RETURN TO LEARN

Delaware County Community College

decc.edu/continuing-education

NON-CREDIT COURSE GUIDE SEPTEMBER - DECEMBER 2023

INFORMATION TECHNOLOGY

HEALTH CARE

SKILLED TRADES ONLINE TRAINING

ONLINE TRAINING ONLINE TRAINING

PROJECT MANAGEMENT

REAL ESTATE

NON-PROFIT CERTIFICATE

FINANCIAL PLANNING

ESL SUPPORT

SAT TEST PREPARATION

LEARNING OTHER LANGUAGES
Are you looking to return to work or change directions?

This free program can help you:

- Assess career/training options
- Enhance your confidence
- Refresh your Microsoft skills
- Identify your skills
- Perfect your resume
- Ace the interview

NEW CHOICES
Career Development Program

Call 610-359-5232 or visit dccc.edu/newchoices
**COMPUTER CERTIFICATIONS/ 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

<table>
<thead>
<tr>
<th>CRN 953</th>
<th>TWR</th>
<th>9/26-11/30 9 a.m.-3:30 p.m.</th>
<th>Hybrid</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN 1972</td>
<td>TR</td>
<td>10/3 - 3/07/2024 6-10 p.m.</td>
<td>Marple</td>
</tr>
</tbody>
</table>

Cost: $4,775 (Books, materials and test vouchers included)

**Networking Engineering**

This hands-on training will provide you with the core technical ability required to build a sustainable career in IT. These credentials demonstrate that you have a primary set of skills relevant across multiple solution areas to reduce IT cost and deliver more business value.

**Certifications:**

- Azure Fundamentals AZ900
- CompTIA Network+
- CompTIA Security+

ITAC 3910/ Length 160 hours

| CRN 2103 | MW | 9/26-23-02/28/24 6-10 p.m. | Marple |

Cost: $3,793 (Books and test vouchers included)

**Microsoft Azure**

Click start your cloud journey with Azure. This course will train you in the expanding cloud platform, with the potential to open the door to a new technology career or enhance your current technology career. This course is an ideal way to jump into cloud training at the ground level.

**Azure Fundamentals AZ900**

In this comprehensive course, you will gain knowledge of cloud services and how those services are provided with Microsoft Azure. The exam is intended for candidates who are just beginning to work with cloud-based solutions and services and are new to Azure. Industry professionals have designed this course bringing together multiple learn-at-your-own-pace resources into one campus portal. You can access the resources, whenever it fits your schedule, for up to 120 days. This is a mentored leading approach to learning. In addition to the asynchronous resources, you will be personally guided by on-staff course mentors who are successful I.T. professionals.

ITAC 3911

<table>
<thead>
<tr>
<th>CRN 1969</th>
<th>Asynchronous Online Starts 8/28/23, Continuous Enrollment</th>
</tr>
</thead>
</table>

Cost: $595 (Test vouchers included)

**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 1968 | MW | 9/20-11/20 6-10 p.m. | Hybrid |

Cost: $1,699 (Book and test vouchers included)

**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 provides competency in system security, network infrastructure, access control and organizational security.

**Certification Exam: CompTIA Security+ SY0-401**

| CRN 1654 | MW | 12/11/23-2/26/24 6-10 p.m. | Hybrid |

Cost: $1,699 (Book and test vouchers included)

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.

For information or to register, call 610-359-7344.
**Certified Ethical Hacker**
This 15-week, instructor-led asynchronous course was built to incorporate a hands-on environment and systematic processes, across each ethical hacking domain and methodology, giving you the opportunity to work toward proving the required knowledge and skills needed to achieve the CEH credential and perform the job of an ethical hacker. Now in its 12th version, CEH continues to evolve with the latest operating systems, tools, tactics, exploits, and technologies. "To beat a hacker, you must think like a hacker!"

ITAC 2601

CRN 2521  Asynchronous Online Continuous enrollment

Cost: $3,490 (includes materials and test vouchers)

**Administrative Professional Program**
Employers need administrative professionals that are able to handle complex responsibilities. In this 200 hour hands-on program the students will gain certification level skills in Microsoft Office (Word, Excel, PowerPoint, Outlook) and knowledge of office management systems and procedures. In addition, this course will teach students how to organize and schedule appointments using software, draft letters, emails and other communications, prepare reports and presentations, plan meetings, and manage other general administrative activities. Students will also learn remote workplace meeting tools such as Zoom, MS Teams, and GoToMeeting. Students will become comfortable with cloud-based storage and applications such as Google Drive and DocuSign. An essential aspect of business begins with social interactions; the customer service course will explore diversity, implicit bias, and other social ideas that often lead to miscommunication in the workplace. (No class 11/23 & 24)

Certifications:
- MOS Word
- MOS Excel
- Customer Service

COM 3400 / Length: 200 hours

CRN 507  MTWRF  9/11-12/8  9 a.m.-1 or 2 p.m.  Marple

Cost: $4,994 (test vouchers included)

**Computer Basics**
Discover what your computer can do. Course incorporates hardware components, mouse use, windows navigation, apps, files, types of storage and a brief look at the Internet.

COM 0101 / Length: 8 hours

CRN 1976  MW  9/25-10/4  6-8 p.m.  Marple

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

**Customer Service**
You are the voice and face of the institution. Exceptional customer service is central in the growth and success of business. Course emphasis is placed on communication, multicultural awareness /diversity, technology, time management, and stress management as it is relevant to the business industry. Upon completion, the student should be able to demonstrate the ability to handle customer relations and preparation for the certification exam.

COM 3403 / Length: 12 hours

CRN 1636  TWR  11/14-11/16  9-1 p.m.  Marple

Cost: $325

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

COM 0104 / Length: 8 hours

CRN 2512  MW  9/11-9/20  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, software and simple editing within word processing and email apps. Learn how and where to store documents and file management on the computer and in the cloud. You’ll also discuss use of the Internet and video communication apps. This course is the prerequisite for most non-credit computer classes.

COM 3102 / Length: 20 hours

CRN 529  MTWRF  9/11-9/15  9 a.m.-1 p.m.  Marple

CRN 1113  MTWRF  10/9-10/19  6-8:30 p.m.  Marple

Cost: $375

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

COM 0601 / Length: 8 hours

CRN 2002  MT  9/18 & 9/19  9 a.m.-1 p.m.  Marple

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

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

COM 3104 / Length: 20 hours

CRN 914  MTWRF  9/25-9/29  10 a.m.-2 p.m.  Marple

CRN 1988  MTWRF  11/6-11/16  6-8:30 p.m.  Marple

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CRN 914  MTWRF  9/25-9/29  10 a.m.-2 p.m.  Marple

CRN 1988  MTWRF  11/6-11/16  6-8:30 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.
COM 0901 / Length: 8 hours
CRN 2004  MT 9/25 & 9/26 10 a.m.-2 p.m.  Marple
CRN 293   TR 11/6-11/9 6-8 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: Using Computer & Managing Files or equivalent skills
COM 0950 / Length: 12 hours
CRN 2514  MT 11/13-11/16 6-8 p.m.  Marple
Cost: Spon. $210; Non-Spon. $258

ACCESS
Access Introduction
Create a simple database. Topics include: tables, reports, queries, forms, primary keys, working with fields, entering and editing data, querying your database, new queries, sorting and groups, tasks, appointments, events and meetings.
COM 1115 / Length: 8 hours
CRN 1115   TW 10/11 & 10/12 9 a.m.-1 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.
COM 1354 / Length: 12 hours
CRN 753   MTW 10/23-10/25 9 a.m.-1 p.m.  Marple
Cost: Spon. $210; Non-Spon. $258

PowerPoint
PowerPoint for the Workplace
Create dynamic presentations. Topics include: overview of the PowerPoint environment, using animation, charts, and clipart; autoslides and images; multi-media; and customizing presentations.
COM 3106 / Length: 20 hours
CRN 850   MTWRF 10/2-10/6 9 a.m.-1 p.m.  Marple
Cost: $375

PowerPoint Introduction
Create a basic presentation. Topics include: the PowerPoint environment, creating and modifying presentations, formatting test, printing presentations, charts, editing a presentation and sharing info with other programs.
COM 1201 / Length: 8 hours
CRN 2005  MT 10/2 & 10/3 9 a.m.-1 p.m.  Marple
Cost: Spon. $140; Non-Spon. $175

MICROSOFT OFFICE CERTIFICATION
Microsoft Office Specialist - Word
Become familiar with the most important concepts of Microsoft Word. Course topics include document formatting, page layout, graphics, proofing, mail merge and advanced features of the software. This class prepares you to take the Word MOS certification test.
► Prerequisite: Word for Workplace or equivalent skills
COM 3260 / Length: 40 hours
CRN 999   MTWRF 10/9-10/20 9 a.m.-1 p.m.  Marple
Cost: $775 (test vouchers included)

Microsoft Office Specialist - Excel
Learn the most important concepts of Microsoft Excel. Topics include entering, formatting, charting and analyzing data with formulas, as well as working with multiple worksheets. This class prepares you to take the Excel MOS certification test.
► Prerequisite: Excel for Workplace or equivalent skills
COM 3290 / Length: 40 hours
CRN 641   MTWRF 10/30-11/10 9 a.m.-1 p.m.  Marple
Cost: $775 (test vouchers included)

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 0694 / Length: 12 hours
CRN 1625  TR 10/10-10/19 6-9 p.m.  Marple
Cost: Spon. $279; Non-Spon. $299

WEB SITE DESIGN
Designing Website for Small Business
Learn what it takes to plan, design, and manage your own professional website using a powerful front-end web editor. You will use high quality resources and useful checklists. No web experience or coding required. Bring your laptop and a flash drive to class. Students must be comfortable creating and saving files to a computer.
COM 1606 / Length: 8 hours
CRN 1979  WR 9/27-10/5 6-8 p.m.  Marple
CRN 1980  WR 10/1-10/9 6-8 p.m.  Marple
Cost: Spon. $140; Non-Spon. $175

WordPress: Fundamentals and Beyond
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, then advance your knowledge and adapt WordPress themes to create your ideal website or blog. Bring a laptop.
COM 1630/ Length: 9 hours
CRN 854   W 9/20-10/4 6-9 p.m.  Marple
Cost: Spon. $160; Non-Spon. $195

For information or to register, call 610-359-7344.
CRN 1001
COM 1667 / Length: 8 hours
Class will have you creating professional images. In this hands-on class, learn how to correct common
errors in your photos, slides and negatives in high resolution and preserve them in digital format. Enhance lighting, improve color and clarity, backup your new collection and prepare to print or share online.
COM 0126 / Length: 6 hours
Learn how professionals and hobbyists use Lightroom to create magnificent photographs. Learn to organize your photos indexed for easy searching and management. Spend more time enjoying your memories! Bring a 2TB storage device or a cloud account. Build a digital photo backup your collection and prepare to print or share online.

Introduction to Photoshop
Learn the image-editing program used by the pros. Course topics include: cropping and resizing images, selecting image areas, layers, compositing, adjusting color and lighting, retouching photos, adding text, and preparing images for print and the web.
CRN 1653 / Length: 8 hours

Photo Editing Made Easy-MacOS
Learn how to gather, de-clutter and organize your digital photos from all of your computers, smartphones, cameras, storage devices, and cloud accounts! Build a digital photo library that easily expands over time, and keeps all of your photos indexed for easy searching and management. Spend more time enjoying your memories! Bring a 2TB portable external hard drive. Useful instructor hand-outs will be provided in class.
COM 0124 / Length: 6 hours

NEW! Scan & Preserve Photos, Slides, Negatives
Learn what it takes to scan old photos, slides and negatives in high resolution and preserve them in digital format. Enhance lighting, improve color and clarity, backup your new collection and prepare to print or share online.
COM 0126 / Length: 6 hours

Digital Photo Management
Learn how to gather, de-clutter and organize your digital photos from all of your computers, smartphones, cameras, storage devices, and cloud accounts! Build a digital photo library that easily expands over time, and keeps all of your photos indexed for easy searching and management. Spend more time enjoying your memories! Bring a 2TB portable external hard drive. Useful instructor hand-outs will be provided in class.
COM 0124 / Length: 6 hours

NEW! Photo Editing Made Easy-MacOS
Photos composing high-quality projects or special gifts are easier than ever with Photos for Mac users. Create photo books and framed gallery prints to websites using third-party extensions (IE: Motif, Shutterfly, WhiteWall and more).
COM 0127 / Length: 2 hours

iPhone Basics
Learn the capabilities of your iPhone including email, Internet, downloading, uploading, storage and contacts. Use precautions necessary to protect your privacy and security on wireless networks.

For iPhone users only.
COM 0147 / Length: 6 hours

Cost: Spon. $105; Non-Spon. $135

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

CRN 1653 / Length: 8 hours

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: Photoshop Intro or equivalent skills
COM 1657 / Length: 8 hours

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.

COM 1667 / Length: 8 hours

Cost: Spon. $160; Non-Spon. $195

HEALTH CARE
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.

NEW!
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. (NHA National Healthcareer Association)

Option 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: 120 hours

CRN 2007 TW 9/12-12/20 9 a.m.-1 p.m. Marple
Cost: $3,495 (includes all materials and vouchers for certification testing)

Option 2
CMAA (Certified Medical Administrative Assistant) from the National Healthcareer Association
CEHRS (Certified Electronic Health Records Specialist) from the National Healthcareer Association
Medical terminology
• Introduction to medical coding and billing
• Insurance overview
• HIPAA regulations
• Legal and Ethical Issues
• Electronic Health records
COM 3300 Length: 160 hours

CRN 2007 TW 9/12-12/20 9 a.m.-1 p.m. Marple
Cost: $3,495 (includes all materials and vouchers for certification testing)

Option 3
CMAA (Certified Medical Administrative Assistant) from the National Healthcareer Association
CEHRS (Certified Electronic Health Records Specialist) from the National Healthcareer Association
Medical terminology
• Introduction to medical coding and billing
• Insurance overview
• HIPAA regulations
• Legal and Ethical Issues
• Electronic Health records
COM 3300 Length: 160 hours

CRN 2007 TW 9/12-12/20 9 a.m.-1 p.m. Marple
Cost: $3,495 (includes all materials and vouchers for certification testing)

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

Option 1
EKG Technician, Venipuncture Technician, and CPR/First Aid
JSPD 2831 / Length: 118 hours

CRN 2121 Marple See time & date on next page
Cost: $2,999

Option 2
EKG Technician, Venipuncture Technician, CPR/First Aid, and Electronic Health Records Specialist
JSPD 2823 / Length: 158 hours

CRN 2122 Marple See time & date on next page
Cost: $3,999

Option 3
EKG Technician, Venipuncture Technician, Electronic Health Records Specialist, and Dialysis Technician
JSPD 2823 / Length: 204 hours

CRN 2123 Marple See time & date on next page
Cost: $4,994

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

Patient-Care Technician

Patient Care Technicians provide basic care to patients and help with activities of daily living. As a PCT you will:
- Provide basic patient care - bathing, feeding, catheter care, etc.
- Perform safety checks, administer patient care supplies, and ensure cleanliness in patient rooms.
- Obtain EKG readings and monitor vital signs.
- Perform phlebotomy procedures.
- Provide emotional support to patients and families.

Students will complete 3 courses and certifications:
- Patient Care Fundamentals
  This 72-hour course includes:
  - Anatomy and Physiology
  - Pharmacology
  - Safety and Infection Control
  - Medical Law and Ethics
  - Patient Care Skills
  - Medical Terminology

CRN 2520  W  10/11-12/13  6-10 p.m.  Marple

- EKG Technician
  TR  10/10-12/12  6-9 p.m.  Marple
  or  MW  10/17-12/14  9 a.m.-Noon  Marple

- Phlebotomy Technician
  MW  10/9 - 12/13  1:30-4:30 p.m.  Marple
  or  TR  10/3 - 12/12  6-9 p.m.  Marple

Cost: $4994

Students will register for the Patient Care Fundamentals course PLUS one of the EKG technician classes AND one of the Phlebotomy classes. Call 610-359-7344 or 610-723-6301 for more details. Materials and exam vouchers are included.

American Heart Association

BLS CPR

This course teaches students to the current American Heart Association standards for Basic Life Support Cardiopulmonary Resuscitation (CPR). It is recommended for all licensed and certified healthcare professionals including Doctors, Nurses, Paramedics, EMTs, and Allied Health professionals. This class teaches students how to perform high-quality CPR individually as part of a team, use of an automated external defibrillator (AED), as well as foreign-body airway obstruction (chooking) techniques. BLS students will learn rescue techniques for adults, children and infants during this class.

CRN 1362  MW  9/25-12/4  6-9 p.m.  SEAST
CRN 2124  MW  9/11-11/15  6-9 p.m.  Marple
CRN 1621  TR  10/3-12/12  6:30-9:30 p.m.  UDC
CRN 1622  TR  10/3-12/12  6-9 p.m.  Marple
CRN 2528  MW  10/9-12/13  1:30-4:30 p.m.  Marple
CRN 2529  TR  10/3-12/14  6-9 p.m.  DNT
Cost: $1,295

Certified Surgical Technologist

Test Preparation Course

During this 45-hour online test preparation course, students will receive a comprehensive review of the national Certified Surgical Technologist (CST) examination content outline with an assessment of knowledge, strengths, deficits, and areas for remediation. The course also reviews fundamental concepts, sample test questions, test-taking strategies and study planning in preparation for the examination. Books and 1-year subscription to Board Vitals Study Guide included.

CAR 5639 / Length: 45 hours
CRN 2517  Asynchronous Online  Continuous enrollment
Cost: $595
Call 610-359-7344 for details.

Venipuncture (Phlebotomy Technician)

This course teaches basic venipuncture techniques for adults, children and infants including capillary sticks and using devices such as winged-infusion sets, as it prepares the student to take the Certified Phlebotomy Technician (CPT) exam through NHA (National Healthcareer Association). Coursework incorporates aseptic methods and isolation procedures. Includes books, materials, and exam voucher.

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.

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CRN 2528  MW  10/9-12/13  1:30-4:30 p.m.  Marple
CRN 2529  TR  10/3-12/14  6-9 p.m.  DNT
Cost: $1,295

Electrocardiography (EKG Technician)

Prepare to become a certified EKG technician and to take the Electrocardiograph (EKG) Technician exam. (NHA- National Healthcareer Association) Provides practice with equipment and hands-on lab experience, use of the EKG machine and other clinical practices and anatomy lessons. Books, materials, and exam voucher included.

JSPD 2822 / Length: 54 hours
CRN 563  TR  10/10-12/12  6-9 p.m.  Marple
CRN 1631  MW  10/16-12/13  9 a.m.-12 p.m.  Marple
Cost: $1,595

Delaware County Community College offers no financial aid for non-credit courses. For tuition loans, contact Sallie Mae, 800-472-5543 DCCC code: 00711098.

Nurse Aide Program

If you are a nurturing and sensitive individual who wants to convert passion into a career, consider training as a nurse aide at Delaware County Community College. The College offers a specialized “Excellence in Care” program as a 133-hour intensive course that prepares students for employment in acute care, acute rehab, hospice, home health care and long-term care facilities.

Our students enjoy a rigorous training program led by professionals with regional experience and insights. Coupled with 60 hours of required clinical experience, students completing the program are well suited to compete for these high demand jobs.

Students completing this course are qualified to take the Nurse Aide Competency exam to be a Nurse Aide placed on the Pennsylvania Nurse Aide Registry. Departmental approval is required to enroll in the course to comply with federal and state legislative requirements-OBRA and Act 14.

If you are interested or have further questions please call 610-359-7344 or email fortunato@dccc.edu and leave your name, phone number and email address. Fees subject to change

NAP 200 / Length: 133 hours
CRN 1991  TR  10/3-11/9  8 a.m.-4:30 p.m.  Classroom
11/14-12/12  7 a.m.-3:30 p.m.  Clinical at Waverly Heights Senior Life Care
Cost: Spon. $1289; Non-Spon. $2087

NEW!

Certified Electronic Health Records Specialist

Learn the competencies needed to successfully manage electronic data in a variety of health-care settings. You will be prepared to take the Certified Electronic Health Records Specialist (CEHRS) exam from the National Healthcareer Association (NHA). Includes all materials and exam vouchers. (No class 11/23)

COM 3304 / Length: 40 hours
CRN 1630  R  9/28-12/7  9 a.m.-1 p.m.  Marple
CRN 757  R  9/28-12/7  6-10 p.m.  Marple
Cost: $1,495
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 ExCPT exam through NHA (National Healthcareer Association.). 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. All learning materials included. (No class 11/23)

CAR 3904 / Length: 55 hours
CRN 1658 TR 9/26-12/14 6-8:30 p.m. Hybrid/Marple
Cost: $2,150

Dialysis Technician

Dialysis technicians, also called hemo dialysis 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.

CAR 4127 / Length: 50 hours
CRN 1131 MW 9/25-12/6 6-8:30 p.m. Marple
Cost: $1,250

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. Visit dccc.edu/continuing-education/training-certification/automotive for specific dates and times and call 610-723-4010 to register and pay for class.

Note: The Baseline exam must be completed by every new applicant, who does not currently hold a valid state inspection license. Applicants must also register for a category class that runs concurrently with the baseline class. Please include the course reference number (CRN) for baseline and your chosen category class when registering. 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.

Safety Inspection Certification (Baseline)
PDS 7005 / Length: 21 hours
Cost: $150

Automobile Safety Inspection Certification (Category 1)
PDS 7000 / Length: 21 hours
Cost: $50

Motorcycle Safety Inspection Certification (Category 2)
PDS 7001 / Length: 21 hours
Cost: $50

Heavy Vehicle Inspection Certification (Category 3)
PDS 7002 / Length: 21 hours
Cost: $70

Enhanced Safety Inspection (Category 4)
PDS 7003 / Length: 4 hours
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
Cost: $825

Information Session

BEING A PERSONAL TRAINER, FITNESS CAREER & EMPLOYMENT!

Tuesday, 9/11/2022
6:30-7:30 p.m.
Virtual Session

Advance registration required
https://attendee.gotowebinar.com/register/216599344081874446
After registering, you will receive a confirmation email containing information about joining the webinar.

Commercial Driver’s License

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. On the driving range, practice operation and control of the vehicle. Finally, take your newly acquired skills on the road, with our experienced instructors by your side steering you to success. Upon graduation, you receive a diploma plus the skills you need to obtain your commercial driver’s license (CDL) and an entry-level position in commercial driving.

PDS 8500 / Length: 164 hours
Cost: $5,354

Hybrid: online “classroom” portion and behind-the-wheel training with our trucks in Sharon Hill and Marple areas. Starts monthly. New classes run each month, the first session for fall will start on 8/28/2023.

Please call (610) 359-5177 for information

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.

College Credits can be Awarded

Wastewater Certification Program Level 2
PDS 1202 / Length 90 hours
CRN 1851 MW 8/28-12/13 6-9 p.m.
Marple
Cost: $950

CEU Classes:
Wastewater
- Wastewater Treatment Types
- Wastewater Land Appl & Solids
- Wastewater Act. Sludge Basics
- Wastewater Advanced Topics

Components of the program are offered as separate modules for operator who are already certified that need to meet state continuing education requirements.

Call 610-723-4010 for details.
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
This class will be offered in January.
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, accepted and 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 1370 W 9/8-11/10 6-10 p.m. Marple
Cost: Spon. $329; Non spon. $399

Building & Facility Maintenance
This program is designed to teach students the necessary skills to compete in the High Demand Occupations of Building Maintenance Managers and Maintenance Technicians. Students will be able to gain employment as maintenance technicians in residential complexes, healthcare facilities, industrial establishments, and commercial buildings.
You will have the opportunity to receive a nationally recognized and respected certificate and learn the following skills:
Upon successful completion of this certificate, students should be able to:
• Perform basic carpentry tasks such as framing, drywall, installing various types flooring.
• Read and interpret blueprints, building plans and specifications.
• Demonstrate knowledge of the general requirements of rough-in electrical wiring.
• Demonstrate procedures required for Plumbing/ HVAC&R pipe and valve installation.
• Earn OSHA 30 Construction Industry Certification.
• Earn First Aid CPR
Cost: $3,999 (includes all tools, materials and vouchers for certification testing)
JSPD 2736
CRN 1303 MTWRS See dates/times for classes below. 6-10 p.m. Marple

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 645 S 8/26-10/14 9 a.m.-3:30 p.m. Marple
CRN 1951 S 10/21-12/2 9 a.m.-3 p.m. Marple
Cost: Spon. $499; Non-spon. $539

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 fixture issues.
• Changing faucets and fixtures.
• Performing preventative maintenance checks and services.
• Demonstrate proper drain clearing procedures.
JSPD 2721 / Length: 45 hours
CRN 1626 F 8/25-12/8 6-9 p.m. Marple
Cost: Spon. $499; Non-spon. $539

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 teaches the proper method of joining pipes, pipe materials, and fittings. Learn about material lists, measuring, and assembly of manifolds. Students will develop the skills needed to work with drawings and testing procedures.
JSPD 0063 / Length: 45 Hours
CRN 2477 R 8/31-12/14 12:30-3:30 p.m. Marple
Cost: Spon. $499; Non-spon. $539
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.

CRN 0062 / Length: 45 hrs
JSPD 0062 / Length: 45 hours

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.

CRN 0050 / Length: 15 hrs
JSPD 0050 / Length: 15 hours

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.

CRN 02950 / Length: 45 hours
JSPD 02950 / Length: 45 hours

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. Please call 610-359-5320 to schedule your test.

CRN 0000 / Length: 2 hours
JSPD 0000 / Length: 2 hours

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:

Cost: $675 (book cost is additional)

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.

Cost: $499; Non-spon. $539

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.

Cost: $499; Non-spon. $539
Shielded Metal Arc Welding I (SMAW)
Covers the principles of electric arc welding using electrodes 6010, 6011, 6012, and 6013 in the flat position. The student will be taught to: state the effects of current settings on the weld, control electrodes in the correct manner, and understand welding equipment and how to utilize all aspects of welding fabrication requirements. This course will demonstrate how to locate, interpret, and utilize welding symbols, measurements, lines and information found on working drawings, blueprints, and technical documents. Students will be able to interpret technical drawings, sketches, and blueprints and make mathematical calculations using the measurements to accomplish fabrication requirements. Costs: Sponsored $499; Non-sponsored $539

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.

Cost: Sponsored $499; Non-sponsored $539

Gas Tungsten Arc Welding (GTAW-Tig)
Covers various types of tungsten electrodes, tolerances, colors, 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.

Cost: Sponsored $499; Non-sponsored $539

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.

Cost: Sponsored $499; Non-sponsored $539

Machining Level 1–CNC Turning: Operations
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

Cost: $4,995

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

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CAREER GROWTH OPPORTUNITIES FOR WELDERS

If you are an experienced welder, you may be eligible for FREE training that will enhance your skills and prepare you for significantly higher wages and a lucrative career in the region’s shipbuilding industry.

This FREE 80-hour FCAW training program is for students who have welding experience and are interested in pursuing a career as a flux-cored arc welder. Students must have 3+ years of professional welding experience or a College-accredited Welding Degree.

For questions about eligibility and upcoming training sessions, please contact Joseph.Teufel@phillyshipyard.com

Manufacturing
ONLINE TRAINING CLASSES
... ANYTIME AND ANYWHERE

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

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

How it Works

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

Course Start Dates

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Dates</th>
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<tbody>
<tr>
<td>September</td>
<td>9/13/2023-11/13/2023</td>
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<tr>
<td>October</td>
<td>10/18/2023-12/18/2023</td>
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<td>November</td>
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<tr>
<td>December</td>
<td>12/13/2023-2/12/2024</td>
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How to Register

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

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, to register and make payment online.

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.

See “How to Register” in previous column.

NEW! Certificate in Online Teaching

For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online.

ACT 48 Eligible!
Length: 48 hours
Cost: $495

NEW! Bookkeeping Certificate

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business.

Length: 48 hours
Cost: $495

NEW! Certificate in Leadership Development

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals.

Length: 48 hours
Cost: $395

NEW! Management Certificate

Enhance your management skills through this program for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness.

Length: 48 hours
Cost: $595

NEW! Digital Marketing Certificate

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising.

Length: 48 hours
Cost: $495
PROJECT MANAGEMENT

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

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

PMBOK 7 Update: The new PMP Exam is based on PMBOK 6 + The Agile Practice Guide and does NOT require students to have PMBOK 7 in order to take the Exam. The PMP Exam Prep course described below was specifically prepared by PMI to prepare students for the new PMP Exam.

Free Study Group sessions are available for all PMI members.

Registration: Please visit www.dccc.edu/continuing-education/professional-development/project-management or call 610 723-4010

PMP® Exam Prep–35 Hours

This intense, 35-hour preparation course contains five modules that immerse you in real-world scenarios, representing various industries and project management situations to help you practice applying principles and concepts at work. This course meets the 35-hour requirement to apply to take PMP Exam and is intended for those who are new to project management, or who have less than the practical experience needed to take the PMP Exam. The focus is on how best to prepare, study for, and take the CAPM credential examination. A review of material normally covered in the exam will be presented. Students will receive sample questions of the type given on the exam. The PMP 35 education hours requirement is waived for CAPM certification holders.

3 Saturdays
10/14-10/28
8:30 a.m.–4:30 p.m. Zoom
Cost Members $750; Non-Members $900

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. You will learn the principles necessary for formal public speaking with an emphasis on organization, evidence, language use, strategy, business ethics, and delivery.

COM 0632 / Length: 20 hours
CRN 2527 TR 10/10-11/1 6:30-8:30 p.m.
Cost Spon. $179; Non-Spon. $199

Foundations in Project Management–28 Hours

This 28-hour course provides an in-depth review of project management principles and is designed specifically to provide a proven and sound foundation of project management basics, practical examples and exercises to mimic real life. Taught by PMP-certified practitioners from a variety of professions and academic credentials, this course will help students increase their knowledge and confidence to be successful in managing projects of all sizes and complexities. Students will be able to immediately apply what they learn and get a good start to prepare for the PMP certifications that they may pursue. The course is aligned with the current PMP Exam Content Outline, utilizing materials suggested by PMI for the 2021 PMP Exam preparation and it meets the 28-hour education requirement needed to apply to take the PMP Exam. No class 9/16.

4 Saturdays
9/9-10/7
8:30 a.m.–4:30 p.m. Zoom
Cost Members $875; Non-Members $1,120

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 1992 MW 11/27-12/6 6-9 p.m. Online
Cost Spon. $210; Non-Spon. $258

CAPM® Exam Prep–24 Hours

This 24-hour preparation course meets the 23-hour requirement to apply to take CAPM Exam and is intended for those who are new to project management, or who have less than the practical experience needed to take the PMP Exam. The focus is on how best to prepare, study for, and take the CAPM credential examination. A review of material normally covered in the exam will be presented. Students will receive sample questions of the type given on the exam. The PMP 35 education hours requirement is waived for CAPM certification holders.

3 Saturdays
10/9-10/28
8:30 a.m.–4:30 p.m. Zoom
Cost Members $85; Non-Members $1,120

CAREER TRAINING

NEW!

DEI Certificate

(Diversity, Equity, and Inclusion)

This program is designed to create understanding and grow leadership skills in diversity, equity, and inclusion. Each unit is interactive and advances from building conceptual knowledge to applying newfound skills. Participants walk away with experience having challenging conversations and envisioning equitable solutions within their social spheres.

CAR 5654 / Length: 24 hours
CRN 2547 Online

Cost: $345

NEW!

SHRM Certificate

SHRM, the Society for Human Resource Management, is the world’s largest HR professional society, representing 300,000+ members in more than 165 countries. SHRM certifications are unique, as they are the only behavioral competency-based programs in the field. Now more than ever, HR is critical in rebuilding our workforce and when you become SHRM-certified, you are proving that you have the dedication, skills and credibility to lead this evolution.

The College’s SHRM Certification course prepares you for the SHRM-CP and SHRM-SCP examinations; continues your professional development in the human resource field; and awards the SHRM Certificate of Achievement.

CAR 5653 / Length: 36 hours
CRN 1963 T 9/19-12/19 6-9 p.m. Marple
Cost: $1,250

Keep Talking: An Introduction to Professional Voice Over

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 2520 TR 10/10-11/14 6:30-8:30 p.m. Marple
Cost Spon. $50; Non-Spon. $80

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 5508 / Length: 4 hours
CRN 1840 F 9/29 9 a.m.-1 p.m. Online
CRN 1841 TW 10/6-10/13 6-8 p.m. Online
Cost: Spon. $115; Non-spon. $145

NEW!

Project Management courses are not eligible for College Over 60.

For information or to register, call 610-359-5025.
### 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 2458**
  - F
  - 9 a.m.-4 p.m.
  - Online
  - Cost: Spon. $159; Non-spon. $189

### 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, corporations, and other entities.

**CAR 3851 / Length: 10 hours**

- **CRN 2460**
  - M
  - 9/25-10/23
  - 6-8 p.m.
  - Hybrid
  - 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 sponsorship opportunities for your organization.

**CAR 3852 / Length: 10 hours**

- **CRN 2461**
  - W
  - 10/25-11/22
  - 6-8 p.m.
  - Hybrid
  - Cost: Spon. $199; Non-spon. $249

## Certificate Programs

### NEW! EFFECTIVE BUSINESS LEADER CERTIFICATE

**NEW!**

**EFFECTIVE BUSINESS LEADER CERTIFICATE**

Become an effective leader. You will gain an in-depth understanding of leadership competencies and values. You will receive a certificate after successful completion of the five classes listed below in blue. You do not need to take all five to participate, just for the certificate.

#### Becoming a Leader with Integrity

Develop the skills and qualities needed to become effective and ethical leaders in any industry or field. This course is suitable for anyone who wants to enhance their leadership abilities and lead with integrity, including managers, supervisors, team leaders, entrepreneurs, and aspiring leaders.

**CAR 5664 / Length: 4 hours**

- **CRN 2464**
  - S
  - 9/16
  - 9 a.m.-1 p.m.
  - Marple
  - Cost: Spon. $159 Non-spon. $189

#### The Art of Delegating

The power to effectively delegate enhances personal productivity to do more things in the least possible time and increases accountability that helps people develop to make a successful organization. The art of delegation gives managers more space and time to focus on core business activities and take off the pressure and work-related stress.

**CAR 5665 / Length: 4 hours**

- **CRN 2465**
  - S
  - 9/30
  - 9 a.m.-1 p.m.
  - Marple
  - Cost: Spon. $159 Non-spon. $189

#### Stress Management & Reduction

This course is designed to help individuals develop the skills and strategies needed to manage and reduce stress in their personal and professional lives. The course is suitable for anyone who wants to improve their well-being, productivity, and overall quality of life.

**CAR 5668 / Length: 4 hours**

- **CRN 2468**
  - S
  - 11/18
  - 9 a.m.-1 p.m.
  - Marple
  - Cost: Spon. $159 Non-spon. $189

### NEW! Sales - Forming an Essential Foundation

This course is designed to provide individuals with the knowledge and skills necessary to excel in sales. The course will cover a range of topics related to the sales process, including prospecting, lead generation, relationship building, communication, and closing techniques.

**LSP 5669 / Length: 8 hours**

- **CRN 2469**
  - S
  - 12/2
  - 9 a.m. to 5 p.m.
  - Marple
  - Cost: Spon. $329 Non-spon. $359

### NEW! Notary Public Training

This course is designed to provide individuals with the knowledge and skills necessary to become a commissioned Notary Public. The course covers the legal requirements and responsibilities of a Notary Public, as well as practical skills needed to perform notarial duties effectively.

**CAR 5662 / Length: 3 hours**

- **CRN 2469**
  - T
  - 10/10
  - 6-9 p.m.
  - Marple
  - Cost: Spon. $149 Non-spon. $179

### NEW! Loan Signing Agent

This course is designed to assist the current notary with some knowledge, understanding, and training for the sub-specialty as a notary signing agent handling loan document packages for lenders, mortgage companies, and other financial institutions. The course is comprehensive, providing instructions for the position of notary public and the office of a “Notary Signing Agent.” Follow a signing from start to finish. Learn to avoid common mistakes and errors. See actual loan documents and take practice loan documents home. You will receive a head start on how to set up your office and organization tips from notaries in the business.

**CAR 5663 / Length: 8 hours**

- **CRN 2463**
  - S
  - 10/21
  - 9 a.m.-5 p.m.
  - Marple
  - Cost: Spon. $329 Non-spon. $359
**REAL ESTATE**

**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 1838 W 10/11 6-9 p.m. Online
Cost: Spon. $45; Non-spon. $65

**Legal Advice for Home Buyers and Home Sellers**
An experienced real estate lawyer provides an interactive discussion with participants about the home sale and purchase process. He will also review and explain the forms the real estate agents use such as listing contract, agreement of sale, title report, settlement sheet, etc. and explain how to work with an agent.

LSP 5908 / Length: 2.5 hours
CRN 2771 T 9/27 7-9:30 p.m. Online
Cost: Spon. $34; Non-spon. $54

**Empty Nesters**
Designed to help seniors plan to move on to the next phase of life. Learn about resources and housing options to consider, and help put true priorities in order.

LSP 5895 / Length: 2 hours
CRN 1844 W 10/4 6-8 p.m. Online
Cost: $29

**Estate Planning for Baby Boomers**
An experienced estates attorney with a Master of Laws in Taxation explains how to prepare your estate properly in case of disability or death. Topics include wills, powers of attorney, probate, trusts, Inheritance Tax, etc. Learn how to avoid leaving a mess for your heirs and get answers to your estate planning questions.

LSP 5899 / Length: 2.5 hours
CRN 2472 T 10/24 7-9:30 p.m. Online
Cost: $34

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**FINANCIAL PLANNING**

**Tax-Free Investing: It’s Not What You Make, It’s What you Keep**
This is an educational program designed to inform individuals about the benefits and considerations of choosing investments that offer tax advantages. Join us to learn how certain investments can deliver tax-free income and possibly keep you in a lower tax bracket.

LSP 5935 / Length: 1 hour
CRN 1846 R 10/19 7-9 p.m. Online
Cost: Spon. $29; Non-spon. $49

**Social Security: When to Collect?**
At what age should you begin to collect Social Security benefits? 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 1847 R 11/30 7-9 p.m. Online
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.

LSP 5921 / 1 hour
CRN 2474 M 11/13 6:30-7:30 p.m. Marple
Cost: Spon. $29; Non-spon. $49

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

Delaware County Community College • FALL 2023 • dccc.edu
TEST PREPARATION

Test of Essential Academic Skills (TEAS®) Prep
See ed2go.com/dc3 for online classes.

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 2483 S 9/23-10/28 10-11:30 a.m. Marple 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 2484 S 9/23-10/28 11:35 a.m.-1:05 p.m. Marple Cost: Spon. $179; Non-spon. $229

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 / Duration: 44 hours
CRN 2486 TR 9/19-12/5 Del 9/19-12/5 De 8:05-10:05 p.m. Marple Cost: $399

NEW!
Ged Test Preparation
This is a 60 hour test preparation course. Students will study the five subject areas required to be successful in the tests. They will also receive support in resume writing, interview techniques and personal finance, as well as receive financial aid information for college.
CSP 9331 / 60 hours
CRN 2933 TR 9/6-11/22 6:30-9 p.m. Marple
CRN 2934 RF 9/15-12/9 10 a.m.-12:30 p.m. UDC Cost: $133 (book cost)

APRENDIZAJE DE IDIOMAS

ESL

English as a Second Language
Provides beginning, intermediate and advanced instruction in listening, speaking, reading and writing English. Book 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.
CSP 5021 / Length: 40 hours
Mandatory Placement Test–9/12
CRN 1134 TR 9/12-11/16 8:05-10:05 p.m. Marple
Mandatory Placement Test–9/26
CRN 1135 TR 9/26-12/7 7-9 p.m. Marple
Mandatory Placement Test–10/3
CRN 1850 TR 10/3-12/7 7-9 p.m. Downingtown
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 / Duration: 44 hours
CRN 2486 TR 9/19-12/5 Del 9/19-12/5 De 8:05-10:05 p.m. Marple Cost: $399

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CRN 2933 TR 9/6-11/22 6:30-9 p.m. Marple
CRN 2934 RF 9/15-12/9 10 a.m.-12:30 p.m. UDC Cost: $133 (book cost)
LEARNING OTHER LANGUAGES / SELF ENRICHMENT

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 998 S 9/27-11/15 6-8 p.m. Marple
Cost: Spon. $189; Non-spon. $219

**Beginning Spanish**
CAR 2129 / Length: 16 hours.
CRN 120 R 9/28-11/16 6-8 p.m. Marple
Cost: Spon. $189; Non-spon. $219

**Beginning Spanish II**
*Will be offered Spring, 2024.*

Beginning courses introduce basics of pronunciation, grammar and vocabulary, and will involve dialogues, conversations and oral readings. Books included.

**Beginning Spanish II**
*Will be offered Spring, 2024.*

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: 18 hours
CRN 1846 S 9/16-10/21 9 a.m.-12 p.m. Marple
Cost: Spon. $139; Non-spon. $169

**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.
LSP 3615 / Length: 18 hours
CRN 1859 S 11/4-12/16 9 a.m.-12 p.m. Marple
Cost: Spon. $139; Non-spon. $169

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 1861 W 10/25-12/13 6:30-8:30 p.m. Hybrid
Cost: Spon. $129; Non-spon. $159

NEW! FALL FLORAL DESIGN WORKSHOPS

**New! Fall Floral Design Workshops**
Taught by Longwood Gardens graduate and instructor, Leona Swiacki, these floral design classes will get your creative juices flowing and interests sparked! Each workshop participants take home beautiful projects that they create in class. Please bring floral shears, gloves and an apron.

**Return to the Beach**
Shrug the flip-flops and explore the beach by creating your Beidermeier Design in the sand. Using sand and beach themes learn how to use sand as a mechanic to secure your flowers. Please bring floral shears & an apron.
CAR 5670 / Length: 4 hours
CRN 2478 S 9/23 8:30 a.m.-12:30 p.m. Marple
Cost: $79

**Fall Foliage**
Create a floral design using foliage accented with Fall Color. Please bring floral shears & an apron.
CAR 5671 / Length: 4 hours
CRN 2478 S 10/21 8:30 a.m.-12:30 p.m. Marple
Cost: $79

**New! Flow Yoga**
This is for beginners. The practice will progress as the class progresses. Flow yoga classes are a mixture of meditation, breath-work and energizing movement. They usually begin with gentler movements to warm up the body, then move into progressively more challenging flowing sequences.
LSP 5059 / Length 8 hours
CRN 2510 W 10/4-11/22 6:30-7:30 p.m. Hybrid
Cost: Spon. $129; Non-spon. $149

**Evergreen Wreaths**
Make your very own evergreen wreath that will last through the Christmas Season and even into the winter months. Please bring shears and an apron.
CAR 5673 / Length: 4 hours
CRN 2482 S 12/2 8:30 a.m.-12:30 p.m. Marple
CRN 2483 S 12/2 1:30-5:30 p.m. Marple
Cost: $79

**Thanksgiving Centerpiece**
Become your own favorite floral designer by creating your Beidermeier Design in the sand. Using sand and beach themes learn how to use sand as a mechanic to secure your flowers. Please bring floral shears & an apron.
CAR 5672 / Length: 4 hours
CRN 2479 S 9/23 8:30 a.m.-12:30 p.m. Marple
Cost: $79

**Intro to Tai Chi and Qigong**
Learn how to use the slow, soft, flowing movements of Taiji to open the joints, strengthen the muscles, and reduce tension. Qigong focuses on body balance, structure and breathing, and releasing tension in the muscles and joints. Participants will be standing for entire session.
LSP 5933 / Length: 8 hours
CRN 2489 T 10/17-11/28 5:45-6:45 p.m. Marple
Cost: Spon. $129; Non-spon. $149

HEALTH AND WELL-BEING

**Meditation and Mindfulness**
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 5932 / Length: 5 hours
CRN 2488 M 10/16-11/13 7-8 p.m. Marple
Cost: Spon. $69; Non-spon. $99

**Intro to Tai Chi and Qigong**
Learn how to use the slow, soft, flowing movements of Taiji to open the joints, strengthen the muscles, and reduce tension. Qigong focuses on body balance, structure and breathing, and releasing tension in the muscles and joints. Participants will be standing for entire session.
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CRN 2489 T 10/17-11/28 5:45-6:45 p.m. Marple
Cost: Spon. $129; Non-spon. $149
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.
REGISTRATION INFORMATION

NON-CREDIT REGISTRATION

Phone-in Registration
VISA, MasterCard, Discover or American Express only.
VISA, MasterCard, Discover or American Express only.
Call from 9 a.m. to 7 p.m. Monday-Thursday, and
Friday 8:30 a.m. to 4 p.m.
610-359-5025 • 610-359-7344

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 the inside cover of
this book and include the necessary payment of check or
money order made payable to DCCC.

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 per semester.

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 regis-
tered will receive a 100% refund by calling 610-359-5025
48 hours before the start 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 or srichardson26@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: Human Resources Room 3555
(Marple Campus) 610-359-5302.

Delaware County Community College is an
Equal Opportunity Employer

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

FALL SEMESTER
HOLIDAY SCHEDULE

There will be no classes due to the College holiday schedule on the following dates:
September 4
November 23-25
December 25-January 1

Tobacco-Free Campus

Delaware County Community College is tobacco free.
Learn more: dcc.edu/tobacco-free

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

For more information on tobacco-free policies, please visit
www.dccc.edu/tobacco-free
Mail form and payment to:
Delaware County Community College
Community Education, Room 4157
901 S. Media Line Road, Media, PA 19063-1094

CRN | Title | Amount
--- | --- | ---

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)

To charge payment register and pay by phone only, please call 610-359-5025.
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 visit corporatecollege.dccc.edu