RETURN TO LEARN
REGISTER NOW

dccc.edu/continuing-education
**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFORMATION TECHNOLOGY</td>
<td>1-2</td>
</tr>
<tr>
<td>COMPUTER TRAINING</td>
<td>3-6</td>
</tr>
<tr>
<td>HEALTH CARE</td>
<td>7-10</td>
</tr>
<tr>
<td>AUTOMOTIVE</td>
<td>10-12</td>
</tr>
<tr>
<td>SKILLED TRADES</td>
<td>13-17</td>
</tr>
<tr>
<td>ONLINE TRAINING</td>
<td>18-19</td>
</tr>
<tr>
<td>PROJECT MANAGEMENT</td>
<td>20</td>
</tr>
<tr>
<td>PROFESSIONAL DEVELOPMENT &amp; CERTIFICATE PROGRAMS</td>
<td>21-22</td>
</tr>
<tr>
<td>REAL ESTATE</td>
<td>23</td>
</tr>
<tr>
<td>FINANCIAL PLANNING</td>
<td>24</td>
</tr>
<tr>
<td>SAT AND GED TEST PREPARATION</td>
<td>25</td>
</tr>
<tr>
<td>ESL</td>
<td>25</td>
</tr>
<tr>
<td>APRENDIZAJE DE IDIOMAS</td>
<td>26</td>
</tr>
<tr>
<td>LEARNING OTHER LANGUAGES</td>
<td>27</td>
</tr>
<tr>
<td>SELF ENRICHMENT</td>
<td>27-28</td>
</tr>
<tr>
<td>TRAVEL ABROAD</td>
<td>29</td>
</tr>
<tr>
<td>REGISTRATION INFORMATION AND FORM</td>
<td>30-32</td>
</tr>
</tbody>
</table>

- **Become CompTIA, Network Engineer, or Cisco Certified**
  - See pages 1-2 for details.
  - Call 610-359-7344 for more information.

- **English as a Second Language (ESL)**
  - See page 25 for details.
  - Call 610-359-5025 for more information.

---

**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

**ENROLLING THROUGHOUT THE SEMESTER.**

**NEW CHOICES** Career Development Program

Call (610) 358-5232 -or- visit dccc.edu/Newchoices
For information or to register, call 610-359-7344.

**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**

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 2948 MW 9/7-9/19 6-10 p.m.
Cost: $395 (Book and test voucher 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 2952 S 9/10-12/3 (No class 11/26) 9 a.m.-3:30 p.m. Online
CRN 2946 MW 9/21-11/21 6-10 p.m. Hybrid
CRN 2488 MW 12/7/22-2/27/23 (No class 12/26-1/6/2023, 1/16, 2/20) 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. (No class 12/26-1/6/2023, 1/16)

Certification Exam: CompTIA Security+ SY0-401
Prerequisite: CompTIA Network+ certification or equivalent skills
ITAC 1906 / Length: 72 hours
CRN 2950 MW 11/28-2/13 6-10 p.m. Hybrid
Cost: $1,699 (Book and test vouchers included)
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. (No class 11/26)

ITAC 2943 / Length: 56 hours
CRN 2992 F 9/9-12/16 6-10 p.m. Online
Cost: $1,399 (includes test vouchers)

Cisco Certified Network & Security Associate (CCNA)

The Cisco CCNA network associate certification validates the ability to install, configure, operate and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. CCNA Security training teaches the skills to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats. This curriculum includes introduction to wireless networking concepts and terminology and performance-based skills plus (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet and access control lists (ACLs). Security topics include core security technologies and the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. Earn up to 6 credits. Your access code for the certification prep software will be given out the first night of class. Call 610-359-7344 for details.

CCNA Certification Exam: 200-301
This Cisco Certified Network Associate Course will prepare students for the 2-hour CCNA certification Exam v1.0 (CCNA 200-301). This exam tests a candidate’s knowledge and skills related to network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability. (No class 11/24, 12/20-1/6/2023)

ITAC 6009 / Length: 140 hours
CRN 2947 TR 9/20-2/9/2023 6-10 p.m. Marple
Cost: $4,918 (test vouchers and IT-TV Pro access included)

Certified Ethical Hacker

“To beat 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 every possible attempt 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 2601 / Length: 45 hours
CRN 2978 MW 9/19-11/16 6-8:30 p.m. Hybrid
Cost: $3,490 (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 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 9/5, 11/24-11/25)

Certifications:
• MOS Word
• MOS Excel
• Customer Service

COM 3400 / Length: 200 hours
CRN 660 MTWRF 9/12-12/16 9 a.m.-2 p.m. Marple
CRN 2976 MTWRF 8/29-12/16 6-9 p.m. Marple
Cost: $4,994 (test vouchers included)
COMPUTER TRAINING

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 2955 TW 9/6-9/14 12:30-2:30 p.m. Marple
CRN 2956 TW 9/6-9/14 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 2448 TWR 11/29-12/1 9-1 p.m. Marple
CRN 2968 MTWR 10/24-10/27 6-9 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 1382 R 9/8-9/29 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. (No class 9/5)
COM 3102 / Length: 20 hours
CRN 683 MTWRF 9/12-9/16 9 a.m.-1 p.m. Marple
CRN 2969 MTWRF 8/29-9/8 6-8:30 p.m. Marple
Cost: $375

IPad Bootcamp
Learn basic operation of Apple’s iPad (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 2957 S 10/15-10/29 12:30-2:30 p.m. Marple
Cost: Spon. $105; Non-Spon. $135

WORD
Word for the Workplace
Learn the world’s most popular word processing application! Basic to intermediate topics include: creating documents, editing, formatting, tables and printing. Creating and performing a mail merge is covered in this class.
COM 3103 / Length: 20 hours
CRN 223 MTWRF 9/19-9/23 9 a.m.-1 p.m. Marple
CRN 2970 MTWRF 9/12-9/23 6-8 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 2999 MTWRF 9/12-9/15 6-8 p.m. Marple
CRN 2998 MT 9/19-9/20 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, pivot tables and working with multiple worksheets.
COM 3104 / Length: 20 hours
CRN 1259 MTWRF 9/26-9/30 10 a.m.-2 p.m. Marple
CRN 2971 MTWRF 9/26-10/7 6-8 p.m. Marple
Cost: $375

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

**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 3000**
- MT
- 9/26-9/27
- 10 a.m.-2 p.m.
- Marple

**CRN 387**
- MTWR
- 9/26-9/29
- 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 850**
- MW
- 11/7-11/16
- 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 1010**
- TW
- 10/11 & 10/12
- 9 a.m.-1 p.m.
- Marple

**CRN 1569**
- T
- 10/25
- 9 a.m.-5:30 p.m.
- Marple

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

### POWERPOINT

#### PowerPoint for the Workplace

Create dynamic presentations. Topics include: overview of the PowerPoint environment; using animation, charts, and clipart; autoshapes and images; multi-media; and customizing presentations.

COM 3106 / Length: 20 hours

**CRN 1167**
- MTWRF
- 10/3-10/7
- 9 a.m.-1 p.m.
- Marple

**CRN 2973**
- MTWRF
- 10/3-10/14
- 6-8 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 3001**
- MT
- 10/3-10/4
- 9 a.m.-1 p.m.
- Marple

**CRN 3002**
- MTWR
- 10/3-10/6
- 6-8 p.m.
- Marple

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

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 1383 MTWRF 10/10-10/21 9 a.m.-1 p.m. Marple
CRN 2974 MTWRF 11/1-11/22 6-8:30 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 845 MTWRF 11/7-11/18 9 a.m.-1 p.m. Marple
CRN 2975 MTWRF 11/28-12/19 6-8:30 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 0634 / Length: 12 hours

CRN 2422 TR 9/13-9/22 6-9 p.m. Marple

Cost: Spon. $279; Non-Spon. $299

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 2440 TWR 11/1-11/3 9 a.m.-1 p.m. Marple
CRN 2441 MT 11/21-11/29 6-9 p.m. Marple

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

WEB SITE DESIGN

Designing Website for Small Business

Learn to construct a website with templates to inspire and guide you in creating a professional website. No code required.

COM 1606 / Length: 8 hours

CRN 2960 WR 9/28-10/6 6-8 p.m. Marple
CRN 2961 WR 11/2-11/10 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 1633 / Length: 6 hours

CRN 2396 W 9/21 & 9/28 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 1385 W 10/12 & 10/19 6-9 p.m. Marple

Cost: Spon $105; Non-Spon. $140

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

**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 0417 / Length: 6 hours
CRN 2421  WR 10/26 & 10/27 1-4 p.m.  Marple
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.
COM 1653 / Length: 8 hours
CRN 2962  MW 9/26-10/5 6-8 p.m.  Marple
CRN 2409  W 11/2 9 a.m.-5:30 p.m.  Exton
Cost: Spon. $140; Non-Spon. $175

**Photoshop Advanced**
Learn advanced techniques of this professional image editing program. Course topics include: masking, advanced use of layers, vector shapes and paths, special effects with text layers and blending modes.
➢ Prerequisite: Photoshop Intro or equivalent skills
COM 1657 / Length: 8 hours
CRN 2963  R 10/13-11/3 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 hours
CRN 1390  T 9/27-10/18 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 2964  S 11/5 & 11/12 9 a.m.- 12 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 instructor hand-outs will be provided in class.
COM 0124 / Length: 6 hours
CRN 2452  WR 10/12 & 10/13 6-9 p.m.  Marple
Cost: Spon. $105; Non-Spon. $135

**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 2988  W 11/2 12:30-2:30 p.m.  Marple
Cost: Spon. $40; Non-Spon. $60

**NEW! Photos for iPhone or iPad (IOS)**
Find, edit and share your iPhone and iPad photos. The class will fine-tune your photos with powerful, easy-to-use tools and fine-grained control. Bring your iPhone or iPad and charger to class.
COM 0128 / Length: 2 hours
CRN 2989  W 11/9 12:30-2:30 p.m.  Marple
Cost: Spon. $40; Non-Spon. $60
Train for positions in one of the fastest growing arenas in today's workforce – health care!

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

Certified Medical Administrative Assistant (CMAA)

Medical administration is one of the fastest-growing careers in America. By becoming a Certified Medical Administrative Assistant (CMAA), you can quickly earn the nationally recognized credentials healthcare employers are searching for. You will have the opportunity to receive one, 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 1015 MT**
9/12-12/20
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
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 data

(No class 11/24)

**COM 3306** Length: 160 hours

**CRN 3003 MT**
9/12-12/20
9 a.m.-1 p.m.
Marple

**CRN 2438 R**
9/29-12/8
9 a.m.-1 p.m.
Marple

**CRN 1017 R**
9/29-12/8
6-10 p.m.
Marple
Cost: $4,994 (includes all materials and vouchers for certification testing)

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, Venipuncture Technician, and CPR/First Aid

**JSPD 2831** / Length: 118 hours

**CRN 2986 Marple & Exton See time & date on next page**
Cost: $2,999

**Level 2**
EKG Technician, Venipuncture Technician, CPR/First Aid, and Electronic Health Records Specialist

**JSPD 2832** / Length: 158 hours

**CRN 2987 Marple & Exton See time & date on next page**
Cost: $3,999

**Level 3**
EKG Technician, Venipuncture Technician, Electronic Health Records Specialist, and Dialysis Technician

**JSPD 2823** / Length: 204 hours

**CRN 1050 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/training-certification/cpr-first-aid-training for an updated list of class dates and times being offered by our DCCC instructors.

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.

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

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. (NHA-National Healthcareer Association) Coursework includes aseptic methods and isolation procedures. Includes books and exam voucher. (No class 11/24-11/26)

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.

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 2365  9/12-11/11  Online
Cost: $595

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. (No class 11/24 & 11/25)

JSPD 2822 / Length: 54 hours
CRN 2966  MT  9/12-11/15 (No class 10/17 & 10/18)  6-9 p.m.  Exton
Cost: $1,295
CRN 2967  MT  9/12-11/15 (No class 10/17 & 10/18)  6-9 p.m.  Exton
Cost: $1,295
CRN 729  TR  10/11-12/13  6-9 p.m.  Marple
CRN 2439  MW  10/17-12/14  9 a.m.-12 p.m.  Marple
Cost: $1,595
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 11/24)

COM 3304 / Length: 40 hours
CRN 2438  R  9/29-12/8  9 a.m.-1 p.m.  Marple
CRN 1017  R  9/29-12/8  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 Pharmacy Technician Certification Board’s (PTCB) exam. Includes medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. Learn dosage calculations, IV flow rates, drug compounding, and dose conversions. Discusses dispensing of prescriptions, inventory control, billing and reimbursement. Book and learning materials included. (No class 11/24)

CAR 3904 / Length: 55 hours
CRN 1588  TR  9/27-12/13  6-8:30 p.m.  Hybrid
Cost: $2,150

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

Pennsylvania State Inspection Certification

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

Note: The Baseline exam must be completed by every new applicant, who does not currently hold a valid state inspection license. 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

CRN 1168 MW 9/12-9/21 5-8:30 p.m. Marple
      S 9/24 8 a.m.-3 p.m. Marple
CRN 1169 MW 10/17-10/26 5-8:30 p.m. Marple
      S 10/29 8 a.m.-3 p.m. Marple
CRN 2070 MW 11/21-11/30 5-8:30 p.m. Marple
      S 12/3 8 a.m.-3 p.m. Marple
CRN 1170 MW 12/5-12/14 5-8:30 p.m. Marple
      S 12/17 8 a.m.-3 p.m. Marple

Cost: $150

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/216599544081874446

After registering, you will receive a confirmation email containing information about joining the webinar.

Cost: $1,250
Automobile Safety Inspection Certification (Category 1)

PDS 7000 / Length: 21 hours

CRN 425
- MW 9/12-9/21 5-8:30 p.m. Marple
- S 9/24 8 a.m.-3 p.m. Marple

CRN 426
- MW 10/17-10/26 5-8:30 p.m. Marple
- S 10/29 8 a.m.-3 p.m. Marple

CRN 2071
- MW 11/21-11/30 5-8:30 p.m. Marple
- S 12/3 8 a.m.-3 p.m. Marple

CRN 427
- MW 12/5-12/14 5-8:30 p.m. Marple
- S 12/17 8 a.m.-3 p.m. Marple

Cost: $50

Motorcycle Safety Inspection Certification (Category 2)

PDS 7001 / Length: 21 hours

CRN 661
- MW 9/12-9/21 5-8:30 p.m. Marple
- S 9/24 8 a.m.-3 p.m. Marple

CRN 662
- MW 10/17-10/26 5-8:30 p.m. Marple
- S 10/29 8 a.m.-3 p.m. Marple

CRN 2072
- MW 11/21-11/30 5-8:30 p.m. Marple
- S 12/3 8 a.m.-3 p.m. Marple

CRN 663
- MW 12/5-12/14 5-8:30 p.m. Marple
- S 12/17 8 a.m.-3 p.m. Marple

Cost: $50

Heavy Vehicle Inspection Certification (Category 3)

PDS 7002 / Length: 21 hours

CRN 664
- MW 9/12-9/21 5-8:30 p.m. Marple
- S 9/24 8 a.m.-3 p.m. Marple

CRN 665
- MW 10/17-10/26 5-8:30 p.m. Marple
- S 10/29 8 a.m.-3 p.m. Marple

CRN 2073
- MW 11/21-11/30 5-8:30 p.m. Marple
- S 12/3 8 a.m.-3 p.m. Marple

CRN 666
- MW 12/5-12/14 5-8:30 p.m. Marple
- S 12/17 8 a.m.-3 p.m. Marple

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

CRN 2886
- T 9/13 4:30-8:30 p.m. Marple

CRN 2363
- T 12/6 4:30-8:30 p.m. Marple

Cost: $80

PLEASE NOTE: ALL inspection classes require 24 hour cancellation notice in order to receive a refund.

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2796</td>
<td>MW</td>
<td>8/29-12/12</td>
<td>6-9 p.m.</td>
<td></td>
<td>Marple</td>
</tr>
<tr>
<td>423</td>
<td>TR</td>
<td>8/30-9/8</td>
<td>5-9 p.m.</td>
<td></td>
<td>Marple</td>
</tr>
<tr>
<td>667</td>
<td>TR</td>
<td>10/4-10/13</td>
<td>5-9 p.m.</td>
<td></td>
<td>Marple</td>
</tr>
<tr>
<td>424</td>
<td>TR</td>
<td>11/8-11/17</td>
<td>5-9 p.m.</td>
<td></td>
<td>Marple</td>
</tr>
<tr>
<td>1166</td>
<td>TR</td>
<td>12/13-12/22</td>
<td>5-9 p.m.</td>
<td></td>
<td>Marple</td>
</tr>
</tbody>
</table>

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.

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: $5,259

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 8/22/2022.

Please call (610) 359-5177 for information

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>423</td>
<td>TR</td>
<td>8/30-9/8</td>
<td>5-9 p.m.</td>
<td></td>
<td>Marple</td>
</tr>
<tr>
<td>667</td>
<td>TR</td>
<td>10/4-10/13</td>
<td>5-9 p.m.</td>
<td></td>
<td>Marple</td>
</tr>
<tr>
<td>424</td>
<td>TR</td>
<td>11/8-11/17</td>
<td>5-9 p.m.</td>
<td></td>
<td>Marple</td>
</tr>
<tr>
<td>1166</td>
<td>TR</td>
<td>12/13-12/22</td>
<td>5-9 p.m.</td>
<td></td>
<td>Marple</td>
</tr>
</tbody>
</table>

Cost: $275
**SKILLED TRADES**

**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, acceptably installed, and adequately maintained plumbing systems will be addressed.

Correct all plumbing violations.

- Size and design plumbing systems for residential and commercial buildings.
- Define various plumbing systems code.
- Change the direction of flow without restrictions regarding drainage fitting patterns.
- Apply the standards to control all materials, systems, and equipment used in the construction, installation, alteration, repair, or replacement of plumbing or drainage systems or parts.
- Test joints and connections in the plumbing system requiring gas tight and watertight for the pressure required.
- Apply the plumbing code regarding how fixtures shall be separately trapped by a water seal trap and placed as close as possible to the fixture outlet.
- Demonstrate the proper handling of liquid waste containing grease, flammable wastes and other ingredients harmful to the building drainage system.
- Confirm the requirements for plumbing fixtures for accessible use and their installation.

PDS 2737 / Length: 40 hours

**CRN 1370**
W 9/8-11/10
6-10 p.m.
Marple
Cost: Spon. $329; Non spon. $399

**INFORMATION SESSION**

Every Monday | 6 P.M. | Lobby, Advanced Technology Center

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

Register at itac@dccc.edu

For information or to register, call 610-359-5025.
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 certification 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 2923 S 9/10-10/29 9 a.m.-3:30 p.m. Marple
CRN 2924 S 11/5-12/17 9 a.m.-3 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 2872 F 8/26-12/9 (No Class 11/25) 6-9 p.m. Marple
Cost: Spon. $469; Non-spon. $489

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. (No class 11/24)

JSPD 0063 / Length: 45 Hours
CRN 1177 R 9/1-12/15 6-9 p.m. Marple
Cost: Spon. $469; Non-spon. $489

Basic Residential Wiring

Learn the skills needed to wire a residential establishment. This hands-on course will equip students with skills essential to new and old house wiring. This course will emphasize safe working procedures, proper application of materials, and the understanding of the NEC code. Students will be introduced to basic trouble shooting skills and extensive hands on lab projects.

JSPD 0082 / Length: 45 hours
CRN 1012 F 9/9-11/11 6-10 p.m. Marple
Cost: Spon. $469; Non-spon. $489

Classes can be taken in any order and include the 5 classes below.
**SKILLED TRADES**

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

JSPD 0062 / Length: 45 hrs

**Small Engine Repair**
This class covers the fundamentals of small displacement 2- and 4-cycle engines. Learn to maintain and repair gasoline engines on snow blowers, chain saws, lawn mowers, weed eaters and more.

JSPD 0057 / Length: 30 hours

**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.

**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. (No class 9/5)

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

**Ongoing**

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

JSPD 2950 / Length: 45 hours

**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

For information or to register, call 610-359-5025.
NATE
North American Technician Excellence

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

The recommended texts listed can be purchased through the bookstore:


PDS 9005 / Length: 45 hours

CRN 2951 Ongoing Marple
Cost: $675 (book cost is additional)

NATE Exams

PDS 9006 / Length: 4 hours
CRN 1639 Ongoing
Cost: $175

Intro to Welding Processes

Provides trainees with relevant theory in oxy-fuel welding and cutting, shielded metallic arc welding and their applications. Also discussed is proper selection of power sources and settings, welding electrodes, shielding gases, joint configuration, safety and welding procedures.

This course includes a lecture period, followed by a practical application or lab exercise that demonstrates the topics presented.

PDS 9799 / Length: 45 hours
CRN 651
M 8/29-12/12 6:30-9:30 p.m. Marple
CRN 2905 MTWR 8/29-9/22 8-11 a.m. Marple
Cost: Spon. $460; Non-spon. $480

Shielded Metal Arc Welding I (SMAW)

Covers the principles of electric arc welding using electrodes 6010, 6011, 6012, and 6013 in the flat position, correct angles and methods. Also covers effects of current settings, arc lengths, electrode angles and electrode manipulation on the quality of weld joint. Welding in horizontal, vertical and overhead positions is taught. Includes a lecture period, followed by a practical application.

PDS 9803 / Length: 45 hours
CRN 2906 MW 8/29-10/24 12-3 p.m. Marple
CRN 2907 R 9/1-12/15 6:30-9:30 p.m. Marple
Cost: Spon. $460; Non-spon. $480

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

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

PDS 9804 / Length: 45 hours
CRN 653  MW
10/26-12/14
12-3 p.m.  Marple
Cost: Spon. $460; Non-spon. $480

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

PDS 9805 / Length: 45 hours
CRN 1379  W
8/31-12/14
6:30-9:30 p.m.  Marple
CRN 2407  MW
8/29-10/24
3:15-6:15 p.m.  Marple
CRN 2408  MW
10/26-12/14
3:15-6:15 p.m.  Marple
Cost: Spon. $460; Non-spon. $480

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

PDS 9806 / Length: 45 hours
CRN 654  T
8/30-12/13
6-9:45 p.m.  Marple
Cost: Spon. $460; Non-spon. $480

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

PDS 9990 / Length: 45 hours
CRN 2908  W
8/31-12/14
3:15-6:15 p.m.  Marple
Cost: Spon. $460; Non-spon. $480

MANUFACTURING
CNC/Metalworking Career Program (NIMS certification)
This hands-on program will focus on a series of single skill sets that are stackable for career success. You’ll prepare to sit for NIMS certification (National Institute for Metalworking Skills.) The NIMS credentials signify that a person can perform the work of a CNC (Computerized Numeric Control) Machine Operator according to recognized national standards. We will cover these key skill areas: CNC mill, lathe and grinder set-up and operation; tool identification, set-up, use and maintenance; machining processes, statistical process control; quality and cycle time optimization; CNC program operation; fixture set-up and operation; CNC troubleshooting.

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

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

PDS 9827 / Length: 390 hours
CRN 3024  MTWR
8/30/2021-12/2022
6-10 p.m.  Marple
Cost: $4,995

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

... ANYTIME AND ANYWHERE

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

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

How it Works

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

Course Start Dates

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>9/14/2022-11/14/2022</td>
</tr>
<tr>
<td>October</td>
<td>10/12/2022-12/12/2022</td>
</tr>
<tr>
<td>November</td>
<td>11/16/2022-1/16/2023</td>
</tr>
<tr>
<td>December</td>
<td>12/14/2022-2/13/2023</td>
</tr>
</tbody>
</table>

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 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! Spanish For Medical Professionals
Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

Length: 32 hours
Cost: $290

NEW! Certificate in Learning Styles
In this Certificate in Learning Styles, you get the most advanced information about the three most important and most prevalent characteristics you experience with your participants: generation, gender, and the autism spectrum.

Length: 48 hours
Cost: $395

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
PROFESSIONAL DEVELOPMENT

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 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
10/8-11/5
8:30 a.m.–4:30 p.m.  Zoom
Cost Members $1,086; Non-Members $1,400

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 2979  TR
8/30-9/8
6-9 p.m.  Marple
CRN 2980  TR
11/1-11/10
6-9 p.m.  Marple
Cost Spon. $210; Non-Spon. $258

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 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.

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

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
10/8-10/22
8:30 a.m.–4:30 p.m.   Zoom
Cost Members $750; Non-Members $900

Project Management courses are not eligible for College Over 60.
CERTIFICATE PROGRAMS

CAREER TRAINING

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 2940 W 9/14-11/9 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 2995 S 9/24-10/22 9 a.m.-12 p.m. 1-4 p.m. Online YMCA-Springfield
CRN 2996 TR Tuesdays 10/4-11/3 6:30-9:30 p.m. Online 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 2915 T 11/15 6:30-9 p.m. Marple
CRN 656 R 11/17 6:30-9 p.m. Online
Cost: Spon. $50; Non-spon. $80

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 2990 Online
Cost: $345

NON-PROFIT CERTIFICATE

Designed for staff, program administrators, executive directors, board members, philanthropists, volunteers and those interested in employment in non-profit agencies. The certificate requires successful completion of four courses: Introduction to Non-Profits, Introduction to Fundraising, Grant Writing I, and Grant Writing II. 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 2772 F 9/23 9 a.m.-1 p.m. Online
CRN 2773 TW 10/11-10/12 6-8 p.m. Online
Cost: Spon. $115; Non-spon. $145

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 2774  F 10/7 9 a.m.–4 p.m.  Online
CRN 2775  TW 10/18-10/19 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 2776  M 9/26-10/24 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 2777  W 10/26-11/23 6-8 p.m.  Hybrid
Cost: Spon. $199; Non-spon. $249

**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 2763  M 10/17 6:30-8:30 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 2764  T 8/30-10/13 6-9 p.m.  Marple
Cost: Spon. $299; Non-spon. $329

**Mobile Food & Beverage Business**
This course will introduce the student 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 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.

CAR 5641 / Length: 15 hours
CRN 2425  W 9/28-10/26 6-9 p.m.  Marple
Cost: Spon. $259; Non-spon. $289
REAL ESTATE
Successful completion of both R.E. Fundamentals and R.E. Practice is necessary to receive a R.E. Certificate and to qualify to take the state licensing examination. Students are responsible to purchase the book on Amazon or Dearborn Real Estate Education:

Modern Real Estate Practice in Pennsylvania 14E eBook - ISBN 978-1-4754-9875-2  OR  

Real Estate Fundamentals
Provides the foundation for further study, and covers language, principles and laws that govern the real estate business. Emphasis is on the underlying concepts of land, property, rights in realty and the means, methods and laws that govern conveyance of these rights. 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 3249 / Length: 30 hours  
CRN 2767  
MW 9/12-10/12 6-9 p.m.  Marple  
Cost: $320

Real Estate Practice
Introduces all facets of this business including fields of specialization, and focuses on the role of a real estate agent in residential brokerage. Covers basic techniques, procedures, regulations and ethics involved in a real estate transaction, and a working knowledge of forms and documents. 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 1593  
MW 10/24-12/12 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 2768  
M 9/26 6-9 p.m.  Online  
CRN 2769  
M 11/7 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 2770  
W 10/12 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 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 2778  
W 10/5 6-8 p.m.  Online  
Cost: $29

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

LSP 5899 / Length: 2.5 hours  
CRN 2779  
T 10/11 7-9:30 p.m.  Online  
Cost: $44

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

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 / 2 hours
CRN 2785 M
12/6
6:30-8:30 p.m. Marple
Cost: Spon. $29; Non-spon. $49

Financial Workshop
We believe financial education is an important step in helping you achieve a better future. That is why our Financial Workshop: Your Source for Financial Education offers clear and practical investing education in a convenient and comfortable format. By attending our workshop, you’ll gain a better understanding of the key principles of saving and investing and also learn specific strategies to help reach your long-term goals.
LSP 5929 / 6 hours
CRN 2786 M
9/19-10/3
6:30-8:30 p.m. Marple
Cost: Spon. $87; Non-spon. $107

Time Matters: A Woman’s Outlook on Retirement
Designed for women getting ready for or have recently retired. This program discusses retirement income strategies, including perspectives around Social Security, withdrawal and reliance rates. It also addresses how to prepare for the unexpected, including market and inflation risks, and the rising costs of healthcare and long-term care.
LSP 5923 / 2 hours
CRN 2787 M
11/7
6:30-8:30 p.m. Marple
Cost: Spon. $29; Non-spon. $49

ENGLISH AS A SECOND LANGUAGE

Thursday, 9/1
6-7 p.m.
Marple Campus
Call 610-359-5025 for more information, and to register.
CSP 9415 / Length 1 hour
CRN 2451 R
9/1
6-7 p.m. Marple

Cost: $39
**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 2788  S
9/24-10/29  10-11:30 a.m.  Marple

Cost: Spon. $179; Non-spon. $299

**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 2789  S
9/24-10/29  11:35 a.m.-1:05 p.m.  Marple

Cost: Spon. $179; Non-spon. $299

**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. (No class on 11/25)

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: $35 (book cost)

**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** (No class 11/24)

CSP 5021 / Length: 40 hours

**Mandatory Placement Test–9/13**

CRN 1594  TR
9/13-11/17  8:05-10:05 p.m.  Marple

**Mandatory Placement Test–9/27**

CRN 1595  TR
9/27-12/8  7-9 p.m.  UDC

**Mandatory Placement Test–10/4**

CRN 2792  TR
10/4-12/8  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 5268 / Length: 45 hours

CRN 2410  MW
9/19-11/30  8:05-10:05 p.m.  Marple

Cost: $399

**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. (No class 11/24)

CAR 3311 / Length: 44 hours

CRN 2793  TR
9/20-12/6  8:05-10:05 p.m.  Marple

Cost: $399
PROGRAMA ESL

Inglés como segundo idioma

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

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

Las clases comenzarán la semana siguiente a la evaluación.

(No habrá clases el 11/24)

CSP 5021 / Duración: 40 horas

Prueba de clasificación obligatoria: 9/13
CRN 1594 TR Del 9/13-11/17
De 8:05-10:05 p.m. Marple

Prueba de clasificación obligatoria: 9/27
CRN 1595 TR Del 9/27-12/8
De 7-9 p.m. UDC

Prueba de clasificación obligatoria: 10/4
CRN 2792 TR Del 10/4-12/8
De 7-9 p.m. Exton

Costo: $375

Curso de gramática elemental para estudiantes extranjeros

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

CSP 5268/Duración: 45 horas
CRN 2410 MW Del 9/19-11/30
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 2793 R Del 9/15-11/17
De 6-8 p.m. Marple
Costo: $225

Curso de preparación para el examen TOEFL

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

(No habrá clases el 11/24)

CAR 3311/Duración: 44 horas
CRN 2794 TR Del 9/20-12/6
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 1380  W  9/28-11/16  6-8 p.m.  Marple
Cost: Spon. $189; Non-spon. $219

**Beginning Italian II**
Will be offered January, 2023.

**Beginning Spanish**
CAR 2129 / Length: 16 hours.
CRN 158  R  9/29-11/17  6-8 p.m.  Marple
CRN 2436  M  10/24-12/12  6-8 p.m.  Exton
Cost: Spon. $189; Non-spon. $219

**Beginning Spanish II**
Will be offered January, 2023.

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 2802  S  9/17-10/22  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. (No class 11/26)
LSP 3615 / Length: 18 hours
CRN 2805  S  11/5-12/17  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 2808  W  10/26-12/14  6:30-8:30 p.m.  Hybrid
Cost: Spon. $129; Non-spon. $159
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.

**Tropical Delight**
Experience the beauty of tropical flowers and foliage. Explore the elements of line and space as you create your own exotic arrangement to take home and share with your family & friends.

CAR 5652 / Length: 4 hours
CRN 2935 **S**
9/10
8:30 a.m.-12:30 p.m.  Marple
Cost: $79

**Embrace the Colors of Fall**
Enjoy the vibrant color palette of Fall. Explore how they fit into the color harmonies of design then ‘play’ as you create your own arrangement to take home and enjoy.

CAR 5652 / Length: 4 hours
CRN 2936 **S**
10/8
8:30 a.m.-12:30 p.m.  Marple
Cost: $79

**The History of the Cornucopia**
Learn about the traditional application of the cornucopia to Thanksgiving. Become your own favorite floral designer as you create your own ‘cornucopia-inspired’ arrangement to incorporate into your holiday tablescape.

CAR 5652 / Length: 4 hours
CRN 2937 **S**
11/19
8:30 a.m.-12:30 p.m.  Marple
Cost: $79

**Tis’ the Season**
Create your own tabletop Christmas wreath using fresh evergreens, pine cones, berries, etc. Add an extra touch to your table by fashioning a ‘fresh-to-dry’ Christmas tree to accompany your design.

CAR 5652 / Length: 4 hours
CRN 2938 **S**
12/3
8:30 a.m.-12:30 p.m.  Marple
CRN 2939 **S**
12/3
1:30-5:30 p.m.  Marple
Cost: $79

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 2411 **M**
10/17-11/14
7-8 p.m.  Marple
Cost: Spon. $69; Non-spon. $99

**Natural Healing**
In this course, you’ll learn about the various stages of wellness and illness and discover that true health means wholeness of the mind, body, and spirit. Using a variety of methods like seasonal foods, herbs, aroma therapy, positive attitude, relaxation, yoga, meditation, natural remedies and more, you’ll explore a variety of ways to achieve health in mind, body, and spirit while living in harmony with nature. By the end of this course, you’ll have tools to take charge of your own health and healing.

LSP 5938 / Length: 5 hours
CRN 2991 **W**
9/22-10/20
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.

LSP 5933 / Length: 8 hours
CRN 2831 **T**
9/27-11/15
6-7 p.m.  Marple
Cost: Spon. $110; Non-spon. $130
DISCOVER THE WORLD!
INTERACTIVE • IMMERSIVE • ENGAGING

Call 610 - 359 - 5025 to register

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

All interested parties should call 610-359-5025 for more information

WWW.STUDYABROADASSOCIATION.COM

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.
NON-CREDIT REGISTRATION

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

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

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

Mail-In Registration
Complete the registration form on page 32 and include the
necessary payment (check or money order made payable
to DCCC, or credit card information).

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

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

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

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

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

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

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

Notice of Non-Discrimination
Delaware County Community College is an equal
employment and educational opportunity institution
conforming to all applicable legislation that prohibits
discrimination. The College does not discriminate
on the basis of race, color, religion, sex, age, national
origin, disability, veteran status, sexual orientation or
any other characteristic protected by state or federal
laws in its educational programs, activities, admission
or employment policies, as required by Title IX of the
Educational Amendments of 1972, Section 504 of the
Rehabilitation Act of 1973 and other applicable statutes.
Inquiries concerning Title IX and/or 504 compliance
should be referred to: Dr. Kendrick Mickens,
Room 2170 (Marple Campus) 610-359- 5340.

Delaware County Community College is an
Equal Opportunity Employer

* Statistics based on Commonwealth
of Pennsylvania 2016 Regional High
Priority Occupations
Name ___________________________________ Student I.D. ___________________________ Sex: M____ F____

Address ___________________________________ E-mail Address ___________________________

City ___________________________________ State _____ Zip ___________

School District ___________________________ Phone ___________________________ Date of Birth ________________________

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

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

Records processing fee (all students) $5

Total $ __________

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

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

Charge my: ☐ VISA ☐ MasterCard ☐ Discover ☐ American Express

Account No. ___________________________ Expiration Date _______________________

Signature __________________________________________

Ideas for courses? Share your suggestions here: ____________________________________________
COLLEGE LOCATIONS

DELAWARE COUNTY
Marple Campus
901 S Media Line Road
Media, PA 19063
Southeast Center
2000 Elmwood Avenue
Curtis Building
Sharon Hill, PA 19079
Upper Darby Center
Barclay Square
1570 Garrett Road
Upper Darby, PA 19082

CHESTER COUNTY
Downingtown Center
100 Bond Drive
Downingtown, PA 19335
Exton Center
906 Springdale Drive
Whiteland Business Park
Exton, PA 19341
Pennocks Bridge Center
280 Pennocks Bridge Road
West Grove, PA 19390

Brandywine Center
455 Boot Road
Downingtown, PA 19335
Phoenixville Center
1580 Charlestown Road
Phoenixville, PA 19460
dccc.edu/locations

COLLEGE CAMPUSES/CENTERS

DELTAERCE COUNTY

Marple Campus
901 S Media Line Road
Media, PA 19063
Southeast Center
2000 Elmwood Avenue
Curtis Building
Sharon Hill, PA 19079
Upper Darby Center
Barclay Square
1570 Garrett Road
Upper Darby, PA 19082

CHESTER COUNTY
Downingtown Center
100 Bond Drive
Downingtown, PA 19335
Exton Center
906 Springdale Drive
Whiteland Business Park
Exton, PA 19341
Pennocks Bridge Center
280 Pennocks Bridge Road
West Grove, PA 19390

Brandywine Center
455 Boot Road
Downingtown, PA 19335
Phoenixville Center
1580 Charlestown Road
Phoenixville, PA 19460
dccc.edu/locations

COLLEGE CAMPUSES/CENTERS

AVAILABLE PUBLIC TRANSPORTATION
Marple Campus
► SEPTA Bus 112, 115 and 118
Exton Center
► Paoli/Thorndale Line to SEPTA Bus 92 or 204
Southeast Center
► SEPTA Bus 113, 114 and 115
► Trolley Routes 101 and 102
► Wilmington/Newark Line
Upper Darby Center
► Train and bus access through 69th Street
Transportation Center via Trolley Lines 101 and 102

Breathe EASY
TOBACCO-FREE CAMPUS

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

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

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

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

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

For more information call 610-355-7146
or visit corporatecollege.dccc.edu