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

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
CRN 1394 TWR 1/24-3/23 9 a.m.-3:30 p.m. Marple
CRN 1316 TR 1/24-6/15 6-10 p.m. Marple
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 2135 TR 1/24-2/9 6-10 p.m. Hybrid
Cost: $395 (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 1518 MW 2/13-4/24 6-10 p.m. Marple
Cost: $1,699 (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 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 1317 MW 4/24-6/28 6-10 p.m. Marple
Cost: $1,699 (test vouchers included)

Microsoft Azure Networking

Click start your cloud journey with Azure courses. 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. Azure is an ideal way to jump into cloud training at the ground level.

Azure Fundamentals AZ900

This course is intended for those without a technical background and serves an ideal launch pad for furthering your understanding of cloud computing. This course prepares you for AZ 900 certification.

ITAC 3911 / Length: 16 hours
CRN 2135 TR 1/24-2/9 6-10 p.m. Hybrid
Cost: $395 (test vouchers included)

Networking Engineering

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.
INFORMATION TECHNOLOGY

Microsoft Certified: Windows Server Hybrid Administrator Associate

This course is for learners to configure and manage Windows Server on-premises, hybrid, and infrastructure as a service (IaaS) platform workload. The course prepares you for both certifications: AZ-800 exam (Administering Windows Server Hybrid Core Infrastructure and AZ-801 exam (Configuring Windows Server Hybrid Advanced Services. Some topics included: Deploy and Manage Active Directory Domain Services (AD AS), on-premises and hybrid networking infrastructure, manage storage and file services, implement disaster recovery, migrate servers and workloads, monitor and troubleshoot Windows Server environments.

ITAC 2943 / Length: 56 hours

CRN 2136 F 1/27-5/19 6-10 p.m. Online

Cost: $1,399 (includes test vouchers)

Certified Ethical Hacker

“Cover a hacker - you must think like a hacker” Hacking involves trying to gain unauthorized access to computer systems for illicit reasons. Ethical Hacking refers to engaging Ethical Hackers who are authorized to make possible attempts to breach security and gain access to the computer systems, applications, or data of the company. Ethical Hacking aims to identify weaknesses and vulnerabilities which can be exploited by malicious attackers and plug the loopholes in security to avoid any possible cyber-attacks.

ITAC 2501 / Length: 45 hours

CRN 1551 MW 2/22-4/3 6-8:30 p.m. Hybrid

Cost: $3490 (includes book and test vouchers)

Administrative Professional Program

Employers need administrative professionals that are able to handle complex responsibilities. In this 200 hour hands-on programs student 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 and Microsoft Teams. Students will become comfortable with cloud-based storage and applications such as Google Drive. An essential aspect of business begins with social interactions; the customer service process will explore diversity, implicit bias, and other social ideas that often lead to miscommunication in the workplace.

Certifications:
- MOS Word
- MOS Excel
- Customer Service

COM 3400 / Length: 200 hours

CRN 2278 MTWRF 9 a.m.-1 p.m. Marple

CRN 2239 MTWRF 1/23-6/15 6-9 p.m. Marple

Cost: $4,995 (test vouchers included)

Customer Service

You are the voice and face of the institution. Exceptional customer service is central in the growth and access of business. Course emphasis is placed on communication, multicultural awareness /diversity, technology, time management, and stress management. Upon completion, the student should be able to demonstrate skill on the Customer Service Specialist certification exam.

COM 3403 / Length: 12 hours

CRN 2137 TWR 4/11-4/13 9 a.m.-1 p.m. Marple

CRN 2138 MTWRF 5/30-6/5 6-9 p.m. Marple

Cost: $325 (Book, materials and test voucher included)

Computer Basics

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

COM 0101 / Length: 8 hours

CRN 1032 TR 3/28-4/6 6-8 p.m. Marple

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

Computer Keyboarding

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 0501 / Length: 8 hours

CRN 2142 MT 1/30 & 1/31 9 a.m.-1 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 230 MTWRF 2/6-2/10 10 a.m.-2 p.m. Marple

CRN 600 MTWRF 2/21-3/2 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 863 M 2/6 & 2/7 10 a.m.-2 p.m. Marple

CRN 797 TWR 2/21-2/24 6:30-8:30 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 798 TR 4/11-4/20 6-9 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 queries and reports.

COM 1101 / Length: 8 hours
CRN 1277 TF 2/21 & 2/24 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 1037 WRF 2/22-2/24 9 a.m.-1 p.m. Marple
CRN 2276 MTWR 3/27-3/30 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; autoshtes and images; multi-media; and customizing presentations.

COM 3106 / Length: 20 hours
CRN 1278 MTWR 2/13-2/17 9 a.m.-1 p.m. Marple
CRN 2143 MTWR 3/6-3/13 6-8:30 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.

COM 1201 / Length: 8 hours
CRN 2144 MT 2/13-2/14 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 330 MTWR 2/27-3/10 9 a.m.-1 p.m. Marple
CRN 2145 MTWR 4/3-4/7 6-8:30 p.m. Marple
Cost: Spon. $210; Non-Spon. $258

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 331 MTWR 3/27-4/7 9 a.m.-1 p.m. Marple
CRN 2146 MTWR 5/1-5/25 6-8:30 p.m. Marple
Cost: $775 (test vouchers included)

WEB SITE DESIGN
Designing & Managing Effective Websites
Learn the basics of designing and maintaining an effective website. Discover the advantages of using templates and explore affordable easy-to-use resources to create a professional website.

COM 1606 / Length: 8 hours
CRN 1514 WR 2/1-2/9 6-8 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.

COM 1635 / Length: 6 hrs
CRN 2148 W 3/1 & 3/8 6-9 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 2158 W 4/5 & 4/12 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, compositing, adjusting color and lighting, retouching photos, adding text, and preparing images for print and the web.

COM 1653 / Length: 8 hours
CRN 2149 T 3/21 9 a.m.-5:30 p.m. Exton
CRN 2150 MW 4/17-4/26 6-8 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.

COM 1551 / Length: 12 hours
CRN 2147 MTWR 4/24-4/27 6-9 p.m. Marple
Cost: Spon. $210; Non-Spon. $258

For information or to register, call 610-359-7344.
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
CRN 2151 MW 5/8-5/17 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.
COM 1667 / Length: 8 hrs
CRN 2152 M 3/27-4/17 6-8 p.m. Marple
Cost: Spon. $160; Non-Spon. $195

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
CRN 1515 S 3/4 & 3/11 9 a.m.-12 p.m. Marple
Cost: Spon. $105; Non-Spon. $135

iPod Bootcamp
Learn basic operation of Apple’s iPod (tablet) from turning it on, to using the built-in features of the operating system (OS). Find out how to add, manage and use apps to maximize the device’s capabilities. This class will cover only Apple’s iPad, not any other brand of tablet.
COM 2904 / Length: 6 hours
CRN 1511 S 3/25-4/8 12:30-2:30 p.m. Marple
Cost: Spon. $105; Non-Spon. $135

Digital Photo Management
If you love taking pictures but all your digital photos are scattered across smartphone, computer, camera cards, etc., this class is for you! Learn how to manage, update and keep your photos cataloged like a professional digital asset manager. Bring a 2TB portable external hard drive. Useful book information will be provided in class.
COM 0124 / Length: 6 hours
CRN 2155 W 12/30-2/3 p.m. Marple
Cost: Spon. $40; Non-Spon. $60

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 website using third-party extensions (IE: Motif, Shutterfly, WhiteWall and more)
COM 0127 / Length: 2 hours
CRN 2153 W 4/12 12:30-2:30 p.m. Marple
Cost: Spon. $40; Non-Spon. $60

HEALTH CARE

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, two or three nationally recognized and respected certifications. (NHA-National Healthcareer Association)

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: 120 hours
CRN 2156 TW 2/7-5/24 9 a.m.-1 p.m. Marple
Cost: $3,495 (includes all materials and vouchers for certification testing)

Level 2 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
• Electronic health data (No class 3/13-3/17)
COM 3300/ Length: 160 hours
CRN 1184 Marple & Exton See time & date on next page
Cost: $2,999

Level 3
• EKG Technician (pg. 9)
• Venipuncture Technician (pg. 8)
• CPR/First Aid (pg. 8)
• Electronic Health Records (pg. 9)
JSPD 2823 / Length: 178 hours
CRN 1185 Marple & Exton See time & date on next page
Cost: $3,999

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, Electronic Health Records, 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.
Level 1
• EKG Technician (pg. 9)
• Venipuncture Technician (pg. 8)
• CPR/First Aid (pg. 8)
• Electronic Health Records (pg. 9)
JSPD 2831 / Length: 118 hours
CRN 1186 Marple & Exton See time & date on next page
Cost: $2,999

Level 2
• EKG Technician (pg. 9)
• Venipuncture Technician (pg. 8)
• CPR/First Aid (pg. 8)
• Electronic Health Records (pg. 9)
JSPD 2832 / Length: 178 hours
CRN 1185 Marple & Exton See time & date on next page
Cost: $3,999

Level 3
• EKG Technician (pg. 9)
• Venipuncture Technician (pg. 8)
• Electronic Health Records (pg. 9)
• Dialysis (pg. 10)
JSPD 2823 / Length: 224 hours
CRN 1186 Marple See time & date on next page
Cost: $4,994
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 and as part of a team, use of an automated external defibrillator (AED), as well as foreign-body airway obstruction (choking) techniques. BLS students will learn rescue techniques for adults, children and infants during this class.

American Heart Association

HeartSaver® Pediatric First Aid/CPR/AED

The HeartSaver® Pediatric First Aid-CPR-AED Course is designed to meet the regulatory requirements for child care workers in all 50 U.S. states. It teaches child care providers, pre-school/daycare staff, babysitters, and others to respond to illnesses and injuries of a child or infant in the first few minutes until professional help arrives. The course covers adult/child/infant cardiopulmonary resuscitation (CPR), adult/child/infant automated external defibrillator (AED) use, child/infant choking, and pediatric first aid.

Please visit: https://www.dccc.edu/continuing-education/heart-saver-pediatric-first-aid-cpr-aed for an updated list of class dates and times being offered by our DCCC instructors. Please call 610-359-5025 for dates and times.

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.

Venipuncture (Phlebotomy Technician)

This course teaches basic venipuncture techniques for adults, children and infants as it prepares the student to take the Certified Phlebotomy Technician (CPT) exam. Coursework includes aseptic methods and isolation procedures. Includes books 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.

CRN 1520 MW 1/30-4/17 6-9 p.m. Marple
CRN 441 MW 1/30-4/17 1:30-4:30 p.m. Marple
CRN 1142 MW 1/30-4/17 6:30-9:30 p.m. UDC
CRN 1189 TR 2/14-4/27 6-9 p.m. Exton
CRN 2159 TR 2/14-4/27 6-9 p.m. Penn
CRN 2160 TR 2/24-4/29 F 6-9 p.m. (No class 3/17, 3/18, 4/8) 8 a.m.-1 p.m. Marple

Cost: $1,295

Certified Surgical Technologist

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.

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, materials, and exam voucher included.

JSPD 2822 / Length: 54 hours

CRN 2161 MW 1/23-4/3 6-9 p.m. Exton
CRN 695 TR 2/7-4/13 6-9 p.m. Marple
CRN 1521 MW 3/20-5/15 9 a.m.-12 p.m. Marple

Cost: $1,595

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 nurseaide@dccc.edu and leave your name, phone number and email address.

Fees subject to change

NAP 200 / Length: 133 hours

CRN 2157 TR 2/7-3/9 8 a.m.-4:30 p.m.
3/21-4/13 7 a.m.-3:30 p.m. Marple

Cost: Spon. $1247; Non-Spon $2045

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 Healthcareers Association. Includes all materials and exam vouchers.

COM 3304 / Length: 60 hours

CRN 1512 R 2/9-5/25 9 a.m.-1 p.m. Marple
CRN 1188 R 2/9-5/25 6-10 a.m. Marple

Cost: $1,495
Pharmacy Technician
Prepare to enter the pharmacy field in hospitals and community pharmacies as an auxiliary, 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, materials, and voucher included)
CAR 3904 / Length: 55 hours
CRN 1279  TR
6-8:30 p.m. Hybrid
Cost: $2,150

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)
CAR 4127 / Length: 50 hours
CRN 1280  MW
2/27-5/10 6-8:30 p.m.  Marple
Cost: $1,250

Fitness Training Certifications/Workshops
We are partnered with World Instructor Training Schools (WITS) to deliver these NCCA Accredited programs. Visit dccc.edu/continuing-education/training-certification/fitness-training for course options, and to register. Please call 1-888-330-9487 for more details.

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: $80

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

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
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, CBT challenge and online exam from the training portal at patrainingportal.com.
PDS 7009 / Length: 16 hours
Cost: $275

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
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 spring will start on 1/17/2023.
Please call (610) 359-5177 for information
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.

College Credits can be Awarded

Wastewater Certification Program Level 1 & 2
PDS 1200 / Length 180 hours
CRN 745 MW 1/23-12/13 6-9 p.m. Marple
Cost: $1750

Wastewater Certification Program Level 1
PDS 1201 / Length 90 hours
CRN 1443 MW 1/23-5/17 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

Wastewater Certification Program Level 2
PDS 1202 / Length 90 hours
Classes will begin August 28, 2023.
Cost: $950
Components of the program are offered as separate modules for operators who are already certified that need to meet state continuing education requirements.

CEU Classes: Wastewater
• Wastewater Treatment Types
• Wastewater Land Appl & Solids
• Wastewater Act. Sludge Basics
• Wastewater Act. Sludge Adv.
• Wastewater Advanced Topics
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
CRN 1819 S 3/19-5/7 9 a.m.-2 p.m. Marple
Cost: $895

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.

Wastewater Certification Program Level 2
PDS 1202 / Length 90 hours
Classes will begin August 28, 2023.
Cost: $950
Components of the program are offered as separate modules for operators who are already certified that need to meet state continuing education requirements.

CEU Classes: Wastewater
• Wastewater Treatment Types
• Wastewater Land Appl & Solids
• Wastewater Act. Sludge Basics
• Wastewater Act. Sludge Adv.
• Wastewater Advanced Topics
Call 610-723-4010 for details.

Call 610-359-5025.
For information or to register, call 610-359-5025.
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 898 S 1/14-3/4 9 a.m.-3:30 p.m.  Marple
CRN 899 S 3/25-5/6 9 a.m.-3:30 p.m.  Marple
Cost: Spon. $469; Non-spon. $489

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 1491 F 2/3-5/19 6-9 p.m.  Marple
Cost: Spon. $469; Non-spon. $489

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: 60 hrs
CRN 2105 W 1/25-5/10 6-10 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: 48 Hours
CRN 1490 R 1/19-5/18 12:30-3:30 p.m.  Marple
Cost: Spon. $469; Non-spon. $489

OSHA 30, 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 2106 R 1/19-5/11 6-9 p.m.  Marple
Cost: Spon. $469; Non-spon. $489

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.
JSPD 4000 / Length: 2 hours
CRN 938 TR 1/19-3/7 8-11:30 a.m.  Marple
Cost: Spon. $469; Non spon. $489
SKILLED TRADES

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:

WELDING

Intro: Oxy-Fuel Welding & Cutting
As an introduction to metallurgy, this course helps students develop an understanding of basic metallurgical principles as they apply to fusion welding to improve the quality of workmanship in the field of welding. The course material will cover the physical characteristics and mechanical properties of metals as applied to welding applications. Metallurgy for welders will cover heat treating processes for metals, physical and mechanical properties of metals, metal identification, carbon equivalency, filler metal selection, heat input and its effects on the weld zone (HAZ) and the properties of heat treating and stress relieving applications within the welding field.

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.

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.

Shields 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.

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 multiphase welds using a variety of electrode (wire) diameters. Various modes of metal transfer are addressed. Includes lecture followed by a practical application.

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.

For questions about eligibility and upcoming training sessions, please contact sean.harvey@phillyshipyard.com or www.phillyshipyard.com

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

Delaware County Community College | SPRING 2023 | dccc.edu/continuing-education
**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:

- 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—Abrasive, Grinding, 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

**NOW HIRING**

Delaware County Community College is looking to hire adjunct instructors in the areas of Carpentry, Electrical, HVAC, and Automotive Technology. Day or evening positions available. Ideal candidate has at least 5 years of experience in their field. For immediate consideration, interested candidates can apply online at www.schooljobs.com/careers/dc3 or call:

- Amy Antrim – Skilled Trades, Office Phone: 610-325-2819 – aantrim@dc3.edu
- Phil Lachimia – Assistant Dean, Office Phone: 610-723-4031 plachimia@dc3.edu

**ONLINE TRAINING**

**ONLINE TRAINING CLASSES . . . ANYTIME AND ANYWHERE**

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

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

**How it Works**

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

**Course Start Dates**

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1/18/2023-3/20/2023</td>
</tr>
<tr>
<td>February</td>
<td>2/15/2023-4/17/2023</td>
</tr>
<tr>
<td>March</td>
<td>3/15/2023-5/15/2023</td>
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<tr>
<td>April</td>
<td>4/12/2023-6/6/2023</td>
</tr>
<tr>
<td>May</td>
<td>5/17/2023-7/17/2023</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.

**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 Allegro Learning Solutions, LLC. Allegro 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! Bookkeeping Certificate
To register and for more details on the courses below, as well as many others, please go to our website: https://www.dccc.edu/continuing-education/training-certification/online-UGotClass

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: $495.00

NEW! Certificate in Leadership Development
Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how to turn 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: $495.00

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 to effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness.

Length: 48 hours
Cost: $495.00

NEW! Certificate in Online Teaching
For those new to teaching online, or those already teaching online. Get the best instruction from the classroom. This program provides the knowledge needed to measure, and manage, the online teaching experience.

ACT 48 Eligible!
Length: 48 hours
Cost: $495.00

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 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 supported by PMI for the 2021 PMP Exam preparation, and can be applied to the education requirement needed to sit for the PMP exam.

4 Saturdays
1/21-2/11
8:30 a.m.-4:30 p.m. Zoom
Cost Members $875; Non-Members $1,120

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 experienced in project management, or who have already taken project management courses. The focus is on how best to prepare, study for, and take the PMP credential examination. A review of material normally covered in the exam will be presented.

Successful completion of this course ensures that students will meet the 35-hour education requirement in order to apply for and take the exam and that their Education will not be subject to audit.

5 Saturdays
2/25-3/25
8:30 a.m.-4:30 p.m. Zoom
Cost Members $1,086; Non-Members $1,400

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
2/25-3/11
8 a.m.-4:30 p.m. Zoom
Cost Members $750; Non-Members $960

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 1519 TR
4/18-4/27
9 a.m.-12 p.m. Marple
Cost Sponsor $210; Non-Sponsor $258

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. No class 3/15.

CAR 5653 / Length: 36 hours
CRN 2104 W
1/11-4/3
6-9 p.m. Marple
Cost: $1,250

Fitness Training Certifications/Workshops
We are partnered with World Instructor Training Schools (WITS) to deliver these NCCA Accredited programs. Visit dccc.edu/continuing-education/training-certification/fitness-training for course options, and to register. Please call 1-888-330-9487 for more details.

CRN 1694 S
1/28-2/25
9 a.m.-12 p.m. Online
1-4 p.m. YMCA-Springfield

CRN 1695 TR
2/7-3/7
6:30-9:30 p.m. Online
2/7-3/7
12-3 p.m. YMCA-Springfield

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 1586 M
1/23
6:30-9 p.m. Online
CRN 1587 W
4/19
6:30-9 p.m. Marple
Cost: Sponsor $50; Non-sponsor $80

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 1586 M
1/23
6:30-9 p.m. Online
CRN 1587 W
4/19
6:30-9 p.m. Marple
Cost: Sponsor $50; Non-sponsor $80

For information or to register, call 610-359-5025.
Delaware County Community College │ SPRING 2023 │ dccc.edu/continuing-education
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 5645 / Length: 24 hours
CRN 2005 M 3/20-5/8 6-7:30 p.m. Online
Cost: $345

The Entrepreneurial Equation
Making the most of your business is easy when you have the right tools and a solid strategy at your disposal. This seminar gives you ideas for putting banking, retirement, and insurance tools to work so you can help build and protect your business according to your short- and long-term goals.
LSP 5928 / Length: 2 hours
CRN 2131 T 2/7 6-8 p.m. Marple
Cost: Spon. $29; Non-spon. $49

Entrepreneurship and Starting a Small Business*
If you are interested in the world of entrepreneurship here is the course for you. You will focus on the basics of how to launch an entrepreneurial venture, including entrepreneurial development and planning, funding, and accounting, marketing as well as relevant laws and regulations. Topics for discussion will include proper self-evaluation, how to recognize and shape new ideas and opportunities, analysis, methods, technology, globalization and diversity, and ethical responsibilities.
CAR 5640 / Length: 24 hours
CRN 2130 T 1/17-3/28 6-9 p.m. Marple
Cost: Spon. $299; Non-spon. $329

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 completion of four courses: Introduction to Non-Profits, Introduction to Fundraising, Grant Writing I, and Grant Writing II. 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 2120 F 2/10 9 a.m.-1 p.m. Online
CRN 1466 TW 2/7-2/8 6-8 p.m. Online
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 2103 F 3/10 9 a.m.-4 p.m. Online
CRN 1467 TW 3/7-3/8 6-9 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 and corporations.
CAR 3851 / Length: 10 hours
CRN 2132 M 3/20-4/17 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 2133 M 4/24-5/22 6-8 p.m. Hybrid
Cost: Spon. $199; Non-spon. $249

FINANCIAL PLANNING

Retirement: Making Your Money Last
Have you retired recently? Are you planning to retire soon? This presentation discusses ideas to help build a reasonable and sustainable strategy for managing income and expenses during retirement. We explore how to address key concerns such as inflation, health care expenses, and market volatility as well as ways to prepare for things that may not go as expected.

The Four Pillars of New Retirement
This program explores how retirement is changing and the four pillars that can impact your quality of life during retirement (health, family, purpose, and finances). We will explore each of these pillars, why they matter and ways you can tend to each of them.

What Happens After the “Paychecks Stop”? A Retirement Income Primer
In this program we’ll explore how to budget for retirement expenses, examine potential sources of retirement income, discuss strategies to provide for your goals and address potential risks.

Time Matters: A Woman’s Outlook on Retirement
This program shares perspectives on financial concerns facing women who are getting ready for or have recently transitioned to retirement. The presentation shares retirement income strategies, including perspectives on Social Security and withdrawal and reliance rates. It also addresses how to prepare for the unexpected, including market and inflation risks, and the rising cost of health care and long-term care.

Estate Planning for Millennials
This program addresses how to prepare for the unexpected, including market and inflation risks, and the rising cost of health care and long-term care. The presentation shares perspectives on financial concerns facing women who are getting ready for or have recently transitioned to retirement. The presentation shares retirement income strategies, including perspectives on Social Security and withdrawal and reliance rates. It also addresses how to prepare for the unexpected, including market and inflation risks, and the rising cost of health care and long-term care.

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.

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.

Estate Planning for Millennials
Don’t leave a mess for your heirs. Presented by an estate attorney with a Master of Laws in Taxation, learn how to prepare your estate properly in the case of disability or death.

Food & Beverage Truck Business
Looking to start a new mobile business, then this class is for you! This course will introduce you to Mobile Food & Beverage Management and provides the fundamentals of owning and operating a mobile Food and Beverage business, whether it’s operating a food truck, mobile coffee or mobile bar. It will familiarize the student with the tools needed to formulate a mobile concept and turn it into a standardized plan. The student will focus on menu development, truck and trailer design, location and marketing case studies, guest speakers, and current food truck businesses will aid the student in designing their own mobile business unit.

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

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 working knowledge of forms and documents. The same book is used in Real Estate Fundamentals and Real Estate Practice and is the responsibility of the student to purchase. Classes will be offered as a hybrid option, meaning some classes will be on campus and some online.

CAR 5632 / Length: 45 hours
CRN 1540 // MW 3/20-5/8 6-9 p.m. Hybrid
Cost: $459

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 795 // M 3/27 6-9 p.m. Online
Cost: Spon. $45; Non-spon. $65

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 2111 // W 2/22 6-9 p.m. Online
Cost: Spon. $39; Non-spon. $59

Legal Advice on Buying/Selling Your Home
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 5924 / Length: 2.5 hours
CRN 1489 // T 1/31 7-9:30 p.m. Online
Cost: Spon. $34; Non-spon. $54

TEST PREPARATION

Test of Essential Academic Skills (TEAS®) Prep
See ed2go.com/edc3 for online classes.

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 9321 / Length: 60 hours
CRN 1860 // TR 1/10-4/6 6:30-9 p.m. Marple
Cost: $33 (book cost)

Scholarships available.
Email: communityed@dccc.edu for more information.

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 1054 // R 1/26-3/2 6-7:30 p.m. Marple
Cost: $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 1055 // R 1/26-3/2 7:35-9:05 p.m. Marple
Cost: $225

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—1/17
CRN 1105 // TR 1/17-4/4 8:05-10:05 p.m. Marple
Mandatory Placement Test—2/7
CRN 2117 // TR 2/7-4/25 7-9 p.m. UDC
Mandatory Placement Test—3/21
CRN 2118 // TR 3/21-5/25 7-9 p.m. Exton

Cost: $375

Elementary Grammar for Foreign Students
Learn and practice your grammar skills in this high beginning multi-skills course incorporating listening, speaking, reading, and writing activities focused on everyday life. Book included. Upon successful completion of this course, you may be eligible for three academic credits.

CSP 2122 / Length: 45 hours
CRN 2122 // MW 3/20-4/19 8:05-10:05 p.m. Marple
Cost: $399

Writing for Foreign Students
Learn and practice your grammar skills in this high beginning multi-skills course incorporating listening, speaking, reading, and writing activities focused on everyday life. Book included. Upon successful completion of this course, you may be eligible for three academic credits.

CSP 5232 / Length: 20 hours
CRN 2123 // R 1/26-4/6 6-8 p.m. Marple
Cost: $225

See TEAS® Prep Course: Verbal and Reading Comprehension.
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 2124 TR 1/24-4/27 8:05-10:05 p.m. Marple
Cost: $399

Curso de gramática elemental para estudiantes extranjeros
Aprenda y pratique sus destrezas gramaticales en este curso de destrezas múltiples para principiantes, que incorpora actividades de escucha, habla, lectura y escritura enfocadas en la vida cotidiana. El libro está incluido. Al concluir con éxito este curso, usted puede ser elegible para tres créditos académicos.
CSP 5268/Duración: 45 horas
CRN 2122 MW Del 1/30-4/19 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 2123 R Del 1/26-4/6 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 enseñanzas del programa ESL. El libro está incluido.
CAR 3311/Duración: 44 horas
CRN 2124 TR Del 1/24-4/27 De 8:05-10:05 p.m. Marple
Costo: $399

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 1281 W 1/18-3/8 6-8 p.m. Marple
Cost: Spon. $189; Non-spon. $219

Beginning Italian II
CAR 3441 / Length: 16 hours.
CRN 1468 W 3/22-5/10 6-8 p.m. Marple
Cost: Spon. $189; Non-spon. $219

Beginning Spanish
CAR 2129 / Length: 16 hours.
CRN 1315 R 2/2-3/30 6-8 p.m. Marple
Cost: Spon. $189; Non-spon. $219

Beginning Spanish II
CAR 4330 / Length: 16 hours.
CRN 2125 R 4/6-5/25 6-8 p.m. Marple
Cost: Spon. $189; Non-spon. $219

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.
CAR 3615 / Length: 18 hours
CRN 1583 S 1/14-2/25 9 a.m.-12 p.m. Marple
Cost: Sponsoring $139; Non-Sponsoring $169

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 and things 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 2126 W 4/5-5/10 6:30-8:30 p.m. Hybrid
Cost: Spon. $129; Non-spon. $159

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.
CAR 3577 / Length: 18 hours
CRN 1584 S 3/4-4/15 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.
CAR 3615 / Length: 18 hours
CRN 1583 S 1/14-2/25 9 a.m.-12 p.m. Marple
Cost: Sponsoring $139; Non-Sponsoring $169

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 and things 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 2126 W 4/5-5/10 6:30-8:30 p.m. Hybrid
Cost: Spon. $129; Non-spon. $159

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

**Snow Scapes**  
Explore the beauty of wintertime florals that reflect the pristine hues of snow & ice. Create your own arrangement to take home and enjoy. Please bring floral shears.  
CAR 5655 / Length: 4 hours  
CRN 2112  
1/21  
8:30 a.m.-12:30 p.m.  
Marple  
Cost: $79

**Cabin Fever**  
Enjoy the best cure for the winter blues by learning how to apply contrasting color harmonies to create your very own arrangement. Please bring floral shears.  
CAR 5656 / Length: 4 hours  
CRN 2113  
2/25  
8:30 a.m.-12:30 p.m.  
Marple  
Cost: $79

**Spring has Sprung!**  
Explore the wonder of bulb flowers which bloom in the early spring. Create a ‘Vegetative Design’ which reflects how flowers bloom in nature. Please bring floral shears.  
CAR 5657 / Length: 4 hours  
CRN 2114  
3/25  
8:30 a.m.-12:30 p.m.  
Marple  
Cost: $79

**Parallel vs. Radial**  
Explore the role of line and space in floral design. Use your imagination to create a unique arrangement applying these elements that will enhance your skills.  
CAR 5658 / Length: 4 hours  
CRN 2115  
4/22  
8:30 a.m.-12:30 p.m.  
Marple  
Cost: $79

**Cascading Elegance**  
Explore techniques that create the ‘waterfall effect’ layering greens and flowers in a floral composition you will be proud to take home as a gift for Mother’s Day. Please bring floral shears.  
CAR 5659 / Length: 4 hours  
CRN 2116  
5/13  
8:30 a.m.-12:30 p.m.  
Marple  
Cost: $79

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**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. Must bring a mat.  
LSP 5932 / Length: 5 hours  
CRN 2127  
3/6-4/10  
7-8 p.m.  
Marple  
Cost: Spon. $69; Non-spon. $99

**Chair Yoga**  
Chair yoga is a gentle practice in which postures are performed while seated and/or with the aid of a chair. Open to all levels. The instructor will provide modifications and variations. Must bring mat.  
LSP 5679 / Length: 8 Hours  
CRN 2134  
3/22-5/10  
7-8 p.m.  
Marple  
Cost: Spon. $129; Non-spon. $149

**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 1472  
2/4-4/4  
6-7 p.m.  
Marple  
Cost: Spon. $110; Non-spon. $130

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**TRAVEL ABROAD**

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**NEX GENERATION GLOBAL EDUCATION ACCESSIBLE TO ALL**

Program price with airfare $3,390*  
*Program price stands as an estimate

**Trip to ITALY!**  
History • Art • Culture  
May 19th - 26th, 2023  
Florence • Siena • Pisa

**Call 610 - 359 - 5025 to register**

**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.
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 5 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 registered 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

SprinG SEMESTer HOLIDAY SCHEDULE

There will be no classes due to the College holiday schedule on the following dates:

- January 14-16
- February 18-20
- March 13-19

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

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

Name ________________________________

Student I.D. ____________________________

Address ________________________________

City ____________________________ State __________ Zip __________

School District (where you reside) ____________________________

Phone ____________________

Date of Birth __________________

Delaware County Community College Community Education, Room 4157 901 S. Media Line Road, Media, PA 19063-1094

Mail form and payment to:

Delaware County Community College Community Education, Room 4157 901 S. Media Line Road, Media, PA 19063-1094

<table>
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<th>CRN</th>
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<tbody>
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<td>$5</td>
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**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.

College Over 60 registrations are restricted to in person or phone registration two days prior to the start of class.

dccc.edu/locations
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:

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- 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