

# Return to Learn

Non-credit Course Guide

September through December 2011



Update your skills!



Chart a new career path!



Discover hidden talents!



Classes for every age and budget!

Delaware County  
Community College  
Serving Delaware and Chester Counties



# on your mark, get set, **learn!**

- **Cartooning**
- **Mad Science**
- **Computer Gaming**



**classes  
begin**

**October 1, 2011.**

**Call 610-359-5025**

**for more information  
or to register.**

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## NETWORKING

### **Microsoft®** IT Academy Program

Microsoft Certifications provide widely recognized validation of your ability to perform critical, current IT job roles.

**NEW**

#### **MCITP: Server Admin. Upgrade**

This course will prepare the current MCSA/MCSE to upgrade their skills and pass the 70-648/649 and 70-646 exams and earn the MCITP: Server Administrator credential. Students will also earn two MCTS credentials by passing these exams.

ITAC 2982 / Length: 80 hours

CRN	DAY	DATE	LOCATION
2097	MW	9/19-11/23	Marple

**Cost: \$2,999**

**NEW**

#### **MCTS: Windows 7 Configuration**

This course will prepare candidates to pass the 70-680 exam and earn a MCTS credential in Windows 7 Configuration.

ITAC 2981 / Length: 40 hours

CRN	DAY	DATE	LOCATION
2944	MW	8/8-9/14	Marple

**Marple Cost: \$1,599 (test voucher included)**

**NEW**

#### **MCITP: Server Administrator**

This course will prepare candidates to pass three exams (70-640, 70-642 and 70-646) and earn the MCITP Server Administrator credential. Students will also earn two MCTS credentials by passing these exams.

ITAC 2983 / Length: 120 hours

CRN	DAY	DATE	LOCATION
2953	TR	9/20/11-1/5/12	Marple

**Cost: \$4,598**

**Call 610-359-7344 for details.**

NOTE: The ITAC certification courses are not eligible for College Over 60 discount.

## INTERNET / CLASSROOM

**Too busy to attend long hours of classroom training? Try our new course structure that is 25% classroom and 75% online. Call 610-359-7344 for details.**



**EARN COLLEGE CREDITS**

#### **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 72-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.

##### **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)

ITAC 6006 / Length: 72 hours

CRN	DAY	DATE	TIME	LOCATION
1637	TR	9/20-11/17	6:00 pm-10:00 pm	Marple

**Cost: \$2,795 (test vouchers included)**

#### **CompTIA Network + Certification**

This 72-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.

ITAC 1003 / Length: 72 hours

CRN	DAY	DATE	TIME	LOCATION
2073	S	8/20-10/22	9:00 am-5:00 pm	Marple

**Cost: \$1,975 (test vouchers included)**

## COMPUTER SUPPORT/HELP DESK

### CompTIA A+ Certification- Computer Network Technician

(see Computer Forensics 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.

ITAC 1900 / Length: 180 hours

CRN	DAY	DATE	TIME	LOCATION
2071	MTWR	8/2-9/22	9:00 pm-5:00 pm	Marple
2956	MW	10/17/11-4/18/12	6:30 pm-10:00 pm	Marple

**Cost: \$4,599 (test vouchers included)**

### Windows 7 Enterprise Desktop Support Technician

This coursework prepares candidates to pass the 70-685 exam and is designed for candidates who support end users who run Microsoft Windows 7 in a corporate environment. Upon successful completion of the course candidates will understand how to resolve operating system issues by telephone, email, or by connecting to an end user's system remotely, or visiting an end user's desktop.

ITAC 2984 / Length: 72 hours

CRN	DAY	DATE	TIME	LOCATION
2962	TR	9/20-11/22	6:30 pm-10:00 pm	Marple

**Cost: \$1,975 (test voucher included)**

### CompTIA Security + Certification

**NEW**

The CompTIA Security+ certification designates knowledgeable professionals in the field of security, one of the fastest-growing fields in IT. Security threats are increasing in number and severity; even in a troubled economy, most businesses plan to maintain or increase their investment in security.

CompTIA Security+ is an international, vendor-neutral certification that proves competency in system security, network infrastructure, access control and organizational security. Many major organizations employ CompTIA Security+ certified staff. The CompTIA Network+ certification is recommended before taking this course.

ITAC 1906 / Length: 64 hours

CRN	DAY	DATE	TIME	LOCATION
2957	TR	10/25-12/20	6:00 pm -10:00 pm	Marple

**Cost: \$1,975 (test voucher included)**



## COMPUTER FORENSICS NETWORK TECHNICIAN (CFNT)

### Computer Forensics: a 21st Century Career!

(see CompTIA Certification)

The CFNT (Computer Forensics Network Technician) program combines the CompTIA A+ coursework with AccessData FTK. This program prepares the student to sit for two recognized and respected industry certifications: CompTIA A+ and AccessData ACE.

This hands-on program prepares you for careers in criminal investigations related to computer crimes. Computer crimes include crimes in which computers are targets of the criminal activity and in which computers are used as tools to complete the crime. Students build a PC in class to foster a thorough understanding of the hardware and software that make up a computer system

Computer forensics jobs are often through law-enforcement agencies, military and government intelligence agencies, and private security and consulting companies. The Computer Forensics Program certifications prepare you with thorough knowledge in cybercrime prevention, criminal investigation, and evidentiary presentation. Coursework includes but is not limited to:

- Computer Forensics as a career
- Cybercrime and Electronic Evidence
- Computer Forensics Basics
- Computer Forensics Advanced Skills
- Forensic Toolkit (FTK)
- ACE (AccessData Certified Examiner)

If you currently hold A+ certification, you will be able to begin with the forensics coursework.

ITAC 1952 / Length: 104 hours

**Prerequisite: A+ certification**

CRN	DAY	DATE	TIME	LOCATION
2683	MW	9/26-12/21	6:00 pm-10:00 pm	Marple

**Cost: \$3,700 (Forensics coursework only)**

## WEB DESIGN

### **NEW** CIW Web Design Specialist Certification

Train on campus – test on campus! This course is designed for the student looking to develop the skills necessary to specialize in website design. The coursework will enhance Web authoring skills to learn the essentials and best practices of Web design, including design theory, tools and technologies. As students progress through the course material, there is opportunity to sit for CIW Foundations certifications in addition to the Web Design Specialist. The coursework includes but is not limited to: advanced Web technologies, Web databases, Dreamweaver, and Flash; Web design elements and current issues in Web design.

ITAC 8204 / Length: 240 hours

CRN	DAY	DATE	TIME	LOCATION
2961	MW	9/19/11-4/4/12	6:00 pm-10:00 pm	Marple

Cost: \$5,395 (Books and testing vouchers 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
2872	MTWRF	10/17-10/28	9:00 am-1:00 pm	Exton
1338	MTWRF	11/7- 11/18	9:00 am-1:00 pm	Marple

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
2873	MTWRF	10/31-11/11	9:00 am-1:00 pm	Exton
1339	MTWRF	11/28-12/9	9:00 am-1:00 pm	Marple

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: 20 hours

CRN	DAY	DATE	TIME	LOCATION
2874	MTWRF	11/14-11/18	9:00 am-1:00 pm	Exton
1345	MTWRF	11/28-12/2	9:00 am-1:00 pm	Marple

Cost: \$400 (test vouchers included)

Authorized  
**PROMETRIC**  
TESTING CENTER™

See pages 38 through 40 for registration info.

To register call 610-359-7344.

## FREE Information Sessions



### INFORMATION TECHNOLOGY COMPUTER FORENSICS

Reserve a seat!

**August 18 or  
September 14  
7 p.m.**

**Call 610-359-7344 to register.**

MCITP • A+ • Cisco • Forensics • CIW

## 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, and how to know when you need to upgrade, add memory or buy a new monitor.

COM 1621 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
1347	S	9/17-9/24	9:00 am-1:00 pm	Marple

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, and contact sheets. Discover available accessories.

COM 0202 / Length: 4 hours

CRN	DAY	DATE	TIME	LOCATION
1348	S	11/19	9:00 am-1:00 pm	Marple

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
897	TWRF	9/6-9/9	9:00 am-11:00 am	Marple
1649	TWRF	9/6-9/9	1:00 pm-3:00 pm	Marple
2935	TR	9/20-9/29	6:00 pm-8:00 pm	SEAST

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
1342	S	9/10-10/1	9:00 am-1:00 pm	SEAST

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

### Computer Basics and 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
2004	T	10/4-11/22	6:30 pm-8:30 pm	Exton

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

### Windows 7

This hands-on course will guide you in maximizing the capability of the Windows 7 operating system. Explore the new tools and programs available; become familiar with managing files and data. Course work will cover the changes from Windows XP and Vista. Please note: competency with the mouse and basic file management is strongly recommended.

**Prerequisite: COM 3102 or equivalent skill.**

COM 0421 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
2958	TR	9/20-9/29	9:00 am-11:00 am	Marple
2959	TR	10/4-10/13	6:30 pm-8:30 pm	Marple
2960	S	11/5-11/12	9:00 am -1:00pm	Marple

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

### Computer Keyboarding

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
766	T	9/20-9/27	9:00 am-1:00 pm	Exton
2023	T	10/4-10/25	6:00 pm-8:00 pm	Marple

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

### Using the Computer and 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
752	MTWRF	10/3-10/7	9:00 am-1:00 pm	Marple

Cost: \$350

## 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
2937	S	12/3-12/10	9:00 am-1:00 pm	Marple

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

## Social Networking 101

Social networking websites help people connect with others who share interests, build online profiles and share media such as photos, music, other websites and even videos. What does that mean to you or your business? This course will take you on a guided tour of Facebook, Twitter and LinkedIn, three wildly popular social networking sites. Your questions will be answered with demonstrations of each, plus, good and bad practices for personal and business use. Learn about the most fascinating new way of connecting with others.

COM 1605 / Length: 4 hours

CRN	DAY	DATE	TIME	LOCATION
2098	S	11/5	9:00 am-1:00 pm	Marple

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

## Google Apps - WOW!

Come and learn the fantastic free tools that are yours to use as part of the growing list of Google applications. You will be amazed at the incredible things you can do with Google, productive for business and research, creative for personal and fun, all free. Your instructor will guide you, hands-on, every step of the way. This class is in high demand, so reserve early.

COM 1608 / Length: 4 hours

CRN	DAY	DATE	TIME	LOCATION
2100	S	11/12	9:00 am-1:00 pm	Marple

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

### Suggested Prerequisites:

COM 0101	Computer Basics
COM 1551	Quickbooks Pro Introductory
COM 1601	Introduction to Internet
COM 1653	Adobe Photoshop - PC
COM 1685	Dreamweaver Introduction
COM 3102	Using the Computer and Managing Files

See pages 38 through 40 for registration info.

## MICROSOFT OFFICE 2007

### 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
2027	S	10/8-10/15	9:00a m-1:00 pm	Marple

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

## 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
753	MTWRF	10/10-10/14	9:00 am-1:00 pm	Marple

**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
2028	T	9/13	8:30 am-5:00 pm	Marple
2875	R	10/6-10/13	9:00 am-1:00 pm	Exton
2876	M	10/10-10/17	6:00 pm-10:00 pm	PENN
2936	S	10/15-10/22	9:00 am-1:00 pm	SEAST

**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
1606	TR	10/11-10/27	6:30 pm-8:30 pm	Marple
2877	R	11/3-11/17	9:00 am-1:00 pm	Exton
2878	M	11/7-11/21	6:00 pm-10:00 pm	Penn

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

To register call 610-359-7344.

## EXCEL



## Excel Tips for Teachers

**NEW**

This class is designed for teachers to take advantage of Excel as a powerful tool for the classroom. Learn how to create spreadsheets, chart student data, create grade books, work with budgets, make a seating chart, and many other student activities. Make your job easier and more efficient by taking advantage of all the new features in Excel 2007. It's time to bring the best of the new technology into the classroom.

COM 0932 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
2026	S	10/1-10/8	9:00 am-1:00 pm	Marple

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

## 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
754	MTWRF	10/17-10/21	9:00 am-1:00 pm	Marple
832	S	10/22-11/19	9:00 am- 1:00 pm	Marple

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 and creating charts.

**Prerequisite: COM 3102 or equivalent skills**

COM 0901 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
1604	R	9/15	8:30 am- 5:00 pm	Marple
2879	T	10/11-10/18	6:00 pm-10:00 pm	PENN
2005	F	12/2	8:30 am-5:00 pm	DNT
2938	S	12/3-12/10	9:00 am- 1:00 pm	Marple

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

## Excel Intermediate

Learn to enhance a spreadsheet and use more advanced Excel techniques. 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 and hyperlinks.

**Prerequisite: COM 3102 or equivalent skills**

COM 0950 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
2881	T	11/15-11/29	6:00 pm-10:00 pm	PENN
2931	W	11/2-12/7	6:30 pm-8:30 pm	Marple
2880	TWR	12/13-12/15	9:00 am-1:00 pm	DNT

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

## ACCESS

## 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 and reports.

**Prerequisite: COM 3102 or equivalent skills**

COM 1101 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
1605	R	11/3	8:30 am-5:00 pm	Marple
765	F	10/28	8:30 am-5:00 pm	Exton

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

## 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
756	MTWRF	10/24-10/28	9:00 am-1:00 pm	Marple

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 and sharing info with other programs.

**Prerequisite: COM 3102 or equivalent skills**

COM 1201 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
2930	W	9/21	8:30 am-5:00 pm	Marple

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

## PowerPoint, Intermediate

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; and pack and go.

**Prerequisite: COM 3102 or equivalent skills**

COM 1202 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
2914	F	10/7-10/21	9:00 am-1:00 pm	Exton
2913	F	12/2-12/16	9:00 am-1:00 pm	Exton

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 and reconciling accounts.

**Prerequisite: COM 3102 or equivalent skills**

COM 1551 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
1004	MWF	10/31-11/4	10:30 am-2:30 pm	Marple
2934	MW	11/7-11/16	6:00 pm-9:00 pm	Marple

**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
2939	MW	12/5-12/14	6:00 pm-9:00 pm	Marple

**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
767	R	9/29	8:30 am-5:00 pm	Exton
762	TR	11/1-11/10	6:30 am-8:30 pm	Marple

**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 and advanced masking.

**Prerequisite: COM 1653 or equivalent skills**

COM 1657 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
2882	W	10/19-10/26	9:00 pm-1:00 pm	Exton
2024	MW	12/5-12/14	6:30 pm-8:30 pm	Marple

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

## 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 and building a site with frames.

**Prerequisite: COM 3102 or equivalent skills**

COM 1685 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
2025	S	10/22-11/12	9:00 am-1:00 pm	Marple

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

**For more information about computer training, call 610-359-7344.**

See pages 38 through 40 for registration info.

**Prerequisites:**

- COM 0101 Computer Basics
- COM 1551 Quickbooks Pro Introductory
- COM 1601 Introduction to Internet
- COM 1653 Adobe Photoshop - PC
- COM 1685 Dreamweaver Introduction
- COM 3102 Using the Computer and Managing Files

To register call 610-359-7344.

## DIGITAL PHOTOGRAPHY

### Photoshop Elements

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
2006	T	10/18-11/22	6:00 pm-8:40 pm	Exton
1344	TR	11/15-12/1	6:00 pm-9:15 pm	Marple

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

### Photo Magic with Photoshop Elements

Learn how to make the eye-catching finished photos you see in the photo store. Unleash the creative tools Photoshop Elements (and Photoshop CS), including brushes, painting tools, filters, effects and masks. We'll add borders and frames, electronic mats, build collages, make custom photo greeting cards, and turn paper into canvas. Techniques also apply to digital scrap-booking. Bring some of your own images on CD or flash drive.

**Prerequisite:** Photoshop Elements or Introduction to Photoshop CS; understanding of selection tools and layers a must.

COM 1674 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
2883	W	11/9-11/16	9:00 am-1:00 pm	Exton

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

### 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
895	W	10/5-10/26	6:00 pm-9:00 pm	Marple

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

### Digital Single Lens Reflex Camera

For this hands-on class you will need to bring your manual and digital SLR to class. Learn to get the most out of your Canon Rebel XT,20D,30D, Nikon D50,D70 or D100 (or any other Digital SLR). Topics include: explanation of the interlinking between aperture, shutter speed and ISO: learn to manipulate these settings, shooting in camera RAW format, and how to adjust your pictures on the computer.

**Prerequisite:** COM 3102

COM 0118 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
2099	MW	11/7-11/16	6:30 pm-8:30 pm	Marple

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

## How to Make Money with your Photos

**NEW**

This course is designed to serve as an introduction to stock image photography. The class will cover the process of contributing to a stock photography website, proper image criteria, tips for getting your images accepted, and gaining exposure for higher sales. Please bring five possible submission photos on a flash drive in high-resolution.

COM 0122 / Length: 4 hours

CRN	DAY	DATE	TIME	LOCATION
3005	T	12/6	6:00 pm-10:00 pm	Marple

**Cost:** Spons: \$70; Non-Spons: \$87

## 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
896	T	9/13-10/4	6:00 pm-9:00 pm	Marple

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

#### Prerequisites:

COM 0101	Computer Basics
COM 1551	Quickbooks Pro Introductory
COM 1601	Introduction to Internet
COM 1653	Adobe Photoshop - PC
COM 1685	Dreamweaver Introduction
COM 3102	Using the Computer and Managing Files

**For more information about computer training, call 610-359-7344.**

See pages 38 through 40 for registration info.

# Online Training Classes

## ... anytime and anywhere

DCCC has partnered with Education 2 Go to offer instructor-facilitated online courses that are informative, fun, convenient, and highly interactive, such as:

- Computer Applications
- Computer Programming
- Networking/Troubleshooting
- Web Design
- Business Courses
- Career Ideas
- Leisure
- Languages
- Teacher Education
- Test Preparation
- AND HUNDREDS MORE . . .

### How it Works

Courses are project oriented, include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Weekly lessons must be completed within 10 days. Courses can be completed from your home or office at any time. Once you complete your course objectives you can download a "Course Completion" letter for your records.

### Course Start Dates

A new section of every course will begin on each of the start dates listed below. Indicate your choice on registration form:

Section	Dates
September	9/21/11 – 11/11/11
October	10/19/11 – 12/9/11
November	11/9/11 – 12/30/11
December	12/14/11 – 2/3/12

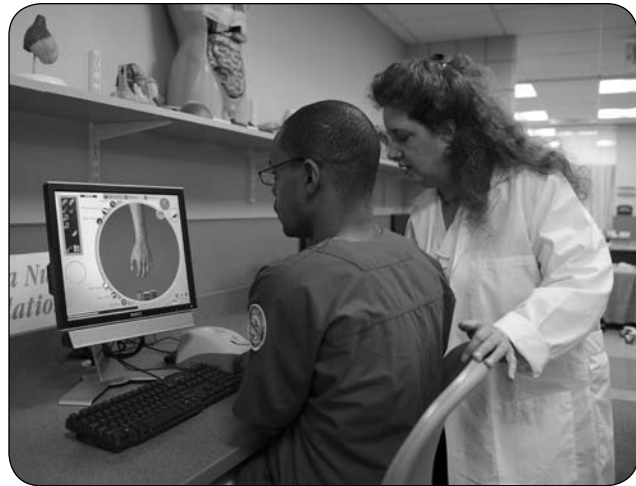
### How to Register

1. Select course(s)
  2. Select your start date.
  3. Submit your registration. See the form on page 40.
- Mail:** Complete form, include payment, and mail 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. Have credit card ready.
- NOTE:** Register no later than one week prior to start date. You will be e-mailed course instructions prior to start date. Follow instructions to participate in the required online orientation before you start your class.

### Requirements

All courses require Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer. Some courses may have additional requirements. Students must have prior computer experience. Not for first-time users.

See [ed2go.com/dc3](http://ed2go.com/dc3), then contact us to register, or use the registration form on page 40.



## 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 .....	27 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

**Ed2Go courses are not eligible for College Over 60 discount.**

To register call 610-359-5025.

## ALLIED HEALTH

### Multi-Skilled Health Technician (EKG and Phlebotomy Technician)

Each session in this program consists of 86 hours  
(Venipuncture 36 hours; EKG 50 hours)

#### Session 1 – August 22 through December 12

This session will start with EKG on Monday and Wednesday – August 22 through October 12; you will then begin the venipuncture portion of the training; the venipuncture course will be held on Monday and Wednesday evenings beginning on October 17 through December 12.

#### Session 2 – September 6 through December 15

This session will start with venipuncture beginning on Tuesday and Thursday – September 6 thru October 13. You will then begin the EKG portion of the training which will be held on Tuesday and Thursday evenings beginning on October 25 through December 15.

#### Session 3 - September 20 through December 6

##### Chester County Locations

This session has EKG and venipuncture running concurrently. The venipuncture class runs on Tuesday nights at the Downingtown Campus from September 20 through December 6 and the EKG class runs on Wednesday and Thursday nights at the Downingtown Campus from September 21 through November 9.



This certification program prepares you to take American Society of Phlebotomy Technicians (ASPT) certification exam for EKG technician as well as the National Health Career Association exam to certify you in phlebotomy. This hands-on training helps you develop the skills you need to work as a nurse aide, phlebotomist, or an EKG technician.

EKG coursework includes instruction in basic anatomy and physiology, the cardiovascular system, medical terminology, cardiovascular medications and effects, patient care, EKG and ECG administration, equipment operation and maintenance, interpretation of cardiac rhythm, patient record management, and professional standards and ethics.

The venipuncture component teaches basic phlebotomy techniques for adults, children and infants. Topics include aseptic methods and isolation procedures. Coursework incorporates how to draw blood samples from patients using a variety of intrusive procedures. Instruction is provided in basic vascular anatomy and physiology, blood physiology, skin-puncture techniques, venipuncture, venous specimen collection and handling, safety and sanitation procedures, and applicable standards and regulations.

Students must be 18 years of age to enroll in this program and present a high school diploma or GED. Students are strongly encouraged to begin the Hepatitis-B inoculation series before the class start date.

Book and materials are included in the tuition. Loan for tuition may be available; call Sallie Mae at 888-272-5543.

There is an additional fee for the phlebotomy exam which is given by a third party after the class ends.

JSPD 2823 / Length: 86 hours

CRN	DAY	DATE	TIME	LOCATION
2964	MW	8/22-12/12	6:30 pm-9:30 pm	Marple
2963	TR	9/6-12/15	6:30 pm-9:30 pm	Marple
2885	TWR	9/20-12/6	6:00 pm-9:00 pm	DNT

Cost: \$1,749

See individual venipuncture and EKG course dates below.

### EKG Technician (Electrocardiograph)

This Certification Program prepares students to be EKG technicians and to take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam. Includes practice and information on anatomy of the heart, and physiology, disease processes, medical terminology, ethics, legal aspects of patient contact, laboratory assisting, and electrocardiography and echocardiography. Provides practice with equipment and hands-on lab experience, including function and use of the EKG machine, anatomy of the chest wall, 12-lead placement, and other clinical practices. Offered in cooperation with Condensed Curriculum International, Inc.

Books and materials included. Loan for tuition may be available; call Sallie Mae at 888-272-5543.

JSPD 2822 / Length: 50 hours

CRN	DAY	DATE	TIME	LOCATION
2965	MW	8/22-10/12	6:00 pm-9:30 pm	Marple
2884	WR	9/21-11/9	6:00 pm-9:30 pm	DNT
2067	S	10/8-12/17	9:00 am-2:00 pm	Marple
2066	TR	10/25-12/15	6:00 pm-9:30 pm	Marple

Cost: \$1,199

NOTE: This course is not eligible for College Over 60 discount.

### Venipuncture (Phlebotomy Technician)

This course 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 and present a high school diploma or GED. Also, students are strongly encouraged to begin the Hepatitis-B inoculation series before the class start date. Book and materials are included in the tuition.

There is an additional fee for the phlebotomy exam, which is given by a third party after the class ends.

JSPD 2820 / Length: 36 hours

CRN	DAY	DATE	TIME	LOCATION
2069	TR	9/6-10/13	6:30 pm-9:30 pm	Marple
2000	T	9/20-12/6	6:00 pm-9:00 pm	DNT
1999	R	9/22-12/15	6:00 pm-9:00 pm	CCH
2966	T	9/27-12/13	9:00 am-12:00 pm	Marple
2068	F	10/28-12/10	6:30 pm-8:30 pm	Marple
	S		9:00 am-1:00 pm	Marple
1654	MW	10/17-12/12	6:30 pm-9:30 pm	Marple

Cost: \$550

## Medical Front Office

Validate your people and PC skills. This program provides the opportunity to earn certification as a Customer Service Specialist (CSS) and certification in Microsoft Office Word and Excel. 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. Students 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 (CSS) and the Microsoft Office Specialist Certification (MOS) testing.

### Course Orientation

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

COM 3300 / Length: 168 hours

CRN	DAY	DATE	TIME	LOCATION
1572	MWF	9/12-10/28	9:00 am-5:00 pm	Marple
2235	MWF	11/7-12/23	9:00 am-5:00 pm	Marple

Cost: \$4,999

## Health Unit Coordinator

Health Unit Coordinators are members of the supporting cast that helps maintain a health care facility's service and performance. These trained individuals may also be known as unit clerks, ward clerks, or unit secretaries. One of their main responsibilities is to act as a liaison between the patients and staff.

The College has developed a program to prepare candidates for the position of Health Unit Coordinator. The coursework will cover, but is not limited to: medical terminology, HIPAA, an overview of medical coding, Health Unit Coordinator theory and practice, and preparation to sit for certification in customer service skills (CSS) plus Microsoft Word and Excel.

JSPD 2814 / Length: 164 hours

CRN	DAY	DATE	TIME	LOCATION
2982	MWF	9/12-10/26	9:00 am-5:00 pm	Marple

Cost: \$3,750

## 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. A loan for tuition may be available; call Sallie Mae at 888-272-5543. No class DNT 11/23, 11/24.

CAR 3904 / Length: 52 hours

CRN	DAY	DATE	TIME	LOCATION
2892	MW	10/17-12/7	6:00 pm-9:30 pm	DNT
2893	MT	10/18-12/6	6:00 pm-9:30 pm	PENN
894	TR	10/18-12/8	6:00 pm-9:30 pm	Marple

Cost: \$1,899

NOTE: Not eligible for College Over 60 discount.

## Physical Therapy Aide

As a Physical Therapy Aide you work under the direction of a physical therapist and are generally responsible for non-technical duties such as preparing treatment areas, ordering devices and supplies, and transporting patients. You assist with services that help improve mobility, relieve pain, and prevent or limit permanent disabilities. You may be employed in nursing homes, hospitals, sports rehab centers and some orthopaedic clinics. Offered in cooperation with Condensed Curriculum International, Inc. Books and materials included. Loan for tuition may be available; call Sallie Mae at 888-272-5543. No class 11/23.

NOTE: This program does not include a national or state certification as part of its overall objectives.

CAR 3961 / Length: 52 hours

CRN	DAY	DATE	TIME	LOCATION
1613	MW	10/17-12/7	6:00 pm-9:30 pm	Marple

Cost: \$999

NOTE: Not eligible for College Over 60 discount.

See pages 38 through 40 for registration info.

## Dental Assistant

Become 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 five College-classroom lectures at DCCC, and four practicums plus the final exam at the Dental Learning Center in Exton. Upon successful completion, you will be able to perform the duties of a dental assistant. Training provided in radiology prepares you for the Pennsylvania Dental Radiology Certification Exam. Books and materials included. Loan for tuition may be available; call Sallie Mae at 888-272-5543.

CAR 3932 / Length: 80 hours

CRN	DAY	DATE	TIME	LOCATION
1007	S	9/10-11/12	8:00 am-5:00 pm	Marple

**Cost: \$2,850**

NOTE: When tuition payment is received in full, you may pick up your two textbooks, and homework due prior to the first class, in room 4157 at the Marple Campus. Registration deadline is two business days prior to class start date. You may contact Nina at the Dental Learning Center at 610-363-1980 to receive more details on the program, the field of dental assisting, job potential, and expected salary levels.

NOTE: Not eligible for College Over 60 discount.

## Dialysis Technician

Dialysis technicians, also called hemodialysis or renal dialysis technicians, work under the direction of senior technicians, nurses and doctors, operating kidney dialysis machines that filter waste products and excess fluids from the blood of patients whose kidneys can no longer perform this function. Dialysis technicians initiate, monitor, and discontinue dialysis treatments for the renal failure patient. Offered in cooperation with Condensed Curriculum International, Inc. Books and materials included. Loan for tuition may be available; call Sallie Mae at 888-272-5543. No class 11/23, 11/24.

CAR 4127 / Length: 52 hours

CRN	DAY	DATE	TIME	LOCATION
2890	MW	10/17-12/7	6:00 pm-9:30 pm	DNT
2008	MW	10/17-12/7	6:00 pm-9:30 pm	Marple
2891	TR	10/18-12/8	6:00 pm-9:30 pm	PENN

**Cost: \$999**

NOTE: Not eligible for College Over 60 discount.

## Ophthalmic Assistant

Train to work with ophthalmologists, administering routine eye exams and providing patient education. As an ophthalmic assistant you may also handle pre- and post-operative exams for cataract surgery and visual field exams for glaucoma or neurological patients. Work directly with patients, documenting their medical histories, administering diagnostic tests, measuring and recording vision, and testing eye-muscle function. Provide contact lens education, give eye medications, and maintain optical instruments. Make appointments, answer phones, and keep records. Offered in cooperation with Condensed Curriculum International, Inc. Books and materials included. Loan for tuition may be available; call Sallie Mae at 888-272-5543. No class 11/24.

CAR 4126 / Length: 52 hours

CRN	DAY	DATE	TIME	LOCATION
2009	TR	10/18-12/8	6:00 pm-9:30 pm	Marple

**Cost: \$999**

NOTE: Not eligible for College Over 60 discount.

## Test of Essential Academic Skills (TEAS®) Prep

Replaces NET Prep for nursing candidates. Reviews all components of the TEAS Prep exam, including math, reading strategies, vocabulary, science and critical thinking skills. Includes test-taking strategies. Book included.

CAR 4123 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
2818	S	9/10-10/1	9:00 am-12:00 pm	SEAST
2010	MW	9/12-9/28	7:30 pm-9:30 pm	Marple
2886	MT	9/19-9/27	6:00 pm-9:00 pm	DNT
2887	MTWR	10/3-10/6	6:30 pm-9:30 pm	Exton

**Cost: Spon. \$158; Non-spon. \$180**

## Math Review for Nurses

Assists current and prospective workers in improving math skills that are needed daily on the job. Includes general math review; metric, apothecary, and American systems of measurement; intravenous, body-surface and pediatric drug and medication dosages; and unit converter and measurement conversion. No class 11/23, 11/24.

CAR 4133 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
2889	TW	11/1-12/6	6:30 pm-8:30 pm	PENN
2888	TR	11/8-12/13	6:00 pm-8:00 pm	DNT

**Cost: Spon. \$195; Non-spon. \$215**

## CPR TRAINING

Delaware County Community College Emergency Services Education Department offers CPR and First Aid training courses. All courses include the new 2010 guidelines and are conducted by American Heart Association instructors. Upon successful completion you will receive a course completion card issued by the American Heart Association.

**NOTE: Registration closes 10 days before each start date in order to mail course materials to students.**

“The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association.”

## BLS Healthcare Provider

Recommended for all licensed and certified healthcare professionals, but is open to all who want to learn the basic life support skill in CPR. The cost includes all materials, including the course completion card which will be mailed to you.

ESPD 5580 / Length: 6 hours

CRN	DAY	DATE	TIME	LOCATION
2984	S	9/17	9:00 am-3:00 pm	Marple
2986	S	10/22	9:00 am-3:00 pm	Marple
2987	S	11/19	9:00 am-3:00 pm	Marple

Cost: \$65

## BLS Healthcare Provider Renewal

A refresher course available only to currently certified AHA BLS Healthcare Providers. Proof of certification is required. The cost includes all materials, including the Healthcare Provider course completion card which will be mailed to you.

ESPD 5596 / Length: 3 hours

CRN	DAY	DATE	TIME	LOCATION
2985	S	10/1	9:00 am-12:00 pm	Marple

Cost: \$40

# FREE Information Sessions



## Allied Health Programs

- Dental Assistant
- Dialysis Technician
- EKG Technician
- Health Unit Coordinator
- Medical Front Office
- Ophthalmic Assistant
- Pharmacy Technician
- Physical Therapy Aide
- Venipuncture

Reserve a seat!

**August 16 or September 21  
7 p.m.**

**610-359-5025**

See pages 38 through 40 for registration info.

**FREE**

## ONE-SESSION CAREER WORKSHOP

### First Steps

Confused about your career direction and unsure what to do first? This free, one-session workshop may be for you. A counselor explains the wide variety of career counseling services available at DCCC for community residents. Learn how to use the Career Resource Center's computer programs for career exploration and other materials. Call the Career Center at 610-359-5324 to register for one of the following dates.

DAY	DATE	TIME	LOCATION
M	9/12, 10/10, 11/14 or 12/12	6:00 pm-8:00 pm	Marple

**FREE**

## ONE-SESSION JOB-SEARCH WORKSHOPS

Call the Student Employment Services & Co-op Office at 610-359-5304 to register for one of the dates listed with each workshop.

### Resume Writing

Learn to structure a resume that accurately reflects your skills, abilities and experience relative to your career goals.

DAY	DATE	TIME	LOCATION
T	9/13 or 11/1	6:00 pm-7:00 pm	Marple
W	10/5 or 11/30	6:00 pm-7:00 pm	Marple

### Interviewing Strategies

What do employers want in a candidate? What questions will they ask? How should I answer? How do I sell myself?

DAY	DATE	TIME	LOCATION
W	9/21 or 11/9	6:00 pm-7:00 pm	Marple
T	10/11 or 12/6	6:00 pm-7:00 pm	Marple

### Networking for Your Career

Learn to develop relationships or "contacts" to build partnerships that support you in pursuit of your career goals.

DAY	DATE	TIME	LOCATION
T	9/27 or 11/15	6:00 pm-7:00 pm	Marple

### Soft Skills in the Workplace

Get the lowdown on what personal qualities, habits, attitudes and social graces make someone a valued employee.

DAY	DATE	TIME	LOCATION
W	10/26 or 12/14	6:00 pm-7:00 pm	Marple

## Professional Development CAREER DEVELOPMENT

### 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-hour sessions

CRN	TIME	LOCATION
494	By appointment	Marple

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 / Length: one 1-hour session following test.

CRN	TIME	LOCATION
503	By appointment	Marple

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.

CAR 2140 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
493	T	9/20-11/22	9:30 am-11:30 am	Marple

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

### Navigating Your Career in Challenging 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.

CAR 4118 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
1620	M	9/19-11/21	6:00 pm-8:00 pm	Marple

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

## SMALL BUSINESS RESOURCES

### 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: 10 hours

CRN	DAY	DATE	TIME	LOCATION
1619	M	9/12-10/10	7:00 pm-9:00 pm	UDHS
1616	T	9/13-10/11	8:05 pm-10:05 pm	Marple

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

### Grant Writing and Research

Find out what it takes to prepare a successful proposal for funding for your organization, 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: 4 hours

CRN	DAY	DATE	TIME	LOCATION
763	W	10/5-10/12	6:00 pm-8:00 pm	Marple
1592	F	10/7	9:00 am-1:00 pm	Exton
829	W	11/30	9:00 am-1:00 pm	DNT

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: 6 hours

CRN	DAY	DATE	TIME	LOCATION
2075	W	10/26-11/2	6:00 pm-9:00 pm	Marple
1593	F	10/28	9:00 am-4:00 pm	Exton
875	F	12/2	9:00 am-4:00 pm	DNT

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 4146 / Length: 4 hours

CRN	DAY	DATE	TIME	LOCATION
1016	W	10/5-10/12	6:00 pm-8:00 pm	Marple

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

### Introduction to Interior Decorating and Layout

See page 25.

### 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: 4 hours

CRN	DAY	DATE	TIME	LOCATION
2819	T	11/8-11/15	8:05 pm-10:05 pm	Marple

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

## CAREER TRAINING

### Professional 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: 12 hours

CRN	DAY	DATE	TIME	LOCATION
898	M	9/26-10/17	6:00 pm-9:00 pm	Exton
771	S	10/1-10/22	12:00 pm-3:00 pm	Marple

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: 6 hours

CRN	DAY	DATE	TIME	LOCATION
768	W	9/14-9/21	6:00 pm-9:00 pm	Marple
2894	W	10/26	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: 6 hours

CRN	DAY	DATE	TIME	LOCATION
2895	W	11/9	9:00 am-4:00 pm	Exton

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

See pages 38 through 40 for registration info.

To register call 610-359-5025.

## 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: 12 hours

CRN	DAY	DATE	TIME	LOCATION
1611	M	9/19-10/31	6:00 pm-8:00 pm	Marple

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

## Intro 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: 10 hours

CRN	DAY	DATE	TIME	LOCATION
2076	M	10/3-10/31	8:05 pm-10:05 pm	Marple

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

## Life Coaching—The Profession

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. Then reinforce your new language and communication process, learning methods to attract and retain clients, and strengthen your coaching business foundation.

CAR 4135 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
2090	S	10/1-10/22	9:00 am-1:00 pm	Marple

Cost: Spon. \$145; Non-spon. \$185

## Join Our Team of Qualified Instructors

The Community and Corporate Education Division is looking for qualified instructors with new ideas in the areas of professional growth and community programs. Please send your resume and course proposal to:

Delaware County Community College  
 Community and Professional Programs  
 901 South Media Line Road, Media, PA 19063  
 or email [nsmith@dccc.edu](mailto:nsmith@dccc.edu)

## 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: 30 hours

CRN	DAY	DATE	TIME	LOCATION
2085	M	9/12-11/14	6:30 pm-9:30 pm	UDHS
505	S	9/17-11/19	10:00 am-1:00 pm	Marple

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.

CAR 3250 / Length: 30 hours

CRN	DAY	DATE	TIME	LOCATION
2086	W	9/14-11/16	6:30 pm-9:30 pm	UDHS
1614	M	9/19-11/21	6:30 pm-9:30 pm	Marple

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: 8 hours

CRN	DAY	DATE	TIME	LOCATION
1349	T	10/11-11/1	8:05 pm-10:05 pm	Marple

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

# Certificate Programs

## WORLD INSTRUCTOR TRAINING SCHOOLS (WITS)

### Certified Personal Trainer

On-campus lectures and hands-on training at an athletic club, covering biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment, will prepare you to work with clients. Program consists of 15 hours of lecture, 15 hours of practical training and the National Exam, which is held on the 6th week. An additional 30-hour internship provided by WITS then prepares you to work successfully in the field. Proof of current CPR/AED and internship are required to receive a certificate. Additional cost for required textbook; call 888-330-9487 to order and start reading immediately.

CAR 3564 / Length: 36 hours

CRN	DAY	DATE	TIME	LOCATION
2810	TR	10/4-11/10	6:30 pm-9:30 pm	Marple

Cost: \$599

NOTE: A free information session on Tuesday, September 20, 11:00 a.m.-12:00 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.

NOTE: Not eligible for College Over 60 discount.

### 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 page 15 under Small Business Resources. Individual courses are open to all; pursuit of Certificate is 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: 10 hours

CRN	DAY	DATE	TIME	LOCATION
1008	T	9/13-10/11	6:00 pm-8:00 pm	Marple

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: 10 hours

CRN	DAY	DATE	TIME	LOCATION
828	T	10/18-11/15	6:00 pm-8:00 pm	Marple

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, Annuals and Bulbs—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: 16 hours

CRN	DAY	DATE	TIME	LOCATION
825	T	9/27-11/15	6:00 pm-8:00 pm	Marple

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: 16 hours

CRN	DAY	DATE	TIME	LOCATION
770	R	9/29-11/17	8:05 pm-10:05 pm	Marple

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 region, and learn how to prepare and care for them in the landscape.

CAR 3848 / Length 16 hours

CRN	DAY	DATE	TIME	LOCATION
826	T	9/27-11/15	8:05 pm-10:05 pm	Marple

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

See pages 38 through 40 for registration info.

## Landscape/Retail Business

Explore the management and operation of a retail garden center and a landscape business. Retail garden center includes advertising; signage; ordering, display and care of plant material; and gardening supplies in a retail setting. Discussion of the landscape business includes dividing; pruning; plant propagation; digging trees and scrubs; sodding steps; diseases, insects and weeds in lawns; aeration; dethatching; diseases and insects of trees and shrubs; hardscaping; insurances; and job pricing and bookkeeping.

CAR 3849 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
827	R	9/29-11/17	6:00 pm-8:00 pm	Marple

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

## 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. Students requiring retests are also accommodated; call 484-237-6242 for information.

### Food Manager's Certification

EAT 0031 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
744	MW	9/12-9/21	5:30 pm-9:30 pm	DNT
2896	MW	10/10-10/19	5:30 pm-9:30 pm	DNT
2897	MW	10/24-11/2	5:30 pm-9:30 pm	PENN
2898	MW	11/7-11/16	5:30 pm-9:30 pm	DNT
2899	MW	12/5-12/14	5:30 pm-9:30 pm	DNT

**Cost: \$155**

### Food Manager's Recertification

EAT 0034 / Length: 7.5 hours

CRN	DAY	DATE	TIME	LOCATION
2900	MW	9/26-9/28	5:30 pm-9:30 pm	DNT
2901	MW	11/28-11/30	5:30 pm-9:30 pm	DNT

**Cost: \$100**

## Join Our Team of Qualified Instructors

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Delaware County Community College  
 Community and Professional Programs  
 901 South Media Line Road, Media, PA 19063  
**or email [nsmith@dccc.edu](mailto:nsmith@dccc.edu)**

## Test Preparation

### 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 11/24.

### Praxis I: Math

CAR 3759 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
820	M	9/19-10/24	6:00 pm-8:00 pm	Marple

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

### Praxis I: Reading/Writing

CAR 3760 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
821	R	9/22-10/27	6:00 pm-8:00 pm	Marple

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

### Praxis II: Fundamental Subjects

CAR 3843 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
2820	M	10/31-12/5	6:00 pm-8:00 pm	Marple

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

### Praxis II: Elementary Education

CAR 3937 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
2077	R	11/3-12/15	6:00 pm-8:00 pm	Marple

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

## TEAS®

### Test of Essential Academic Skills (TEAS®) Prep

CAR 4123

See page 12.

## SAT

### SAT Prep Course: Math

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

YTH 9187 / Length: 9 hours

CRN	DAY	DATE	TIME	LOCATION
1336	M	9/19-10/24	6:30 pm-8:00 pm	UDHS
575	T	9/20-10/25	6:30 pm-8:00 pm	Marple
2020	TR	10/4-10/20	6:00 pm-7:30 pm	PENN
2019	MW	10/10-10/26	7:35 pm-9:00 pm	Exton
2089	S	10/15-11/19	10:00 am-11:30 am	Marple

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

### SAT Prep Course: Verbal and Reading Comprehension

Helps develop test-taking skills and strategies through exercises in vocabulary, reading, writing and grammar. Covers comprehension of short and long passages, analysis of fiction and nonfiction writings, SAT-type vocabulary, and recognition of grammatical errors in sentence and paragraph structure. No actual composition writing is involved; see separate Essay Writing course below. All questions are multiple choice. Book included.

YTH 9186 / Length: 9 hours

CRN	DAY	DATE	TIME	LOCATION
1337	W	9/21-10/26	6:30 pm-8:00 pm	UDHS
576	R	9/22-10/27	6:30 pm-8:00 pm	Marple
2836	TR	10/4-10/20	7:35 pm-9:05 pm	PENN
2021	MW	10/10-10/26	6:00 pm-7:30 pm	Exton
500	S	10/15-11/19	11:35 am-1:05 pm	Marple

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

### SAT Prep Course: Essay Writing

Provides guidance in the steps required to produce an acceptable two-page, 500-word essay on a given topic within 25 minutes. Typical SAT topics will be used in the practice essays, which will be written in class and at home. All essays will be individually corrected, and all students will receive help with improving their writing skills.

YTH 9669 / Length: 6 hours

CRN	DAY	DATE	TIME	LOCATION
2088	W	9/28-10/12	6:00 pm-8:00 pm	Marple

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

## 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 included. Students should be at an 8th-10th grade proficiency level before registering for this course. Call 610-359-5025 for course questions. No class 11/23, 11/24.

CSP 2120 / Length: 30 hours

CRN	DAY	DATE	TIME	LOCATION
2830	S	9/10-11/12	9:00 am-12:00 pm	SEAST
504	MW	9/12-10/19	7:00 pm-9:30 pm	UDHS
2829	TR	9/13-11/1	8:05 pm-10:05 pm	Marple
2912	R	9/22-12/1	6:30 pm-9:30 pm	DNT
1621	MW	10/10-11/30	8:05 pm-10:05 pm	Marple
573	MW	10/24-12/5	7:00 pm-9:30 pm	UDHS
2902	TR	10/27-12/1	6:00 pm-9:00 pm	PENN

Cost: \$217

### GED Math Concepts

**NEW**

Helps you review for the math sub-section of the GED test. Recommended for those who have taken the test but need to repeat the math section, or those who are struggling with math as they prepare to take the test for the first time. No class 11/24.

CSP 5263 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
2910	TR	10/4-11/3	6:00 pm-8:00 pm	PENN
2911	MW	11/2-12/7	6:30 pm-8:30 pm	DNT

Cost: \$175

### GED Test

Delaware County Community College also administers the GED test at an additional cost. Students under 19 must meet special requirements to register for the test.

GED is a registered trademark of the American Council on Education and may not be used or reproduced without the express written consent of the American Council on Education.

For information on testing at Marple Campus call 610-359-7373. For information on GED testing in Chester County call 484-237-6245.

See information about free GED on page 29.

See pages 38 through 40 for registration info.

To register call 610-359-5025.

# Learning Languages

## ESL

### Introduction to English as a Second Language

If you are a non-English speaker and/or a non-reader of English, this is the course for you! Your learning will focus on the alphabet, basic phonics, and beginning reading, speaking and listening skills in English. Book included.

No class 11/26.

CSP 5269 / Length: 20 hours

CCRN	DAY	DATE	TIME	LOCATION
2976	TR	9/27-10/27	6:30 pm-8:30 pm	Exton
2974	S	10/1-12/10	1:00 pm-3:00 pm	Marple

Cost: \$195

### 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 40.

CSP 5021 / Length: 40 hours

#### Levels 1 through 4

CRN	DAY	DATE	TIME	LOCATION
496	MW	9/12-11/16	7:30 pm-9:30 pm	UDHS
1010	TR	9/13-11/17	1:40 pm-3:40 pm	Marple
1618	TR	9/13-11/17	4:00 pm-6:00 pm	Marple
495	TR	9/13-11/17	8:05 pm-10:05 pm	Marple

#### Levels 1 and 2 only

CRN	DAY	DATE	TIME	LOCATION
1003	MW	9/26-11/16	6:00 pm-8:30 pm	Exton
2863	TR	9/27-11/17	6:00 pm-8:30 pm	PENN

Cost: \$210

### 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 11/23, 11/24.

CSP 5258 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
2864	R	9/22-12/1	6:00 pm-8:00 pm	Exton
2827	W	9/28-12/7	8:05 pm-10:05 pm	Marple

Cost: \$195

## Elementary Grammar for Foreign Students

**NEW**

Learn and practice your grammar skills in this high beginning multi-skills course incorporating listening, speaking, reading, and writing activities focused on everyday life. Book included. Upon successful completion of this course, you may be eligible for three academic credits. No class 11/23.

CSP 5268 / Length: 45 hours

CRN	DAY	DATE	TIME	LOCATION
2973	MW	9/19-12/5	8:05 pm-10:05 pm	Marple

Cost: \$350

### Conversational English

Helps high-level ESL speakers advance their communication skills even further in order to function in an English-speaking environment. Students participate in oral presentations, role playing, debates, reading activities and group discussions. Not for beginning speakers. No class 11/23.

CSP 5241 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
1340	W	10/5-11/30	6:00 pm-8:30 pm	Exton

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 11/24.

CSP 5232 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
824	R	9/22-12/1	6:00 pm-8:00 pm	Marple

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 11/23, 11/24.

CAR 3956 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
2865	T	11/8-11/29	6:00 pm-9:00 pm	PENN
2011	WR	12/7-12/15	6:00 pm-9:00 pm	Exton

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. This is a test-preparation course for students who are already fluent in English. Does not include instruction in ESL. Book included.

No class 11/24.

CAR 3311 / Length: 48 hours

CRN	DAY	DATE	TIME	LOCATION
890	TR	9/13-12/6	8:05 pm-10:05 pm	Marple

Cost: \$295

## 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 11/24.

### Beginning Chinese

CAR 2189 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
2012	R	10/27-12/8	6:00 pm-8:40 pm	Exton

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

### Beginning French

CAR 2116 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
491	M	9/19-11/7	8:05 pm-10:05 pm	Marple
2013	T	9/20-10/25	6:00 pm-8:40 pm	Exton

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

### Intermediate French

CAR 2190 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
2014	T	11/1-12/6	6:00 pm-8:40 pm	Exton

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

### Beginning German

CAR 2117 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
2074	R	9/15-11/3	8:05 pm-10:05 pm	Marple
2869	R	11/3-12/15	6:00 pm-8:40 pm	Exton

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

### Beginning Italian

CAR 2111 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
581	W	9/14-11/2	6:00 pm-8:00 pm	Marple
2821	W	9/14-11/2	7:00 pm-9:00 pm	UDHS
892	M	9/19-10/24	6:00 pm-8:40 pm	Exton

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

### Intermediate Italian

CAR 2436 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
2015	M	10/31-12/5	6:00 pm-8:40 pm	Exton

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

### Beginning Spanish

CAR 2129 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
772	W	9/14-11/2	7:00 pm-9:00 pm	UDHS
2866	W	9/21-10/26	6:00 pm-8:40 pm	Exton
492	R	9/22-11/10	6:00 pm-8:00 pm	Marple

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

### Intermediate Spanish

CAR 3356 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
2867	W	11/2-12/14	6:00 pm-8:40 pm	Exton

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

### Conversational Spanish

CAR 4015 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
2868	T	11/8-12/13	6:00 pm-8:40 pm	Exton

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: 20 hours

CRN	DAY	DATE	TIME	LOCATION
1615	W	9/14-11/16	6:00 pm-8:00 pm	Marple

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

### Intermediate Sign Language

Enhances and expands those skills previously acquired in Sign Language for Beginners. The same textbook will be utilized in this course; bring your copy to class.

CAR 3049 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
2822	R	9/15-11/17	6:00 pm-8:00 pm	Marple

Cost: Spon. \$147; Non-spon. \$217

See pages 38 through 40 for registration info.

# 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.

LSP 5577 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
823	F	9/16-11/4	6:00 pm-8:00 pm	Marple

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: 20 hours

CRN	DAY	DATE	TIME	LOCATION
1617	F	9/16-11/18	7:00 pm-9:00 pm	Marple

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

### Acrylic Painting

Learn the basics of acrylics in a studio setting, including 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: 16 hours

CRN	DAY	DATE	TIME	LOCATION
2967	M	9/19-11/7	6:00 pm-8:00 pm	Marple

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

### 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. No class 11/26.

LSP 5672 / Length: 4 hours

CRN	DAY	DATE	TIME	LOCATION
1657	S	11/5-11/12	9:00 am-11:00 am	Marple
1608	S	11/5-11/12	11:30 am-1:30 pm	Marple

Cost: Spon. \$110; Non-spon. \$130

### 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 10/3.

CAR 3567 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
1006	M	9/19-10/17	8:05 pm-10:05 pm	Marple

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

See page 8 for hands-on digital course utilizing the computer.

### DANCE

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



### Latin Rhythm

Includes Rumba, Salsa and Cha Cha.

LSP 5617 / Length: 4 hours

CRN	DAY	DATE	TIME	LOCATION
1012	T	9/20-10/11	6:30 pm-7:30 pm	Marple

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

### Smooth Ballroom

Includes Foxtrot, Waltz and Tango.

LSP 5618 / Length: 4 hours

CRN	DAY	DATE	TIME	LOCATION
1013	T	9/20-10/11	7:45 pm-8:45 pm	Marple

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

### MUSIC

### Piano I

Through group instruction in our electronic piano lab you will gain a thorough understanding of basic music concepts and learn to play some of the most familiar compositions. Access to a piano for practice is strongly recommended. Book included.

LSP 5463 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
501	M	9/12-11/14	6:00 pm-8:00 pm	Marple

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

See pages 38 through 40 for registration info.

## Intermediate Piano

As a continuation of the Piano I course you will engage in the art of making music and learning to read new compositions. You will work with popular songs and learn how to analyze music so new scores can be played. Piano I book required.

LSP 5646 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
1350	M	9/12-11/14	8:05 pm-10:05 pm	Marple

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

## Piano II

Having completed Piano I and Intermediate Piano, you are ready for this course! You will review the chords and keys previously studied, and will develop the knowledge and techniques you require to play in the most frequently used keys. Book included.

LSP 5524 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
2968	W	9/14-11/16	6:00 pm-8:00 pm	Marple

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 10/4.

CAR 3080 / Length: 16 hours

CRN	DAY	DATE	TIME	LOCATION
499	T	9/20-11/15	8:05 pm-10:05 pm	Marple
1591	M	10/24-12/12	7:00 pm-9:00 pm	Exton

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

### Additional Writing Options

#### Grant Writing and Research

See page 15.

#### Grant Writing II

See page 15.

#### Writing for Foreign Students Learning English

See page 20.

## Personal Interest and Enrichment



## MATH AND READING

### Math Boot Camp for Adult Learners

Designed to assist adult learners who need a general math review to improve skills for success in higher education or to use daily on the job. Reviews arithmetic signs, symbols and operations; fractions, decimals and percentages; algebraic terms, linear equations and inequalities; exponents, and simplifying and factoring problems; lines, points and space; Pythagorean theorem; geometric measurements and congruence; coordinate geometry, and perimeter/area and volume/surface.

CAR 4134 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
2022	W	9/28-10/18	6:00 pm-8:00 pm	Marple
2859	M	10/3-12/5	6:00 pm-8:00 pm	Exton

Cost: Spon. \$198; Non-spon. \$218

### Reading Boot Camp for Adult Learners

NEW

Designed to assist adult learners in strengthening skills in word analysis, vocabulary development and reading comprehension skills.

CAR 5002 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
2975	TR	10/4-11/3	6:00 pm-8:00 pm	Marple
2977	TR	10/11-11/10	6:30 pm-8:30 pm	DNT

Cost: Spon. \$198; Non-spon. \$218

## INVESTING, FINANCE AND LAW

### Brilliant Frugal Living

Stretching a dollar means more today than it ever has. Learn how to do more on less without sacrificing anything.

LSP 5698 / Length: 2 hours

CRN	DAY	DATE	TIME	LOCATION
2853	W	11/2	6:00 pm-8:00 pm	DNT

Cost: Spon. \$45; Non-spon. \$55

### Personal Financial Planning

Think like a financial professional, ignore the media hype and common sales practices, and get your finances in order. Explore the basics of financial planning and investing, how to plan for retirement, and how to avoid common mistakes.

LSP 5677 / Length: 6 hours

CRN	DAY	DATE	TIME	LOCATION
2858	M	10/3-10/17	6:00 pm-8:00 pm	Exton
2081	T	10/4-10/18	8:05 pm-10:05 pm	Marple

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

### Tax-free Retirement

Make the most of your retirement dollars. Understand the difference between a tax-deferred plan and a tax-free plan, identify types of retirement income and their tax consequences, discover strategies for keeping more of what you earn, and explore alternatives to retirement plans.

LSP 5694 / Length: 4 hours

CRN	DAY	DATE	TIME	LOCATION
2860	T	10/4-10/11	6:00 pm-8:00 pm	Exton

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

### Stocks and Bonds

Understand the financial markets. Includes stocks, bonds, options, futures, risk factors, profit opportunities and more. No previous investing experience necessary.

LSP 5576 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
1002	M	10/31-11/21	6:00 pm-8:00 pm	Exton

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

### Debt-FREE & Prosperous Living™

Pay off credit cards, car, mortgage and other debts in record time, 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: 3 hours

CRN	DAY	DATE	TIME	LOCATION
769	W	10/12	6:30 pm-9:30 pm	Marple

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

### Little Known Secrets of Paying for College

Find out to send your child to college without bankrupting your retirement. Discover strategies that may enable you to qualify for financial aid, sources for scholarships, and how to maximize your wealth while minimizing your tax exposure, giving you greater cash flow for funding a college education.

LSP 5681 / Length: 4 hours

CRN	DAY	DATE	TIME	LOCATION
2080	M	9/19-9/26	6:00 pm-8:00 pm	Marple
2017	R	10/20-10/27	7:00 pm-9:00 pm	Exton
2018	W	11/16	6:00 pm-10:00 pm	PENN

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

### Understanding College Financial Aid Award Letters

Your child has been accepted to various colleges and now you have numerous financial aid letters to decipher. Find out how these letters compare, how to appeal the letter, and what are the various loan options and best ways to pay.

LSP 5693 / Length: 4 hours

CRN	DAY	DATE	TIME	LOCATION
2861	M	11/7-11/14	6:00 pm-8:00 pm	Exton
2862	M	12/5-12/12	6:00 pm-8:00 pm	PENN

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

### 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: 3 hours

CRN	DAY	DATE	TIME	LOCATION
738	T	10/4	6:00 pm-9:00 pm	Exton
2857	M	10/17	6:00 pm-9:00 pm	PENN
574	T	11/1	7:00 pm-10:00 pm	Marple

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

## KITCHEN DESIGN

### Kitchen Design

For those renovating a current kitchen or planning one as part of new construction. Learn to create a detailed floor plan, design a good layout for space, and choose cabinets, appliances, furnishings, lighting and finishing materials.

LSP 3902 / Length: 18 hours

CRN	DAY	DATE	TIME	LOCATION
2854	R	9/29-11/3	6:00 pm-9:00 pm	Exton

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

## BON APPÉTIT

### Introduction to Culinary Skills

For you who wish to acquire or expand food preparation skills. Covers a different area of preparation each week and includes knife skills, soup and salad making, meat and fish preparation, and baking.

EAT 0017 / Length: 30 hours

CRN	DAY	DATE	TIME	LOCATION
2843	T	10/11-12/13	6:00 pm-9:00 pm	PENN

Cost: \$355

### **NEW** Culinary Skills II

Have you been cooking for awhile and would like a fresh outlook on dinner—and breakfast and lunch, too? Then upgrade your skills with creative ideas and new techniques for the more sophisticated cook. You will learn how to prepare delicious meals fit for your family.

EAT 0017 / Length: 30 hours

CRN	DAY	DATE	TIME	LOCATION
2844	R	10/6-12/15	6:00 pm-9:00 pm	PENN

Cost: \$355

### **NEW** Comfort Soups and Cozy Desserts

Make great soups for the winter months—one soup each class, some with a new twist—then follow up with an old-fashioned dessert like Grandmother used to make. Enjoy generous samples in class and take home printed recipes.

EAT 1103 / Length: 4 hours

CRN	DAY	DATE	TIME	LOCATION
2846	W	10/5-10/12	6:00 pm-8:00 pm	PENN

Cost: Spon. \$69; Non-spon. \$79

### **NEW** Holiday Hors D'oeuvres

Learn to prepare creative appetizers for every holiday occasion. You will master all you need to know for successful entertaining, be it a nibble before dinner or a full-scale party.

EAT 1101 / Length: 3 hours

CRN	DAY	DATE	TIME	LOCATION
2845	W	12/7	6:00 pm-9:00 pm	PENN

Cost: Spon. \$59; Non-spon. \$69

## HOME GARDENING

### Put Your Garden and Lawn to Bed

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

LSP 5666 / Length: 2 hours

CRN	DAY	DATE	TIME	LOCATION
2082	T	10/18	8:05 pm-10:05 pm	Marple

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

### **NEW** Basics of Organic Gardening

OK, let's get dirty and embark on a journey of discovery through four seasons of organic gardening! Learn to understand the garden ecosystem, site a garden, plant seeds, transplant seedlings, mulch, water, compost, identify and control pests, and apply chemical-free fertilizers.

LSP 5699 / Length: 6 hours

CRN	DAY	DATE	TIME	LOCATION
2856	T	10/4-10/11	6:00 pm-9:00 pm	DNT

Cost: Spon. \$49; Non-spon. \$59

## INTERIOR DECORATING

### 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: 18 hours

CRN	DAY	DATE	TIME	LOCATION
831	T	11/1-12/6	6:00 pm-9:00 pm	Exton

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

### **NEW** Design and Décor Mix

A design project can be daunting if you don't understand what is involved. Work as a group on your own project to explore your inquiries, understand what is included in a finished project, and walk through all the phases. No class 11/24.

CAR 4170 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
2855	R	11/10-12/8	6:00 pm-9:00 pm	DNT

Cost: Spon. \$129; Non-spon. \$149

See pages 38 through 40 for registration info.

To register call 610-359-5025.

## HEALTH AND WELL-BEING

### T'ai Chi

You can center your awareness, reduce tension, and improve muscle tone, flexibility and cardiovascular performance with a variety of gentle movements. Varying levels of experience are welcome. Wear rubber-soled canvas shoes—not running shoes. No class 11/23.

LSP 5000 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
490	W	9/14-12/7	7:30 pm-8:30 pm	Marple
2016	W	9/21-12/14	6:30 pm-7:30 pm	DNT

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

### Nurturing the Spirit Within

Focus on your insight, self-acceptance and self-healing as you explore a different in-depth topic each week, including Chakras, Reiki, and the Seven Centers of the Body; Spirit Painting; Palmistry; Crystal Energy; Dreams; and Feng Shui. Your inner self will thank you!

LSP 5695 / Length: 12 hours

CRN	DAY	DATE	TIME	LOCATION
2828	S	10/1-11/5	9:00 am-11:00 am	Marple
2848	W	10/5-11/9	6:30 pm-8:30 pm	DNT

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

### Yoga: Hatha

Tone your body, condition glandular and nervous systems, and calm emotional reactivity, all by participating in Yoga. Learn postures, breathing and relaxation techniques. Eat lightly and bring a mat or folded blanket to these renewing sessions. No class 11/23.

LSP 5059 / Length: 10 hours

CRN	DAY	DATE	TIME	LOCATION
893	W	9/28-12/7	6:00 pm-7:00 pm	Marple

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

### Pilates for Beginners

Discover the benefits of increased awareness of muscle function and control. Find revitalization through the stretching, strengthening and balance learned in the Pilates method. Eat lightly and bring a mat or folded blanket to class. No class 11/24.

LSP 5625 / Length: 10 hours

CRN	DAY	DATE	TIME	LOCATION
1014	R	9/29-12/8	6:00 pm-7:00 pm	Marple

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

### Reiki Energy Healing

Learn the concepts of energy healing to practice this ancient art. Acquire skills and receive an activation attunement which will enable you to channel energy and facilitate healing sessions.

LSP 5669 / Length: 6 hours

CRN	DAY	DATE	TIME	LOCATION
2983	T	10/4-10/18	6:00 pm-8:00 pm	Marple
2849	T	10/25-11/8	6:00 pm-8:00 pm	DNT

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

### Zumba

Participate in the latest fitness craze! Find yourself incorporating the moves of salsa, meringue, cha cha, and reggaeton, regardless of your experience or fitness level. No class 11/24.

LSP 5671 / Length: 10 hours

CRN	DAY	DATE	TIME	LOCATION
2850	R	9/22-12/1	7:00 pm-8:00 pm	DNT
2084	T	9/27-11/29	6:00 pm-7:00 pm	Marple

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

### Cardio Dance

Treat yourself to a great cardio workout. Follow easy-to-do dance steps while listening to high-energy music. You'll leave with a new outlook on exercising. No class 11/24.

LSP 5685 / Length: 10 hours

CRN	DAY	DATE	TIME	LOCATION
2851	R	9/22-12/1	7:05 pm-8:05 pm	DNT

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

### Women's Strength Training Made Easy

You don't need a gym membership to get buff. Use everyday household objects with great results. Learn a variety of weightlifting strategies and applications you can conveniently perform in your own home.

LSP 5686 / Length: 5 hours

CRN	DAY	DATE	TIME	LOCATION
2852	R	9/22-10/20	8:05 pm-9:05 pm	DNT

Cost: Spon. \$75; Non-spon. \$60

See pages 38 through 40 for registration info.

## AWESOME OPTIONS—FOR 55+

These courses may be of special interest (but not limited to) students who are 55 and over.

### **NEW** Carefree Crafters

Create a variety of crafts that will flex your fingers and light up your life. Includes knitting or crocheting scarves, fashioning holiday wreaths, and decorating cupcakes and cookies. Find many fun-filled opportunities. All supplies included.

LSP 5701 / Length: 6 hours

CRN	DAY	DATE	TIME	LOCATION
2969	T	10/4-10/18	6:00 pm-8:00 pm	Marple
2978	W	11/2-11/16	6:00 pm-8:00 pm	DNT

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

### **NEW** Experiencing Meditation

Ever wondered if meditation could improve the quality of your life? Explore its practice and experience the possible benefits for your well-being. Wear comfortable clothing, and bring a mat or folded blanket if desired.

LSP 5702 / Length: 6 hours

CRN	DAY	DATE	TIME	LOCATION
2979	M	10/3-10/17	6:00 pm-8:00 pm	DNT
2970	W	10/5-10/26	6:00 pm-7:30 pm	Marple

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

### **NEW** American Short Stories in the 20th Century

Explore the genre of the short story through “shared inquiry.” Read assigned works, share their perspectives, and respond to interpretations of others. Basic elements of short fiction, such as author’s purpose, point of view, plot, character, and theme will be discussed and analyzed in terms of how they are utilized by major American writers. Book included.

CAR 5000 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
2971	M	9/12-11/14	8:05 pm-10:05 pm	Marple
2980	R	9/22-12/1	6:30 pm-8:30 pm	DNT

Cost: Spon. \$167; Non-spon. \$187

### Great Battles - WW II: Blitzkrieg and the Conquest of France - 1940

**NEW** The German army, thwarted in its four-year attempt to conquer France, suffered enormous casualties and lost WWI. Just over 20 years later German panzers overran France in fewer than six weeks with comparatively light losses. How did this unexpected outcome occur so quickly?

CAR 5001 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
2981	T	9/27-10/18	6:30 pm-8:30 pm	DNT
2972	R	10/20-11/10	8:05 pm-10:05 pm	Marple

Cost: Spon. \$98; Non-spon. \$118

## GENEALOGY

### Introduction to Family Genealogy

Genealogy is now the nation’s most popular pastime. Explore the process of uncovering your ancestors as you learn to search church and census records, passenger arrival lists and naturalization records; do oral histories; make use of family reunions; and keep track of your documentation. You’ll soon learn that finding an ancestor is one thing—proving that ancestor existed is yet another. No class 10/6.

CAR 3440 / Length: 8 hours

CRN	DAY	DATE	TIME	LOCATION
2087	R	9/22-10/20	8:05 pm-10:05 pm	Marple

Cost: Spon. \$89; Non-spon. \$119

## 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: 30 hours

CRN	DAY	DATE	TIME	LOCATION
497	TWR	10/18-11/17	2:20 pm-4:20 pm	Penncrest
2847	MT	11/14-12/20	6:00 pm-8:30 pm	PENN

Cost: \$124

### Join Our Team of Qualified Instructors

The Community and Corporate Education Division is looking for qualified instructors with new ideas in the areas of professional growth and community programs. Please send your resume and course proposal to:

Delaware County Community College  
Community and Professional Programs  
901 South Media Line Road, Media, PA 19063  
or email [nsmith@dccc.edu](mailto:nsmith@dccc.edu)

## 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 8 courses, two of which are described below. Six others will be offered in subsequent semesters. Courses are open to all; pursuit of Certificate not necessary.

### Overview of Early Childhood Education and Professionalism in the 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 professions code of conduct, including appropriate behavior, professional development, advocacy, and customer-service skills.

CAR 4108 / Length: 10 hours

CRN	DAY	DATE	TIME	LOCATION
2903	T	10/4-11/1	6:30 pm-8:30 pm	DNT

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

### Childhood Development and Learning Process

CAR 3959 / Length: 16 hours

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.

CRN	DAY	DATE	TIME	LOCATION
2904	T	11/8-12/13	6:00 pm-8:40 pm	DNT

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

## CHILD CARE PROVIDER WORKSHOPS

### Health and Safety for the Classroom

CSP 5243 / Length: 2 hours

CRN	DAY	DATE	TIME	LOCATION
2905	T	9/20	6:30 pm-8:30 pm	Marple

Cost: \$18

### Creating Phonics Visuals

CSP 5236 / Length: 2 hours

CRN	DAY	DATE	TIME	LOCATION
2906	W	10/12	6:30 pm-8:30 pm	Marple

Cost: \$18

### Stress Management in Child Care

CSP 5224 / Length: 2 hours

CRN	DAY	DATE	TIME	LOCATION
2909	R	10/20	6:30 pm-8:30 pm	Marple

Cost: \$18

### Developmentally Appropriate Practice Activities (DAP)

CSP 5220 / Length: 2 hours

CRN	DAY	DATE	TIME	LOCATION
2907	R	11/17	6:30 pm-8:30 pm	Marple

Cost: \$18

### Inclusion/Working with Children with ADD-ADHD

CSP 5225 / Length: 2 hours

CRN	DAY	DATE	TIME	LOCATION
2908	M	12/12	6:30 pm-8:30 pm	Marple

Cost: \$18

## See What's Happening in Chester County

Delaware County Community College offers community and corporate education in Chester County. Look throughout this guide for courses offered at our sites in Downingtown, Exton and West Grove.

- Health Career Programs
- Career Programs
- Language Education, ESL to Chinese
- Financial Programs
- Personal Growth, from exercise to arts
- Computer Education for career and personal interest
- Auto body, HVAC, carpentry and electrical
- Childcare Practitioner Education for Act 48, CDA training and Keystone STARS education requirements

For more information call 484-237-6242.



## ECE CONTINUING EDUCATION WORKSHOPS

Delaware County Community College offers ongoing Early Childhood Education continuing education workshops for childcare providers. Workshops may be taken simply for fulfillment of State requirements, or for College credit if desired.

Workshops are available for the spring 2011 semester include:

- **K1: Child Growth and Development**
- **K2: Environment, Curriculum and Content**
- **K3: Families in Society**
- **K4: Child Assessment**
- **K5: Communication**
- **K6: Professionalism and Leadership**
- **K7: Health, Safety and Nutrition**
- **K8: Program Organization and Administration**

These professional development opportunities are made available through funding by the South Central Regional Key, through the Pennsylvania Keys to Quality initiative.

Practitioners can register for selected topics to meet the professional development requirements of DPW and Keystone Stars. One course series offers college credit if the student attends all 15 sessions and successfully completes required assignments. The fee for individual sessions is \$10, plus additional fees for credit.

**Call 484-237-6245, or e-mail [avaughn@dccc.edu](mailto:avaughn@dccc.edu) for more information.**

## FREE GED CLASSES

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

These courses provide a review of basic skills in the areas of reading comprehension, writing, and math and progress to GED level material and test preparation. Classes are 12 weeks and include access to career counseling. Registration form and schedules will be available on all college campuses and in the Community Services section on the College website. Funding for this class is provided by the Bureau of Adult Literacy and Education, PA Department of Education.

**For further program information contact 484-237-6244.**

## SAVE THE DATE ElderWeek • March 15-17

Delaware County Community College's 28th annual ElderWeek, for people 55 years of age and over, will feature dozens of lively, educational mini classes and the chance to socialize with new friends. Watch your mail in early February for details if you have attended ElderWeek or any other course at DCCC in the past two years, including this Fall semester.

**If you're new to DCCC, call 610-359-5133 or e-mail [mailes@dccc.edu](mailto:mailes@dccc.edu) to add your name to our mailing list.**

## Summer ElderWeek in Downingtown

Delaware County Community College will be holding its first Chester County ElderWeek event this summer at the Downingtown Campus.

**For more information call 484-237-6285 or e-mail [avaughn@dccc.edu](mailto:avaughn@dccc.edu).**

# Technical Education

## ARCHITECTURE

### Intro to Revit Architecture

Provides lecture/demonstration/hands-on instruction in selected Building Information Modeling (BIM) topics for architectural/engineering personnel as a means of enhancing and embellishing skills and knowledge. Autodesk Revit Architecture, including an introduction to integration with Revit Structure and Revit MEP, will be utilized. The required textbook – ARC 22 – may purchase at the College Bookstore. PDS 9978 / Length: 30 hours

CRN	DAY	DATE	TIME	LOCATION
2992	F	8/26-10/21	6:00 pm-10:00 pm	Marple

Cost: \$650

### Intermediate Revit NEW

This sequel to Intro to Revit will be limited to topics related to the creation, editing and management of Revit Families. PDS 9987 / Length: 30 hours

CRN	DAY	DATE	TIME	LOCATION
3002	F	10/28-12/23	6:00 pm-10:00 pm	Marple

Cost: \$650

### Introduction to AutoCAD NEW

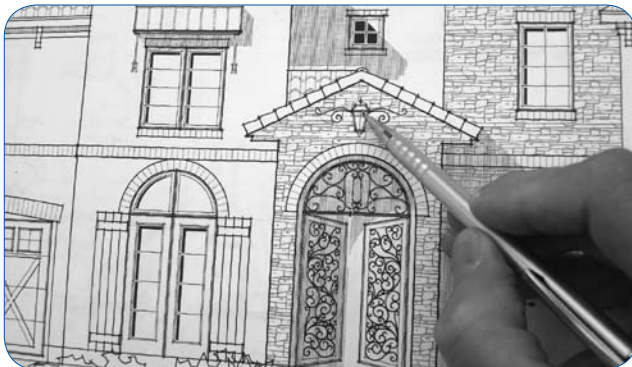
An entry-level course for those with little or no previous AutoCAD experience or those with a need for substantial upgrading from previous non-Windows environment versions of AutoCAD.

Participants will learn the basics of CAD geometry creation and manipulation using a variety of computer command inputs including keyboard shortcuts, toolbox icons and mouse menu selection. Geometry created will include points, lines, circles, arcs, and basic polygons. Geometry is edited or manipulated using commands such as zoom, pan, trim, extend, copy, rotate and by the use of geometry “grips”.

PDS 1001 / Length: 30 hours

CRN	DAY	DATE	TIME	LOCATION
2993	F	9/30-12/2	6:00 pm-9:00 pm	Marple

Cost: Cost: \$650



## AUTOMOTIVE

### Auto Body Repair

Covers repair of damage from collision and corrosion, use of plastic filler, panel and door replacements, and alignment of body components.

JSPD 0013 / Length: 30 hours

CRN	DAY	DATE	TIME	LOCATION
2829	T	10/11-12/13	6:00 pm-9:00 pm	PENN

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

### Commercial Driver's License

This tractor-trailer certification is offered 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 484-237-6245.

### Pennsylvania State Inspection Certification

Delaware County Community College 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.

### Automobile Safety Inspection Certification (Category 1)

PDS 7000 / Length: 21 hours

CRN	DAY	DATE	TIME	LOCATION
1970	MW	9/12-9/28	6:00 pm-9:30 pm	Marple
1971	MW	10/10-10/26	6:00 pm-9:30 pm	Marple
1972	MW	11/28-12/14	6:00 pm-9:30pm	Marple

Cost: \$125

### Motorcycle Safety Inspection Certification (Category 2)

PDS 7001 / Length: 21 hours

CRN	DAY	DATE	TIME	LOCATION
3009	MW	9/12-9/28	6:00 pm-9:30 pm	Marple
3008	MW	10/10-10/26	6:00 pm-9:30 pm	Marple
3010	MW	11/28-12/14	6:00 pm-9:30pm	Marple

Cost: \$40

## Heavy Vehicle Inspection Certification (Category 3)

PDS 7002 / Length: 21 hours

CRN	DAY	DATE	TIME	LOCATION
3011	MW	9/12-9/28	6:00 pm-9:30 pm	Marple
3012	MW	10/10-10/26	6:00 pm-9:30 pm	Marple
3013	MW	11/28-12/14	6:00 pm-9:30pm	Marple

Cost: \$40

## Enhanced Safety Inspection (Category 4)

Presents the rules, regulations and techniques required for certification to perform the new Pennsylvania Enhanced Vehicle Inspection for branded titles, such as reconstructed, specially constructed, modified, flood damaged, recovered theft, collectible vehicles and street rods. PennDOT will provide a self-study guide that must be reviewed by the student and brought to class. To obtain the guide, go to [www.dmv.state.pa.us](http://www.dmv.state.pa.us) and type in "enhanced vehicle safety inspection."

PDS 7003 / Length: 4 hours

CRN	DAY	DATE	TIME	LOCATION
1973	T	10/11	6:00 pm-10:00 pm	Marple
2940	T	12/20	6:00 pm-10:00 pm	Marple

Cost: \$80

## 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 hours

CRN	DAY	DATE	TIME	LOCATION
1968	TR	9/13-9/22	6:00 pm-10:00 pm	Marple
1969	TR	12/6-12/15	6:00 pm-10:00 pm	Marple

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 a minimum of seven business days prior to the date of the class. Only advance registrations will be accepted and materials will be mailed to you.

Prerequisite: Current EEIC certification and valid driver's license. Cost includes all fees and materials.

PDS 7011 / Length: 4 hours

CRN	DAY	DATE	TIME	LOCATION
1439	R	9/1	6:00 pm-10:00 pm	Marple
2007	R	9/15	6:00 pm-10:00 pm	PENN
1441	R	9/29	6:00 pm-10:00 pm	Marple
1967	S	10/15	8:00 am-12:00 pm	Marple
1963	R	10/20	6:00 pm-10:00 pm	Marple
1964	R	11/3	6:00 pm-10:00 pm	Marple
1440	R	11/10	6:00 pm-10:00 pm	Marple
2837	R	11/17	8:00 am-12:00 pm	PENN
1965	S	11/19	8:00 am-12:00 pm	Marple
1966	R	12/1	6:00 pm-10:00 pm	Marple
2838	R	12/15	6:00 pm-10:00 pm	PENN

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 hours

CRN	DAY	DATE	TIME	LOCATION
1583	R	9/1	6:00 pm-10:00 pm	Marple
1584	R	10/6	6:00 pm-10:00 pm	Marple
1585	R	11/3	6:00 pm-10:00 pm	Marple
1586	R	12/1	6:00 pm-10:00 pm	Marple

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 hours

CRN	DAY	DATE	TIME	LOCATION
2840	W	9/21-12/14	6:00 pm-9:00 pm	PENN

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

## 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 hours

CRN	DAY	DATE	TIME	LOCATION
1996	T	10/4-12/6	6:00 pm-9:00 pm	PENN

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

See pages 38 through 40 for registration info.

To register call 610-359-7344.

## 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 hours

CRN	DAY	DATE	TIME	LOCATION
2841	T	9/27-12/20	6:00 pm-9:00 pm	PENN

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. Course topics include review of electrical theory, mathematics, electrical calculations and their applications. Also provides an in-depth study of the National Electrical Code.

JSPD 2796 / Length: 40 hours

CRN	DAY	DATE	TIME	LOCATION
3003	MW	9/26-11/30	6:30 pm-8:30 pm	Marple

Cost: Spon. \$360; Non-spon. \$460

### National Electrical Code Update

Covers the major changes in the 2011 National Electrical Code. Includes sample Code Calculations and use of NEC Code Tables. Covers changes in the code, including additions and deletions. Coursework highlights the more pertinent and commonly encountered changes. Provide anyone working with electricity the most up-to-date, best practices for safe installation and maintenance of electrical systems and equipment. Helps electricians understand the new 2011 Code changes, while at the same time providing all non-electrical personnel with a practical introduction to the NEC.

JSPD 3500 / Length: 20 hours

CRN	DAY	DATE	TIME	LOCATION
3004	R	9/22-12/1	6:30 pm-8:30 pm	Marple

Cost: Spon. \$180; Non-spon. \$230

## HEATING, VENTILATING AND 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 hours

CRN	DAY	DATE	TIME	LOCATION
2842	T	10/11-12/13	6:00 pm-9:00 pm	PENN

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

## Refrigerant Technician Certification Exam

Delaware County Community College 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 hours

CRN	DAY	DATE	TIME	LOCATION
1587	W	11/30	7:00 pm-9:00 pm	Marple

Cost: \$60

## LEAD RENOVATION NEW

### Lead RRP Renovator Training

Course will certify participants for the new Lead Renovation, Repair and Painting (RRP) training requirements. Effective January 1, 2011, the EPA announced new rules affecting the way contractors who renovate or repair housing, childcare facilities or schools built before 1978 do their work. Renovation firms are required to be certified by EPA and have at least one certified Renovator who has completed training and obtained certification from EPA. Topics covered in the course: regulations, before beginning work, contain dust during work, during the work, cleaning activities and checking your work, record-keeping, training non-certified workers.

PDS 1203 / Length: 9 hours

CRN	DAY	DATE	TIME	LOCATION
2991	T	10/11-10/25	6:00 pm-9:00 pm	Marple

Cost: \$299

## WASTEWATER TREATMENT OPERATOR CERTIFICATION

NEW Certified by the PA Department of Environmental Protection. Coursework is designed to prepare entry-level operators for certification and employment. Successful candidates must enroll for Wastewater Treatment Operator certification Level 1 and Level 2. Training is divided into two 90-hour sessions.

**Components of the program are offered as separate modules for operators who are already certified that need to meet state continuing education requirements. Call 610-359-7344 for details**

### Wastewater Treatment Level 1

PDS 1201 / Length: 90 hours

CRN	DAY	DATE	TIME	LOCATION
2990	MW	8/22-12/12	6:00 pm-9:00 pm	Marple

Cost: \$950

## Wastewater Treatment Level 2

PDS 1202 / Length: 90 hours

CRN	DAY	DATE	TIME	LOCATION
2805	MW	1/9-4/30/2012	6:00 pm-9:00 pm	Marple

Cost: \$950

NOTE: This course will be offered in the spring of 2012. Registration will be accepted in December.



## 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 hours

CRN	DAY	DATE	TIME	LOCATION
1917	M	8/29-12/19	6:30 pm-9:30 pm	Marple
1921	M	8/29-12/19	12:00 pm-3:00 pm	Marple
2699	M	1/14-5/13/2012	6:30 pm-9:30 pm	Marple

Cost: Spon. Cost: \$410; Non-spon. \$430

## 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 hours

CRN	DAY	DATE	TIME	LOCATION
1918	M	8/29-12/19	12:00 pm-3:00 pm	Marple
1919	M	8/29-12/19	6:30 pm-9:30 pm	Marple

Cost: Spon. \$410; Non-spon. \$430

## 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 lecture followed by a practical application or lab demonstration.

PDS 9805 / Length: 45 hours

CRN	DAY	DATE	TIME	LOCATION
2702	M	8/29-12/19	12:00 pm-3:00 pm	Marple
1920	M	8/29-12/19	6:30 pm-9:30 pm	Marple

Cost: Spon. \$410; Non-spon. \$430

## 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 lecture followed by a practical application or lab demonstration.

PDS 9806 / Length: 45 hours

CRN	DAY	DATE	TIME	LOCATION
2221	M	9/22-11/10	3:30 pm-6:30 pm	Marple

Cost: Spon. \$410; Non-spon. \$430

See pages 38 through 40 for registration info.

# Programs for Kids and Teens

at Marple 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. (6 hours)

## SESSION 1 Saturday, October 1 – 22

### 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)**

<b>CRN</b>	<b>TIME</b>
2039	11:05 am-12:35 pm

**Cost: Spon. \$79; Non-spon. \$109**

### 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)**

<b>CRN</b>	<b>TIME</b>
1588	12:40 pm-2:10 pm

**Ages 12-15 (YTH 9540)**

<b>CRN</b>	<b>TIME</b>
2942	2:15 pm-3:45 pm

**Cost: Spon. \$79; Non-spon. \$109**

### 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)**

<b>CRN</b>	<b>TIME</b>
2943	12:40 pm-2:10 pm

**Ages 8-11 (YTH 9116)**

<b>CRN</b>	<b>TIME</b>
2945	9:30 am-11:00 am

**Ages 12-15 (YTH 9117)**

<b>CRN</b>	<b>TIME</b>
2946	11:05 am-12:35 pm

**Cost: Spon. \$79; Non-spon. \$109**

### 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)**

<b>CRN</b>	<b>TIME</b>
2947	11:05 am-12:35 pm

**Cost: Spon. \$79; Non-spon. \$109**

### Photography

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

**Ages 10-15 (YTH 9318)**

<b>CRN</b>	<b>TIME</b>
2948	2:15 pm-3:45 pm

**Cost: Spon. \$79; Non-spon. \$109**

## SAT Prep Courses

Math, Verbal/Reading Comprehension, and Essay Writing. See page 19.

## Science Magic

Create slime and gak. Explore the world of chemistry, performing kid-friendly, "magical" and mystifying experiments.

**Ages 5-7 (YTH 9573)**

CRN	TIME
2041	12:40 pm-2:10 pm

**Ages 8-11 (YTH 9574)**

CRN	TIME
2949	2:15 pm-3:45 pm

**Cost: Spon. \$79; Non-spon. \$109**

## Fall Food and Fun

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

**Ages 5-7 (YTH 9653)**

CRN	TIME
2950	2:15 pm-3:45 pm

**Ages 8-11 (YTH 9654)**

CRN	TIME
2951	12:40 pm-2:10 pm

**Cost: Spon. \$79; Non-spon. \$109**

## Robots are Hot!

Check out circuit boards, batteries and bulbs, and then build your own robot. Information provided for completion at home, if needed.

**Ages 7-9 (YTH 9557)**

CRN	TIME
2040	11:05 am-12:35 pm

**Ages 10-15 (YTH 9558)**

CRN	TIME
2952	9:30 am-11:00 am

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

## 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)**

CRN	TIME
2954	12:40 pm-2:10 pm

**Ages 12-15 (YTH 9105)**

CRN	TIME
830	11:05 am-12:35 pm

**Cost: Spon. \$79; Non-spon. \$109**

## Your Game!

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

**Ages 10-15 (YTH 9652)**

CRN	TIME
2955	12:40 pm-2:40 pm

**Cost: Spon. \$93; Non-spon. \$123**

# SESSION 2 Saturday, November 5 – December 3 No class November 26

## Cool Science

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

**Ages 5-7 (YTH 9205)**

CRN	TIME
2042	9:30 am-11:00 am

**Ages 8-11 (YTH 9206)**

CRN	TIME
2941	11:05 am-12:35 pm

**Cost: Spon. \$79; Non-spon. \$109**

## Intro to Engineering with LEGO

Learn the basics of structures, mechanisms and simple machines, using real-life examples.

**Ages 5-7 (YTH 9851)**

CRN	TIME
2044	9:30 am-11:00 am

**Ages 8-11 (YTH 9852)**

CRN	TIME
2045	11:05 am-12:35 pm

**Ages 12-15 (YTH 9853)**

CRN	TIME
2046	12:40 pm-2:10 pm

**Cost: Spon. \$79; Non-spon. \$109**

## Robots are Hot!

Check out circuit boards, batteries and bulbs, and then build your own robot. Information provided for completion at home, if needed.

**Ages 7-9 (YTH 9557)**

CRN	TIME
2047	2:15 pm-3:45 pm

**Ages 10-15 (YTH 9558)**

CRN	TIME
2048	12:40 pm-2:10 pm

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

## Ghostbusters

Explore paranormal investigation, and discover where to look, what to listen for, and what equipment is used.

**Ages 8-11 (YTH 9849)**

CRN	TIME
2043	11:05 am-12:35 pm

**Cost: Spon. \$79; Non-spon. \$109**

## Your Game!

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

**Ages 10-15 (YTH 9652)**

CRN	TIME
2049	12:40 pm-2:40 pm

**Cost: Spon. \$93; Non-spon. \$123**

## Super Sitters

Be a responsible babysitter. Covers 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
764	11/5-11/12	9:00 am-12:00 pm

**Cost: Spon. \$79; Non-spon. \$109**

## ATTENTION EDUCATORS:

# Professional Development Budgets Slashed?

## ATTEND A LOCAL CONFERENCE

### Best Practices in Developmental Mathematics: Promoting Success and Retention

**Monday, October 24, 2011**  
**9:00 a.m. to 3:30 p.m.**

- *Close the achievement gap for developmental math students*
- *See innovative applications for Supplemental Instruction*
- *Gain practical strategies for immediate classroom use*
- *Learn from peers in round table discussions*



Delaware County Community College | STEM Center  
901 South Media Line Road, Media, PA 19063

Delaware County  
Community College 

**For schedule information or to register  
visit [dccc.edu/conference](http://dccc.edu/conference)**

# New Choices

## Career Development Services

For over 29 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 build resumes, find jobs, enhance careers, and/or continue their education.

### New Choices will help you:

- determine your interests and job talents
- explore your career and training opportunities
- enhance your networking 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.

Visit [www.dccc.edu/newchoices](http://www.dccc.edu/newchoices) for more information.

To see if you are eligible, call 610-359-5232.



## Institute for Public Safety and Emergency Preparedness



Serving Delaware and Chester Counties



Delaware County Community College has 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
- Firefighter Safety Certificate
- Advanced Certificate in Incident Management
- Resident Awareness and Emergency Preparedness

For more information call 610-723-2008 or visit [www.dccc.edu/emergencyinstitute](http://www.dccc.edu/emergencyinstitute).

# College Locations

## DELAWARE COUNTY

### Marple Campus

901 S Media Line Rd  
Media, PA 19063  
610-359-5025

### Penncrest High School "PCHS"

134 Barren Rd  
Lima, PA 19063  
610-359-5025

### Southeast Center "SEAST"

2000 Elmwood Ave  
Curtis Building  
Sharon Hill, PA 19079  
610-957-5700

### Upper Darby High School "UDHS"

Lansdowne Ave & School Lane  
Upper Darby, PA 19082  
610-359-5025

## CHESTER COUNTY

### Downingtown Campus "DNT"

100 Bond Drive  
Downingtown, PA 19355  
484-237-6242

### Exton Center "EXTON"

912 Springdale Drive  
Whiteland Business Park  
Exton, PA 19335  
484-237-6242

### Pennocks Bridge Campus "PENN" in the Technical College High School

280 Pennocks Bridge Rd  
West Grove, PA 19390  
484-237-6242

### The Chester County Hospital "CCH"

Rhoads Building  
701 East Marshall Street  
West Chester, PA 19380  
484-237-6242

# 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 40.

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.

## How Much Do I Pay?

Although tuition will be waived for one course, not to exceed \$303, 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
4	\$5	\$23
8	\$5	\$40
12	\$5	\$53
16	\$5	\$65
20	\$52	\$52

See registration form for \$5 records processing fee.

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

See registration form for \$5 records processing fee.

### In Addition:

Students from non-sponsoring school districts also pay the difference between the sponsoring and non-sponsoring tuition shown with course description. Sponsoring school districts are listed at the top of page 39.

**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 8:00 p.m. Monday-Friday  
**Marple Campus 610-359-5025**

### Chester County Locations:

Call from 8:00 a.m. to 4:00 p.m. Monday-Friday  
**Downingtown Campus 484-237-6242**

## Fax-In Registration

VISA, MasterCard, Discover or American Express only  
 610-359-5054 for Delaware County registrations  
 484-237-6247 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 40 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 8:00 p.m. Monday through Thursday, and until 4:00 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 - Register Online

If you have attended classes during the previous term, go to 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, instructors and/or location.

## 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: Chester-Upland, 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 disability services located in the Career & Counseling Center at the Marple 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.

Delaware County Community College 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

**College Over 60**

Mail form and payment to:  
DCCC, College Over 60  
901 S. Media Line Road  
Media, PA 19063-1094  
(Instructions on page 38.)

**All Other**

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

Name \_\_\_\_\_ Student I.D. \_\_\_\_\_ 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
		<b>Total</b>	

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

Charge my:  VISA  MasterCard  Discover  American Express Account No. \_\_\_\_\_

Signature \_\_\_\_\_ Expiration Date \_\_\_\_\_



Fall 2011

# THE Arts

at Delaware County Community College

## CONCERT SERIES

**Daniel Lippel**  
*Classical & Electric Guitar*  
Sunday, October 2 at 3 p.m.

**Matthew Bengston**  
*Piano*  
Sunday, November 13 at 3 p.m.

**Rachel & Jason Calloway**  
*Mezzo Soprano and Cello Duet*  
Sunday, November 20 at 3 p.m.



## THEATRE PRODUCTION

**Much Ado About Nothing**  
*by William Shakespeare*  
November 9–12 and 16–19 at 7 p.m.  
Large Auditorium  
Tickets \$6.00 available at the door

## VISUAL ARTS

**215/610: A Juried Drawing Exhibition of Regional Emerging Artists**  
On view September 21 – October 28

**Foundations Student Exhibition**  
On view November 15 – December 6

**Photography Student Exhibition**  
On view December 15 – January 10



## SPECTICAST SERIES LIVE IN HD

SpectiCast broadcasts live concerts at private venues around the world. Each concert is produced in real time using a state-of-the-art audiovisual system and is choreographed to capture the fullness of the orchestral performance and the intimacy of the on-stage experience.

*Please visit [www.dccc.edu/thearts](http://www.dccc.edu/thearts) as the 2011-2012 SpectiCast Series schedule and ticket pricing is to be announced.*

**Delaware County  
Community College** 

**NEW!**

## **Non-credit Course Guide for Delaware and Chester Counties**

**Courses available  
September through  
December 2011**

- Excel Tips for Teachers
- GED Math Concepts
- Elementary Grammar for Foreign Students
- Experiencing Meditation
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