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Become CompTIA Or Cisco Certified
See pages 1–2 for details.
Call 610-359-7344 for more information.

English As A Second Language (ESL)
See pages 24-26 for details.
Call 610-359-5025 for more information.
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 160-hour, hands-on course covers installation and upgrades, diagnosis and repair, system configuration, as well as safety and customer interaction. Students will assemble and disassemble different types of personal computers. Coursework covers a wide range of vendor and product neutral networking technologies. This course will help the student successfully complete the A+ Certification exams. A+ toolkit included.

ITAC 1900 / Length: 160 hours
CRN 2288 TWR 1/28-3/25 9 a.m.-3:30 p.m. Marple
CRN 627 MW 4/13-7/29 6-10 p.m. Marple
Cost: $3,995 (test vouchers included)
Books purchased separately.

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 network infrastructure, hardware, protocols, and services.

Certification: Networking Fundamentals Exam 98-366 (Certiport Testing)
ITAC 2969/ Length 24 Hours
CRN 2635 MW 1/27-2/12 6-10 p.m. Marple
Cost: $595 (test vouchers included)
Books purchased separately.

CompTIA Network+ Certification

This 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.

Certification Exam: CompTIA Network+ N10-006
ITAC 1003 / Length: 72 hours
CRN 2636 S 1/25-4/18 9 a.m.-3 p.m. Marple
Cost: $1,699 (test vouchers included)
Books purchased separately.

CompTIA Security+ Certification

The CompTIA Security+ certification designates knowledgeable professionals in the field of security, one of the fastest-growing fields in IT. Security threats are increasing in number and severity; even in a troubled economy, most businesses plan to maintain or increase their investment in security. CompTIA Security+ is an international, vendor-neutral certification that proves competency in system security, network infrastructure, access control and organizational security.

Certification Exam: CompTIA Security+ SY0-401
Prerequisite: CompTIA Network+ certification or equivalent skills
ITAC 1906 / Length: 72 hours
CRN 2289 MW 2/24-4/22 6-10 p.m. Marple
Cost: $1,699 (test vouchers included)

Imagine Academy

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.
MCSA
Microsoft Certified Solutions Associate – Windows Server 2016
This hands-on training will provide you 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 2016 skills, relevant across multiple solution areas in a business environment, to reduce IT costs and deliver more business value. Earning an MCSA: Windows Server 2016 Certification will qualify you for a position as a network or computer systems administrator or a computer support specialist.

Certifications:
Installation, Storage and Compute with Windows Server 2016 Exam 70-740
Networking with Windows Server 2016 Exam 70-741
Identity with Windows Server 2016 Exam 70-742

Prerequisite: Microsoft Technology Associate (MTA) or equivalent knowledge

ITAC 2901 / Length: 120 hours
CRN 1855 TR 3/24-7/2 6-10 p.m. Marple
Cost: $4,599 (test vouchers included)
Books purchased separately.

Cisco Certified Network Associate (CCNA)
The Cisco CCNA network associate certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. This curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills plus (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANS, Ethernet, and access control lists (ACLs). Earn up to 6 credits. Your access code for the certification prep software will be given out the first night of class. Call 610-359-7344 for details.

CCNA Certification Exams:
200-125 CCNAX v3.0 or 100-105 ICND1 v3.0 and 200-105 ICND2 v3.0. (VUE Testing Center)
ITAC 6006 / Length: 72 hours
CRN 886 TR 5/19-7/9 6-10 p.m. Marple
Cost: $2,399 (test vouchers included)
Books purchased separately.

Cisco Certified Network Associate: Security
CCNA Security is one of the fastest growing IT specialties and is in high demand. As networks become more complex, corporations depend on IT security professionals to secure systems, data and services. With a CCNA Security certification, you will have the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats. This certification emphasizes core security technologies, the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices.

CCNA Certification Exam: 210-260 IINS
ITAC 6007 / Length: 72 hours
CRN 1945 TR 2/25-4/23 6-10 p.m. Marple
Cost: $2,399 (test vouchers included)
Books purchased separately.

Public Speaking for Professionals
Even the most eloquent and experienced presenters often wish they had better public speaking skills. In this course, you will study methods that help to reduce anxiety, build confidence, and customize a process which will result in successful speaking experiences.

This course is designed to equip you with knowledge of the principles necessary for formal public speaking with an emphasis on organization, evidence, language use, strategy, delivery and business ethics.

COM 0632 / Length: 20 hours
CRN 2290 W 2/5-3/4 6-10 p.m. Marple
Cost: Spon. $179; Non-Spon. $199

Courses on pages one and two are not eligible for College Over 60.
COMPUTER TRAINING

Administrative Professional Program

This 200-hour hands-on program features two of the world’s most popular software programs: Microsoft Office and QuickBooks, a small business accounting tool. You’ll receive training in Microsoft Windows, Word, Excel, Access and PowerPoint. Learn how to manage e-mail and appointments using Microsoft Outlook. The coursework also includes computer basics, resume and interview skills, and highlights 21st century workplace skills. The MOS (Microsoft Office Specialist) certification will enrich your resume and highlight 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 2519  MTWRF 1/27-4/3 9 a.m.-1 p.m. Marple
Cost: $4,995 (test vouchers included)

Cyber Security

This introduction cyber security will teach you how to protect yourself and your family from inappropriate websites, cyber bullying, and other traps and dangers you may encounter on the internet. Follow step-by-step recommendations to choose the right tools and actions that can shield you from viruses and malicious content.

COM 1628 / Length: 8 hours
CRN 2201  S 1/25-2/1 9 a.m.-1 p.m. Marple
Cost: Spon $140; Non-Spon. $175

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 2293  W 2/5-2/12 6-9 p.m. Marple
Cost: Spon. $105; Non-Spon. $135

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 is a prerequisite for all computer courses.

COM 0101 / Length: 8 hours
CRN 2645  TWRF 1/21-1/24 9-11 a.m. Marple
Cost: Spon. $140; Non-Spon. $175

Computer Keyboarding

Learn the alpha/numeric keyboard, touch typing, other keyboarding skills. Test your progress with timed typing.

COM 0104 / Length: 8 hours
CRN 1849  W 2/26-3/18 6-8 p.m. 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. Prerequisite for most 20 hour courses.

COM 3102 / Length: 20 hours
CRN 274  MTWRF 1/27-1/31 9 a.m.-1 p.m. Marple
Cost: $375

NEW! Digital Photo Management

If you love taking pictures but your digital photos are scattered across multiple devices, websites and storage media, this class is for you. Learn how to manage, update and keep your photos cataloged like a professional digital asset manager!

COM 0124 / Length: 12 hours
CRN 2813  R 4/3-5/7 6-9 p.m. Marple
Cost: Spon. $210; Non-Spon. $258

Macintosh OSX Introduction

Learn to the navigate the Macintosh desktop and create and organize files and folders. Explore built-in applications including Mail, Contacts, Calendar and its web-browser Safari. Bring specific questions/problems to class.

COM 2002 / Length: 8 hours
CRN 2656  S 5/2-5/16 9:30 a.m.-12:10 p.m. Marple
Cost Spon: $140; Non-Spon. $175

Introduction to Outlook

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

Prerequisite: COM 3102 or equivalent skills

COM 1354 / Length: 12 hours
CRN 1630  MTW 2/24-2/26 9 a.m.-1 p.m. Marple
Cost: Spon. $210; Non-Spon. $258

For information or to register, call 610-359-7344.
COMPUTER 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 384  MTWRF
3/2-3/13  9 a.m.-1 p.m.  Marple

Cost: $775 (test vouchers included)

MOS Excel
Learn the most important concepts of Microsoft Excel. Topics include managing, analyzing, formatting data and working with multiple worksheets. Demonstrate necessary skills to sit for the Excel MOS certification test.

► Prerequisite: COM 3102 or equivalent skills

COM 3290 / Length: 40 hours
CRN 385  MTWRF
3/16-3/27  9 a.m.-1 p.m.  Marple

Cost: $775 (test vouchers included)

WORD

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

► Prerequisite: COM 3102 or equivalent skills

COM 3103 / Length: 20 hours
CRN 259  MTWRF
2/3-2/7  9 a.m.-1 p.m.  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.

► Prerequisites: COM 3102 or equivalent skills

COM 0601 / Length: 8 hours
CRN 2648  R
3/9  8:30 a.m.-5 p.m.  Marple

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

EXCEL

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

COM 3104 / Length: 20 hours
CRN 260  MTWRF
2/10-2/14  9 a.m.-1 p.m.  Marple
CRN 698  S
3/28-4/25  9 a.m.-1 p.m.  Marple

Cost: $375

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

► Prerequisite: COM 3102 or equivalent skills

COM 0901 / Length: 8 hours
CRN 1396  F
4/3  8:30 a.m.-5 p.m.  Marple

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

Excel Intermediate
Enhance a spreadsheet and use more advanced Excel techniques. Topics include: working with multiple worksheets and workbooks, customizing Excel, advanced charting and pivot tables, advanced formatting and validation, list management, auditing, templates and hyperlinks.

► Prerequisite: COM 3102 or equivalent skills

COM 0950 / Length: 12 hours
CRN 1143  MW
4/20-4/29  6-9 p.m.  Marple

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

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Foundations in Geographic Information Systems (GIS)
Students will be introduced to mapping, statistical, visualization software, and will learn to influence data sets and display their results spatially. GIS knowledge gives you a competitive edge in this growing market. GIS services are used in a many different industries and in public, private and governmental sectors of the economy. Areas that use GIS include health, social and natural sciences, planning, government, engineering, design, communications and business, among others. GIS skills are increasingly in demand by employers and, according to the Department of Labor, the industry has a high annual growth rate of 35 percent.
COMPUTER TRAINING

COM 0633 / Length: 20 hours
CRN 2798  W
3/18-4/29
6-9 p.m.  Marple
Cost: Spon. $179; Non-Spon. $199

NEW! Tableau Visual Analytics Platform
Tableau is the fastest-growing data-visualization tool used in the Business Intelligence Industry. It helps simplify raw data and present it in an easily understandable format. Data analysis is very fast with Tableau. Visualizations created are in the form of dashboards and worksheets.

COM 0634 / Length: 12 hours
CRN 2797  TR
2/18-2/27
6-9 p.m.  Marple
Cost: Spon. $279; Non-Spon. $299

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 1631  RF
2/27-2/28
9 a.m.-1 p.m.  Marple
CRN 2212  T
4/7
8:30 a.m.-5 p.m.  Marple
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; autosizes 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 275  TWRF
2/18-2/21
9 a.m.-2 p.m.  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 2653  R
3/19
8:30 a.m.-5 p.m.  Marple
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 1144  TR
1/21-1/30
6-9 p.m.  Marple
CRN 2651  MTW
3/30-4/1
9 a.m.-1 p.m.  Marple
Cost: Spon. $210; Non-Spon. $258

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

► Prerequisite: COM 1501 or equivalent skills

COM 1553 / Length: 12 hours
CRN 1395  TR
4/28-5/7
6-9 p.m.  Marple
Cost: Spon. $210; Non-Spon. $258

WEB SITE DESIGN
Introduction to HTML5 & CSS3
Learn the basics of hand-coding web pages with HTML5. In this beginner’s class, practice creating basic web pages using tags, elements and attributes, and add links and graphics. Explore the use of CSS style sheets for text formatting and more. This course requires extensive typing.

► Prerequisite: COM 3102 or equivalent skills

COM 1642 / Length: 12 hours
CRN 2298  W
1/15-2/5
6-9 p.m.  Marple
Cost Spon. $210; Non-Spon. $258

For information or to register, call 610-359-7344.
**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 2647 | MW | 2/3-2/12  
|          |    | 6:30-8:30 p.m.  
|          |    | Marple  
| Cost: Spon. $140; Non-Spon. $175

**Introduction to WordPress**
WordPress can have your blog or website up and running in no time. This course offers an introduction to the amazing open-source website platform. It is powerful, easy to use and requires a minimal investment of time and money. Start at the beginning with easy to follow instructions. Bring a notebook.

- **Prerequisite:** COM 3102 or equivalent skills

COM 1633 / Length: 6 hrs

| CRN 2676 | T | 2/4-2/11  
|          |    | 6-9 p.m.  
|          |    | Marple  
|          |    | Cost: Spon. $105; Non-Spon. $135

| CRN 2677 | S | 3/28-4/4  
|          |    | 9 a.m.-12 p.m.  
|          |    | Marple  
| Cost: Spon. $105; Non-Spon. $135

**Word Press Intermediate**
Build on the foundations learned in Introduction to Word Press and advance your knowledge and skills to adapt WordPress themes to create your ideal website/blog.

COM 1635 / Length: 6 Hours

| CRN 2678 | T | 4/14-4/21  
|          |    | 6-9 p.m.  
|          |    | Marple  
| Cost: Spon $105; Non-Spon. $140

**Introduction to Photoshop**
Learn the image-editing program used by the pros. Course topics include: cropping and resizing images, selecting image areas, layers, composing, adjusting color and lighting, retouching photos, adding text, and preparing images for print and the web.

- **Prerequisite:** COM 3102 or equivalent skills

COM 1653 / Length: 8 hours

| CRN 256 | MW | 2/10, 12 and 19  
|         |    | 6-8:40 p.m.  
|         |    | Marple  
| Cost: Spon $140; Non-Spon. $175

| CRN 528 | R | 3/19  
|         |    | 8:30 a.m.-5 p.m.  
|         |    | Exton  
| Cost: Spon. $140; Non-Spon. $175

**Photoshop Advanced**
Learn advanced techniques of this professional image editing program. Course topics include: masking, advanced use of layers, vector shapes and paths, special effects with text layers and blending modes.

- **Prerequisite:** COM 1653 or equivalent skills

COM 1671 / Length: 8 hours

| CRN 2654 | MW | 4/20-4/29  
|          |    | 6:30-8:30 p.m.  
|          |    | Marple  
| Cost: Spon. $140; Non-Spon. $175

**NEW! Adobe Illustrator**
Learn Adobe Illustrator, the professional app for vector drawing. Master paths - the foundation of all vector art. Start your illustrations with placed images and create with the shape, pen and transform tools. Explore Illustrator’s type and color options to unleash your creativity.

- **Prerequisite:** COM 3102 or equivalent skills

COM 1670 / Length 8 hours

| CRN 2655 | MW | 5/4/5/13  
|          |    | 6-8 p.m.  
|          |    | Marple  
| Cost: Spon. $140; Non-Spon. $175

**Lightroom**
Learn how professionals and hobbyists use Lightroom to manage digital photos and edit for a professional look. In this hands-on class, learn how to correct common lighting and color problems, reduce noise, crop, and print. Whether your pictures come from your point-and-shoot camera or RAW files from your professional DSLR, this class will have you creating professional images.

- **Prerequisite:** COM 3102 or equivalent skills

COM 1667 / Length: 8 hrs

| CRN 2801 | T | 2/4-2/25  
|          |    | 6-8 p.m.  
|          |    | Marple  
| Cost: Spon. $160; Non-Spon. $195

**NEW! ARCHITECTURE**

**3D Printing with SolidWorks**
This course provides an overview of the theories and concepts used in 3D printing, also known as Additive manufacturing. Examine the different technologies used to print 3D objects from computer-generated solid models. Use SolidWorks solid modeling software for design and output needed for 3D printing. Get hands-on practice with Stratasys FDM (Fused Deposition Modeling) printers and associated Objet 30 software.

PDS 9993 / Length: 32 hours

| CRN 2796 | T | 2/4-3/24  
|          |    | 6-10 p.m.  
|          |    | Marple  
| Cost: $650
Introduction to AutoCAD
An entry-level course for those with little or no previous AutoCAD experience or those who need to upgrade skills from previous non-Windows-environment versions of AutoCAD. Learn the basics of CAD geometry creation and manipulation using a variety of computer command inputs, including keyboard shortcuts, toolbox icons and mouse menu selection. Geometry created includes points, lines, circles, arcs and basic polygons. Geometry is edited or manipulated using commands such as zoom, pan, trim, extend, copy, rotate and by use of geometry "grips."

Com 1801 / Length: 32 hours
CRN 2794  R 2/6-3/26 6-10 p.m.  Marple
Cost: $650

Revit Architecture - Introduction
Through lecture/demonstration/hands-on practice, learn the most-used app for design, documentation and visualization of architectural and engineering drawings
PDS 9978 / Length: 32 hours
CRN 2795  MW 4/6-4/29 6-10 p.m.  Marple
Cost: $650

PROJECT MANAGEMENT
In partnership with the Project Management Institute-Delaware Valley Chapter (PMI-DVC), we offer the following courses to prepare for certification in project management. These certifications recognize your project management knowledge, skills and abilities and demonstrate your project management expertise and professional experience. All courses will be taught using the NEW Sixth Edition of the PMBOK® Guide. Members of PMI-Delaware Valley Chapter receive a discount on the course fees. All classroom materials are provided.
To join, visit: pmi-dvc.org

Foundations in Project Management
This is an in-depth review of project management principles and aligns with the Project Management Institute's A Guide to the Project Management Body of Knowledge - Sixth Edition (PMBOK®). It is designed specifically for managers new to, or just starting in, the project management area. This course brings you up-to-speed in current principles and practices of project management. Taught by PMP-certified practitioners working in the field as well as academic practitioners, you will immediately apply what you have learned.
(Note: CAPM candidates are welcome to take this course.)
PDS 2900 / Length: 28 hours
CRN 1704  S 1/25-2/22 8:30 a.m.-4:30 p.m.  Marple
Cost $895

Non Members:
CRN 1473  S 1/25-2/22 8:30 a.m.-4:30 p.m.  Marple
Cost: $995

Project Management Professional Exam Prep/CAPM
This intense preparation course is intended for those who are experienced in project management, or who have already taken project management courses. This course is aligned with the Project Management Institute’s PMBOK® Guide – Sixth Edition, and concentrates solely on preparation for the PMP credential examination. A review of material normally covered in the exam will be presented. You will receive sample questions of the type given on the exam. The focus is on how best to prepare, study for, and take the exam. NOTE: CAPM candidates are welcome to take this course.

Exam Requirements:
Secondary degree + 7500 hrs experience or Four-year degree + 4500 hrs.
PDS 2901 / Length: 14 hours
CRN 1705  S 3/7-3/14 8:30 a.m.-4:30 p.m.  Marple
Cost: $795

Non Members:
CRN 1474  S 3/7-3/14 8:30 a.m.-4:30 p.m.  Marple
Cost: $895

COURSE COMBO: Enroll in both Foundations in Project Management and the PMP Exam Prep courses at the same time and receive an additional $200 discount.

Microsoft Project: Introduction
If you need to complete a project on time and within budget, find out how to use Microsoft Project to do it. Learn all the tools you need to manage your project using the most popular project management software - Microsoft Project. Learn how to develop and maintain a project schedule (Gantt Chart). This class is taught "hands-on" in a computer lab and also features the most popular project management methodology from the Project Management Institute (PMI).
COM 1801 / Length: 12 hours
CRN 2649  W 2/19-3/11 6-9 p.m.  Marple
Cost Spon. $210; Non-Spon. $258

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

AUTOMOTIVE

Pennsylvania State Inspection Certification

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

Note: The Baseline exam must be completed by every new applicant, who does not currently hold a valid state inspection license. The Category 1 exam covers cars, light trucks and light trailers. The Category 2 exam covers motorcycles and the Category 3 exam covers heavy-truck and heavy trailers. Additional categories 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.

Safety Inspection Certification (Baseline)
PDS 7005 / Length: 21 hours

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<th>Type</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
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<td>Automobile Safety Inspection (Baseline)</td>
<td>MW</td>
<td>1/27-2/5 5:30-9 p.m.</td>
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<td></td>
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<td>2/8 8 a.m.-3 p.m.</td>
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<td>3/23-4/8 5:30-9 p.m.</td>
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<td>5/16 8 a.m.-3 p.m.</td>
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Cost: $150

Motorcycle Safety Inspection Certification (Category 2)
PDS 7001 / Length: 21 hours

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Cost: $50

Heavy Vehicle Inspection Certification (Category 3)
PDS 7002 / Length: 21 hours

<table>
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<th>Days</th>
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Cost: $70

Safety Inspection Recertification
The purpose of this course is to help prepare students for the PA State Inspection re-certification test. It will be held simultaneously with the Safety Inspection Certification class for three evenings.
PDS 7004 / Length: 10.5 hours

<table>
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Cost: $75

Cost: $150

Cost: $50
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 dmv.state.pa.us and type in “enhanced vehicle safety inspection.”

PDS 7003 / Length: 4 hours

CRN 1854 W 2/19 5-9 p.m. Marple
CRN 1393 W 4/22 5-9 p.m. Marple

Cost: $80

Pennsylvania Emissions Inspector Certification (EEIC)

Focuses on the rules, regulations and proper techniques to perform the state required PA Emissions Inspections, mandated by the federal Environmental Protection Agency. Classroom training, a CBT challenge, and a proctored exam are required for a student to certify as an emissions inspector.

NEW! Student must purchase a training manual, CBT challenge and online exam from the training portal at patrainingportal.com.

PDS 7009 / Length: 16 hours

CRN 823 TR 1/14-1/23 5:30-9:30 p.m. Marple
CRN 485 TR 2/25-3/5 5:30-9:30 p.m. Marple
CRN 278 TR 4/7-4/16 5:30-9:30 p.m. Marple
CRN 1392 TR 5/5-5/14 5:30-9:30 p.m. Marple

Cost: $275

Emissions Retest

Only one retest is allowed for a failed emissions course. Failure of a second test requires the student to retake and pass the entire original course to maintain Emissions Inspector status.

PDS 7012 / Length 4 hours

CRN 2630 T 1/21 5:30-9:30 p.m. Marple
CRN 2632 T 3/3 5:30-9:30 p.m. Marple
CRN 2633 T 4/14 5:30-9:30 p.m. Marple

Cost: $45

EEIC Recertification

All Pennsylvania Emission technicians and Emission Repair technicians are required to recertify every two years. This course includes a review of current PA Emission regulations and the online exam.

Note: Students must also purchase the online exam from the PA training portal at patrainingportal.com prior to the class. Students must bring their patrainingportal.com “9,000,000” number and their log-in information to class.

PDS 7011 / Length 4 hours

CRN 2637 W 2/12 5-9 p.m. Marple
CRN 2638 W 4/29 5-9 p.m. Marple

Cost: $95

Commercial Driver’s License Training Program

Embark on a new career in commercial truck driving. Begin in the classroom, where you will learn about the vehicles, basic truck driving controls, pre-trip inspection, cargo handling, emergency protocol and more. Then on the driving range, you will practice mastering operation and control of the vehicle. Finally, take your newly acquired skills on the road, with our experienced instructors by your side guiding you through what you need to know to be successful. Upon graduation, you receive a diploma plus all the skills you need to obtain your commercial driver’s license (CDL) and land an entry-level position in commercial driving.

PDS 8500 / Length: 164 hours

Classes are held at the Marple Campus and start monthly.

Please call (610) 359-5177 for information

For information or to register, call 810-359-7344.

Auto related classes are not eligible for College Over 60.

Average salary $46,920 *
SKILLED TRADES

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 Certification Program Level 1 & 2
PDS 1200 / Length 180 hours
CRN 947  MW  
1/22-11/2  6-9 p.m.  Marple
Cost: $1750

Wastewater Treatment Level 1
PDS 1201 / Length 90 hours
CRN 641  MW  
1/22-5/6  6-9 p.m.  Marple
Cost: $950

CEU CLASSES: Wastewater
- Wastewater Fundamentals
- Wastewater Collection Systems
- Wastewater Core Basics
- Wastewater Miscellaneous Topics
- Wastewater Lab and Maintenance

Preparation for the Municipal Electrical Licensing Exam
This course prepares experienced maintenance and construction electricians for the Municipal Masters and Journeyman’s examination. Course topics include review of electrical theory, mathematics, electrical calculations and their applications. Also provides an in-depth study of the National Electrical Code.
JSPD 2796 / Length: 40 hours  
CRN 2291  S  
3/21-5/16  9 a.m.-2 p.m.  Marple
Cost: $595

International Plumbing Code EXAM PREP
This course is designed to assist plumbing professionals in understanding codes and adjacent code provisions. It addresses various codes founded upon certain basic principles of environmental sanitation and safety through properly designed, acceptably installed, and adequately maintained plumbing systems will be addressed.
Correct all plumbing violations.
- Size and design plumbing systems for residential and commercial buildings.
- Define various plumbing systems code.
- Change the direction of flow without restrictions regarding drainage fitting patterns.
- Apply the standards to control all materials, systems, and equipment used in the construction, installation, alteration, repair, or replacement of plumbing or drainage systems or parts.
- Test joints and connections in the plumbing system requiring gas tight and watertight for the pressure required.
- Apply the plumbing code regarding how fixtures shall be separately trapped by a water seal trap and placed as close as possible to the fixture outlet.
- Demonstrate the proper handling of liquid waste containing grease, flammable wastes and other ingredients harmful to the building drainage system.
- Confirm the requirements for plumbing fixtures for accessible use and their installation.
PDS 2737 / Length: 40 hours  
CRN 626  R  
1/16-3/19  6-10 p.m.  Marple
Cost: Spon. $329; Non spon. $399

College Credits can be Awarded
ENGINE REPAIR
Small Engine Repair
This class covers the 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 1451  S  
2/1-3/7 
9 a.m.-2 p.m.  
Marple
Cost: Spon. $299; Non-spon. $329

CLASSROOM ELECTRICAL
Basic Residential Wiring
Learn the skills needed to wire a residential establishment. This hands-on course will equip students with skills essential to new and old house wiring. This course will emphasize safe working procedures, proper application of materials, and the understanding of the NEC code. Students will be introduced to basic trouble shooting skills and extensive hands on lab projects.
JSPD 0082 / Length: 45 hours
CRN 2147  S  
1/25-3/14 
9 a.m.-2:45 p.m.  
Marple
CRN 1639  M  
2/24-6/8  
6-9 p.m.  
Marple
Cost: Spon. $439; Non-spon. $459

HOME REPAIRS
Home Repairs 101
Looking to save money on home repairs? This course is geared to homeowners who want to learn to do simple repairs on their own. Topics such as proper tool use, replacing or repairing doors and doorknobs, lighting fixtures, faucets, drains, drywall, and tile will be covered. Bring only safety glasses as all tools and materials will be provided.
JSPD 0050 / Length: 15 hrs
CRN 1904  W  
5/6-6/3  
6-9 p.m.  
Cost: Spon. $269; Non spon. $299

SKILLED TRADES

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JSPD 0050 / Length: 15 hrs
CRN 1904  W  
5/6-6/3  
6-9 p.m.  
Cost: Spon. $269; Non spon. $299

Carpentry
Basic Home Remodeling
Bring a desire to learn to this hands-on course about basic remodeling. Broken into separate modules, each week covers a different part of the remodeling process. Topics include electrical, plumbing, dry-wall installation and finishing, tile work, various flooring systems, trim, windows, siding, door installation and roofing. You will receive instructions regarding any tools you will need to bring.
JSPD 0039 / Length: 42 hours
CRN 1449  T  
2/18-5/19  
6-9 p.m.  
Marple
CRN 1450  S  
3/21-5/2  
9 a.m.-3 p.m.  
Marple
Cost: Spon. $439; Non-spon. $459

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

#### WOOD WORKING

**Furniture Building**

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

JSPD 2950 / Length: 45 hours

| CRN 2793 | TR | 1/14-3/5 | 8-11 a.m. | Marple |
| CRN 1492 | TR | 3/17-5/5 | 6-9 p.m. | Marple |

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

#### HEATING, VENTILATION & AIR CONDITIONING

**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 taken at DCCC’s Testing Center.

JSPD 4000 / Length: 2 hours

| CRN 794 | Ongoing | Marple |

Cost: $60

#### PLUMBING

**Basic Home Plumbing**

Hands-on lessons in residential plumbing will cover the basics of piping, valves, troubleshooting and home plumbing maintenance. Upon successful completion of this certificate, students should be able to:

- Perform basic plumbing tasks such as diagnosing toilet and faucet issues
- Changing faucets and fixtures
- Performing preventative maintenance checks and services
- Demonstrate proper drain clearing procedures

JSPD 2721 / Length: 45 hours

| CRN 2752 | T | 2/4-5/12 | 6-9 p.m. | Marple |

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

**Basic Piping for Contractors**

This course is an introduction to piping principles and practices as they apply to Heating, Ventilating, Air Conditioning, and Plumbing. The course utilizes a variety of pipes, pipe materials, and fittings in the instruction of proper method of joining pipe and material lists, measuring, and assembly of manifolds. The students will develop the skills needed to work with drawings and testing procedures.

JSPD 0063 / Length: 45 Hours

| CRN 1906 | T | 1/14-4/28 | 6-9 p.m. | Marple |

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

**OSHA**

**Construction First Aid & Safety**

This class is an emergency first-aid and accident-prevention instruction for construction employees and managers. OSHA requirements are stressed in this course. Administrative aspects of recordkeeping requirements, rights and responsibilities, standards, safety program development and implementation are covered. Safety training includes identification and elimination of accident and health hazards, inspection techniques and administration of first-aid and CPR.

Upon successful completion of this course, students should be able to:

- Earn OSHA 30 Certification
- Earn First Aid/CPR Certification

JSPD 0061 / Length: 45 Hours

| CRN 1875 | R | 1/16-5/7 | 6-9 p.m. | Marple |

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

#### BLUE PRINT READING

**Construction Blueprint Reading**

This course presents fundamentals in the understanding and use of basic construction drawings to determine methods and materials of light construction. Emphasis is placed on architectural symbols, use of scales, applied geometry and orthographic projection.

JSPD 0062 / Length: 45 hrs

| CRN 1905 | W | 1/15-4/29 | 6-10 p.m. | Marple |

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

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. 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:


PDS 9005 / Length: 45 hours
CRN 2751  T 2/4-4/14 6-10 p.m.  Marple
Cost: $675 (book cost is additional)

NATE Test
PDS 9006 / Length: 4 hours
CRN 690  Ongoing
Cost: $175

WELDING
Welding Certificate Program

Welding continues to be a regional, high-demand occupation as reported by the U.S. Bureau of Labor Statistics (BLS).

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

Classes are being formed at Phoenixville campus.

PDS 9827 / Length 225 hours
CRN 1378  MTWR 2/10-3/16 8-11 a.m.  PHX
Cost: $3,994

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 application or lab exercise that demonstrates the topics presented.

PDS 9799 / Length: 45 hours
CRN 1616  MTWR 1/13-2/6 8-11 a.m.  Marple
CRN 432  M 1/13-3/11 6:30-9:30 p.m.  Marple
Cost: Spon. $460; Non-spon. $480

Welding Codes & Specifications

Learn welding codes and their applications. Upon successful completion of this course, students should be able to explain codes and their use, use welding specifications, and apply proper use of API, AWS, and AME codes.

PDS 9828 / Length 45 hours
CRN 2229  W 1/15-4/29 6:30-9:30 p.m.  Marple
Cost: Spon. $460; Non-spon $480

Intro: Oxy-Fuel Welding & Cutting

Emphasis on fuel gases, welding and cutting equipment. Covers advantages and disadvantages of fuel gases; maintenance of oxy-fuel welding set; demonstrates lighting, adjusting, and extinguishing an oxy-fuel flare; and using an oxy-fuel cutting torch.

PDS 9798 / Length 45 hours
CRN 1857  MTWR 1/13-3/16 8-11 a.m.  Marple
CRN 2641  F 1/17-5/8 6:30-8:30 p.m.  Marple
Cost: Spon. $460; Non-spon $480

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 489  MW 1/13-3/16 12-3 p.m.  Marple
CRN 687  R 1/16-5/7 6:30-9:30 p.m.  Marple
CRN 1858  MTWR 3/17-4/9 8-11 a.m.  Marple
CRN 2639  MW 3/18-6/5 12-3 p.m.  Marple
Cost: Spon. $460; Non-spon. $480

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

Shielded Metal Arc Welding II
This course covers effects of current settings, arc lengths, electrode angles and electrode manipulation on the quality of weld joint. Upon successful completion of this course, students should be able to: state the effects of current settings on the weld, control electrodes in the correct manner, weld in vertical, overhead, and horizontal positions using 6010 and 6011, 6012 and 6013 electrodes.

PDS 9804 / Length: 45 hours
CRN 1191 MW 1/13-3/16 12-3 p.m. Marple
CRN 2640 MW 3/18-5/6 12-3 p.m. Marple
CRN 1617 MTWR 4/13-5/6 8-11 a.m. Marple
Cost: Spon. $460; Non-spon. $480

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

PDS 9805 / Length: 45 hours
CRN 699 MW 1/13-3/16 3:15-6:15 p.m. Marple
CRN 2210 W 1/15-4/29 6:30-9:30 p.m. Marple
CRN 1247 MW 3/18-5/6 3:15-6:15 p.m. Marple
Cost: Spon. $460; Non-spon. $480

Gas Tungsten Arc Welding (GTAW-Tig)
Covers various types of tungsten electrodes, tolerances, color codes, and commonly used welding machines and polarity. Focuses on gas tungsten arc welding in various positions using ferrous sheet and plate, and welding gases used in GTAW processes. Includes lecture followed by a practical application.

PDS 9806 / Length: 45 hours
CRN 883 T 1/14-4/28 6:30-9:30 p.m. Marple
Cost: Spon. $460; Non-spon. $480

Print Reading and Shop Math for Fabricators
This course will demonstrate how to locate, interpret, and utilize welding symbols, measurements, lines and other information found on working drawings, blueprints and technical documents. Students will be able to interpret technical drawings, sketches, and blueprints and make measurements (in both the U.S. Conventional System and the International System) and make mathematical calculations using the measurements to accomplish fabrication requirements.

PDS 9990 / Length: 45 hours
CRN 1618 R 1/16-5/7 6:30-9:30 p.m. Marple
Cost: Spon. $460; Non-spon. $480

MANUFACTURING
CNC/Metalworking Career Program (NIMS certification)
This hands-on program will focus on a series of single skill sets that are stackable for career success. You’ll prepare to sit for NIMS certification (National Institute for Metalworking, Skills.) The NIMS credentials signify that a person can perform the work of a CNC (Computerized Numeric Control) Machine Operator according to recognized national standards. We will cover these key skill areas: 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.

Major topics include:
• Math for Occupational Technologies
• Prints, Layout & Measurement for Machining
• Manufacturing Processes
• Machining Technology
• CNC Machine Tool Operations
• CNC Programming and Advanced Operations

Certifications included:
National Institute for Metalworking Skills (NIMS)
Machining Level 1–Measurements, Materials and Safety
National Institute for Metalworking Skills (NIMS)
Machining Level 1–Job Planning, Benchwork & Layout
National Institute for Metalworking Skills (NIMS)
Machining Level 1–CNC Milling: Operations
National Institute for Metalworking Skills (NIMS)
Machining Level 1–CNC Turning: Operations

PDS 2788 / Length: 320 hours
Classes forming in the Fall.
Please call 610-359-7344 for information.
Cost: $4,995
HEALTH CARE CAREERS

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 health care could be your path to success.

Certified Medical Administrative Assistant (CMAA)

Medical administration is one of the fastest-growing careers in America. By becoming a Certified Medical Administrative Assistant (CMAA), you can quickly earn the nationally recognized credentials healthcare employers are searching for. You will have the opportunity to receive one or two nationally recognized and respected certifications.

Level 1
CMAA (Certified Medical Administrative Assistant) from the National Healthcareer Association

- Medical terminology
- Introduction to Medical Coding and Billing
- Insurance Overview
- HIPAA Regulations
- Legal and Ethical Issues

COM 3305 Length: 108 hours
CRN 1861 TW 2/25-5/6 9 a.m.-2 p.m.
Cost: $3,495 (includes all materials and vouchers for certification testing)

Level 2
CMAA (Certified Medical Administrative Assistant) from the National Healthcareer Association
DPRC (Digital Patient Records Certification) from the American Medical Informatics Association

- Electronic Medical Records(DPRC)
- Medical terminology
- Introduction to Medical Coding and Billing
- Insurance Overview
- HIPAA Regulations
- Legal and Ethical Issues

COM 3300/ Length: 168 hours
CRN 1862 TW 2/25-5/6 9 a.m.-2 p.m. Marple
R 2/27-5/7 6-10 p.m. Marple
Cost: $4,995 (includes all materials and vouchers for certification testing)

Courses on pages 15, 16 and 17 are not eligible for College Over 60.

Multi Skilled Medical Technician

We are proud to offer a challenging Medical Multi Skilled Technician Certificate Program. This program prepares students with cross-training in up to five medical skill areas: Venipuncture (Phlebotomy), EKG Technician, CPR/First Aid, Medical Billing and Coding, and Dialysis. These areas continue to have projected job growth. Each level increases the number areas of training concentration. Choose the level that is right for you!

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. An additional fee for the phlebotomy and the EKG certification exams is required.

Level 1
EKG Technician, Venipuncture Technician, and CPR/First Aid
JSPD 2831 / Length: 118 hours
CRN 1927 Marple & Exton See time & date on next page
Cost: $2,999

Level 2
EKG Technician, Venipuncture Technician, CPR/First Aid, and Digital Patient Records Certification
JSPD 2832 / Length: 178 hours
CRN 2508 Marple & Exton See time & date on next page
Cost: $3,999

Level 3
EKG Technician, Venipuncture Technician, Digital Patient Records Certification, and Dialysis
JSPD 2823 / Length: 230 hours
CRN 2164 Marple See time & date on next page
Cost: $4,999

CPR Training

The College’s Emergency Services Education Department offers CPR training courses, which include the new 2015 guidelines and are conducted by American Heart Association instructors. Upon successful completion you will receive a course completion card issued by the American Heart Association. Please refer to the college calendar for classes and dates or email us at CPRTRAINING@dccc.edu

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

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: 60 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 physician/nurse practitioner regarding the advisability of receiving the vaccine, its complications, and dates of administration.

CRN 1932 MW
1/27-4/1
6-9 p.m.  Exton
CRN 1438 MW
2/3-4/13
6-9 p.m.  Marple
CRN 1856 MW
3/2-5/6
1:30-4:30 p.m.  UDC
CRN 512 TR
3/17-5/21
6:30-9:30 p.m.  Marple

Cost: $995

Electrocardiography (EKG Technician)

Prepare to become a certified EKG technician and to take the Electrocardiograph (EKG) Technician exam. Provides practice with equipment and hands-on lab experience, use of the EKG machine and other clinical practices and anatomy lessons. Books and materials included. There is an additional fee for the EKG exam. For tuition loans, please call Sallie Mae at 800-472-5543.

JSPD 2822 / Length: 50 hours

CRN 1135 TR
1/21-3/5
6-9:30 p.m.  Exton
CRN 887 TR
2/18-4/2
6-9:30 p.m.  Marple

Cost: $1,595

Digital Patient Record Certification

Electronic Medical Records

Learn the competencies needed to successfully manage electronic data in a variety of health-care settings. You will be prepared to take the Digital Patient Record Certification exam as developed by the American Medical Informatics Association. Includes all materials and exam vouchers.

COM 3304 / Length: 50 hours

CRN 1931 R
2/27-5/7
6-10 p.m.  Marple
Cost: $1,495  (includes all materials and certification exam vouchers)

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. Book and learning materials included. A loan for tuition may be available; call Sallie Mae at 800-472-5543.

CAR 3904 / Length: 52 hours

CRN 2217 TR
3/17-5/21
6-8:35 p.m.  Marple
Cost: $2,150

Please call 610-359-5025 or if you have questions you may email us at CommunityEd@dccc.edu.

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. Books and materials included. Loan for tuition may be available; call Sallie Mae at 800-472-5543.

CAR 4127 / Length: 52 hours

CRN 2218 MW
3/16-5/20
6-8:35 p.m.  Marple
Cost: $1,250

Please call 610-359-5025 or if you have questions you may email us at CommunityEd@dccc.edu.
HEALTH CARE CAREERS

Certified Personal Trainer

Live your passion and be a Certified Personal Trainer. Get all the information required in a 7 week comprehensive course. We are partnered with World Instructor Training Schools (WITS) to deliver this NCCA Accredited program. The NCCA Accredited exams are an employer favorite and the test vouchers for national certification are included with this program. This program has both lecture and practical skills labs to master the profession and launch your career. A bonus internship is available at no cost to earn a Level 2 CPT also. There may be a hybrid option that you would be interested in, please call 1-888-330-9487 for more details.

CAR 3564 / Length: 36 hours

CRN 2219  TR
Tuesday – Classroom
Thursday – Fitness Center
2/18-4/2
6:30-9:30 p.m.      Marple

Cost: $699

INFORMATION SESSION

CERTIFIED PERSONAL TRAINER

Tuesday, 2/4/20
6:30-7:30 p.m.
Room 2290
at Marple Campus.

Advance registration required
1-888-330-9487

INFORMATION SESSION

Every Monday | 6 P.M.

Lobby, Advanced Technology Center

• Receive information about the Workforce Programs
• Tour the Delaware County Community College state-of-art technology building.

Register at itac@dccc.edu

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1/15/20-3/6/20</td>
</tr>
<tr>
<td>February</td>
<td>2/12/20-4/3/20</td>
</tr>
<tr>
<td>March</td>
<td>3/18/20-5/8/20</td>
</tr>
<tr>
<td>April</td>
<td>4/15/20-6/5/20</td>
</tr>
</tbody>
</table>

How to Register

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

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

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

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

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

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

Requirements

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

See ed2go.com/dc3, then contact us at 610-359-5025 to provide payment.

ONLINE TRAINING

HEALTH CARE CAREERS

Attention Pennsylvania Registered Nurses!

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

Who is Eligible?

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

How can DCCC help?

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

Certificates:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONL 0175</td>
<td>Complementary/Altern Med</td>
<td>24 hrs</td>
<td>$240</td>
</tr>
<tr>
<td>ONL 0176</td>
<td>End of Life Care</td>
<td>19 hrs</td>
<td>$240</td>
</tr>
<tr>
<td>ONL 0177</td>
<td>Gerontology</td>
<td>25 hrs</td>
<td>$240</td>
</tr>
<tr>
<td>ONL 0181</td>
<td>Pain Assessment and Mgmt</td>
<td>20 hrs</td>
<td>$130</td>
</tr>
<tr>
<td>ONL 0182</td>
<td>Perinatal Issues</td>
<td>25 hrs</td>
<td>$240</td>
</tr>
<tr>
<td>ONL 0183</td>
<td>Spirituality, Health/Healing</td>
<td>25 hrs</td>
<td>$240</td>
</tr>
</tbody>
</table>

See “How to Register” in previous column.
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 career counselor will explain 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 and Counseling Center at 610-359-5324 to register for one of the following dates. Classes held in the Center – Room 1325.

T
1/14, 2/11, 3/24, 4/14
6-8 p.m.
Marple

CAREER DEVELOPMENT

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

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 and Counseling Center at 610-359-5324.

CAR 2141 / Length: four 1-hour sessions
CRN 135 By appointment Marple
Cost: Spon. $225; Non-spon. $255
Note: Cost includes four 1-hour sessions

Launch Your Career Comeback!

WOMEN—Invest 10 weeks preparing to launch your career comeback. Identify your abilities and employable strengths, values, skills, and MBTI personality preferences. We will help you to combine these discoveries with your previous work experience to identify new career possibilities that best fit YOU at this point in life. Increase your self-confidence and job search motivation through the use of LinkedIn, interview strategies and with a newly revised resume. For more information, call the Career and Counseling Center at 610-359-5324.

CAR 5598 / Length: 20 hours
CRN 1151 T
2/25-4/28 9:30-11:30 a.m.
Marple
Cost: Spon. $125; Non-spon. $155
Life Coaching—The Profession
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 564
S 2/22-3/21 9 a.m.-1 p.m. Marple
Cost: Spon. $209; Non-spon. $239

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 914
T 2/4 6:30-9 p.m. Marple
Cost: Spon. $50; Non-spon. $80
Note: Not eligible for “College Over 60” tuition waiver.

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. Instructional materials provided.

CAR 3427 / Length: 10 hours
CRN 2220 T 2/4-3/3 6-8 p.m. Marple
Cost: Spon. $199; Non-spon. $229
Note: Not eligible for “College Over 60” tuition waiver.

BECOME A TRAVEL PROFESSIONAL

Monday, 2/10/20
7-9 p.m.
Room 1403 (STEM Building) at Marple Campus.

Call 610-359-5025 for more information, registration is not necessary.
CERTIFICATE PROGRAMS

CAREER TRAINING

Drone Pilot Training

Learning all of the ins-and-outs of legally flying a DJI Phantom, Inspire, or Mavic can be complex, confusing, and intimidating. Let our experts guide you through the process in our 8-hour flight training course and 8-hour FAA Drone Pilot Exam Prep. This course is designed to walk you through everything you need to know. Learn everything from FAA rules and regulations to the various settings and features of your drone, and finish the day with our expert pilot as they take you outside for some hands on, one-on-one flight instruction.

CAR 5620 / Length: 16 hours
CRN 2296 SU 4/4-4/5 8:30 a.m.-4:30 p.m. Marple
Cost: $1,250

NON-PROFIT CERTIFICATE

Designed for staff, program administrators, executive directors, board members, philanthropists, volunteers and those interested in employment in non-profit agencies. The certificate requires successful completion of four courses: Introduction to Non-Profits, Introduction to Fundraising, Grant Writing I, and Grant Writing II. Public Relations Tactics course content will be presented in the four core courses for the Non-Profit Certificate. Pursuit of Certificate is not required.

Grant Writing I

Find out what it takes to receive grant funding for your nonprofit organization. Learn how to approach foundations and what is required to receive funding. Gain knowledge of grant sources, resources, and where to find them. Prepare a letter of inquiry and learn about the many components of a proposal including the budget. Become familiar with a variety of grant applications including web-based applications. This course is designed for those seeking funding for nonprofit organizations.

CAR 3508 / Length: 4 hours
CRN 884 F 3/6 9 a.m.-1 p.m. Exton
CRN 277 W 4/1-4/8 6-8 p.m. Marple
Cost: Spon. $105; Non-spon. $135

Grant Writing II

Learn the essential elements of a well written proposal. In this hands-on class students learn how to tell their story by defining and crafting components of a proposal such as the needs statement, program strategy, and impact statement in a way that appeals to funders. Students will identify measurable goals and outcomes and learn the importance of program evaluation.

Enrollment in Grant Writing I is encouraged.
CAR 3751 / Length: 6 hours
CRN 1397 F 3/20 9 a.m.-4 p.m. Exton
CRN 513 W 4/29-5/6 6-9 p.m. Marple
Cost: Spon. $149; Non-spon. $179

Introduction to 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.

CAR 1432 / Length: 10 hours
CRN 2221 W 1/22-2/19 6-8 p.m. Marple
Cost: Spon. $199; Non-spon. $249

Introduction to Fundraising

Explore how to set up a successful fundraising program, manage a campaign, identify donors, host fundraising events and manage the step-by-step process for accepting gifts. This class will feature discussions on the current use of social media in fundraising, as well as how to identify potential corporate sponsors and how to present sponsor-ship opportunities for your organization.

CAR 3852 / Length: 10 hours
CRN 2222 W 3/18-4/22 6-8 p.m. Marple
Cost: Spon. $199; Non-spon. $249

For information or to register, call 610-359-5025.
REAL ESTATE / LAW

REAL ESTATE, LAW, AND FINANCE COURSES

Successful completion of both R.E. Fundamentals and R.E. Practice is necessary to receive a R.E. Certificate and to qualify to take the state licensing examination.

Real Estate Fundamentals

Provides the foundation for further study, and covers language, principles and laws that govern the real estate 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 is included and is required for the next section of Real Estate Practice.

CAR 814 / Length: 30 hours
CRN 700
MW 1/27-2/26 6-9 p.m.
Marple
Cost: $350

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 purchased with Real Estate Fundamentals, if you registered for that course you will receive a reduced rate at the time of registration.

CAR 5632 / Length: 45 hours
CRN 2784
MW 3/16-5/4 6-9 p.m.
Marple
Cost: $449/book; $479/without book

Principles of Landlord/Tenant Law

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

LSP 2365 / Length: 3 hours
CRN 1136
M 3/30 6-9 p.m.
Exton
CRN 885
M 4/27 6-9 p.m.
Marple
Cost: Spon. $45; Non-spon. $65

Real Estate Taxes and Appeal Process

With the pending countywide reassessment of Delaware County, which will impact every property owner, do you need some help with understanding the changes? During this session you will gain a basic overview of your real estate taxes, assessment, and the assessment appeal process.

LSP 5909 / Length: 2 hours
CRN 2241
M 4/13 7-9 p.m.
Marple
Cost: Spon. $29; Non-spon. $49

Buying a Home in Today’s Market

Whether you’re a first-time buyer or haven’t purchased a home in a number of years, this class will teach you current “best practices” of home buying. Part 1: Overview of the Home Buying Process. Part 2: Financing Your Purchase. Part 3: Looking at Houses, Making the Offer, and Negotiating the Contract.

LSP 5894 / Length: 3 hours
CRN 2643
W 3/25 6-9 p.m.
Marple
Cost: Spon. $39; Non-spon. $59

You Have Decided to Buy/Sell Your Home - Now What?

An experienced real estate lawyer explains the forms your real estate agent will use (listing contract, agreement of sale, title report, and settlement sheet). Additionally, we will discuss the home sale/purchase process, as well as how to work with the agent.

LSP 5908 / Length: 2.5 hours
CRN 2642
R 4/2 7-9:30 p.m.
Marple
Cost: Spon. $34; Non-spon. $54

These classes are not eligible for “College Over 60” tuition waiver.

INFORMATION SESSION

REAL ESTATE CAREER

Wednesday, 1/8/20
6:30-7:30 p.m.
Room 1403 (STEM Building)
at Marple Campus.

Call 610-359-5025 for more information, registration is not necessary.
Empty Nesters
Designed to help seniors plan to move on to the next phase of life. The children are grown, and mom and dad no longer need that large, multi-story house with a big yard and ongoing maintenance. Learn about resources and housing options to consider, and help put true priorities in order.
LSP 5895 / Length: 2 hours
CRN 1504 W 2/12 6-8 p.m. Marple
Cost: Spon. $29
Note: Not eligible for “College Over 60” tuition waiver.

Estate Planning for Baby Boomers
Don’t leave a mess for your heirs. Presented by an estates attorney with a Master of Laws in Taxation, learn how to prepare your estate properly in the case of disability or death.
LSP 5899/ Length: 2.5 hours
CRN 1850 T 4/21 7-9 p.m. Marple
Cost: $44
Note: Not eligible for “College Over 60” tuition waiver.

Simplify Your Spending & Saving
This workshop is designed to bring balance to your budget. You will learn about setting personal financial goals, balancing saving, spending, and borrowing to help achieve your goals. Strategies for controlling debt and improving credit scores and practical savings options for now through retirement.
LSP 5922 / 2 hours
CRN 2695 R 2/27 6-8 p.m. Marple
Cost: Spon. $29; Non-spon. $49

Time Matters: A Woman’s Outlook on Retirement
Designed for women getting ready for or have recently retired. This program discusses retirement income strategies, including perspectives around Social Security, withdrawal and reliance rates. It also addresses how to prepare for the unexpected, including market and inflation risks, and the rising costs of healthcare and long-term care.
LSP 5923 / 2 hours
CRN 2694 R 4/23 6-8 p.m. Marple
Cost: Spon. $29; Non-spon. $49

MONEY MATTERS WORKSHOPS

Social Security: When to Collect?
At what age should you begin to collect Social Security benefits? How does working in 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 1150 R 2/19 7-9 p.m. Marple
CRN 2644 R 4/2 7-9 p.m. Exton
Cost: $39

Making Your Money Last
Recently retired or planning to retire soon? This workshop discusses ideas to help build a reasonable and sustainable strategy for managing income and expenses during retirement. We will explore how to address concerns such as inflation, healthcare expenses and market volatility, as well as ways to prepare for things that may not go as expected.
LSP 5921 / 2 hours
CRN 2693 R 1/30 6-8 p.m. Marple
Cost: Spon. $29; Non-spon. $49

Money Matters Workshops are not eligible for College Over 60.

HORTICULTURE TRAINING

In our horticulture program, consisting of classes and lectures, you will learn about caring for plants and lawns. We cover plant types (e.g. woody, herbaceous, and evergreens.), diseases, insects, transplanting, propagation, pruning, fertilizing, soil structure and pH. We will cover the operation of a garden center and landscape contracting business.

Landscape Design
We will cover the landscape design process from meeting client, analyzing site, measuring, designing, presentation, and installation. We will look at many examples of plant combinations in bloom, foliage, fruit, and fragrance for foundation and border plantings.
CAR 3511 / Length: 16 hours
CRN 2689 M 1/13-3/2 7-9 p.m. Marple
Cost: Spon. $159; Non-spon. $209
Evergreen Trees & Shrubs
Students learn about selected evergreens in our planting zone. Learn the Genus, Species, and Cultivars. We will cover identification keys.
CAR 3848 / Length: 16 hours
CRN 2690 T 1/14-3/3 7-9 p.m. Marple
Cost: Spon. $159; Non-spon. $209

Landscape/Retail Business
We will cover estimating jobs, insurances, bookkeeping, and sales tax. We will talk about plant propagation, digging trees and shrubs, diseases and insects of plants. We will cover installation of concrete pavers. For garden centers, we will cover how to get people to visit, shop and buy, and return.
CAR 3849 / Length: 16 hours
CRN 2284 W 1/15-3/4 7-9 p.m. Marple
Cost: Spon. $159; Non-spon. $209

Vegetable Garden Workshop
Learn the basics of planting a garden, from planning out and designing the garden space to choosing the best vegetables to grow in your area.
CAR 5631 / Length: 2 hours
CRN 2691 W 4/8 1-3 p.m. Marple
CRN 2692 W 4/15 7-9 p.m. Marple
Cost: Spon. $29; Non-spon. $49

TEST PREPARATION

Test of Essential Academic Skills (TEAS®) Prep
The TEAS test measures basic essential skills in the academic content areas of reading, mathematics, science and English and language usage. This class is a test preparation class, students are required to have the subject knowledge prior to attending the class. This class is intended to help students sharpen their content knowledge and testing skills. The book is included.
CAR 5633 / Length: 20 hours
CRN 2785 TR 4/7-5/7 6-8 p.m. Marple
Cost: $275

SAT® Prep Course: Math
Covers math, algebra and geometry with emphasis on problem solving and interpretation of data. Book included.
YTH 9187 / Length: 9 hours
CRN 1652 R 1/30-3/5 6-7:30 p.m. Marple
CRN 2355 S 2/22-3/28 10-11:30 a.m. UDC
Cost: Spon. $179; Non-spon. $229

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. All questions are multiple choice. Book included.
YTH 9186 / Length: 9 hours
CRN 1653 R 1/30-3/5 7:35-9:05 p.m. Marple
CRN 2356 S 2/22-3/28 11:35 a.m.-1:05 p.m. UDC
Cost: Spon. $179; Non-spon. $229

Test Preparation and ESL courses are not eligible for College Over 60.
GED: Mathematical Reasoning

The mathematical reasoning section of the GED test consists of two types of problems, quantitative problem-solving and algebraic problem-solving. Some of the many topics include: mean & median, surface area, slope of a line, perimeter, circumference, simple interest, Pythagorean theorem, quadratic formula, and total cost. This class is to help you prepare for this test.

CSP 2121 / Length: 21 hours
CRN 2761  W  4/1-5/13  6-9 p.m.  Marple
Cost: $99

ESL

English as a Second Language

Provides beginning, intermediate and advanced instruction in listening, speaking, reading and writing English. Book with CD included.

NOTE: Students will all be tested on the first night of class. The results will place students in qualifying levels: beginners, intermediate, or advanced. All levels may not be available at every location. Classes will begin the week after testing.

(No class 5/25 or the week of 3/9-3/15.)

CSP 5021 / Length: 40 hours

Mandatory Placement Test–1/14
CRN 1762  TR  1/14-3/31  8:05-10:05 p.m.  Marple

Mandatory Placement Test –2/11
CRN 1013  TR  2/11-4/28  7-9 p.m.  UDC

Mandatory Placement Test –3/16
CRN 1921  MW  3/16-5/27  7-9 p.m.  Exton

Cost: $375

TOEFL Prep Course

Skill-building practice in listening, speaking, reading and writing for students registering for the TOEFL exam. Also provides test-taking strategies. This is a test-preparation course for students who are already fluent in English. Does not include instruction in ESL. Book included.

CAR 3311 / Length: 44 hours
CRN 2650  TR  1/14-4/2  8:05-10:05 p.m.  Marple
Cost: $399

Test Preparation and ESL courses are not eligible for College Over 60.
APRENDIZAJE DE IDIOMAS

PROGRAMA ESL

Inglés como segundo idioma

Ofrece enseñanza de escucha, habla, lectura y escritura de inglés para los niveles de principiante, intermedio y avanzado. El libro y el CD están incluidos.

NOTA: Se evaluará a todos los estudiantes en la primera noche de clase. Los resultados ubicarán a los estudiantes en niveles de calificación: principiantes, intermedios y avanzados. No todos los niveles podrán estar disponibles en todas las ubicaciones.

Las clases comenzarán la semana siguiente a la evaluación.

(No habrá clases el 5/25 o durante la semana del 3/9-3/15.)

CSP 5021 / Duración: 40 horas

Prueba de clasificación obligatoria: 1/14
CRN 1762 TR
Del 1/14-3/31
De 8:05-10:05 p.m. Marple

Prueba de clasificación obligatoria: 2/11
CRN 1013 TR
Del 2/11-4/28
De 7-9 p.m. UDC

Prueba de clasificación obligatoria: 3/16
CRN 1921 MW
Del 3/16-5/27
De 7-9 p.m. Exton

Costo: $375

Expresión oral/comprensión auditiva elemental

Este curso está diseñado para apoyar a los hablantes avanzados de inglés como segunda lengua (ESL). Se dedica tiempo de clase a la expresión oral para necesidades cotidianas, práctica gramatical, pronunciación, práctica auditiva intensiva con narraciones breves y práctica auditiva para identificar información específica en narraciones extensas y conversaciones. Los estudiantes de este curso provienen de una variedad de idiomas maternos y son capaces de seguir la instrucción en clase. Los estudiantes deben estar motivados para practicar dentro y fuera de clase, mejorar sus habilidades de expresión oral y comprensión auditiva y avanzar en sus habilidades de comunicación. Los estudiantes participan en presentaciones orales, representación de roles, debates, actividades de lectura y conversaciones en grupo. No apto para hablantes principiantes. Se incluye libro.

CSP 9396 / Duración: 45 horas

CRN 2646 MW
Del 2/3-4/15
De 7-9 p.m. UDC

Costo: $399

Curso de gramática elemental para estudiantes extranjeros

Aprenda y practique sus destrezas gramaticales en este curso de destrezas múltiples para principiantes, que incorpora actividades de escucha, habla, lectura y escritura enfocadas en la vida cotidiana. El libro está incluido. Al concluir con éxito este curso, usted puede ser elegible para tres créditos académicos.

(No habrá clases el 2/17 o durante la semana del 3/9 al 3/13.)

CSP 5268/Duración: 45 horas

CRN 1145 MW
Del 1/27-4/20
De 8:05-10:05 p.m. Marple

Costo: $399

Curso de escritura para estudiantes extranjeros que aprenden el idioma inglés

Ayuda a los estudiantes que hablan inglés como segundo idioma a pensar y escribir en inglés. Se enseña gramática, junto con habilidades básicas de escritura. Se requiere hablar el idioma inglés.

CSP 5232/Duración: 20 horas

CRN 1654 R
Del 1/16-3/26
De 6-8 p.m. Marple

Costo: $225

Curso de preparación para el examen TOEFL

Es un curso donde se desarrollan habilidades de hablando, lectura y escritura para estudiantes que se inscriben para el examen TOEFL. Además, ofrece estrategias para el examen. Este es un curso de preparación para el examen, dirigido a estudiantes que ya dominan el idioma inglés. No incluye enseñanza del programa ESL. El libro está incluido.

CAR 3311/Duración: 44 horas

CRN 2650 TR
Del 1/14-4/2
De 8:05-10:05 p.m. Marple

Costo: $375
LEARNING OTHER LANGUAGES

Beginning courses introduce basics of pronunciation, sentence structure and vocabulary; intermediate courses review and improve comprehension and fluency. Conversational courses require prior understanding of pronunciation, grammar and vocabulary, and will involve dialogues, conversations and oral readings. Books included.

Beginning Italian
CAR 2111 / Length: 16 hours.
CRN 2223 W
2/19-4/15 6-8 p.m. Marple
Cost: Spon. $189; Non-spon. $219

Beginning Italian II
CAR 3441 / Length: 16 hours.
CRN 2537 W
4/22-5/27 6-8 p.m. Marple
Cost: Spon. $189; Non-spon. $219

Beginning Spanish
CAR 2129 / Length: 16 hours.
CRN 2660 R
1/9-2/27 7-9 p.m. Exton
CRN 2283 R
1/30-3/26 6-8 p.m. Marple
Cost: Spon. $189; Non-spon. $219

Beginning Spanish II
CAR 4330 / Length: 16 hours.
CRN 2225 R
4/2-5/21 6-8 p.m. Marple
Cost: Spon. $189; Non-spon. $219

ARTS

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 2661 F
3/20-5/8 6-8 p.m. Marple
Cost: Spon. $139; Non-spon. $169

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: 21 hours
CRN 2227 R
1/23-3/5 6:30-9:30 p.m. Marple
Cost: Spon. $159; Non-spon. $199

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 2662 M
3/16-5/4 6-8 p.m. Marple
Cost: Spon. $139; Non-spon. $169
ARTS / PERSONAL INTERESTS

WRITING

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

CAR 3080 / Length: 16 hours
CRN 570  T 2/4-3/31 6:30-8:30 p.m. Marple
Cost: Spon. $129; Non-spon. $159

FLORAL DESIGN

Taught by Longwood Gardens graduate and instructor, Leona Swiacki, these floral design classes will get your creative juices flowing and interests sparked! Each week participants take home beautiful projects that they create in class.

Adventures in Floral Design
Week 1: Explore the use of Line in design. Create your own floral arrangement using flowers, foliage & branches.
Week 2: Explore Ikebana—the Art of Japanese Floral Design.
Week 3: Explore the use of Texture in design. Create your own Floral Mosaic design using sand, flowers & other natural elements.

Bring floral shears and an apron to each class. Floral material will be provided.

CAR 5577 / Length: 6 hours
CRN 2664  S 2/22-3/7 9-11 a.m. Marple
Cost: Spon. $189; Non-spon. $209

Adventures in Floral Design II
Week 1: Explore the effect of color in design. Create your own floral arrangement while learning to apply Color Harmonies.
Week 2: Explore the use of foliage in design. Create your own arrangement focusing on various foliages & dried materials.
Week 3: Explore flower arranging without using a container. Create your own hand-tied bouquet using fall flowers, foliage & various accents.

Bring floral shears and an apron to each class. Floral material provided.

CAR 5581 / Length: 6 hours
CRN 2665  S 3/21-4/4 9-11 a.m. Marple
Cost: Spon. $189; Non-spon. $209

Spring Floral Workshop
Using branches and other natural materials, create a lasting structure that will hold fresh flowers and be refreshed with more flowers as the spring & summer months progress. Bring floral shears, wire cutters and an apron to class. Other materials will be provided.

CAR 5578 / Length: 3 hours
CRN 2666  S 5/9 9 a.m.-12 p.m. Marple
Cost: Spon. $75; Non-spon. $9

BON APPETIT

Welcome to the Kitchen
Designed especially for the beginner cook. Learn safe food handling practices, introductory knife skills, and cooking basics for daily use in your kitchen. Gain confidence in your cooking skills and create delicious meals for family and friends to enjoy!

EAT 2004 / Length: 12 hours
CRN 2282  T 1/28-3/3 6-8 p.m. Marple
Cost: Spon. $179; Non-spon. $199

INTERIOR DECORATING

Interior Decorating Part I
Explore floor plans and layouts, furniture, finishes, walls, ceilings, windows, and doors. Students may need to provide additional materials.

CAR 5601 / Length: 18 hours
CRN 2667  TR 1/14-2/11 7-9 p.m. Marple
Cost: Spon. $159; Non-spon. $179
**ARTS / PERSONAL INTERESTS**

**Interior Decorating Part II**  
Explore color and color schemes, lighting, fixtures, and create your room design. Students are encouraged to take Interior Decorating Part I. No class week of 3/9-3/13.  
CAR 5602 / Length: 18 hours  
CRN 2668  TR  
2/18-3/24  
7-9 p.m.  
Marple  
Cost: Spon. $159; Non-spon. $179

**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.  
BEGINNER  
LSP 5059 / Length: 10 hours  
CRN 314  S  
1/18-3/28  
10:45 -11:45 a.m.  
Marple  
INTERMEDIATE (some experience preferred)  
LSP 5135 / Length: 10 hours  
CRN 2669  M  
1/13-3/23  
6-7 p.m.  
Marple  
Cost: Spon. $129; Non-spon. $149

**Meditation**  
During this class you will be introduced to experiencing meditation. Various techniques will be used to guide you into meditation. Meditation helps us deal with stress and anxiety while learning coping skills to cultivate patience to feel more at peace and calm in body, mind, and spirit. Everyone is welcome.  
LSP 5903 / Length: 5 hours  
CRN 1970  M  
2/3-3/2  
7:05-8:05 p.m.  
Marple  
Cost: Spon. $69; Non-spon. $99

**The Best Ways to Manage Stress**  
Stress is the body's natural reaction to changes in our lives. Learn progressive muscle relaxation, deeper relaxation techniques, breathing exercises, present time awareness, mindfulness, meditation, guided imagery, creative visualizations, mental exercises, anchors, and dissociation techniques to manage daily stress, to relax and to experience better sleep.  
LSP 5889 / Length: 5 hours  
CRN 2714  W  
4/29-5/27  
7-8 p.m.  
Marple  
Cost: $49

For information or to register, call 610-359-5025.
TUITION WAIVER FOR COLLEGE OVER 60

Delaware County Community College will waive the tuition (tuition only—not fees) for one three credit or one non-credit course per semester for those individuals over 60 years of age. The maximum tuition waiver is equal to the tuition for a three credit course. For those individuals over 60 years of age who reside in non-sponsoring areas of Delaware County and Chester County, we will waive the tuition amount, however, you will be responsible for the non-sponsor fee, plus the fees that all students are responsible to pay (please see below). The tuition waiver is available for one course in each the fall and spring semesters. It is not available in either of the summer semesters.

Enrollment will be on a space available basis. Not all courses offered by the College qualify for the College

Over 60 Program. Registration will be limited to the two business days prior to the start of the class. Proof of age (driver’s license, birth certificate, passport, etc.) is necessary when first registering for the College Over 60 Program.

Tuition amounts are waived, but course fees are the responsibility of the student. Such fees include: materials, instructional, and registrations fees; these must be paid at time of registration. For students seeking credit courses, the tuition waiver plus other forms of financial aid awards and/or third-party payments received on behalf of the student cannot exceed tuition and eligible fee charges; if so, the College Over 60 tuition waiver will be reduced accordingly.

To determine your eligibility and the exact course cost, please call 610-359-5025 or 610-359-7344.

LEARNING, FUN AND FELLOWSHIP FOR PEOPLE AGE 55 AND OVER

March 10-12, 2020

Delaware County Community College’s 37th annual ElderWeek, for people 55 years of age and over, features dozens of lively, educational mini classes and the chance to socialize with new and old friends. Includes continental breakfast and your choice of three workshops each day, plus tempting lunches at the “ElderWeek Café”, daily entertainment, door prizes and giveaways, and a gala “Graduation Party.” Choose a low-cost, three-day or two-day option.

If you attended ElderWeek last year or any other course at the College in the past two years, watch your mail in mid-January for details!

If you’re new to Delaware County Community College, call 610-359-5025 to add your name to our mailing list or check out dccc.edu/ElderWeek.

We look forward to seeing you there!
NON-CREDIT REGISTRATION

Phone-in Registration
VISA, MasterCard, Discover or American Express only.
Call from 8:30 a.m. to 7 p.m. Monday-Thursday, and Friday 8:30 a.m. to 5 p.m.
610-359-5025 • 610-359-7344

Fax-In Registration
VISA, MasterCard, Discover or American Express only.
FAX: 610-359-5054

Third-Party Billing
Accepted only on a PO 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 32 and include the necessary payment (check or money order made payable to DCCC, or credit card information).

Walk-In Registration
Enrollment Central (located in the lobby of Founders Hall on the Marple Campus) is open from 8 a.m. to 8 p.m. Monday through Thursday, and 8 a.m. until 4 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 start date of the course.

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

- Southeast Delco
- Springfield
- Upper Darby
- Wallingford–Swarthmore
  (Swarthmore and Rutledge residents only)
- William Penn

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

Services for Students with Disabilities
Students with disabilities are provided access to all of our programs and services. Students seeking accommodations for disabilities must contact the director of disability services located in Room 1335 at the Marple Campus.
For information about documentation requirements and reasonable accommodations, please contact the director at 610-325-2748 (V) or abinder@dccc.edu.

Notice of Non-Discrimination
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: Dr. Kendrick Mickens, Room 2170 (Marple Campus) 610-359-5340.

Delaware County Community College is an Equal Opportunity Employer

* Statistics based on Commonwealth of Pennsylvania 2016 Regional High Priority Occupations
REGISTRATION FORM

Mail form and payment to:
Delaware County Community College
Community Education, Room 4157
901 S. Media Line Road, Media, PA 19063-1094

Name ___________________________________ Student I.D. ____________________ Sex: M _____ F _____

Address ___________________________________ E-mail Address _______________

City ___________________________________ State _____ Zip __________

School District ___________________________ Phone _____________________ Date of Birth __________________

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

☐ Please check here if College Over 60.

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Records processing fee (all students) $5

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 _________________________________________________________________

Ideas for courses? Share your suggestions here: __________________________________

LOCATION CODES

Delaware County
Marple Campus "Marple"
Southeast Center "SEAST"
Upper Darby Center "UDC"

Chester County
Brandywine Center "DB"
Downingtown Campus "DNT"
Exton Center "Exton"
Pennocks Bridge Campus "PENN"
Phoenixville Center "PHX"

Ideas for courses? Share your suggestions here:
COLLEGE LOCATIONS

DELAWARE COUNTY

Marple Campus
901 S Media Line Road
Media, PA 19063

Southeast Center
2000 Elmwood Avenue
Curtis Building
Sharon Hill, PA 19079

Upper Darby Center
Barclay Square
1570 Garrett Road
Upper Darby, PA 19082

CHESTER COUNTY

Downingtown Campus
100 Bond Drive
Downingtown, PA 19335

Exton Center
906 Springdale Drive
Whiteland Business Park
Exton, PA 19341

Pennocks Bridge Campus
280 Pennocks Bridge Road
West Grove, PA 19390

Brandywine Center
455 Boot Road
Downingtown, PA 19335

Phoenixville Center
1580 Charlestown Road
Phoenixville, PA 19460

dccc.edu/locations

COLLEGE CAMPUSES/CENTERS

Delaware County Community College is tobacco free. Learn more: dccc.edu/tobacco-free
BETTER BUSINESS BEGINS HERE

Corporate College at Delaware County Community College offers turnkey and custom training programs for businesses in Delaware and Chester Counties.

Call us today about our customized, quality, affordable training in:

- Lean/Leadership
- Supervisory Skills
- Computer Training
- Customer Service Training
- Technical, Skilled Trades and Manufacturing
- Human Resources Training
- Sales, Marketing & Social Media for Business

Training can be done at your site or one of ours.

For more information call 610-359-5137 or visit corporatecollege.dccc.edu