse operations, material handling, inventory, and workplace safety, OSHA 10-hour General Industry, forklift operator/safety training, and English language instruction. Tuition assistance available to qualified applicants.

**WO121** | 72 hours | $349

**sect 7** | Sep 6–Nov 10 | T/Th 5-9pm

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≡ Textbook Required / Not included in tuition fee
In danger of not graduating with your class?

Groves In-School Credit classes provide flexibility for students who need additional required courses for graduation.

Students MUST be at least 16 years old and meet minimum admission requirements in order to enroll.

High School students interested in this program should contact their guidance counselor — or call our office!

302.697.4545 | www.polytechworks.com

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**James H. Groves Adult High School**

James H. Groves Adult High School is a state approved secondary school designed to provide adults and out-of-school youth with an opportunity to complete a high school education and earn a State of Delaware High School Diploma. The school is accredited by the Middle States Association of Colleges and Schools.

**Adult H.S classes provide an option for students who:**

- Need to work for financial reasons.
- Have family obligations and responsibilities.
- Need the flexibility of day and evening classes in an accelerated format.

**What are the requirements?**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 credits</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 credits</td>
</tr>
<tr>
<td>Mathematics*</td>
<td>4 credits</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits</td>
</tr>
<tr>
<td>Health</td>
<td>.5 credit</td>
</tr>
<tr>
<td>Career Pathway</td>
<td>3 credits</td>
</tr>
<tr>
<td>Foreign Language**</td>
<td>2 credits</td>
</tr>
<tr>
<td>Electives</td>
<td>4.5 credits</td>
</tr>
</tbody>
</table>

*Students enrolled in the 9th grade for the first time prior to 2007 are exempted from the Algebra 2 requirement.

**Students enrolled in the 9th grade for the first time prior to 2011 are exempted from the foreign language requirement.

**How can I earn graduation credits?**

Earn credits through any of these methods:

- James H. Groves Classes
- Certificate of Educational Attainment (CEA)3
- Employment or Training Experiences
- Technical Courses
- Military Training
- Higher Education Courses
- Previously Completed High School Courses
- Community Service

**Which courses I will need?**

Counselors will assist you at registration and will evaluate your educational history to determine credit needs and proper placement.

**What are the costs?**

The only cost for the program is your time and a non-refundable $40.00 per semester materials fee, due at registration.

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**HOW TO REGISTER**

**STEP 1:** Contact the Polytech Groves Center at 302-697-4545 or polytechworks.com to reserve a seat at an orientation session.

**STEP 2:** complete a registration packet, and submit an official transcript of high school credits earned to date. Prospective students ages 16-17 years must provide a letter of reference and official withdrawal from K–12.

**STEP 3:** Return for orientation and an assessment in reading and math*. Payment of the $40 materials fee is required when students demonstrate 9th grade level of mastery.

**STEP 4:** Meet with a counselor to enroll in classes and establish your graduation plan.

*Testing may be waived for those with previous high school credits.

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**In danger of not graduating with your class?**

Groves In-School Credit classes provide flexibility for students who need additional required courses for graduation.

Students MUST be at least 16 years old and meet minimum admission requirements in order to enroll.

FREE

High School students interested in this program should contact their guidance counselor — or call our office!

302.697.4545 | www.polytechworks.com
**Adult Basic Education (ABE)**

ABE classes offer a way for you to build your reading, writing, and math skills. Our ABE teachers provide direct instruction, guidance, and support in the classroom. ABE students continue on to earn their GED® credential or James H. Groves Adult High School Diploma.

### GED® Prep & ABE Class Schedule*

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>DAY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodside</td>
<td>Mon–Thurs</td>
<td>8:30 am–12:15 pm</td>
</tr>
<tr>
<td></td>
<td>Mon/Wed</td>
<td>5:30–9:15 pm</td>
</tr>
<tr>
<td>Smyrna Library</td>
<td>Mon/Wed</td>
<td>8:30 am–12:15 pm</td>
</tr>
<tr>
<td>Milford</td>
<td>Mon/Wed</td>
<td>5:30–8:30 pm</td>
</tr>
<tr>
<td>Dover Dept. of Labor</td>
<td>Tues/Thurs</td>
<td>12:45–4:30 pm</td>
</tr>
</tbody>
</table>

*Schedule may be altered due to enrollment and funding restrictions.

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**The GED® Testing Program**

The GED® Preparation Program prepares students to earn a secondary credential through testing. This state document is not a high school diploma, but is recognized by the State Board of Education for the purposes of employment, licensing, and admission to most post high school educational institutions.

The GED® Test consists of four individual computer-based tests in the areas of:
1) Reasoning through Language Arts
2) Mathematical Reasoning
3) Science
4) Social Studies

**How do I prepare for the GED® Test?**

GED® test preparation classes are held in the Delaware communities of Woodside, Milford, and Smyrna. (See above.)

**For more information:**

Call 302.697.4545 or visit [www.polytechworks.com](http://www.polytechworks.com).
POLYTECH CAREER SERVICES

Services include:
• Internships
• Job coaching
• Resume Writing
• Mock Interviews
• Networking Opportunities
• Job Leads
• Referrals

POLYTECH Career Services provides work readiness and job placement assistance to all workforce training program students and graduates.

For GENERAL information, email: Jennifer.Lane@polytech.k12.de.us
To learn about hosting or participating in an INTERNSHIP, send email to: Manny Avina — manny.avina@polytech.k12.de.us

302.697.4545 | www.polytechworks.com

POLYTECH Adult Education
PARENTS AS TEACHERS

Help your child learn, grow, and develop to their full potential by participating in Parents as Teachers (PAT).

We connect families to information and resources and prepare them to make the choices that are best for them.

• Family fun events
• Free home visitation by a trained professional
• Evidence-based information
• Developmental screenings
• Community connections in time of need

For more information:
Contact Stephanie Wagner at 302.697.4545 or stephanie.wagner@polytech.k12.de.us

FREE PROGRAM!
3 Ways to Register

ONLINE: polytechworks.com
Visit our website and register online 24 hours a day.

PHONE: 697-4545
Use your credit or debit card: Visa, Mastercard, or Discover.

IN-PERSON at our office:
823 Walnut Shade Road
Woodside, Delaware
Office Hours:
M-Th 8am–9pm / F 8am–4pm

PAYMENT
Registration fees are due in full and payable when you register. Visa, Discover, Mastercard, ATM debit cards, cash and personal checks are accepted.

TEXTBOOKS & MATERIALS
Textbooks or other course materials may be required for some courses. Questions? Contact our friendly staff for more information!

55+ DISCOUNT
We are happy to provide a 10% discount upon request on the registration fee of any class to customers age 55 and over.

CANCELLATION OF COURSES
Polytech Adult Education reserves the right to cancel a course that has insufficient enrollment. Students who register for a course that is cancelled will be given the opportunity to enroll in a replacement course or receive a full refund. (Register early – last-minute registrations will not revive an already cancelled course).

REFUND POLICY
Non-matriculated student refunds follow this protocol: Requests to cancel a registration must be made within 2 working days before the class begins in order to receive a full refund. Students enrolled in a class greater than 2 weeks in length, who request a refund between 2 business days prior to class and the end of the first week, will receive a 50% refund. No refund will be issued for classes less than 2 weeks in length (after 2 days prior to class) or after the first week of any class.

Career training program refunds* follow this protocol: Full refunds will be issued if requested within three days of the signing of an enrollment agreement and initial payment. If cancellation is requested more than three days after the signing of an enrollment agreement and initial payment, but prior to the start of class, applicants will be entitled to a refund of all monies paid, minus the registration, which is 15% of the contract price, not to exceed $150.

*The following refund policy shall apply for all VA funded students enrolled in a non-accredited program under Chapters 30, 32, 33, 35, of title 38 and Chapters 1606 and 1607 of Title 10 U.S. Code: In event that Veterans or their eligible persons sponsored as students under Chapters 30, 32, 33, 35, of title 38 and Chapters 1606 and 1607 of Title 10 U.S. Code, fail to enter the program or withdraw or are discontinued from at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the non-accredited program bears to its total length. A registration fee of $10 need not be refundable: any amount beyond that is subject to pro ration and refund (CFR 21.4254 (c) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

For complete refund policy details, go to polytechworks.com and click on the link for the Career Training Center Full Catalog.

The POLYTECH School District does not discriminate in employment, educational programs, services or activities on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), national origin, citizen or ancestry, age, disability, marital status, veteran status, genetic information, sexual orientation or gender identity, against victims of domestic violence, sexual offenses, or stalking, or upon any other category protected by federal, state, or local law. The Director of Personnel has been designated to handle inquiries regarding employment policies; the Supervisor of Student Services responds to Title VI/Title IX inquiries and the Assistant Principal for Special Education responds to 504 inquiries. All staff can be reached at (302) 697-2170; POLYTECH School District, 823 Walnut Shade Road, Woodside, DE 19980.

DRIVER’S EDUCATION
This is a State of Delaware approved driver’s education course. It consists of 30 hours of classroom instruction and 14 hours of separately scheduled driving instruction and observation.

VDR14 | 30 hours | $566

sect 1 Nov 10–Dec 15 M/W 6-9pm

Registration starts September 26!

PLEASE NOTE:
• Online registration for this course is NOT available.
• Seats are limited.
• Home school and private school students’ tuition may be covered by the State of Delaware.
Delaware’s three Adult Education Divisions (Polytech, Sussex Tech, and NCCVT) are partnering to offer a new CDL program starting in Spring 2023. Participants will complete training to prepare for Class A, B and C licensing.

POLYTECH’s CDL program will be designed for working adults and for employers who want to train their existing workforce.


Apprenticeship is a “learn while you earn” program that combines classroom instruction with on-the-job training. Apprenticeships provide a clear pathway for students to work in the industry of their choosing. Students aged 16–24 can enter the program while in high school, or through POLYTECH Adult Education. Contact us to learn more about our Youth Apprenticeship programs in electrical, HVAC, plumbing, welding, masonry, electronics, automotive/diesel tech, and IT.

Visit polytechworks.com/youth-apprentice-program or contact Manny Avina at manny.avina@polytech.k12.de.us
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Visit polytechworks.com/youth-apprentice-program or contact Manny Avina at manny.avina@polytech.k12.de.us

1 INTERNSHIP/CO-OP
   Connect with a company to learn about work scope.

2 EMPLOYMENT/Sponsorship
   Get hired and registered as an apprentice through DOL.

3 PROGRESSION
   Work is monitored; wages are increased per initial plan.

4 COMPLETION
   Student becomes nationally recognized Journeyperson.