For information or to register, call 610-359-7344.

The Skills for Your Professional Career

**COMPUTER SUPPORT/HELP DESK**

**CompTIA A+ Certification - Computer Network Technician**

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. Coursework provides 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. No class 7/3.

ITAC 1900 / Length: 180 hours

| CRN 842 | TWR | 5/6-7/17 | 9:00 am-3:30 pm | Marple |
| CRN 1575 | MW | 5/12-11/10 | 6:30 pm-10:00 pm | Marple |

Cost: $4,599 (test vouchers included)

**NEW MTA**

**Microsoft Technology Associate**

Are you new to IT? The Microsoft Technology Associate (MTA) is the recommended entry point into IT certification and job preparation. This 24-hour course prepares students for an industry-recognized Microsoft certification. The MTA is an excellent prerequisite for those pursuing a career path in IT infrastructure using Microsoft technologies or to enhance your understanding of IT fundamentals. Topics include understanding network infrastructure, hardware, protocols, and services.

Certification:

Networking Fundamentals Exam 98-366 (Certiport Testing)

ITAC 2969 / Length 24 Hours

| CRN 843 | TR | 6/3-6/19 | 6:30 pm-10:00 pm | Marple |

Cost: $599 (test vouchers included)

Books purchased separately.

**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 curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills plus “...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. Your access code for the certification prep software will be given out the first night of class.

Certification Exam:

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

ITAC 6006 / Length: 72 hours

| CRN 487 | TR | 5/6-7/10 | 6:00 pm-10:00 pm | Marple |

Cost: $2,795 (test vouchers included)

For information or to register, call 610-359-7344.

**MCSA**

**Microsoft Certified Solutions Associate – Windows Server 2012**

This 120 hour hands-on training will provide students with the core technical skills required to build a sustainable career in IT. According to Microsoft, these credentials will demonstrate that you have the primary set of Windows Server 2012 skills, relevant across multiple solution areas in a business environment, to reduce IT costs and deliver more business value. Earning an MCSA: Windows Server 2012 certification will qualify you for a position as a network or computer systems administrator or a computer support specialist.

Prerequisite: Microsoft Technology Associate (MTA) or equivalent knowledge

ITAC 2983 Length 120 Hours

Certifications:

- Installing and Configuring Windows Server 2012 Exam 70-410 (Certiport Testing)
- Administering Windows Server 2012 Exam 70-411 (Certiport Testing)
- Configuring Advanced Windows Server 2012 Services Exam 70-412 (Certiport Testing)

| CRN 2851 | MW | 5/12 – 8/25 | 6:00 pm-10:00 pm | Marple |
| CRN 478 | TR | 7/15-10/23 | 6:00 pm-10:00 pm | Marple |

Cost: $4,598 (test vouchers included)

Books purchased separately.

**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 curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills plus “...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. Your access code for the certification prep software will be given out the first night of class.

Certification Exam:

- Cisco Certified Network Associate Certification - 640-802 CCNA or
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ITAC 6006 / Length: 72 hours

| CRN 487 | TR | 5/6-7/10 | 6:00 pm-10:00 pm | Marple |

Cost: $2,795 (test vouchers included)

For information or to register, call 610-359-7344.
Enhance Your Employability!

Administrative Professional Program
This 200 hour hands-on program features two of the world's most popular software programs: Microsoft Office and Quick Books*, a small business accounting tool. Hands-on training
in Microsoft (M/S) Windows, M/S Word, M/S Excel, and M/S PowerPoint, e-mail and internet search techniques. The coursework also includes Computer Basics, Resume and Interview skills, Outlook, and highlights 21st century workplace skills. The MOS (Microsoft Office Specialist) certification serves to enrich your resume and highlights your employable skills. MOS certification demonstrates to potential employers that you have achieved a level of expertise with this popular software package.

COM 3400 / Length: 200 hours
CRN 833 MTWR 5/5-7/22 9:00 am-2:00 pm Marple
Cost: $4,995 (test 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 214 MTWR 6/9-6/19 9:00 am-2:00 pm Marple
Cost: $775 (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 213 MTWR 7/7-7/17 9:00 am-2:00 pm Marple
Cost: $775 (test vouchers included)

BASICS

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

COM 1621 / Length: 8 hours
CRN 834 S 5/3-5/10 9:00 am-1:00 pm Marple
Cost: Spon. $140; Non-Spon. $175

iPad Tips and Tricks
Bring your iPad to class and learn how to use it like a pro! Topics covered: how to navigate the interface, the Apple App Store and iTunes as well as built-in apps such as the Safari web browser, email application, and chat. You will leave class with an understanding of basic level personalization settings and how to connect to wireless networks. You must have an iPad to take this class.

COM 0202 / Length: 4 hours
CRN 2727 T 5/6-5/13 6:30 pm-8:30 pm Exton
CRN 483 S 5/10 9:00 am-1:00 pm Marple
CRN 672 W 6/18-6/25 6:30 pm-8:30 pm PENN
CRN 463 R 8/7-8/14 6:00 pm-8:00 pm Exton
CRN 380 S 8/23 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 835 S 5/3-5/10 9:00 am-1:00 pm SEAST
CRN 486 MTWR 5/19-5/22 9:00 am-11:00 am Marple
Cost: Spon. $140; Non-Spon. $175

Suggested Prerequisites:
COM 3102 Using the Computer and Managing Files
Computer Basics & Windows
A combined offering of Computer Basics and Windows, this course allows you to retain the same instructor, location and fellow students. Course topics include: introduction to computers, identifying hardware components, mouse use, window navigation, exploring software, introduction to the Windows desktop, creating files and folders, managing files, working with files and disks, creating shortcuts.
COM 0107 / Length: 16 hours
CRN 673 M 6/2-7/21 6:30 pm-8:30 pm Exton
CRN 665 R 6/12-8/7 6:30 pm-8:30 pm PENN
CRN 675 W 7/9-8/27 6:30 pm-8:30 pm PHX
Cost: Spon. $280; Non-Spon. $340

Computer Keyboarding
Course topics include: introduction of the alpha/numeric keyboard, learning to touch type, keyboarding skills, application of keyboarding skills and timed typing.
COM 0104 / Length: 8 hours
CRN 333 W 6/4-6/25 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 154 MTWR 5/5-5/8 9:00 am-2:00 pm Marple
CRN 674 W 5/21-7/9 6:00 pm-8:30 pm PHX
CRN 666 R 6/12-8/7 6:00 pm-8:30 pm Exton
Cost: S$375

INTERNET

Internet and Outlook
This course is designed to teach the student basic web search tasks and also to demonstrate their ability to use electronic mail software.
Prerequisite: COM 3102 or equivalent skills
COM 3107 / Length: 20 hours
CRN 215 MTWR 6/23-6/26 9:00 am-2:00 pm Marple
Cost: $375

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 381 MW 6/16-6/25 6:30 pm-8:30 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. 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, and good and bad practices for personal use. Learn about the most fascinating new way of connecting with others. Very popular – reserve early!
COM 1605 / Length: 4 hours
CRN 836 S 5/10 9:00 am-1:00 pm Marple
CRN 667 M 7/7-7/14 6:00 pm-8:00 pm PENN
CRN 466 W 7/30 9:00 am-1:00 pm Exton
CRN 382 S 8/23 9:00 am-1:00 pm Marple
Cost: Spon. $70; Non-Spon. $88

New Choices Career Development Program
Over 30 years of support for thousands of residents.
• 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
Call 610-359-5232 to see if you are eligible. Visit www.dccc.edu/newchoices for more information.

For information or to register, call 610-359-7344.
**Microsoft Office 2010 Training**

### Social Networking for Small Businesses

Designed for the person in charge of marketing efforts for a small business. This course will help you to discover how to use Facebook, Twitter and LinkedIn to get the word out about what you have to offer. Learn how to use these websites to your advantage, as well as see demonstrations of each and learn best practices for their use.

COM 1752 / Length: 4 hrs

| CRN 668 | W  |
| CRN 676 | M  |
| CRN 675 | R  |

8/6
8/18-8/25
8/19

9:00 am-1:00 pm 9:00 am-8:00 pm 9:00 am-5:30 pm

Exton PHX Exton

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 837 | S |
| CRN 839 | MW |
| CRN 838 | R |

5/3 6/9-6/18 8/7

9:00 am-1:00 pm 6:00 pm-9:00 pm 9:00 am-3:00 pm

Marple Marple Exton

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

### Microsoft Office 2010

#### 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 155 | MTWR |

5/12-5/15 6/2-6/5

9:00 am-2:00 pm 9:00 am-2:00 pm

Marple Marple

Cost: $375

### Excel 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 839 | MT |

6/2-6/5 6/19

9:00 am-3:00 pm 9:00 am-5:30 pm

Marple Exton

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 140 | MTWR |

6/2-6/5

9:00 am-2:00 pm

Marple

Cost: $375

#### Excel Introduction

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

Prerequisite: COM 3102 or equivalent skills

COM 0901 / Length: 8 hours

| CRN 249 | W |
| CRN 471 | T |
| CRN 265 | TR |
| CRN 871 | TR |
| CRN 670 | T |
| CRN 310 | R |

5/21 6/3-6/34 6/17-6/26 7/8-7/17 7/22-8/5 8/7

8:30 am-5:00 pm 6:00 pm-8:00 pm 6:30 pm-8:30 pm 6:30 pm-8:30 pm 6:00 pm-8:40 pm 9:00 am-5:30 pm

Marple PENN Marple UDC PHX Exton

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

### 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, and finding and replacing text.

Prerequisite: COM 3102 or equivalent skills

COM 0601 / Length: 8 hours

| CRN 838 | W |

6/4 8/7

8:30 am-5:00 pm 9:00 am-5:30 pm

Marple Exton

Cost: Spon. $140; Non-Spon. $175
Excel Intermediate
Learn to enhance a spreadsheet and use more advanced Excel techniques. Course topics include: working with large worksheets, working with multiple worksheets and workbooks, customizing Excel, advanced charting and pivot tables, advanced formatting and validation, list management, documenting and auditing, templates and hyperlinks.

Prerequisite: COM 3102 or equivalent skills
COM 0950 / Length: 12 hours
CRN 314  TR  7/8-7/17  6:00 pm-9:00 pm  Marple
CRN 464  RF  8/21-8/22  9:00 am-3:30pm  Exton
Cost: Spon. $210 Non-Spon. $258

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 into other programs.

Prerequisite: COM 3102 or equivalent skills
COM 1201 / Length: 8 hours
CRN 872  TR  6/17-6/26  6:30 pm-8:30 pm  UDC
CRN 873  W  7/9  8:30 am-5:00 pm  Marple
CRN 671  T  8/19  9:00 am-5:30 pm  Exton
Cost: Spon. $140; Non-Spon. $175

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 858  W  6/18  8:30 am-5:00 pm  Marple
CRN 264  M  8/18  9:00 am-5:30pm  Exton
Cost: Spon. $140; Non-Spon. $175

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 402  MTW  5/19-5/21  9:00 am-2:30 pm  Marple
CRN 476  MW  7/21-7/30  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 1551 or equivalent skills
COM 1553 / Length: 12 hours
CRN 475  MW  8/11-8/20  6:00 pm-9:00 pm  Marple
Cost: Spon. $210; Non-Spon. $258

For information or to register, call 610-359-7344.
COMPUTER GRAPHICS

Intro to Photoshop
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 and adjusting and saving complete images.

Prerequisite: COM 3102 or equivalent skills
COM 1653 / Length: 8 hours
CRN 472  R  6/5  8:30 am-5:00 pm  Exton
CRN 214  MW  7/7-7/16  6:30 pm-8:30 pm  Marple
Cost: Spon. $140; Non-Spon. $175

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 467  R  7/10  8:30 am-5:00 pm  Exton
CRN 874  MW  7/21-7/30  6:30 pm-8:30 pm  Marple
Cost: Spon. $140; Non-Spon. $175

Digital Photography

Photoshop Elements
Learn to edit and manipulate your digital pictures with Photoshop Elements - Adobe’s magical photo-editing software for consumers. Topics include: photo correction, retouching, special effects and compositing images.

Prerequisite: COM 3102 or equivalent skills
COM 1664 / Length: 16 hours
CRN 840  TR  5/29-6/12  6:00 pm-9:15 pm  Marple
Cost: Spon. $280; Non-Spon. $340

Using Your Digital Camera
For beginners, this hands-on class introduces the menus and buttons of a digital camera, techniques for taking better pictures and the process of transferring pictures to a computer and sharing via the Internet. Bring to class: your digital camera, manual, cable to connect to a computer, the software disk that came with your camera and an extra set of batteries or the camera’s charger.

Prerequisite: COM 3102 or equivalent skills
COM 0115 / Length: 12 hours
CRN 841  TR  5/6-5/15  6:00 pm-8:00 pm  Marple
Cost: Spon. $210; Non-Spon. $258

Digital Single Lens Reflex Camera
It’s time to take your camera off Auto mode. Learn to control your aperture, shutter speed, color, and get a sharp focus all with hands on activities. After the basics we’ll get creative with trick photography, night photography, paint with light, and more!

Prerequisite: COM 3102 or equivalent skills
COM 0118 / Length: 8 hours
CRN 315  R  7/24-8/14  6:30 pm-8:30 pm  Marple
Cost: Spon. $140; Non-spon. $175

MACINTOSH

Mac OSX Level 1
Learn to navigate the elegant Macintosh OS desktop; use desktop tools including the dock, dashboard and spotlight; and organize windows with views and organize your work by creating folders. Explore built-in applications including Safari, Mail, Address Book, iCal and Spotlight. Students are invited to bring specific questions and problems to class.

COM 2002 / Length: 12 hours
CRN 676  MW  6/9-6/23  6:00 pm-8:30 pm  PHX
CRN 876  TR  8/5-8/14  6:00 pm-9:00 pm  Marple
Cost: Spon. $210; Non-Spon. $258

Suggested Prerequisites:
COM 3102 Using the Computer and Managing Files
Online Training

Online Training Classes
. . . anytime and anywhere

The College 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 and 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:

<table>
<thead>
<tr>
<th>Section</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>5/21/13 – 7/11/13</td>
</tr>
<tr>
<td>June</td>
<td>6/18/13 – 8/8/13</td>
</tr>
<tr>
<td>July</td>
<td>7/16/13 – 9/5/13</td>
</tr>
<tr>
<td>August</td>
<td>8/20/13 – 10/10/13</td>
</tr>
</tbody>
</table>

How to Register
1. Select course(s)
2. Select your start date.
3. Submit your registration.

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, and a current browser. Some courses may have additional requirements. Students must have prior computer experience. Not for first-time users.

See ed2go.com/dc3, then contact us to register, or use the registration form in back of guide.

For information or to register, call 610-359-7344.
Multi-Skilled Health Technician  
(EKG and Phlebotomy Technician)

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

Students must be 18 years of age to enroll in this program and present a high school diploma or GED and proof of completion or beginning of the Hepatitis B series.

In compliance with the recommendations for standard precautions from the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA), students should be vaccinated with the Hepatitis B vaccine. The vaccine takes 6 months to provide adequate protection. The college states that students check with a family physician/nurse practitioner regarding the advisability of receiving the vaccine, its complications, and dates of administration.

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 and the EKG certification exams which are given by a third party after the class ends.

Cost: $2,095

Venipuncture  
(Phlebotomy Technician)

This course teaches basic venipuncture techniques for adults, children and infants as it prepares the student to take the phlebotomy exam. Coursework includes aseptic methods and isolation procedures. There is an additional fee for the phlebotomy exam.

JSPD 2820 / Length: 36 hours

CRN 1251 MW 5/5-6/9 6:30 pm-9:30 pm Marple
CRN 672 W 6/4-6/30 6:00pm-9:00pm PHX
CRN 268 T 6/10-8/26 6:00 pm-9:00 pm CCH
CRN 477 T 6/10-8/19 1:00 pm-4:00 pm UDC
CRN 235 MW 6/23-8/7 1:30 pm-4:30 pm Marple
CRN 266 MW 6/23-8/7 6:30 pm-9:30 pm Marple
CRN 312 TR 7/29-9/4 6:30 pm-9:30 pm Marple

Cost: $825

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. Provides practice with equipment and hands-on lab experience, anatomy, use of the EKG machine 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 2852 TR 4/28-6/5 6:00pm-9:30pm Marple
CRN 516 TR 6/17-8/12 6:00 pm-9:30 pm Marple
CRN 673 MW 6/9-7/28 6:00pm-9:30pm DNT

Cost: $1,470

Medical Office Coordinator/  
Certified Medical Administrative Assistant (CMAA)

Train for positions in one of the fastest growing arenas in today's workforce – health care!

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/unit health coordination could be your path to success.

You will have the opportunity to sit for nationally recognized and respected certification: the National Health Career Association CMAA (Certified Medical Administrative Assistant). You will also train for a position as a Health Unit Coordinator. The coursework blends training that will provide you the opportunity to gain employment in two of the most sought after positions in today's workforce. This combination expands your skills, enhances your resume and increases your employability.

Curriculum prepares individuals for employment in medical and other healthcare related areas. Course work will include medical terminology, medical information systems, office management, basic medical coding and billing, insurance, legal and ethical issues, HIPPA regulations, formatting documents, and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Course topics include:
- Health Unit Coordinator
- HIPPA Regulations
- Medical Terminology
- Medical Billing and Coding
- Insurance Overview
- Medisoft Allied Health software

COM 3300 / Length: 168

CRN 801 TWR 5/6-6/26 9:00 am-4:30 pm Marple
CRN 390 TWR 8/5-9/25 9:00 am-4:30 pm Marple

Cost: $4,999 (includes all materials as well as vouchers for certification testing)

Allied Health courses are not eligible for College Over 60 discount.
Health Unit Coordinator

Health Unit Coordinators are members of the supporting cast that help maintain a health care facility’s service and performance. These trained individuals may also be known as unit clerks, ward clerks, or unit secretaries. The coursework will cover, but is not limited to: medical terminology, HIPAA, an overview of medical coding, and Health Unit Coordinator theory.

JSPD 2814 / Length: 70 hours
CRN 802 W 5/7-6/28 9:00 am-4:30 pm Marple R 12:30pm-4:30 pm
CRN 391 W 8/6-9/25 9:00 am-4:30 pm Marple R 12:30pm-4:30 pm
Cost: $2,700

Medical Terminology

Medical Terminology is a basic study of the professional language of medicine. It is designed to include word construction, pronunciation, spelling, definition and use of terms related to all areas of medical science, hospital service, and health related professions.

JSPD 0003 / Length 30 hours
CRN 803 R 5/8-6/28 12:30 pm-4:30 pm Marple
CRN 805 R 8/7-9/25 12:30 pm-4:30 pm Marple
Cost: $479

Medical Surgical Update for RNs Returning to Practice

This course has been developed for all Registered Nurses who hold a current Pennsylvania license who are looking to update their knowledge and refresh skills in current medical surgical practice. The course will cover, but is not limited to: Legal, Ethical, Quality of Care Issues; Pharmacology and Medication Administration; Diabetes Education; Electronic Medical Record; Infection Control; Fluid and Electrolyte Balance, Abnormal Laboratory Values; IV Course with Simulation; Advanced Physical Assessment; Wound, Ostomy, Skin Care.

PDS 1005 / Length: 64 hours
CRN 269 TR 6/24-8/14 6:00 pm-9:30 pm Marple
CRN 372 MW 7/7-8/25 6:00 pm-9:30 pm PENN
CRN 679 TR 7/8-8/26 6:00 pm-9:30 pm PHX
CRN 678 TR 7/15-9/2 6:00 pm-9:30 pm DNT
Cost: $1,899

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 7/3.

CAR 3904 / Length: 52 hours
CRN 269 TR 6/24-8/14 6:00 pm-9:30 pm Marple
CRN 372 MW 7/7-8/25 6:00 pm-9:30 pm PENN
CRN 679 TR 7/8-8/26 6:00 pm-9:30 pm PHX
CRN 678 TR 7/15-9/2 6:00 pm-9:30 pm DNT
Cost: $1,899

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.

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

CAR 3961 / Length: 52 hours
CRN 510 MW 6/23-8/11 6:00 pm-9:30 pm Marple
Cost: $999

Phlebotomy Test Prep

JSPD 9809 / Length 12 hours
CRN 674 TR 9/2-9/11 6:00 pm-9:00 pm DNT
Cost: Spon. $156; Non-Spon. $185

For information or to register, call 610-359-7344.
Allied Health

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 513 MW 6/2-7/19 6:30 pm-9:30 pm Marple
Cost: $2,995

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.

Chiropractic Assistant
Prepares students for a career as a chiropractic assistant in the expanding field of chiropractic healthcare through both classroom lecture and hands-on labs. Students receive an overview of administrative front-office duties, chiropractic and patient education issues, anatomy and physiology, chiropractic terminology, chiropractic billing & coding, and the legal aspects of chiropractic care. Additionally, students will review “therapeutic skills” including massage basics, vital signs, T.E.N.S., ultrasound, cryotherapy, and other therapeutic modalities.

No class 7/3 (Marple only)

NOTE: Does not include a national or state certification or a clinical rotation as part of its overall objectives.

CAR 4323 / Length: 12 hours
CRN 295 MW 6/2-6/18 7:30 pm-9:30 pm Marple
CRN 490 MW 6/9-6/18 6:00 pm-9:00 pm Exton
CRN 388 MW 6/30-7/16 7:30 pm-9:30 pm Marple
CRN 682 MW 7/21-7/30 6:00 pm-9:00 pm PHX
CRN 503 MW 7/28-8/13 7:30 pm-9:30 pm Marple
CRN 483 MW 8/4-8/13 6:00 pm-9:00 pm DNT
Cost: Spon. $155; Non-spon. $185

CPR Training
The College's Emergency Services Education Department offers the following CPR training courses, which 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.

• BLS Healthcare Provider
• BLS Healthcare Provider Renewal
• BLS/Heartsaver Instructor
• BLS/Heartsaver Instructor Renewal

Call 610-723-6315 for current course schedule and registration.
For information or to register, call 610-359-7344.

ARCHITECTURE

Introduction to AutoCAD
An entry-level course for those with little or no previous Auto-CAD 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.” No class 7/7.

PDS 1001 / Length: 32 hours
CRN 429 M
6/2-7/28
6:00 pm-10:00 pm Marple
Cost: $650

SolidWorks
Computer aided drafting is essential in helping students entering the field of technology and in particular manufacturing technology. This entry-level course teaches students to design basic parts, assemblies, and drawings using SolidWorks software. This software package is an industry standard. Students create solid models of an object. The model is a digital representation of the object that is used to create 3-view drawings and for other applications such as rapid prototyping and CNC machining.

PDS 9989/Length: 32 hours
CRN 877 T
6/3-7/22
6:00 pm-10:00 pm Marple
Cost: $650

AUTOMOTIVE

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 610-799-1345.

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

NOTE: The Baseline exam must be completed by every new applicant who does not currently hold a valid state inspection license. The Category 1 exam covers cars, light trucks and light trailers. The Category 2 exam covers motorcycles and the Category 3 exam covers heavy-truck and heavy trailers. The fee covers one category only. Additional 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 280 MW
6/9-6/25
6:00 pm-9:30 pm Marple
CRN 710 MW
7/7-7/23
6:00 pm-9:30 pm Marple
Cost: $149

Motorcycle Safety Inspection Certification (Category 2)
PDS 7001 / Length: 21 hours
CRN 341 MW
6/9-6/25
6:00 pm-9:30 pm Marple
CRN 711 MW
7/7-7/23
6:00 pm-9:30 pm Marple
Cost: $40

Heavy Vehicle Inspection Certification (Category 3)
PDS 7002 / Length: 21 hours
CRN 342 MW
6/9-6/25
6:00 pm-9:30 pm Marple
CRN 712 MW
7/7-7/23
6:00 pm-9:30 pm 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 and type in “enhanced vehicle safety inspection.”
PDS 7003 / Length: 4 hours
CRN 722 R
6/28
6:00 pm-10:00 pm Marple
CRN 709 R
8/7
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 236 TR
6/3-6/12 6:00 pm-10:00 pm Marple
CRN 469 TR
7/15-7/24 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 340 R
5/29 6:00 pm-10:00 pm Marple
CRN 683 R
6/19 6:00 pm-10:10 pm Marple
CRN 205 R
7/10 6:00 pm-10:00 pm Marple
CRN 206 R
8/14 6:00 pm-10:00 pm Marple
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 479 R
6/12 6:00 pm-10:00 pm Marple
CRN 408 R
7/24 6:00 pm-10:00 pm Marple
Cost: $45

CARPENTRY

Furniture Building
This course presents the basic skills necessary to build furniture. Proper use of hand and power tools is covered. Wood joinery is covered along with different finishing techniques. Course topics include: wood selection; basic joint creation; clamping techniques; finishes; shop tools; shop drawings.

JSPD 2950 / Length: 45 hours No class on 7/3.
CRN 542 T/R
5/27-7/17 6:30 pm-9:30 pm Marple
Cost: Spon. $410; Non-spon. $430

ELECTRICAL

Preparation for the Municipal Electrical Licensing Exam
This course 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 499 MW
6/2-8/18 6:30 pm-8:30 pm Marple
Cost: Spon. $450

Refrigerant Technician Certification Exam
DCCC’s Division of Technical Education is one of a small number of schools in the nation approved by the EPA to offer a refrigerant technician certification program. The training manual is available through the college. It is strongly recommended that students read the manual before taking the exam. The exam is given in online format only and can be scheduled through the Learning Center – call 610-359-5298.

JSPD 4000 / Length: 2 hours
CRN 403 Ongoing throughout the semester call 610-359-7344 to register
Cost: $60

HEATING, VENTILATING & AIR CONDITIONING

NEW NATE (North American Technician Excellence)
Testing now available on the Marple campus.

CRN 2964 S
5/11 8:30 am-12:30 pm Marple
Cost: $175
WASTEWATER TREATMENT OPERATOR CERTIFICATION

Certified by the PA Department of Environmental Protection, this coursework is designed to prepare entry-level operators for certification and employment. The successful candidate must enroll for Wastewater Treatment Operator certification Level 1 and Level 2. The training is divided into two 90 hour sessions.

Wastewater Treatment Level 1
PDS 1201 / Length: 90 hours
Please call 610-723-4010 for scheduling
Cost: $950

Wastewater Treatment Level 2
PDS 1202 / Length: 90 hours
Please call 610-723-4010 for scheduling
Cost: $950
Register for Level 1 and 2 together and receive a $150 discount.

Components of the program are offered as separate modules for operators who are already certified that need to meet state continuing education requirements. Call 610-0359-7344 for details

WELDING

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.
PDS 9806 / Length: 45 hours
CRN 927  MT
5/28-7/1
6:15 pm-10:00 pm Marple

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.
PDS 9803 / Length: 45 hours
CRN 469  MT
5/28-7/2
11:30 am-4:00 pm Marple
Cost: Spon. $410; Non-spon. $430

Shielded Metal Arc Welding II
This course 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. Upon successful completion of this course, students should be able to: state the effects of current settings on the weld, control electrodes in the correct manner, weld in vertical, overhead, and horizontal positions using 6010 and 6011, 6012 and 6013 electrodes.
PDS 9804 / Length: 45 hours
CRN 470  TR
5/27-7/1
7:55 am-12:00 pm Marple
CRN 677  MW
7/7-8/13
12:15 pm-4:00 pm Marple
CRN 379  TR
7/8-8/14
8:00 am-11:45 am Marple
Cost: Spon. $410; Non-spon. $430

See What’s Offered at Other Sites!

Brandywine
Culinary
Exton Center
Computer Training
Food Manager Certification
Interior Decorating
Learn Languages
Personal Financial Education
Professional Development

Downingtontown
Allied Health Programs
Childcare Practitioner Education
Health and Wellness
Phoenixville
Allied Health
Financial Education
Languages

Upper Darby
English as a Second Language
Event Planning
Real Estate
Venipuncture

West Grove
Auto Body
Carpentry
Electrical
Health Career Programs
HVAC

For information or to register, call 610-359-7344.
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. Appointments available day and evening, dependent upon counselor availability. For more information and to register, you must call the Career Center at 610-359-5324.

CAR 2141 / Length: four 1-hour sessions
CRN 125 May-June
By appointment Marple
CRN 86 July-August
By appointment Marple
Cost: Spon. $225; Non-spon. $255
NOTE: Cost includes four 1-hour sessions

SMALL BUSINESS RESOURCE

How to Start a Small Business
For those considering starting a small business. Covers legal issues, business plans, market research, management, accounting, insurance, and site selection. Book included.

CAR 3427 / Length: 10 hours
CRN 132 T
5/20-6/17
6:00 pm-8:00 pm Marple
Cost: Spon. $189; Non-spon. $229

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

CAR 3508 / Length: 4 hours
CRN 124 W
5/28-6/4
6:00 pm-8:00 pm Marple
CRN 686 T
6/10-6/17
6:00 pm-8:00 pm PHX
CRN 481 T
7/15
9:00 am-1:00 pm Exton
Cost: Spon. $85; Non-spon. $115

CAREER TRAINING

Professional Wedding Planner
Explore wedding planning as 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 732 R
5/29-6/5
9:00 am-4:00 pm Marple
CRN 485 T
7/8-7/9
6:00 pm-9:00 pm Exton
CRN 734 R
7/10-7/17
9:00 am-4:00 pm UDC
Cost: Spon. $117; Non-spon. $149

Event Planning
Learn planning and project management skills while developing local and regional references and resources. Take your place among the region’s event planners and find out how to put the “WOW” factor in your next event.

CAR 3382 / Length: 6 hours
CRN 496 R
5/15
9:00 am-4:00 pm Exton
CRN 744 R
6/19
9:00 am-4:00 pm Marple
CRN 742 R
7/17
9:00 am-4:00 pm UDC
Cost: Spon. $119; Non-spon. $159

Event Planning II
Take your event to the next level. Review budgets and creative funding strategies. Implement a public relations and branding campaign. Explore ways to engage your committee, sponsors and volunteers. Bring social media to your event, sponsors and team members.

CAR 3700 / Length: 6 hours
CRN 687 R
6/12
9:00 am-4:00 pm Exton
CRN 745 T
6/24
9:00 am-4:00 pm Marple
CRN 743 R
7/24
9:00 am-4:00 pm UDC
Cost: Spon. $119; Non-spon. $159
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 199 M
7/7-8/11
6:00 pm-8:00 pm Marple
Cost: Spon. $125; Non-spon. $147

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 735 W
5/21-6/25
6:00 pm-8:40 pm Marple
Cost: Spon. $145; Non-spon. $185

Getting Paid to Talk
Explore aspects of voice-over work for television, film, radio, audio books, documentaries and the internet. Course covers all the basics of how to be successful in this exciting field and provides an opportunity to record a commercial script. Make money with your voice!

CAR 5480 / Length: 2.5 hours
CRN 748 W
6/25
6:30 pm-9:00 pm Marple
Cost: Spon. $45; Non-spon. $54

An Introduction to Improvisational Comedy
Learn the fundamentals of improv comedy and the art of characterization and storytelling, then step out of your comfort zone and be in the moment, making bold, brave new choices that extend well beyond the improv state. Learn in a fun, non-judgmental atmosphere. No experience required.

CAR 5481 / Length: 18 hours
CRN 514 T
6/3-7/29
7:00 pm-9:00 pm Marple
Cost: Spon. $179; Non-spon. $199

Certificate Programs

REAL ESTATE
Successful completion of both R.E. Fundamentals and R.E. Practice is necessary to qualify to take the state licensing examination.

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 reality and the means, methods and laws that govern conveyance of these rights. Book included.

CAR 3249 / Length: 30 hours
CRN 512 MW
5/19-6/23
6:00 pm-9:00 pm UDC
CRN 687 T
6/3-8/5
6:00 pm-9:00 pm PHX
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 688 R
6/5-8/14
6:00 pm-9:00 pm PHX
CRN 513 MW
6/30-7/30
6:00 pm-9:00 pm UDC
Cost: Spon. $215; Non-spon. $300

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 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. Individual courses are open to all.

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 856 T
5/20-6/17
6:00 pm-8:00 am Marple
Cost: Spon. $179; Non-spon. $209
Certificate Programs

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

CAR 4146 / Length: 4 hours
CRN 855  T
6/24-7/1  6:00 pm-8:00 pm  Marple
Cost: Spon. $85; Non-spon. $105

MORTGAGE TRAINING
Mortgage Industry Career Institute
Need a career change? Worried about finding a job after college? Interested in an industry with a serious upswing? 36 hours of industry training, all materials and a certificate upon successful completion. Free information session(s) will be offered. Please call 610 359-4133 to reserve a seat.

FITNESS TRAINING
Certified Personal Trainer
On-campus lectures and hands-on training at an athletic club 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 during the sixth week. An additional 30-hour internship (contacts 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. No class 7/3.

CAR 3564 / Length: 36 hours
CRN 217  TR
6/10-7/22  6:30 pm-9:30 pm  Marple
CRN 686  TR
6/17-8/14  6:30 pm-9:30 pm  DNT
Cost: $699
Free information session, 5/27, 11 a.m.-12 p.m., room 2256, Marple Campus will explain what it takes to become a Personal Fitness Trainer. No charge. Register in advance: call 888-330-9487. Not eligible for College Over 60.

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

Food Manager’s Certification

Food Manager’s Certification – 8 + 8 Option
Requires a minimum of 8 hours of home study before the class meetings. Designed for the student who has a good handle on food safety techniques and prefers a fast paced classroom environment. Students will be required to register at least one week before the start of class and pick up the textbook on campus.

EAT 0034 / Length: 8 classroom hours
CRN 690  MW
8/18-8/20  5:30 pm-9:30 pm  Exton
Cost: $164

Food Manager’s Recertification
EAT 0034 / Length: 7.5 hours
CRN 690  MT
6/23-6/24  5:30 pm-9:30 pm  Exton
CRN 691  MT
8/25-8/26  5:30 pm-9:30 pm  Exton
Cost: $100
Call 484-237-6242 for information.

PENNA. EDUCATOR CERTIFICATION TEST
(PECT) PAPA TEST PREPARATION
The Pre-service Academic Performance Assessment (PAPA) replaces the Praxis I Pre-Professional Skills Test (PPST). The PAPA tests are used by state departments of education and other certification agencies for teacher licensure and certification. Passing the PAPA is required for entry into Teacher Certification courses. Pennsylvania teacher certification candidates must meet the qualifying scores for all three of following modules: Mathematics, Reading and Writing.

PAPA Math Prep
CAR 5589 / Length: 12 hours
CRN 704  M
6/2-7/7  6:30 pm-8:30 pm  Marple
Cost: $119

PAPA Reading Prep
CAR 5590 / Length: 10 hours
CRN 705  T
6/10-7/8  6:30 pm-8:30 pm  Marple
Cost: $99

PAPA Writing Prep
CAR 5591/ Length: 8 hours
CRN 706  W
6/18-7/9  6:30 pm-8:30 pm  Marple
Cost: $79
Test Preparation

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

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CRN 336 TW
CRN 493 TW
CRN 91 TR
CRN 116 TR
CRN 93 TR
CRN 115 TR

Cost: Spon. $159; Non-spon. $199

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

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<td>7/1-7/17</td>
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<td>TR</td>
<td>7/22-8/7</td>
<td>7:35 pm-9:05 pm</td>
<td>Marple</td>
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Cost: Spon. $159; Non-spon. $199

SAT Prep Course: Essay Writing
Provides guidance in the steps required to produce a clearly developed essay of several paragraphs on a given topic within 25 minutes. Typical SAT topics are used in the practice essays, which are written in class and at home. All essays are individually corrected, and all students receive help with improving their writing skills.

YTH 9669 / Length: 6 hours

<table>
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<tr>
<td>220</td>
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Cost: Spon. $109; Non-spon. $129

GED

GED® Prep Course
This series of courses help you prepare for the new 2014 GED® test leading to the Pennsylvania High School Equivalency Diploma. Students should be at an 8th-10th grade proficiency level before registering for these courses. Call 610-359-5025 for course questions. No class 7/3.

Mathematical Reasoning
CSP 2121 / Length: 12 hours

<table>
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Cost: $99

Reasoning Through Language Arts
CSP 2122 / Length: 12 hours

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<th>Days</th>
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<td>6/10-7/15</td>
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Cost: $99

Science
CSP 2123 / Length: 12 hours

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<td>W</td>
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<tr>
<td>693</td>
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<td>6/30-7/16</td>
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Cost: $99

Social Studies
CSP 2124 / Length: 12 hours

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<td>710</td>
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<td>6/26-8/7</td>
<td>6:00 pm-8:00 pm</td>
<td>Marple</td>
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<td>694</td>
<td>M</td>
<td>7/21-8/8</td>
<td>6:00 pm-8:00 pm</td>
<td>Exton</td>
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Cost: $99

DCCC Marple Campus is approved as a testing center for the GED Exams. Visit www.ged.com to create a profile, find a testing center, register and pay for the exams.

For information or to register, call 610-359-5025.
BACK TO SCHOOL

The Basics of Surviving in Higher Education
If you are thinking about starting or going back to a college or university program but are unsure of what to expect, this course is for you. Learn what the schedules are like while exploring skills related to finances, time management, nutrition and self-responsibility that will impact your success.

CAR 5579 / Length: 6 hours
CRN 488 MT
8/4-8/5
6:00 pm-9:00 pm DNT
Cost: Spon. $59; Non-spon. $69

Learning Languages

ESL

English as a Second Language
Provides beginning, intermediate and advanced instruction in speaking English. Students are grouped according to their current ability. All levels may not be available at every location; this is determined after the screening process at the first class. Book included.

CSP 5021 / Length: 40 hours
CRN 130 TR
5/13-7/22
8:05 pm-10:05 pm Marple
CRN 694 TR
5/20-7/15
6:00 pm-8:30 pm PHX
CRN 508 TR
5/27-8/5
7:05 pm-9:05 pm UDC
CRN 328 MW
7/7-8/27
6:00 pm-8:30 pm Exton
Cost: $210

Pronunciation for ESL Students
Specifically designed to help advanced students from a variety of language backgrounds to improve their pronunciation of Standard English. Incorporates group and pairs exercises, pronunciation games, and an introduction to linguistic terms. Book included.

CSP 5258 / Length: 20 hours
CRN 695 R
5/22-7/17
6:00 pm-8:30 pm Exton
CRN 251 W
6/4-8/6
8:05 pm-10:05 pm Marple
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 7/3.

CSP 5232 / Length: 20 hours
CRN 711 R
5/22-7/31
6:00 pm-8:00 pm Marple
Cost: $195

Elementary Grammar for Foreign Students
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.

CSP 5268 / Length: 45 hours
CRN 509 MW
5/22-7/31
6:00 pm-8:00 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.

CSP 5241 / Length: 20 hours
CRN 695 W
7/9-8/27
6:00 pm-8:30 pm Exton
Cost: $195

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 7/4.

CAR 3311 / Length: 48 hours
CRN 129 TR
5/6-7/29
8:00 pm-10:05 pm Marple
Cost: $295

Qualified Instructors Needed!
Instructors with new ideas in the areas of professional growth and community programs, send your resume and course proposal to: nsmith@dccc.edu
Learning Languages

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 7/3.

Beginning Arabic
CAR 5576 / Length: 16 hours
CRN 696 W
7/9-8/13
6:00 pm-8:40 pm Exton
Cost: Spon. $149; Non-spon. $189

Beginning Chinese
CAR 2189 / Length: 16 hours
CRN 697 R
7/24-8/28
6:00 pm-8:40 pm Exton
Cost: Spon. $149; Non-spon. $189

Beginning French
CAR 2116 / Length: 16 hours
CRN 696 T
6/3-7/8
6:00 pm-8:40 pm Exton
Cost: Spon. $149; Non-spon. $189

Intermediate French
CAR 2190 / Length: 16 hours
CRN 699 T
7/13-8/19
6:00 pm-8:40 pm Exton
Cost: Spon. $149; Non-spon. $189

Beginning Italian
CAR 2111 / Length: 16 hours
CRN 736 MW
6/2-8/25
6:00 pm-8:00 pm Marple
CRN 697 W
6/4-7/9
6:00 pm-8:40 pm Exton
Cost: Spon. $149; Non-spon. $189

Intermediate Italian
CAR 2436 / Length: 16 hours
CRN 700 W
7/16-8/20
6:00 pm-8:40 pm Exton
Cost: Spon. $149; Non-spon. $189

Intermediate Italian II
CAR 2706 / Length: 16 hours
CRN 698 M
5/12-6/23
6:00 pm-8:40 pm Marple
Cost: Spon $149; Non-spon. $189

Beginning Spanish
CAR 2129 / Length: 16 hours
CRN 699 T
5/20-6/24
6:00 pm-8:40 pm PHX
CRN 510 TR
5/27-6/19
6:00 pm-8:00 pm Marple
CRN 495 W
5/28-7/2
6:00 pm-8:40 pm Exton
Cost: Spon. $149; Non-spon. $189

Intermediate Spanish
CAR 3356 /Length: 16 hours
CRN 735 TR
7/1-7/30
6:00 pm-8:00 pm Marple
CRN 701 T
7/1-8/5
6:00 pm-8:40 pm PHX
CRN 267 W
7/9-8/13
6:00 pm-8:40 pm Exton
Cost: Spon. $149; Non-spon. $189

Intermediate Spanish II
CAR 2707 / Length: 16 hours
CRN 700 R
6/5-7/17
6:00 pm-8:40 pm Exton
Cost: Spon. $149; Non-spon. $189

Spanish for the Workplace
Communicate more effectively with customers, co-workers or employees by understanding key words and phrases to assist with the communication process.
CAR 3897 / Length: 16 hours
CRN 739 W
6/4-7/23
7:00 pm-9:00 pm Marple
Cost: Spon. $149; Non-spon. $189

TRAVEL AND CULTURE

Understand the culture of the selected area. Sessions include: languages, history, politics, religious beliefs, food, geography, tourism, and business practices.

Italy from the Inside
CSP 7068 / Length: 16 hours
CRN 702 R
6/5-7/17
6:00 pm-8:40 pm Exton
Cost: Spon. $149; Non-spon. $189

Spanish Culture from the Inside
CSP 7069 / Length: 16 hours
CRN 703 M
6/2-7/7
6:00 pm-8:40 pm Exton
Cost: Spon. $149; Non-spon. $189

For information or to register, call 610-359-5025.
The Creative Arts

DANCE
Experience the romance of Ballroom and the passion of Latin dances. These beginner courses will teach you how to dance, regardless of age or ability. Fun, easy and proven methods will get you on the dance floor the very first night! Educate your body, mind and soul as you unlock your potential. Registering with a partner is suggested but not required.

**Latin Rhythm**
Includes Rumba, Salsa and Cha Cha.
LSP 5617 / Length: 4 hours
CRN 500 M
7/8-7/29
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 501 M
7/8-7/29
7:35 pm-8:35 pm Marple
Cost: Spon. $49; Non-spon. $69

MUSIC

**Beginning Piano**
Through group instruction in our electronic piano lab learn to read musical notation, develop basic piano techniques, build an understanding of melodies and chords, and play simple compositions. Access to a piano for practice is strongly recommended. Book included. No class 5/26.
LSP 5463 / Length: 20 hours.
CRN 511 MW
5/19-6/23
6:00 pm-8:00 pm Marple
Cost: Spon. $167; Non-spon. $215

WRITING

**Writing Well**
Learn the basic principles of composition, rules of usage, and methods and forms of writing, while developing a unique approach to style. Book included.
CAR 5586 / Length: 20 hours
CRN 712 W
5/28-7/30
6:30 pm-8:30 pm Marple
CRN 718 R
6/5-8/14
6:00 pm-8:00 pm DNT
Cost: Spon. $145; Non-spon. $175

**Creative Writing**
Learn to make your fiction or non-fiction writing come alive with creative techniques. (Does not cover poetry.) 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.
CAR 3080 / Length: 16 hours
CRN 250 T
5/20-7/8
6:30 pm-8:30 pm Marple
CRN 719 W
7/2-8/20
6:00 pm-8:00 pm DNT
Cost: Spon. $112; Non-spon. $164

**Life Stories**
Leaving a written account of your life stories would be a treasured gift to your family and friends. Knowing how to gather information and put it to paper is the challenge! Learn how to work through your stories with assistance from an instructor who can help you capture those beautiful memories and events. No writing experience necessary.
CAR 4321 / Length: 16 hours
CRN 727 T
5/20-7/8
6:00 pm-8:00 pm DNT
Cost: Spon. $119; Non-spon. $149

Personal Interest and Enrichment

**INVESTING, FINANCE AND LAW**

**Little Known Secrets of Paying for College**
Find out how 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 348 M
6/9-6/16
6:00 pm-8:00 pm Marple
Cost: Spon. $35; Non-spon. $45

**Personal Financial Planning**
Learn how to 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
For information or to register, call 610-359-5025.

**Stocks and Bonds**

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

LSP 5576 / Length: 8 hours

CRN 722 M
7/14-8/4
6:00 pm-8:00 pm
Exton

CRN 723 W
7/2-7/23
6:00 pm-8:00 pm
PHX

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

**Social Security: When to Collect?**

At what age should you begin to collect Social Security benefits? How does working in your retirement affect your benefit? Discuss how to make the big decision, learn strategies to maximize your benefit, and learn how working in retirement can affect your decision.

LSP 5707 / Length: 2 hours

CRN 732 T
7/29
6:30 pm-8:30 pm
Exton

CRN 731 W
8/20
6:30 pm-8:30 pm
DNT

Cost: Spon. $39; Non-spon. $49

**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 728 R
6/26
6:00 pm-9:00 pm
PHX

CRN 484 M
7/7
6:00 pm-9:00 pm
Exton

CRN 816 M
8/11
6:00 pm-9:00 pm
Exton

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

**HOME REMODELING**

**Kitchen Design**

Learn to create a detailed floor plan, design a good layout for space, and choose cabinets, appliances, furnishings, lighting and finishing materials.

CAR 3902 / Length: 18 hours

CRN 726 R
6/26-8/7
6:00 pm-9:00 pm
Exton

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

**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 730 T
6/10-7/15
6:00 pm-9:00 pm
Exton

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

**FLORAL DESIGN**

**Introduction to Floral Design**

Hands-on experience and instruction focusing on basic mechanics and techniques of floral design. Includes arranging in floral foam, water and sand. Bring floral shears and an apron to each class. Floral material will be provided.

CAR 5577 / Length: 6 hours

CRN 844 W
6/4-6/18
9:00 am-11:00 am
Marple

Cost: Spon. $179; Non-spon. $199

**Floral Design II**

Expand your floral knowledge and creativity. Explore advanced designs and techniques as you learn about working with various floral materials. Bring floral shears and an apron to each class. Floral material will be provided.

CAR 5581 / Length: 6 hours

CRN 878 W
7/2-7/16
9:00 am-11:00 am
Marple

Cost: Spon. $179; Non-spon. $199
TEACHERS' CORNER

ACT 48

Strategies for Building a Successful Classroom
Both beginning and seasoned teachers will learn helpful strategies for classroom management, nurturing a positive learning environment, connecting with parents, and identifying the difference between being an educator and being a teacher. No class 5/26.
CAR 5482 / Length: 10 hours
CRN 716  M  5/19-6/33  6:00 pm-8:00 pm  Marple
Cost: Spon. $99; Non-spon. $119

Unlocking the Hidden Abilities of the ESL Student
Learn new skills and habits to help develop, polish, and enhance your natural inclination to motivate and engage ESL students. No class 5/26.
CAR 5580 / Length: 12 hours
CRN 717  M  5/19-6/30  8:05 pm-10:05 pm  Marple
Cost: Spon. $119; Non-spon. $139

Beyond Instruction: Motivating Middle and High School Students
Why is it so difficult to connect with 21st-century middle and high school students? Explore the “great divide” and equip yourself with the tools to bridge the gap. Learn methods for discourse and interaction with this unique population.
CAR 5483 / Length: 12 hours
CRN 718  T  5/20-6/24  6:00 pm-8:00 pm  Marple
Cost: Spon. $119; Non-spon. $139

Anger Management: Helping Students Make Better Choices
Learn concepts, definitions, and strategies to teach life coping skills that will help students gain insight and apply strategies to combat anger, aggression, low self-esteem, and fear.
CAR 5484 / Length: 12 hours
CRN 719  T  5/20-6/24  8:05 pm-10:05 pm  Marple
Cost: Spon. $119; Non-spon. $139

BON APPETIT

Stock, Soup and Sauce
Learn how to make your own and skip the canned aisle. From Vichyssoisse to Veloute, Chef Peter Gilmore will teach you one minute Hollandaise and more!
EAT 1116 / Length: 3 hours
CRN 729  W  6/11  6:30 pm-9:30 pm  Brandywine
Cost: $49

French Food Simplified
Come and learn from Chef Peter Gilmore how to make some classics! Just pretend you are in a Parisian Café when you sit down to eat this mouth-watering meal.
EAT 1115 / Length: 3 hours
CRN 724  W  7/16  6:30 pm-9:30 pm  Brandywine
Cost: $49

Learn the Bird
Stop buying chicken pieces at the store and learn how to bone out a bird yourself. Chef Peter Gilmore will show you how to turn it into a five-star meal! Class is a hands-on.
EAT 1117 / Length: 3 hours
CRN 725  W  8/13  6:30 pm-9:30 pm  Brandywine
Cost: $49

Food Safety for the Home Cook
You know not to mix your cutting boards, but do you know why? There might be simple mistakes you are making in your home that could cause potential sickness to those you are serving food. Join us for an informative evening that will make your home kitchen a much safer one.
EAT 0050 / Length: 3 hours
CRN 692  W  8/27  6:00 pm-9:00 pm  Exton
Cost: Spon $35; Non-spon $45

Culinary Professional Certificate Program
Train under a distinguished chef in a professional kitchen. Learn how to execute basic and advanced techniques and apply them to all types of food preparation, from appetizers to dessert. Program includes:
- Professional Cooking I
- Professional Cooking II
- Baking and Pastry I
- Baking and Pastry II
- Food Manager Certification
EAT 0905 / Length: 256 hours
Course is offered at the Brandywine Campus.
Cost: $3,899
Call 484-237-6245 for more information. Not eligible for College Over 60 program.
HEALTH & WELL-BEING

T'ai Chi
Center your awareness, reduce tension, and improve muscle tone, flexibility and cardiovascular performance with movements based on self-defense techniques. Varying levels of experience are accommodated. Wear rubber-soled canvas shoes—not running shoes. No class 7/4.

LSP 5000 / Length: 12 hours
CRN 727    W
6/11-8/27  6:30 pm-7:30 pm  DNT
CRN 514    W
6/11-8/27  7:30 pm-8:30 pm  Marple

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

T'ai Chi for Arthritis
Reduce pain and improve flexibility. Varying levels are welcome as this class uses gentle movements to increase range of motion. Wear rubber-soled canvas shoes—not running shoes.

LSP 5000 / Length: 12 hours
CRN 728    T
6/10-8/26  6:30 pm-7:30 pm  DNT

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

Hiking Adventures for a Lifetime
Enjoy presentations on Mt. Kilimanjaro, Machu Picchu, Mt. Everest and Accucaqua Peak while also planning your own adventure. Learn to choose an outfitter, upgrade gear lists, train and discuss medical implications.

LSP 5715 / Length: 4 hours
CRN 731    W
6/4-6/25   7:00 pm-8:00 pm  DNT
CRN 729    W
7/9-7/30   7:00 pm-8:00 pm  PHX

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

Nurturing the Spirit Within
Explore the inner self. Examine a different in-depth topic each week in the world of metaphysics, including Dreams; Chakras, and The Seven Centers of the Body; Angel and Spirit Guide Painting; Palmistry; Numerology; Crystal Energy; and Feng Shui tips for spiritual living in our homes and gardens. The focus in on insight, self-acceptance and self-healing.

LSP 5695 / Length: 12 hours
CRN 713    T
5/27-6/17  6:00 pm-9:00 pm  Marple
CRN 730    TR
8/7-8/19   6:00 pm-9:00 pm  DNT

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

Pilates for Beginners
Learn the Pilates method for stretching, strengthening and balancing the body. Discover the benefits of increased awareness of muscle function and control. Eat lightly and bring a mat or folded blanket. No class 7/4.

LSP 5625 / Length: 10 hours
CRN 714    R
5/22-7/31  7:05 pm-8:05 pm  Marple

Cost: Spon $97; Non-spon $117

Zumba
Participate in the latest fitness craze! Find yourself incorporating the moves of salsa, merengue, cha cha and reggaeton, regardless of your experience or fitness level.

LSP 5671 / Length: 10 hours
CRN 715    TR
5/27-6/26  6:00 pm-7:00 pm  Marple

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

Qualified Instructors Needed!
Instructors with new ideas in the areas of professional growth and community programs, send your resume and course proposal to: ns smith@dccc.edu

Kids and Teens
Ages 10-15
Learn more about computers
BUILD YOUR OWN!

Registration will include a computer kit, windows and basic software, suitable for homework, web browsing, and games. Learn how a computer works as you put it together with help from a certified computer specialist. You supply your own keyboard, mouse and screen.

Call 610-359-5025 for more information.

For information or to register, call 610-359-5025.
Enjoy exciting opportunities for exploration and age-appropriate learning experiences this summer! Classes are small with hands-on participation and lots of individual attention. Make new friends, discover more about your world, build your skills, and increase your self-confidence.

Cost per class: Spon. $109; Non-spon. $139

Before Care: 7:00-9:00 am MTWR $35
After Care: 4:00-6:00 pm MTWR $35
Lunch Bunch: 12:00-1:00 pm MTWR $17

**June 23, 24, 25, 26**

**BUILD YOUR SKILLS**

**Calling All Chefs**
Have safe, creative fun with cooking.
Ages 5-7 CRN 141 9:00 am - 12:00 pm
Ages 8-11 CRN 142 1:00 pm - 4:00 pm

**Karate Kids**
Improve physical coordination and dexterity through the study of martial arts.
Ages 8-11 CRN 769 9:00 am - 12:00 pm
Ages 5-7 CRN 768 1:00 pm - 4:00 pm

**Computer Keyboarding**
Learn the keyboard, hand coordination and finger placement.
Ages 10+ CRN 275 9:00 am - 12:00 pm

**Super Sitters**
Be a responsible babysitter! Learn first aid, CPR, care and feeding, and how to prevent accidents and handle emergencies.
Ages 10+ CRN 889 1:00 pm - 4:00 pm

**CAREER EXPLORATION**

**So, You Want to be a Nurse!**
Discover what it takes to become a nurse. Visit the SymLab at the College to understand firsthand what it’s like to be a nurse.
Ages 10+ CRN 771 9:00 am - 12:00 pm

**CREATIVE ADVENTURES**

**Comic Strips**
Create your own comic strips, and develop characters and lettering skills. Bring an 11 x 14 sketchbook.
Ages 8-11 CRN 135 9:00 am - 12:00 pm

**Fundamentals of Art**
Use a variety of creative media to enliven your imagination and express your artistic talent.
Ages 5-7 CRN 772 9:00 am - 12:00 pm
Ages 8-11 CRN 773 1:00 pm - 4:00 pm

**June 30, July 1, 2, 3**
No Classes

**July 7, 8, 9, 10**

**BUILD YOUR SKILLS**

**Calling All Chefs II**
More creative and safe fun in the kitchen!
Ages 8-11 CRN 296 9:00 am - 12:00 pm
Ages 5-7 CRN 191 1:00 pm - 4:00 pm

**Magic Manners**
Learn manners that will make you a sought after guest, all your life.
Ages 10+ CRN 778 9:00 am - 12:00 pm

**Spanish I**
Have fun learning about Spanish customs and the language through games, songs, stories and other interactive activities.
Ages 5-7 CRN 779 9:00 am - 12:00 pm
Ages 8-11 CRN 817 9:00 am - 12:00 pm

**STEM EXPLORATIONS**

**Project Earth**
Learn to appreciate our earth through activities in earth science, astronomy, biology, and geology.
Ages 5-7 CRN 774 9:00 am - 12:00 pm
Ages 8-11 CRN 775 1:00 pm - 4:00 pm

**Web Design**
Design your own Web page, including text, pictures, graphics, sound and links. Prior internet experience required.
Ages 8-11 CRN 95 9:00 am - 12:00 pm
Ages 12-15 CRN 89 1:00 pm - 4:00 pm

**Engineering with LEGO**
Learn the basics of stable structures, mechanisms, and simple machines using real life examples.
Ages 5-7 CRN 202 9:00 am - 12:00 pm
Ages 5-7 CRN 192 1:00 pm - 4:00 pm

**Money Smarts**
Learn the basics of saving, investing, donating, and spending money.
Ages 12-15 CRN 776 9:00 am - 12:00 pm
Ages 8-11 CRN 777 1:00 pm - 4:00 pm

Enjoy exciting opportunities for exploration and age-appropriate learning experiences this summer! Classes are small with hands-on participation and lots of individual attention. Make new friends, discover more about your world, build your skills, and increase your self-confidence.
Calling All Actors!
Develop your interest and talents as we work on improv, pantomime, dialogues, characterizations and displaying emotions.

Ages 5-7 CRN 781 9:00 am -12:00 pm
Ages 8-11 CRN 782 1:00 pm -4:00 pm

CAREER EXPLORATION

So, You Want to be a Journalist!
Learn the fundamentals of journalism and experience the range of opportunities available in the field of journalism.

Ages 10+ CRN 783 9:00 am -12:00 pm

CREATIVE ADVENTURES

Printmaking
Explore the world of printmaking using a variety of tools, textures and techniques.

Ages 8-11 CRN 784 9:00 am -12:00 pm
Ages 5-7 CRN 785 1:00 pm -4:00 pm

Photography
Learn the techniques of taking great pictures. Bring to class any type of camera you have.

Ages 16-17 CRN 787 9:00 am -12:00 pm
Ages 10-15 CRN 786 1:00 pm -4:00 pm

STEM EXPLORATIONS

Under the Sea
Explore the wonders of the ocean, including plants and animal life. Learn how to protect our oceans, rivers and streams.

Ages 5-7 CRN 788 9:00 am -12:00 pm
Ages 8-11 CRN 789 1:00 pm -4:00 pm

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

Ages 10-15 CRN 139 9:00 am -12:00 pm

Let’s Build
Construct exciting engineering projects with every day objects.

Ages 8-11 CRN 167 9:00 am -12:00 pm
Ages 12-15 CRN 168 1:00 pm -4:00 pm

Geometry All Around
Geometry is all around us! Join us as we investigate the shapes in our everyday world. You’ll be surprised what you find, and where you find it.

Ages 8-11 CRN 790 9:00 am -12:00 pm
Ages 5-7 CRN 791 1:00 pm -4:00 pm

July 14, 15, 16, 17

BUILDING SKILLS

Calling All Chefs III
Learn more basic kitchen techniques and prepare more great dishes. Recipes included. Calling All Chefs I and II are recommended as a prerequisite but not required.

Ages 5-7 CRN 270 9:00 am -12:00 pm
Ages 8-11 CRN 792 1:00 pm -4:00 pm

Spanish II
More fun games, songs, stories and other interactive activities to build Spanish language skills.

Ages 8-11 CRN 793 9:00 am -12:00 pm
Ages 5-7 CRN 794 1:00 pm -4:00 pm

CheckMate
Learn the pieces and the moves, or expand your knowledge of the ancient game of chess. Build your skills according to your ability.

Ages 10+ CRN 795 1:00 pm -4:00 pm

CAREER EXPLORATION

So You Want to be a Lawyer!
Learn what it takes to become a Lawyer. Participate in a make-believe trial and see what it takes to convince a judge and jury.

Ages 10+ CRN 796 9:00 am -12:00 pm

CREATIVE ADVENTURES

Great Little Puppet Workshop
Create characters for a story, and then make finger and hand puppets and marionettes to go with your very own “theater.”

Ages 5-7 CRN 797 9:00 am -12:00 pm
Ages 8-11 CRN 798 1:00 pm -4:00 pm

Fun With Fashion
Explore the world of fashion with fun and creative activities that will spark your fashion flare!

Ages 8-11 CRN 799 9:00 am -12:00 pm
Ages 12-15 CRN 800 1:00 pm -4:00 pm

STEM EXPLORATIONS

Exploring Space
Discover the challenge of space exploration, what it’s like to be in space, life on the space shuttle and what it takes to become an astronaut. Explore the procedures and problems of space travel as well as getting an overview of the objects and planets in our solar system.

Ages 5-7 CRN 801 9:00 am -12:00 pm
Ages 8-11 CRN 802 1:00 pm -4:00 pm

For information or to register, call 610-359-5025.
<table>
<thead>
<tr>
<th>Programs for Kids and Teens</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Your Game</strong></td>
</tr>
<tr>
<td>Learn the essentials of computer game design, then create your own game to play.</td>
</tr>
<tr>
<td>Ages 10-15 CRN 152 9:00 am -12:00 pm</td>
</tr>
<tr>
<td><strong>LEGO - Machines &amp; Mechanisms</strong></td>
</tr>
<tr>
<td>Explore and build machines and mechanisms, investigate motorized machines, calibrate and capture wind, and study gearing mechanisms</td>
</tr>
<tr>
<td>Ages 12-15 CRN 850 9:00 am -12:00 pm</td>
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<tr>
<td>Ages 8-11 CRN 851 1:00 pm - 4:00 pm</td>
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<tr>
<td><strong>Mathematical Mysteries</strong></td>
</tr>
<tr>
<td>Solve mazes, create your own puzzles, and enjoy the challenges of creating and breaking codes.</td>
</tr>
<tr>
<td>Ages 8-11 CRN 803 9:00 am -12:00 pm</td>
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<tr>
<td>Ages 12-15 CRN 804 1:00 pm - 4:00 pm</td>
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</tbody>
</table>

**Creative Adventures**

| **Suitcase Art** |
| Join us for a “traveling” art class! Our beautiful campus will provide the landscape for exploration. Nature will provide the materials for drawing, painting, and printmaking. |
| Ages 5-7 CRN 811 9:00 am -12:00 pm |
| Ages 8-11 CRN 812 1:00 pm - 4:00 pm |
| **Books on Stage** |
| Transform a children’s classic into a play, acted out by you! Work on scenery, costumes and acting techniques. |
| Ages 5-7 CRN 813 9:00 am -12:00 pm |
| Ages 8-11 CRN 814 1:00 pm - 4:00 pm |

**Building Skills**

| **Calling All Chefs IV** |
| Learn basic kitchen techniques while preparing great dishes. Recipes included. Calling All Chefs I, II, and III are recommended as a prerequisite but not required. |
| Ages 8-11 CRN 323 9:00 am -12:00 pm |
| Ages 8-11 CRN 324 1:00 pm - 4:00 pm |
| **French I** |
| A fun program where you learn about French customs and the language through games, songs, stories and interactive activities. |
| Ages 8-11 CRN 805 9:00 am -12:00 pm |
| Ages 5-7 CRN 806 1:00 pm - 4:00 pm |
| **Go Fly a Kite** |
| Discover the history of kites and learn to create and fly a variety of kites. |
| Ages 5-7 CRN 807 9:00 am -12:00 pm |
| Ages 8-11 CRN 808 1:00 pm - 4:00 pm |
| **Speak Easy** |
| Build confidence, articulation, and organization for speaking in front of your class or an audience. |
| Ages 10+ CRN 809 1:00 pm - 4:00 pm |

**Career Exploration**

| **So You Want to be a Police Officer!** |
| Learn about the knowledge, skills and abilities required to become a Police Officer. Learn how the police enforce laws, regulate traffic, prevent crime and make arrests. |
| Ages 10+ CRN 810 9:00 am -12:00 pm |
| **ESL for Kids** |
| Is English your second language? Enjoy fun-filled days learning about the history, culture and food of our community, while you sharpen your English skills. |
| Ages 8-11 CRN 820 9:00 am -12:00 pm |
| Ages 5-7 CRN 821 1:00 pm - 4:00 pm |
Programs for Kids and Teens

**Karate II for Kids**  
More physical coordination and mental skills development. Emphasis on flexibility and endurance.

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<thead>
<tr>
<th>Ages</th>
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<th>Time</th>
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<tr>
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<td>822</td>
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<tr>
<td>8-11</td>
<td>823</td>
<td>1:00 pm - 4:00 pm</td>
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**Super Sitters**  
Be a responsible babysitter! Learn first aid, CPR, care and feeding, and how to prevent accidents and handle emergencies.

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<th>Ages</th>
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<tr>
<td>10+</td>
<td>824</td>
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**Summer Bridge**  
Build a smooth transition from one grade to the next. Reading, writing, math and language skills will be reviewed. Build confidence and self-esteem with activities that prepare students for the grade they enter this fall.

<table>
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<tr>
<th>Grades</th>
<th>CRN</th>
<th>Time</th>
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<tbody>
<tr>
<td>2 into 3</td>
<td>832</td>
<td>9:00 am - 12:00 pm</td>
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<tr>
<td>3 into 4</td>
<td>833</td>
<td>1:00 pm - 4:00 pm</td>
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</tbody>
</table>

**Creative Adventures**

**Art Expose**  
Using tempera, acrylics and watercolor, create landscapes, still lifes and more.

<table>
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<tr>
<th>Ages</th>
<th>CRN</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>8-11</td>
<td>826</td>
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<tr>
<td>12-15</td>
<td>827</td>
<td>1:00 pm - 4:00 pm</td>
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**The Best of Storytelling**  
Create and illustrate a story using characters and story lines from your own imagination.

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<th>Ages</th>
<th>CRN</th>
<th>Time</th>
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<tbody>
<tr>
<td>8-11</td>
<td>828</td>
<td>9:00 am - 12:00 pm</td>
</tr>
<tr>
<td>5-7</td>
<td>829</td>
<td>1:00 pm - 4:00 pm</td>
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</table>

**STEM Explorations**

**Running Through the Rainforest**  
Journey deep into a tropical forest to explore the climate, plants, and cool, colorful birds and animals.

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<tr>
<th>Ages</th>
<th>CRN</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>5-7</td>
<td>830</td>
<td>9:00 am - 12:00 pm</td>
</tr>
<tr>
<td>8-11</td>
<td>831</td>
<td>1:00 pm - 4:00 pm</td>
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</table>

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

<table>
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<tr>
<th>Ages</th>
<th>CRN</th>
<th>Time</th>
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<tbody>
<tr>
<td>10-15</td>
<td>175</td>
<td>9:00 am - 12:00 pm</td>
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</table>

**Career Exploration**

**So You Want to Work in the Building Trades!**  
Learn about the various jobs available in the world of construction. Explore a variety of different skills required in the building trades.

<table>
<thead>
<tr>
<th>Ages</th>
<th>CRN</th>
<th>Time</th>
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<tbody>
<tr>
<td>10+</td>
<td>825</td>
<td>9:00 am - 12:00 pm</td>
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</table>

**Creative Activities**

**Paint Like the Artists**  
Discover the versatility, beauty, new techniques, and the fun of painting in acrylics and watercolors and more, while exploring methods used by famous artists.

<table>
<thead>
<tr>
<th>Ages</th>
<th>CRN</th>
<th>Time</th>
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<tr>
<td>10+</td>
<td>845</td>
<td>1:00 pm - 4:00 pm</td>
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</table>

**Building Skills**

**More ESL for Kids**  
More opportunities to develop your English listening, speaking, reading and writing skills, while having fun at the same time!

<table>
<thead>
<tr>
<th>Ages</th>
<th>CRN</th>
<th>Time</th>
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<tbody>
<tr>
<td>5-7</td>
<td>834</td>
<td>9:00 am - 12:00 pm</td>
</tr>
<tr>
<td>8-11</td>
<td>835</td>
<td>1:00 pm - 4:00 pm</td>
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</table>

**Teen Cuisine**  
Learn basic kitchen techniques while preparing delicious and healthy meals for teens.

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<thead>
<tr>
<th>Ages</th>
<th>CRN</th>
<th>Time</th>
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<tbody>
<tr>
<td>16-17</td>
<td>836</td>
<td>9:00 am - 12:00 pm</td>
</tr>
<tr>
<td>12-15</td>
<td>837</td>
<td>1:00 pm - 4:00 pm</td>
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</tbody>
</table>

**Study Smarter**  
Learn to improve your concentration, memorize and relax. Discover how note and test taking skills can help you enjoy studying, resulting in more confidence and better grades.

<table>
<thead>
<tr>
<th>Ages</th>
<th>CRN</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>12-15</td>
<td>838</td>
<td>9:00 am - 12:00 pm</td>
</tr>
<tr>
<td>8-11</td>
<td>839</td>
<td>1:00 pm - 4:00 pm</td>
</tr>
</tbody>
</table>

**On Your Mark, Get Set, Read**  
Improve and enhance reading, vocabulary, and comprehension skills. Learn to love reading!

<table>
<thead>
<tr>
<th>Grades</th>
<th>CRN</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>1-2</td>
<td>840</td>
<td>9:00 am - 12:00 pm</td>
</tr>
<tr>
<td>3-4</td>
<td>841</td>
<td>1:00 pm - 4:00 pm</td>
</tr>
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<table>
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<th>Grades</th>
<th>CRN</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>K into 1</td>
<td>842</td>
<td>9:00 am - 12:00 pm</td>
</tr>
<tr>
<td>1 into 2</td>
<td>843</td>
<td>1:00 pm - 4:00 pm</td>
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</tbody>
</table>

**Career Exploration**

**So You Want to be a Teacher!**  
Identify the knowledge, skills and abilities necessary to become a teacher. Learn to prepare a lesson plan, practice teaching a class, grade papers, and much more.

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<tr>
<th>Ages</th>
<th>CRN</th>
<th>Time</th>
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<tbody>
<tr>
<td>10+</td>
<td>844</td>
<td>9:00 am - 12:00 pm</td>
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</table>

**Creative Adventures**

For information or to register, call 610-359-5025.
Dazzling American Girl Dolls
Learn about American history while sharing American Girl Dolls’ own stories. Includes a tea party and fashion show! Bring your American Dolls and book(s).

| Ages 8-11 | CRN 846 | 9:00 am - 12:00 pm |
| Ages 5-7 | CRN 847 | 1:00 pm - 4:00 pm |

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-Thursday
Marple Campus
610-359-5025

Chester County Locations:
Call from 8:00 a.m. to 4:00 p.m. Monday-Thursday
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 in back of booklet 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.

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 course for which they registered will receive a 100% refund only if the appropriate office is notified before the starting date of the course.

Cost per class: Spon. $109; Non-spon. $139
Before Care: 7:00-9:00 am MTWR $35
After Care: 4:00-6:00 pm MTWR $35
Lunch Bunch: 12:00-1:00 pm MTWR $17
Visit www.dccc.edu/kidscamps or call 610-359-5025.

STEM EXPLORATIONS

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

| Ages 10-15 | CRN 169 | 1:00 pm - 4:00 pm |

Mathletes
Sharpen your math skills, expand your mind, and get to first place.

| Grades 3-4 | CRN 849 | 9:00 am - 12:00 pm |
| Grades 1-2 | CRN 848 | 1:00 pm - 4:00 pm |

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), Havertford, 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.

DCCC is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104.
Enclosed is my:  
Check  
Money Order (made payable to DCCC)

Charge my:  
VISA  
MasterCard  
Discover  
American Express

Account No.  
Expiration Date

Signature

Mail form and payment to:  
Delaware County Community College  
Community Education  
901 S. Media Line Road, Media, PA 19063-1094

LOCATION CODES

<table>
<thead>
<tr>
<th>Location</th>
<th>Code</th>
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<tbody>
<tr>
<td>Delaware County</td>
<td></td>
</tr>
<tr>
<td>Marple Campus</td>
<td>“Marple”</td>
</tr>
<tr>
<td>Penncrest High School</td>
<td>“PCHS”</td>
</tr>
<tr>
<td>Southeast Center</td>
<td>“SEAST”</td>
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<tr>
<td>Upper Darby Center</td>
<td>“UDC”</td>
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<td>Pennocks Bridge Campus</td>
<td>“PENN”</td>
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<tr>
<td>Phoenixville Campus</td>
<td>“PHX”</td>
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<tr>
<td>Chester County Hospital</td>
<td>“CCH”</td>
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Students must be 17 years of age or older to take adult learning classes.

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Records processing fee (all students) 5.00

Total

Name  
Student I.D.  
Sex:  
M   F   
Address  
E-mail Address

City  
State   Zip

School District  
Phone  
Date of Birth

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

LOCATION CODES

Delaware County
Marple Campus  “Marple”
Penncrest High School  “PCHS”
Southeast Center  “SEAST”
Upper Darby Center  “UDC”

Chester County
Brandywine Campus  “DB”
Downingtown Campus  “DNT”
Exton Center  “Exton”
Pennocks Bridge Campus  “PENN”
Phoenixville Campus  “PHX”
Chester County Hospital  “CCH”

Delaware County
Marple Campus  “Marple”
Penncrest High School  “PCHS”
Southeast Center  “SEAST”
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Chester County
Brandywine Campus  “DB”
Downingtown Campus  “DNT”
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Phoenixville Campus  “PHX”
Chester County Hospital  “CCH”

Records processing fee (all students) 5.00

Total

Students must be 17 years of age or older to take adult learning classes.

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

Charge my:  
VISA  
MasterCard  
Discover  
American Express

Account No.  
Expiration Date

Signature
HURRY! Register today for the Kids and Teens Summer Program!

See pages 24-28 for information.