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**The Skills for Your Professional Career**

### Computer Support/Help Desk

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

This program prepares students for a career as a computer technician repairing personal computers and also serves as a strong foundation course. This 180-hour, hands-on course covers installation and upgrades, diagnosis and repair, system configuration, as well as safety and customer interaction. Students will assemble and disassemble different types of personal computers. Coursework 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 855 TWR**

5/12-7/14
9:00 am-3:30 pm Marple

Cost: $4,599 (test vouchers included)

NOTE: An evening course will be offered in September. Please call 610-339-7344 for more information.

### 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 856 TR**

5/12-5/28
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 skills required to build a sustainable career in IT. According to Microsoft, these credentials will demonstrate that you have the primary set of Windows Server 2012 skills, relevant across multiple solution areas in a business environment, to reduce IT costs and deliver more business value. Earning an MCSA: Windows Server 2012 certification will qualify you for a position as a network or computer systems administrator or a computer support specialist.

**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 2983 Length: 120 Hours**

**CRN 857 TR**

6/2 – 9/17
6:00 pm-10:00 pm Marple

Cost: $4,599 (test vouchers included)

Books purchased separately.

### Cisco Certified Network Associate-CCNA

The Cisco CCNA network associate certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. This curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills plus “(but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, and access control lists (ACLs). Earn up to 6 credits. Your access code for the certification prep software will be given out the first night of class. No class 6/30 and 7/2.

**Certification Exam:**

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

**ITAC 6006 / Length: 72 hours**

**CRN 857 TR**

5/12-7/16
6:00 pm-10:00 pm Marple

Cost: $2,799 (test vouchers included)

### Microsoft IT Academy Program

These credentials provide widely recognized validation of your ability to perform critical, current IT job roles by using Microsoft technologies to their best advantage.

**Train and Test on Campus!**

Textbooks for all Microsoft Certification courses will be available at the bookstore.
ENHANCE YOUR EMPLOYABILITY!

Administrative Professional Program

This 200 hour hands-on program features two of the world's most popular software programs: Microsoft Office and Quick Books, a small business accounting tool. You'll receive training in Microsoft Windows, Word, Excel, Access and PowerPoint. Learn 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. You'll receive training in Microsoft Windows, Word, Excel, Access and PowerPoint. Learn 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 demonstrates to potential employers that you have achieved a level of expertise with this popular software.

COM 3400 / Length: 200 hours
CRN 577 MTWR 5/4-7/16 8:30 am-1:30 pm Marple
Cost: $4,995 (test vouchers included)

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 861 T 6/23-6/30 6:00 pm-9:00 pm Marple
CRN 861 W 7/8-7/15 6:00 pm-9:00 pm Marple
CRN 769 R 7/23-7/30 6:00 pm-9:00 pm Exton
Cost: Spon. $105; Non-Spon. $131

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

COM 0101 / Length: 8 hours
CRN 617 S 5/9-5/16 9:00 am-1:00 pm SEAST
CRN 863 MW 5/11-5/20 6:30 pm-8:30 pm UDC
CRN 404 MTWR 5/18-5/21 9:00 am-11:00 am Marple
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, windows 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 508 M 6/1-7/20 6:30 pm-8:30 pm Exton
Cost: Spon. $280; Non-Spon. $340

Suggested Prerequisites:
COM 3102 Using the Computer and Managing Files
Windows 7
This hands-on course will guide you in maximizing the capability of the Windows 7 operating system. Explore the tools and programs available and become familiar with managing files and data. Course work will cover the changes from Windows XP and Vista.
Prerequisite: COM 3102 or equivalent skills.
COM 0421 / Length: 8 hours
CRN 898  MW  5/11-5/20  6:30 pm-8:30 pm  Marple
CRN 899  TR  5/12-5/21  6:35 pm-8:35 pm  UDC
Cost: Spon. $140; Non-Spon. $175

Computer Keyboarding
Course topics include: introduction of the alpha/numeric keyboard, learning to touch type, keyboarding skills, application of keyboarding skills and timed typing.
COM 0104 / Length: 8 hours
CRN 294  W  6/3-6/24  6:00 pm-8:00 pm  Marple
Cost: Spon. $140; Non-Spon. $175

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.
COM 3102 / Length: 20 hours
CRN 142  MTWR  5/4-5/7  8:30 am-1:30 pm  Marple
CRN 908  MTWR  5/18-5/21  8:30 am-1:30 pm  Marple
CRN 864  MTWR  5/18-5/21  8:30 am-1:30 pm  UDC
CRN 730  T  6/2-6/21  6:00 pm-8:30 pm  Exton
CRN 909  MTWR  6/8-6/11  8:30 am-1:30 pm  Marple
Cost: $375

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 865  T  5/5-5/12  6:00 pm-9:00 pm  Marple
CRN 770  R  8/6-8/13  6:00 pm-9:00 pm  Exton
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 866  T  5/19-5/26  6:00 pm-9:00 pm  Marple
CRN 771  R  8/20-8/27  6:00 pm-9:00 pm  Exton
Cost: Spon. $105; Non-Spon. $131

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 867  MTW  6/29-7/1  8:30 am-12:30 pm  Marple
Cost: Spon. $210; Non-Spon. $258

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. Learn about the most fascinating new way of connecting with others.
COM 1605 / Length: 4 hours
CRN 578  S  5/9  9:00 am-1:00 pm  Marple
CRN 731  M  6/8-6/15  6:00 pm-8:00 pm  PENN
CRN 772  M  7/20  9:00 am-1:00 pm  Exton
Cost: Spon. $70; Non-Spon. $88

For information or to register, call 610-359-7344.
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 868 S 5/16 9:00 am-1:00 pm Marple
- CRN 732 T 6/2 9:00 am-1:00 pm Exton
- CRN 773 T 7/21-7/28 6:00 pm-8:00 pm PENN
- CRN 527 W 8/12 9:00 am-1:00 pm Exton

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

Google Apps – WOW!

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

COM 1608 / Length: 4 hrs

- CRN 869 S 5/2 9:00 am-1:00 pm Marple
- CRN 774 R 8/13 9:00 am-1:00 pm Exton

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

MICROSOFT OFFICE 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 870 MTWR 6/8-6/18 8:30 am-1:30 pm Marple

Cost: S$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 177 MTWR 6/15-6/25 8:30 am-1:30 pm Marple

Cost: S$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 143 MTWR 5/11-5/14 8:30 am-1:30 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 871 W 6/3 8:30 am-5:00 pm Marple
- CRN 733 R 6/18 9:00 am-5:30 pm Exton
- CRN 775 T 8/4-8/25 6:00 pm-8:00 pm PENN

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

Word Intermediate

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

Prerequisite: COM 3102 or equivalent skills

COM 0650 / Length: 12 hours

- CRN 776 WR 7/8-7/9 9:00 am-3:30 pm Exton

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

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 128 MTWR 5/18-5/21 8:30 am-1:30 pm Marple

Cost: $375

Excel Introduction
Learn to create, save, format, edit and print spreadsheets. Course topics include: Excel environment, entering and editing data, modifying a worksheet, using functions, formatting worksheets, printing, creating charts.
Prerequisite: COM 3102 or equivalent skills
COM 0901 / Length: 8 hours

CRN 216 W 5/20 8:30 am-5:00 pm Marple
CRN 872 TR 5/26-6/4 6:30 pm-8:35 pm UDC
CRN 873 TR 6/2-6/11 6:30 pm-8:30 pm Marple
CRN 393 T 6/2-6/33 6:00 pm-8:00 pm PENN
CRN 777 R 7/30 9:00 am-5:30 pm Exton

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

Excel Intermediate
Learn to enhance a spreadsheet and use more advanced Excel techniques. Course topics include: working with large worksheets, working with multiple worksheets and workbooks, customizing Excel, advanced charting and pivot tables, advanced formatting and validation, list management, documenting and auditing, templates and hyperlinks.
Prerequisite: COM 3102 or equivalent skills
COM 0950 / Length: 12 hours

CRN 874 TR 6/16-6/25 6:00 pm-9:00 pm Marple
CRN 384 RF 8/20-8/21 9:00 am-3:30 pm Exton

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

Access

Access Introduction
Create a simple database. Topics include: tables, reports, queries, forms, primary keys, working with fields, entering and editing data, querying your database, new queries, sorting queries and reports.
Prerequisite: COM 3102 or equivalent skills
COM 1101 / Length: 8 hours

CRN 875 W 6/17 8:30 am-5:00 pm Marple
CRN 921 MT 7/13-7/14 8:30 am-1:30 pm Marple
CRN 734 M 6/22 9:00 am-5:30pm Exton

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

PowerPoint

PowerPoint for the Workplace
Create dynamic presentations. Topics include: overview of the PowerPoint environment; using animation, charts, and clipart; autoshapes and images; multi-media; customizing presentations; the Pack and Go feature and Web features.
Prerequisite: COM 3102 or equivalent skills
COM 3106 / Length: 20 hours

CRN 129 MTWR 7/6-7/9 8:30 am-1:30 pm Marple

Cost: $375

PowerPoint Introduction
Create a basic presentation. Topics include: the PowerPoint environment, creating and modifying presentations, formatting text, printing presentations, charts, editing a presentation and sharing info with other programs.
Prerequisite: COM 3102 or equivalent skills
COM 1201 / Length: 8 hours

CRN 876 W 6/10 8:30 am-5:00 pm Marple
CRN 728 R 6/25 9:00 am-5:30 pm Exton

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

Suggested Prerequisites:
COM 3102 Using the Computer and Managing Files
DIGITAL PHOTOGRAPHY

Using Your Digital Camera
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 880  TR  5/12-5/21  6:00 pm-9:00 pm  Marple
Cost: Spon. $210; Non-Spon. $258

Photoshop for Photographers
Discover how to bring your photos to life, in color or black and white. Learn how to scan original prints, download files from a digital camera or CD, and optimize files to ready them for photo-quality printing or web use. Class will be held in a computer lab, where you will be able to practice everything you have learned.

Prerequisite: COM 3102 or equivalent skills
COM 0119 / Length: 12 hours
CRN 901  TR  6/2-6/11  6:00 pm-9:00 pm  Marple
Cost: Spon. $210; Non-Spon. $258

Digital Single Lens Reflex Camera
It's time to take your camera off Auto mode. Learn to control your aperture, shutter speed, color, and get a sharp focus all with hands on activities. After the basics we'll get creative with trick photography, night photography, paint with light, and more! Recommended: A 50 mm lens or other fixed lens.

Prerequisite: COM 3102 or equivalent skills
COM 0118 / Length: 8 hours
CRN 259  W  7/8-7/29  6:30 pm-8:30 pm  Marple
Cost: Spon. $140; Non-spon. $175

NEW 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 863  TR  7/7-7/16  6:00pm-9:00pm  Marple
CRN 767  T  7/8-7/29  6:00 pm-9:00 pm  PHX
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 311  TR  6/2-6/11  6:30 pm-8:30 pm  Marple
Cost: Spon. $140; Non-Spon. $175

Suggested Prerequisites:
COM 3102 Using the Computer and Managing Files
COM 1551 QuickBooks Pro Introductory
For information or to register, call 610-359-7344.

**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 917

| MW | 6/8-6/24 | 6:30 pm-8:30 pm | Marple |

Cost: Spon. $210; Non-Spon. $255

**WEB SITE DESIGN CERTIFICATION**

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. 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.

**CIW Site Development Foundations**

Learn essential Web page development skills and how to develop Web sites using Hypertext Markup Language version 5 (HTML5) and Cascading Style Sheets (CSS). You will learn to write code manually, as well as use graphical user interface (GUI) authoring tools. You will also 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. You will learn how Web sites are developed as managed projects. You will also identify e-commerce solutions and relate Web site development to business goals.

COM 9301 / Length: 200 hours at Marple Campus

Please call for schedule and cost: 610-3595035.

**CIW Web Design Specialist**

Develop the skills necessary to specialize in Web site design. Learn the essentials and best practices of Web design, including design theory, tools and technologies. Learn how to design and publish Web sites. Topics include Web Site Development Essentials (such as the site development process, customer expectations, and ethical and legal issues in Web development), Web Design Elements (such as aesthetics, the site user's experience, navigation, usability and accessibility), Basic Web Technologies (such as basic Hypertext Markup Language [HTML], Extensible HTML [XHTML] and extended technologies, image files, GUI site development applications, site publishing and maintenance) and Advanced Web Technologies (such as multimedia and plug-in technologies, client-side and server-side technologies, and Web databases). Work with popular production tools such as Microsoft Expression Web, and Adobe Dreamweaver and Flash. Prepare to take the CIW Web Design Specialist exam, which earns the CIW Web Design Specialist certification.

COM 9311 / Length: 200 hours at Marple Campus

Please call for schedule and cost: 610-3595035.

**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 727

| R | 6/11 | 8:30 am-5:00 pm | Exton |

CRN 178

| MW | 6/29-7/8 | 6:30 pm-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: 8 hours

CRN 862

| MW | 7/27-8/5 | 6:30 am-8:30 pm | Marple |

CRN 766

| R | 8/6 | 8:30 pm-5:00 pm | Exton |

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

NEW

Over 30 years of support for thousands of residents.
- determine your interests and job talents
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- build your self-esteem and self-confidence

Call 610-359-5232 to see if you are eligible. Visit www.dccc.edu/newchoices for more information.
ARCHITECTURE

Introduction to AutoCAD
This entry level or refresher course covers the use of 2D AutoCAD to create, manage and plot technical designs and drawings. 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. No class 7/2.
PDS 1001 / Length: 32 hours
CRN 368  R
6/4-7/30
6:00 pm-10:00 pm Marple
Cost: $650

Introduction to SolidWorks
Computer aided drafting is essential in helping students entering the field of technology and in particular manufacturing technology. This entry-level course teaches students to design basic parts, assemblies, and drawings using SolidWorks software. This software package is an industry standard. Students create solid models of an object. The model is a digital representation of the object that is used to create 3-view drawings and for other applications such as rapid prototyping and CNC machining.
PDS 9989 / Length: 32 hours
CRN 626  T
6/2-7/21
6:00 pm-10:00 pm Marple
Cost: $650

AUTOMOTIVE

Pennsylvania State Inspection Certification
DCCC is authorized by PennDoT to administer an approved course of instruction to prepare, test, and certify automotive technicians for the Pennsylvania State Inspection Program.
NOTE: The Baseline exam must be completed by every new applicant who does not currently hold a valid state inspection license. The Category 1 exam covers cars, light trucks and light trailers. The Category 2 exam covers motorcycles and the Category 3 exam covers heavy-truck and heavy trailers. The fee covers one category only. Additional categories are also available for an additional fee and may be taken concurrently with the basic course or at a later date following completion of the basic course. If you wish to take any of these categories in combination, you must use a separate course reference number (CRN) for each when registering.

Automobile Safety Inspection Certification (Category 1)
PDS 7000 / Length: 21 hours
CRN 244  MW
6/1-6/17
6:00 pm-9:30 pm Marple

Cost: $149

Motorcycle Safety Inspection Certification (Category 2)
PDS 7001 / Length: 21 hours
CRN 297  MW
6/1-6/17
6:00 pm-9:30 pm Marple
CRN 539  MW
7/13-7/29
6:00 pm-9:30 pm Marple
Cost: $40

Heavy Vehicle Inspection Certification (Category 3)
PDS 7002 / Length: 21 hours
CRN 298  MW
6/1-6/17
6:00 pm-9:30 pm Marple
CRN 540  MW
7/13-7/29
6:00 pm-9:30 pm Marple
Cost: $40

Pennsylvania Emissions Inspector Certification (EEIC)
Focuses on the rules, regulations and proper techniques to perform the state required PA Enhanced Emissions Inspections, mandated by the federal Environmental Protection Agency.
PDS 7009 / Length: 16 hours
CRN 205  TR
6/2-6/11
6:00 pm-10:00 pm Marple
CRN 386  TR
7/14-7/23
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 513  R
6/4
6:00 pm-10:00 pm Marple
For information or to register, call 610-359-7344.

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

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 397  R  6/11  6:00 pm-10:00 pm  Marple
CRN 335  R  7/23  6:00 pm-10:00 pm  Marple

Cost: $45

Note: College over 60 does not apply for Auto Inspection classes.

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. No class on 7/2.

JSPD 0039 / Length: 42 hours

CRN 904  TR  6/2-7/21  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 different finishing techniques. Course topics include: wood selection; basic joint creation; clamping techniques; finishes; shop tools; shop drawings. No class on 7/3.

JSPD 2950/Length: 45 hours

CRN 905  MW  6/1-7/20  6:00 pm-9:00 pm  Marple

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

ELECTRICAL

Preparation for the Municipal Electrical Licensing Exam
This course prepares experienced maintenance and construction electricians for the Municipal Journeyman's examination. Course topics include review of electrical theory, mathematics, electrical calculations and their applications. Also provides an in-depth study of the National Electrical Code.

JSPD 2796 / Length: 40 hours

CRN 409  MW  6/1-8/17  6:30 pm-8:30 pm  Marple

Cost: Spon. $450

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

JSPD 4000 / Length: 2 hours

CRN 347  Ongoing throughout the semester – call 610-359-7344 to register

Cost: $60

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

Wastewater Treatment Level 1

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

Wastewater Treatment Level 2

PDS 1202 / Length: 90 hours

CRN 292  MW  7/6-10/19  6:00 pm-9:00 pm  Marple

Cost: $950

Register for Level 1 and 2 together and receive $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

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
WELDING

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 602  MW 5/27-7/1 7:55 am-12:00 pm  Marple
Cost: Spon. $410; Non-spon. $430

Intro: Oxy-Fuel Welding & Cutting
Emphasis on fuel gases, welding and cutting equipment. Covers advantages and disadvantages of fuel gases; maintenance of oxy-fuel welding set; demonstrates lighting, adjusting, and extinguishing an oxy-fuel flare; and using an oxy-fuel cutting torch.

PDS 9798 / Length 45 hours

CRN 822  TR 5/26-6/30 7:55 am-12:00 pm  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 823  TR 5/19-6/23 5:00 pm-9:05 pm  PHX
CRN 391  MW 5/27-7/1 12:25 pm-4:40 pm  Marple
CRN 650  TR 7/7-8/11 5:00 pm-9:05 pm  PHX
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. 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 392  MW 5/27-7/1 12:25 pm-4:30 pm  Marple
Cost: Spon. $410; Non-spon. $430

Gas Metal Arc Welding (GMAW-Mig)
Covers GMAW equipment set-up and operation. The theory of gas metal arc welding is applied to mild steel and plate steel in all positions. Introduces single- and multi-phase welds using a variety of electrode (wire) diameters. Various modes of metal transfer are addressed. Includes lecture followed by a practical application.

PDS 9805 / Length: 45 hours

CRN 3657  MW 4/13-5/18 5:00 pm-9:05 pm  PHX
CRN 606  MW 6/1-7/8 5:00 pm-9:05 pm  PHX
Cost: Spon. $410; Non-spon. $430

NEW WELDING CERTIFICATE PROGRAM
Welding is an extremely important aspect in the architecture of buildings, ships, bridges, and more. The opportunities for qualified welders are great, reports the U.S. Bureau of Labor Statistics (BLS).

The college has designed a 225 hr hands-on training program that delivers an introduction to welding and training in Oxyfuel cutting (OFC), SMAW (shielded metal arc welding), GMAW (gas metal arc welding), Blueprint reading and basic fabrication. These skills are in high demand in today's workplace.

Classes are being formed at Phoenixville campus. Call 610-359-5114 for scheduling.

Technical Education
Print Reading and Shop Math for Fabricators
Learn to locate, interpret, and utilize welding symbols, measurements, lines and other information found on working drawings, blueprints and technical documents. 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 604  TR 5/26-6/30 12:25 pm-4:30 pm Marple
Cost:Spon. $410; Non-spon $430

MANUFACTURING

CNC (Computerized Numeric Control) Operator Program
(NIMS certification)
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.

MANUFACTURING

Enrollment is scheduled on a first-come first-serve basis. 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.

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 included. 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 composites fabricators.

PDS 8700/ Length: 150 hours
For more information or to register, please call Debbie Serano at 215-218-3886 or email serano@collegiateconsortium.org.

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
For more information or to register, please call Debbie Serano at 215-218-3886 or email serano@collegiateconsortium.org.

Delaware County Community College offers FREE Adult Basic Literacy and GED® Preparation courses.
These courses provide a review of basic skills in the areas of reading comprehension, writing, math and GED® test preparation.

web.dccc.edu/community-services/ged
484-237-6244
Online Training Classes

Online Training Classes . . . anytime and anywhere

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

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

How it Works

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

Course Start Dates

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>5/13/15 – 7/03/15</td>
</tr>
<tr>
<td>June</td>
<td>6/17/15 – 8/7/15</td>
</tr>
<tr>
<td>July</td>
<td>7/15/15 – 9/4/15</td>
</tr>
<tr>
<td>August</td>
<td>8/12/15 – 10/2/15</td>
</tr>
</tbody>
</table>

How to Register

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

Mail: Complete form, include payment, and mail check or money order made payable to DCCC, or use MasterCard, VISA, Discover or American Express

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

Phone: Call 610-359-5025. Have credit card ready.

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

You will be e-mailed course instructions prior to start date. Follow instructions to participate in the required online orientation before you start your class.

Requirements

All courses require Internet access, e-mail, and a current browser. Some courses may have additional requirements. Students must have prior computer experience. Not for first-time users.

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

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:

- ONL 0175 Complementary/Altern Med........ 27 hrs $235
- ONL 0176 End of Life Care ..................... 26 hrs $235
- ONL 0177 Gerontology ......................... 40 hrs $235
- ONL 0178 Growth/Dev Thru the Lifespan .... 31 hrs $235
- ONL 0179 Issues in Oxygenation ............ 32 hrs $235
- ONL 0180 Legal/Ethical Issues in Nursing .. 23 hrs $235
- ONL 0181 Pain Assessment and Mgmt ........ 24 hrs $235
- ONL 0182 Perinatal Issues ..................... 14 hrs $125
- ONL 0183 Spirituality, Health/Healing ....... 36 hrs $235

ed2go courses are not eligible for College Over 60 discount.
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.

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

Certified Medical Administrative Assistant (CMAA)

Train for positions in one of the fastest growing arenas in today's workforce – health care! If you like working with the public, are compassionate, and able to deal with people who are sick or experiencing stress, a career in medical office administration/unit health coordination could be your path to success.

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

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

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

COM 3300 / Length: 168

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

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.

Contact CPRTRAINING@dccc.edu for course schedule and information.

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

Health Unit Coordinator

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

JSPD 2814 / Length: 70 hours
CRN 565 R
5/6-6/25
9:00 am-4:30 pm
Marple
W 12:30pm-4:30 pm

CRN 320 R
8/5-9/24
9:00 am-4:30 pm
Marple
W 12:30pm-4:30 pm

Cost: $2,700

Medical Terminology

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

JSPD 0003 / Length 30 hours
CRN 566 W
5/6-6/17
12:30 pm-4:30 pm
Marple

CRN 643 W
8/5-9/16
12:30 pm-4:30 pm
Marple

Cost: $479

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

CAR 3904 / Length: 52 hours
CRN 737 TR
5/26-7/14
6:00 pm-9:30 pm
Exton
CRN 227 TR
6/23-8/13
6:00 pm-9:30 pm
Marple
CRN 778 TR
7/7-8/25
6:00 pm-9:30 pm
PHX

Cost: $1,899

Physical Therapy Aide

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

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

CAR 3961 / Length: 52 hours
CRN 781 MW
6/22-8/10
6:00 pm-9:30 pm
Marple

Cost: $999

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.

CAR 4127 / Length: 52 hours
CRN 288 MW
6/22-8/10
6:00 pm-9:30 pm
Marple

CRN 779 MW
7/6-8/31
6:00 pm-9:30 pm
Exton

Cost: $999

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 406 MW
6/8-6/17
6:00 pm-9:00 pm
Exton
CRN 317 MW
6/29-7/15
7:30 pm-9:30 pm
Marple

CRN 405 MW
7/27-8/12
7:30 pm-9:30 pm
Marple

CRN 780 TR
8/4-8/13
6:00 pm-9:00 pm
DNT

Cost: Spon. $155; Non-spon. $185

Allied Health courses are not eligible for College Over 60 discount.
**CAREER DEVELOPMENT**

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

CAR 2141 / Length: four 1-hour sessions

CRN 811 May-June  
By appointment  Marple

CRN 76 July-August  
By appointment  Marple

Cost: Spon. $225; Non-spon. $255  
*NOTE: Cost includes four 1-hour sessions*

### SMALL BUSINESS RESOURCE

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

CAR 3427 / Length: 10 hours

CRN 121  
5/23-6/23  
6:00 pm-8:00 pm  Marple

Cost: Spon. $189; Non-spon. $229

#### The Lean Transformation
Learn the key concepts of Lean and how to apply Lean principles to daily management within a specific industry and workplace.

CAR 5605 / Length: 4 hours

CRN 907 W  
8/13-8/19  
6:00 pm-8:00 pm  Marple

Cost: $99

#### 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 114 W  
5/27-6/3  
6:00 pm-8:00 pm  Marple

CRN 767 T  
6/16-6/23  
6:00 pm-8:00 pm  PHX

CRN 394 T  
7/14  
9:00 am-1:00 pm  Exton

Cost: Spon. $85; Non-spon. $115

### CAREER TRAINING

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

CAR 3705 / Length: 12 hours

CRN 812 R  
6/11-6/25  
2:00 pm-4:00 pm  Marple

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

#### The Lean Transformation
Learn the key concepts of Lean and how to apply Lean principles to daily management within a specific industry and workplace.

CAR 5605 / Length: 4 hours

CRN 907 W  
8/13-8/19  
6:00 pm-8:00 pm  Marple

Cost: $99

#### 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 114 W  
5/27-6/3  
6:00 pm-8:00 pm  Marple

CRN 767 T  
6/16-6/23  
6:00 pm-8:00 pm  PHX

CRN 394 T  
7/14  
9:00 am-1:00 pm  Exton

Cost: Spon. $85; Non-spon. $115

#### Grant Writing II
Experience all aspects of proposal writing. This hands on class includes creating a project that fits funders’ guidelines, appropriate writing styles, developing a proposal strategy and plan for evaluation that fits funders’ requirements. Attendance at Grant Writing and Research is encouraged.

CAR 3751 / Length: 6 hours

CRN 518 W  
6/17-7/1  
6:00 pm-8:00 pm  Marple

CRN 796 T  
8/4-8/11  
6:00 pm-8:00 pm  PHX

CRN 530 T  
8/11  
9:00 am-4:00 pm  Exton

Cost: Spon. $189; Non-spon. $199

#### Floral Design for Weddings
Hands-on workshop that focuses on personal wedding flowers for the bridal party, including corsages, boutonnieres and hand-tied bouquets. Please bring floral shears and an apron. Floral material will be provided.

CAR 5604 / Length: 6 hours

CRN 813 R  
6/11-6/25  
2:00 pm-4:00 pm  Marple

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

#### 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 768 R  
6/11  
9:00 am-4:00 pm  Exton

CRN 814 R  
6/18  
9:00 am-4:00 pm  Marple

Cost: Spon. $119; Non-spon. $159

For information or to register, call 610-359-5025. 15
Professional Development

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 815  R  
6/25  9:00 am-4:00 pm  Marple
CRN 798  R  
8/13  9:00 am-4:00 pm  Exton
Cost: Spon. $119; Non-spon. $159

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 816  T  
5/26-6/2  8:05 pm-10:05 pm  Marple
Cost: Spon. $89; Non-spon. $119

Introduction to Mixology
Prepare yourself for a career in bartending. Learn the recipes and preparation of 20-30 basic mixed drinks and various bar setups for restaurant, home and catering applications; become cognizant of liquor laws and responsible consumption of alcohol; and acquire skills in being relaxed and professional behind the bar. Book included.
CAR 2469 / Length: 12 hours
CRN 163  M  
7/6-8/10  6:00 pm-8:00 pm  Marple
Cost: Spon. $125; Non-spon. $147

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 817  R  
7/23  6:30 pm-9:00 pm  Marple
Cost: Spon. $54; Non-spon. $54

An Introduction to Improvisational Comedy
Learn the fundamentals of improv comedy and the art of characterization and storytelling, then step out of your comfort zone and be in the moment, making bold, brave new choices that extend well beyond the improv state. Learn in a fun, non-judgmental atmosphere. No experience required.
CAR 5481 / Length: 18 hours
CRN 818  T  
6/2-7/28  7:00 pm-9:00 pm  Marple
Cost: Spon. $179; Non-spon. $199

CERTIFICATE PROGRAMS

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

Real Estate Fundamentals
Provides a basic foundation for further study, and covers language, principles and laws that govern this business. Emphasis is on the underlying concepts of land, property, rights in reality and the means, methods and laws that govern conveyance of these rights. Book included. No class 5/25.
CAR 3249 / Length: 30 hours
CRN 413  MW  
5/18-6/22  6:00 pm-9:00 pm  Marple
Cost: Spon. $215; Non-spon. $300

Real Estate Practice
Introduces all facets of this business including fields of specialization, and focuses on the role of a real estate agent in residential brokerage. Covers basic techniques, procedures, regulations and ethics involved in a real estate transaction, and a working knowledge of forms and documents. Book included.
CAR 3250 / Length: 30 hours
CRN 408  MW  
6/29-7/29  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: Introduction to Non Profits, Introduction to Fundraising, Event Planning, Grant Writing and Research, Grant Writing II, and Public Relations Tactics. The first two are shown below; see the others on pages 15-16. 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 900 T 5/19-6/16 6:00 pm-8:00 pm Marple
Cost: Spon. $145; Non-spon. $177

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 918 T 7/14-8/11 6:00 pm-8:00 pm Marple
CRN 799 W 7/29-8/28 6:00 pm-8:00 pm PHX
Cost: Spon. $179; Non-spon. $209

MORTGAGE TRAINING

Mortgage Industry Career Institute

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

CAR 3854 / Length: 36 hours
CRN 126 T 6/9-7/21 6:30 pm-9:30 pm Marple
CRN 769 MW 6/1-7/8 6:30 pm-9:30 pm DNT
Cost: $699
Note: A free information session on Tuesday, 5/26, 11:00 am-12:00 p.m. in room 2256 at DCCC’s Main Campus will explain what it takes to become a Personal Fitness Trainer. No charge, but advance registration by calling 888-330-9487 is required.

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

FOOD CERTIFICATIONS

This ServSafe course is 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 770 MW 6/8-6/16 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 531 MW 8/17-8/19 5:30 pm-9:30 pm Exton
Cost: $164

Food Manager's Recertification

EAT 0034 / Length: 7.5 hours
CRN 791 MT 8/24-8/25 5:30 pm-9:30 pm Exton
Cost: $100

For information or to register, call 610-359-5025.
**Test Preparation**

**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.

**PAPA Math Prep**  
CAR 5589 / Length: 12 hours  
CRN 519 M  
6/1-7/6 6:30 pm-8:30 pm Marple  
Cost: $119

**PAPA Reading Prep**  
CAR 5590 / Length: 10 hours  
CRN 520 T  
6/9-7/7 6:30 pm-8:30 pm Marple  
Cost: $99

**PAPA Writing Prep**  
CAR 5591 / Length: 8 hours  
CRN 521 W  
6/17-7/8 6:30 pm-8:30 pm Marple  
Cost: $79

**SAT**

**SAT Prep Course: Math**

Covers math, algebra and geometry with emphasis on problem solving and interpretation of data. Book included. No class 7/2  
YTH 9187 / Length: 9 hours  
CRN 771 MW  
5/13-6/3 6:00 pm-7:30 pm Exton  
CRN 79 TR  
6/30-7/21 9:00 am-10:30 am Marple  
CRN 100 TR  
6/30-7/21 6:00 pm-7:30 pm Marple  
CRN 81 TR  
7/28-8/13 9:00 am-10:30 am Marple  
CRN 845 TR  
7/28-8/13 6:00 pm-7:30 pm Marple  
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. No class 7/2.  
YTH 9186 / Length: 9 hours  
CRN 772 MW  
5/13-6/3 7:30 pm-9:00 pm Exton  
CRN 80 TR  
6/30-7/21 10:35 am-12:05 pm Marple  
CRN 101 TR  
6/30-7/21 7:35 pm-9:05 pm Marple  
CRN 82 TR  
7/28-8/13 10:35 am-12:05 pm Marple  
CRN 846 TR  
7/28-8/13 7:35 pm-9:05 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 183 W  
7/8-7/22 9:00 am-11:00 am Marple  
Cost: Spon. $109; Non-spon. $129

**GED® Prep Course**

Prepare for the GED® test leading to the Pennsylvania High School Equivalency Diploma. Students should be at an 8th-10th grade proficiency level before registering for these courses. Call 610-359-5025 for course questions.  
No class 7/2.

**Mathematical Reasoning**  
CSP 9277 / Length: 20 hours  
CRN 906 M  
6/1-7/6 6:00 pm-8:00 pm Marple  
Cost: $159

**Reasoning Through Language Arts**  
CSP 2122 / Length: 12 hours  
CRN 523 T  
6/9-7/14 6:00 pm-8:00 pm Marple  
Cost: $99
For information or to register, call 610-359-5025.

### Science
CSP 2123 / Length: 12 hours
CRN 524 W
6/17–7/22
6:00 pm–8:00 pm Marple
Cost: $99

### Social Studies
CSP 2124 / Length: 12 hours
CRN 525 R
6/25–8/6
6:00 pm–8:00 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 25.

### Back to School
The Basics of Surviving in Higher Education
If you are thinking about starting or going back to a college or university program but are unsure of what to expect, this course is for you. Learn what the schedules are like while exploring skills related to finances, time management, nutrition and self-responsibility that will impact your success.
CAR 5579 / Length: 6 hours
CRN 847 T
7/7–7/31
6:00 pm–8:00 pm Marple
Cost: Spon. $59; Non-spon. $69

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### ESL
English as a Second Language
Provides beginning, intermediate and advanced instruction in speaking English. Students are grouped according to their current ability. All levels may not be available at every location; this is determined after the screening process at the first class. Book included. No class 7/2.
CSP 5021 / Length: 40 hours
CRN 635 TR (Beginner)
5/12–7/21
8:05 pm–10:05 pm Marple
CRN 636 TR (Intermediate)
5/12–7/21
8:05 pm–10:05 pm Marple

CRN 119 TR (Advanced)
5/12–7/21
8:05 pm–10:05 pm Marple
CRN 802 MW
6/15–8/5
6:00 pm–8:30 pm PHX
CRN 840 TR
5/26–8/4 (Beginner)
7:00 pm–9:00 pm UDC
CRN 841 TR
5/26–8/4 (Intermediate/Advanced)
7:00 pm–9:00 pm UDC
CRN 263 MW
7/6–8/26
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 773 R
6/4–7/30
6:00 pm–8:30 pm Exton
CRN 819 W
6/3–8/5
8:05 pm–10:05 pm Marple
Cost: $195

### Writing for Foreign Students
Learning English
Helps those who speak English as a second language to think and write in English. Grammar is taught along with basic writing skills. A speaking knowledge of English is required. No class 7/2.
CSP 5232 / Length: 20 hours
CRN 820 R
5/21–7/30
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. No class 5/25.
CSP 5268 / Length: 45 hours
CRN 821 MW
5/18–8/3
8:05 pm–10:05 pm Marple
Cost: $350

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For information or to register, call 610-359-5025.
### 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 803** W 6/17-8/5 6:00 pm-8:30 pm Exton
  - Cost: $195

### TOEFL Prep Course
Skill-building practice in listening, grammar, reading and writing for students registering for the TOEFL exam. Also provides test-taking strategies. This is a test-preparation course for students who are already fluent in English. Does not include instruction in ESL. Book included. No class 7/2.

- **CAR 3311 / Length: 48 hours**
  - **CRN 118** TR 5/5-7/28 8:05 pm-10:05 pm Marple
  - Cost: $295

### OTHER LANGUAGES
Beginning courses introduce basics of pronunciation, sentence structure and vocabulary; intermediate courses review and improve comprehension and fluency. Conversational courses require prior understanding of pronunciation, grammar and vocabulary, and will involve dialogues, conversations and oral readings. Books included. No class 7/2.

#### Beginning French
CAR 2116 / Length: 16 hours

- **CRN 516** T 6/9-7/14 6:00 pm-8:40 pm Exton
- **CRN 840** M 6/8-7/37 6:00 pm-8:00 pm Marple

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

#### Intermediate French
CAR 2190 / Length: 16 hours

- **CRN 804** T 7/21-8/25 6:00 pm-8:40 pm Exton
- **CRN 842** M 6/8-7/27 8:05 pm-10:05 pm Marple

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

#### Beginning Italian
CAR 2111 / Length: 16 hours

- **CRN 538** MW 6/1-6/24 6:00 pm-8:00 pm Marple

#### Beginning Italian II
CAR 2708 / Length: 16 hours

- **CRN 843** MW 7/6-7/29 6:00 pm-8:00 pm Marple
- **CRN 805** M 7/13-8/18 6:00 pm-8:40 pm Exton

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

#### Intermediate Italian
CAR 2436 / Length: 16 hours

- **CRN 806** T 6/9-7/14 6:00 pm-8:40 pm Exton
- **CRN 855** MW 8/3-8/26 6:00 pm-8:00 pm Marple

#### Beginning Spanish
CAR 2129 / Length: 16 hours

- **CRN 412** TR 5/26-6/18 6:00 pm-8:00 pm Marple
- **CRN 407** W 5/27-7/1 6:00 pm-8:40 pm Exton
- **CRN 776** T 6/2-7/7 6:00 pm-8:40 pm PHX

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

#### Beginning Spanish II
CAR 4330 / Length: 16 hours

- **CRN 844** TR 6/30-7/28 6:00 pm-8:00 pm Marple
- **CRN 808** W 7/8-8/12 6:00 pm-8:40 pm Exton
- **CRN 809** T 7/14-8/18 6:00 pm-8:40 pm PHX

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

#### Intermediate Spanish
CAR 3356 / Length: 16 hours

- **CRN 548** TR 8/4-8/27 6:00 pm-8:00 pm Marple
- **CRN 810** R 7/16-8/20 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 846  W  6/3-7/22 7:00 pm-9:00 pm  Marple
Cost: Spon. $149; Non-spon. $189

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

Latin Rhythm
Includes Rumba, Salsa and Cha Cha.
LSP 5617 / Length: 4 hours
CRN 404  T  7/7-7/28 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 858  T  7/7-7/28 7:35 pm-8:35 pm  Marple
Cost: Spon. $49; Non-spon. $69

MUSIC
Beginning Piano
Through group instruction in our electronic piano lab learn to read musical notation, develop basic piano techniques, build an understanding of melodies and chords, and play simple compositions. Access to a piano for practice is strongly recommended. Book included. No class 5/25.
LSP 5463 / Length: 20 hours.
CRN 847  MW  5/11-6/15 6:00 pm-8:00 pm  Marple
Cost: Spon. $167; Non-spon. $215

WRITING
Writing Well
Learn the basic principles of composition, rules of usage, and methods and forms of writing, while developing a unique approach to style. Book included.
CAR 5586 / Length: 20 hours
CRN 777  R  5/21-7/23 6:00 pm-8:00 pm  DNT
CRN 526  W  6/3-8/5 6:30 pm-8:30 pm  Marple
Cost: Spon. $145; Non-spon. $175

Creative Writing
Learn to make your fiction or non-fiction writing come alive with creative techniques. (Does not cover poetry.) Learn to see in new ways, use your senses more accurately, set a mood, use people more effectively, handle conversation and create a point of view. Does not teach writing basics or English.
CAR 3080 / Length: 16 hours
CRN 217  T  5/19-7/7 6:30 pm-8:30 pm  Marple
CRN 778  W  5/27-7/15 6:00 pm-8:00 pm  DNT
Cost: Spon. $112; Non-spon. $164

Life Stories
Leaving a written account of your life stories would be a treasured gift to your family and friends. Knowing how to gather information and put it to paper is the challenge! Learn how to work through your stories with assistance from an instructor who can help you capture those beautiful memories and events. No writing experience necessary.
CAR 4321 / Length: 16 hours
CRN 779  T  5/26-7/14 6:00 pm-8:00 pm  DNT
Cost: Spon. $119; Non-spon. $149

Grant Writing and Research
CAR 3508; see page 15.

Grant Writing II
CAR 3751; see page 15.

Writing for Foreign Students
Learning English
CSP 5232; see page 19.

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.
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 920 M
7/13-7/20
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 780 R
6/4-6/18
6:00 pm-8:00 pm Exton
CRN 859 M
7/6-7/20
6:30 pm-8:30 pm Marple
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 542 M
7/13-7/20
6:00 pm-8:00 pm Exton
CRN 811 R
8/6-8/27
6:00 pm-8:00 pm PHX
Cost: Spon. $104; Non-spon. $119

Social Security: When to Collect?
At what age should you begin to collect Social Security benefits? How does working in your retirement affect your benefit? Discuss how to make the big decision, learn strategies to maximize your benefit, and learn how working in retirement can affect your decision.
LSP 5707 / Length: 2 hours
CRN 545 R
6/11
7:00 pm-9:00 pm Marple
CRN 546 T
7/28
6:30 pm-8:30 pm Exton

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 849 M
6/15
6:00 pm-8:00 pm Marple
CRN 822 M
7/17
6:00 pm-8:00 pm Exton
CRN 823 M
8/17
6:00 pm-8:00 pm DNT
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 breaches of lease and eviction procedures. Also reviews Pennsylvania escrow-deposit requirements, a form lease with the plain-language requirements, and amendments to the federal Fair Housing Act.
LSP 2365 / Length: 3 hours
CRN 781 M
6/22
6:00 pm-9:00 pm PHX
CRN 395 M
7/6
6:00 pm-9:00 pm Exton
CRN 179 M
8/17
6:00 pm-9:00 pm Exton
Cost: Spon. $59; Non-spon. $69

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. No class 7/2.
CAR 5601 / Length: 18 hours
CRN 782 TR
5/19-6/4
6:30 pm-9:30 pm Exton
CRN 841 TR
6/16-7/14
7:00 pm-9:00 pm Marple
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

<table>
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<th>CRN</th>
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<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>783</td>
<td>TR</td>
<td>6/9-6/25</td>
<td>6:30 pm-9:30 pm</td>
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<tr>
<td>853</td>
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<td>7:00 pm-9:00 pm</td>
<td>Marple</td>
</tr>
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</table>

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

**FLORAL DESIGN**

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

CAR 5577 / Length: 6 hours

<table>
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<td>579</td>
<td>R</td>
<td>6/4-6/18</td>
<td>9:00 am-11:00 am</td>
<td>Marple</td>
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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

<table>
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<tbody>
<tr>
<td>857</td>
<td>R</td>
<td>7/9-7/23</td>
<td>9:00 am-11:00 am</td>
<td>Marple</td>
</tr>
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</table>

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

**COOKING DEMONSTRATIONS**
Join Chef Peter Gilmore for a gourmet dining experience and leave with how-to information and recipes to use at home.

**Enjoying Brunch Favorites**
EAT 1128 / Length: 3 hours

<table>
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<td>785</td>
<td>W</td>
<td>6/17</td>
<td>6:00 pm-9:00 pm</td>
<td>Brandywine</td>
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Cost: $45

**French Food Simplified**
EAT 1115 / Length: 3 hours

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<th>End Time</th>
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<tbody>
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<td>W</td>
<td>7/15</td>
<td>6:00 pm-9:00 pm</td>
<td>Brandywine</td>
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</table>

Cost: $45

**Just Desserts**
EAT 1125 / Length: 3 hours

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<th>End Time</th>
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<tbody>
<tr>
<td>817</td>
<td>W</td>
<td>8/5</td>
<td>6:00 pm-9:00 pm</td>
<td>Brandywine</td>
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</table>

Cost: $45

**For information or to register, call 610-359-5025.**
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 0905 / Length: 256 hours

Courses are offered at the Brandywine Campus.

Cost: $3,999

BOATING

Sail

Learn basic boat design, rigging, and sail processes. Training covers physical aspects of sailing including boat stability and balance, sail applications, marlinespike for sailors, steering and helmsmanship, sail handling for more difficult sailing conditions, docking and anchoring, navigation rules, and an introduction to heavy-weather sailing and storm conditions.

LSP 5700 / Length: 16 hours

CRN 547 W 6/3-7/22 6:00 pm-8:00 pm Marple

Cost: $90

HEALTH AND WELL-BEING

T’ai Chi

Center your awareness, reduce tension, and improve muscle tone, flexibility and cardiovascular performance with movements based on self-defense techniques. Varying levels of experience are accommodated. Wear rubber-soled canvas shoes—not running shoes.

LSP 5000 / Length: 12 hours

CRN 818 T 6/2-8/18 6:30 pm-7:30 pm DNT
CRN 409 W 6/10-8/26 7:30 pm-8:30 pm Marple

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

T’ai Chi for Arthritis

Specifically for people suffering with the effects of arthritis to help reduce pain and improve flexibility. Varying levels are welcome as this class uses gentle movements to increase range of motion. Wear rubber-soled canvas shoes—not running shoes.

LSP 5714 / Length: 12 hours

CRN 819 R 6/4-8/27 6:30 pm-7:30 pm DNT

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

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 527 T 5/28-6/16 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.

LSP 5059 / Length: 10 hours

CRN 845 T 6/2-8/4 7:00 pm-8:00 pm Marple

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

Pilates for Beginners

Discover the benefits of increased awareness of muscle function and control. Find revitalization through the stretching, strengthening and balance learned in the Pilates method. Eat lightly and bring a mat or folded blanket.

LSP 5625 / Length: 10 hours

CRN 860 T 6/2-8/4 8:05 pm-9:05 pm Marple

Cost: Spon $97; Non-spon $117

Zumba

Participate in the latest fitness craze! Find yourself incorporating the moves of salsa, meringue, cha cha and reggaeton, regardless of your experience or fitness level. No class 7/2.

LSP 5671 / Length: 10 hours

CRN 528 R 5/28-8/6 6:00 pm-7:00 pm Marple

Cost: Spon. $97; Non-spon. $117
EXTEND YOUR UNDERSTANDING

Crisis Management: Scandals in the White House
Do you follow the popular show Scandal? This is your chance to dive into the history of White House scandals in real life. Join us for a great discussion on the details of the history of these events.
LSP 5719 / Length: 6 hours
CRN 784 T
6/16-6/30
6:30 pm-8:30 pm DNT
Cost: Spon. $69; Non-spon. $89

History of the Game of Thrones
Fans of the wildly popular TV show, Game of Thrones, should also be familiar with the book it is based on. Learn about A Song of Ice and Fire by George R. R. Martin and discuss the history in the show.
LSP 5720 / Length: 6 hours
CRN 820 R
8/6-8/20
6:30 pm-8:30 pm DNT
Cost: Spon. $69; Non-spon. $89

Study of The Last Ship
William Brinkley’s book, The Last Ship, stands as the basis of this popular TV show. Come during the “dog watch” and spend time learning about this show and its origins.
LSP 5722 / Length: 6 hours
CRN 821 W
7/8-7/22
6:30 pm-8:30 pm DNT
Cost: Spon. $69; Non-spon. $89

TEACHERS’ CORNER

Strategies for Building a Successful Classroom
Both beginning and seasoned teachers will learn helpful strategies for classroom management, nurturing a positive learning environment, connecting with parents, and identifying the difference between being an educator and being a teacher. No class 5/25.
CAR 5482 / Length: 10 hours
CRN 848 M
5/18-6/32
6:00 pm-8:00 pm Marple
Cost: Spon. $99; Non-spon. $119

Unlocking the Hidden Abilities of the ESL Student
Learn new skills and habits to help develop, polish, and enhance your natural inclination to motivate and engage ESL students. No class 5/26.
CAR 5580 / Length: 12 hours
CRN 850 M
5/18-6/39
8:05 pm-10:05 pm Marple
Cost: Spon. $119; Non-spon. $139

Beyond Instruction: Motivating Middle and High School Students
Why is it so difficult to connect with 21st-century middle and high school students? Explore the “great divide” and equip yourself with the tools to bridge the gap. Learn methods for discourse and interaction with this unique population.
CAR 5483 / Length: 12 hours
CRN 924 M
7/6-8/10
6:00 pm-8:00 pm Marple
Cost: Spon. $119; Non-spon. $139

Anger Management: Helping Students Make Better Choices
Learn concepts, definitions, and strategies to teach life coping skills that will help students gain insight and apply strategies to combat anger, aggression, low self-esteem, and fear.
CAR 5484 / Length: 12 hours
CRN 925 M
7/6-8/10
8:05 pm-10:05 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

Delaware County Community College offers FREE Adult Basic Literacy and GED® Preparation courses.
These courses provide a review of basic skills in the areas of reading comprehension, writing, math and GED® test preparation.
www.dccc.edu/community-services/ged
484-237-6244

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

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

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

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### BUILD YOUR SKILLS

#### Calling All Chefs
Have safe, creative fun with cooking.

**Ages 5-7** CRN 118 9:00 am - 12:00 pm
**Ages 8-11** CRN 119 1:00 pm - 4:00 pm

#### Karate Kids
Improve physical coordination and dexterity through the study of martial arts.

**Ages 5-7** CRN 565 1:00 pm - 4:00 pm
**Ages 8-11** CRN 566 9:00 am - 12:00 pm

#### The Book Club
Explore literature through fun activities based on pre-selected books.

**Gr 1-2** CRN 866 1:00 pm - 4:00 pm
**Gr 3-4** CRN 867 9:00 am - 12:00 pm

#### Super Sitters
Be a responsible babysitter! Learn first aid, care and feeding, how to prevent accidents and handle emergencies, and earn your CPR Certification!

**Ages 10+** CRN 868 1:00 pm - 4:00 pm

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### CAREER EXPLORATION

#### So, You Want to be a Nurse
Discover what it takes to become a nurse. Visit the SymLab at the College to understand firsthand what it’s like to be a nurse.

**Ages 10+** CRN 869 9:00 am - 12:00 pm

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### CREATIVE ADVENTURES

#### Comic Strips
Create your own comic strips, and develop characters and lettering skills. Bring an 11 x 14 sketchbook.

**Ages 8-11** CRN 114 9:00 am - 12:00 pm

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### STEM EXPLORATIONS

#### Exploring Earth’s Environments
Learn about rivers, lakes, ponds, and saltwater marshes; valleys, prairies, and deserts; mountains and oceans; and polar lands.

**Gr K-1** CRN 871 9:00 am - 12:00 pm
**Gr 2-3** CRN 872 1:00 pm - 4:00 pm

#### Web Design
Design your own Web page, including text, pictures, graphics, sound and links. Prior internet experience required.

**Ages 8-11** CRN 83 9:00 am - 12:00 pm
**Ages 12-15** CRN 77 1:00 pm - 4:00 pm

#### Engineering with LEGO
Learn the basics of stable structures, mechanisms, and simple machines using real life examples.

**Ages 5-7** CRN 166 9:00 am - 12:00 pm

#### Money Smarts
Learn the basics of saving, investing, donating, and spending money.

**Ages 12-15** CRN 569 9:00 am - 12:00 pm

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### Integrated Art Workshop
Join us as we “weave” math, science and art together into personal masterpieces!

**Ages 6-8** CRN 870 1:00 pm - 4:00 pm

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### Nifty Nutrition for Teens!
Learn how good nutrition can be “cool,” fun and delicious. Plan, prepare and enjoy recipes that promote health and taste fantastic!

**Ages 12+** CRN 873 9:00 am - 12:00 pm

### The Writer’s Workshop
Pinpoint your writing strengths and identify areas for improvement Develop skills in the areas of ideas and content, organization, voice, word choice, sentence fluency, and conventions. Tackle future writing assignments with confidence and success.

**Ages 10+** CRN 874 9:00 am - 12:00 pm

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

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**June 22, 23, 24, 25**

**June 29-30, July 1, 2**
No Classes

**July 6, 7, 8, 9**
**Spanish I**
Have fun learning about Spanish customs and the language through games, songs, stories and other interactive activities.

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<td>5-7</td>
<td>875</td>
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<td>8-11</td>
<td>876</td>
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**Calling All Actors!**
Develop your interest and talents as we work on improv, pantomime, dialogues, characterizations and displaying emotions.

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**Programs for Kids and Teens**

**CAREER EXPLORATION**

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

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**CREATIVE ADVENTURES**

**Paint With a Twist**
Join us as we paint, create, snack and listen to music!

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

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<tr>
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**STEM EXPLORATIONS**

**Meet Your Internal Organs**
Your body is a marvelous machine! Discover what's inside and how everything works.

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

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**Let’s Build**
Construct exciting engineering projects with everyday objects.

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**July 13, 14, 15, 16**

**BUILDING SKILLS**

**Calling All Chefs II**
More creative and safe fun in the kitchen!

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

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**Look What You Can Do With a Mason Jar!**
Want to create some great decorations and storage for your room? Join us as we turn simple Mason Jars into something spectacular!

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**CAREER EXPLORATION**

**So You Want to be a Police Officer**
Learn about the knowledge, skills and abilities required to become a Police Officer, and how the police enforce laws, regulate traffic, prevent crime, and make arrests.

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**CREATIVE ADVENTURES**

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

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**Interior Decorating for Teens**
Explore the world of interior decorating and develop a plan to make your room outstanding!

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<td>883</td>
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**STEM EXPLORATIONS**

**Exploring Earth’s Environments**
Learn about rivers, lakes, ponds, and saltwater marshes; valleys, prairies, and deserts; mountains and oceans; and polar lands.

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<td>6-7</td>
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<td>1:00 pm - 4:00 pm</td>
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For information or to register, call 610-359-5025.
Programs for Kids and Teens

**Your Game**
Learn the essentials of computer game design, then create your own game to play.
Ages 10-15 CRN 126 9:00 am - 12:00 pm

**LEGO Machines and Mechanisms**
Explore and build machines and mechanisms, investigate motorized machines, calibrate and capture wind, and study gearing mechanisms.
Ages 8-11 CRN 616 1:00 pm – 4:00 pm
Ages 12-15 CRN 615 9:00 am - 12:00 pm

**Mathematical Mysteries**
Solve mazes, create your own puzzles, and enjoy the challenges of creating and breaking codes.
Ages 8-11 CRN 586 9:00 am - 12:00 pm

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**July 20, 21, 22, 23**

**BUILDING SKILLS**

**Calling All Chefs III**
Learn basic kitchen techniques while preparing great dishes. Recipes included. Calling All Chefs I, II, and III are recommended as a prerequisite but not required.
Ages 5-7 CRN 260 9:00 am - 12:00 pm
Ages 8-11 CRN 578 1:00 pm – 4:00 pm

**French I**
Have fun learning about French customs and the language through games, songs, stories and interactive activities.
Ages 5-7 CRN 588 1:00 pm – 4:00 pm
Ages 8-11 CRN 587 9:00 am - 12:00 pm

**Go Fly a Kite**
Discover the history of kites and learn to create and fly a variety of kites.
Ages 5-7 CRN 914 9:00 am - 12:00 pm
Ages 8-11 CRN 915 1:00 pm – 4:00 pm

**Speaking Confidently**
Learn to develop communication skills and grow your level of personal self-confidence as you organize, prepare and experience a variety of public speaking opportunities.
Ages 12-14 CRN 884 1:00 pm – 4:00 pm

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**CREATIVE ADVENTURES**

**Suitcase Art**
Join us for a "traveling" art class! Our beautiful campus will provide the landscape for exploration. Nature will provide the materials for drawing, painting and printmaking.
Ages 5-7 CRN 886 9:00 am - 12:00 pm
Ages 8-11 CRN 887 1:00 pm - 4:00 pm

**Books on Stage**
Transform a children’s classic into a play, acted out by you! Work on scenery, costumes and acting techniques.
Ages 5-7 CRN 591 9:00 am - 12:00 pm
Ages 8-11 CRN 592 1:00 pm – 4:00 pm

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**STEM EXPLORATIONS**

**Extreme Animal Makeovers**
Discover what metamorphosis is all about as you examine various forms of life.
Ages 5-7 CRN 888 1:00 pm – 4:00 pm
Ages 8-11 CRN 593 9:00 am - 12:00 pm

**Photoshop for Teens**
Bring your color or black and white photos to life! Learn how to scan original prints, download files from a digital camera or CD, and optimize files to ready them for photo-quality printing or web use. Join us in a computer lab to practice everything you are learning.
Ages 12-15 CRN 891 9:00 am - 12:00 pm

**Fun With Math**
Review, practice and hands-on learning to sharpen your math skills.
Grades 1-2 CRN 889 9:00 am - 12:00 pm
Grades 3-4 CRN 890 1:00 pm – 4:00 pm

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**July 27, 28, 29, 30**

**BUILDING SKILLS**

**Chocolate Lovers**
Learn basic kitchen techniques while preparing chocolate oriented treats. YUM!
Ages 8-11 CRN 155 1:00 pm – 4:00 pm
Ages 12-15 CRN 156 9:00 am - 12:00 pm

**ESL for Kids**
Is English your second language? Enjoy fun-filled days learning about the history, culture and food of our community, while you sharpen your English skills.
Ages 5-7 CRN 893 1:00 pm – 4:00 pm
Ages 8-11 CRN 892 9:00 am - 12:00 pm
Karate II for Kids
More physical coordination and mental skills development. Emphasis on flexibility and endurance.
Ages 5-7   CRN 594  9:00 am -12:00 pm
Ages 8-11  CRN 894  1:00 pm - 4:00 pm

Super Sitters
Be a responsible babysitter! Learn first aid, care and feeding, how to prevent accidents and handle emergencies, and earn your CPR Certification!
Ages 10+   CRN 595  9:00 am -12:00 pm

Summer Bridge
Build a smooth transition from one grade to the next. Reading, writing, math and language skills will be reviewed. Build confidence and self-esteem with activities that prepare students for the grade they enter this fall.
Gr 2 into 3 CRN 895  9:00am-12:00 pm
Gr 3 into 4 CRN 601  1:00 pm-4:00 pm

CAREER EXPLORATION
So You Want to Work in Manufacturing
Learn about the various jobs available in the world of manufacturing! Explore a variety of different skills required and experience the manufacturing process firsthand.
Ages 10+   CRN 896  9:00 am -12:00 pm

CREATIVE ADVENTURES
Art Expose
Using tempera, acrylics and watercolor, create landscapes, still lifes and more.
Ages 8-11  CRN 596  9:00 am -12:00 pm
Ages 12-15 CRN 597  1:00 pm - 4:00 pm

The Best of Storytelling
Create and illustrate a story using characters and story lines from your own imagination.
Ages 5-7   CRN 597  1:00 pm - 4:00 pm
Ages 8-11  CRN 598  9:00 am -12:00 pm

STEM EXPLORATIONS
Making Energy Work for You
Discover the many forms of energy and how energy is used to accomplish work. Learn how machines transfer and transform energy to make work easier and more efficient!
Gr 5-6    CRN 898  9:00 am -12:00 pm
Gr 7-8    CRN 899  1:00 pm - 4:00 pm

Exploring Entomology
Explore all sorts of the creepy crawlers we call insects!
Ages 5-7   CRN 901  1:00 pm - 4:00 pm
Ages 8-11  CRN 900  9:00 am -12:00 pm

Your Game
Learn the essentials of computer game design, then create your own game to play.
Ages 10-15 CRN 143  9:00 am -12:00 pm

August 3, 4, 5, 6

BUILDING SKILLS
More ESL for Kids
More opportunities to develop your English listening, speaking, reading, and writing skills, while having fun at the same time!
Ages 5-7   CRN 902  9:00 am -12:00 pm
Ages 8-11  CRN 903  1:00 pm - 4:00 pm

Calling All Chefs IV
Learn basic kitchen techniques while preparing great dishes. Recipes included. Calling All Chefs I, II, and III are recommended as a prerequisite, but not required.
Ages 5-7   CRN 260  9:00 am -12:00 pm
Ages 8-11  CRN 261  1:00 pm -4:00 pm

Study Smarter
Learn to improve your concentration, memorize and relax. Discover how note and test taking skills can help you enjoy studying, resulting in more confidence and better grades.
Ages 8-11  CRN 604  1:00 pm-4:00 pm
Ages 12-15 CRN 603  9:00 am -12:00 pm

On Your Mark, Get Set, Read
Improve and enhance reading, vocabulary, and comprehension skills. Learn to love reading!
Grades 1-2  CRN 605  9:00 am -12:00 pm
Grades 3-4 CRN 606  1:00 pm - 4:00 pm

Summer Bridge
Build a smooth transition from one grade to the next. Reading, writing, math and language skills will be reviewed. Build confidence and self-esteem with activities that prepare students for the grade they enter this fall.
Gr K into 1 CRN 607  9:00am-12:00 pm
Gr 1 into 2 CRN 608  1:00 pm-4:00 pm

Sign Language for Beginners
Join us as we let our fingers do the talking! Learn the fundamentals of communicating with the hearing-impaired, while you master the alphabet based on American Sign Language.
Ages 10+   CRN 916  9:00 am - 12:00 pm

For information or to register, call 610-359-5025.
CAREER EXPLORATION
So You Want to be a Teacher
Identify the knowledge, skills and abilities necessary to become a teacher. Learn to prepare a lesson plan, practice teaching a class, grade papers, and much more.
Ages 10+ CRN 904 9:00 am -12:00 pm

CREATIVE ADVENTURES
Paint Like the Artists
Discover the versatility, beauty, new techniques, and the fun of painting in acrylics and watercolors and more, while exploring methods used by famous artists.
Ages 10+ CRN 610 1:00 pm -4:00 pm

STEM EXPLORATIONS
Exploring Electricity
Electricity is an integral part of our world! Learn basic electrical concepts while removing the mystery and alleviating the fear that sometime surrounds this important part of our world.
Grades 3-4 CRN 905 9:00 am -12:00 pm
Grades 5-6 CRN 906 1:00 pm – 4:00 pm

Your Game
Learn the essentials of computer game design, and then create your own game to play.
Ages 10-15 CRN 140 1:00 pm -4:00 pm

Mathletes
Sharpen your math skills, expand your mind, and get to first place.
Grades 1-2 CRN 613 1:00 pm – 4:00 pm
Grades 3-4 CRN 614 9:00 am -12:00 pm

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

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

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

Chester County Locations:
Call from 8:00 a.m. to 4:00 p.m. Monday-Thursday
Downingtown Campus
484-237-6242

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

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

Mail-In Registration
Complete the registration form in back of booklet and include the necessary payment (check or money order made payable to DCCC, or credit card information).

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

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

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

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

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

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

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

Office of Civil Rights
Delaware County Community College is an equal employment and educational opportunity institution conforming to all applicable legislation that prohibits discrimination. The College does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other characteristic protected by state or federal laws in its educational programs, activities, admission or employment policies, as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to Connie L. McCalla, vice president of human resources and Title IX Coordinator, (cmcalia@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

Delaware County Community College offers FREE Adult Basic Literacy and GED® Preparation courses.
These courses provide a review of basic skills in the areas of reading comprehension, writing, math and GED® test preparation.
www.dccc.edu/community-services/ged
484-237-6244
enclosed is my: Check Money order  (made payable to DCCC)  
Charge my: VISA MasterCard Discover American express  
Account No.  expiration Date  
Signature  
Name Student I.D. Sex: M ___ F ___  
Address  E-mail Address  
City  State  Zip  
School District (where you reside)  Phone  Date of Birth  
☐ Please check here if your address is different from a previous DCCC registration.  
☐ Please check here if College Over 60.  
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<td>Records processing fee (all students)</td>
<td>5.00</td>
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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  

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 “Extom”  
Pennocks Bridge Campus “PENN”  
Phoenixville Campus “PHX”  
Chester County Hospital “CCH”  

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Today’s manufacturing jobs are high tech and in high demand in Delaware and Chester Counties. The average annual salary for manufacturing workers is more than $77,000 and they have the highest job retention rate in the private sector. In addition, 90 percent of these jobs come with medical benefits and 78 percent of employees receive employer retirement contributions.

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- Industrial Systems
- Machine Tool Technology
- Machining Operation
- Process Technology

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See pages 26-30 for information.