Return to Learn

NON-CREDIT COURSE GUIDE

Computer Training □ Personal Enrichment □ Technical Education

www.dccc.edu

Delaware County Community College
Serving Delaware and Chester Counties
For information or to register, call 610-359-7344.

**COMPUTER SUPPORT/HELP DESK**

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

This program prepares students for a career as a computer technician repairing personal computers and also serves as a strong foundation course. This 180-hour, hands-on course covers installation and upgrades, diagnosis and repair, system configuration, as well as safety and customer interaction. Students will assemble and disassemble different types of personal computers. Coursework provides covers a wide range of vendor and product neutral networking technologies. This course will help the student successfully complete the A+ Certification exams. A+ toolkit included. No class 7/3.

ITAC 1900 / Length: 180 hours

CRN 2828 TWR
9/16-11/18
9:00 am-3:30 pm Marple

Cost: $4,599 (test vouchers included)

NOTE: An evening class will be offered in January. Please call for more information.

**CompTIA Network + Certification**

This 72-hour vendor-neutral certification program explores the features and functions of networking components, and the knowledge and skills needed to install, configure and troubleshoot basic networking hardware protocols and services. You will gain technical ability in the areas of media and topologies, protocols and standards, network implementation, and network support. New technologies such as wireless networking and gigabit ethernet will also be covered.

Earn up to 3 credits. Your access code for the certification prep software will be given out the first night of class.

Call 610-359-7344 for details. No class 11/29.

ITAC 1003 / Length: 72 hours

CRN 2829 S
9/16-12/13
9:00 am-3:30 pm Marple

Cost: $1,975 (test vouchers included)

**Build and take home a PC!**

**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 2636 TR
10/7-10/23
6:00 pm-10:00 pm Marple

Cost: $599 (test vouchers included)

Books purchased separately.

**MCSA**

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

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

No class 11/25 to 11/27 & 12/16 to 1/1

Prerequisite: Microsoft Technology Associate (MTA) or equivalent knowledge

ITAC 2994 Length 120 Hours

Certifications:

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

CRN 2637 TWR
9/30-12/11
9:00 am-3:30 pm Marple

CRN 2631 TR
11/4-1/3/15
6:00 pm-10:00 pm Marple

Cost: $4,599 (test vouchers included)

Books purchased separately.

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.
MCSE

Microsoft Certified Solutions Expert
This 200 hour program teaches you the skills needed to run a highly efficient and modern data center, with expertise in identity management, systems management, virtualization, storage, and networking. The Microsoft Certified Solutions Expert (MCSE) - Server Infrastructure will qualify you for such jobs as computer support specialist and information security analyst.

NOTE: This certification programs requires students to pass five Microsoft certifications. After passing the first three certifications, the candidate has earned the Microsoft Certified Solutions Associate – Windows Server 2012 credential. The remaining two certifications are required for the MCSE. (No classes 11/25 to 11/27 and 12/16 to 1/1)

Certifications:
- Installing and Configuring Windows Server 2012 Exam 70-410 (Certiport Testing)
- Administering Windows Server 2012 Exam 70-411 (Certiport Testing)
- Configuring Advanced Windows Server 2012 Services Exam 70-412 (Certiport Testing Designing and)
- Implementing a Server Infrastructure Exam 70-413 (Certiport Testing)
- Implementing an Advanced Server Infrastructure Exam 70-414 (Certiport Testing)

Prerequisite: Microsoft Technology Associate (MTA) or equivalent knowledge

ITAC 2959 / Length: 200 Hours
CRN 2639  TWR  9/30-11/27  9:00 am-3:30 pm  Marple
CRN 2638  TR   11/4-5/14/15  6:00 pm-10:00 pm  Marple

Cost: $7,499 (test vouchers included)

NOTE: This MCSE certification requires you to show continued ability to perform in your chosen solution area by completing a recertification exam every three years.

Courses on this page are not eligible for College Over 60.

CCNA

Cisco Certified Network Associate
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 (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. Call 610-359-7344 for details.

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

ITAC 6006 / Length: 72 hours
CRN 2630  TR   9/23-11/20  6:00 pm-10:00 pm  Marple

Cost: $2,799 (test vouchers included)

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, and PowerPoint along with e-mail and internet search techniques. The coursework also includes Computer Basics, Resume and Interview skills, Outlook, and highlights 21st century workplace skills. The MOS (Microsoft Office Specialist) certification serves to enrich your resume and highlights your employable skills. MOS certification demonstrates to potential employers that you have achieved a level of expertise with this popular software.

COM 3400 / Length: 200 hours
CRN 2860  MTWRF  9/15-11/21  9:00 am-1:00 pm  Marple

Cost: $4,995 (test vouchers included)

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

BASICS

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

COM 1621 / Length: 8 hours
CRN 990     S
9/13-9/20     9:00 am-1:00 pm     Marple
Cost: Spon. $140; Non-Spon. $175

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

Required: iPad with iOS version 7 or later.
COM 0204 / Length: 6 hours
CRN 2704     S
9/27-10/4     9:00 am-12:00 pm     Marple
CRN 2702     W
10/1-10/8     9:00 am-12:00 pm     Exton
CRN 2703     R
10/16-10/23   6:00 pm-9:00 pm     Marple
Cost: Spon. $105; Non-Spon. $131

NEW 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 2705     T
10/28-11/4     6:00 pm-9:00 pm     Marple
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 components, mouse use, windows navigation, exploring software, types of storage, hard drives and a brief look at the Internet.

This class is a prerequisite for all computer courses.
COM 0101 / Length: 8 hours
CRN 1176     MTWR
9/8-9/11     9:00 am-11:00 am     Marple

CRN 2860     MTWR
9/8-9/11     1:00 pm-3:00 pm     UDC
CRN 2851     S
9/20-9/27     9:00 am-1:00 pm     SEAST
CRN 2852     MW
9/29-10/8     6:35 pm-8:35 pm     UDC
Cost: Spon. $140; Non-Spon. $175

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

COM 0107 / Length: 16 hours
CRN 2403     W
10/1-11/10     6:30 pm-8:30 pm     PHX
CRN 2402     T
10/21-12/9     6:30 pm-8:30 pm     Exton
Cost: Spon. $280; Non-Spon. $340

Windows 7
This hands-on course will guide you in maximizing the capability of the Windows 7 operating system. Explore the 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 2853     TR
9/9-9/18     6:30 pm-8:30 pm     Marple
Cost: Spon. $140; Non-Spon. $175

Computer Keyboarding
Course topics include: introduction of the alpha/numeric keyboard, learning to touch type, keyboarding skills, application of keyboarding skills and timed typing.

COM 0104 / Length: 8 hours
CRN 2854     MW
9/8-9/17     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.

This class is a prerequisite for most 20 hour courses.
Computer Training

Suggested Prerequisites:
COM 3102 Using the Computer and Managing Files

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 2706 T 10/7-10/14 6:00 pm-9:00 pm Marple
Cost: Spon. $105; Non-Spon. $131

eBay for Sellers
Learn everything you need to know about the selling process on eBay: how to create a seller account, understand rules and best practices, select, research and prepare the item for sale, list the item, accept and confirm payment, shipping, account management and lots of great resources to take with you!

COM 1692 / Length: 6 hours
CRN 2707 T 10/28-11/4 6:00 pm-9:00 pm Marple
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 1350 / Length: 12 hours
CRN 2670 MTW 11/10-11/12 9:00 am-1:00 pm Marple
Cost: Spon. $210; Non-Spon. $258

Make the Most of the Internet
Learn the best ways to use the internet including basic browsing techniques, creating favorites, use of search engines and their features, customizing your internet experience and security/maintenance best practices.

Prerequisite: COM 3102 or equivalent skills

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 2613 R 10/3 9:00 am-1:00 pm Exton
CRN 2614 T 10/7-10/14 6:00 pm-8:00 pm PENN
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 hours
CRN 2657 S 11/8 9:00 am-1:00 pm Marple
Cost: Spon. $70; Non-Spon. $88

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 2611 W 9/17-9/24 6:00 pm-8:00 pm PENN
CRN 2656 S 10/11 9:00 am-1:00 pm Marple
CRN 2612 T 11/18 9:00 am-1:00 pm Exton
Cost: Spon. $70; Non-Spon. $88

Cost: Spon. $375

COM 1601 / Length: 8 hours
CRN 2655 RF 11/13-11/14 9:00 am-1:00 pm Marple
Cost: Spon. $140; Non-Spon. $175

Make the Most of the Internet

Suggested Prerequisites:
COM 3102 Using the Computer and Managing Files
Microsoft Office 2013 Training

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 984  MTWRF
10/13-10/24
9:00 am-1:00 pm  Marple
Cost: $775 (test vouchers included)

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

Prerequisite: COM 3102 or equivalent skills
COM 3290 / Length: 40 hours
CRN 985  MTWRF
10/27-11/7
9:00 am-1:00 pm  Marple
Cost: $775 (test vouchers included)

EXCEL

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 607  MTWRF
9/30-10/6
9:00 am-1:00 pm  Marple
Cost: $375

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

Prerequisite: COM 3102 or equivalent skills
COM 0601 / Length: 8 hours
CRN 2659  F
9/12
8:30 am-5:00 pm  Marple
CRN 2615  M
9/22
9:00 am-5:30 pm  Exton

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 2616  M
9/29-10/6
9:00 am-3:30 pm  Exton
CRN 1155  TR
9/30-10/9
6:00 pm-9:00 pm  Marple
Cost: Spon. $210; Non-Spon. $258

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 608  MTWRF
9/29-10/3
9:00 am-1:00 pm  Marple
CRN 659  S
9/27-10/18
9:00 am-2:00 pm  Marple
Cost: $375

Excel Introduction
Learn to create, save, format and edit 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 2662  TR
9/16-9/25
6:00 pm-8:00 pm  UDC
CRN 1153  W
10/8
8:30 am-5:00 pm  Marple
CRN 2617  M
10/13
9:00 am-5:30 pm  Exton
CRN 2663  S
9/20-9/27
9:00 am-1:00 pm  SEAST
CRN 2664  S
10/18-10/25
9:00 am-1:00 pm  Marple
CRN 2618  F
11/7
9:00 am-5:30 pm  UDC
Cost: Spon. $140; Non-Spon. $175

For information or to register, call 610-359-7344.
Microsoft Office 2013 Training

**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 2665  TR  10/14-10/23  6:00 pm-9:00 pm  Marple
CRN 2619  M  10/20-10/27  9:00 am-3:30pm  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 1154  M  11/10  8:30 am-5:00 pm  Marple
CRN 2399  M  11/17  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 609  MTWRF  10/6-10/10  9:00 am-1:00 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 2666  F  10/8  8:30 am-5:00 pm  Marple
CRN 2620  M  11/3  9:00 am-5:30pm  Exton

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

**COMPUTERIZED ACCOUNTING**

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

**Prerequisite:** COM 3102 or equivalent skills

COM 1551 / Length: 12 hours
CRN 773  M  10/6-10/27  6:00 pm-9:00 pm  Marple
CRN 2667  MTW  11/17-11/19  9:00 am-1:00 pm  Marple

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

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

**Prerequisite:** COM 1551 or equivalent skills

COM 1553 / Length: 12 hours
CRN 2668  M  11/3-11/24  6:00 pm-9:00 pm  Marple

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

**WEB SITE DESIGN**

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

**Prerequisite:** COM 3102 or equivalent skills

COM 1606 / Length: 8 hours
CRN 2669  MW  9/15-9/24  6:30 pm-8:30 pm  Marple

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

**Dreamweaver Introduction**
Learn how to develop a basic website using the visual layout and text-styling tools in Adobe Dreamweaver. Course topics: the Dreamweaver workspace; typing/importing and formatting text; working with images; adding the different types of hyperlinks; using tables to create structure; CSS to control layout and design; and validating and publishing a site.

**Prerequisite:** COM 3102 or equivalent skills
COM 1685 / Length: 16 hours
CRN 2673 MW
9/29-10/15 6:00 pm-8:45 pm Marple
Cost: Spon. $280; Non-Spon. $340

**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 2674 TR
9/30-10/9 6:00 pm-9:00 pm Marple
Cost: Spon. $310; Non-Spon. $258

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

**Prerequisite:** COM 3102 or equivalent skills
COM 1653 / Length: 8 hours
CRN 2621 R
8:30 am-5:00 pm Exton
CRN 2671 MW
10/9-10/29 6:30 pm-8:30 pm Marple
Cost: Spon. $140; Non-Spon. $175

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

**Prerequisite:** COM 3102 or equivalent skills
COM 0118 / Length: 8 hours
CRN 2675 W
10/8-10/29 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 2677 R
10/3 8:30 am-5:00 pm Exton
CRN 2672 MW
11/3-11/12 6:30 pm-8:30 pm Marple
Cost: Spon. $140; Non-Spon. $175

**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 2662 R
10/2-10/23 6:00 pm-9:00 pm PHX
CRN 2676 T
11/4-11/25 6:00 pm-9:00 pm Marple
Cost: Spon. $310; Non-Spon. $258

**DIGITAL PHOTOGRAPHY**

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

**Prerequisite:** COM 3102 or equivalent skills
COM 1664 / Length: 16 hours
CRN 988 TR
11/4-11/18 6:00 pm-9:15 pm Marple
Cost: Spon. $280; Non-Spon. $340

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

. . . anytime and anywhere

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

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

How it Works

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

Course Start Dates

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

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<th>Section</th>
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How to Register

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

Mail: Complete form, include payment, and mail check or money order made payable to DCCC, or use MasterCard, VISA, Discover or American Express Fax: Complete the form including credit card information and fax to 610-359-5054 Phone: Call 610-359-5025. Have credit card ready.

NOTE: Register no later than one week prior to start date. You will be emailed course instructions prior to start date. Follow instructions to participate in the required online orientation before you start your class.

Requirements

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

See ed2go.com/dc3, then contact us to register, or use the form on page 36.

ALLIED HEALTH

Attention Pennsylvania Registered Nurses!

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

Who is Eligible?

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

How can DCCC help?

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

Certificates:

- ONL 0175 Complementary/Alten 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

See “How to Register” in previous column.

Courses on this page are not eligible for College Over 60.
ALLIED HEALTH

Multi-Skilled Health Technician (EKG and Phlebotomy Technician)

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

Requirements:
You must be 18 years of age to enroll in this program, present a high school diploma or GED and provide proof of completion or beginning of the Hepatitis B vaccine series. Please check with your family physician/nurse practitioner regarding the advisability of receiving the vaccine, its complications, and dates of administration. Book and materials are included. For tuition loans, please call Sallie Mae at 888-272-5543. An additional fee for the phlebotomy and the EKG certification exams is required.

Cost: $2,095

Venipuncture (Phlebotomy Technician)

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

JSPD 2820 / Length: 36 hours

CRN 2646 M
9/15-12/1
3:00 pm-9:30 pm Marple

CRN 2843 T
9/16-12/2
6:00 pm-9:00 pm PHX

CRN 2844 R
9/15-12/1
6:30 pm-9:00 pm CCH

CRN 2846 T
9/30-12/16
1:00 pm-4:00 pm UDC

CRN 2845 W
9/24-12/10
9:00 am-12:00 pm Marple

CRN 2847 10/10-11/15
6:30 pm-8:30 pm Marple

CRN 2849 TR
10/8-12/4
6:30 pm-9:30 pm Marple

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

CRN 2861 TR
9/9-10/23
6:00 pm-9:30 pm Marple

CRN 2847 MW
9/29-11/17
6:00 pm-9:30 pm DNT

Cost: $1,470

Certified Medical Administrative Assistant (CMAA)

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

If you like working with the public, are compassionate, and able to deal with people who are sick or experiencing stress, a career in medical office administration/unit health coordination could be your path to success.

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

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

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

COM 3300 / Length: 168 hours

CRN 1139 TWR
10/14-12/11
9:00 am-4:30 pm Marple

Cost: $4,999 (includes all materials and vouchers for certification testing)
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 2644  W
10/15-12/10
9:00 am-4:30 pm  Marple
R
12:30pm-4:30 pm

Cost: $2,700

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

JSPD 0003 / Length 30 hours
CRN 2643  R
10/16-12/4
12:30 pm-4:30 pm  Marple

Cost: $479

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

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

CAR 4323 / Length: 52 hours
CRN 2398  MW
9/29-11/17
6:00 pm-9:30 pm  PENN

Cost: $999

Pharmacy Technician
Prepare to enter the pharmacy field in hospitals and community pharmacies as an ancillary, working under the supervision of a registered pharmacist, and to take the Pharmacy Technician Certification Board’s PTCB exam. Includes medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. Learn dosage calculations, IV flow rates, drug compounding and dose conversions. Discusses dispensing of prescriptions, inventory control, billing and reimbursement. Offered in cooperation with Condensed Curriculum International, Inc. Book and learning materials included. A loan for tuition may be available; call Sallie Mae at 888-272-5543. No class on 11/27.

CAR 3904 / Length: 52 hours
CRN 2524  TR
9/16-11/4
6:00 pm-9:30 pm  PENN
CRN 2525  MW
10/6-11/24
6:00 pm-9:30 pm  PHX
CRN 2526  MW
10/13-12/3
6:00 pm-9:30 pm  DNT
CRN 705  TR
10/14-12/9
6:00 pm-9:30 pm  Marple

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. No class 11/26, 11/27.

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

CAR 3961 / Length: 52 hours
CRN 1159  MW
10/13-12/10
6:00 pm-9:30 pm  Marple

Cost: $999

CPR TRAINING
The College’s Emergency Services Education Department offers CPR training courses, which include the 2010 guidelines and are conducted by American Heart Association instructors. Upon completion you will receive a course completion card issued by the American Heart Association.

BLS Healthcare Provider
BLS Healthcare Provider Renewal
BLS/Heartsaver Instructor
BLS/Heartsaver Instructor Renewal
Heartsaver, First Aid with CPR/AED
Call 610-723-6315 for course schedule and registration.
Dental Assistant

Become familiar with a dental office, treatment, patient management and members of the dental team. Skill development includes oral and dental anatomy, infection control, radiology theory and technique, and instrument identification, use and maintenance. Includes five College-classroom lectures at DCCC, and four practicums plus the final exam at the Dental Learning Center in Exton. Upon successful completion, you will be able to perform the duties of a dental assistant. Training provided in radiology prepares you for the Pennsylvania Dental Radiology Certification Exam. Books and materials included. Loan for tuition may be available; call Sallie Mae at 888-272-5543.

CAR 3932 / Length: 80 hours
CRN 775  S 9/13-11/15 8:00 am-5:00 pm  Marple
Cost: $3,495

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

Dialysis Technician

Dialysis technicians, also called hemodialysis or renal dialysis technicians, work under the direction of senior technicians, nurses and doctors, operating kidney dialysis machines that filter waste products and excess fluids from the blood of patients whose kidneys can no longer perform this function. Dialysis technicians initiate, monitor, and discontinue dialysis treatments for the renal failure patient. Offered in cooperation with Condensed Curriculum International, Inc. Books and materials included. Loan for tuition may be available; call Sallie Mae at 888-272-5543. No class 11/26, 11/27.

CAR 4127 / Length: 52 hours
CRN 2415  TR 9/30-11/18 6:00 pm-9:30 pm  DNT
CRN 2527  MW 10/13-12/3 6:00 pm-9:30 pm  Marple
CRN 2426  TR 10/14-12/4 6:00 pm-9:30 pm  PHX
CRN 2418  MW 10/27-12/17 6:00 pm-9:30 pm  PENN
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 2411  S 9/6-9/27 9:00 am-12:00 pm  SEAST
CRN 2416  MW 9/8-9/24 7:30 pm-9:30 pm  Marple
CRN 2528  MTWR 10/6-10/9 6:00 pm-9:00 pm  Exton
CRN 2724  F 9/12-10/3 18:00 pm-3:00 pm  UDC
Cost: Spon. $155; Non-spon. $185

Courses on this page are not eligible for College Over 60.

See What’s Happening in Chester County!

Exton Center

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

Downingtown

Health and Wellness
Allied Health Programs

Phoenixville

Phlebotomy Technician
Pharmacy Technician
Languages
Computer Courses

West Grove

Health Career Programs
HVAC
Carpentry
Electrical
Culinary

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

Introduction to AutoCAD
This course is an entry level or refresher course covering the use of 2D AutoCAD to create, manage and plot technical designs and drawings. Participants will learn the basics of CAD geometry creation while completing hands-on exercises representing various disciplines including architecture, mechanical, electrical and civil engineering. The course will also include an introduction to 3D Modeling as it relates to 3D Printing.
PDS 1001 / Length: 32 hours
CRN 2683 R
9/18-11/6
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 2684 T
9/23-11/11
6:00 pm-10:00 pm Marple
Cost: $650

AUTOMOTIVE

Commercial Driver’s License
This tractor-trailer certification is offered in partnership with Lehigh Career & Technical Institute. The 150-hour course prepares students to pass the Class-A Commercial Driver’s Licenses (CDL-A) test (written and road) and pursue entry-level, tractor-trailer driving positions. Course cost and registration information can be obtained by calling 610-799-1345.

Pennsylvania State Inspection Certification
DCCC is authorized by PennDOT to administer an approved course of instruction to prepare, test, and certify automotive technicians for the Pennsylvania 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 1299 MW
9/8-9/24
6:00 pm-9:30 pm Marple
CRN 1300 MW
10/6-10/27
6:00 pm-9:30 pm Marple
CRN 1301 MW
11/12-11/17
6:00 pm-9:30 pm Marple
Cost: $149

Motorcycle Safety Inspection Certification (Category 2)
PDS 7001 / Length: 21 hours
CRN 2685 MW
9/8-9/24
6:00 pm-9:30 pm Marple
CRN 2687 MW
10/6-10/27
6:00 pm-9:30 pm Marple
CRN 2688 MW
11/12-11/17
6:00 pm-9:30 pm Marple
Cost: $40

Heavy Vehicle Inspection Certification (Category 3)
PDS 7002 / Length: 21 hours
CRN 2690 MW
9/8-9/24
6:00 pm-9:30 pm Marple
CRN 2691 MW
10/6-10/27
6:00 pm-9:30 pm Marple
CRN 2692 MW
11/12-11/17
6:00 pm-9:30 pm Marple
Cost: $40

Enhanced Safety Inspection (Category 4)
Presents the rules, regulations and techniques required for certification to perform the new Pennsylvania Enhanced Vehicle Inspection for branded titles, such as reconstructed, specially constructed, modified, flood damaged, recovered theft, collectible vehicles and street rods. PennDOT will provide a self-study guide that must be reviewed by the student and brought to class. To obtain the guide, go to www.dmv.state.pa.us and type in “enhanced vehicle safety inspection.”
PDS 7003 / Length: 4 hours
CRN 2693 T
9/23
6:00 pm-10:00 pm Marple
CRN 2694 T
11/11
6:00 pm-10:00 pm Marple
Cost: $80
Pennsylvania Emissions Inspector Certification (EEIC)
Focuses on the rules, regulations and proper techniques to perform the state required PA Enhanced Emissions Inspections, mandated by the federal Environmental Protection Agency.
PDS 7009 / Length: 16 hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Classroom Schedule</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>CRN 1297</td>
<td>TR</td>
<td>9/9-9/18 6:00 pm-10:00 pm</td>
</tr>
<tr>
<td>CRN 2695</td>
<td>TR</td>
<td>10/7-10/16 6:00 pm-10:00 pm</td>
</tr>
<tr>
<td>CRN 1298</td>
<td>TR</td>
<td>12/3-12/11 6:00 pm-10:00 pm</td>
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</tbody>
</table>

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

<table>
<thead>
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<th>Classroom Schedule</th>
<th>Location</th>
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<tbody>
<tr>
<td>CRN 1043</td>
<td>R</td>
<td>9/4 6:00 pm-10:00 pm</td>
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<tr>
<td>CRN 1045</td>
<td>R</td>
<td>9/25 6:00 pm-10:00 pm</td>
</tr>
<tr>
<td>CRN 2681</td>
<td>S</td>
<td>10/11 8:00 am-12:00 pm</td>
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<tr>
<td>CRN 1294</td>
<td>R</td>
<td>10/33 6:00 pm-10:00 pm</td>
</tr>
<tr>
<td>CRN 1295</td>
<td>R</td>
<td>11/30 6:00 pm-10:00 pm</td>
</tr>
<tr>
<td>CRN 1296</td>
<td>S</td>
<td>11/32 8:00 am-12:00 pm</td>
</tr>
<tr>
<td>CRN 2682</td>
<td>S</td>
<td>12/8 8:00 am – 12:00 pm</td>
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<tr>
<td>CRN 1044</td>
<td>R</td>
<td>12/18 6:00 pm-10:00 pm</td>
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</table>

Cost: $8275

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Classroom Schedule</th>
<th>Location</th>
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<tbody>
<tr>
<td>CRN 1144</td>
<td>R</td>
<td>9/18 6:00 pm-10:00 pm</td>
</tr>
<tr>
<td>CRN 2696</td>
<td>R</td>
<td>10/16 6:00 pm-10:00 pm</td>
</tr>
<tr>
<td>CRN 1145</td>
<td>R</td>
<td>12/11 6:00 pm-10:00 pm</td>
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</table>

Cost: $45

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

JSPD 0039 / Length: 42 hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Classroom Schedule</th>
<th>Location</th>
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<tbody>
<tr>
<td>CRN 2395</td>
<td>W</td>
<td>9/17-12/17 6:00 pm-9:00 pm</td>
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</table>

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

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

JSPD 0082 / Length: 45 hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Classroom Schedule</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>CRN 2396</td>
<td>T</td>
<td>9/16-12/16 6:00 pm-9:00 pm</td>
</tr>
</tbody>
</table>

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

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

<table>
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<tr>
<th>Course Code</th>
<th>Classroom Schedule</th>
<th>Location</th>
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<tr>
<td>CRN 2686</td>
<td>MW</td>
<td>6/2-8/18 6:30 pm-8:30 pm</td>
</tr>
</tbody>
</table>

Cost: Spon. $450

For information or to register, call 610-359-7344.
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 1146 Ongoing throughout the semester.
   Call 610-359-7344 to register.
   Cost: $60

ENGINE REPAIR

Small Engine Repair

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

JSPD 0057 / Length: 30 hours
CRN 2602 T 10/7-12/9
   6:00 pm-9:00 pm PENN
   Cost: Spon. $235; Non-spon. $250

HEATING, VENTILATING & AIR CONDITIONING

HVAC Technology I

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

JSPD 0009 / Length: 30 hours
CRN 2603 W 10/1-12/3
   6:00 pm-9:00 pm PENN
   Cost: Spon. $280; Non-spon. $295

NATE (North American Technician Excellence)

This course assumes a basic working knowledge of HVACR systems. Students who plan to sit for a specific NATE exam can focus their study on the different texts available. Purchasing these books is recommended. This course is designed to give the student a cursory understanding of the various disciplines. The course gives the student a cursory understanding of: Core Essentials, A/C Service and Heat Pump Service; Gas and Oil Furnace Service.

The recommended texts listed can be purchased through the bookstore:


JSPD 2809 W 9/3-12/17
   6:30 pm-9:30 pm Marple
   Cost: $450 (does NOT include the book cost)

NATE Test (North American Technician Excellence)

Testing now available on the Marple campus.

JSPD 2727 S 12/20
   8:30 am-12:30 pm Marple
   Cost: $175

NEW 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 Certification Program (Levels 1 & 2)

JSPD 1200 / Length: 180 hours
CRN 2592 MW 9/8-4/22
   6:00 pm-9:00 pm Marple
   Cost: $1750

Wastewater Treatment Level 1

JSPD 1201 / Length 90 hours
CRN 2593 MW 9/8-12/17
   6:00 pm-9:00 pm Marple
   Cost: $950

Wastewater Treatment Level 2

JSPD 1202 / Length: 90 hours
Please call 610-723-4010 for scheduling
   Cost: $950

Register for Level 1 and 2 together and receive a $150 discount.

Components of the program are offered as separate modules for operators who are already certified that need to meet state continuing education requirements. Call 610-723-4010 for details
WELDING

Intro to Oxy-Fuel Welding and Cutting
Emphasis is on fuel gases, welding and cutting equipment. Topics include a list of the major advantages and disadvantages of different fuel gases; maintain an oxy-fuel welding set; demonstrate lighting, adjusting, and extinguishing an oxy-fuel cutting torch.
PDS 9798 / Length: 45 hours
CRN 2490
10/28-12/18
8:00 am-11:00 am Marple
Cost: Spon. $410; Non-spon. $430

Intro to Welding Processes
Provides trainees with relevant theory in oxy-fuel welding and cutting, shielded metallic 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 exercise or lab exercise that demonstrates the topics presented.
PDS 9799 / Length: 45 hours

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 2498
9/2-10/23
12:00 pm-3:00 pm Marple

Shielded Metal Arc Welding II
This course covers effects of current settings, arc lengths, electrode angles and electrode manipulation on the quality of weld joint. Welding in horizontal, vertical and overhead positions is taught. Upon successful completion of this course, students should be able to: state the effects of current settings on the weld, control electrodes in the correct manner, weld in vertical, overhead, and horizontal positions using 6010 and 6011, 6012 and 6013 electrodes.
PDS 9804 / Length: 45 hours
CRN 2501
9/2–10/23
12:00 pm-3:00 pm Marple

CRN 2500
9/4–10/18
6:30 pm-9:30 pm Marple

CRN 2499
10/28–12/17
3:15 pm-6:15 pm Marple
Cost: Spon. $410; Non-spon. $430

Gas Metal Arc Welding (GMAW-Mig)
Covers GMAW equipment set-up and operation. The theory of gas metal arc welding is applied to mild steel and plate steel in all positions. Introduces single- and multi-phase welds using a variety of electrode (wire) diameters. Also covers the application of gas metal-arc welding theory to non-ferrous materials and their alloys. Various modes of metal transfer are addressed. Includes lecture followed by a practical application.
PDS 9805 / Length: 45 hours
CRN 2503
9/3-10/10
6:30 pm-9:30 pm Marple

CRN 2502
10/28–12/18
12:00 pm-3:00 pm Marple
Cost: Spon. $410; Non-spon. $430

Gas Tungsten Arc Welding (GTAW-Tig)
Covers various types of tungsten electrodes, tolerances, color codes, and commonly used welding machines and polar lines. Focuses on gas tungsten arc welding in various positions using ferrous and non-ferrous sheet and plate, and welding gases used in GTAW processes. Includes lecture followed by a practical application.
PDS 9806 / Length: 45 hours
CRN 2504
9/2-12/16
3:15 pm-6:15 pm Marple

CRN 2505
9/2-12/16
6:30 pm-9:30 pm Marple
Cost: Spon. $410; Non-spon. $430

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

Composite Fabrication Training
This workforce development course provides an introduction to the foundation skills and knowledge required for working with composites. Terminology, application and general topics in mathematics, drawing interpretation and general hand tools will be taught. Safe/proper operation of fabrication equipment and tools will be stressed. Additionally, an introduction to safety, resins, pre-impregnated material, adhesives and lay-up procedures will be included. Students who successfully complete this course will be prepared for entry-level employment as composites fabricators.

PDS 8700/ Length: 150 hours
CRN 2634 MTWR 9/22-11/25 3:30 pm-7:30 pm Marple
Cost: $2,499

Sheet Metal Assembly Training
This workforce development course is designed to prepare students for entry-level employment in the manufacturing industry. Upon successful completion, students should be able to identify materials used in sheet metal assembly, perform layout, measurement and fabrication of sheet metal assemblies and read and interpret blueprints in preparation for sheet metal assembly.

PDS 8701 / Length: 150 hours
CRN 2635 MTWR 9/15-11/18 10:00 am-2:00 pm Marple
Cost: $2,499

Enrollment is scheduled on a first-come first-serve basis. Please send your payment immediately to secure your seat in the course. The maximum for each class is 12 students and minimum is 8 students.

Upon successful completion of either course you will receive a Certificate of Completion from Delaware County Community College. The certificate will provide assurance to potential employers that you have earned the skills necessary to apply for employment in the high demand industry in Southeastern Pennsylvania and throughout the commonwealth.

To register, please call Debbie Serano at 215-218-3886 or email serano@collegiateconsortium.org.

CNC (Computerized Numeric Control) Operator Program
(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 information, please call 610-359-7344.

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

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

Delaware County Community College is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104.
FREE ONE-SESSION CAREER WORKSHOP

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

T 9/30, 10/28 or 11/25
6:30 pm-8:30 pm Marple

CAREER DEVELOPMENT

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

CAR 2141 / Length: four 1-hour sessions
CRN 401 By appointment Marple
Cost: Spon. $225; Non-spon. $255
NOTE: Cost includes four 1-hour sessions

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

CAR 3233 / Length: one 1-hour session following test.
CRN 408 By appointment Marple
Cost: Spon. $75; Non-spon. $85

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

CAR 5598 / Length: 22 hours
CRN 2529 T
9/23-10/20
9:30-11:30 pm Marple
Cost: Spon. $125; Non-spon. $175

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

CAR 4118 / Length: 20 hours
CRN 1162 M
9/22-11/24
6:30 pm-8:30 pm Marple
Cost: Spon. $114; Non-spon. $163

Resume Writing Boot Camp
In today’s competitive job market, a powerful resume is critical to landing job interview. This two-session course on the elements of a compelling resume will assist you in revamping your current resume or creating a brand new one. Learn to write a dynamic cover letter to accompany your compelling resume. Interested in applying for a specific job? Bring the posting with you.

This workshop is intended for those with a job target in mind. Those who need assistance with a career goal should call the Career and Counseling Center at 610-359-5324 for further information.

CAR 5597 / Length: 4 hours
CRN 2530 R
11/13-11/20
6:00 pm-8:00 pm Marple
Cost: Free

These services are not intended for students still enrolled in high school.

SMALL BUSINESS RESOURCES

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

CAR 3427 / Length: 10 hours
CRN 1160 T
9/16-10/14
6:00 pm-8:00 pm Marple
Cost: Spon. $189; Non-spon. $229

Create Your Business Plan
The essential sections of a business plan are identified and explained, as are financial documentation requirements. Includes tips for evaluating potential profitability of your business.

CAR 3180 / Length: 4 hours
CRN 2595 M
10/13-10/20
6:00 pm-8:00 pm Exton
Cost: Spon. $55; Non-spon. $79

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

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

Grant Writing II
Experience all aspects of proposal writing. Includes creating a project that fits funders’ guidelines, appropriate writing styles, developing a proposal strategy and plan for evaluation that fits funders’ requirements, and hands-on experience in writing a proposal. Samples provided.
CAR 3751 / Length: 6 hours

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Cost: Spon. $129; Non-spon. $179

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

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

Developing Corporate Sponsorship
Learn how to identify and cultivate sponsors and when to ask for sponsorship. Learn which documents may need to be created, and the best marketing tactics and publications. Silent Auctions and event related sponsorships will also be discussed.
CAR 3882 / Length: 4 hours

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Cost: Spon. $139; Non-spon. $169

Professional Wedding Planner
Explore wedding planning as a career. Includes organizing a wedding day, preparing a budget, understanding customs and etiquette, choosing venues, dressing reception tables, and negotiating contracts.
CAR 3705 / Length: 12 hours

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Cost: Spon. $139; Non-spon. $169

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

Over 30 years of support for thousands of residents.
- determine your interests and job talents
- explore your career and training opportunities
- enhance your networking skills
- prepare for today’s job market
- build your self-esteem and self-confidence

New Choices
Career Development Program

Classes begin in September. Please contact us for information and registration.
Call 610-359-5332 to see if you are eligible.
Visit www.dccc.edu/newchoices for more information.
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 614 F
9/19 9:00 am-4:00 pm Marple
CRN 2431 T
10/21 9:00 am-4:00 pm Exton
CRN 2461 F
11/7 9:00 am-3:45 pm UDC
Cost: Spon. $119; Non-spon. $159

Event Planning II
Go beyond event coordination to creative funding strategies and effective follow-up plans, forming and working effectively with a committee, and implementing a public relations plan.
CAR 3700 / Length: 6 hours

CRN 2435 F
9/26 9:00 am-4:00 pm Marple
CRN 2432 F
11/7 9:00 am-4:00 pm Exton
CRN 2462 F
11/14 9:00 am-3:45 pm UDC
Cost: Spon. $119; Non-spon. $159

Introduction to Mixology
Prepare yourself for a career in bartending. Learn the recipes and preparation of 20-30 basic mixed drinks and various bar setups for restaurant, home and catering applications; become cognizant of liquor laws and responsible consumption of alcohol; and acquire skills in being relaxed and professional behind the bar. Book included.
CAR 2469 / Length: 12 hours

CRN 1158 M
9/22-10/27 6:00 pm-8:00 pm Marple
Cost: Spon. $139; Non-spon. $169

Life Coaching—The Profession
Ranked the second fastest-growing cottage industry, coaching is a distinct skill set and process for professional and personal transformation. Learn to distinguish coaching from counseling, therapy and consulting, and develop skills in helping others discover their strengths, set goals, and achieve them. Then reinforce your new language and communication process, learning methods to attract and retain clients, and strengthen your coaching business foundation.
CAR 4135 / Length: 16 hours

CRN 2438 S
10/11-11/1 9:00 am-1:00 pm Marple
Cost: Spon. $159; Non-spon. $189

Getting Paid to Talk
Explore aspects of voice-over work for television, film, radio, audio books, documentaries and the internet. Course covers all the basics of how to be successful in this exciting field and provides an opportunity to record a commercial script. Make money with your voice!
CAR 5480 / Length: 2.5 hours

CRN 2470 M
11/3 6:00 pm-8:30 pm Exton
CRN 2596 R
11/20 6:30 pm-9:00 pm Marple
Cost: Spon. $45; Non-spon. $54

Career Exploration
CAR 5585 / Length: 32 hours

CRN 2598 MW
9/29-11/19 2:00 pm-4:00 pm Marple
CRN 2397 TR
9/30-11/30 6:00 pm-8:00 pm Exton
Cost: Spon. $225; Non-spon. $255

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

Real Estate Practice
Introduces all facets of this business including fields of specialization, and focuses on the role of a real estate agent in residential brokerage. Covers basic techniques, procedures, regulations and ethics involved in a real estate transaction, and a working knowledge of forms and documents. Book included.
CAR 3250 / Length: 30 hours

CRN 2414 M
9/8-11/10 6:35 pm-9:35 pm UDC
Cost: Spon. $215; Non-spon. $300

Real Estate Fundamentals
Provides a basic foundation for further study, and covers language, principles and laws that govern this business. Emphasis is on the underlying concepts of land, property, rights in reality and the means, methods and laws that govern conveyance of these rights. Book included.
CAR 3249 / Length: 30 hours

CRN 2417 W
9/10-11/12 6:35 pm-9:35 pm UDC
Cost: Spon. $215; Non-spon. $300

For information or to register, call 610-359-5025.
Certificate Programs

NON-PROFIT FUNDRAISING
Designed for staff, program administrators, executive directors, board members, philanthropists, volunteers and those interested in employment in non-profit agencies. The Certificate requires completion of six courses: Fundraising for Non-Profits, Starting a Fundraising Program, Event Planning, Grant Writing and Research, Grant Writing II, and Public Relations Tactics. The first two are shown below; see the others on page 18. Individual courses are open to all.

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

CAR 3852 / Length: 10 hours
CRN 2423 W 9/17-10/15 6:00 pm-8:00 pm Marple
Cost: Spon. $179; Non-spon. $209

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

CAR 3851 / Length: 10 hours
CRN 2463 W 10/22-11/19 6:00 pm-8:00 pm Marple
Cost: Spon. $179; Non-spon. $209

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

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

CAR 3847 / Length: 16 hours
CRN 656 T 9/23-11/11 6:00 pm-8:00 pm Marple
Cost: Spon. $149; Non-spon. $189

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

CAR 3848 / Length: 16 hours
CRN 657 T 9/23-11/11 8:05 pm-10:05 pm Marple
Cost: Spon. $149; Non-spon. $189

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

CAR 3511 / Length: 16 hours
CRN 615 R 9/25-11/13 6:00 pm-8:00 pm Marple
Cost: Spon. $149; Non-spon. $189

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

FITNESS TRAINING
Certified Personal Trainer
On-campus lectures and hands-on training at an athletic club will prepare you to work with clients. Program consists of 15 hours of lecture, 15 hours of practical training and the National Exam, which is held during the sixth week. An additional 30-hour internship (contacts provided by WITS) then prepares you to work successfully in the field. Proof of current CPR/AED and internship are required to receive a certificate. Additional cost for required textbook; call 888-330-9487 to order and start reading immediately. No class 11/25 or 11/27.

CAR 3564 / Length: 36 hours
CRN 2589 TR 9/23-10/30 6:30 pm-9:30 pm Marple

CAR 3565 / Length: 36 hours
CRN 3319 TR 9/23-10/30 6:30 pm-9:30 pm Marple

CAR 3566 / Length: 36 hours
CRN 3336 TR 9/23-10/30 6:30 pm-9:30 pm Marple
**Certificate Programs / Test Preparation**

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**Note:** A free information session on Tuesday, September 9, 11:00 am-12:00 p.m. in room 2256 at the College’s Marple Campus will explain what it takes to become a Personal Fitness Trainer. No charge, but advance registration by calling 888-330-9487 is required.

**Note:** Course not eligible for College Over 60 discount.

### FOOD CERTIFICATIONS

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

#### Food Manager’s Certification

**EAT 0031 / Length: 16 hours**

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#### 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**

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#### Food Manager’s Recertification

**EAT 0034 / Length: 7.5 hours**

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Call 484-237-6242 for information.

### 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**

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#### PAPA Reading Prep

**CAR 5590 / Length: 10 hours**

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#### PAPA Writing Prep

**CAR 5591/ Length: 8 hours**

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### SAT

#### SAT Prep Course: Math

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

**YTH 9187 / Length: 9 hours**

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For information or to register, call 610-359-5025.
SAT Prep Course: Verbal and Reading Comprehension

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

YTH 9186 / Length: 9 hours
CRN 2483 R
9/18-10/23
6:30 pm-8:00 pm
Marple
CRN 2484 TR
9/23-10/9
7:35 pm-9:05 pm
Exton
CRN 2485 S
10/11-11/15
11:35 am-1:05 pm
Marple
CRN 2486 MW
10/30-11/5
7:35 pm-9:05 pm
PENN
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 2487 W
9/24-10/9
6:00 pm-8:00 pm
Marple
Cost: Spon. $109; Non-spon. $129

GED

GED® Prep Course

This series of courses help you prepare for the new 2014 GED® test leading to the Pennsylvania High School Equivalency Diploma. Students should be at an 8th-10th grade proficiency level before registering for these courses. Call 610-359-5025 for course questions.

Mathematical Reasoning

CSP 2121 / Length: 12 hours
CRN 2488 S
9/6-9/27
9:00 am-12:00 pm
Marple
CRN 2506 MW
9/15-10/1
6:00 pm-8:00 pm
DNT
Cost: $99

Reasoning Through Language Arts

CSP 2122 / Length: 12 hours
CRN 2507 S
10/4-10/25
9:00 am-12:00 pm
Marple
CRN 2508 MW
10/6-10/22
6:00 pm-8:00 pm
DNT
Cost: $99

Science

CSP 2123 / Length: 12 hours
CRN 2509 MW
10/3-11/12
6:00 pm-8:00 pm
DNT
CRN 2511 S
11/1-11/22
9:00 am-12:00 pm
Marple
Cost: $99

Social Studies

CSP 2124 / Length: 12 hours
CRN 2512 S
11/1-11/22
12:30 pm-3:30 pm
Marple
CRN 2513 MW
11/17-12/8
6:00 pm-8:00 pm
DNT
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.

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For information on FREE GED see ad on page 16.

LEARNING LANGUAGES

English as a Second Language

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

CSP 5021 / Length: 40 hours
CRN 402 TR
9/9-11/13
8:05 pm-10:05 pm
Marple
CRN 403 TR
9/9-11/13
7:00 pm-9:00 pm
UDC
CRN 2430 MW
10/6-12/1
6:00 pm-8:30 pm
PHX
Learning Languages

CRN 2429  MW 10/13-12/8 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 2454  W 9/24-12/3 8:05 pm-10:05 pm Marple
CRN 2516  R 9/25-11/13 6:00 pm-8:30 pm Exton
CRN 2517  M 9/29-11/17 6:00 pm-8:30 pm PHX
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 11/27.
CAR 3311 / Length: 48 hours
CRN 702  TR 9/9-12/2 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.

Writing for Foreign Students
Helps those who speak English as a second language to think and write in English. Grammar is taught along with basic writing skills. A speaking knowledge of English is required.
CSP 5232 / Length: 20 hours
CRN 2450  R 9/18-11/20 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 11/26.
CSP 5268 / Length: 45 hours
CRN 2444  MW 9/15-12/3 8:05 pm-10:05 pm Marple
Cost: $350

Conversational English
Helps high-level ESL speakers advance their communication skills even further in order to function in an English-speaking environment. Students participate in oral presentations, role playing, debates, reading activities and group discussions. Not for beginning speakers.
CSP 5241 / Length: 20 hours
CRN 986  W 10/1-11/19 6:00 pm-8:30 pm Exton
Cost: $195

Intermediate French
CAR 2190 / Length: 16 hours
CRN 2422  M 9/15-11/3 6:00 pm-8:00 pm Marple
CRN 2523  T 11/11-12/16 6:00 pm-8:40 pm Exton
Cost: Spon. $149; Non-spon. $189

For information or to register, call 610-359-5025.
## Beginning Italian I
*CAR 2111 / Length: 16 hours*
- **CRN 467**
  - W 9/17-11/5 6:00 pm-8:00 pm Marple
- **CRN 2532**
  - M 9/22-10/27 6:00 pm-8:40 pm Exton

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

## Beginning Italian II
*CAR 2708 / Length: 16 hours*
- **CRN 2533**
  - M 11/3-12/8 6:00 pm-8:40 pm Exton

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

## Intermediate Italian
*CAR 2436 / Length: 16 hours*
- **CRN 2728**
  - W 9/17-11/5 8:05 pm-10:05 pm Marple
- **CRN 2599**
  - T 11/4-12/9 6:00 pm-8:40 pm Exton

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

## Beginning Spanish
*CAR 2129 / Length: 16 hours*
- **CRN 400**
  - R 9/18-11/6 6:00 pm-8:00 pm Marple
- **CRN 2534**
  - W 9/24-10/29 6:00 pm-8:40 pm Exton
- **CRN 2535**
  - T 9/30-11/4 6:00 pm-8:40 pm PHX

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

## Intermediate Spanish
*CAR 3356 / Length: 16 hours*
- **CRN 2538**
  - W 11/5-12/17 6:00 pm-8:40 pm Exton
- **CRN 2536**
  - TR 11/11-12/9 6:00 pm-8:00 pm Marple
- **CRN 2537**
  - T 11/11-12/16 6:00 pm-8:40 pm PHX

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

## Intermediate Spanish II
*CAR 2707 / Length: 16 hours*
- **CRN 2539**
  - R 9/18-10/23 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 2729**
  - W 9/24-11/12 7:00 pm-9:00 pm Marple

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

## Sign Language for Beginners
Teaches the fundamentals of communicating with hearing-impaired children and adults. Includes an overview of deafness and instruction in a manual alphabet based on American Sign Language. Book and videotape included.
*CAR 2266 / Length: 20 hours*
- **CRN 2425**
  - T 9/16-11/18 6:00 pm-8:00 pm Marple

Cost: Spon. $199; Non-spon. $249

## Intermediate Sign Language
Enhances and expands those skills previously acquired in Sign Language for Beginners. The same textbook will be utilized in this course; bring your copy to class.
*CAR 3049 / Length: 20 hours*
- **CRN 2419**
  - R 9/11-11/13 6:00 pm-8:00 pm Marple

Cost: Spon. $149; Non-spon. $219

## TRAVEL AND CULTURE
These courses are designed to assist you in understanding the culture of the selected area. Sessions may cover, but are not limited to: languages, history, politics, religious beliefs, food, geography, tourism, and business practices.

### Italy from the Inside
*CAR 7068 / Length: 16 hours*
- **CRN 2540**
  - W 10/29-12/10 6:00 pm-8:40 pm Exton

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

### Spanish Culture from the Inside
*CAR 7069 / Length: 16 hours*
- **CRN 2541**
  - M 9/29-11/3 6:00 pm-8:40 pm Exton

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

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**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
ART

Anyone Can Draw
Study contours, space, composition and shading, using a variety of media that may include graphite, pen and ink, charcoal and pastels. Includes still life, landscapes and portraits. Supplies provided by the student; to be determined at first class.
LSP 5577 / Length: 16 hours
CRN 2542  F  9/5-10/24 6:00 pm-8:00 pm  Marple
Cost: Spon. $129; Non-spon. $159

Intro to Life Drawing
Learn basic figure drawing techniques through observation of a live model, emphasizing proportions, gestures and shading. Supplies provided by the student; to be determined at first class.
LSP 5883 / Length: 16 hours
CRN 2543  W  10/1-11/19 7:00 pm-9:00 pm  Marple
Cost: Spon. $149; Non-spon. $179

Watercolor
Covers brush handling, color mixing, composition and perspective, with step-by-step demonstrations in transparent watercolor for beginners and experienced painters. Supplies provided by the student. Bring sketching materials to the first class.
CAR 2513 / Length: 20 hours
CRN 1161  F  9/12-11/14 7:00 pm-9:00 pm  Marple
Cost: Spon. $139; Non-spon. $179

Acrylic Painting
Learn the basics of acrylics in a studio setting, including care and use of materials, underpainting, light and shadow, color mixing, and paint application. Supplies provided by the student to be determined at first class. Bring sketching materials.
CAR 3615 / Length: 16 hours
CRN 2421  M  9/12-11/3 6:00 pm-8:00 pm  Marple
Cost: Spon. $129; Non-spon. $159

Hand-blown Glass Ornaments
Glaskolben glass tubes make it easy for beginners to experience this old-world craft. Learn to heat glass with a small torch and then blow to form a shape. Experiment with shapes and colors to create 10 unique ornaments. Bring safety glasses and a small box to class.
LSP 5672 / Length: 4 hours
CRN 1179  S  10/25-11/1 9:00 am-11:00 am  Marple

DANCE

Latin Rhythm
Includes Rumba, Salsa and Cha Cha.
LSP 5617 / Length: 4 hours
CRN 2544  T  9/30-10/21 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 2545  T  9/30-10/21 7:35 pm-8:35 pm  Marple
Cost: Spon. $49; Non-spon. $69

Intro to Argentine Tango
Learn the 5 points of connection: connecting to yourself, the floor (being grounded), your partner (interpersonal), the music, and the rest of the dance floor (the community around you). The Tango teaches communication, without words. Learn to “listen” to your partner and to yourself as you travel the dance floor. No class 11/29.
LSP 5717 / Length: 10 hours
CRN 2546  S  9/27-10/25 11:00 am-1:00 pm  Marple
CRN 2547  S  11/15-12/13 11:00 am-1:00 pm  Marple
Cost: Spon. $119; Non-spon. $139

MUSIC

Beginning Piano
Through group instruction in our electronic piano lab learn to read musical notation, develop basic piano techniques, build an understanding of melodies and chords, and play simple compositions. Access to a piano for practice is strongly recommended. Book included.
LSP 5463 / Length: 20 hours
CRN 406  M  9/8-11/10 6:00 pm-8:00 pm  Marple
Cost: Spon. $187; Non-spon. $215
The Creative Arts

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

LSP 5646 / Length: 20 hours
CRN 993  T 9/9-11/11 6:00 pm-8:00 pm  Marple
Cost: Spon. $167; Non-spon. $215

**Piano II**
Designed for adults who have completed Piano I (and Intermediate Piano, if needed). This course increases training from exercises to playing familiar songs.

LSP 5524 / Length: 20 hours
CRN 2731  S 9/13-11/15 10:00 am-12:00 pm  Marple
Cost: Spon. $167; Non-spon. $215

**Piano III**
An advanced course for students who have successfully completed Piano I, Intermediate Piano (if needed), and Piano II.

LSP 5691 / Length: 20 hours
CRN 2549  R 9/11-11/13 6:00 pm-9:00 pm  Marple
Cost: Spon. $167; Non-spon. $215

**Piano IV**
An advanced course for students who have successfully completed Piano I, Intermediate Piano (if needed), Piano II, and Piano III.

LSP 5703 / Length: 20 hours
CRN 2730  W 9/10-11/12 6:00 pm-8:00 pm  Marple
Cost: Spon. $167; Non-spon. $215

**Collecting Classic Rock: Rare Songs from CD and Vinyl**
Discover unique and rare “Classic Rock” songs by artists you enjoy form the 60’s-90’s on vinyl and compact disc. Hear songs you’ve never heard before and discuss the artists’ hard to find music. Enjoy songs you might never have heard and decide if music collecting is a fun hobby that you could enjoy.

LSP 5885 / Length: 8 hours
CRN 2550  S 10/4-10/25 12:00 pm-2:00 pm  Marple
Cost: Spon. $89; Non-spon. $119

**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 2551  W 9/10-11/12 6:30 pm-8:30 pm  Marple
CRN 2552  R 9/25-12/4 6:00 pm-8:00 pm  DNT
Cost: Spon. $145; Non-spon. $175

**Creative Writing**
Learn to make your fiction or non-fiction writing come alive with creative techniques. (Does not cover poetry.) Learn to see in new ways, use your senses more accurately, set a mood, use people more effectively, handle conversation and create a point of view. Does not teach writing basics or English.

CAR 3080 / Length: 16 hours
CRN 2410  M 9/22-11/10 6:00 pm-8:00 pm  DNT
CRN 404  T 9/23-11/11 6:30 pm-8:30 pm  Marple
Cost: Spon. $112; Non-spon. $164

**Writing for the Children’s Market**
Learn to think like a child, find ideas that are just right for children, and write with a child’s point of view. Discover the basics of plot that keep young readers reading, and what makes a good story. Discuss children’s markets and how to access them. No class 11/27.

CAR 3440 / Length: 8 hours
CRN 2441  R 11/13-12/11 6:00 pm-8:00 pm  Marple
Cost: Spon. $89; Non-spon. $119

**Life Stories**
Leaving a written account of your life stories would be a treasured gift to your family and friends. Knowing how to gather information and put it to paper is the challenge! Learn 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 2553  T 9/23-11/11 6:00 pm-8:00 pm  Exton
Cost: Spon. $119; Non-spon. $149
INVESTING, FINANCE, 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 2554  
 M  
9/22-9/29  
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 2555  
 M  
10/6-10/20  
6:30 pm-8:30 pm  
Marple
CRN 2556  
 W  
9/24-10/8  
6:00 pm-8:00 pm  
PHX
CRN 2557  
 M  
9/29-10/13  
6:00 pm-8:00 pm  
Exton
Cost: Spon. $109; Non-spon. $139

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

LSP 5576 / Length: 8 hours
CRN 2558  
 W  
9/24-10/15  
6:00 pm-8:00 pm  
PHX
CRN 772  
 M  
11/3-11/24  
6:00 pm-8:00 pm  
Exton
Cost: Spon. $104; Non-spon. $119

**How to Invest For Retirement in a Low Interest World**
Interest rates are at the lowest level since WW II, creating a dilemma for investing for retirement income. Join us to learn alternatives for retirement income.

LSP 5886 / Length: 6 hours
CRN 2559  
 M  
9/15-9/29  
6:00 pm-8:00 pm  
Marple
Cost: Spon. $99; Non-spon. $129

**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 2560  
 R  
9/18  
6:30 pm-8:30 pm  
Marple
CRN 2561  
 T  
11/4  
6:30 pm-8:30 pm  
DNT
CRN 2562  
 W  
12/10  
6:30 pm-8:30 pm  
Exton
Cost: Spon. $39; Non-spon. $49

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

LSP 2365 / Length: 3 hours
CRN 2563  
 M  
9/22  
6:00 pm-9:00 pm  
Exton
CRN 2564  
 R  
10/2  
6:00 pm-9:00 pm  
PHX
CRN 595  
 T  
10/31  
6:00 pm-9:00 pm  
Exton
CRN 465  
 W  
11/12  
7:00 pm-10:00 pm  
Marple
Cost: Spon. $35; Non-spon. $45

**HOME REMODELING**

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

CAR 3902 / Length: 18 hours
CRN 2565  
 S  
9/13-10/18  
9:00 am-12:00 pm  
Marple
CRN 2566  
 R  
10/2-11/6  
6:30 pm-9:30 pm  
Exton
Cost: Spon. $159; Non-spon. $177

For information or to register, call 610-359-5025.
INTERIOR DECORATING

Introduction to Interior Decorating and Layout
Explore floor plans and layouts, furniture, fabrics, flooring, window treatments, lighting, color, finishes, and accessories. Students may need to provide additional materials.
CAR 3854 / Length: 18 hours
CRN 2567   S   9/13-10/18  1:00 pm-4:00 pm  Marple
CRN 2568   T   9/30-11/4  6:30 pm-9:30 pm  Exton
Cost: Spon. $159; Non-spon. $177

FLORAL DESIGN

Introduction to Floral Design
Hands-on experience and instruction focusing on basic mechanics and techniques of floral design. Includes arranging in floral foam, water and sand. Bring floral shears and an apron to each class. Floral material will be provided.
CAR 5577 / Length: 6 hours
CRN 2569   S   9/13-9/27  9:00 am-11:00 am  Marple
Cost: Spon. $179; Non-spon. $199

Floral Design II
Expand your floral knowledge and creativity. Explore advanced designs and techniques as you learn about working with various floral materials. Bring floral shears and an apron to each class. Floral material will be provided.
CAR 5581 / Length: 6 hours
CRN 2420   S   10/11-10/25  9:00 am-11:00 am  Marple
Cost: Spon. $179; Non-spon. $199

NEW Holiday Floral Workshop
Create your own fresh evergreen tabletop wreath that will last through the season and add sparkle to your holiday décor. Bring floral shears and an apron to each class. Floral material will be provided.
CAR 5583 / Length: 3 hours
CRN 2443   S   12/18  9:00 am-12:00 pm  Marple
Cost: Spon. $85; Non-spon. $99

FASHION DESIGN

NEW Fashion Runway
Learn to draw you fashion designs on a figure. No sewing required. Start with the breakdown of the figure and practice gestures (or loose sketches) with simple shapes to learn the structure of the human form. This will be the foundation so your fashion designs fall properly on the human figure. Learn how the garment flows over the body and study fabric textures and how to achieve the look of a fabric using pastels. Bring your favorite fabric samples to use in your designs. Bring vine charcoal, a large 16 x 20 drawing pad or paper for the loose sketches, and soft assorted pastels for the finished fashion designs.
CAR 5599 / Length: 2 hours
CRN 2570   R   9/18  6:00 pm-8:00 pm  Marple
CRN 2571   R   10/16  6:00 pm-8:00 pm  Marple
CRN 2572   R   11/13  6:00 pm-8:00 pm  Marple
Cost: Spon. $39; Non-spon. $59

BON APPETIT

Introduction to Culinary Skills
For you who wish to acquire or expand food preparation skills. Covers a different area of preparation each week and includes knife skills, soup and salad making, meat and fish preparation, and baking.
EAT 0017 / Length: 30 hours
CRN 2412   T   10/7-12/19  6:00 pm-9:00 pm  PENN
Cost: $355

Culinary Skills II
Have you been cooking for a while and would like a fresh outlook on dinner—and breakfast and lunch, too? Then upgrade your skills with creative ideas and new techniques for the more sophisticated cook. You will learn how to prepare delicious meals fit for your family.
No class 11/27
EAT 0020 / Length: 30 hours
CRN 2413   R   10/9-12/18  6:00 pm-9:00 pm  PENN
Cost: $355

Comfort Soups and Cozy Desserts
Fall and winter are upon us and there is nothing like curling up with some warm soup and homemade desserts. Learn how to prepare food that will make your family feel good to be home.
EAT 1103 / Length: 6 hours
CRN 2401   W   10/1-10/15  6:00 pm-8:00 pm  PENN
Cost: Spon. $79; Non-spon. $99

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
Holiday Hors D’oeuvres
Make the most fabulous appetizers to amaze your friends and family this holiday season. Simple recipes and delicious food make this class one not to miss!
EAT 1101 / Length: 3 hours
CRN 2573 R
12/4
6:00 pm-9:00 pm PENN
Cost: Spon. $59; Non-spon. $69

Food Safety for the Home Cook
You know not to mix your cutting boards, but do you know why? There might be simple mistakes you are making at home that could cause potential sickness to those you are serving food. Join us for an informative evening that will make your home kitchen a much safer one.
EAT 0050 / Length: 3 hours
CRN 2574 W
10/22
6:00 pm-9:00 pm Exton
CRN 2575 W
11/5
6:00 pm-9:00 pm PENN
Cost: Spon. $35; Non-spon. $45

Gone, But Not Forgotten
Come and learn some of the classics Peter Gilmore mastered in his 22 years at Le Bec Fin in Philadelphia.
EAT 1118 / Length: 3 hours
CRN 2700 W
9/17
6:30 pm-9:30 pm Brandywine
Cost: $49

French Food Simplified
Come and learn from Chef Peter Gilmore how to make some classics! Just pretend you are in a Parisian Café when you sit down to eat this mouth-watering meal.
EAT 1115 / Length: 3 hours
CRN 2600 W
10/15
6:30 pm-9:30 pm Brandywine
Cost: $49

Mexican Madness
Let's take a culinary trip to Mexico and treat your tastebuds to the amazing cuisine characterized by its range of ingredients and its many regional variations. Isn’t it time you learn how to make something other than Guacamole?
EAT 1114 / Length: 3 hours
CRN 2699 W
11/12
6:30 pm-9:30 pm Brandywine
Cost: $49

Appetizers and Hors D’oeuvres
Get ready for the Holiday parties with some great snacks to nosh on.
EAT 1119 / Length: 3 hours
CRN 2701 W
12/10
6:30 pm-9:30 pm Brandywine
Cost: $49

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
Course is offered at the Brandywine Campus.
Cost: $3,999
Call 484-237-6245 for more information.
Not eligible for College Over 60 program.

Health and Well-Being

Our Brain When We Grieve
Whether it is the loss of a person, pet, career, home, etc., the loss is experienced by the brain and felt in the body. Using brain science, learn why loss hurts so much and what you can do about it.
LSP 5887 / Length: 10 hours
CRN 2576 R
10/2-10/30
6:00 pm-8:00 pm Marple
Cost: Spon. $99; Non-spon. $129

T'ai Chi
Center your awareness, reduce tension, and improve muscle tone, flexibility and cardiovascular performance with movements based on self-defense techniques. Varying levels of experience are accommodated. Wear rubber-soled canvas shoes—not running shoes. No class 7/4.
LSP 5000 / Length: 12 hours
CRN 398 W
9/10-12/3
7:30 pm-8:30 pm Marple
CRN 2577 W
9/24-12/17
6:30 pm-7:30 pm DNT
Cost: Spon. $99; Non-spon. $129

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

<table>
<thead>
<tr>
<th>LSP 5714</th>
<th>Length: 12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CRN</strong> 2578</td>
<td>T</td>
</tr>
<tr>
<td>9/16-12/2</td>
<td>6:30 pm-7:30 pm</td>
</tr>
<tr>
<td><strong>CRN</strong> 2579</td>
<td>R</td>
</tr>
<tr>
<td>9/18-12/11</td>
<td>6:30 pm-7:30 pm</td>
</tr>
<tr>
<td><strong>Cost:</strong> Spon: $99; Non-spon: $129</td>
<td></td>
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</tbody>
</table>

### International Adventures
Take a Kenyan safari, travel to the top of Mt Kilimanjaro, follow the Inca Trail to Manchu Picchu, and trek to Mt Everest base camp and Aconcagua Peak high camp via slide show presentations narrated by an experienced climber and adventurer. Sessions include training tips and behind the scenes information for the committed or curious traveler.

<table>
<thead>
<tr>
<th>LSP 5715</th>
<th>Length: 4 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CRN</strong> 2580</td>
<td>T</td>
</tr>
<tr>
<td>10/7-10/28</td>
<td>7:00 pm-8:00 pm</td>
</tr>
<tr>
<td><strong>Cost:</strong> Spon: $45; Non-spon: $55</td>
<td></td>
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</tbody>
</table>

### Nurturing the Spirit Within
This six-week exploration of ones 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!

<table>
<thead>
<tr>
<th>LSP 5695</th>
<th>Length: 12 hours</th>
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</thead>
<tbody>
<tr>
<td><strong>CRN</strong> 2581</td>
<td>T</td>
</tr>
<tr>
<td>9/9-9/30</td>
<td>6:00 pm-9:00 pm</td>
</tr>
<tr>
<td><strong>CRN</strong> 2582</td>
<td>W</td>
</tr>
<tr>
<td>10/8-10/29</td>
<td>6:00 pm-9:00 pm</td>
</tr>
<tr>
<td><strong>Cost:</strong> Spon: $117; Non-spon: $149</td>
<td></td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>LSP 5059</th>
<th>Length: 10 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CRN</strong> 704</td>
<td>R</td>
</tr>
<tr>
<td>9/25-12/11</td>
<td>7:30 pm-8:30 pm</td>
</tr>
<tr>
<td><strong>Cost:</strong> Spon $97; Non-spon $117</td>
<td></td>
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</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>LSP 5671</th>
<th>Length: 10 hours</th>
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</thead>
<tbody>
<tr>
<td><strong>CRN</strong> 2583</td>
<td>TR</td>
</tr>
<tr>
<td>9/23-10/23</td>
<td>6:00 pm-7:00 pm</td>
</tr>
<tr>
<td><strong>Cost:</strong> Spon $97; Non-spon $117</td>
<td></td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>LSP 5482</th>
<th>Length: 10 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CRN</strong> 2584</td>
<td>M</td>
</tr>
<tr>
<td>9/15-10/13</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td><strong>Cost:</strong> Spon: $99; Non-spon: $119</td>
<td></td>
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</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>LSP 5580</th>
<th>Length: 12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CRN</strong> 2585</td>
<td>M</td>
</tr>
<tr>
<td>9/15-10/20</td>
<td>8:05 pm-10:05 pm</td>
</tr>
<tr>
<td><strong>Cost:</strong> Spon: $119; Non-spon: $139</td>
<td></td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>LSP 5483</th>
<th>Length: 12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CRN</strong> 2586</td>
<td>T</td>
</tr>
<tr>
<td>9/16-10/21</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td><strong>Cost:</strong> Spon: $119; Non-spon: $139</td>
<td></td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>LSP 5484</th>
<th>Length: 12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CRN</strong> 2587</td>
<td>T</td>
</tr>
<tr>
<td>9/16-10/21</td>
<td>8:05 pm-10:05 pm</td>
</tr>
<tr>
<td><strong>Cost:</strong> Spon: $119; Non-spon: $139</td>
<td></td>
</tr>
</tbody>
</table>
Non-Credit Registration

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

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

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

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

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

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

Walk-In Registration
The Student Records window (located in the lobby of Founders Hall on the Marple Campus) is open from 8:30 a.m. to 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, 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

College Over 60 Registration

One Discounted Course per Semester for Residents of Delaware and Chester Counties Age 60 and Over!

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

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

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

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

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

<table>
<thead>
<tr>
<th>Computer Courses</th>
<th>Course Hours</th>
<th>Sponsor Cost</th>
<th>Non-Spon. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$5</td>
<td>$23</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>$5</td>
<td>$40</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>$5</td>
<td>$53</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>$5</td>
<td>$65</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>$38</td>
<td>$38</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

For information or to register, call 610-359-5025.
# Registration Form

**Delaware County Community College**

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

## LOCATION CODES

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

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

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**FOR OFFICE USE ONLY**

College Over 60 waiver amount: $ ____________ Approved by: ____________ Date: ____________

---

**Name** ___________________________ **Student I.D.** ___________________________ **Sex:** M ___ F ___

**Address** ___________________________ **E-mail Address** ___________________________

**City** ___________________________ **State** _____ **Zip** _____________

**School District** ___________________________ **Phone** ___________________________ **Date of Birth** ___________________________

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

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

**Records processing fee (all students)** 5.00

**Total**

---

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

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

Charge my: [ ] VISA  [ ] MasterCard  [ ] Discover  [ ] American Express

**Account No.** ___________________________ **Expiration Date** ___________________________

**Signature** ___________________________
Did you know that experienced automotive technicians can earn $60,000 per year or more? Earn your degree or certificate at our Marple Campus in Delaware County or our Pennocks Bridge Campus in Chester County.

Here’s what you can expect:

- ASE certified instructors
- State-of-the-art diagnostic equipment
- Variety of degree and certificate programs plus certifications in:
  - Heavy vehicle
  - Enhanced safety
  - Automobile safety
  - Emissions
  - Motorcycle safety
  - EEIC

The Area’s Most Affordable and Comprehensive Automotive Training Is Right Here!

Classes Forming Now! Call 610-359-7344 today or visit dccc.edu.
On the Path to a New Career?

Computer Networks
MCSA
Administrative Professional
Web Design
Multi-Skilled Health Technician
Dialysis Technician
EKG Technician
Phlebotomy Technician
Health Unit Coordinator
Pharmacy Technician
Dental Assistant