

NETWORKING

Microsoft Certified Systems Engineer MCSE 2003

This course is designed to train students to be both functional and certified as a Microsoft Certified Systems Engineer. Upon completing this hands-on, 300-hour program students will have the skills to effectively implement, maintain and support information systems on computer networks using Microsoft Windows 2003. Certification will distinguish the candidate as networking professionals and position them to be more marketable in today's job market.

Earn up to 19 credits. Call 610-359-7344 for details.

Certification Exams:

- Windows XP Professional Exam 70-270 (Prometric Testing Center) MCSA
- Windows Server 2003 70-290 (Prometric Testing Center) MCSA
- Windows Server 2003 Active Directory Exam 70-294 (Prometric Testing Center)
- Planning a Server 2003 Network Infrastructure Exam 70-293 Exam (Prometric Testing Center)
- Implementing a Server 2003 Network Infrastructure Exam 70-291 (Prometric Testing Center) MCSA
- Designing Security for a Server 2003 Network Infrastructure Exam 70-298 (Prometric Testing Center)
- Implement and Administer Security for a Server 2003 Network Exam 70-299 (Prometric Testing Center) MCSA

CRN	DAY	DATE	TIME	LOCATION
2259	TR	8/18-5/25/10	6:00 pm-10:00 pm	Main
1035	MW	10/19-8/2/10	6:00 pm-10:00 pm	Main

Cost: \$7,499 (test vouchers included)

Microsoft Certified Systems Administrator - MCSA

The Microsoft Certified Systems Administrator (MCSA) certification will advance your career by ensuring you have the skills to successfully manage and troubleshoot system environments running on the Microsoft Windows operating system.

Call 610-359-7344 for details.

Certification Exams:

- Windows XP Professional Exam 70-270 (Prometric Testing Center)
- Windows Server 2003 70-290 (Prometric Testing Center)
- Implementing a Server 2003 Network Infrastructure Exam 70-291 (Prometric Testing Center)
- Implementing and Administering Security for a Server 2003 Network Exam 70-299 (Prometric Testing Center)

CRN	DAY	DATE	TIME	LOCATION
3021	TR	8/18/09-1/21/10	6:00 pm-10:00 pm	Main
1036	MW	10/19/09-3/24/10	6:00 pm-10:00 pm	Main

Cost: \$4,299 (test vouchers included)

MCSE Completion Modules

This course is designed for those who have taken the MCSA course. Successful completion of these three modules completes the training necessary to sit for MCSE certification.

- Windows Server 2003 Active Directory Exam 70-294 (Prometric Testing Center)
- Planning a Server 2003 Network Infrastructure Exam 70-293 Exam (Prometric Testing Center)
- Designing Security for a Server 2003 Network Infrastructure Exam 70-298 (Prometric Testing Center)

CRN	DAY	DATE	TIME	LOCATION
2103	MW	11/23/09-3/17/10	6:00 pm-10:00 pm	Main

Cost: \$3,200 (includes test vouchers)

CompTIA Network + Certification

This 60-hour vendor neutral certification program explores the features and functions of networking components, and the knowledge and skills needed to install, configure and troubleshoot basic networking hardware protocols and services. Students will gain technical ability in the areas of media and topologies, protocols and standards, network implementation, and network support. New technologies such as wireless networking and gigabit Ethernet will also be covered.

Earn up to 3 credits. Call 610-359-7344 for details.

CRN	DAY	DATE	TIME	LOCATION
607	S	8/22-10/17	9:00 am-5:00 pm	Main
665	T/R	8/11-10/7	6:00 pm-10:00 pm	Main
2861	S	9/19-11/7	9:00 am-5:00 pm	Main

Cost: \$1,575 (test vouchers included)

COMPUTER SUPPORT/HELP DESK

CompTIA A+ Certification - Computer Network Technician

Build and take home a PC!

This program prepares students for a career as a computer technician repairing personal computers and also serves as a strong foundation course. This 180-hour, hands-on course covers installation and upgrades, diagnosis and repair, system configuration, as well as safety and customer interaction. Students will assemble and disassemble different types of personal computers. This course provides training and covers a wide range of vendor and product neutral networking technologies. This course will help the student successfully complete the A+ Certification exams. A+ toolkit included.

Earn up to 12 credits. Call 610-359-7344 for details.

CRN	DAY	DATE	TIME	LOCATION
608	S	8/22/09-2/13/10	9:00 am-5:00 pm	Main
2929	TR	9/29/09-5/4/10	6:00 pm-9:00 pm	GSC
1992	M/W	10/26/09-4/21/10	6:00 pm-10:00pm	Main

Cost: \$4,399 (test vouchers included)

See pages 35 & 36 for registration info.

Cisco Certified Network Associate – CCNA

The Cisco CCNA network associate certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. This new 64-hour hands-on curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. This new curriculum also includes (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, and access control lists (ACLs).

Earn up to 6 credits. Call 610-359-7344 for details.

Certification Exam:

- Cisco Certified Network Associate Certification - 640-802 CCNA or (VUE Testing Center)
- Cisco Certified Network Associate Certification - 640-822 ICND1 & 640-816 ICND2 (VUE Testing Center)

CRN	DAY	DATE	TIME	LOCATION
606	S	8/22-10/17	9:00 am-5:00 pm	Main

Cost: \$2,495 (test vouchers not included)

Cisco Certified Network Associate-Network Security CCNA – SECURITY

This 64-hour hands-on course prepares students to become IT professionals who are responsible for network security. This industry recognized certification validates an individual's skills for job roles such as Network Security Specialists, Security Administrators, and Network Security Support Engineers. Course topics include installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices and develops competency in the technologies that Cisco uses in its security structure. Students will learn how to develop a security infrastructure and policies, recognize threats and vulnerabilities to networks, and mitigate security threats.

Prerequisite:

- Valid Cisco Certified Network Associate Certification – 640-802 CCNA or 640-822 ICND1 & 640-816 ICND2

Certification Exam:

- 640-553 IINS - Implementing Cisco IOS Network Security (VUE Testing Center)

CRN	DAY	DATE	TIME	LOCATION
3025	T/R	9/15-11/5	6:00 pm-10:00 pm	Main
2843	S	10/24-12/19	9:00 am-5:00 pm	Main

Cost: \$2,495 (test vouchers not included)

INFORMATION SESSIONS
Call for details, 610-359-7344

Microsoft Certified Desktop Support Technician-MCDST

This 104-hour hands-on course provides students with skills to become a Microsoft Certified Desktop Support Technician (MCDST). The MCDST credential validates that you have the skills to successfully support end-users, troubleshoot a Microsoft operating system environment and application environment. Topics include how to resolve operating system issues by telephone, by connecting to an end-user's system remotely, or by visiting an end-user's desktop. Students will also gain working knowledge of operating in a workgroup or Active Directory domain environment and how end-users are affected by each environment. Articulates to 3 credits.

Certification Exams:

- Exam 70-271: Supporting Users and Troubleshooting a MS Windows XP OS (Prometric Testing Center)
- Exam 70-272: Supporting Users and Troubleshooting Desktop Applications on a MS Windows XP OS (Prometric Testing Center)

CRN	DAY	DATE	TIME	LOCATION
2862	S	9/19-12/19	9:00 am-5:00 pm	Main

Cost: \$1,995 (test vouchers included)

FIBER OPTIC INSTALLATION Certified Fiber Optic Technician (CFOT)

This 32-hour, hands-on course provides practical understanding of fiber optic communication systems and installation. Topics include: cable termination, testing and fusion splicing. This course prepares the student to sit for the CFOT Certification Exam.

Certification Exam:

- Fiber Optic Association (FOA)
Certified Fiber Optic Technician

CRN	DAY	DATE	TIME	LOCATION
610	TR	8/4-8/27	6:00 pm-10:00 pm	Main
3026	S	10/24-11/14	9:00 am-5:00 am	Main

Cost: \$2,500 (Certification test & training manual included)

Fiber to the Home/Premises (CFxT)

This 32-hour, hands-on course prepares the student to sit for the Fiber Optic CFxT certification (fiber to the home and premises.) Students must have obtained the CFOT (Certified Fiber Optic Technician) certification to sit for this course.

Certification Exam:

- Fiber Optic Association (FOA)
Certified Fiber Optic Home Premise Technician (CFxt)

CRN	DAY	DATE	TIME	LOCATION
625	MW	8/3-8/26	6:00 pm-10:00 pm	Main
2844	TR	9/1-9/24	6:00 pm-10:00 pm	Main
3027	S	11/21-12/19	9:00 am-5:00 pm	Main

Cost: \$2,500 (Certification test & training manual included)

MICROSOFT OFFICE CERTIFICATION

MOS Word

This course is designed for the learner familiar with the basic concepts of Microsoft Word. Course topics include enhancing, organizing and managing documents. Presentation and demonstration of the skill sets necessary to sit for the Word MOS certification test.

Prerequisite: COM 3102 or equivalent skills

COM 3260 / Length: 40 hours

CRN	DAY	DATE	TIME	LOCATION
1952	MTWRF	10/26-11/6	9:00 am-1:00 pm	Main

Cost: \$750 (test vouchers included)

MOS Excel

This course is designed for the learner familiar with the basic concepts of Microsoft Excel Course topics include managing, analyzing, formatting data and working with multiple worksheets. Presentation and demonstration of the skill sets necessary to sit for the Excel MOS certification test.

Prerequisite: COM 3102 or equivalent skills

COM 3290 / Length: 40 hours

CRN	DAY	DATE	TIME	LOCATION
1953	MTWRF	11/9-11/20	9:00 am-1:00 pm	Main

Cost: \$750 (test vouchers included)

MOS PowerPoint

This course is designed for the learner familiar with the basic concepts of Microsoft PowerPoint. Course topics include: creating presentations from templates, inserting objects, animation schemes, transitions, preparing for remote delivery. Presentation and demonstration of the skill sets necessary to sit for the PowerPoint MOS certification test.

Prerequisite: COM 3102 or equivalent skills

COM 3212 / Length: 40 hours

CRN	DAY	DATE	TIME	LOCATION
1998	MTWRF	11/30-12/4	9:00 am-1:00 pm	Main

Cost: \$400 (test vouchers included)

BASICS

Prescription for a Healthy PC

Learn how to perform basic maintenance that will improve the performance and reliability of your PC. How to deal with Internet viruses, spam, hoaxes, and popups. When you need to upgrade, add memory or buy a new monitor.

COM 1621 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
2002	S	9/19-9/26	9:00 am-1:00 pm	Main
2956	S	10/3-10/10	9:00 am-1:00 pm	CCIU

2955	R	10/22-11/12	6:00 pm-8:00 pm	CCIU
2003	S	11/7-11/14	9:00 am-1:00 pm	Main

Cost: Spon. \$140; Non-Spon. \$175

iPod Tips and Tricks

Do you have an iPod and wonder what to do with it? Looking to buy an iPod? This course is designed to explore the iPod environment and settings. Learn how to organize photos, music, contact. Discover accessories available.

COM 0202 / Length: 4 hours

CRN	DAY	DATE	TIME	LOCATION
2004	S	11/21	9:00 am-1:00 pm	Main

Cost: Spon. \$70; Non-Spon. \$88

Computer Basics

This is a prerequisite for all courses. Discover what you can do with your computer. Course topics include: introduction to computers, identifying hardware components, mouse use, window navigation, exploring software, types of storage, floppy disks, hard drives, and a brief look at the Internet.

COM 0101 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
1180	TWRF	9/8-9/11	9:00 am-11:00 am	Main

Cost: Spon. \$140; Non-Spon. \$175

Computer Basics and Keyboarding

This course is designed to demonstrate computer keyboarding techniques as well as the basics of using a computer. Navigate windows, use your mouse effectively and explore storage options. Learn where the numeric and functions keys are and what they do. Use the keyboard for navigation, punctuation and alignment of your documents.

COM 0114 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
1975	S	9/12-10/3	9:00 am-1:00 pm	SEAST

Cost: Spon. \$280; Non-Spon. \$340

Computer Keyboarding

This course presents proper keyboarding techniques. Course topics include: introduction of the alpha/numeric keyboard, learning to touch type, keyboarding skills, application of keyboarding skills, timed typing.

COM 0104 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
966	T	9/22-9/29	9:00 am-1:00 pm	GSC

Cost: Spon. \$140; Non-Spon. \$175

See pages 35 & 36 for registration info.

Computer Basics & Windows

A combined offering of Computer Basics and Windows, this course allows you to retain the same instructor, location and fellow students. Course topics include: introduction to computers, identifying hardware components, mouse use, window navigation, exploring software, introduction to the Windows desktop, creating files and folders, managing files, working with files and disks, creating shortcuts.

COM 0107 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
1148	M	9/21-11/9	6:30 pm-8:30 pm	GSC
2937	T	10/27-12/15	6:00 pm-8:00 pm	PENN

Cost: Spon. \$280; Non-Spon. \$340

Using the Computer & Managing Files

This is a prerequisite for most 20-hour courses. This course is designed to introduce basic computer skills. Topics include: mouse use, window navigation, exploring software, how and where to store documents and file management, simple editing, copy and paste and a brief look at the Internet.

COM 3102 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
927	MTWRF	9/14-9/18	9:00am-1:00pm	Main

Cost: \$350

INTERNET

Designing Effective Websites

Learn the basics of designing and developing an effective website. Discover the advantages of using templates and explore other affordable easy to use resources to create a professional website.

Prerequisite: COM 3102 or equivalent skills

COM 1606 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
2005	S	11/7-11/14	9:00 am-1:00 pm	Main

Cost: Spon. \$140; Non-Spon. \$175

Internet and Outlook

This course is designed to teach the student basic web search tasks and also to demonstrate their ability to use electronic mail software.

Prerequisite: COM 3102 or equivalent skills

COM 3107 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
1414	MTWRF	10/19-10/23	9:00 am-1:00 pm	Main

Cost: \$350

Microsoft Outlook

Course topics include: getting started with Outlook, working with the address book, creating contacts, using e-mail, managing your calendar, configuring tasks, using the journal.

Prerequisite: COM 3102 or equivalent skills

COM 1350 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
2966	M	10/5-10/12	9:00 am-1:00 pm	GSC

Cost: Spon. \$140; Non-Spon. \$175

eBay Introduction

What's it all about? Course topics include: setting up an eBay account, buying and selling items on eBay, auctioning tips, and the basics of e-account security.

COM 1690 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
1185	MW	12/7-12/16	6:30 pm-8:30 pm	Main

Cost: Spon. \$140; Non-Spon. \$175

MICROSOFT OFFICE 2007

Please note that classes at the GSC location use Office 2003. All others use Office 2007

WORD

Word for the Workplace

Learn the world's most popular word processing application! Basic to intermediate topics include: creating documents, editing, formatting, tables and printing. Creating and performing a mail merge is covered in this class.

Prerequisite: COM 3102 or equivalent skills

COM 3103 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
928	MTWRF	9/21-9/25	9:00 am-1:00 pm	Main

Cost: \$350

Word Introduction

Learn to create, save, format and edit documents. Increase your productivity. Course topics include: Word environment, help system, creating, saving, and printing documents, editing text, spelling and grammar check, thesaurus, finding and replacing text.

Prerequisite: COM 3102 or equivalent skills

COM 0601 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
3017	R	10/8	9:00 am-5:00 pm	Main
3015	S	10/17-10/24	9:00 am-1:00 pm	SEAST
2985	TR	11/3-11/5	9:00 am-1:00 pm	Exton
2984	T	11/10-11/17	6:00 pm-10:00 pm	PENN

Cost: Spon. \$140; Non-Spon. \$175

Word Intermediate

Enhance and standardize professional documents. Course topics include: sections, tables, columns, mail merge, styles, templates, bookmarks and hyperlinks, and watermarks.

Prerequisite: COM 3102 or equivalent skills

COM 0650 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
3022	TR	10/13-10/29	6:30 pm-8:30 pm	Main
2982	T	11/24-12/8	6:00 pm-10:00 pm	PENN
2983	TR	12/1-12/8	9:00 am-1:00 pm	Exton

Cost: Spon. \$210; Non-Spon. \$258

Resume and Interview Prep

This class is designed to navigate through various stages of the job search. Discover how to search for employment opportunities online. Learn the concepts of creating professional resumes and cover letters. Understand interviewing strategies and tips. Word processing and Internet navigation skills required

COM 3270 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
1361	MTWRF	12/7-12/11	9:00 am-1:00 pm	Main

Cost: \$350

EXCEL

Excel for the Workplace

This course presents basic to intermediate concepts of spreadsheets. Topics include formatting, printing spreadsheets, formulas, functions, charts, and working with multiple worksheets.

COM 3104 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
1061	S	10/3-10/31	9:00 am-1:00 pm	Main
929	MTWRF	10/5-10/9	9:00 am-1:00 pm	Main

Cost: \$350

Excel Introduction

Learn to create, save, format, edit and print spreadsheets. Course topics include: Excel environment, entering and editing data, modifying a worksheet, using functions, formatting worksheets, printing, creating charts

Prerequisite: COM 3102 or equivalent skills

COM 0901 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
965	W	9/23	8:30 pm-5:00 pm	GSC
3018	R	10/22	9:00am-5:00pm	Main
2946	M	10/19-11/2	6:00 pm-8:40 pm	PENN

Cost: Spon. \$140; Non-Spon. \$175

Excel Intermediate

Learn to enhance a spreadsheet and use more advanced Excel techniques. Course topics include: working with large worksheets, working with multiple worksheets and workbooks, customizing Excel, advanced charting and pivot tables, advanced formatting and validation, list management, documenting and auditing, templates, hyperlinks.

Prerequisite: COM 3102 or equivalent skills

COM 0950 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
1349	F	10/16-10/23	9:00 am-3:00 pm	GSC
3023	TR	11/3-11/19	6:30 pm-8:30 pm	Main
2015	M	11/9-11/30	6:00 pm-9:00 pm	PENN

Cost: Spon. \$210 Non-Spon. \$258

Excel Advanced

Course topics include: building advanced formulas and functions, using conditional statements, macros, linking and integration between applications, linking data between applications.

Prerequisite: COM 3102 or equivalent skills

COM 0903 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
2253	F	10/16-10/23	8:00 am-12:00 pm	TBA

Cost: Spon. \$140; Non-Spon. \$175

ACCESS

Access for the Workplace

Learn the basic concepts of databases in this course. Topics include: creating a database, tables, primary keys, editing, querying the database, creating and modifying reports

Prerequisite: COM 3102 or equivalent skills

COM 3105 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
932	MTWRF	10/12-10/16	9:00 am-1:00 pm	Main

Cost: \$350

Access Introduction

Create a simple database. Topics include: tables, reports, queries, forms, primary keys, working with fields, entering and editing data, querying your database, new queries, sorting queries, reports.

Prerequisite: COM 3102 or equivalent skills

COM 1101 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
1957	M	10/5-10/19	6:00 pm-8:40 pm	PENN
963	F	10/30	8:30 am-5:00 pm	Exton
3020	R	11/5	9:00 am-5:00pm	Main

Cost: Spon. \$140; Non-Spon. \$175

Access Intermediate

Topics include: relational databases, related tables, data entry rules, advanced queries, enhancing forms, advanced reports, charts, formulas within queries, referential integrity, input masks, creating data access pages.

Prerequisite: COM 3102 or equivalent skills

COM 1150 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
1157	RF	11/5-11/6	9:00 am-3:00 pm	Exton

Cost: Spon. \$210; Non-Spon. \$258

POWERPOINT

PowerPoint for the Workplace

Create dynamic presentations. Topics include: overview of the PowerPoint environment; using animation, charts, and clipart; autosshapes and images; multi-media; customizing presentations; the Pack and Go feature and Web features.

Prerequisite: COM 3102 or equivalent skills

COM 3106 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
933	MTWRF	9/28-10/2	9:00 am-1:00 pm	Main

Cost: \$350

PowerPoint, Introduction

Create a basic presentation. Topics include: the PowerPoint environment, creating and modifying presentations, formatting text, printing presentations, charts, editing a presentation, sharing info with other programs

Prerequisite: COM 3102 or equivalent skills

COM 1201 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
1156	W	10/7-10/14	9:00 am-1:00 pm	GSC

Cost: Spon. \$140; Non-Spon. \$175

PowerPoint Presentations

The course will teach the skills necessary for creating and delivering dynamic presentations. Course topics include: overview of the PowerPoint environment; using animation, charts, and clipart; working with auto shapes and images; using multimedia; customizing presentations; Web features; pack and go.

Prerequisite: COM 3102 or equivalent skills

COM 1204 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
964	F	11/6	8:30 am-5:00 pm	GSC

Cost: Spon. \$140; Non-Spon. \$175

COMPUTERIZED ACCOUNTING

QuickBooks Pro Introductory

Set up a QuickBooks company. Topics include: creating and customizing a new company, income and expense accounts, Creating and maintaining customer and vendor accounts, invoices, payments and deposits, checks, reconciling accounts

Prerequisite: COM 3102 or equivalent skills

COM 1551 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
1053	M	9/21-10/12	6:00 pm-9:00 pm	CCIU
918	MW	10/19-10/28	6:00 pm-9:00 pm	Main
1358	MTW	11/23-11/25	9:00 am-1:00 pm	Main
3024	MW	12/7-12/16	6:00 pm-9:00 pm	Main

Cost: Spon. \$210; Non-Spon. \$258

QuickBooks Pro Advanced

Manage your business more effectively with the advanced features and tools of this diverse program. Topics include: payroll; customer and vendor credits; reimbursing or charging time, material and expenses; purchase orders; working with merged information: handling returns and bounced checks; and using the register.

Prerequisite: COM 1501 or equivalent skills

COM 1553 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
578	TR	9/1-9/17	6:30 pm-8:30 pm	Main

Cost: Spon. \$210; Non-Spon. \$258

COMPUTER GRAPHICS

Adobe Photoshop - PC

Learn to use this image-manipulation program. Course topics include: Photoshop environment, sizing images, selecting image areas, layers, blending and compositing, image modes, color and painting, text, layer effects and filters, adjusting and saving complete images

Prerequisite: COM 3102 or equivalent skills

COM 1653 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
967	R	10/1	8:30 am-5:00 pm	Exton
1147	R	10/29-11/5	9:00 am-1:00 pm	GSC
942	MW	11/9-11/18	6:30 pm-8:30 pm	Main

Cost: Spon. \$140; Non-Spon. \$175

PC Photoshop II

Use advanced selection options and learn to retouch images to make them web ready. Course topics include: masking and layers, vector paths, swatches, gradients, patterns, layer type and styles, advanced masking

Prerequisite: COM 1653 or equivalent skills

COM 1657 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
1966	R	11/12	8:30 am-5:00 pm	Exton
1360	MW	11/30-12/9	6:30 pm-8:30 pm	Main

Cost: Spon. \$140; Non-Spon. \$175

Flash

Course topics include: introduction to the Flash environment, drawing and painting, working with objects, working with multiple layers, working with text, creating animation, publishing your Flash movie.

Prerequisite: COM 3102 or equivalent skills

COM 1655 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
899	M	11/2-11/23	6:00 pm-8:00 pm	CCIU

Cost: Spon. \$140; Non-Spon. \$175

Flash II

Course topics include: symbols and instances, interactivity in Flash, advanced interactivity, associating sound and video, taking it on the Web.

Prerequisite: COM 3102 or equivalent skills

COM 1682 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
1980	M	11/30-12/21	6:00 pm-9:00 pm	CCIU

Cost: Spon. \$210; Non-Spon. \$258

Dreamweaver Introduction

Learn how to develop a professional Web site using the visual layout tools and text-editing environment. Course topics include: Dreamweaver basics, creating a basic Web page, designing a Web site, working with text, working with links, working with images, creating and modifying text, building a site with frames.

Prerequisite: COM 3102 or equivalent skills

COM 1685 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
1049	T	9/22-10/27	6:00 pm-8:40 pm	CCIU
2988	S	10/3-10/24	9:00 am-1:00 pm	Main

Cost: Spon. \$280; Non-Spon. \$340

Dreamweaver Intermediate

Utilize the advanced features of creating a Web site with Dreamweaver. Course topics include: creating head content, introduction to style sheets, working with forms and libraries, working with rollovers and behaviors, adding layers, working with timelines

Prerequisite: COM 1601, 1654 or equivalent skills

COM 1686 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
1050	T	11/3-11/24	6:00 pm-9:00 pm	CCIU

Cost: Spon. \$210; Non-Spon. \$258

DIGITAL PHOTOGRAPHY

Photoshop Elements

Learn to manipulate and edit your digital pictures with this consumer level program. Course topics include: photo correction, retouching, special effects and preparing images for the web.

Prerequisite: COM 3102 or equivalent skills

COM 1664 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
1965	T	11/3-12/8	6:00 pm-8:40 pm	Exton
1989	TR	11/10-11/19	6:00 pm-9:30 pm	Main

Cost: Spon. \$280; Non-Spon. \$340

Using Your Digital Camera

You will need to bring your digital camera, software and cable to this hands-on course. Topics include: camera memory and controls, transferring your pictures to the computer, editing your photos (red eye, lighting and color correction), printing and sending pictures on the internet

Prerequisite: COM 3102 or equivalent skills

COM 0115 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
1174	TR	10/6-10/15	6:00 pm-9:00 pm	Main

Cost: Spon. \$210; Non-Spon. \$258

MACINTOSH

Macintosh OSX Level 1

Learn to navigate the elegant Macintosh OSX desktop; use desktop tools including the dock, dashboard and spotlight; organize windows with views and organize your work by creating folders; find tools and techniques from older operating systems. Explore built-in applications including Safari, Mail and Address Book and the iLife Suite (iTunes, iPhoto, iMovie). Students are invited to bring specific questions and problems to class.

COM 2002 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
1175	TR	9/15-10/01	6:30 pm-8:30 pm	Main

Cost: Spon. \$210; Non-Spon. \$258

iLife Introduction

Learn basic techniques in the Macintosh iLife Suite: iTunes, iPhoto, iMovie, iWeb and Garage Band. These easy to use creativity tools enable you to download organize and share music, photos and video; create good looking web pages and blogs; and make your own music.

COM 0203 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
2928	TR	10/27-11/5	6:30 pm-8:30 pm	Main

Cost: Spon. \$140; Non-Spon. \$175

InDesign Level 1

Explore Adobe's new high-powered design tool, which incorporates the best from its ancestor PageMaker and Quark XPress. Learn how to set up pages and master pages, import text and graphics, work with text and graphics frames, format type using character and paragraph formatting and style sheets, create tables and use the Illustrator-like drawing and text tools. Students are encouraged to bring specific questions and problems with own their publications to class.

Prerequisite: COM 2001 or equivalent skills

COM 2050 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
1342	R	9/24-10/15	6:00 pm-9:00 pm	CCIU

Cost: Spon. \$210; Non-Spon. \$258

Online Training Classes

DCCC has partnered with Education 2 Go to offer instructor-facilitated online courses that are informative, fun, convenient, and highly interactive. Instructors are noted for their ability to create warm and supportive communities of learners.

How it Works

Courses are project oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Students are given lessons weekly, which must be completed within 10 days. You can complete any of these courses entirely from your home or office at any time of the day or night. Once you complete your course objectives you can immediately download a "Course Completion" letter for your records. You can also request a "Certificate of Completion."

Course Start Dates

Most courses run for six weeks. A new section of every course will begin on each of the start dates listed below. Choose your desired date from the list of available sections below:

Section	Dates
September	9/22 – 10/23
October	10/21 – 11/27
November	11/11 – 12/18
December	12/9 – 1/15

How to Register

1. Select course(s) from the dozens listed on the following page.
2. Select your start date from those listed on this page.
3. Submit your registration. See the form on page 36.

Mail: Complete the form on page 36, include the necessary payment, and mail to the address on the form. Check or money order made payable to DCCC, or use MasterCard, VISA, Discover or American Express

Fax: Complete the form including credit card information and fax to 610-359-5054

Phone: Call 610-359-5025 and have ready your MasterCard, VISA, Discover or American Express

NOTE: Register no later than one week prior to the start date.

After your registration is received you will be e-mailed course instructions shortly before the start date. You must follow these instructions to participate in the required online orientation before you start your class.

System Requirements

All courses require Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer. Some courses may have additional requirements.

Online Training Classes

Computer Applications

Microsoft Word 2003 Advanced(ONL 6020)	\$89
Introduction to Microsoft Excel 2003(ONL 6023)	\$89
Making Movies with Windows XP(ONL 6021)	\$89
Introduction to Internet(ONL 6001)	\$89
Introduction to Microsoft Publisher.....(ONL 6008)	\$89

Computer Programming

Introduction to Crystal Reports 10.....(ONL 6016)	\$89
Introduction to Alice 2.0 Programming ... (ONL 6031)	\$89
Intro. to Visual Basic for Applications(ONL 6012)	\$89
Introduction to ASP.NET(ONL 6075)	\$89
Intermediate Visual Basic 2005(ONL 6076)	\$89

Networking/Troubleshooting

Introduction to PC Troubleshooting.....(ONL 6010)	\$89
Introduction to PC Security(ONL 6011)	\$89
Introduction to Networking.....(ONL 6017)	\$89
Creating a Home Network(ONL 6018)	\$89
Wireless Networking.....(ONL 6019)	\$89

Web Design

Creating Web Pages(ONL 6002)	\$89
Creating Web Pages II(ONL 6003)	\$89
Introduction to Dreamweaver MX.....(ONL 6009)	\$89
Introduction to Microsoft FrontPage(ONL 6004)	\$89
Introduction to Flash MX.....(ONL 6005)	\$89
Imaging/Web with Fireworks MX2004.....(ONL 6006)	\$89

Business Courses

Accounting Fundamentals.....(ONL 0105)	\$89
Administrative Assistant Fundamentals.....(ONL 0106)	\$89
Customer Service Fundamentals(ONL 0107)	\$89
Learn to Buy and Sell on eBay(ONL 6007)	\$89
Project Management Fundamentals(ONL 0108)	\$89
Project Management Applications.....(ONL 0171)	\$89

Career Ideas

Grammar Refresher(ONL 0123)	\$89
Merrill Ream Speed Reading.....(ONL 0125)	\$89
Wow, What a Great Event!.....(ONL 0145)	\$89
Evidence Law(ONL 0142)	\$89
Real Estate Investing.....(ONL 0143)	\$89
Medical Terminology: Word Association..(ONL 0148)	\$89
Introduction to Criminal Law(ONL 0161)	\$89
Paralegal Preparation 1.....(ONL 0163)	\$180*+
Paralegal Preparation 2.....(ONL 0164)	\$180*+
Paralegal Preparation 3.....(ONL 0165)	\$180*+

*Books not included; go to ed2go.com to see required titles + 1, 2, and 3 of 6 courses

Leisure

Discover Digital Photography(ONL 0146)	\$89
Beginning Writer's Workshop.....(ONL 0144)	\$89
Business and Marketing Writing.....(ONL 0141)	\$89
Writing Effective Grant Proposals.....(ONL 0135)	\$89

Languages

Speed Spanish.....(ONL 0101)	\$89
Beginning Conversational French.....(ONL 0102)	\$89
Beginning Braille Transcription.....(ONL 0103)	\$89
Grammar for ESL.....(ONL 0104)	\$89

Teacher Education

Ready, Set, Read!(ONL 0126)	\$89
Solving Classroom Discipline Problems...(ONL 0127)	\$89
Integrating Technology in the Classroom..(ONL 0224)	\$89
The Classroom Computer.....(ONL 0129)	\$89
Using the Internet in the Classroom(ONL 0130)	\$89
PowerPoint in the Classroom(ONL 0131)	\$89
The Creative Classroom(ONL 0132)	\$89
Survival Kit for New Teachers.....(ONL 0162)	\$89

Test Preparation

GED Preparation.....(ONL 0109)	\$89
Prepare for the GED Math Test(ONL 0111)	\$89
Language Arts, Writing Test(ONL 0110)	\$89
SAT/ACT Preparation - Part 1(ONL 0112)	\$89
SAT/ACT Preparation - Part 2.....(ONL 0113)	\$89
GMAT Preparation(ONL 0114)	\$89
GRE Preparation - Part 1.....(ONL 0115)	\$89
GRE Preparation - Part 2.....(ONL 0116)	\$89
LSAT Preparation - Part 1.....(ONL 0117)	\$89
LSAT Preparation - Part 2.....(ONL 0118)	\$89

AND HUNDREDS MORE . . .

see Ed2Go.com, then contact us.

CAREER DEVELOPMENT

Free Career Information Sessions

If you are confused about your career direction and unsure where to turn, these FREE programs may be for you. Call the Career Center at 610-359-5324 for more information and to register for one of these dates.

First Steps: Career Information Session

DAY	DATE	TIME	LOCATION
T	9/8, 10/13, 11/10, 12/1	6:00 pm-8:00 pm	Main
T	10/6	6:30 pm-8:30 pm	SEAST

Cost: Free

Visualize Career Success

DAY	DATE	TIME	LOCATION
T	9/22, 11/17	6:00 pm-7:00 pm	Main

Cost: Free

Networking Basics

DAY	DATE	TIME	LOCATION
W	9/30, 11/11	7:00 pm-8:30 pm	Main

Cost: Free

Resume Writing

DAY	DATE	TIME	LOCATION
T	9/8, 10/20, 12/8	6:00 pm-7:00 pm	Main
W	9/30, 11/11	6:00 pm-7:00 pm	Main
R	10/8	11:05 am-12:00 pm	Main
T	11/3	11:05 am-12:00 pm	Main

Cost: Free

Interviewing

DAY	DATE	TIME	LOCATION
W	9/16, 10/28, 12/16	6:00 pm-7:00 pm	Main
T	10/6, 11/17	6:00 pm-7:00 pm	Main
R	10/15	11:05 am-12:00 pm	Main
T	11/10	11:05 am-12:00 pm	Main

Cost: Free

Job Search Strategies

DAY	DATE	TIME	LOCATION
T	9/22, 11/3	6:00 pm-7:00 pm	Main
W	10/14, 12/2	6:00 pm-7:00 pm	Main
R	10/22	11:05 am-12:00 pm	Main
T	11/17	11:05 am-12:00 pm	Main

Cost: Free

Stress Management

DAY	DATE	TIME	LOCATION
M	10/12, 11/9	6:00 pm-7:00 pm	Main

Cost: Free

Thinking Patterns That Limit Career Success

DAY	DATE	TIME	LOCATION
R	11/19	6:00 pm-7:00 pm	Main

Cost: Free

Individual Career Counseling

Covers in depth what you need to know about yourself and the labor market in order to take charge of your life and move ahead. Helps you focus on skills, preferences, values and motivations. Day and evening appointments are available. For more information and to register, you must call the Career Center at 610-359-5324.

CAR 2141 / Length: four 1-hr. sessions

CRN	DAY	DATE	TIME	LOCATION
569		By appointment		Main

Cost: Spon. \$225; Non-spon. \$255

Myers-Briggs by Appointment

Knowing your personality type can be helpful in understanding yourself and others, making a career choice and interacting in the workplace. Take the self-scoring Myers-Briggs Type Indicator and meet with a qualified Myers-Briggs counselor for a one-hour interpretation session. For information and to register, you must call the Career Center at 610-359-5324.

CAR 3233

CRN	DAY	DATE	TIME	LOCATION
580		By appointment		Main

Cost: Spon. \$75; Non-spon. \$85

Career Directions for Women

Assists women who are considering returning to the labor market or school to assess their skills, interests and values. Includes goal setting, decision making and career planning. Emphasizes the sharing of concerns and experiences associated with change. For more information, call the Career Center at 610-359-5324. (No class 11/3)

CAR 2140 / Length: 10 wks.

CRN	DAY	DATE	TIME	LOCATION
568	T	9/15-11/24	9:30 am-11:30 am	Main

Cost: Spon. \$99; Non-spon. \$148

Working Smart in Tough Times

Unemployed or feeling trapped in your current career? Learn how to assess your current situation, develop strategies, and take steps to gain greater control and fulfillment in a challenging job market. For more information, call the Career Center at 610-359-5324. (No class 11/3)

CAR 4118 / Length: 10 wks.

CRN	DAY	DATE	TIME	LOCATION
3067	T	9/15-11/24	6:00 pm-8:00 pm	Main

Cost: Spon. \$114; Non-spon. \$163

SMALL BUSINESS SOLUTIONS

How to Start a Small Business

For those considering starting a small business. Covers legal issues, business plans, market research, management, accounting, insurance, site selection and electronic equipment. Book included.

CAR 3427 / Length: 5 wks.

CRN	DAY	DATE	TIME	LOCATION
3052	M	9/14-10/12	7:00 pm-9:00 pm	UDHS
3044	T	9/15-10/13	8:05 pm-10:05 pm	Main

Cost: Spon. \$162; Non-spon. \$189

Writing a Business Plan

Students should have keyboarding skills and come prepared to write a specific business plan in class. Includes defining the product or service, pricing, sales and promotion, financial projections and when and why to update a plan. Book and disk included. Prerequisite: How to Start a Small Business (CAR 3427). (No class 11/26)

CAR 3883 / Length: 5 wks.

CRN	DAY	DATE	TIME	LOCATION
3056	R	11/5-12/10	6:00 pm-8:00 pm	Exton
3046	W	10/21-11/18	8:05 pm-10:00 pm	Main

Cost: Spon. \$180; Non-spon. \$220

Business Writing

Learn to develop a style that works best for you, including techniques to ensure your writing is read, remembered, taken seriously and acted on; how to organize the information; and how to write effective memos, letters, reports and proposals. Book included.

CAR 3167 / Length: 2 wks.

CRN	DAY	DATE	TIME	LOCATION
1168	F	10/2-10/9	9:00 am-1:00 pm	GSC

Cost: Spon. \$114; Non-spon. \$169

Branding and Marketing for Small Business

Assists the entrepreneur in creating a consistent message to the consumer or end user. Focuses on probing to discover the business's core competency and identifying the most effective tools.

CAR 4112 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
3068	M	9/14-10/5	6:00 pm-8:00 pm	Main

Cost: Spon. \$96; Non-spon. \$119

Legal Matters for Small Business

Explore ways to be legally organized, such as a Sub-Chapter "S" Corporation, a Limited Liability Partnership, Sole Proprietorship, or possibly a Non-profit 301B. Also discusses Worker's Compensation and General Liability, and other legal matters.

CAR 4113 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
3069	W	9/30-10/21	6:00 pm-8:00 pm	Main

Cost: Spon. \$96; Non-spon. \$119

International Gateway for Small Business

Answers the fundamental questions of how to get started in a foreign market, considering limited funds and little knowledge of international and US laws on foreign commerce. Focuses largely on the Asian markets.

CAR 4114 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
3070	T	9/29-10/20	6:00 pm-8:00 pm	Main

Cost: Spon. \$96; Non-spon. \$119

Budgeting for Small Business: QuickBooks

Highlights the necessity of budgeting and reporting through the use of QuickBooks software. While this is not a hands-on computer course, the instructor will utilize will demonstrate one of the most effective tools within QuickBooks as the tutorial.

CAR 4115 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
3071	R	10/8-10/29	6:00 pm-8:00 pm	Main

Cost: Spon. \$96; Non-spon. \$119

Health Care Basics for Small Business

Health care is generally regarded as one of the most frustrating and costly areas for small businesses. Explore various regional vendors and their products and the importance of a consistent policy regarding escalating rates, plan choice, COBRA laws, and employee co-pays to save money and budget effectively while offering employees a fair plan.

CAR 4116 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
3072	T	9/15-10/6	6:00 pm-8:00 pm	Main

Cost: Spon. \$96; Non-spon. \$119

Effective Websites for Small Business

Few tools are as important as the organization's website. Be prepared to have your website used as a topic for discussion as the instructor and fellow students offer ideas, accolades and criticism concerning your site's functionality, ease of navigation and effectiveness of the overall message.

CAR 4117 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
3073	T	10/8-10/29	8:05 pm-10:05 am	Main

Cost: Spon. \$96; Non-spon. \$119

Power Interviewing

Job seekers can turn interviews into job offers by learning how to control the interview, channel adrenaline and present in a confident and powerful way, determine the interviewer's greatest needs, and learn how they compare to the competition.

CAR 4020 / Length: 2 wks.

CRN	DAY	DATE	TIME	LOCATION
2970	T	10/6-10/13	6:00 pm-9:00 pm	DNT

Cost: Spon. \$107; Non-spon. \$149

Think Before You Blink

Learn to identify techniques used to distract people from the truth in stats, arguments and discussions. Analyze logical gaps, statistical lies and critical questions to find the truth.

LSP 5664 / Length: 1 wk.

CRN	DAY	DATE	TIME	LOCATION
2978	W	10/14	9:00 am-4:00 pm	GSC

Cost: Spon. \$107; Non-spon. \$149

Conducting Effective Meetings

Meetings are essential for the workplace as the best means to disseminate information and gain consensus. Learn how to select participants, locations and topics, develop agendas and goals, and make the best use of your meeting time.

CAR 4121 / Length: 1 wk.

CRN	DAY	DATE	TIME	LOCATION
3094	F	10/30	9:00 am-1:00 pm	GSC
3095	M	11/9	1:00 pm-5:00 pm	CCIU

Cost: Spon. \$52; Non-spon. \$72

Interpersonal Skills and Leadership Dynamics

Examine the elements of interpersonal skills relating to communication, establishing and maintaining relationships, effective listening, diversity, and teamwork. Define leadership and provide empowerment within your organization.

CAR 3421 / Length: 1 wk.

CRN	DAY	DATE	TIME	LOCATION
1356	F	11/6	9:00 am-1:00 pm	Exton

Cost: Spon. \$38; Non-spon. \$52

Grant Writing and Research

Find out what it takes to prepare a successful proposal for funding, and learn the requirements of private foundations, public agencies and other funding sources. Prepare letters of inquiry, budget forms and grant applications, and become familiar with productive Internet sites in searching for funding resources.

CAR 3508 / Length: 1 or 2 wks.

CRN	DAY	DATE	TIME	LOCATION
2953	F	10/2	9:00 am-1:00 pm	Exton
959	W	10/7-10/14	6:00 pm-8:00 pm	Main
1052	R	12/3	9:00 am-1:00 pm	GSC

Cost: Spon. \$71; Non-spon. \$99

Grant Writing II

Experience all aspects of proposal writing. Includes creating a project that fits funders' guidelines, appropriate writing styles, developing a proposal strategy and plan for evaluation that fits funders' requirements, and hands-on experience in writing a proposal. Samples provided.

CAR 3751 / Length: 1 or 2 wks.

CRN	DAY	DATE	TIME	LOCATION
2954	F	10/9	9:00 am-4:00 pm	Exton
1369	W	10/28-11/4	6:00 pm-9:00 pm	Main
1126	F	12/4	9:00 am-4:00 pm	GSC

Cost: Spon. \$107; Non-spon. \$149

Public Relations Tactics

Learn ways to promote and build your business or nonprofit at minimal expense, focusing on writing and distributing press releases. Explore story angles, inverted pyramid, formats and outlets.

CAR 3850 / Length: 2 wks.

CRN	DAY	DATE	TIME	LOCATION
1380	W	10/7-10/14	6:00 pm-8:00 pm	Main
1970	T	11/24-12/1	7:00 pm-9:00 pm	Exton

Cost: Spon. \$81; Non-spon. \$99

Developing Corporate Sponsorship

For-profit corporations and businesses are expected to spend more than \$1 billion in sponsoring non-profit causes this year. Get details on how to develop a corporate sponsorship program for your non-profit organization.

CAR 3882 / Length: 2 wks.

CRN	DAY	DATE	TIME	LOCATION
3036	T	11/10-11/17	8:05 pm-10:05 pm	Main

Cost: Spon. \$86; Non-spon. \$114

ANGER MANAGEMENT

Be Your Best

Learn how to communicate effectively and resolve conflicts while experiencing less anger, resistance, frustration, and resentment. Book included. (No class 11/26)

CAR 4120 / Length: 3 or 8 wks.

CRN	DAY	DATE	TIME	LOCATION
3085	W	9/16-11/4	6:00 pm-9:00 pm	Main
3086	R	10/1-10/15	9:00 am-5:00 pm	GSC
3087	R	10/22-12/17	6:00 pm-9:00 pm	DNT

Cost: Spon. \$219; Non-spon. \$230

CAREER TRAINING

The Wedding Planner

For professionals or professional training for a career. Includes organizing a wedding day, preparing a budget, understanding customs and etiquette, choosing venues, dressing reception tables, and negotiating contracts.

CAR 3705 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
1181	M	9/28-10/19	6:00 pm-9:00 pm	Exton
972	W	10/28-11/18	6:00 pm-9:00 pm	Main

Cost: Spon. \$117; Non-spon. \$149

Event Planning

Whether you are a seminar, conference, retreat, fundraiser or personal event coordinator, you need sound planning and project management skills. See how to get organized, set goals and pull it off—on time, on budget and without a hitch.

CAR 3382 / Length: 1 or 2 wks.

CRN	DAY	DATE	TIME	LOCATION
969	W	9/16-9/23	6:00 pm-9:00 pm	Main
1051	F	11/6	9:00 am-4:00 pm	Exton

Cost: Spon. \$107; Non-spon. \$149

Event Planning II

Go beyond event coordination to creative funding strategies and effective follow-up plans, forming and working effectively with a committee, and implementing a public relations plan.

CAR 3700 / Length: 1 wk.

CRN	DAY	DATE	TIME	LOCATION
1182	F	11/13	9:00 am-4:00 pm	Exton

Cost: Spon. \$107; Non-spon. \$149

Introduction to Mixology

Prepare yourself for a career in bartending. Learn the recipes and preparation of 20-30 basic mixed drinks and various bar setups for restaurant, home and catering applications; become cognizant of liquor laws and responsible consumption of alcohol; and acquire skills in being relaxed and professional behind the bar. Book included.

CAR 2469 / Length: 4 or 6 wks.

CRN	DAY	DATE	TIME	LOCATION
3038	M	9/21-10/26	6:00 pm-8:00 pm	Main
3054	M	11/9-11/30	6:00 pm-9:00 pm	CCIU

Cost: Spon. \$125; Non-spon. \$147

Professional Organizer

Prepare yourself for a career in bartending. Learn the recipes and preparation of 20-30 basic mixed drinks and various bar setups for restaurant, home and catering applications; become cognizant of liquor laws and responsible consumption of alcohol; and acquire skills in being relaxed and professional behind the bar. Book included.

CAR 3871 / Length: 1 wk.

CRN	DAY	DATE	TIME	LOCATION
1971	S	10/24	9:00 am-12:00 pm	CCIU

Cost: Spon. \$35; Non-spon. \$45

Introduction to Culinary Skills

For those interested in entering the culinary industry or looking for a career change. Covers a different area of food preparation each week, including knife skills, soup and salad making, meat and fish preparation, and baking.

EAT 0017 / Length: 10 wks.

CRN	DAY	DATE	TIME	LOCATION
2942	T	10/13-12/15	6:00 pm-9:00 pm	PENN

Cost: \$355

Introduction to Office Administration

Addresses the role and responsibilities of administrative assistants, secretaries, clerks, etc. Gain knowledge and experience in telephone techniques, office equipment, travel and conference arrangements, organizational skills, professional development, employer expectations, customer service skills, workplace communication, records management, research, time management, disseminating information, managing supplies, and document formatting.

CAR 4072 / Length: 5 wks.

CRN	DAY	DATE	TIME	LOCATION
3040	M	10/5-11/2	8:05 pm-10:05 pm	Main

Cost: Spon. \$84; Non-spon. \$99

Life Coaching—The Profession: Phase I, The Basics

Ranked the second fastest-growing cottage industry, coaching is a distinct skill set and process for professional and personal transformation. Learn to distinguish coaching from counseling, therapy and consulting, and develop skills in helping others discover their strengths, set goals, and achieve them.

CAR 3901 / Length: 2 or 4 wks.

CRN	DAY	DATE	TIME	LOCATION
1371	S	9/19-9/26	9:00 am-1:00 pm	Main
1184	W	9/30-10/21	6:30 pm-8:30 pm	Exton

Cost: Spon. \$95; Non-spon. \$125

Life Coaching—The Profession: Phase II

For those who have completed Life Coaching I. Reinforce your new language and communication process; clarify the distinctions among coaching, consulting, counseling and therapy; learn new methods to attract and retain clients; and strengthen your coaching business foundation.

CAR 3967 / Length: 2 or 4 wks.

CRN	DAY	DATE	TIME	LOCATION
3037	S	10/17-10/24	9:00 am-1:00 pm	Main
1960	W	10/28-11/18	6:30 pm-8:30 pm	Exton

Cost: Spon. \$95; Non-spon. \$125

Boot Camp for Adjunct/Adult Educators

If you are a working professional and have considered teaching in an adult education program but lack classroom experience, this workshop provides basic teaching and customer service skills for success in the transition from working professional to instructor. Students should have access to e-mail and be proficient with MS Office, including Word and PowerPoint.

CAR 4060 / Length: 8 wks.

CRN	DAY	DATE	TIME	LOCATION
2932	M	10/5-11/23	6:00 pm-8:00 pm	CCIU

Cost: Spon. \$122; Non-spon. \$162

ALLIED HEALTH

Attention Pennsylvania Registered Nurses!!!

On June 29, 2006 Governor Rendell signed into law Act 58 of 2006 (SB 235), which requires thirty hours of mandatory Board approved continuing education (CE) during each two-year license renewal period for individuals licensed as registered nurses in the Commonwealth of Pennsylvania.

Who is Eligible?

Pennsylvania State Board of Nursing requires programs to be sponsored by regionally accredited institutions of higher education offering courses that comply with acceptable CE content or programs sponsored by national nursing, medical and osteopathic organizations and their state and regional affiliates and national pharmaceutical organizations and their state and regional affiliates"

How can DCCC help?

The online ed2go Healthcare Continuing Education courses in the DCCC course catalog were developed by Allegra Learning Solutions, LLC. Allegra is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation. The ANCC accreditation is accepted in all 50 states.

Certificates:

ONL 0175 Complementary/Alternative Med	32 hrs	\$235
ONL 0176 End of Life Care	26 hrs	\$235
ONL 0177 Gerontology	40 hrs	\$235
ONL 0178 Growth/Dev Through the Lifespan.....	31 hrs	\$235
ONL 0179 Issues in Oxygenation	32 hrs	\$235
ONL 0180 Legal & Ethical Issues in Nursing	23 hrs	\$235
ONL 0181 Pain Assessment and Management.....	24 hrs	\$235
ONL 0182 Perinatal Issues.....	14 hrs	\$125
ONL 0183 Spirituality, Health, and Healing	36 hrs	\$235
ONL 0184 Death and Dying	3 hrs	\$59

For start dates and how to register for online courses see page 8.

Home-based Medical Transcription

Demand for medical transcriptionists is soaring. Find out how to make money part-time or full-time choosing your own hours, having a business at home, and finding clients easily. Book included. For those with previously acquired skills. Does not teach transcription.

CAR 3609 / Length: 1 wk.

CRN	DAY	DATE	TIME	LOCATION
1172	W	11/18	6:30 pm-9:30 pm	Main

Cost: Spon. \$65; Non-spon. \$85

Pharmacy Technician

Prepare to enter the pharmacy field in hospitals and community pharmacies as an ancillary, working under the supervision of a registered pharmacist, and to take the Pharmacy Technician Certification Board's PTCB exam. Includes medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. Learn dosage calculations, IV flow rates, drug compounding and dose conversions. Discusses dispensing of prescriptions, inventory control, billing and reimbursement. Offered in cooperation with Condensed Curriculum International, Inc. Book and learning materials included. Loan for tuition may be available; call Sallie Mae at 888-272-5543. (No class 11/25)

CAR 3904 / Length: 8 wks.

CRN	DAY	DATE	TIME	LOCATION
2969	MW	10/5-11/23	6:00 pm-9:30 pm	PENN
1173	TR	10/13-12/3	6:00 pm-9:30 pm	Main
1964	TW	10/20-12/9	6:00 pm-9:30 pm	CAT-BC

Cost: \$1,899

Venipuncture (Phlebotomy)

Teaches basic venipuncture techniques for adults, children and infants as it prepares the student to take the phlebotomy exam. Includes aseptic methods and isolation procedures. Students must be 18 years of age to enroll in this program. A high school diploma or GED is required to take the phlebotomy exam, which is given by a third party. Book included. (No class 11/25)

JSPD 2820 / Length: 36 hrs.

CRN	DAY	DATE	TIME	LOCATION
2571	W	9/2-11/18	6:30 pm-9:30 pm	Main
2572	M	9/14-12/7	6:30 pm-9:30 pm	Main
1995	T	9/22-12/8	6:30 pm-9:30 pm	CAT-BC
1996	W	9/23-12/16	6:30 pm-9:30 pm	CAT-BC

Cost: \$425

Nursing Entrance Test Prep

Review all components of the Nurse Entrance Test, including math, reading, comprehension, and critical thinking skills. Includes test-taking strategies. Book included.

CAR 4122 / Length: 4 or 6 wks.

CRN	DAY	DATE	TIME	LOCATION
3096	M	9/21-10/26	8:05 pm-10:05 pm	Main
3103	TR	10/6-10/15	6:00 pm-9:00 pm	DNT

Cost: Spon. \$138; Non-spon. \$160

Physical Therapy Aide

Physical Therapy Aides work under the direction of the physical therapist and are generally responsible for non-technical duties such as preparing treatment areas, ordering devices and supplies, and transporting patients. They assist with services that help improve mobility, relieve pain, and prevent or limit permanent disabilities, and may be employed in nursing homes, hospitals, sports rehab centers and some orthopedic clinics. Offered in cooperation with Condensed Curriculum International, Inc. Books and materials included. Loan may be available; call Sallie Mae at 888-272-5543.

NOTE: This program does not include a national or state certification as part of its overall objectives. (No class 11/25)

CAR 3961 / Length: 8 wks.

CRN	DAY	DATE	TIME	LOCATION
3041	MW	10/12-12/2	6:00 pm-9:30 pm	Main

Cost: \$999

Dental Assistant

Train to begin a career in this field by becoming familiar with a dental office, treatment, patient management and members of the dental team. Skill development includes oral and dental anatomy, infection control, radiology theory and technique, and instrument identification, use and maintenance. Includes six College-classroom lectures at DCCC, and four practicums at The Dental Training Center in Exton on 9/26, 10/10, 10/31, and 11/14.

Upon successful completion, students will be able to perform the duties of a dental assistant. Training provided in radiology prepares students for the Pennsylvania Dental Radiology Certification Exam. Books and materials included. Loan may be available; call Sallie Mae at 888-272-5543.

CAR 3932 / Length: 10 wks.

CRN	DAY	DATE	TIME	LOCATION
1367	S	9/12-11/14	8:00 am-5:00 pm	Main

Cost: \$2,850

NOTE: Students need to call the Dental Training Center at 610-363-1980 at the time of registration to schedule a tour of the Center and receive the textbook. Registration deadline is two business days prior to class start date.

CPR CLASSES

See page 33.

Medical Front Office

As one of the fastest growing occupations in the United States, the medical office administration profession offers excellent economic opportunities and personal satisfaction. If you like working with the public, are compassionate, and able to deal with people who are sick or experiencing stress, a career in medical office administration could be your path to success.

The curriculum prepares individuals for employment in medical and other healthcare related offices. Course work will include medical terminology, information systems, office management, medical coding, billing, insurance, legal and ethical issues, HIPPA regulations, formatting documents, and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments. The course presents and demonstrates the skill set necessary to sit for the Customer Service Specialist Certification and the Microsoft Office Specialist Certification (MOS) testing.

- Course Orientation
- Computer Skills
- Customer Service Specialist Certification Preparation
- Microsoft Office Specialist Certification M/S Word
- Microsoft Office Specialist Certification M/S Excel
- HIPPA Regulations
- Medical Terminology
- Medical Coding
- Insurance Overview
- Medical Billing

COM 3300 / Length: 200 hours

CRN	DAY	DATE	TIME	LOCATION
2863	MWF	10/5-12/18	9 am-5 pm	Main

Cost: \$4,999

This course qualifies for workforce training funds. Contact PA CareerLink for information on eligibility.

REAL ESTATE

Required 30-hour pre-license courses to practice real estate in Pennsylvania. Successful completion of both R.E. Fundamentals and R.E. Practice is necessary to qualify to take the state licensing examination. Courses may be taken concurrently.

Real Estate Fundamentals

Provides a basic foundation for further study, and covers language, principles and laws that govern this business. Emphasis is on the underlying concepts of land, property, rights in realty and the means, methods and laws that govern conveyance of these rights. Book included.

CAR 3249 / Length: 10 wks.

CRN	DAY	DATE	TIME	LOCATION
1033	M	9/14-11/16	6:30 pm-9:30 pm	UDHS
582	W	9/16-11/18	6:30 pm-9:30 pm	Main
2975	M	9/28-11/30	6:00 pm-9:00 pm	CCIU

Cost: Spon. \$215; Non-spon. \$300

Real Estate Practice

Introduces all facets of this business including fields of specialization, and focuses on the role of a real estate agent in residential brokerage. Covers basic techniques, procedures, regulations and ethics involved in a real estate transaction, and a working knowledge of forms and documents. Book included. (No class 11/25)

CAR 3250 / Length: 10 wks.

CRN	DAY	DATE	TIME	LOCATION
3042	M	9/14-11/16	6:30 pm-9:30 pm	Main
1034	W	9/16-11/18	6:30 pm-9:30 pm	UDHS
2976	W	9/30-12/9	6:00 pm-9:00 pm	CCIU

Cost: Spon. \$215; Non-spon. \$300

How to Invest in Real Estate

Introduces the beginner and serious investor to the basics of real estate investing, from property prospecting to closing the deal for profit. Includes buying foreclosed property and "handyman specials."

LSP 5654 / Length: 2 wks.

CRN	DAY	DATE	TIME	LOCATION
2009	TR	10/6-10/15	8:05 pm-10:05 pm	Main
2960	TR	11/10-11/19	6:00 pm-8:00 pm	PHOEN

Cost: Spon. \$144; Non-spon. \$184

WORLD INSTRUCTOR TRAINING SCHOOLS (WITS)

Certified Personal Trainer

On-campus lectures and hands-on training at an athletic club, covering anatomy, exercise, physiology, nutrition, injuries, health screening and more, will get students ready to work with clients. An additional 20-hour internship provided by WITS then prepares you to work successfully in the field. Proof of current CPR training is required for WITS certification. To maintain the WITS certification, you must complete five lecture/research hours and five contact hours of instruction within a two-year renewal period. Includes national exam. Additional cost for required textbook; call 888-330-9487 to order and start reading immediately.

(No class 11/11)

CAR 3564 / Length: 6 wks.

CRN	DAY	DATE	TIME	LOCATION
3039	S	9/19-10/24	9:00 am-4:00 pm	Main
1171	MW	10/5-11/16	6:30 pm-9:30 pm	UDHS

Cost: \$599

Note: A free information session on Tuesday, September 1, 11:10 am-12:10 p.m. in room 2256 at DCCC's Main Campus will explain what it takes to become a Personal Fitness Trainer. No charge, but advance registration by calling 888-330-9487 is required.

NON-PROFIT FUNDRAISING

Designed for staff, program administrators, executive directors, board members, philanthropists, volunteers and those interested in employment in non-profit agencies. The Certificate requires successful completion of six courses: Fundraising for Non-Profits, Starting a Fundraising Program, Event Planning, Grant Writing and Research, Grant Writing II, and Public Relations Tactics. The first two are shown below; see the other four on pages 12 and 13 under Small Business Solutions. Individual courses are open to all; pursuit of Certificate not required.

Fundraising for Non-Profits

Learn the state requirements for soliciting gifts and the fundamentals of establishing an annual giving program in this overview of how to approach individuals, foundations and corporations. Book included.

CAR 3852 / Length: 5 wks.

CRN	DAY	DATE	TIME	LOCATION
1368	T	9/15-10/13	6:00 pm-8:00 pm	Main

Cost: Spon. \$155; Non-spon. \$187

Starting a Fundraising Program

Explore how to set up a successful development program, write a case statement, and develop guidelines for accepting and acknowledging gifts and recognizing donors.

CAR 3851 / Length: 5 wks.

CRN	DAY	DATE	TIME	LOCATION
1048	T	10/20-11/24	6:00 pm-8:00 pm	Main

Cost: Spon. \$145; Non-spon. \$177

HORTICULTURE TRAINING

Successful completion of six core courses is required to obtain this certificate and will also prepare the student for the Pennsylvania Certified Horticulturist (PCH) examination, sponsored by the Pennsylvania Landscape and Nurseryman's Association. Four of the courses are listed below. Two others—Deciduous Trees and Shrubs, and Herbaceous Perennials—will be offered in the spring semester. Individual courses are open to all; pursuit of Certificate not required.

Principles of Horticulture

Introduces the professional landscaper or home gardener to plant growth and physiology, basic botany and reproduction, soil and water requirements, propagation and transplanting, site selection, and mulching and composting techniques.

CAR 3847 / Length: 6 or 8 wks.

CRN	DAY	DATE	TIME	LOCATION
1045	T	9/29-11/17	6:00 pm-8:00 pm	Main
2972	T	9/29-11/3	6:00 pm-8:40 pm	PENN

Cost: Spon. \$149; Non-spon. \$189

Landscape Design

An introduction to landscape design/architecture. Enhance your skill in property beautification, exploring a variety of trees and shrubs, planting guides, color in foliage, topiary forms, container planting, and more.

CAR 3511 / Length: 6 or 8 wks.

CRN	DAY	DATE	TIME	LOCATION
971	R	10/1-11/19	8:05 pm-10:05 pm	Main
2962	R	10/1-11/5	6:00 pm-8:40 pm	PENN

Cost: Spon. \$149; Non-spon. \$189

Evergreen Trees and Shrubs

Examine selected species of major evergreen and semi-evergreen trees and shrubs of the Mid-Atlantic area, and learn how to prepare and care for them in the landscape.

CAR 3848 / Length: 6 or 8 wks.

CRN	DAY	DATE	TIME	LOCATION
1046	T	9/29-11/17	8:05 pm-10:05 pm	Main
2945	T	11/10-12/15	6:00 pm-8:40 pm	PENN

Cost: Spon. \$149; Non-spon. \$189

Landscape/Retail Business

Explore the management and operation of a retail garden center and a landscape business. Covers ordering, display and care of plant material and gardening supplies in a retail setting, plus the business-office aspects. Discussion of the landscape business includes contracting, lighting, walls, walkways, patios and decks, and maintenance and equipment.

CAR 3849 / Length: 8 wks.

CRN	DAY	DATE	TIME	LOCATION
1047	R	10/1-11/19	6:00 pm-8:00 pm	Main

Cost: Spon. \$149; Non-spon. \$189

INTERIOR DECORATING

This three-course program is for individuals contemplating entry into the design industry, or those wanting to make the best decisions for their home interiors. Courses are open to all; pursuit of Certificate not required.

Introduction to Interior Decorating and Layout

Explore floor plans and layouts, furniture, fabrics, flooring, window treatments, lighting, color, finishes, and accessories. Students may need to provide additional materials.

CAR 3854 / Length: 6 or 9 wks.

CRN	DAY	DATE	TIME	LOCATION
1055	M	9/21-11/16	6:30 pm-8:30 pm	UDHS
1054	T	9/22-10/27	6:00 pm-9:00 pm	Main
1057	R	10/1-11/5	6:00 pm-9:00 pm	Exton

Cost: Spon. \$159; Non-spon. \$177

Accessorizing in Interior Decorating

Develop your art of accessorizing through the use of furniture and other design elements to achieve a comfortable style for your home. (No class UDHS 11/11)

CAR 3880 / Length: 2 or 3 wks.

CRN	DAY	DATE	TIME	LOCATION
1165	W	10/28-11/18	6:30 pm-8:30 pm	UDHS
1162	W	11/4-11/18	6:00 pm-8:00 pm	Main
1958	R	12/10-12/17	6:00 pm-9:00 pm	Exton

Cost: Spon. \$85; Non-spon. \$105

Starting Your Own Interior Decorating Business

Shows you the basics for setting up a bookkeeping and filing system to track sales and client orders. Find out how to acquire wholesale accounts with key suppliers, hear about marketing and advertising strategies, and discuss insurance and liability issues.

CAR 3879 / Length: 3 wks.

CRN	DAY	DATE	TIME	LOCATION
2007	T	11/3-11/17	6:00 pm-8:00 pm	Main

Cost: Spon. \$85; Non-spon. \$105

Childcare Professional Development

See page 26.

FOOD CERTIFICATIONS

Designed to satisfy the PA Department of Agriculture and the Chester County Health Department's educational requirements for certification and recertification of people who serve food to the public. As directed by the Health Department, a student failing the initial Food Manager's Certification exam is permitted to retest twice.

Food Manager's Certification

EAT 0031 / Length: 15 hours

CRN	DAY	DATE	TIME	LOCATION
909	MT	9/14-9/21	8:30 am-3:30 pm	CCIU
2949	MT	9/21-9/28	8:30 am-3:30 pm	Main
910	MT	10/5-10/12	8:30 am-3:30 pm	CCIU
2948	MT	10/19-10/26	8:30 am-3:30 pm	Main
911	MT	11/9-11/16	8:30 am-3:30 pm	CCIU
2947	MT	12/7-12/14	8:30 am-4:00 pm	CCIU

Cost: \$155

Food Manager's Recertification

EAT 0034 / Length: 7.5 hours

CRN	DAY	DATE	TIME	LOCATION
1158	T	9/22	8:30 am-4:30 pm	CCIU
2952	T	9/29	8:30 am-4:30 pm	Main
1159	T	10/13	8:30 am-4:30 pm	CCIU
2951	T	10/27	8:30 am-4:30 pm	Main
1160	T	11/17	8:30 am-4:30 pm	CCIU
2950	T	12/15	8:30 am-4:30 pm	CCIU

Cost: \$100

Food Manager's Certification Retest

EAT 0033 / Length: 2 hrs.

CRN	DAY	DATE	TIME	LOCATION
912	M	9/21	8:30 am-10:30 am	CCIU
913	M	10/12	8:30 am-10:30 am	CCIU
914	M	11/16	8:30 am-10:30 am	CCIU
1150	M	12/14	8:30 am-10:30 am	CCIU

Cost: \$50

Alcohol TIPS Training

TIPS is a skill-based training program designed to prevent intoxication, under-age drinking and drunk driving.

EAT 0035 / Length: 5 hrs.

CRN	DAY	DATE	TIME	LOCATION
3081	M	9/28	9:00 am-3:00 pm	CCIU
3082	M	10/26	9:00 am-3:00 pm	Main
3083	M	11/16	9:00 am-3:00 pm	CCIU
3084	M	12/14	9:00 am-3:00 pm	Main

Cost: \$105

Call 610-450-6534 for information.

Test Preparation

ALLIED HEALTH

Nursing Entrance Test Prep

CAR 4122 / See page 15.

PRAXIS

The Praxis Series of tests, administered by the Educational Testing Service (ETS), is used by the Pennsylvania Department of Education as a requirement for teacher certification. All candidates for certification must successfully complete the three-part Praxis I Pre-Professional Skills Test (PPST).

The Praxis I: Math and Praxis: Reading/Writing prep courses refresh the Math, Reading and Writing skills needed to pass the PPST.

Candidates for Early Childhood, Elementary, Special Education and K-12 subject areas must also pass the Praxis II: Fundamental Subjects Content Knowledge Test (#0511).

Candidates for Elementary Education certification must also pass the Praxis II: Elementary Education Curriculum, Instruction and Assessment Test (#0011). The Praxis II: Fundamental Subjects course and the Praxis II: Elementary Education course review all subjects covered in these exams. Books included. (No class 11/26)

Praxis I: Math

CAR 3759 / Length: 2 or 6 wks.

CRN	DAY	DATE	TIME	LOCATION
2971	MTW	11/2-11/11	6:00 pm-8:00 pm	DNT
1039	M	9/21-10/26	6:00 pm-8:00 pm	Main

Cost: Spon. \$129; Non-spon. \$151

Praxis I: Reading/Writing

CAR 3760 / Length: 6 wks.

CRN	DAY	DATE	TIME	LOCATION
1040	W	9/23-10/28	6:00 pm-8:00 pm	Main

Cost: Spon. \$129; Non-spon. \$151

Praxis II: Fundamental Subjects

CAR 3843 / Length: 6 wks.

CRN	DAY	DATE	TIME	LOCATION
1363	T	10/27-12/1	6:00 pm-8:00 pm	Main

Cost: Spon. \$137; Non-spon. \$159

Praxis II: Elementary Education

CAR 3937 / Length: 6 wks.

CRN	DAY	DATE	TIME	LOCATION
1043	R	10/29-12/10	6:00 pm-8:00 pm	Main

Cost: Spon. \$141; Non-spon. \$163

SAT

SAT Prep Course: Math

Covers math, algebra and geometry with emphasis on problem solving and interpretation of data. Book included.

YTH 9187 / Length: 3 or 6 wks.

CRN	DAY	DATE	TIME	LOCATION
676	T	9/15-10/20	6:30 pm-8:00 pm	Main
1352	S	9/26-10/31	9:30 am-11:00 am	CCIU
576	S	10/10-11/14	10:00 am-11:30 am	Main
1945	M	10/12-11/16	6:30 pm-8:00 pm	UDHS
1345	TR	10/13-10/29	6:00 pm-7:30 pm	Exton

Cost: Spon. \$114; Non-spon. \$150

SAT Prep Course: Critical Reading/Writing

Helps develop test-taking skills and strategies through exercises in vocabulary, reading, writing and grammar. Book included. (No class UDHS 11/11, 11/25)

YTH 9186 / Length: 3 or 6 wks.

CRN	DAY	DATE	TIME	LOCATION
677	R	9/17-10/22	6:30 pm-8:00 pm	Main
1353	S	9/26-10/31	11:05 am-12:35 pm	CCIU
1346	TR	10/13-10/29	7:35 pm-9:05 pm	Exton
1946	W	10/14-12/2	6:30 pm-8:00 pm	UDHS
577	S	10/17-11/21	11:35 am-1:05 pm	Main

Cost: Spon. \$114; Non-spon. \$150

SAT Prep Course: Essay Writing

Preparation for the writing section of the SAT test. Covers paragraph-length reading of short and long passages, sentence and paragraph structure, sentence completion, and error identification for the multiple choice section of the writing test.

YTH 9669 / Length: 3 wks.

CRN	DAY	DATE	TIME	LOCATION
1941	W	9/30-10/21	6:00 pm-8:00 pm	Main

Cost: Spon. \$75; Non-spon. \$95

FREE GED CLASSES

Delaware County Community College is offering FREE Adult Basic Literacy and GED Preparation courses.

For registration information call 484-237-5107

GED

GED Prep Course

Helps you prepare for the test leading to the Pennsylvania High School Equivalency Diploma. Covers all test areas: reading, writing, English, math, natural science and social studies. Book and calculator included. Students should be at an 8th-10th grade proficiency level before registering for this course. (No class UDHS 11/11, 11/25; Main 11/25, 11/26)

Call 610-359-5025 for course questions.

CSP 2120 / Length: 30 hrs.

CRN	DAY	DATE	TIME	LOCATION
574	S	9/12-11/14	9:00 am-12:00 pm	SEAST
581	MW	9/14-10/21	7:00 pm-9:30 pm	UDHS
3098	TR	9/15-11/3	8:05 pm-10:05 pm	Main
3099	MW	10/12-12/2	8:05 pm-10:05 pm	Main
674	MW	10/26-12/9	7:00 pm-9:30 pm	UDHS
3100	MTR	11/2-12/7	8:05 pm-10:05 pm	Main

Cost: \$137

GED Test Note: DCCC also administers the GED test at additional cost. Students under 19 must meet special requirements to register for the test.

For test information, call 610-359-7373.

For information on GED classes and testing in Chester County please call 484-237-5161.

Learning Languages

ESL

English as a Second Language

Provides beginning, intermediate and advanced instruction in speaking English. Students are grouped according to their current ability. All levels may not be available at every location; this is determined after the screening process at the first class. Book included. Registration for this program is by mail only. Please use the form on page 36.

(No class UDHS 11/11, 11/25; PENN 11/25, 11/26)

CSP 5021 / Length: 40 hrs.

Levels 1 through 4

CRN	DAY	DATE	TIME	LOCATION
571	MW	9/14-12/2	7:30 pm-9:30 pm	UDHS
1372	TR	9/15-11/19	1:00 pm-3:00 pm	Main
3050	TR	9/15-11/19	4:00 pm-6:00 pm	Main
570	TR	9/15-11/19	8:05 pm-10:05 pm	Main

Levels 1 and 2 only

CRN	DAY	DATE	TIME	LOCATION
1355	MW	9/28-11/18	6:00 pm-8:30 pm	Exton
2943	WR	10/7-12/3	6:00 pm-8:30 pm	PENN

Cost: \$130

Pronunciation for ESL Students

Assists high-intermediate to advanced students from a variety of language backgrounds, who are capable of following class instruction and motivated to practice in and out of class, to improve their pronunciation of Standard American English. Utilizes tapes and text to study vowels and consonants, phrases and sentences, and includes listening, practice, and completion of homework assignments. Book included.

(No class UDHS 11/11, 11/25; Main 11/25)

CSP 5258 / Length: 20 hrs.

CRN	DAY	DATE	TIME	LOCATION
3055	T	9/22-11/10	6:00 pm-8:30 pm	CCIU
1059	W	9/23-12/9	7:30 pm-9:30 pm	UDHS
2973	R	9/24-11/12	6:00 pm-8:30 pm	PENN
3051	W	9/30-12/9	8:05 pm-10:05 pm	Main

Cost: \$195

Conversational English

Helps ESL speakers advance their communication skills in order to function in an English-speaking environment. Students participate in oral presentations, role playing, debates, reading activities and group discussions. (No class 11/26)

CSP 5241 / Length: 20 hrs.

CRN	DAY	DATE	TIME	LOCATION
1364	R	9/17-11/19	6:00 pm-8:00 pm	Main
2938	MW	10/5-11/4	6:00 pm-8:00 pm	PHOEN
1969	TR	11/17-12/22	6:00 pm-8:00 pm	Exton
2939	TR	11/17-12/22	6:00 pm-8:00 pm	PENN

Cost: \$195

Writing for Foreign Students

Learning English

Helps those who speak English as a second language to think and write in English. Grammar is taught along with basic writing skills. A speaking knowledge of English is required.

(No class 11/11, 11/25, 11/26)

CSP 5232 / Length: 20 hrs.

CRN	DAY	DATE	TIME	LOCATION
1060	W	9/23-12/9	7:30 pm-9:30 pm	UDHS
1044	R	9/24-12/3	6:00 pm-8:00 pm	Main

Cost: \$195

All the Essentials of English

Teaches English grammar, punctuation and usage. Learn to use parts of speech more effectively, understand types of sentences, use verb agreement and verb tenses, and use the marks of punctuation correctly. (No class 11/25)

CAR 3956 / Length: 12 hrs.

CRN	DAY	DATE	TIME	LOCATION
2944	W	10/7-10/28	6:00 pm-9:00 pm	PENN
1357	W	11/18-12/16	6:00 pm-9:00 pm	CCIU

Cost: \$129

TOEFL Prep Course

Skill-building practice in listening, grammar, reading and writing for students registering for the TOEFL exam. Also provides test-taking strategies. Book included. Not an advanced ESL class. (No class 11/25—11/28)

CAR 3311 / Length: 48 hrs.

CRN	DAY	DATE	TIME	LOCATION
1164	S	9/12-12/5	9:00 am-1:00 pm	Main
1041	MW	9/14-12/7	8:05 pm-10:05 pm	Main
1163	TR	9/15-12/8	8:05 pm-10:05 pm	Main
2980	MW	10/19-12/14	6:00 pm-9:00 pm	Exton
2981	TR	10/20-12/15	6:00 pm-9:00 pm	PHOEN

Cost: \$295

LEARNING OTHER LANGUAGES

Beginning courses introduce basics of pronunciation, sentence structure and vocabulary; intermediate courses review and improve comprehension and fluency.

Conversational courses require prior understanding of pronunciation, grammar and vocabulary, and will involve dialogues, conversations and oral readings. Books included. (No class GSC 11/3, 11/11, 11/25)

Beginning French

CAR 2116 / Length: 8 wks.

CRN	DAY	DATE	TIME	LOCATION
566	M	9/14-11/2	8:05 pm-10:05 pm	Main

Cost: Spon. \$129; Non-spon. \$169

Beginning Italian

CAR 2111 / Length: 6 or 8 wks.

CRN	DAY	DATE	TIME	LOCATION
974	M	9/14-11/2	7:00 pm-9:00 pm	UDHS
682	W	9/16-11/4	6:00 pm-8:00 pm	Main
1167	M	9/21-10/26	6:00 pm-8:40 pm	CCIU

Cost: Spon. \$129; Non-spon. \$169

Intermediate Italian

CAR 2436 / Length: 6 wks.

CRN	DAY	DATE	TIME	LOCATION
1354	M	11/2-12/7	6:00 pm-8:40 pm	CCIU

Cost: Spon. \$129; Non-spon. \$169

Conversational Italian

CAR 4014 / Length: 6 wks.

CRN	DAY	DATE	TIME	LOCATION
2940	S	9/26-10/31	9:00 am-11:40 am	Exton

Cost: Spon. \$129; Non-spon. \$169

Beginning Spanish

CAR 2129 / Length: 6 or 8 wks.

CRN	DAY	DATE	TIME	LOCATION
973	W	9/16-11/4	7:00 pm-9:00 pm	UDHS
567	R	9/17-11/5	6:00 pm-8:00 pm	Main
958	W	9/23-10/28	6:00 pm-8:40 pm	GSC

Cost: Spon. \$129; Non-spon. \$169

Intermediate Spanish

CAR 3356 / Length: 6 wks.

CRN	DAY	DATE	TIME	LOCATION
1155	W	11/4-12/16	6:00 pm-8:40 pm	GSC

Cost: Spon. \$129; Non-spon. \$169

Conversational Spanish

CAR 4015 / Length: 6 wks.

CRN	DAY	DATE	TIME	LOCATION
1973	T	10/27-12/8	6:00 pm-8:40 pm	GSC

Cost: Spon. \$129; Non-spon. \$169

Spanish for the Workplace

Would you like to communicate more effectively with customers, co-workers or employees who speak Spanish? Cut through the red tape and focus on key words and phrases to assist with the communication process.

CAR 3897 / Length: 8 wks.

CRN	DAY	DATE	TIME	LOCATION
1170	T	9/29-11/17	6:00 pm-8:00 pm	Main
1984	R	10/15-11/19	6:00 pm-8:40 pm	GSC

Cost: Spon. \$129; Non-spon. \$169

Sign Language for Beginners

Teaches the fundamentals of communicating with hearing impaired children and adults. Includes an overview of deafness and instruction in a manual alphabet based on American Sign Language. Book and videotape included.

CAR 2266 / Length: 10 wks.

CRN	DAY	DATE	TIME	LOCATION
3043	W	9/9-11/11	6:00 pm-8:00 pm	Main
2977	M	10/5-12/7	6:00 pm-8:00 pm	GSC

Cost: Spon. \$187; Non-spon. \$247

The Creative Arts

ART AND PHOTOGRAPHY

Anyone Can Draw

Study contours, space, composition and shading, using a variety of media that may include graphite, pen and ink, charcoal and pastels. Includes still life, landscapes and portraits. Supplies provided by the student; to be determined at first class.

CAR 5577 / Length: 6 or 8 wks.

CRN	DAY	DATE	TIME	LOCATION
1963	S	9/26-10/31	9:00 am-11:40 pm	CCIU
1042	F	9/18-11/6	6:00 pm-8:00 pm	Main

Cost: Spon. \$129; Non-spon. \$159

Acrylic Painting

Presents the basics of acrylics in a studio setting. Includes care and use of materials, underpainting, light and shadow, color mixing and paint application. Supplies provided by the student; to be determined at first class. Bring sketching materials.

CAR 3615 / Length: 8 wks.

CRN	DAY	DATE	TIME	LOCATION
1951	F	9/18-11/6	8:05 pm-10:05 pm	Main

Cost: Spon. \$129; Non-spon. \$159

Watercolor

Covers brush handling, color mixing, composition and perspective, with step-by-step demonstrations in transparent watercolor for beginners and experienced painters. Supplies provided by the student. Bring sketching materials to the first class.

CAR 2513 / Length: 10 wks.

CRN	DAY	DATE	TIME	LOCATION
3045	F	9/11-11/13	7:00 pm-9:00 pm	Main

Cost: Spon. \$139; Non-spon. \$179

Introduction to Glass Bead-Making

Professional jewelry makers and hobbyists learn to create unique glass beads, using a small flame to wrap hot glass around steel rods. Bead shaping and decorative techniques including texture, stripes, polka dots and use of multicolors are covered. Includes materials.

LSP 5655 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
1949	S	10/3-10/24	8:45 am-10:45 am	Main

Cost: Spon. \$159; Non-spon. \$189

Hand-blown Glass Ornaments

Glaskolben glass tubes make it easy for beginners to experience this old-world craft. Learn to heat glass with a small torch and then blow to form a shape. Experiment with shapes and colors to create 10 unique ornaments. Bring safety glasses and a small box to class.

LSP 5665 / Length: 2 wks.

CRN	DAY	DATE	TIME	LOCATION
3029	S	11/7-11/14	8:45 am-10:45 am	Main

Cost: Spon. \$106; Non-spon. \$126

Digital Photography I

Find out all about digital photography, including operating your camera, composing well-exposed and focused images, editing your photos, and printing them. Lecture and demonstration. Does not include hands-on computer usage. (No class 10/5)

CAR 3567 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
1362	M	9/21-10/19	8:05 pm-10:05 pm	Main

Cost: Spon. \$85; Non-spon. \$125

Digital Photography II

For students who have completed Digital Photography I. Explore more advanced techniques including reading histograms, controlling noise, adding mood to your photos, composing for effect, taking close-ups, and learning to use advanced camera features. Not a computer course. (No class 10/7)

CAR 4119 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
3074	R	9/24-10/22	8:05 pm-10:05 pm	Main

Cost: Spon. \$85; Non-spon. \$125

Using Your Digital Camera

See page 7 for hands-on digital course utilizing the computer.

BLACKSMITHING

Blacksmithing I: First Heat

Limited enrollment. Use hammer and tongs at the coal fire and anvil to forge 18th-century items, including hinges, fireplace tools, hooks, lighting devices or utensils. Classes meet at Newlin Grist Mill, 219 S. Cheyney Rd., Glen Mills. Students report directly to site. Must be at least age 18. No shorts, open sandals or synthetic clothing. Bring safety glasses and canvas apron, if available.

LSP 5594 / Length: 6 wks.

CRN	DAY	DATE	TIME	LOCATION
1070	T	9/29-11/3	6:00 pm-8:30 pm	Newlin Mill
1366	R	10/1-11/5	6:00 pm-8:30 pm	Newlin Mill

Cost: Spon. \$295; Non-spon. \$325

Blacksmithing II: Second Heat

Expands on the skills acquired in the beginning course. Limited to those who have completed Blacksmithing I.

LSP 5592 / Length: 6 wks.

CRN	DAY	DATE	TIME	LOCATION
3053	W	9/30-11/4	6:00 pm-8:30 pm	Newlin Mill

Cost: Spon. \$295; Non-spon. \$325

DANCE

Gotta Dance!

These beginner courses are fun and relaxing. Registering with a partner suggested but not required.

Country Line Dance

LSP 5615 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
1375	T	9/22-10/13	5:45 pm-6:45 pm	Main

Latin Rhythm

Includes Rumba, Salsa and Cha Cha.

LSP 5617 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
1376	T	9/22-10/13	7:00 pm-8:00 pm	Main

Smooth Ballroom

Includes Foxtrot, Waltz and Tango.

LSP 5618 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
1377	T	9/22-10/13	8:15 pm-9:15 pm	Main

Cost (each course): Spon. \$49; Non-spon. \$69

Belly Dancing (LSP 5627)

Experience this in-vogue dance form. Enjoy the added benefits of weight loss, conditioning and increased flexibility. Bring a floor mat and water bottle, and wear comfortable clothing that includes soft-soled slippers or ballet shoes.

LSP 5627 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
1379	R	10/1-10/22	6:30 pm-7:30 pm	Main
2008	R	10/1-10/22	7:45 pm-8:45 pm	Main

Cost: Spon. \$49; Non-spon. \$69

MUSIC

Beginning Piano

Through group instruction in our electronic piano lab learn to read musical notation, develop basic piano techniques, build an understanding of melodies and chords, and play simple compositions. Access to a piano for practice is strongly recommended. Book included.

LSP 5463 / Length: 10 wks.

CRN	DAY	DATE	TIME	LOCATION
578	M	9/14-11/16	6:00 pm-8:00 pm	Main

Cost: Spon. \$167; Non-spon. \$215

Intermediate Piano

For those who have completed Beginning Piano. Increases training from exercises to playing familiar songs. Book included.

CRN	DAY	DATE	TIME	LOCATION
2011	W	9/16-11/18	6:00 pm-8:00 pm	Main

Cost: Spon. \$167; Non-spon. \$215

Advanced Piano

A continuation of Intermediate Piano. Continues to elevate training in gradually advancing steps for those who have completed the Intermediate course. Book included.

LSP 5524 / Length: 10 wks.

CRN	DAY	DATE	TIME	LOCATION
3048	R	9/17-11/19	6:00 pm-8:00 pm	Main

Cost: Spon. \$167; Non-spon. \$215

WRITING

Creative Writing

Learn to make your fiction or non-fiction writing come alive with creative techniques. Learn to see in new ways, use your senses more accurately, set a mood, use people more effectively, handle conversation and create a point of view. Does not teach writing basics or English. (No class 10/6)

CAR 3080 / Length: 8 wks.

CRN	DAY	DATE	TIME	LOCATION
575	T	9/22-11/17	8:05 pm-10:05 pm	Main
2941	M	10/26-12/14	7:00 pm-9:00 pm	CCIU

Cost: Spon. \$112; Non-spon. \$164

Business Writing

CAR 3167, see page 11.

Grant Writing and Research

CAR 3508, see page 12.

Grant Writing II

CAR 3751, see page 12.

Writing for Foreign Students Learning English

CSP 5232, see page 20.

INVESTING, FINANCE AND LAW

Stocks and Bonds

Presents an easy and enjoyable way to understand the financial markets. Includes stocks, bonds, options, futures, risk factors, profit opportunities and more. No previous investing experience necessary.

LSP 5576 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
1343	M	11/2-11/23	6:00 pm-8:00 pm	CCIU

Cost: Spon. \$104; Non-spon. \$119

Investing for Women

An examination of the various financial and insurance products and markets available, focusing on security of principal.

LSP 5645 / Length: 4 wks.

CRN	DAY	DATE	TIME	LOCATION
1959	W	10/7-10/28	6:00 pm-8:00 pm	CCIU

Cost: Spon. \$65; Non-spon. \$89

Buying Your First Home

Learn the complete home-buying process from first interview to closing. Covers types of mortgage financing including how to qualify, documents and charges, ins and outs of the sale agreement, and how market conditions affect prices and bargaining.

LSP 5585 / Length: 2 or 3 wks.

CRN	DAY	DATE	TIME	LOCATION
3047	T	9/22-10/6	8:05 pm-10:05 pm	Main
2933	M	10/19-10/26	6:00 pm-9:00 pm	CCIU
2934	R	11/12-11/19	6:00 pm-9:00 pm	PENN

Cost: Spon. \$75; Non-spon. \$99

Home Budgeting

With so many demands on our money, it is sometimes difficult to understand who or what to pay first. Learn how to appropriately budget for a successful home.

LSP 5673 / Length: 2 or 3 wks.

CRN	DAY	DATE	TIME	LOCATION
3075	M	10/5-10/12	6:00 pm-9:00 pm	PHOEN
3076	M	11/2-11/16	8:05 pm-10:05 pm	Main
3077	M	12/7-12/14	6:00 pm-9:00 pm	GSC

Cost: Spon. \$109; Non-spon. \$133

Protect Yourself From the External Economy

While we believe we make sound fiscal choices and investments, sometimes the external economy has a say in our money. Learn how to protect yourself and your hard-earned money.

LSP 5674 / Length: 2 or 3 wks.

CRN	DAY	DATE	TIME	LOCATION
3078	M	9/21-9/28	6:00 pm-9:00 pm	PENN
3079	M	10/12-10/26	8:05 pm-10:05 pm	Main
3080	M	11/16-11/23	6:00 pm-9:00 pm	GSC

Cost: Spon. \$109; Non-spon. \$133

Debt-FREE & Prosperous Living™

Pay off your credit cards, car and other debts in one to three years and your mortgage in another three to four years, using your current earnings. Bring a calculator and list of all consumer debts including the balance, minimum payment and interest rate. No insurance, investments or get-rich-quick schemes offered. Book included.

LSP 5565 / Length: 1 wk.

CRN	DAY	DATE	TIME	LOCATION
970	W	10/7	6:30 pm-9:30 pm	Main
1974	R	10/8	6:00 pm-9:00 pm	GSC

Cost: Spon. \$109; Non-spon. \$133

Landlord/Tenant Law

Covers oral and written leases, landlord and tenant duties, the Pennsylvania Landlord and Tenant Act, and breaches of lease and eviction procedures. Also reviews Pennsylvania escrow-deposit requirements, a form lease with the plain language requirements, and amendments to the federal Fair Housing Act.

LSP 2365 / Length: 1 wk.

CRN	DAY	DATE	TIME	LOCATION
900	T	10/6	6:00 pm-9:00 pm	DNT
2961	T	10/13	6:00 pm-9:00 pm	PHOEN
675	T	11/10	7:00 pm-10:00 pm	Main

Cost: Spon. \$35; Non-spon. \$45

NOTARY PUBLIC

Notary Public Training Program

Notaries public are found in many professions, including but not limited to legal, real estate, and business enterprises. Learn how to become a notary in Pennsylvania, including what a notary can do, potential liability, and earnings from providing services.

For more information call 610-359-5025.

GOLF

History and Fundamentals of Golf

Teaches prospective students, in the classroom, the history of the game, rules and regulations, equipment scoring systems, and types of swings.

LSP 5662 / Length: 2 wks.

CRN	DAY	DATE	TIME	LOCATION
2957	S	9/26-10/3	9:00 am-12:00 pm	Exton

Cost: Spon. \$75; Non-spon. \$99

HOME GARDENING

Putting Your Garden to Bed

Covers a variety of bulbs and bulb-planting techniques, as well as the necessary preparations the home gardener can take to ensure a beautiful spring display of plants. Includes discussion of pruning, seasonal bed preparation and plantings for winter interest.

LSP 5657 / Length: 1 wk.

CRN	DAY	DATE	TIME	LOCATION
1950	R	10/1	6:00 pm-8:00 pm	Main

Cost: Spon. \$25; Non-spon. \$30

CANDY MAKING

Simply Chocolate

Find out how easy and rewarding it is to make your own holiday sweets, including molded and free-form chocolates, lollipops, chocolate dishes and dessert garnishes.

EAT 0018 / Length: 2 wks.

CRN	DAY	DATE	TIME	LOCATION
2020	T	12/8-12/15	6:00 pm-9:00 pm	CAT-BC

Cost: Spon. \$90; Non-spon. \$105

VEHICLE SAFETY

Driver and Traffic Safety Education (Classroom Theory)

Prepares individuals, in the classroom, to meet the requirements for driving a car effectively on today's streets and highways. Successful completion of this course satisfies the 30 hours of classroom theory required for car-insurance discounts. However, six additional hours of on-the-road-training, which is NOT available at Delaware County Community College, is also required for an insurance discount. Check with your insurance carrier to determine how to qualify.

LSP 5006 / Length: 5 wks.

CRN	DAY	DATE	TIME	LOCATION
572	TWR	10/20-11/19	2:20 pm-4:20 pm	Penncrest
573	TWR	10/20-11/19	6:00 pm-8:00 pm	Penncrest

Cost: \$124

HEALTH AND WELL-BEING

T'ai Chi

Center your awareness, reduce tension, and improve muscle tone, flexibility and cardiovascular performance with movements based on self-defense techniques. Varying levels of experience are accommodated. Wear rubber-soled canvas shoes—not running shoes. (No class 11/25)

LSP 5000 / Length: 12 wks.

CRN	DAY	DATE	TIME	LOCATION
565	W	9/9-12/16	7:30 pm-8:30 pm	Main
1986	W	9/23-12/16	6:00 pm-7:00 pm	CCIU

Cost: Spon. \$99; Non-spon. \$129

Yoga: Hatha

Teaches postures, breathing and relaxation techniques that tone body, condition the glandular and nervous systems, steady thought processes and calm emotional reactivity. Eat lightly and bring a mat or folded blanket. (No class 11/25)

LSP 5059 / Length: 10 wks.

CRN	DAY	DATE	TIME	LOCATION
1169	W	9/30-12/9	6:30 pm-7:30 pm	Main
3049	W	9/30-12/9	7:45 pm-8:45 pm	Main

Cost: Spon. \$97; Non-spon. \$117

Pilates for Beginners

Learn the Pilates method for stretching, strengthening and balancing the body. Discover the benefits of increased awareness of muscle function and control. Eat lightly and bring a mat or folded blanket.

LSP 5625 / Length: 10 wks.

CRN	DAY	DATE	TIME	LOCATION
1378	T	9/29-12/1	6:00 pm-7:00 pm	Main
2012	T	9/29-12/1	7:15 pm-8:15 pm	Main

Cost: Spon. \$97; Non-spon. \$117

Reiki Energy Healing

Learn the concepts of energy healing and acquire skills for practicing this ancient art of stress reduction and relaxation. You will receive an activation attunement enabling you to channel energy and facilitate healing sessions for yourself, your friends, and your animals.

LSP 5669 / Length: 3 weeks

CRN	DAY	DATE	TIME	LOCATION
2987	M	10/12-10/26	6:00 pm-8:00 pm	CCIU

Cost: Spon. \$75; Non-spon. \$99

Zumba

The latest fitness craze, based on Latin dance moves and incorporating the moves of salsa, meringue, cha cha, and reggaeton is here! For beginners or experts, to increase their level of fitness. No previous dance experience necessary. (No class 11/26)

LSP 5671 / Length: 10 weeks

CRN	DAY	DATE	TIME	LOCATION
2986	R	10/1-12/10	6:00 pm-7:00 pm	CCIU

Cost: Spon. \$97; Non-spon. \$117

CLASSES FOR PARENTS

Parent Effectiveness Training (PET)

Discover how to talk to your children so they will listen to you, and explore how to listen to your children so they feel understood. Book included.

LSP 5675 / Length: 8 wks.

CRN	DAY	DATE	TIME	LOCATION
3088	M	9/28-11/16	6:00 pm-9:00 pm	GSC
3089	S	10/3-11/21	9:00 am-12:00 pm	CCIU
3090	T	10/6-11/24	6:00 pm-9:00 pm	Main

Cost: Spon. \$219; Non-spon. \$230

The Big Talk:

How to Talk to Your Children about the Birds and the Bees

Learn to keep your children safe while teaching what is important. Find ways to start the conversation about love, relationships and sex; how to respond effectively to specific questions; and how to be an approachable parent your child can count on for reliable information.

LSP 5676 / Length: 2 or 3 wks.

CRN	DAY	DATE	TIME	LOCATION
3091	S	10/3-10/10	9:00 am-12:00 pm	CCIU
3092	W	10/7-10/21	8:05-10:05 pm	Main
3093	M	10/19-10/26	6:00 pm-9:00 pm	PHOEN

Cost: Spon. \$75; Non-spon. \$99

CHILD CARE PROFESSIONAL DEVELOPMENT CERTIFICATE

The value of high quality early childhood education has been recognized and the demand for trained child-care providers has increased. This certificate is for family home-care providers, center-based providers, individuals working toward the Child Development Associate (CDA) credential, teachers, and those pursuing a career in early childhood education. The Certificate requires the completion of 10 courses, two of which are described below. Eight others will be offered in subsequent semesters. Courses are open to all; pursuit of Certificate not necessary.

Professionalism in the Early Childhood Education Field

This profession maintains specific theory and practice for its application in the classroom. Students evaluate and analyze working in the field and required qualifications, and develop an understanding of the workforce profile and the profession's code of conduct, including appropriate behavior, and professional development, advocacy, and customer service skills.

CAR 4108 / Length: 5 wks.

CRN	DAY	DATE	TIME	LOCATION
2967	R	9/24-10/22	6:00 pm-8:00 pm	PENN
2968	T	10/6-11/3	6:00 pm-8:00 pm	CCIU

Cost: Spon. \$100; Non-spon. \$125

Childhood Development and Learning Process

Explore children’s development from birth through age five and create appropriate classroom activities. Use observation skills to accurately evaluate children and be aware of possible learning or developmental disabilities. (No class 11/26)

CAR 3959 / Length: 6 wks.

CRN	DAY	DATE	TIME	LOCATION
2935	R	10/29-12/10	6:00 pm-8:40 pm	PENN
2936	T	11/10-12/15	6:00 pm-8:40 pm	CCIU

Cost: Spon. \$125; Non-spon. \$150

CHILD CARE PROVIDER WORKSHOPS

Infant/Child First Aid & CPR

CSP 5205 / Length: 3 hrs.

CRN	DAY	DATE	TIME	LOCATION
1186	W	10/21	6:30 pm-9:30 pm	CCIU
2959	W	12/2	6:30 pm-9:30 pm	PENN
2958	R	12/10	6:30 pm-9:30 pm	CCIU

Cost: \$40

Inclusion/Working with Children with ADD/ADHD

CSP 5225 / Length: 2 hrs.

CRN	DAY	DATE	TIME	LOCATION
917	W	11/4	6:30 pm-8:30 pm	CCIU

Cost: \$18

Special Needs

CSP 5201 / Length: 2 hrs.

CRN	DAY	DATE	TIME	LOCATION
1351	W	11/18	6:30 pm-8:30 pm	CCIU

Cost: \$18

INSTITUTE FOR PUBLIC SAFETY AND EMERGENCY PREPAREDNESS

We have the non-credit training you need for police and fire personnel, emergency medical service providers, government officials, office managers, private businesses, transportation and utility providers, school administrators, and the community at large.

- Certificate in Emergency Management
- Advanced Certificate in Incident Management
- Firefighter Safety Certificate
- Resident Awareness and Emergency Preparedness

For more information call 610-723-2008 or visit www.dccc.edu/emergencyinstitute.

Programs for Kids and Teens at Main Campus

Gives motivated students ages 5 to 15 an opportunity to enjoy learning in a college environment. Classes are small with hands-on participation and lots of individual attention. Parents are responsible for accompanying their children to and from the classroom but should not plan to stay for class. The staff reserves the right to dismiss disruptive students. When registering for Programs for Kids and Teens, please use your child's social security number.

**MAIN CAMPUS -
SESSION 1
Saturday, October 3 -
October 24 (4 weeks)**

Architecture

Explore the basic principles of architecture, then design your own floor plan and build your own model.

Ages 8-11 (YTH 9588)

CRN	TIME
2897	11:05 am-12:35 pm

Cost: Spon. \$69; Non-spon. \$99

Cartooning

Develop your own cartooning style and learn how to draw features and body parts, gestures and movement. Bring an 11 x 14 sketchbook and pens, pencils, or felt markers.

Ages 8-11 (YTH 9252)

CRN	TIME
2898	11:05 am-12:35 pm

Ages 12-15 (YTH 9235)

CRN	TIME
2899	12:40 pm-2:10 pm

Cost: Spon. \$69; Non-spon. \$99

CSI (Crime Scene Investigation)

Be part of a forensic team! Learn how to process crime scene evidence from someone who searches for the clues and answers the questions.

Ages 8-11 (YTH 9549)

CRN	TIME
2901	12:40 pm-2:10 pm

Ages 12-15 (YTH 9540)

CRN	TIME
2900	11:05 am-12:35 pm

Cost: Spon. \$69; Non-spon. \$99

Curtain Call

Learn basic acting techniques and develop discipline and awareness through character study and theater games.

Ages 5-7 (YTH 9209)

CRN	TIME
2902	12:40 pm-2:10 pm

Cost: Spon. \$69; Non-spon. \$99

Drawing and Painting

Use pencils, charcoal, pastels and paint to create figures, designs, landscapes, still lifes and cartoons. Bring a 9 x 12 sketchpad.

Ages 5-7 (YTH 9115)

CRN	TIME
2905	12:40 pm-2:10 pm

Ages 8-11 (YTH 9116)

CRN	TIME
2903	9:30 am-11:00 am

Ages 12-15 (YTH 9117)

CRN	TIME
2904	11:05 am-12:35 pm

Cost: Spon. \$69; Non-spon. \$99

Fall, Food and Fun

Prepare some delicious fall treats and create a variety of colorful decorations.

Ages 8-11 (YTH 9654)

CRN	TIME
2906	12:40 pm-2:10 pm

Cost: Spon. \$69; Non-spon. \$99

Flash for Beginners

Learn Flash from the ground up, preparing you to work with text and objects to create animation.

Ages 10-15 (YTH 9687)

CRN	TIME
1381	11:05 am-12:35 pm

Cost: Spon. \$69; Non-spon. \$99

Fun with Glass Fusion

Design a set of coasters, a pendant or magnet, and a dessert-size plate or candle dish, using pre-cut glass shapes.

Ages 5-7 (YTH 9795)

CRN	TIME
2913	11:05 am-12:35 pm

Ages 8-11 (YTH 9796)

CRN	TIME
2914	12:40 pm-2:10 pm

Cost: Spon. \$94; Non-spon. \$124

Give Reading a Boost

For students who could use a helping hand. Work with letters and sounds, improving reading and comprehension skills and enjoying it!

Grades 1-2 (YTH 9575)

CRN	TIME
2907	9:30 am-11:00 am

Cost: Spon. \$69; Non-spon. \$99

Karate for Kids

Improve physical coordination, dexterity and mental skills through practical applications of self-defense. Wear loose, comfortable clothing.

Ages 5-9 (YTH 9294)

CRN	TIME
2908	12:40 pm-2:10 pm

Cost: Spon. \$69; Non-spon. \$99

Keyboarding

Make computer work easier by knowing how to type. Learn the keyboard, hand coordination and finger placement.

Ages 10-15 (YTH 9139)

CRN	TIME
2909	9:30 am-11:00 am

Cost: Spon. \$69; Non-spon. \$99

Photography

Take great pictures! Includes landscapes, portraits, still lifes and photo-journalism. Bring a digital camera each week.

Ages 10-15 (YTH 9318)

CRN	TIME
1179	2:15 pm-3:45 pm

Cost: Spon. \$69; Non-spon. \$99

Robots are Hot!

Check out circuit boards, electricity, batteries and bulbs, then build a robot, working at your own pace. Information provided for completion of robot at home, if necessary.

Ages 7-9 (YTH 9557)

CRN	TIME
2910	11:05 am-12:35 pm

Ages 10-15 (YTH 9558)

CRN	TIME
975	9:30 am-11:00 am

Cost: Spon \$94; Non-spon \$124

SAT Prep Courses

Math, Critical Reading/Writing, and Essay Writing for SAT Prep. See page 19.

Science Magic

Create slime and gak. Explore the exciting world of chemistry, performing a variety of "magical" and mystifying experiments.

Ages 5-7 (YTH 9573)

CRN	TIME
2911	12:40 pm-2:10 pm

Ages 8-11 (YTH 9574)

CRN	TIME
2912	2:15 pm-3:45 pm

Cost: Spon. \$69; Non-spon. \$99

Super Sitters

Be a responsible, knowledgeable babysitter. Includes first aid, care and feeding of infants and toddlers, safe toys, diapering, how to prevent accidents, and handling emergencies. (2 weeks only)

Ages 11-15 (YTH 9232)

CRN	DATES	TIME
683	10/10-10/17	9:00 am-12:00 pm

Cost: Spon. \$69; Non-spon. \$99

Your Game!

Learn the essentials of computer game design, then create your own game to play.

Ages 10-15 (YTH 9652)

CRN	TIME
1189	2:15 pm-4:15 pm

Cost: Spon. \$83; Non-spon. \$113

MAIN CAMPUS - SESSION 2

**Saturday, November 7 -
December 5 (4 weeks)
(No class 11/28)**

Can You Dig This?

Discover what lies beneath, as you examine fossils, minerals, crystals, rocks, plate tectonics and more.

Ages 5-7 (YTH 9610)

CRN	TIME
1190	11:05 am-12:35 pm

Ages 8-11 (YTH 9611)

CRN	TIME
1942	9:30 am-11:00 am

Cost: Spon. \$69; Non-spon. \$99

Cool Science for Curious Kids

Budding scientists perform safe, hands-on experiments that reveal fascinating facts.

Ages 5-7 (YTH 9205)

CRN	TIME
1177	9:30 am-11:00 am

Ages 8-11 (YTH 9206)

CRN	TIME
1178	11:05 am-12:35 pm

Cost: Spon. \$69; Non-spon. \$99

Dreamweaver

Design your own website using Dreamweaver MX. Learn how to define a site, organize content using tables, and create a series of pages about yourself.

Ages 10-15 (YTH 9773)

CRN	TIME
1943	11:05 am-12:35 pm

Cost: Spon. \$69; Non-spon. \$99

Explore History with American Girl

Have tea with Felicity and Elizabeth, be patriotic with Molly and Emily, learn about the Civil War with Addy, and much more. Bring your own doll to class.

Ages 5-7 (YTH 9797)

CRN	TIME
2915	9:30 am-11:00 am

Ages 8-11 (YTH 9798)

CRN	TIME
2916	11:05 am-12:35 pm

Cost: Spon. \$69; Non-spon. \$99

Karate for Kids

See Session I for course description.

Ages 5-9 (YTH 9294)

CRN	TIME
1176	12:40 pm-2:10 pm

Cost: Spon. \$69; Non-spon. \$99

Kiln Krafts: Glass and Pottery

Create a one-of-a-kind glass ornament, and use various painting techniques to glaze a beautiful ceramic keepsake. Kiln-firing done off-site by the instructor.

Ages 5-7 (YTH 9814)

CRN	TIME
2917	12:40 pm-2:10 pm

Ages 8-11 (YTH 9814)

CRN	TIME
2918	2:15 pm-3:45 pm

Cost: Spon. \$94; Non-spon. \$124

PowerPoint Presentations

Learn to organize pictures, text, music and data for an electronic presentation using PowerPoint, then practice speaking techniques that will give you confidence in front of classmates.

Ages 12-15 (YTH 9530)

CRN	TIME
2990	11:05 am-12:35 pm

Cost: Spon. \$69; Non-spon. \$99

Study Smart

Get better grades, handle pressure, and still have time for fun. Includes note taking, exam prep, getting organized, time management and memory techniques. Bring a spiral-bound notebook.

Ages 8-11 (YTH 9104)

<u>CRN</u>	<u>TIME</u>
1944	12:40 pm-2:10 pm

Ages 12-15 (YTH 9105)

<u>CRN</u>	<u>TIME</u>
1056	11:05 am-12:35 pm

Cost: Spon. \$69; Non-spon. \$99

Super Sitters

See Session I for course description.
(2 weeks only)

Ages 11-15 (YTH 9232)

<u>CRN</u>	<u>TIME</u>
960	9:00 am-12:00 pm

Cost: Spon. \$69; Non-spon. \$99

Your Game!

See Session I for course description.

Ages 10-15 (YTH 9652)

<u>CRN</u>	<u>TIME</u>
1183	12:40 pm-2:40 pm

Cost: Spon. \$83; Non-spon. \$113

New Choices New Options

Career Development Services

For over 26 years, the New Choices program has provided support and direction to thousands of area residents who have been unemployed or underemployed, displaced, or widowed. Through supportive group workshops, participants learn the skills they need to find jobs, enhance careers, and/or continue their education.

New Choices / New Options will help you:

- determine your interests and job talents
- explore your career and training opportunities
- market your skills
- prepare for today's job market
- build your self-esteem and self-confidence so that you can pursue your career plan
- learn basic computer skills

**All services are FREE.
Classes begin in September.
Call 610-359-5232 to see if you are eligible.**

Delaware County Community College serving Delaware and Chester counties.

AUTOMOTIVE

Auto Body Repair

Repair of damage from collision and corrosion. Also covers use of plastic filler, panel and door replacements and alignment of body components.

JSPD 0013 / Length: 30 hrs.

CRN	DAY	DATE	TIME	LOCATION
2930	T	9/22-12/1	6:00 pm-9:00 pm	CAT-B

Cost: Spon. \$334; Non-spon. \$349

Commercial Driver's License

This tractor-trailer certification is offered at CAT Pickering in Phoenixville in partnership with Lehigh Career & Technical Institute. The 150-hour course prepares students to pass the Class A Commercial Driver's Licenses (CDL-A) test (written and road) and pursue entry-level, tractor-trailer driving positions.

Course cost and registration information can be obtained by calling Randy Zimmerman at 1-877-440-7544 or e-mail: zimmermanr@lcti.org.

Pennsylvania State Inspection Certification

DCCC is authorized by PennDOT to administer an approved course of instruction to prepare, test, and certify automotive technicians for the Pennsylvania State Inspection Program.

NOTE: Category 1, which must be completed by all applicants, covers cars and light trucks. The optional motorcycle and heavy-truck categories are also available for an additional fee, and may be taken concurrently with the basic course or at a later date following completion of the basic course. If you wish to take any of these categories in combination, you must use a separate course reference number (CRN) for each when registering. (No class 9/7)

Automobile Safety Inspection Certification (Category 1)

PDS 7000 / Length: 21 hrs.

CRN	DAY	DATE	TIME	LOCATION
2575	MW	8/31-9/21	6:00 pm-9:30 pm	Main
2578	MW	11/2-11/18	6:00 pm-9:30 pm	Main

Cost: \$125

Motorcycle Safety Inspection Certification (Category 2)

PDS 7001 / Length: 21 hrs.

CRN	DAY	DATE	TIME	LOCATION
2576	MW	8/31-9/21	6:00 pm-9:30 pm	Main
2579	MW	11/2-11/18	6:00 pm-9:30 pm	Main

Cost: \$40

Heavy Vehicle Inspection Certification (Category 3)

PDS 7002 / Length: 21 hrs.

CRN	DAY	DATE	TIME	LOCATION
2577	MW	8/31-9/21	6:00 pm-9:30 pm	Main
2580	MW	11/2-11/18	6:00 pm-9:30 pm	Main

Cost: \$40

Pennsylvania Emissions Inspector Certification (EEIC)

Focuses on the rules, regulations and proper techniques to perform the state required PA Enhanced Emissions Inspections, mandated by the federal Environmental Protection Agency.

PDS 7009 / Length: 16 hrs.

CRN	DAY	DATE	TIME	LOCATION
2573	TR	10/6-10/15	6:00 pm-10:00 pm	Main
2574	TR	12/1-12/10	6:00 pm-10:00 pm	Main

Cost: \$275

EEIC Recertification

All EEIC-certified mechanics are required to recertify every two years. PennDOT recommends taking the recertification course two months prior to the expiration date of their current certification. The recertification runs from the EEIC expiration date, not the date of the recertification course. Those failing the retest must retake the 16-hour Section 1 EEIC course.

NOTE: Students must register at the Main Campus in room 4158. At that time all course material will be issued to the student. You must bring this material to class since no course material will be distributed in class. Students must register a minimum of seven days prior to the date of the class. Only advance registrations will be accepted. Prerequisite: Current EEIC certification and valid driver's license. Cost includes all fees and materials.

PDS 7011 / Length: 4 hrs.

CRN	DAY	DATE	TIME	LOCATION
2581	R	9/10	6:00 pm-10:00 pm	Main
2582	S	9/26	8:00 am-12:00 pm	Main
2583	R	10/15	6:00 pm-10:00 pm	Main
2584	S	10/24	8:00 am-12:00 pm	Main
2586	R	11/12	6:00 pm-10:00 pm	Main
2588	S	11/21	8:00 am-12:00 pm	Main
2589	R	12/10	6:00 pm-10:00 pm	Main
2590	S	12/19	8:00 am-12:00 pm	Main

Cost: \$90

Emissions Retest

Only one retest is allowed for a failed emissions course. Failure of a second test requires the student to retake and pass the entire original course to maintain Emissions Inspector status.

PDS 7012 / Length 4 hrs.

CRN	DAY	DATE	TIME	LOCATION
2892	R	9/10	6:00 pm-10:00 pm	Main
2893	R	10/15	6:00 pm-10:00 pm	Main
2894	R	11/12	6:00 pm-10:00 pm	Main

Cost: \$45

CARPENTRY

Basic Home Remodeling

Principles of paneling, insulation, ceramic tiles for floors and walls, basic carpentry skills, and much more. Includes stairs, basic plumbing, wiring, dry wall, skylights, windows, kitchens and bathrooms.

JSPD 0039 / Length: 42 hrs.

CRN	DAY	DATE	TIME	LOCATION
1955	W	9/23-12/23	6:30 pm-9:30 pm	CAT-B

Cost: Spon. \$380; Non-spon. \$395

ELECTRICAL

Basic Residential Wiring

Presents basic skills needed to wire a residential establishment. This hands-on course emphasizes the proper application of materials, safety, and the understanding of the NEC code.

JSPD 0082 / Length: 45 hrs.

CRN	DAY	DATE	TIME	LOCATION
1987	W	9/16-12/23	6:30 pm-9:30 pm	CAT-B

Cost: Spon. \$310; Non-spon. \$330

Preparation for the Municipal Electrical Licensing Exam

Prepares experienced maintenance and construction electricians for the Municipal Journeyman's examination. Includes review of electrical theory, mathematics, electrical calculations and their applications. Also provides an in-depth study of the National Electrical Code.

JSPD 2796 / Length: 78 hrs.

Location: Main Campus

Call 610-359-5035 for schedule.

Cost: Spon. \$260; Non-spon. \$360

ENGINE REPAIR

Small Engine Repair

Fundamentals of small displacement 2- and 4-cycle engines. Learn to maintain and repair gasoline engines on snow blowers, chain saws, lawn mowers, weed eaters and more.

JSPD 0057 / Length: 30 hrs.

CRN	DAY	DATE	TIME	LOCATION
1997	T	9/22-11/24	6:00 pm-9:00 pm	CAT-B

Cost: Spon. \$235; Non-spon. \$250

HEATING, VENTILATING & AIR CONDITIONING

HVAC Technology I

Heating, air conditioning and ventilation (HVAC) principles and equipment, including heat theory, refrigeration and refrigerants, and much more.

JSPD 0009 / Length: 30 hrs.

CRN	DAY	DATE	TIME	LOCATION
1994	T	9/22-12/1	6:00 pm-9:00 pm	CAT-B

Cost: Spon. \$280; Non-spon. \$295

Refrigerant Technician Certification Exam

DCCC's Division of Technical Education is one of a small number of schools in the nation approved by the EPA to offer a refrigerant technician certification program. The training manual is available at the Main Campus bookstore. It is strongly recommended that students read the manual before taking the exam.

JSPD 4000 / Length: 2 hrs.

Location: Main Campus

Call 610-359-5035 for schedule.

Cost: \$60

MEDICAL SERVICES

CPR Classes

Delaware County Community College's Public Safety Department offers CPR first aid classes. Certified by the American Heart Association upon successful completion.

BLS Healthcare Provider

ESPD 5580 / Length: 8 hrs.

CRN	DAY	DATE	TIME	LOCATION
2442	S	9/12	9:00 am-5:00 pm	Main
2445	S	10/10	9:00 am-5:00 pm	Main

Cost: \$65

BLS Instructor Training

ESPD 3290 / Length: 16 hrs.

CRN	DAY	DATE	TIME	LOCATION
2443	SU	9/12-9/13	9:00 am-5:00 pm	Main

Cost: \$375

BLS Instructor Recertification

ESPD 5578 / Length: 8 hrs.

CRN	DAY	DATE	TIME	LOCATION
2444	S	10/3	9:00 am-5:00 pm	Main

Cost: \$60

WELDING

Intro to Welding Processes

To provide the trainees with relevant theory in oxy-fuel welding and cutting, shielded metallic arc welding and their applications. Also discussed is proper selection of power sources and settings, welding electrodes, shielding gasses, joint configuration, safety and welding procedures. This course includes a lecture period, followed by a practical application or lab exercise that demonstrates the topics presented.

PDS 9799 / Length: 45 hrs.

CRN	DAY	DATE	TIME	LOCATION
2526	M	8/31-12/21	6:30 pm-9:30 pm	Main

Cost: Spon. \$310; Non-spon. \$330

Basic Arc Welding

Designed for the beginning welder, this individualized course provides theory and instruction in Shielded Metal Arc Welding (stick). Related safety is stressed.

JSPD 0015 / Length: 30 hrs.

CRN	DAY	DATE	TIME	LOCATION
2931	T	9/22-12/1	6:00 pm-9:00 pm	CAT-B

Cost: Spon. \$325; Non-spon. \$390

Shielded Metal Arc Welding I (SMAW)

Covers the principles of electric arc welding using electrodes 6010, 6011, 6012, and 6013 in the flat position, correct angles and methods. Also covers effects of current settings, arc lengths, electrode angles and electrode manipulation on the quality of weld joint. Welding in horizontal, vertical and overhead positions is taught. Includes a lecture period, followed by a practical application or lab exercise that demonstrates the topics presented.

PDS 9803 / Length: 45 hrs.

CRN	DAY	DATE	TIME	LOCATION
2527	W	9/2-12/23	6:30 pm-9:30 pm	Main

Cost: Spon. \$310; Non-spon. \$330

Gas Metal Arc Welding (GMAW-Mig)

Covers GMAW equipment set-up and operation. The theory of gas metal arc welding is applied to mild steel and plate steel in all positions. Introduces single- and multi-phase welds using a variety of electrode (wire) diameters. Also covers the application of gas metal-arc welding theory to non-ferrous materials and their alloys. Various modes of metal transfer are addressed. This course includes a lecture period, followed by a practical application or lab exercise that demonstrates the topics presented.

PDS 9805 / Length: 45 hrs.

CRN	DAY	DATE	TIME	LOCATION
2528	T	9/1-12/22	6:30 pm-9:30 pm	Main
2965	R	9/3-12/17	6:00 pm-9:00 pm	CAT-BC

Cost: Spon. \$310; Non-spon. \$330

Gas Tungsten Arc Welding (GTAW-Tig)

Covers various types of tungsten electrodes, tolerances, color codes, and commonly used welding machines and polar lines. Focuses on gas tungsten arc welding in various positions using ferrous and non-ferrous sheet and plate, and welding gases used in GTAW processes. Includes a lecture period, followed by a practical application or lab exercise that demonstrates the topics presented.

PDS 9806 / Length: 45 hrs.

CRN	DAY	DATE	TIME	LOCATION
2979	W	9/9-12/23	6:00 pm-9:00 pm	CAT-BC

Cost: Spon. \$310; Non-spon. \$330

GREEN TECHNOLOGY

Learn to Be Green and Save Money

Knowledge pays. Learn what it means to be green and how much you can save on energy and fuel bills and preserve the environment by making simple changes.

LSP 5668 / Length: 4 weeks

CRN	DAY	DATE	TIME	LOCATION
2963	S	10/3-10/24	9:00 am-11:00 am	Exton
2964	T	10/27-11/17	6:00 pm-8:00 pm	PENN

Cost: Spon. \$95; Non-spon. \$125

Introduction to “Green” Landscaping

Learn to save time and money through natural landscaping techniques, replacing those that are heavily dependent upon mechanical equipment, labor, pesticides, fertilizers, and supplemental watering. Become aware of how a natural landscape reduces water, air and noise pollution and natural resource consumption, minimizes flooding, and improves health and safety.

PDS 9981 / Length: 24 hrs.

CRN	DAY	DATE	TIME	LOCATION
3097	TR	9/29-11/5	8:05 pm-10:05 pm	Main

Cost: \$295

Introduction to Green Roof Construction

Focuses on topics related to the implementation and construction of a LEED-certified Green Roof. Learn about modular systems, drainage layers, filter cloths, organic plants, and conservation. Includes safety precautions, calculation and installation of required green roof components, material selection, maintenance, thermal variations, and economic benefits of a green roof.

PDS 9982 / Length: 45 hrs.

Location: Main Campus

Call 610-359-5025 for dates and times.

Cost: \$725

Introduction to Grid Tied Photovoltaic Systems

For students with a construction or electrical background. Introduces the benefits of a grid tied photovoltaic (PV) system and its positive impact on the environment. Includes residential PV requirements, demonstrating and applying Article 690 of the National Electric Code, properly sizing and installing a PV system on a residential building, interconnecting a PV system to a power grid, and economic benefits of PV Solar.

PDS 9983 / Length: 45 hrs.

Location: Main Campus

Call 610-359-5025 for dates and times.

Cost: \$725

College Over 60 Registration

Discount offered until October 31 for residents of Delaware and Chester counties Age 60 and Over!

- No discount after October 31
- One discounted course per semester
- Mail-in registration only. No telephone or Web registration
- No walk-in registration scheduled
- Non-credit registrations may be faxed to 610-359-5054, only with credit card information
- Include credit card information or check payable to DCCC for the additional fees
- Include copy of proof of age if this is your first College Over 60 registration (license, birth certificate, passport, etc.)

Mail-In Registrations

See registration form on page 36.

Registrations will be processed as they are received and will be entered continuously. You will receive written confirmation of your registration or a phone call if there is a problem we can't resolve.

Non-Credit Courses

Although tuition will be waived for one course, not to exceed \$279, every course carries one or more special fees that the student must pay at registration as follows:

Computer Courses

Course Hours	Sponsor Cost	Non-Spon. Cost
8	\$5	\$40
12	\$5	\$53
16	\$10	\$70
20	\$80	\$80

Non-computer Courses

Course Hours	Sponsor Cost	Non-Spon. Cost
15+	\$9	*
Fewer than 15	\$6	*

- See registration form for additional \$5 records processing fee.
- Students from non-sponsoring school districts also pay the difference between sponsoring and non-sponsoring tuition. Sponsoring school districts are listed on page 35.

Call 610-359-5133 for more information.

Non-Credit Registration

Phone-in Registration

VISA, MasterCard, Discover or American Express only.

Delaware County Locations:

Call from 8:30 a.m. to 8 p.m. Monday-Friday
Marple Campus 610-359-5025

Chester County Locations:

Call from 9 a.m. to 4 p.m. Monday-Friday
Exton Center 610-450-6534

Fax-In Registration

VISA, MasterCard, Discover or American Express only.

610-359-5054 for Delaware County registrations.

610-450-6539 for Chester County registrations.

Third-party billing accepted only on purchase order or company letterhead. Must include complete billing address, contact name, phone number and signature of authorized company officer.

Mail-In Registration

Complete the registration form on page 36 and include the necessary payment (check or money order made payable to DCCC, or credit card information).

Walk-In Registration

The Student Records window (located in the lobby of Founders Hall on the Marple Campus) is open from 8:30 a.m. to 9:00 p.m. Monday through Thursday, and until 4 p.m. on Friday. Payment is required when you register.

Records Processing Fee

A records processing fee of \$5 per term (for one or more courses) is charged to all non-credit students.

Web

If you have attended classes during the previous term, go to www.dccc.edu and choose Student Records from the Web Services category. Log in, click on Student Services & Financial Aid, click on Registration and follow directions to register for courses. You may now make payment over the Web with your credit card.

Class Cancellation

The College reserves the right to cancel a course when registrations are fewer than the minimum required. Tuition and fees are refunded in full when a course is cancelled by the College. In addition, the College reserves the right to change time and/or instructors.

Non-Credit Refund Policy

Students wishing to drop a non-credit course for which they are registered will receive a 100% refund only if the appropriate office is notified before the starting date of the course.

Sponsoring School Districts

Sponsoring school districts in Delaware County support the College with tax dollars. Students from these districts pay lower tuition rates for most non-credit courses than do those from non-sponsoring districts. At present, the following districts sponsor the College: Garnet Valley (Bethel residents only), Haverford, Interboro, Radnor, Ridley, Rose Tree Media, Southeast Delco, Springfield, Upper Darby, Wallingford – Swarthmore (Swarthmore and Rutledge residents only) and William Penn.

Days of the Week Code

Monday **M**
Tuesday **T**
Wednesday **W**
Thursday **R**
Friday **F**
Saturday **S**
Sunday **U**

Services for Students with Disabilities

Students with Disabilities are provided access to all of our programs and services. Students seeking accommodations for learning, physical, or psychological disabilities must contact the director of special needs services located in the Career & Counseling Center at the Main Campus. For information about documentation requirements and reasonable accommodations, please contact the director at 610-325-2748 (V) or 610-359-5020 (TDD).

Office of Civil Rights

Delaware County Community College is an equal employment and educational opportunity institution conforming to all applicable legislation that prohibits discrimination. The College does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other characteristic protected by state or federal laws in its educational programs, activities, admission or employment policies, as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to: Betty Brown, associate dean for student success, room 2195, 610-359-5320; and/or Connie McCalla, vice president of human resources, room 3572, 610-359-5094. TTY for the hearing impaired: 610-359-5020.

DCCC is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104.

Registration Form

Please check one:

Online or Computer

Mail form and payment to:
DCCC, Community Education
901 S. Media Line Road
Media, PA 19063-1094
(Instructions on previous page.)

College Over 60

Mail form and payment to:
DCCC, College Over 60
901 S. Media Line Road
Media, PA 19063-1094

All Other

Mail form and payment to:
DCCC, Admissions Office
901 S. Media Line Road
Media, PA 19063-1094

Name _____ Social Security Number _____ Sex: ___ M ___ F

Address _____ E-mail Address _____

City _____ State _____ Zip _____

School District _____ Phone _____ Date of Birth _____
(where you reside)

U.S. Citizenship Resident Alien: No. _____ No Status Foreign National, Visa Type: ___ F ___ B ___ Other

Ethnicity (Optional): Hispanic/Latino Yes No

Race (Optional): Black/African American American Indian/Alaskan Native Asian
 Caucasian Native Hawaiian/Pacific Islanders Other _____

Please check here if your address is different from a previous DCCC registration.

Course #	CRN	Title	Amount
		Records processing fee (all students)	5.00
		Total	

Enclosed is my: Check Money Order (made payable to DCCC)

Charge my: VISA MasterCard Discover American Express Account No. _____

Signature _____ Expiration Date _____

