Return to Learn
NON-CREDIT COURSE GUIDE

SEPTEMBER – DECEMBER 2015

Allied Health
Computer Training
Technical Education
Personal Enrichment

Delaware County Community College
Serving Delaware and Chester Counties
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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.

ITAC 1900 / Length: 180 hours
CRN 2898 MW
9/15-2/24/16 6:00 pm-10:00 pm Marple
CRN 2035 TWR
10/6-12/9 9:00 am-3:30 pm Marple
Cost: $4,599 (test vouchers included)

CompTIA Network + Certification

This 72-hour vendor-neutral certification program explores the features and functions of networking components, and the knowledge and skills needed to install, configure and troubleshoot basic networking hardware protocols and services. You will gain technical ability in the areas of media and topologies, protocols and standards, network implementation, and network support. New technologies such as wireless networking and gigabit ethernet will also be covered. Earn up to 3 credits. Your access code for the certification prep software will be given out the first night of class. Call 610-359-7344 for details. No class 11/29.

ITAC 1003 / Length: 72 hours
CRN 2899 S
9/26-12/12 9:00 am-3:30 pm Marple
Cost: $1,975 (test vouchers included)

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 2038 TR
10/6-10/22 6:00 pm-10:00 pm Marple
Cost: $599 (test vouchers included)
Books purchased separately.

MCSA
Microsoft Certified Solutions Associate - Windows Server 2012

This 120-hour hands-on training will provide students with the core technical ability 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. No class 11/26, 12/24 to 12/31.

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)

Prerequisite: Microsoft Technology Associate (MTA) or equivalent knowledge
ITAC 2994 Length 120 Hours
CRN 2034 TR
9/22/15-1/19/16 6:00 pm-10:00 pm Marple
Cost: $4,599 (test vouchers included)
Books purchased separately.

Courses on pages one and two are not eligible for College Over 60.
Skills for Your Professional Career

MCSE
Microsoft Certified Solutions Expert
Learn the skills needed to run a highly efficient and modern data center, with expertise in identity management, systems management, virtualization, storage, and networking. The Microsoft Certified Solutions Expert (MCSE) - Server Infrastructure will qualify you for such jobs as computer support specialist and information security analyst.

This certification programs requires students to pass five Microsoft certifications. After passing the first three certifications, the candidate has earned the Microsoft Certified Solutions Associate – Windows Server 2012 credential. The remaining two certifications are required for the MCSE. (No class 11/26, 12/24 to 12/31)

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 Designing and Implementing a Server Infrastructure Exam 70-413 (Certiport Testing)
• Implementing an Advanced Server Infrastructure Exam 70-414 (Certiport Testing)

Prerequisite: Microsoft Technology Associate (MTA) or equivalent knowledge

ITAC 2959 / Length 200 Hours
CRN 2039  TR
9/22-11/20 9:00 am-1:00 pm
Cost: $7,499 (test vouchers included)
Books purchased separately.

Cisco Certified Network Associate
The CCNA 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.

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

ITAC 2959 / Length 200 Hours
CRN 2039  TR
9/22-11/20 9:00 am-1:00 pm
Cost: $7,499 (test vouchers included)
Book purchased separately.

* A recertification exam is required every three years.

COMPUTER TRAINING

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. You’ll receive training in Microsoft Windows, Word, Excel, Access and PowerPoint. Learn how to manage e-mail and appointments using Microsoft Outlook. The coursework also includes computer basics, resume and interview skills, 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.

COM 3400 / Length: 200 hours
CRN 2048 MTWF
9/14-11/20 9:00 am-1:00 pm
CRN 2312 MTWF
10/12-12/5 9:00 am-1:00 pm
Cost: $4,995 (test vouchers included)

BASICS

Protect Your PC: Basics
Learn how to perform basic maintenance that will improve the performance and reliability of your PC and how to deal with Internet viruses, spam, hoaxes, and popups. Know more about when you need to upgrade, add memory or buy a new monitor.

COM 1621 / Length: 8 hours
CRN 880 S
9/12-9/19 9:00 am-1:00 pm
Cost: Spon. $140; Non-Spon. $175

NEW Protect Your PC: Advanced Techniques
Learn advanced troubleshooting techniques covering hardware and software issues. Review methods of virus, spyware, spam, and phishing protection. Discover advanced techniques to improve PC performance. Includes data backup methods and overview of current and future operating systems.

COM 1621 / Length: 8 hours
CRN 2909 S
10/17-10/24 9:00 am-1:00 pm
Cost: Spon. $140; Non-Spon. $175

Courses on pages one and two are not eligible for College Over 60.
Getting More Out of Your iPad

Bring your iPad, your Apple username and password to class and learn how to get more out of this small but powerful device. Topics covered include: how to navigate the interface, connect to wireless networks, how to personalize settings, identify built-in Apps (applications) such as Safari web browser, camera, photos, productivity tools such as notes and reminders. Learn how to add additional Apps from the Apple App Store and music from iTunes. Required: iPad with iOS version 7 or later.

COM 0204 / Length: 6 hours

CRN 2081 W 9/30-10/7 9:00 am-12:00 pm Exton
CRN 2082 R 10/15-10/22 6:00 pm-9:00 pm Marple

Cost: Spon. $105; Non-Spon. $131

Smartphone Basics

Do you find your smartphone makes you feel anything but smart? Right out of the box, these tiny yet powerful computers can be overwhelming! Learn the capabilities of the device including phone, email, Internet, downloading, uploading, storage and contacts. Use precautions necessary to protect your privacy and security on wireless networks.

COM 0417 / Length: 6 hours

CRN 2083 T 10/30-11/3 6:00 pm-9:00 pm Marple

Cost: Spon. $105; Non-Spon. $131

Using the Computer and Managing Files

Receive a thorough introduction to basic computer skills. Topics include: mouse use, windows navigation, exploring software, how and where to store documents and file management, simple editing, copy and paste, and a brief look at the Internet. Prerequisite: for most 20 hour courses.

COM 3102 / Length: 20 hours

CRN 2236 MTWRF 9/14-9/18 9:00 am-1:00 pm Marple
CRN 2827 R 9/24-11/12 6:00 pm-8:30 pm Exton
CRN 547 MTWRF 10/12-10/16 9:00 am-1:00 pm Marple
CRN 2959 MTWRF 11/8-11/13 9:00 am-1:00 pm Marple

Cost: $375

Computer Basics

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

COM 0101 / Length: 8 hours

CRN 1042 MTWR 9/8-9/11 9:00am-11:00 am Marple
CRN 2812 S 9/28-10/3 9:00 am-1:00 pm SEAST
CRN 2049 MW 10/19-10/28 6:35 pm-8:35 pm UDC

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

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 1920 T 10/20-12/8 6:30 pm-8:30 pm Exton

Cost: Spon. $260; 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 2814 R 9/17-10/8 6:00 pm-8:00 pm Marple

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

INTERNET

eBay for Buyers

Learn everything you need to know about buying and bidding on eBay. Create an account, search and evaluate items and prices, learn how to recognize trustworthy sellers and complete a transaction with safety and confidence. Learn to navigate and utilize customer service and buyer protection.

COM 1691 / Length: 6 hours

CRN 2828 W 9/16-9/23 6:00 pm-9:00 pm Exton
CRN 2822 R 12/3-12/10 6:00 pm-9:00 pm Marple

Cost: Spon. $105; Non-Spon. $131
eBay for Sellers
Learn everything you need to know about the selling process on eBay: how to create a seller account, understand rules and best practices, select, research and prepare the item for sale, list the item, accept and confirm payment, shipping, account management and lots of great resources to take with you!
COM 1692 / Length: 6 hours

CRN 2829 W
9/30-10/7 6:00 pm-9:00 pm Exton

CRN 2815 R
11/5-11/12 6:00 pm-9:00 pm Marple

CRN 2824 S
12/5-12/12 9:00am-11:00am Marple

Cost: Spon. $105; Non-Spon. $131

LinkedIn: The Basics and Beyond
This course orients new and unfamiliar LinkedIn members to critical profile navigation sectors, drills deep into the settings to optimize personal exposure, communications, and security, then demonstrates a variety of custom communications and networking strategies that deliver great results. You are best served by bringing your laptop to interact and create real-time changes to your profile. Tablet or mobile devices are NOT recommended.
COM 1620 / Length: 3 hours

CRN 2910 R
10/15 6:00 pm-9:00 pm Marple

CRN 2914 R
12/3 6:00 pm-9:00 pm Marple

Cost: Spon. $59; Non-Spon. $79

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. Take 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 and business use.
COM 1605 / Length: 4 hours

CRN 2831 R
9/17-9/24 6:00 pm-8:00 pm PHX

CRN 2832 T
9/29 9:00 am-1:00 pm Exton

CRN 2052 S
10/24 9:00 am-1:00 pm Marple

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

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 2026 R
10/1 9:00 am-1:00 pm Exton

CRN 2027 T
10/6-10/13 6:00 pm-8:00 pm PENN

CRN 2816 S
11/14 9:00 am-1:00 pm Marple

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

Introduction to Outlook
Learn how to best use Outlook, Microsoft's email, contact and calendar manager program. Topics include creating, sending and managing messages, working with email attachments, creating contacts and groups, tasks, appointments, events and meetings.

Prerequisite: COM 3102 or equivalent skills
COM 1354 / Length: 12 hours

CRN 2817 MTW
11/16-11/18 9:00 am-1:00 pm Marple

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

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.
COM 1608 / Length: 4 hours

CRN 2053 S
11/7 9:00 am-1:00 pm Marple

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

Suggested Prerequisites:
COM 3102 Using the Computer and Managing Files
MICROSOFT OFFICE SPECIALIST CERTIFICATION

MOS Word
Become familiar with the most important concepts of Microsoft Word. Course topics include enhancing, organizing and managing documents. Presentation and demonstration of the skills necessary to sit for the Word MOS certification test are included.

Prerequisite: COM 3102 or equivalent skills
COM 3260 / Length: 40 hours
CRN 875    MTWRF
10/19-10/30
9:00 am-1:00 pm    Marple
Cost: $775 (test vouchers included)

MOS Excel
Become familiar with the most important concepts of Microsoft Excel. Course topics include managing, analyzing formatting data and working with multiple worksheets. Presentation and demonstration of the skills necessary to sit for the Excel MOS certification test are included.

Prerequisite: COM 3102 or equivalent skills
COM 3290 / Length: 40 hours
CRN 876    MTWRF
11/3-11/13
9:00 am-1:00 pm    Marple
Cost: $775 (test vouchers included)

MICROSOFT OFFICE 2013

WORD

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

Prerequisite: COM 3102 or equivalent skills
COM 3103 / Length: 20 hours
CRN 548    MTWRF
9/21-9/25
9:00 am-1:00 pm    Marple
Cost: $375

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 2179    T
9/1
9:00 am-5:30 pm    Marple
CRN 2028    M
9/21
9:00 am-5:30 pm    Exton

EXCEL

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

COM 3104 / Length: 20 hours
CRN 549    MTWRF
9/28-10/2
9:00 am-1:00 pm    Marple
CRN 594    S
10/10-11/7
9:00 am-1:00 pm    Marple
Cost: $375

Excel Introduction
Learn to create, save, format 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 1021    W
10/7
8:30 am-5:00 pm    Marple
CRN 2834    M
10/12
9:00 am-5:30 pm    Exton
CRN 2835    R
11/5
9:00am-5:30pm    Exton
CRN 2907    S
11/14-11/21
9:00 am-1:00 pm    SEAST
CRN 2825    TR
12/1-12/10
6:35pm-8:35 pm    UDC
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 2055    TR
10/20-10/28
6:00 pm-9:00 pm    Marple
CRN 2836    TW
10/20-10/21
9:00 am-3:30 pm    Exton
Cost: Spon. $210; Non-Spon. $258
Computer Training

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 1022 RF 10/15-10/16 9:00 am-1:00 pm Marple
CRN 2837 M 11/16 9:00 am-5:30 pm Exton
Cost: Spon. $140; Non-Spon. $175

COMPUTERIZED ACCOUNTING

Quickbooks Pro Introduction
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 2056 MW 9/21-9/30 6:00 pm-9:00 pm Marple
CRN 693 MTW 10/12-10/14 9:00 am-1:00 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 2057 MW 11/9-11/18 6:00pm-9:00pm Marple
Cost: Spon. $210; Non-Spon. $258

WEB SITE DESIGN

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 2058 MW 9/14-9/23 6:30 pm-8:30 pm Marple
CRN 2830 TR 10/20-10/29 6:30 pm-8:30 pm Exton
Cost: Spon. $140; Non-Spon. $175

Suggested Prerequisites:
COM 1551 Quickbooks Pro Introductory
COM 1653 Adobe Photoshop - PC
COM 3102 Using the Computer and Managing Files
Computer Training

**NEW**

### Introduction to HTML 5
Learn the basics of hand-coding web pages with HTML5. In this beginners class, practice creating basic web pages using tags, elements and attributes, and add links and graphics. Explore the use of CSS style sheets for text formatting and tables for page layout. This course requires extensive typing.

COM 1642 / Length: 12 hours
CRN 2860
- MW 9/15-10/6 6:00 pm-9:00 pm Marple
Cost: Spon. $210; Non-Spon. $258

### Introduction 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 2838
- R 10/8 8:30 am-5:00 pm Exton
CRN 2060
- MW 10/19-10/28 6:30 am-8:30 pm Marple
Cost: Spon. $140; Non-Spon. $175

### Photoshop Advanced
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: 12 hours
CRN 2839
- R 10/29 8:30 pm-5:00 pm Exton
CRN 2819
- MW 11/30-12/9 6:30 am-8:30 pm Marple
Cost: Spon. $140; Non-Spon. $175

### 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 2082
- W 10/7-10/28 6:30 pm-8:30 pm Marple
Cost: Spon. $140; Non-spon. $175

### 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 2908
- S 9/12-10/3 8:30am-12:30pm Marple
Cost: Spon. $280; Non-Spon. $340

### Macintosh

#### Mac OSX Level 1
Learn to navigate the elegant Macintosh OSX 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 2063
- T 11/3-11/24 6:00pm-9:00pm Marple
Cost: Spon. $210; Non-Spon. $258

### Digital Photography
Bring your digital camera, cable to connect to your computer and the software disk that came with the camera to this hands-on course. Topics include: camera memory, controls and menus, techniques for taking better pictures, transferring pictures to the computer, editing your photos (red eye, lighting and color correction) and printing and sending pictures on the internet.

**Prerequisite:** COM 3102 or equivalent skills

COM 0115 / Length: 12 hours
CRN 2061
- TR 9/29-10/8 6:00 pm-9:00 pm Marple
Cost: Spon. $210; Non-Spon. $258

**Suggested Prerequisites:**
COM 1531 Quickbooks Pro Introductory
COM 1653 Adobe Photoshop - PC
COM 3102 Using the Computer and Managing Files
WEB DESIGN PROFESSIONAL CERTIFICATION SERIES

The CIW Web Design Series is ideal for entry-level or experienced professionals who work in the fields of Web site design, e-commerce and graphic design. Entrepreneurs who want to be able to develop and manage their business online can benefit as well. Having a working knowledge in the areas of Web design and e-commerce is a must for any Web Design Professional. Built for the Web industry by the Web industry, CIW courses and certifications are designed using leading technological standards, rather than any one specific software or hardware vendor.

Internet Business Associate
This course prepares students to work effectively in today’s business environment. You will learn about the tasks involved in various Information Technology (IT) job roles, and explore career opportunities in the IT industry. Learn about Internet connection methods, Internet protocols, the Domain Name System (DNS), cloud computing and mobile devices. You’ll study the basic functions of Web browsers, the components of Web addresses and browser use in the business world. Learn about databases as they relate to Web search engines, and how to use search engines to conduct basic and advanced Web searches. This course also covers local and Web-based (cloud-based) e-mail clients, communicating using Web technologies and social networking tools, Internet research and collaboration tools, software development tools and much more.

Prerequisite: COM 3102 or equivalent skills
COM 9300/ Length: 24 hours
CRN 2918 TR 9/8–9/24 6:00 pm-10:00 pm Marple
Cost: $795

Site Development Associate
This course teaches essential Web page development skills. Learn how to develop Web sites using Hypertext Markup Language version 5 (HTML5) and Cascading Style Sheets (CSS). Learn to write code manually, as well as use graphical user interface (GUI) authoring tools. You’ll work with images, create hyperlinks, and add tables, forms, video and audio to your Web pages. Other topics include validating your HTML and CSS code, employing search engine optimization (SEO), using style sheets extensively to format Web page content, and implementing fundamental design concepts. Learn how Web sites are developed as managed projects. You will also identify e-commerce solutions and relate Web site development to business goals.

Prerequisite: COM 3102 or equivalent skills
COM 9301/ Length: 24 hours
CRN 2921 TR 9/29-10/15 6:00 pm-10:00 pm Marple
Cost: $795

Advanced HTML5 and CSS3 Specialist
This course teaches the essentials of HTML5, Cascading Style Sheets (CSS) and JavaScript. These technologies can be used together to create Web pages that easily adapt to display on smartphones, tablets, gaming devices and smart TVs, as well as to desktop computers. This course builds upon your manual coding skills to teach you how to develop Web documents using new elements, attributes and selectors introduced in HTML5 and CSS3. You will create Web pages using the HTML5 structure elements, embed video and audio, and develop cross-browser user-input forms. You will use CSS3 to position and format content, and to create effects such as transformations, transitions and animation. You will also learn basic JavaScript coding, and use HTML5 APIs (application programming interfaces) to extend the functionality of Web pages with modern features such as geolocation, drag-and-drop, canvas and offline Web applications.

Prerequisite: COM 9301 or equivalent skills
COM 9305/ Length: 48 hours
CRN 2922 TR 10/20-11/5 6:00 pm-10:00 pm S 10/24-11/7 9:00 am-5:30 pm Marple
Cost: $1,495

JavaScript Specialist
This course focuses on the fundamental concepts of the JavaScript language. You will be empowered with the skills to design client-side, platform-independent solutions that greatly increase the value of your Web site by providing interactivity and interest. Learn how to use JavaScript to communicate with users, modify the Document Object Model (DOM), control program flow, validate forms, animate images, create cookies, change XHTML on the fly, and communicate with databases. By the end of this course, you will understand and confidently use the most popular applications of JavaScript. No class 11/26 and 11/28.

Prerequisite: COM 9301 or equivalent skills
COM 9306/ Length: 48 hours
CRN 2923 TR 11/10-12/1 6:00 pm-10:00 pm S 11/14-12/5 9:00 am-5:30 pm Marple
Cost: $1,495

Enroll in all four courses and receive a 10% discount. Each course prepares you to take a certification exam. Each certification can be earned separately.

Suggested Prerequisites:
COM 3102 Using the Computer and Managing Files
COM 9301 Site Development Associate
For information or to register, call 610-359-7344.

ARCHITECTURE

3D Printing with SolidWorks
This course provides an overview of the theories and concepts used in 3D printing also known as Additive Manufacturing. We will examine the different technologies utilized to print 3D objects from computer generated solid models. We will use SolidWorks solid modeling software for design and output needed for 3D printing. Get hands-on use of Stratasys FDM (Fused Deposition Modeling) printers and associated Objet 30 software.
PDS 9993 / Length: 32 hours
CRN 2901 T 9/29-11/17 6:00 pm-10:00 pm Marple
Cost: $650

Automobile Safety Inspection Certification (Category 1)
PDS 7000 / Length: 21 hours
CRN 1148 MW 9/14-9/30 6:00 pm-9:30 pm Marple
CRN 1149 MW 10/36-11/11 6:00 pm-9:30 pm Marple
CRN 1150 MW 11/30-12/16 6:00 pm-9:30 pm Marple
Cost: $149

Motorcycle Safety Inspection Certification (Category 2)
PDS 7001 / Length: 21 hours
CRN 2067 MW 9/14-9/30 6:00 pm-9:30 pm Marple
CRN 2068 MW 10/36-11/11 6:00 pm-9:30 pm Marple
CRN 2069 MW 11/30-12/16 6:00 pm-9:30 pm Marple
Cost: $40

Heavy Vehicle Inspection Certification (Category 3)
PDS 7002 / Length: 21 hours
CRN 2070 MW 9/14-9/30 6:00 pm-9:30 pm Marple
CRN 2071 MW 10/36-11/11 6:00 pm-9:30 pm Marple
CRN 2072 MW 11/30-12/16 6:00 pm-9:30 pm Marple
Cost: $40

Enhanced Safety Inspection (Category 4)
This course 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 2073 R 10/29 6:00 pm-10:00 pm Marple
Cost: $80

NEW

3D Printing with SolidWorks

Introduction to AutoCAD
This course is an entry level or refresher course covering the use of 2D AutoCAD to create, manage and plot technical designs and drawings. Participants will learn the basics of CAD geometry creation while completing hands-on exercises representing various disciplines including architecture, mechanical, electrical and civil engineering. The course will also include an introduction to 3D Modeling as it relates to 3D Printing.
PDS 1001 / Length: 32 hours
CRN 2066 R 9/24-11/12 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.

For information or to register, call 610-359-7344.
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 1146 TR 9/8-9/17 6:00 pm-10:00 pm Marple
CRN 2074 TR 10/6-10/15 6:00 pm-10:00 pm Marple
CRN 1147 TR 12/1-12/10 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 922 R 9/3 6:00 pm-10:00 pm Marple
CRN 924 R 9/24 6:00 pm-10:00 pm Marple
CRN 1143 R 10/22 6:00 pm-10:00 pm Marple
CRN 1145 S 11/7 8:00 am-12:00 pm Marple
CRN 1144 R 11/19 6:00 pm-10:00 pm Marple
CRN 2065 S 12/5 8:00 am-12:00 pm Marple
CRN 923 R 12/17 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 1013 R 9/17 6:00 pm-10:00 pm Marple

CARPENTRY

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

JSPD 0039 / Length: 42 hours

CRN 1917 W 9/16-12/16 6:00 pm-9:00 pm PENN
CRN 2902 S 10/3-11/21 9:00 am-2:15 pm Marple
CRN 2915 MR 10/19-12/10 6:00 pm-9:00 pm Marple

Cost: Spon. $439; Non-spon. $459

Furniture Building
Learn the basic skills necessary to build furniture. We will cover proper use of hand and power tools, wood joinery and finishing techniques. Course topics include: wood selection; basic joint creation; clamping techniques; finishes; shop tools; shop drawings.

JSPD 2950 / Length: 45 hours

CRN 2903 W 9/2-11/25 6:00 pm-9:00 pm Marple
CRN 2845 W 9/17-12/17 6:00 pm-9:00 pm PENN

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

ELECTRICAL

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

JSPD 0082 / Length: 45 hours

CRN 1918 T 9/15-12/15 6:00 pm-9:00 pm PENN

Cost: Spon. $379; Non-spon. $399
## Technical Education

### 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>JSPD 2796</td>
<td>40 hours</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2904</td>
<td>M</td>
<td>10/8-12/7 6:00 pm-10:00 pm</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Length</th>
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<tbody>
<tr>
<td>JSPD 4000</td>
<td>2 hours</td>
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<table>
<thead>
<tr>
<th>CRN</th>
<th>Ongoing throughout the semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1015</td>
<td>Call 610-359-7344 to register</td>
</tr>
</tbody>
</table>

Cost: $60

### Engine Repair

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Length</th>
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<tbody>
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<td>JSPD 0057</td>
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<thead>
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<th>CRN</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023</td>
<td>T</td>
<td>10/6-12/8 6:00 pm-9:00 pm</td>
</tr>
</tbody>
</table>

Cost: Spon. $279; Non-spon. $299

### Heating, Ventilating & Air Conditioning

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Length</th>
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</thead>
<tbody>
<tr>
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<th>Days</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>2844</td>
<td>W</td>
<td>10/7-12/9 6:00 pm-9:00 pm</td>
</tr>
</tbody>
</table>

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

### NATE (North American Technician Excellence)
This course assumes a basic working knowledge of HVAC systems. Students who plan to sit for a specific NATE exam can focus their study on the different texts available. Purchasing the textbooks below is highly recommended. This course is designed to provide a basic understanding of various disciplines: Core Essentials, A/C Service and Heat Pump Service; Gas and Oil Furnace Service. No class 11/25.

The recommended texts listed can be purchased through the bookstore:

- Preparing for the NATE Exam
- Preparing for the NATE Exam
- Preparing for the NATE Exam

<table>
<thead>
<tr>
<th>Course</th>
<th>Length</th>
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<th>Time</th>
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<tbody>
<tr>
<td>2905</td>
<td>W</td>
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</tr>
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</table>

Cost: S450 (does NOT include the book cost)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Length</th>
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</thead>
<tbody>
<tr>
<td>CRN 2906</td>
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<table>
<thead>
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<th>CRN</th>
<th>Days</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>2906</td>
<td>S</td>
<td>12/19 8:30 am-12:30 pm</td>
</tr>
</tbody>
</table>

Cost: $175

### Wastewater Treatment Operator Certification (Level 1 & Level 2)
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Length</th>
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<tbody>
<tr>
<td>PDS 1200</td>
<td>180 hours</td>
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<th>Time</th>
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</thead>
<tbody>
<tr>
<td>2016</td>
<td>MW</td>
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</table>

Cost: $1,750

<table>
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<tr>
<th>Course</th>
<th>Length</th>
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</thead>
<tbody>
<tr>
<td>PDS 1201</td>
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<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>MW</td>
<td>9/9–12/21 6:00 pm-9:00 pm</td>
</tr>
</tbody>
</table>

Cost: $950

For information or to register, call 610-359-7344.
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 610-723-4010 for details.

WELDING

Welding Codes and Specifications
This course covers welding codes and their applications. Upon successful completion of this course, the student should be able to: Explain welding codes and their use. Use welding specifications. Apply proper use of A.P.I., A.W.S., and A.M.E. codes.
PDS 9828 / Length 45 hours
CRN 2821 M 8/31-12/14 12:00 pm-3:00 pm Marple
Cost: Spon. $410; Non-spon. $430

Oxy-Fuel Welding and Cutting
Emphasis is on fuel gases, welding and cutting equipment. Topics include a list of the major advantages and disadvantages of different fuel gases; maintain an oxy-fuel welding set; demonstrate lighting, adjusting, and extinguishing an oxy-fuel flame and use an oxy-fuel cutting torch.
PDS 9798 / Length: 45 hours
CRN 1966 W 9/2-12/16 12:00 pm-3:00 pm Marple
CRN 2807 TR 10/32-12/17 8:00 am-11:00 am Marple
Cost: Spon. $410; Non-spon. $430

Intro to Welding Processes
Provides trainees with relevant theory in oxy-fuel welding and cutting, shielded metal arc welding and their applications. Also discussed is proper selection of power sources and settings, welding electrodes, shielding gases, joint configuration, safety and welding procedures. This course includes a lecture period, followed by a practical application or lab exercise that demonstrates the topics presented.
PDS 9799 / Length: 45 hours
CRN 1967 M 8/31-12/20 6:30 pm-9:30 pm Marple
CRN 1968 MW 8/31-10/21 3:15 pm-6:15 pm Marple
CRN 2239 TWR 9/1-9/17 8:00 am-4:00 pm Phoenixville

CRN 2792 TWR 9/1-9/23 5:00 pm-9:05 pm Phoenixville
CRN 1969 TR 9/1-10/22 8:00 am-11:00 am Marple
Cost: Spon. $410; Non-spon. $430

Shielded Metal Arc Welding I (SMAW)
Covers the principles of electric arc welding using electrodes 6010, 6011, 6012, and 6013 in the flat position, correct angles and methods. Also covers effects of current settings, arc lengths, electrode angles and electrode manipulation on the quality of weld joint. Welding in horizontal, vertical and overhead positions is taught. Includes a lecture period, followed by a practical application.
PDS 9803 / Length: 45 hours
CRN 1972 TR 9/1-10/22 12:00 pm – 3:00 pm Marple
CRN 1971 R 9/3-12/17 6:30 pm-9:30 pm Marple
CRN 2240 TWR 9/22-10/8 8:30 pm–2:00 pm Phoenixville
CRN 2793 TWR 9/24-10/30 5:00 pm-9:05 pm Phoenixville
CRN 1970 MW 10/28- 12/16 3:15 pm–6:15 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 1975 TR 9/1-10/22 12:00 pm-3:00 pm Marple
CRN 1974 R 9/3-12/17 6:30 pm-9:30 pm Marple
CRN 2242 TWR 10/13-10/29 8:30 am–2:00 pm Phoenixville
CRN 2795 TWR 10/21-11/12 5:00 pm-9:05 pm Phoenixville
CRN 2794 TR 10/22-12/17 12:00 pm-3:00 pm Marple
CRN 1973 MW 10/26–12/16 3:15 pm–6:15 pm Marple
Cost: Spon. $410; Non-spon. $430
Gas Metal Arc Welding (GMAW-Mig)
Covers GMAW equipment set-up and operation. The theory of gas metal arc welding is applied to mild steel and plate steel in all positions. Introduces single- and multi-phase welds using a variety of electrode (wire) diameters. Various modes of metal transfer are addressed. Includes lecture followed by a practical application.
PDS 9805 / Length: 45 hours
CRN 1976 W 9/2-12/16 8:00 am-11:00 am Marple
CRN 1977 W 9/2-12/16 6:30 pm-9:30 pm Marple
CRN 2796 F 9/4-12/18 12:00 pm-3:00 pm Marple
CRN 2243 T 11/3-11/19 8:30 am-2:00 pm Phoenixville
CRN 2797 T 11/17-12/10 5:00 pm-9:05 pm Phoenixville
Cost: Spon. $410; Non-spon. $430

Gas Tungsten Arc Welding (GTAW-Tig)
Covers various types of tungsten electrodes, tolerances, color codes, and commonly used welding machines and polar lines. Focuses on gas tungsten arc welding in various positions using ferrous sheet and plate, and welding gases used in GTAW processes. Includes lecture followed by a practical application.
PDS 9806 / Length: 45 hours
CRN 1978 T 9/1-12/15 9:00 am-2:00 pm Marple
CRN 1979 T 9/1-12/15 6:30 pm-9:30 pm Marple
Cost: Spon. $410; Non-spon. $430

Print Reading and Shop Math for Fabricators
This course will demonstrate how to locate, interpret, and utilize welding symbols, measurements, lines and other information found on working drawings, blueprints and technical documents. Upon successful completion of this workforce development course, students will be able to interpret technical drawings, sketches, blueprints and make measurements (in both the U.S. Conventional System and the International System) and make mathematical calculations using the measurements to accomplish fabrication requirements. These are basic skills necessary for entry-level employment in the manufacturing industry.
PDS 9990 / Length 45 hours
CRN 2241 R 9/3-12/17 3:15 pm-6:15 pm Marple
Cost: Spon. $410; Non-spon. $430

MANUFACTURING

Composite Fabrication Training
This workforce development course provides an introduction to the foundation skills and knowledge required for working with composites. Terminology, application and general topics in mathematics, drawing interpretation and general hand tools will be taught. Safe/proper operation of fabrication equipment and tools will be stressed. Additionally, an introduction to safety, resins, pre-impregnated material, adhesives and lay-up procedures will be included. Students who successfully complete this course will be prepared for entry-level employment as composite fabricators.
PDS 8700 / Length: 150 hours
CRN 2634 MTWR 9/22-11/25 3:30 pm-7:30 pm Marple
Cost: $2,499

Sheet Metal Assembly Training
This workforce development course is designed to prepare students for entry-level employment in the manufacturing industry. Upon successful completion, students should be able to identify materials used in sheet metal assembly, perform layout, measurement and fabrication of sheet metal assemblies and read and interpret blueprints in preparation for sheet metal assembly.
PDS 8701 / Length: 150 hours
CRN 2635 MTWR 9/15-11/18 10:00 am-2:00 pm Marple
Cost: $2,499
Enrollment is scheduled on a first-come first-serve basis. Please send your payment immediately to secure your seat in the course. The maximum for each class is 12 students and minimum is 8 students. Upon successful completion of either course you will receive a Certificate of Completion from Delaware County Community College. The certificate will provide assurance to potential employers that you have earned the skills necessary to apply for employment in the high demand industry in Southeastern Pennsylvania and throughout the commonwealth.
To register, please call Debbie Serano at 215-218-3886 or email serano@collegiateconsortium.org.

CNC (Computerized Numeric Control) Operator Program
This hands-on program prepares you to sit for NIMS certification (National Institute for Metalworking Skills). NIMS credentials signifies a person can perform the work of a CNC Machine Operator according to recognized national standards. Key skill areas to be covered: CNC mill, lathe and grinder set-up and operation; tool identification, set-up, use and maintenance; machining processes; statistical process control; quality and cycle time optimization; CNC program operation; fixture set-up and operation; CNC troubleshooting.
PDS 2788 / Length: 200 hours
For more information or to register, please call 610-359-7344.
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>September</td>
<td>9/16/15-11/6/15</td>
</tr>
<tr>
<td>October</td>
<td>10/14/15-12/4/15</td>
</tr>
<tr>
<td>November</td>
<td>11/11/15-1/1/16</td>
</tr>
<tr>
<td>December</td>
<td>12/9/15-1/29/16</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 emailed 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, email, 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 form on page 36.

ALLIED HEALTH

Attention Pennsylvania Registered Nurses!

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

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

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

Certificates:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ONL 0175</td>
<td>Complementary/Altern Med</td>
<td>27</td>
<td>$235</td>
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<tr>
<td>ONL 0176</td>
<td>End of Life Care</td>
<td>26</td>
<td>$235</td>
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<tr>
<td>ONL 0177</td>
<td>Gerontology</td>
<td>40</td>
<td>$235</td>
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<tr>
<td>ONL 0179</td>
<td>Issues in Oxygenation</td>
<td>32</td>
<td>$235</td>
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<tr>
<td>ONL 0181</td>
<td>Pain Assessment and Mgmt</td>
<td>24</td>
<td>$235</td>
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<tr>
<td>ONL 0182</td>
<td>Perinatal Issues</td>
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<td>$125</td>
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<tr>
<td>ONL 0183</td>
<td>Spirituality, Health/Healing</td>
<td>36</td>
<td>$235</td>
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</table>

See “How to Register” in previous column.
ALLIED HEALTH

Multi-Skilled Health Technician (EKG and Phlebotomy Technician)

Combine two of the most highly sought after skills in the medical field today. The Multi-Skilled Health Technician Program consists of two courses (Electrocardiography and Venipuncture.) Please register for two course CRNs (see course descriptions below). This entire program totals 86 hours (Venipuncture 36 hours; EKG 50 hours).

Requirements:
You must be 18 years of age to enroll in this program, present a high school diploma or GED and provide proof of completion or beginning of the Hepatitis B vaccine series. Please check with your family physician/nurse practitioner regarding the advisability of receiving the vaccine, its complications, and dates of administration.

Book and materials are included. For tuition loans, please call Sallie Mae at 888-272-5543. An additional fee for the phlebotomy and the EKG certification exams is required.

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. No class 11/26.

JSPD 2820 / Length: 36 hours

Cost: $625

Electrocardiography (EKG Technician)

Prepare to become a certified EKG technician 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. For tuition loans, please call Sallie Mae at 888-272-5543.

JSPD 2822 / Length: 50 hours

Cost: $1,470

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 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). The coursework blends training that will provide you the opportunity to gain employment in one of the most sought after positions in today's workforce. This combination expands your skills, enhances your resume and increases your employability.

This curriculum prepares you 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. No class 11/24-11/26.

Course topics include:
• Medical Terminology
• Medical Billing and Coding
• Insurance Overview
• HIPPA Regulations
• Medical software
• Microsoft Word
• Microsoft Excel

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

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 on 11/26.

CAR 3904 / Length: 52 hours
CRN 3841 MW 9/21-11/9 6:00 pm-9:30 pm PHX
CRN 3842 MW 9/28-11/16 6:00 pm-9:30 pm PENN
CRN 3843 MW 10/12-11/30 6:00 pm-9:30 pm DNT
CRN 635 TR 10/13-12/8 6:00 pm-9:30 pm Marple
Cost: $2,099

Physical Therapy Aide
As a Physical Therapy Aide you work under the direction of a physical therapist and are generally responsible for non-technical duties such as preparing treatment areas, ordering devices and supplies, and transporting patients. You assist with services that help improve mobility, relieve pain, and prevent or limit permanent disabilities. You may be employed in nursing homes, hospitals, sports rehab centers and some orthopaedic clinics. Offered in cooperation with Condensed Curriculum International, Inc. Books and materials included. Loan for tuition may be available; call Sallie Mae at 888-272-5543. No class 11/26.

NOTE: This program does not include a national or state certification as part of its overall objectives.
CAR 3961 / Length: 52 hours
CRN 1026 MW 10/12-12/9 6:00 pm-9:30 pm Marple
Cost: $1,199

Dialysis Technician
Dialysis technicians, also called hemodialysis or renal dialysis technicians, work under the direction of senior technicians, nurses and doctors, operating kidney dialysis machines that filter waste products and excess fluids from the blood of patients whose kidneys can no longer perform this function. Dialysis technicians initiate, monitor, and discontinue dialysis treatments for the renal failure patient. Offered in cooperation with Condensed Curriculum International, Inc. Books and materials included. Loan for tuition may be available; call Sallie Mae at 888-272-5543. No class 11/26.
CAR 4127 / Length: 52 hours
CRN 1984 MW 10/12-12/2 6:00 pm-9:30 pm Marple
Cost: $1,199

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 695 S 9/12-11/14 8:00 am-5:00 pm Marple
Cost: $3,495

Test of Essential Academic Skills (TEAS®) Prep
Reviews all components of the TEAS Prep exam, including math, reading strategies, vocabulary, science, and critical thinking skills. Includes test-taking strategies. Required textbook not included; must be purchased by student in advance and prices may vary.
CAR 4123 / Length: 12 hours
CRN 1925 S 9/5-9/26 9:00 am-12:00 pm SEAST
CRN 1929 MW 9/14-9/30 7:30 pm-9:30 pm Marple
CRN 2897 F 10/23-11/13 9:00 am-12:00 pm UDC
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
• Heartsaver, First Aid with CPR/AED
Contact CPRTRAINING@dccc.edu for course schedule and information.
PROJECT MANAGEMENT

In partnership with the Project Management Institute-Delaware Valley Chapter (PMI-DVC), we offer the following courses to prepare for certification in project management. These certifications recognize your project management knowledge, skills and abilities and demonstrate your project management expertise and professional experience.

Members of PMI-Delaware Valley Chapter receive an exclusive discount on the course fees and all classroom materials are provided. To join, please visit: http://www.pmi-dvc.org

Project Management Professional (PMP) Exam Prep

This intense preparation course is intended for those who are experienced in project management, or who have already taken project management courses. This course is aligned with the Project Management Institute’s A Guide to the Project Management Book of Knowledge - Fifth Edition and concentrates solely on preparation for the PMP credential examination. A review of material normally covered in the exam will be presented. You will receive sample questions of the type given on the exam. The focus is on how best to prepare, study for, and take the exam.

PDS 2901 / Length: 14 hours
CRN 2916 TR
10/30-10/29
6:00 pm-9:30 pm Marple
Cost: $895; $795 for PMI members

Certified Associate in Project Management (CAPM) Exam Prep

The Certified Associate in Project Management (CAPM®) is a valuable entry-level certification for project practitioners. Designed for those with little or no project experience, the CAPM® demonstrates your understanding of the fundamental knowledge, terminology and processes of effective project management. Whether you are new to project management, or already serving as a subject matter expert on project teams, the CAPM can get your career on the right path or take it to the next level. This course meets PMI’s® requirement of 23 hours of formal project management education in order to be eligible to sit for the CAPM® Credential Examination.

PDS 2903 / Length: 23 hours
CRN 2917 TR
9/28-10/13
6:00 pm-9:20 pm Marple
Cost: $795; $695 for PMI members

PMP, CAPM, and PMBOK are registered marks of the Project Management Institute, Inc.

DEALER TRAINING ACADEMY

Blackjack and Poker Derivatives

Students will learn the rules and strategies of blackjack as well as standard poker games. Table game etiquette will be taught and exercises for strengthening hand dexterity, chip handling and shuffling skills will be incorporated in the training. Customer service skill, alcohol awareness and CPR training are also components of this foundational course. This course is the prerequisite for all other dealer training classes.

Prerequisite:
Must be at least 21 years of age and have a high school diploma or a general education development diploma(GED) to enroll.

CAR 5607 / Length: 120 hours
CRN 2979 TWRF
9/15-10/23
2:00 pm-7:00 pm SEAST
Cost: $975

Certification in the following games will be available to students who have completed Blackjack and Poker Derivatives or the equivalent from another certified training center.

Craps: 160 hours..........................Cost: $995
Roulette: 80 hours..........................Cost: $750
Baccarat: 80 hours..........................Cost: $750

For information or to register, call 610-359-5025.
First Steps
Confused about your career direction and unsure what to do first? This free, one-session workshop may be for you. A counselor explains the wide variety of career counseling services available at DCCC for community residents. Learn how to use the Career Resource Center’s computer programs for career exploration and other materials. Call the Career Center at 610-359-5324 to register for one of the following dates.

T 9/15, 10/13 or 11/17
6:30 pm-8:30 pm Marple

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

CAR 2141 / Length: four 1-hour sessions
CRN 364 By appointment Marple
Cost: Spon. $225; Non-spon. $255
NOTE: Cost includes four 1-hour sessions

Launch Your Career Comeback!
WOMEN – Invest 11 weeks preparing to launch your career comeback. Identify employable strengths, values, skills, MBTI personality type and previous work experience and use the information to identify jobs that fit your skills and personality. Increase confidence and job search motivation. Create a professional resume, learn the value of using a LinkedIn Profile and practice being an effective interviewer. For more information, call the Career Center at 610-359-5324.

CAR 5598 / Length: 22 hours
CRN 1985 T
9/22-12/1 9:30-11:30 am Marple
Cost: Spon. $125; Non-spon. $175

Navigating Your Career in Challenging Times
Unemployed or feeling trapped in your current career? Learn how to assess your current situation, develop strategies, and take steps to gain greater control and fulfillment in a challenging job market. For more information, call the Career Center at 610-359-5324.

CAR 4118 / Length: 20 hours

SMALL BUSINESS RESOURCES

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

CAR 3427 / Length: 10 hours
CRN 1027 T
9/15-10/13 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 554 W
9/30-10/7 6:00 pm-8:00 pm Marple
CRN 1950 F
10/3 9:00 am-1:00 pm Exton
CRN 2846 T
10/6-10/13 6:00 pm-8:00 pm PHX
Cost: Spon. $85; Non-spon. $115

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

CAR 3751 / Length: 6 hours
CRN 1940 W
10/21-10/28 6:00 pm-9:00 pm Marple
CRN 2847 T
10/27-11/10 6:00 pm-8:00 pm PHX
CRN 1951 F
11/20 9:00 am-4:00 pm Exton
Cost: Spon. $129; Non-spon. $179

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
Professional Development

Public Relations Tactics
Learn ways to promote and build your business or nonprofit at minimal expense, focusing on writing and distributing press releases. Explore story angles, inverted pyramid, formats and outlets.
CAR 4146 / Length: 4 hours
CRN 1947 W 9/16-9/23 8:05 pm-10:05 pm Marple
Cost: Spon. $89; Non-spon. $119

Developing Corporate Sponsorship
Learn how to identify and cultivate sponsors and when to ask for sponsorship. Learn which documents may need to be created, and the best marketing tactics and publications. Silent Auctions and event related sponsorships will also be discussed.
CAR 3882 / Length: 4 hours
CRN 1923 W 9/2-9/9 6:00 pm-8:00 pm Marple
Cost: Spon. $89; Non-spon. $119

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 2875 F 9/11-9/18 9:00 am-3:45 pm UDC
CRN 1939 F 10/16-10/23 9:00 am-4:00 pm Marple
Cost: Spon. $139; Non-spon. $169

Event Planning
Whether you are a seminar, conference, retreat, fundraiser or personal event coordinator, you need sound planning and project management skills. See how to get organized, set goals and pull it off—on time, on budget and without a hitch.
CAR 3382 / Length: 6 hours
CRN 555 F 9/18 9:00 am-4:00 pm Marple
CRN 1948 F 11/6 9:00 am-3:45 pm UDC
Cost: Spon. $119; Non-spon. $159

Event Planning II
Go beyond event coordination to creative funding strategies and effective follow-up plans, forming and working effectively with a committee, and implementing a public relations plan.
CAR 3700 / Length: 6 hours
CRN 2876 F 9/25 9:00 am-4:00 pm Marple
CRN 2877 F 11/13 9:00 am-3:45 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. No class 10/12.
CAR 2469 / Length: 12 hours
CRN 1025 M 9/21-11/2 6:00 pm-8:00 pm Marple
Cost: Spon. $139; Non-spon. $169

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 1938 S 10/17-11/7 9:00 am-1:00 pm Marple
Cost: Spon. $159; Non-spon. $189

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 2019 W 12/9 6:30 pm-9:00 pm Marple
Cost: Spon. $45; Non-spon. $54

For information or to register, call 610-359-5025.
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 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 1928 M 9/7-11/3 6:00 pm-9:00 pm Marple
Cost: Spon. $215; Non-spon. $300

Real Estate Fundamentals
Provides a basic foundation for further study, and covers language, principles and laws that govern this business. Emphasis is on the underlying concepts of land, property, rights in realty and the means, methods and laws that govern conveyance of these rights. Book included.
CAR 3249 / Length: 30 hours
CRN 1930 W 9/9-11/11 6:00 pm-9:00 pm Marple
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. The first two are shown below; see the others on page XX. Individual courses are open to all.

Introduction to Non Profits
Learn the basic details of how to set up and run your own non-profit organization. Explore how to set up a successful fundraising program, write a mission statement, manage volunteers, and develop guidelines for accepting and acknowledging gifts and recognizing donors.
CAR 3851 / Length: 10 hours
CRN 2878 W 9/16-10/14 6:00 pm-8:00 pm Marple
Cost: Spon. $179; Non-spon. $209

Introduction to Fundraising
Learn the 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 2879 W 10/21-11/18 6:00 pm-8:00 pm Marple
Cost: Spon. $179; Non-spon. $209

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

Principles of Horticulture
Introduces the professional landscaper or home gardener to plant growth and physiology, basic botany and reproduction, soil and water requirements, propagation and transplanting, site selection, and mulching and composting techniques.
CAR 3847 / Length: 16 hours
CRN 591 R 9/24-11/12 6:00 pm-8:00 pm Marple
Cost: Spon. $149; Non-spon. $189

Evergreen Trees and Shrubs
Examine selected species of major evergreen and semi-evergreen trees and shrubs of the Mid-Atlantic region, and learn how to prepare and care for them in the landscape.
CAR 3848 / Length: 16 hours
CRN 592 M 9/21-11/9 8:05 pm-10:05 pm Marple
Cost: Spon. $149; Non-spon. $189

Landscape Design
An introduction to landscape design/architecture. Enhance your skill in property beautification, exploring a variety of trees and shrubs, planting guides, color in foliage, topiary forms, container planting, and more.
CAR 3511 / Length: 16 hours
CRN 556 M 9/21-11/9 6:00 pm-8:00 pm Marple
Cost: Spon. $149; Non-spon. $189
Landscape/Retail Business
Explore the management and operation of a retail garden center and a landscape business. Garden center includes advertising; signage; ordering, display and care of plant material; and gardening supplies. Landscape business includes dividing; pruning; propagation; digging trees and shrubs; sodding; diseases and insects; weeds; aeration and dethatching of lawns; hardscaping; insurance; job pricing and bookkeeping.

CAR 3849 / Length: 16 hours
CRN 593 R
9/24-11/12
8:05 pm-10:05 pm Marple
Cost: Spon. $149; Non-spon. $189

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 11/25 or 11/27.

CAR 3564 / Length: 36 hours
CRN 2014 TR
9/22-10/29
6:30 pm-9:30 pm Marple
CRN 2020 TR
10/27-12/10
6:30 pm-9:30 pm DNT
Cost: $699

Note:
A free information session on Tuesday, September 8, 11:00 am-12:00 p.m. in room 4255 at the College’s Marple Campus will explain what it takes to become a Personal Fitness Trainer. No charge, but advance registration by calling 888-330-9487 is required.

Note: Not eligible for College Over 60 discount.

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

Food Manager’s Certification
EAT 0031 / Length: 16 hours
CRN 1953 MW
9/14-9/23
5:30 pm-9:30 pm Exton
CRN 1954 MW
11/9-11/18
5:30 pm-9:30 pm Exton
Cost: $164

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 0049 / Length: 8 classroom hours
CRN 1955 MW
10/12-10/14
5:30 pm-9:30 pm Exton
Cost: $164

Food Manager's Recertification
EAT 0034 / Length: 7.5 hours
CRN 1956 MT
9/28-9/29
5:30 pm-9:30 pm Exton
CRN 1957 MT
11/2-11/3
5:30 pm-9:30 pm Exton
Cost: $100

NEW CHOICES CAREER DEVELOPMENT PROGRAM
For information or to register, call 610-359-5232 to see if you are eligible.
Visit www.dccc.edu/newchoices for more information.
PENNSYLVANIA 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. This series of courses helps prepare you for taking the PAPA exam.

PAPA Math Prep  
CAR 5589 / Length: 12 hours  
CRN 1958 M  
9/7-10/12  
6:30 pm-8:30 pm  
Marple  
Cost: $119

PAPA Reading Prep  
CAR 5590 / Length: 10 hours  
CRN 2880 T  
10/13-11/10  
6:30 pm-8:30 pm  
Marple  
Cost: $99

PAPA Writing Prep  
CAR 5591 / Length: 8 hours  
CRN 1959 W  
11/11-12/2  
6:30 pm-8:30 pm  
Marple  
Cost: $79

Interested in additional Math training?  
See page 32.

SAT  
SAT Prep Course: Math  
Covers math, algebra and geometry with emphasis on problem solving and interpretation of data. Book included.  
YTH 9187 / Length: 9 hours  
CRN 1960 T  
9/15-10/20  
6:30 pm-8:00 pm  
Marple  
CRN 2848 MW  
9/23-10/9  
6:00 pm-7:30 pm  
Exton  
CRN 1961 S  
10/10-11/14  
10:00 am-11:30 pm  
Marple  
CRN 2482 MW  
10/20-11/5  
6:00 pm-7:30 pm  
PENN  
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  
CRN 1962 R  
9/17-10/22  
6:30 pm-8:00 pm  
Marple  
CRN 2849 MW  
10/7-11/4  
7:35 pm-9:05 pm  
Exton  
CRN 1963 S  
10/10-11/14  
11:35 am-1:05 pm  
Marple  
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  
CRN 1964 W  
9/23-10/8  
6:00 pm-8:00 pm  
Marple  
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.  

Mathematical Reasoning  
CSP 9277 / Length: 20 hours  
CRN 2967 S  
8/29-9/26  
9:00 am-1:30 pm  
Marple  
(1/3-hour lunch break)  
Cost: $159

Reasoning Through Language Arts  
CSP 2122 / Length: 12 hours  
CRN 1980 S  
10/3-10/24  
9:00 am-12:00 pm  
Marple  
Cost: $99
Science
CSP 2123 / Length: 12 hours
CRN 1981  S
10/31-11/21
9:00 am-12:00 pm  Marple
Cost: $99

Social Studies
CSP 2124 / Length: 12 hours
CRN 1982  S
10/31-11/21
12:30 pm-3:30 pm  Marple
Cost: $99

GED® Test
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.
GED is a registered trademark of the American Council on Education and may not be used or reproduced without the express written consent of the American Council on Education.
For information on FREE GED see ad on page 21.

Learning Languages

ESL

English as a Second Language
Provides beginning, intermediate and advanced instruction in listening, speaking, reading and writing 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 2246  TR (Beginner)
9/8-11/12
8:05 pm-10:05 pm  Marple
CRN 365  TR (Intermediate)
9/8-11/12
8:05 pm-10:05 pm  Marple
CRN 2881  TR (Advanced)
9/8-11/12
8:05 pm-10:05 pm  Marple
CRN 2248  TR (Beginner)
9/8-11/12
7:00 pm-9:00 pm  UDC
CRN 366  TR (Intermediate/Advanced)
9/8-11/12
7:00 pm-9:00 pm  UDC
CRN 2850  MW
10/6-11/25
6:00 pm-8:30 pm  PHX
CRN 1937  MW
10/12-12/7
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 1945  W
9/23-12/2
8:05 pm-10:05 pm  Marple
CRN 1983  R
10/8-12/3
6:00 pm-8:30 pm  Exton
Cost: $195

Writing for Foreign Students

Learning English
Helps those who speak English as a second language to think and write in English. Grammar is taught along with basic writing skills. A speaking knowledge of English is required.
CSP 5232 / Length: 20 hours
CRN 1944  R
9/17-11/19
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 1943  MW
9/14-12/2
8:05 pm-10:05 pm  Marple
Cost: $350

Conversational English
Helps high-level ESL speakers advance their communication skills even further in order to function in an English-speaking environment. Students participate in oral presentations, role playing, debates, reading activities and group discussions. Not for beginning speakers.
CSP 5241 / Length: 20 hours
CRN 877  W
9/30-11/18
6:00 pm-8:00 pm  Exton
Cost: $195

TOEFL Prep Course
Skill-building practice in listening, speaking, 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.
CAR 3311 / Length: 48 hours
CRN 633  TR
9/8-12/1
8:05 pm-10:05 pm  Marple
Cost: $295

For information or to register, call 610-359-5025.
GED® / Aprendizaje de idiomas

GED

Curso de Preparación de GED®
Esta serie de cursos le ayudan a prepararse para el nuevo examen de GED® 2014 que otorga el Diploma Equivalente a Educación Secundaria (HSED) de Pensilvania. Los estudiantes deben contar con un nivel de dominio del 8avo a 10mo grado antes de inscribirse para estos cursos. Llame al 610-359-5025 si tiene preguntas sobre el curso.

Razonamiento matemático
CSP 2121 /Duración: 12 horas
CRN 1965 S Del 9/5 al 9/26 De 9:00 a.m. a 12:00 p.m. Marple
Costo: $99

Razonamiento a través de las Artes del Lenguaje
CSP 2122/Duración: 12 horas
CRN 1980 S Del 10/3 al 10/24 De 9:00 a.m. a 12:00 p.m. Marple
Costo: $99

Ciencias
CSP 2123/Duración: 12 horas
CRN 1981 S Del 10/31 al 11/21 De 9:00 a.m. a 12:00 p.m. Marple
Costo: $99

Estudios Sociales
CSP 2124/Duración: 12 horas
CRN 1982 S Del 10/31 al 11/21 De 12:30 p.m. a 3:30 p.m. Marple
Costo: $99

Examen de GED®
El campus Marple DCCC está aprobado como un centro de pruebas para los exámenes de GED. Visite la página www.ged.com para crear un perfil, encontrar un centro de pruebas, inscribirse y pagar por los exámenes.
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Para obtener información sobre GED GRATUITO vea el anuncio en la página 21.

Aprendizaje de idiomas

PROGRAMA ESL

Inglés como segundo idioma
Proporciona instrucción básica, intermedia y avanzada en conversación, lectura y escritura en inglés. Los estudiantes son agrupados de acuerdo a su habilidad actual. Todos los niveles pueden no estar disponibles en todos los centros de estudios; esto se determina después del proceso de selección en la primera clase. El libro está incluido.

CSP 5021/Duración: 40 horas
CRN 2246 TR (Principiante) Del 9/8 al 11/12 De 8:05 p.m. a 10:05 p.m. Marple
CRN 365 TR (Intermedio) Del 9/8 al 11/12 De 8:05 p.m. a 10:05 p.m. Marple
CRN 2881 TR (Avanzado) Del 9/8 al 11/12 De 8:05 p.m. a 10:05 p.m. Marple
CRN 2848 TR (Principiante) Del 9/8 al 11/12 De 7:00 p.m. a 9:00 p.m. UDC
CRN 366 TR (Intermedio/Avanzado) Del 9/8 al 11/12 De 7:00 p.m. a 9:00 p.m. UDC
CRN 2850 MW Del 10/6 al 11/25 De 6:00 p.m. a 8:30 p.m. PHX
CRN 1937 MW Del 10/12 al 12/7 De 6:00 p.m. a 8:30 p.m. Exton
Costo: $210

Curso de pronunciación para estudiantes de ESL
Especificamente diseñado para ayudar a los estudiantes avanzados con diversos idiomas maternos a mejorar su pronunciación del inglés estándar. Incorpora ejercicios en grupo y en parejas, juegos de pronunciación y una introducción a términos lingüísticos. El libro está incluido.
CSP 5258/Duración: 20 horas
CRN 1945 W Del 9/23 al 12/3 De 8:05 p.m. a 10:05 p.m. Marple
CRN 1983 R Del 10/8 al 12/3 De 6:00 p.m. a 8:30 p.m. Exton
Costo: $195
Curso de escritura para estudiantes extranjeros que aprenden el idioma inglés
Ayuda a los estudiantes que hablan inglés como segunda lengua a pensar y escribir en inglés. Se enseña gramática junto con habilidades básicas de escritura. Se requiere hablar el idioma inglés.
CSP 5232/Duración: 20 horas
CRN 1944 R
Del 9/17 al 11/19
De 6:00 p.m. a 8:00 p.m. Marple
Costo: $195

Curso de gramática elemental para estudiantes extranjeros
Aprenda y practique sus destrezas gramaticales en este curso de destrezas múltiples para principiantes, que incorpora actividades de escucha, habla, lectura y escritura enfocadas en la vida cotidiana. El libro está incluido. Al concluir con éxito este curso, usted puede ser elegible para tres créditos académicos.
CSP 5268/Duración: 45 horas
CRN 1943 MW
Del 9/14 al 12/2
De 8:05 p.m. a 10:05 p.m. Marple
Costo: $350

Curso de Conversación en inglés
Ayuda a los estudiantes de ESL con un nivel avanzado de inglés hablado a mejorar sus habilidades de comunicación para poder desenvolverse en un entorno de habla inglesa. Los estudiantes participan en presentaciones orales, juego de roles, debates, actividades de lectura y discusiones grupales. No es un curso para principiantes.
CSP 5241/Duración: 20 horas
CRN 877 W
Del 9/30 al 11/18
De 8:00 p.m. a 8:30 p.m. Exton
Costo: $195

Curso de Preparación para el examen TOEFL
Es un curso donde se desarrollan habilidades en el habla, la lectura y la escritura para estudiantes que se inscriben para el examen TOEFL. Además ofrece estrategias para el examen. Este es un curso de preparación para el examen dirigido a estudiantes que ya dominan el idioma inglés. No incluye instrucciones para el programa ESL. El libro está incluido.
CAR 3311/Duración: 48 horas
CRN 633 TR
Del 9/8 al 12/1
De 8:05 p.m. a 10:05 p.m. Marple
Costo: $295

“Toda la instrucción es en Inglés.”
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.

Beginning French
CAR 2116 / Length: 16 hours
CRN 362  M  9/14-11/2 8:05 pm-10:05 pm  Marple
CRN 2851  T  9/29-11/3 6:00 pm-8:40 pm  Exton
Cost: Spon. $149; Non-spon. $189

Intermediate French
CAR 2190 / Length: 16 hours
CRN 1933  M  9/14-11/2 6:00 pm-8:00 pm  Marple
CRN 2852  T  11/10-12/15 6:00 pm-8:40 pm  Exton
Cost: Spon. $149; Non-spon. $189

Beginning Italian
CAR 2111 / Length: 16 hours
CRN 427  W  9/16-11/4 6:00 pm-8:00 pm  Marple
CRN 1987  M  9/21-10/26 6:30 pm-9:10 pm  Exton
Cost: Spon. $149; Non-spon. $189

Beginning Italian II
CAR 2708 / Length: 16 hours
CRN 2882  W  9/16-11/4 8:05 pm-10:05 pm  Marple
CRN 2873  M  11/2-12/7 6:30 pm-9:10 pm  Exton
Cost: Spon. $149; Non-spon. $189

Intermediate Italian
CAR 2706 / Length: 16 hours
CRN 2854  M  12/8-1/2 6:30 pm-9:10 pm  Exton
Cost: Spon. $149; Non-spon. $189

Beginning Spanish
CAR 2129 / Length: 16 hours
CRN 363  R  9/17-11/5 6:00 pm-8:00 pm  Marple

BEGINNING FRENCH

CAR 2116 / Length: 16 hours
CRN 362  M  9/14-11/2 8:05 pm-10:05 pm  Marple
CRN 2851  T  9/29-11/3 6:00 pm-8:40 pm  Exton
Cost: Spon. $149; Non-spon. $189

BEGINNING SPANISH

CAR 2129 / Length: 16 hours
CRN 363  R  9/17-11/5 6:00 pm-8:00 pm  Marple

BEGINNING SPANISH II

CAR 4330 / Length: 16 hours
CRN 2855  W  11/4-12/9 6:00 pm-8:40 pm  Exton
CRN 2986  TR  11/10-12/8 6:00 pm-8:00 pm  Marple
Cost: Spon. $149; Non-spon. $189

INTERMEDIATE SPANISH

CAR 3356 / Length: 16 hours
CRN 1989  TR  11/10-12/8 6:00 pm-8:00 pm  Marple
CRN 1990  R  11/5-12/17 6:00 pm-8:40 pm  Exton
Cost: Spon. $149; Non-spon. $189

Spanish for the Workplace
Enables you to 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 2099  W  9/23-11/11 7:00 pm-9:00 pm  Marple
Cost: Spon. $149; Non-spon. $189

Sign Language for Beginners
Teaches the fundamentals of communicating with hearing-impaired children and adults. Includes an overview of deafness and instruction in a manual alphabet based on American Sign Language. Book and videotape included.
CAR 2266 / Length: 20 hours
CRN 1935  T  9/15-11/17 6:00 pm-8:00 pm  Marple
Cost: Spon. $199; Non-spon. $249

Intermediate Sign Language
Enhances and expands those skills previously acquired in Sign Language for Beginners. The same textbook will be utilized in this course; bring your copy to class.
CAR 3049 / Length: 20 hours
CRN 2883  R  9/17-11/19 6:00 pm-8:00 pm  Marple
Cost: Spon. $149; Non-spon. $219
The Creative Arts

ART

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

LSP 5577 / Length: 16 hours

CRN 1991 F
9/4-10/23
6:00 pm-8:00 pm
Marple

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

Intro to Life Drawing
Learn basic figure drawing techniques through observation of a live model, emphasizing proportions, gestures and shading. Supplies provided by the student; to be determined at first class.

LSP 5883 / Length: 16 hours

CRN 2884 W
9/30-11/18
7:00 pm-9:00 pm
Marple

Cost: Spon. $149; Non-spon. $179

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

CAR 2513 / Length: 20 hours

CRN 1028 F
9/18-11/20
7:00 pm-9:00 pm
Marple

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

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

CAR 3615 / Length: 16 hours

CRN 1932 M
9/14-11/2
6:00 pm-8:00 pm
Marple

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

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

LSP 5672 / Length: 4 hours

CRN 1045 S
10/24-10/31
9:00 am-11:00 pm
Marple

CRN 1023 S
10/24-10/31
11:30 am-1:30 pm
Marple

Cost: Spon. $149; Non-spon. $199

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 1993 T
9/29-10/20
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 1994 T
9/29-10/20
7:35 pm-8:35 pm
Marple

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

Intro to Argentine Tango
Learn the 5 points of connection: connecting to yourself, the floor (being grounded), your partner (interpersonal), the music, and the rest of the dance floor (the community around you). The Tango teaches communication, without words. Learn to “listen” to your partner and to yourself as you travel the dance floor. No class 11/29.

LSP 5717 / Length: 10 hours

CRN 1995 S
9/26-10/24
11:00 am-1:00 pm
Marple

CRN 2885 S
11/14-12/12
11:00 am-1:00 pm
Marple

Cost: Spon. $119; Non-spon. $139

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

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

MUSIC

Beginning Piano
Through group instruction in our electronic piano lab learn to read musical notation, develop basic piano techniques, build an understanding of melodies and chords, and play simple compositions. Access to a piano for practice is strongly recommended. Book included.
LSP 5463 / Length: 20 hours.
CRN 3685 M 9/7-11/9 6:00 pm-8:00 pm Marple
Cost: Spon. $167; Non-spon. $215

Intermediate Piano
As a continuation of the Piano I course you will engage in the art of making music and learning to read new compositions. You will work with popular songs and learn how to analyze music so new scores can be played. Piano I book required.
LSP 5464 / Length: 20 hours
CRN 2888 T 9/8-11/10 6:00 pm-8:00 pm Marple
Cost: Spon. $167; Non-spon. $215

Piano II
Designed for adults who have completed Piano I (and Intermediate Piano, if needed). This course increases training from exercises to playing familiar songs.
LSP 5524 / Length: 20 hours
CRN 2887 R 9/10-11/12 6:00 pm-8:00 pm Marple
Cost: Spon. $167; Non-spon. $215

Piano IV
An advanced course for students who have successfully completed Piano I, Intermediate Piano (if needed), Piano II, and Piano III.
LSP 5703 / Length: 20 hours
CRN 2100 W 9/9-11/11 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 5386 / Length: 20 hours
CRN 2888 W 9/9-11/11 6:30 pm-8:30 pm Marple

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 1924 M 9/21-11/9 6:00 pm-8:00 pm DNT
CRN 367 T 9/22-11/10 6:30 pm-8:30 pm Marple
Cost: Spon. $112; Non-spon. $164

Writers Workshop NEW
Start the manuscript you’ve been dreaming of, or complete the one you’ve started. Learn to keep motivation high and word count growing. Develop and refine your voice, characterization, and plot. Discover techniques for overcoming writer’s block and strategies for revising/editing.
CAR 5606 / Length: 8 hours
CRN 2889 W 9/9-9/30 7:00 pm-9:00 pm Marple
Cost: Spon. $89; Non-spon. $119

Writing for the Children’s Market
Learn to think like a child, find ideas that are just right for children, and write with a child’s point of view. Discover the basics of plot that keep young readers reading, and what makes a good story. Discuss children’s markets and how to access them. No class 11/27.
CAR 3440 / Length: 8 hours
CRN 1941 R 11/12-12/10 7:00 pm-9:00 pm Marple
Cost: Spon. $89; Non-spon. $119

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 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 1997 T 9/22-11/10 6:00 pm-8:00 pm Exton
Cost: Spon. $119; Non-spon. $149
Grant Writing and Research  
CAR 3508; see page 18.

Grant Writing II  
CAR 3751; see page 18.

Writing for Foreign Students  
Learning English  
CSP 5232; see page 23.

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 1998 M  
10/19-10/26  
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  
CRN 1999 M  
11/3-11/16  
6:30 pm-8:30 pm  
Marple  
CRN 2857 M  
11/3-11/16  
6:00 pm-8:00 pm  
Exton  
Cost: Spon. $109; Non-spon. $139

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 692 M  
11/2-11/23  
6:00 pm-8:00 pm  
Exton  
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 2001 R  
9/17  
6:30 pm-8:30 pm  
Marple  
CRN 2002 T  
11/3  
6:30 pm-8:30 pm  
DNT  
CRN 2003 W  
12/9  
6:30 pm-8:30 pm  
Exton  
Cost: Spon. $39; Non-spon. $49

Principles of Landlord/Tenant Law  
Covers oral and written leases, landlord and tenant  
duties, the Pennsylvania Landlord and Tenant Act, and  
braches 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 2004 M  
9/21  
6:00 pm-9:00 pm  
Exton  
CRN 2005 R  
10/1  
6:00 pm-9:00 pm  
PHX  
CRN 2858 M  
11/16  
6:00 pm-9:00 pm  
Exton  
CRN 425 W  
11/11  
7:00 pm-10:00 pm  
Marple  
Cost: Spon. $35; Non-spon. $45

Introduction to Estate Planning  
Establishing an estate plan seems like a daunting task  
but understanding the primary documents: Wills, Living  
Wills, and Power of Attorneys, is simple. Learn about  
these documents and understand issues to consider,  
including distribution of assets, beneficiary designations,  
the appointment of an executor under the Will, the  
appointment of agents under the power of attorney  
and federal estate tax and Pennsylvania inheritance tax  
considerations.

LSP 5723 / Length: 2 hours  
CRN 2871 W  
10/21  
6:00 pm-8:00 pm  
Exton  
CRN 2872 W  
12/9  
6:00 pm-8:00 pm  
DNT  
Cost: Spon. $39; Non-spon. $49

For information or to register, call 610-359-5025.
HOME DESIGN

Interior Decorating Part I
Explore floor plans and layouts, furniture, finishes, walls, ceilings, windows, and doors. Students may need to provide additional materials.
CAR 5601 / Length: 18 hours
CRN 2890 TR 9/15-10/1 6:30 pm-9:30 pm Marple
CRN 2884 TR 10/6-10/22 6:30 pm-9:30 pm Exton
Cost: Spon. $159; Non-spon. $177

Interior Decorating Part II
Explore color and color schemes, lighting, fixtures, and create your room design. Students are encouraged to take Interior Decorating Part I.
CAR 5602 / Length: 18 hours
CRN 2891 TR 10/13-10/29 6:30 pm-9:30 pm Marple
CRN 2885 TR 10/27-11/12 6:30 pm-9:30 pm Exton
Cost: Spon. $159; Non-spon. $177

Interior Decorating Personal Project
Bring your ideas and plans for advice on personal projects. Not a consultation, but a chance to share information with other interested students and instructor. Students are encouraged to take Interior Design Part I and Part II. Class size is limited.
CAR 5603 / Length: 6 hours
CRN 2892 TR 11/3-11/5 6:30 pm-9:30 pm Marple
CRN 2886 TR 11/17-11/19 6:30 pm-9:30 pm Exton
Cost: Spon. $87; Non-spon. $99

Kitchen Design
Planning to update or build your kitchen? This class will cover sample layouts and discuss cabinets, flooring, lighting, color, finishes and everything else having to do with your plans. Students may need to provide additional materials. Feel free to bring your plans and ideas.
CAR 3902 / Length: 18 hours
CRN 2006 S 9/19-10/17 9:00 am-12:00 pm Marple
CRN 2887 W 11/4-11/9 6:30 pm-9:30 pm Exton
Cost: Spon. $159; Non-spon. $177

Accessorize Your Decor
With the major components decided on, it is time to add the finishing touches to your environment. Plan out your room and gather ideas to help your space be its best! Feel free to bring your plans and ideas.
CAR 3880 / Length: 6 hours
CRN 2888 T 12/1-12/15 6:30 pm-8:30 pm Exton
Cost: Spon. $79; Non-spon. $99

Organize and Declutter Your Space
Get ideas on how to reduce your “stuff” or organize it if you just cannot part with it. Learn ways to categorize things, reduce collections and much, much more.
LSP 5721 / Length: 6 hours
CRN 2893 W 9/16-9/30 6:30 pm-8:30 pm Marple
CRN 2899 R 10/3-10/17 6:30 pm-8:30 pm Exton
Cost: Spon. $79; Non-spon. $99

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 2008 S 9/12-9/26 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 1931 S 10/10-10/24 9:00 am-11:00 am Marple
Cost: Spon. $179; Non-spon. $199

Holiday Floral Workshop
Create your very own Holiday Wreath using fresh evergreens, pine cones, berries & other natural elements that will last throughout the season to accent your holiday into winter decor. Please bring shears, gloves and aprons. Floral material will be provided.
CAR 5583 / Length: 3 hours
CRN 1942 S 12/12 9:00 am-12:00 am Marple
Cost: Spon. $85; Non-spon. $99
**Basket Making**
This ancient art form pre-dates pottery. Containers were needed that were sturdy yet lightweight to carry things. A variety of baskets will be woven in this hands-on course. Bring an apron or towel, bucket for soaking reed, sharp kitchen shears, measuring tape, and a set of spring loaded clothespins. All or some of the supplies can be purchased or collected from home.

LSP 5890 / Length: 20 hours
CRN 2895 T 9/15-11/17 6:00 pm-8:00 pm Marple
Cost: $149

**Printmaking**
This mix-media printmaking course explores patterns. Create designs by printing with stamps, creating paste papers, collages, wet embossing and stencils. Bring a bib apron, sharp scissors, pencil and a ruler. All supplies can be purchased or collected from home.

LSP 5891 / Length: 20 hours
CRN 2896 W 10/14-12/16 6:00 pm-8:00 pm Marple
Cost: $149

**BON APPETIT**

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

EAT 0017 / Length: 30 hours
CRN 1926 T 10/6-12/8 6:00 pm-9:00 pm PENN
Cost: $355

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

EAT 0020 / Length: 30 hours
CRN 1927 R 10/8-12/17 6:00 pm-9:00 pm PENN
Cost: $355

**Clean Eating and Paleo Concepts**
EAT 1120 / Length: 3 hours
CRN 2859 M 9/28 6:00 pm-9:00 pm PENN
Cost: Spon. $59; Non-spon. $69

**Gluten Free**
EAT 1123 / Length: 3 hours
CRN 2861 M 10/26 6:00 pm-9:00 pm PENN
Cost: Spon. $59; Non-spon. $69

**Preventing Heart Disease**
EAT 1126 / Length: 3 hours
CRN 2862 M 11/30 6:00 pm-9:00 pm PENN
Cost: Spon. $59; Non-spon. $69

**Diabetic Menu Planning**
EAT 1122 / Length: 3 hours
CRN 2863 M 12/14 6:00 pm-9:00 pm PENN
Cost: Spon. $59; Non-spon. $69

**Culinary Professional Certificate Program**
Considering a career in the culinary industry? 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 905 / Length: 256 hours
Course is offered at the Brandywine Campus.
Cost: $3,999

**HEALTH AND WELL-BEING**

**The Best Ways to Manage Stress**
Stress is the body’s natural reaction to changes in our lives. Learn progressive muscle relaxation, deeper relaxation techniques, breathing exercises, present time awareness, mindfulness, meditation, guided imagery, creative visualizations, mental exercises, anchors, and dissociation techniques to manage daily stress, to relax and to experience better sleep.

LSP 5889 / Length: 5 hours
CRN 2894 W 9/16-10/14 7:00 pm-8:00 pm Marple
Cost: Spon. $39; Non-spon. $59

For information or to register, call 610-359-5025.
Our Brain When We Grieve
Grief, whether caused by death of a loved one, divorce, loss of a job, being uprooted, or loss of a pet, is experienced by our brain and felt in our bodies. Explore the processes within the brain that impact mental, emotional and physical responses to grief. Whether you are working through issues of bereavement on your own or with a support group, are in the helping professions, or are simply interested in the emerging field of brain research, this course will be of interest to you.
LSP 5887 / Length: 10 hours
CRN 2009 R
10/1-10/29
6:00 pm-8:00 pm Marple
Cost: Spon. $99; Non-spon. $129

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.
LSP 5000 / Length: 12 hours
CRN 361 W
9/9-12/2
7:30 pm-8:30 pm Marple
Cost: Spon. $99; Non-spon. $129

International Adventures
Take a Kenyan safari, travel to the top of Mt Kilimanjaro, follow the Inca Trail to Manchu Picchu, and trek to Mt Everest base camp and Aconcagua Peak high camp via slide show presentations narrated by an experienced climber and adventurer. Sessions include training tips and behind the scenes information for the committed or curious traveler.
LSP 5715 / Length: 4 hours
CRN 2870 T
11/3-11/24
7:00 pm-8:00 pm DNT
Cost: Spon. $45; Non-spon. $55

Nurturing the Spirit Within
This four-week exploration of one’s inner self examines a different in-depth topic each week, including Chakras, Reiki, and the Seven Centers of the Body; Spirit Painting; Palmistry; Crystal Energy; Dreams; and Feng Shui. The focus is on insight, self-acceptance and self-healing. No two classes ever the same!
LSP 5695 / Length: 12 hours
CRN 2010 T
9/1-9/23
6:00 pm-9:00 pm Marple
Cost: Spon. $117; Non-spon. $149

Yoga: Hatha
Tone your body, condition glandular and nervous systems, and calm emotional reactivity, all by participating in Yoga. Learn postures, breathing and relaxation techniques. Eat lightly and bring a mat or folded blanket to these renewing sessions. No class 11/26.
LSP 5059 / Length: 10 hours
CRN 694 R
9/24-12/3
7:30 pm-8:30 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 2012 R
9/24-12/3
6:00 pm-7:00 pm Marple
Cost: Spon. $97; Non-spon. $117

FREE Adult Basic Literacy and GED® Preparation
Courses provide a review of basic skills in reading comprehension, writing, math and GED® test preparation.
www.dccc.edu/community-services/ged
484-237-6244

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
See What’s Happening in Chester County!

**Exton Center**
Learn Languages
Personal Financial Education
Computer Training
Professional Development
Food Manager’s Certification
Interior Decorating

**Downingtown**
Health and Wellness
Allied Health Programs

**Phoenixville**
Phlebotomy Technician
Pharmacy Technician
Languages
Computer Courses

**West Grove**
Health Career Programs
HVAC
Carpentry
Electrical
Culinary

Information about classes in Chester County can be found throughout the publication. For details call 484-237-6242.

Free GED Classes
at the Coatesville Library
starting September 2015

Take your FIRST STEP in a NEW direction!

Find out how to register by calling 484-237-6244 or by visiting www.dccc.edu/GED

A Comprehensive Mathematics Review
AT MARPLE CAMPUS
Includes Algebra I, Algebra II, Geometry, and more.

Preparing for an exam?
Entering a Nursing program?
Entering a Teaching program?
Out of school for several years?
Or just want to brush up on Math?
THEN THIS COURSE IS FOR YOU!

Contact 610-359-7355 or nsmith@dccc.edu for information.
Non-Credit Registration

Phone-in Registration
VISA, MasterCard, Discover or American Express only.

Delaware County Locations:
Call from 8:30 a.m. to 8:00 p.m. Monday-Friday
Marple Campus • 610-359-5025

Chester County Locations:
Call from 9:00 a.m. to 5:00 p.m. Monday-Friday
Downingtown Campus • 484-237-6242

Fax-In Registration
VISA, MasterCard, Discover or American Express only.
610-359-5054 for Delaware County registrations
484-237-6247 for Chester County registrations

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

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

Walk-In Registration
Enrollment Central (located in the lobby of Founders Hall on the Marple Campus) is open from 8:00 a.m. to 8:00 p.m. Monday through Thursday, and 8:00 a.m. 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.

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

Days of the Week Code
Monday .............. M
Tuesday .............. T
Wednesday .......... W
Thursday .......... R
Friday .............. F
Saturday .......... S
Sunday ............. U

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 Connie L. McCalla, vice president of human resources and Title IX Coordinator, (cmccalla@dccc.edu), 610-359-5094; Betty Brown, associate dean for student success, (bbrown1@dccc.edu), 610-359-5320. Inquiries related to accessibility services for students should be directed to the office of disability services, (abinder@dccc.edu), 610-359-5229.

Delaware County Community College is an Equal Opportunity Employer
Mail-in registration preferred
Registration form on inside back cover. Include credit card information or check payable to DCCC for remaining fees, plus a copy of proof of age if this is your first College Over 60 registration (license, birth certificate, passport, etc.)

May be faxed
to 610-359-5054, only with credit card information

Telephone registration accepted
only for previous students with birthdate on file. Must provide credit card information

How Much Do I Pay?
Every course carries two or more fees that the student pays with registration. No courses are free, and all will cost at least $10. Note the number of hours included with the course description, then see the charts on this page to determine your cost as a resident of a sponsoring or non-sponsoring school district.

The non-sponsoring differential referred to in the non-computer chart has already been factored into the computer chart. See sponsoring school districts on this page.

PLEASE NOTE:
The maximum College Over 60 waiver is $330.

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).

Computer Courses
<table>
<thead>
<tr>
<th>Course Hours</th>
<th>Sponsor Cost</th>
<th>Non-Spon. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$5</td>
<td>$23</td>
</tr>
<tr>
<td>6</td>
<td>$5</td>
<td>$31</td>
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<tr>
<td>8</td>
<td>$5</td>
<td>$40</td>
</tr>
<tr>
<td>12</td>
<td>$5</td>
<td>$53</td>
</tr>
<tr>
<td>16</td>
<td>$5</td>
<td>$65</td>
</tr>
</tbody>
</table>

Course Hours   | Cost
20            | $77

Determine applicable cost, then add the $5 records processing fee listed on the registration form.

Example for an 8-hour computer course:
Sponsoring: $5 + $5 = $10
Non-Sponsoring: $40 + $5 = $45

Non-computer Courses
<table>
<thead>
<tr>
<th>Course Hours</th>
<th>Sponsor Cost</th>
<th>Non-Spon. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 or more</td>
<td>$9</td>
<td>$9</td>
</tr>
<tr>
<td>Fewer than 15</td>
<td>$6</td>
<td>$6</td>
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</tbody>
</table>

Determine applicable cost, then add the $5 records processing fee listed on the registration form.

IN ADDITION:
Students from non-sponsoring school districts also pay the difference between the sponsoring and non-sponsoring tuition shown with course description.

Example for a 16-hour language course:
Sponsoring: $9 + $5 = $14
Non-Sponsoring: $9 + $5 + $40 = $54
Registration Form

Delaware County Community College

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

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”

FOR OFFICE USE ONLY
College Over 60 waiver amount: $ _____________________ Approved by: _____________________ Date: _____________________

Name _______________________________ Student I.D. ___________________ Sex: M ___ F ___
Address ____________________________________________________________
E-mail Address ______________________________________________________
City _____________________________ State ______ Zip ______________
School District ________________________ Phone ______________ Date of Birth _____________
(where you reside)

☐ Please check here if your address is different from a previous DCCC registration.
☐ Please check here if College Over 60.

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<th>CRN</th>
<th>Title</th>
<th>Amount</th>
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</tbody>
</table>

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 ____________________________________________
RECEIVE EACH TABLE GAME CERTIFICATION IN 6 WEEKS

Delaware County Community College is now certified to provide table game training in Pennsylvania. Students who successfully complete each training course will receive a certificate from Delaware County Community College that allows them to work in any Pennsylvania casino.

Initial classes begin September 15 and will be offered Tuesday through Friday from 2 to 7 p.m. at the College’s Southeast Center (Folcroft East Business Park, 2000 Elmwood Avenue, Sharon Hill, PA).

COURSES

Blackjack and Poker Derivatives
$975 | 120 hours
This course must be taken first and will teach students the rules and strategies of blackjack as well as standard poker games. Students will learn table game etiquette while also strengthening their hand dexterity, chip handling and shuffling skills. Customer service skills, alcohol awareness and CPR training are also components of this foundation course.

Baccarat
$750
80 hours

Craps
$995
160 hours

Roulette
$750
80 hours

Cost includes two Dealer Training Academy collared shirts, gaming manual and practice decks. Must be at least 21 years of age and have a high school diploma or a general education development diploma (GED) to enroll.

Register Today: dccc.edu/dta or call 610-359-5025