Return to Learn
NON-CREDIT COURSE GUIDE

Discover hidden talents. Chart a new career path.

Creative Arts
Skilled Trades
Computer Training
Personal Enrichment

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

Skills for Your Professional Career

MTA
Microsoft Technology Associate
Are you new to IT? The Microsoft Technology Associate (MTA) is the recommended entry point into IT certification and job preparation. This course prepares you for an industry-recognized Microsoft certification. The MTA is an excellent prerequisite for those pursuing a career path in IT infrastructure using Microsoft technologies or to enhance your understanding of IT fundamentals. Topics include understanding network infrastructure, hardware, protocols, and services.

Certification:
• Networking Fundamentals Exam 98-366 (Certiport Testing)
ITAC 2969 / Length: 24 Hours
CRN 2883: TR 9/6-9/22
6:00 pm-10:00 pm Marple
Cost: $599 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. Many major organizations employ CompTIA Security+ certified staff.

Prerequisite: CompTIA Network+ certification or equivalent skills
ITAC 1906 / Length: 72 hours
CRN 2882: MW 11/14-1/18/17
6:00 pm-10:00 pm Marple
Cost: $1,975 Test vouchers included.

COMPUTER SUPPORT

HELP DESK

CompTIA A+ Certification - Computer Network Technician
This program prepares you for a career as a computer technician repairing personal computers and also serves as a strong foundation course. This hands-on course covers installation and upgrades, diagnosis and repair, system configuration, as well as safety and customer interaction. You will assemble and disassemble different types of personal computers. Coursework covers a wide range of vendor and product neutral networking technologies. This course will prepare you to successfully complete the A+ Certification exams. A+ toolkit included. No class 11/24.
ITAC 1900 / Length: 180 hours
CRN 2189: MW 9/19-2/27/17
6:00 pm-10:00 pm Marple
CRN 2368: TWR 9/27-11/30
9:00 am-3:30 pm Marple
Cost: $4,599 (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. Technologies such as wireless networking and gigabit ethernet will also be covered.
ITAC 1003 / Length: 72 hours
CRN 2881: MW 9/12-11/9
6:00 pm-10:00 pm Marple
Cost: $1,975 Test vouchers included.

MCSA
Microsoft Certified Solutions Associate – Windows Server 2012
This hands-on training will provide you with the core technical ability required to build a sustainable career in IT. According to Microsoft, these credentials will demonstrate that you have the primary set of Windows Server 2012 skills, relevant across multiple solution areas in a business environment, to reduce IT costs and deliver more business value. Earning an MCSA: Windows Server 2012 certification will qualify you for a position as a network or computer systems administrator or a computer support specialist. No class 11/24.

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

Prerequisite: Microsoft Technology Associate (MTA) or equivalent knowledge
ITAC 2994: Length: 120 Hours
CRN 1674: TR 9/27-1/17/17
6:00 pm-10:00 pm Marple
Cost: $4,599 Test vouchers included.
Books purchased separately.
MCSE

Microsoft Certified Solutions Expert
This program teaches you the skills needed to run a highly efficient and modern data center, with expertise in identity management, systems management, virtualization, storage, and networking. The Microsoft Certified Solutions Expert (MCSE) - Server Infrastructure will qualify you for such jobs as computer support specialist and information security analyst. This certification programs requires you to pass five Microsoft certification exams. After passing the first three certifications, the candidate has earned the Microsoft Certified Solutions Associate – Windows Server 2012 credential. The remaining two certifications are required for the MCSE. No class 11/24, 12/27 and 12/29.

Prerequisite: Microsoft Technology Associate (MTA) or equivalent knowledge

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

ITAC 2959 / Length: 200 Hours
CRN 1778 TR 9/27-3/28/17 6:00 pm-10:00 pm Marple

A recertification exam is required every three years.

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

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

ITAC 6006 / Length: 72 Hours
CRN 764 S 9/10-9/17 9:00 am-1:00 pm Marple
Cost: Spon. $140; Non-Spon. $175

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

COM 1621 / Length: 8 hours
CRN 2852 S 12/3-12/10 9:00 am-1:00 pm Marple
Cost: Spon. $140; Non-Spon. $175

Protect Your PC: Advanced Techniques
Learn advanced troubleshooting techniques covering hardware and software issues. Review methods of virus, spyware, spam, and phishing protection. Discover advanced techniques to improve PC performance. Includes data backup methods and overview of current and future operating systems.

COM 1627 / Length: 8 hours
CRN 2852 S 12/3-12/10 9:00 am-1:00 pm Marple
Cost: Spon. $140; Non-Spon. $175

Courses on pages one and two are not eligible for College Over 60.
## Computer Training

### Getting More Out of Your iPad

Bring your iPad, your Apple username and password to class and learn how to get more out of this small but powerful device. Topics covered include: how to navigate the interface, connect to wireless networks, how to personalize settings, identify built-in Apps (applications) such as Safari web browser, camera, photos, productivity tools such as notes and reminders. Learn how to add additional Apps from the Apple App Store and music from iTunes. Required: iPad with iOS version 7 or later.

COM 0204 / Length: 6 hours

| CRN 1703 | R | 10/13-10/20 | 6:00 pm-9:00 pm | Marple |
| CRN 2853 | S | 12/3-12/10 | 6:00 pm-9:00 pm | Marple |

Cost: Spon. $105; Non-Spon. $131

### Smartphone Basics

Do you find your smartphone makes you feel anything but smart? Right out of the box, these tiny yet powerful computers can be overwhelming! Learn the capabilities of the device including phone, email, Internet, downloading, uploading, storage and contacts. Use precautions necessary to protect your privacy and security on wireless networks.

COM 0417 / Length: 6 hours

| CRN 1704 | T | 10/25-11/1 | 6:00 pm-9:00 pm | Marple |
| CRN 2854 | R | 12/8-12/15 | 6:00 pm-9:00 pm | Marple |

Cost: Spon. $105; Non-Spon. $131

### Computer Basics

Discover what you can do with your computer. Course topics include: introduction to the computer, identifying hardware components, mouse use, windows navigation, exploring software, types of storage, hard drives and a brief look at the Internet. Computer Basics is the prerequisite for all computer courses.

COM 0101 / Length: 8 hours

| CRN 903 | TWRF | 9/6-9/9 | 9:00 am-11:00 am | Marple |
| CRN 1685 | MW | 10/17-10/26 | 6:35 pm-8:35 pm | UDC |
| CRN 2855 | S | 11/12-11/19 | 9:00 am-1:00 pm | SEAST |

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

### Computer Keyboarding

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

COM 0104 / Length: 8 hours

| CRN 2143 | W | 9/21-10/12 | 6:00 pm-8:00 pm | Marple |

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

### Using the Computer and Managing Files

Receive a thorough introduction to basic computer skills. Topics include: mouse use, windows navigation, exploring software, how and where to store documents and file management, simple editing, copy and paste, and a brief look at the Internet. This class is a prerequisite for most 20 hour courses.

COM 3102 / Length: 20 hours

| CRN 1790 | MTWRF | 9/12-9/16 | 9:00 am-1:00 pm | Marple |
| CRN 2230 | MTWRF | 10/10-10/14 | 9:00 am-1:00 pm | Marple |

Cost: $375

### INTERNET

#### eBay for Sellers

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

COM 1692 / Length: 6 hours

| CRN 2199 | S | 9/24-10/1 | 9:00-12:00 | Marple |
| CRN 2152 | W | 9/28-10/5 | 6:00pm-9:00pm | Exton |
| CRN 2144 | R | 11/3-11/10 | 6:00pm-9:00pm | Marple |

Cost: Spon. $105; Non-Spon. $131

#### eBay for Sellers: Online Course

Take this course at your own convenience online! The course will offer the same content as described above. Courses include lessons, handouts, discussion areas and supplementary links. The same instructor will serve as your guide in this online course created by Delaware County Community College.

COM 1692 / Length: 12 hours

| CRN 1693 | | | | |

Cost: Spon. $105; Non-Spon. $131

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

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

**Prerequisite:** COM 3102 or equivalent skills
COM 1354 / Length: 12 hours
CRN 2146  MTW  11/14-11/16  9:00 am-1:00 pm  Marple
Cost: Spon. $210; Non-Spon. $255

**NEW**

**Social Networking 101**
Social networking websites help people connect with others who share interests, build online profiles and share media such as photos, music, other websites, and even videos. Take a guided tour of Facebook, Twitter and LinkedIn, three wildly popular social networking sites. Your questions will be answered with demonstrations of each, and good and bad practices for personal and business use.
COM 1605 / Length: 4 hours
CRN 2153  W  11/9-11/16  6:30 pm-8:30 pm  Exton
CRN 2856  S  11/12  9:00 am-1:00 pm  Marple
Cost: Spon. $70; Non-Spon. $88

**NEW Facebook 101**
Learn the many ways that Facebook enables you to connect and share with family and friends, or to promote your business online. Easy to follow instructions, demonstrations and hands-on exercises make this class enjoyable and educational.
COM 1619 / Length: 3 hours
CRN 2981  R  10/6  6:00 pm-9:00 pm  Marple
Cost: Spon. $59; Non-Spon. $79

**NEW Twitter 101**
Learn all about Twitter and how it is being used today. Explore the people, posts and insights that make it powerful, useful and engaging for individuals and businesses. Find out best practices and helpful tips.
COM 1622 / Length: 3 hours
CRN 2982  R  10/20  6:00 pm-9:00 pm  Marple
Cost: Spon. $59; Non-Spon. $79

**LinkedIn: The Basics and Beyond**
This course orients new and unfamiliar LinkedIn members to critical profile navigation sectors, drills deep into the settings to optimize personal exposure, communications, and security, then demonstrates a variety of custom communications and networking strategies that deliver great results. You are best served by bringing your laptop to interact and to create real-time changes to your profile. Tablet or mobile devices are NOT recommended.
COM 1620 / Length: 3 hours
CRN 2889  R  10/6  6:00 pm-9:00 pm  Exton
CRN 2196  R  11/3  6:00 pm-9:00 pm  Marple
Cost: Spon. $59; Non-Spon. $79

**Social Networking for Small Businesses**
Designed for the person in charge of marketing efforts for a small business, this course will help you to discover how to use Facebook, Twitter and LinkedIn to get the word out about what you have to offer. Learn how to use these websites to your advantage, as well as see demonstrations of each and learn best practices for their use.
COM 1752 / Length: 4 hrs
CRN 2145  S  10/15  9:00 am-1:00 pm  Marple
CRN 1669  W  11/30-12/7  6:30 pm-8:30 pm  Exton
Cost: Spon. $70; Non-Spon. $88

**MICROSOFT OFFICE CERTIFICATION**

**MOS Word**
Become familiar with the most important concepts of Microsoft Word. Course topics include enhancing, organizing and managing documents. Presentation and demonstration of the skills necessary to sit for the Word MOS certification test are included.
**Prerequisite:** COM 3102 or equivalent skills
COM 3260 / Length: 40 hours
CRN 760  MTWRF  10/17-10/28  9:00 am-1:00 pm  Marple
Cost: $775  Test vouchers included.

**Suggested Prerequisites:**
COM 1551 Quickbooks Pro Introductory
COM 1653 Adobe Photoshop
COM 3102 Using the Computer and Managing Files
**Microsoft Office 2013**

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

*Prerequisite: COM 3102 or equivalent skills*
COM 3290 / Length: 40 hours
CRN 2849  MTWRF  10/31-11/11  9:00 am-1:00 pm  Marple
Cost: $775  Test vouchers included.

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

*Prerequisite: COM 3102 or equivalent skills*
COM 0901 / Length: 8 hours
CRN 2154  R  10/13  9:00 am-5:30 pm  Exton
CRN 885  R  10/27  8:30 am-5:00 pm  Marple
CRN 2857  W  11/9-11/30  6:35 pm-8:35 pm  UDC
CRN 2858  S  12/3-12/10  9:00 am-1:00 pm  SEAST
Cost: Spon. $140; Non-Spon. $175

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

*Prerequisite: COM 3102 or equivalent skills*
COM 3104 / Length: 20 hours
CRN 489  MTWRF  9/36-9/30  9:00 am-1:00 pm  Marple
CRN 531  S  10/15-11/12  9:00 am-1:00 pm  Marple
Cost: $375

**Excel Intermediate**
Learn to enhance a spreadsheet and use more advanced Excel techniques. Course topics include: working with large worksheets, working with multiple worksheets and workbooks, customizing Excel, advanced charting and pivot tables, advanced formatting and validation, list management, documenting and auditing, templates and hyperlinks.

*Prerequisite: COM 3102 or equivalent skills*
COM 0950 / Length: 12 hours
CRN 2887  R  10/27-11/17  6:00 pm-9:00 pm  Exton
CRN 2875  TR  11/29-12/8  6:00 pm-9:00 pm  Marple
Cost: Spon. $210; Non-Spon. $258

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

*Prerequisite: COM 3102 or equivalent skills*
COM 3103 / Length: 20 hours
CRN 488  MTWRF  9/18-9/23  9:00 am-1:00 pm  Marple
Cost: $375

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

*Prerequisite: COM 3102 or equivalent skills*
COM 0601 / Length: 8 hours
CRN 2874  M  11/31  8:30 am-5:00 pm  Marple
CRN 2873  TR  11/29-12/8  6:35 pm-8:35 pm  UDC
Cost: Spon. $140; Non-Spon. $175

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

*Prerequisite: COM 3102 or equivalent skills*
COM 3103 / Length: 20 hours
CRN 488  MTWRF  9/18-9/23  9:00 am-1:00 pm  Marple
Cost: $375

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

*Prerequisite: COM 3102 or equivalent skills*
COM 0601 / Length: 8 hours
CRN 2874  M  11/31  8:30 am-5:00 pm  Marple
CRN 2873  TR  11/29-12/8  6:35 pm-8:35 pm  UDC
Cost: Spon. $140; Non-Spon. $175

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

*Prerequisite: COM 3102 or equivalent skills*
COM 0901 / Length: 8 hours
CRN 2154  R  10/13  9:00 am-5:30 pm  Exton
CRN 885  R  10/27  8:30 am-5:00 pm  Marple
CRN 2857  W  11/9-11/30  6:35 pm-8:35 pm  UDC
CRN 2858  S  12/3-12/10  9:00 am-1:00 pm  SEAST
Cost: Spon. $140; Non-Spon. $175

**Excel Intermediate**
Learn to enhance a spreadsheet and use more advanced Excel techniques. Course topics include: working with large worksheets, working with multiple worksheets and workbooks, customizing Excel, advanced charting and pivot tables, advanced formatting and validation, list management, documenting and auditing, templates and hyperlinks.

*Prerequisite: COM 3102 or equivalent skills*
COM 0950 / Length: 12 hours
CRN 2887  R  10/27-11/17  6:00 pm-9:00 pm  Exton
CRN 2875  TR  11/29-12/8  6:00 pm-9:00 pm  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.

*Prerequisite: COM 3102 or equivalent skills*
COM 1101 / Length: 8 hours
CRN 886  RF  10/13-10/14  9:00 am-1:00 pm  Marple
CRN 2871  M  12/5  8:30 am-5:00 pm  Maple
Cost: Spon. $140; Non-Spon. $175
Computer Training

POWERPOINT

PowerPoint for the Workplace
Create dynamic presentations. Topics include: overview of the PowerPoint environment; using animation, charts, and clipart; autoshapes and images; multi-media; customizing presentations; the Pack and Go feature and Web features.
Prerequisite: COM 3102 or equivalent skills
COM 3106 / Length: 20 hours
CRN 490 MTWRF 10/3-10/7 9:00 am-1:00 pm Marple
Cost: $375

PowerPoint Introduction
Create a basic presentation. Topics include: the PowerPoint environment, creating and modifying presentations, formatting text, printing presentations, charts, editing a presentation and sharing into other programs.
Prerequisite: COM 3102 or equivalent skills
COM 1201 / Length: 8 hours
CRN 2859 F 12/2 8:30 am-5:00 pm Marple
Cost: Spon. $140; Non-Spon. $175

MICROSOFT PROJECT

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 2890 TR 10/11-10/27 6:00-9:00pm Marple
Cost: Spon. $210; Non-Spon. $258

DIGITAL PHOTOGRAPHY

Using Your Digital Camera
Bring your digital camera, cable to connect to your computer and the software disk that came with the camera to this hands-on course. Topics include: camera memory, controls and menus, techniques for taking better pictures, transferring pictures to the computer, editing your photos (red eye, lighting and color correction) and printing and sending pictures on the internet.
Prerequisite: COM 3102 or equivalent skills
COM 0115 / Length: 12 hours
CRN 1691 TR 9/27-10/6 6:00 pm-9:00 pm Marple
Cost: Spon. $210; Non-Spon. $258

Photoshop for Photographers
Discover how to bring your photos to life, in color or black and white. Learn how to scan original prints, download files from a digital camera or CD, and optimize files to ready them for photo-quality printing or web use. Class will be held in a computer lab, where you will be able to practice everything you have learned.
Prerequisite: COM 3102 or equivalent skills
COM 0119 / Length: 12 hours
CRN 2892 TR 10/18-10/27 6:00 pm-9:00 pm Marple
Cost: Spon. $210; Non-Spon. $258

COMPUTERIZED ACCOUNTING

QuickBooks Pro Introduction
Set up a QuickBooks company. Topics include: creating and customizing a new company, income and expense accounts, creating and maintaining customer and vendor accounts, invoices, payments and deposits, checks and reconciling accounts.
Prerequisite: COM 3102 or equivalent skills
COM 1551 / Length: 12 hours
CRN 1687 MW 9/19-9/28 6:00 pm-9:00 pm Marple
CRN 623 MTW 10/10-10/12 9:00 am-1:00 pm Marple
Cost: Spon. $210; Non-Spon. $258

QuickBooks Pro Advanced
Manage your business more effectively with the advanced features and tools of this diverse program. Topics include: payroll; customer and vendor credits; reimbursing or charging time, material and expenses; purchase orders; working with merged information; handling returns and bounced checks; and using the register.
Prerequisite: COM 1501 or equivalent skills
COM 1553 / Length: 12 hours
CRN 1888 MW 11/7-11/16 6:00-9:00pm Marple
Cost: Spon. $210; Non-Spon. $258

Suggested Prerequisites:
COM 1551 Quickbooks Pro Introductory
COM 1653 Adobe Photoshop
COM 3102 Using the Computer and Managing Files
**Computer Training**

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

Prerequisite: COM 3102 or equivalent skills
COM 0118 / Length: 8 hours
CRN 1692 W
10/5-10/26 6:30 pm-8:30 pm Marple
Cost: Spon. $140; Non-spon. $175

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

Prerequisite: COM 3102 or equivalent skills
COM 1664 / Length: 16 hours
CRN 2891 S
10/1-10/22 9:00am-1:00pm Marple
Cost: Spon. $280; Non-Spon. $340

**MACINTOSH**

**Mac OSX Level 1**
Learn to navigate the elegant Macintosh OSX desktop; use desktop tools including the dock, dashboard and spotlight; and organize windows with views and organize your work by creating folders. Explore built-in applications including Safari, Mail, Address Book, iCal and Spotlight. Students are invited to bring specific questions and problems to class.

COM 2002 / Length: 12 hours
CRN 2872 MW
11/7-11/16 6:00pm-9:00pm Marple
Cost: Spon. $210; Non-Spon. $258

**WEB SITE DESIGN**

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

Prerequisite: COM 3102 or equivalent skills
COM 1606 / Length: 8 hours
CRN 1689 MW
9/13-9/21 6:30 pm-8:30 pm Marple
CRN 2888 W
10/12-11/2 6:30 pm-8:30 pm Exton
Cost: Spon. $140; Non-Spon. $175

**Introduction to HTML 5**
Learn the basics of hand-coding web pages with HTML5. In this beginners class, practice creating basic web pages using tags, elements and attributes, and add links and graphics. Explore the use of CSS style sheets for text formatting and tables. This course requires extensive typing.

COM 1642 / Length: 12 hours
CRN 2166 MW
10/10-10/19 6:00 pm-9:00 pm Marple
Cost: Spon. $210; Non-Spon. $258

**Introduction to Photoshop**
Learn to use 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.

Prerequisite: COM 3102 or equivalent skills
COM 1653 / Length: 8 hours
CRN 2156 R
10/6 8:30 am-5:00 pm Exton
CRN 1690 MW
10/17-10/26 6:30 am-8:30 pm Marple
Cost: Spon. $140; Non-Spon. $175

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

Prerequisite: COM 1653 or equivalent skills
COM 1657 / Length: 8 hours
CRN 2157 R
10/27 8:30 pm-5:00 pm Exton
CRN 2147 MW
11/28-12/7 6:30 am-8:30 pm Marple
Cost: Spon. $140; Non-Spon. $175

For information or to register, call 610-359-7344.
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: http://www.pmi-dvc.org

NEW Foundations in Project Management

This course provides an in-depth review of project management principles and aligns with the Project Management Institute’s A Guide to the Project Management Book of Knowledge - Fifth Edition (PMBOK®). It is designed specifically for managers new to, or just starting in, the project management area. This course brings you up-to-speed in current principles and practices of project management. Taught by PMP-certified practitioners working in the field as well as academic practitioners, you will immediately apply what you have learned as well as study for PMP certification.

PDS 2900 / Length: 28 hours
CRN 2931  S  10/1-10/22  9:00 am-5:00 pm  Marple
Cost: $995
Discount for PMI members: CRN 2933. Cost: $895

NEW Project Management Professional Exam Prep

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

PDS 2901 / Length: 14 hours
CRN 2932  S  11/5-11/12  9:00 am-5:00 pm  Marple
Cost: $895
Discount for PMI members: CRN 2934. Cost: $795

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COMMERCIAL DRIVER’S LICENSE

CDL Training Program

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

PDS 8500 / Length: 172 hours
Classes start monthly at Marple Campus.
Please call 610-655-5058 for information.

CUSTOMIZED TRAINING PROGRAMS (CDL)

Customized training programs for your company can be conducted at Delaware County Community College or at your location:
- CDL permit training
- CDL Upgrade training/testing
- Load Securement
- Safety Meeting Classes

Please call 610-655-5058 for information.

FREE Adult Basic Literacy and GED®/HiSET Preparation

Classes provide instruction in the basic skills of reading, writing, math, critical thinking and problem solving and are available at the Marple Campus, Upper Darby, Southeast and Exton Centers as well as the Coatesville Library.

For more information and to register: www.dccc.edu/free-ged-program
484-237-6246

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

3D Printing with SolidWorks

This course provides an overview of the theories and concepts used in 3D printing also known as Additive Manufacturing. We will examine the different technologies utilized to print 3D objects from computer generated solid models. We will use SolidWorks solid modeling software for design and output needed for 3D printing. Get hands-on use of Stratasys FDM (Fused Deposition Modeling) printers and associated Objet 30 software.

PDS 9993 / Length: 32 hours
CRN 2191  T
9/27-11/15
6:00 pm-10:00 pm  Marple
Cost: $650

Introduction to AutoCAD

An entry-level course for those with little or no previous Auto-CAD experience or those with a need for substantial upgrading from previous non-Windows environment versions of AutoCAD. Participants will learn the basics of CAD geometry creation and manipulation using a variety of computer command inputs including keyboard shortcuts, toolbox icons and mouse menu selection. Geometry created will include points, lines, circles, arcs, and basic polygons. Geometry is edited or manipulated using commands such as zoom, pan, trim, extend, copy, rotate and by the use of geometry “grips”.

PDS 1001 / Length: 32 hours
CRN 1694  R
9/22-11/10
6:00 pm-10:00 pm  Marple
Cost: $650

AUTOMOTIVE

Pennsylvania State Inspection Certification

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

NOTE: The Baseline exam must be completed by every new applicant who does not currently hold a valid state inspection license. The Category 1 exam covers cars, light trucks and light trailers. The Category 2 exam covers motorcycles and the Category 3 exam covers heavy-truck and heavy trailers. The fee covers one category only. Additional categories are also available for an additional fee and may be taken concurrently with the basic course or at a later date following completion of the basic course. If you wish to take any of these categories in combination, you must use a separate course reference number (CRN) for each when registering.

Automobile Safety Inspection Certification (Category 1)
PDS 7000 / Length: 21 hours
CRN 993  MW
9/12-9/28
6:00 pm-9:30 pm  Marple
CRN 994  MW
10/3-11/9
6:00 pm-9:30 pm  Marple
CRN 995  MW
11/3-11/14
6:00 pm-9:30 pm  Marple
Cost: $160

Motorcycle Safety Inspection Certification (Category 2)
PDS 7001 / Length: 21 hours
CRN 1695  MW
9/12-9/28
6:00 pm-9:30 pm  Marple
CRN 1696  MW
10/3-11/9
6:00 pm-9:30 pm  Marple
CRN 1697  MW
11/3-11/14
6:00 pm-9:30 pm  Marple
Cost: $40

Heavy Vehicle Inspection Certification (Category 3)
PDS 7002 / Length: 21 hours
CRN 1698  MW
9/12-9/28
6:00 pm-9:30 pm  Marple
CRN 1699  MW
10/3-11/9
6:00 pm-9:30 pm  Marple
CRN 1700  MW
11/3-11/14
6:00 pm-9:30 pm  Marple
Cost: $40

Enhanced Safety Inspection (Category 4)

Presents the rules, regulations and techniques required for certification to perform the new Pennsylvania Enhanced Vehicle Inspection for branded titles, such as reconstructed, specially constructed, modified, flood damaged, recovered theft, collectible vehicles and street rods. PennDOT will provide a self-study guide that must be reviewed by the student and brought to class. To obtain the guide, go to www.dmv.state.pa.us and type in “enhanced vehicle safety inspection.”
PDS 7003 / Length: 4 hours
CRN 2860  T
9/20
6:00 pm-10:00 pm  Marple
CRN 2861  T
11/22
6:00 pm-10:00 pm  Marple
Cost: $80

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

Pennsylvania Emissions Inspector Certification (EEIC)
Focuses on the rules, regulations and proper techniques to perform the state required PA Enhanced Emissions Inspections, mandated by the federal Environmental Protection Agency.
PDS 7009 / Length: 16 hours
CRN 991 TR 9/6-9/15 6:00 pm-10:00 pm Marple
CRN 1701 TR 10/4-10/13 6:00 pm-10:00 pm Marple
CRN 992 TR 12/6-12/15 6:00 pm-10:00 pm Marple
Cost: $275

EEIC Recertification
All EEIC-certified mechanics are required to recertify every two years. Effective September 1, 2016, emission recertification exams will need to be taken within 6 months prior to expiration. There will be no extension provided beyond the expiration date on an inspector’s emission credentials. The recertification runs from the EEIC expiration date, not the date of the recertification course. Those failing the retest must retake the 16-hour Section 1 EEIC course.
NOTE: Students must register a minimum of seven business days prior to the date of the class. Only advance registrations will be accepted and materials will be mailed to you. Cost includes all fees and materials.
Prerequisite: Current EEIC certification and valid driver’s license.
PDS 7011 / Length: 4 hours
CRN 796 W 9/7 6:00 pm-10:00 pm Marple
CRN 798 R 9/29 6:00 pm-10:00 pm Marple
CRN 2367 S 10/8 9:00 am-12:00 pm Marple
CRN 988 R 10/30 6:00 pm-10:00 pm Marple
CRN 990 S 11/5 8:00 am-12:00 pm Marple
CRN 989 R 11/17 6:00 pm-10:00 pm Marple
CRN 797 R 12/1 6:00 pm-10:00 pm Marple
CRN 1693 S 12/17 8:00 am-12:00 pm Marple
Cost: $85

Emissions Retest
Only one retest is allowed for a failed emissions course. Failure of a second test requires the student to retake and pass the entire original course to maintain Emissions Inspector status.
PDS 7012 / Length: 4 hours
CRN 877 R 9/15 6:00 pm-10:00 pm Marple
CRN 1702 R 10/13 6:00 pm-10:00 pm Marple
CRN 878 R 12/15 6:00 pm-10:00 pm Marple
Cost: $45

FREE Adult Basic Literacy and GED®/HiSET Preparation
Classes provide instruction in the basic skills of reading, writing, math, critical thinking and problem solving and are available at the Marple Campus, Upper Darby, Southeast and Exton Centers as well as the Coatesville Library.
For more information and to register: www.dccc.edu/free-ged-program
484-237-6246

DEVELOP YOUR DIY SKILLS AND SAVE MONEY

Basic Home Remodeling
Principles of paneling, insulation, ceramic tiles for floors and walls, basic carpentry skills, and more.

Furniture Building
Learn proper use of hand and power tools, wood joinery and finishing techniques. Include: wood selection; basic joint creation; clamping techniques; finishes; shop tools; shop drawings. See page 10 for more information.
CARPENTRY

Basic Home Remodeling
Bring a desire to learn to this hands-on course about basic remodeling. Broken into separate modules, each week covers a different part of the remodeling process. Topics include electrical, plumbing, dry wall installation and finishing, tile work, various flooring systems, trim, windows, siding, door installation and roofing. You will receive a list of tools to bring. No class 11/24.
JSPD 0039 / Length: 42 hours
CRN 2201 R 9/8-12/15 6:00 pm-9:00 pm Marple
CRN 2936 R 9/8-12/15 6:00 pm-9:00 pm DB
CRN 2192 S 9/10-10/22 9:00 am-3:30 pm Marple
CRN 1591 W 9/14-12/14 6:00 pm-9:00 pm PENN
CRN 2935 S 10/39-12/17 9:00 am-3:30 pm Marple
Cost: Spon. $439; Non-spon. $459

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. No class 11/24.
JSPD 2950 / Length: 45 hours
CRN 2193 W 8/31-12/7 6:30 pm-9:30 pm Marple
CRN 2941 T 9/6-12/13 6:00 pm-9:00 pm DB
CRN 2159 R 9/8-12/15 6:00 pm-9:00 pm PENN
Cost: Spon. $410; Non-spon. $430

ELECTRICAL

Basic Residential Wiring
Presents basic skills needed to wire a residential establishment. This hands-on course emphasizes the proper application of materials, safety, and the understanding of the NEC code. No class 11/24
JSPD 0082 / Length: 45 hours
CRN 1592 T 9/6-12/13 6:00 pm-9:00 pm PENN
CRN 2944 W 9/7-12/14 6:00 pm-9:00 pm Marple
CRN 2945 W 9/7-12/14 6:00 pm-9:00 pm DB

Preparation for the Municipal Electrical Licensing Exam
This course prepares experienced maintenance and construction electricians for the Municipal Journeyman’s examination. Course topics include review of electrical theory, mathematics, electrical calculations and their applications. Also provides an in-depth study of the National Electrical Code.
JSPD 2796 / Length: 40 hours
CRN 2194 M 10/3-12/5 6:00 pm-10:00 pm Marple
Cost: Spon. $595

Soldering Certification Training
Students receive a full review and explanation of entire contents of the IPC-J-STD-001 standard, providing a full understanding of process control requirements for soldering electronics. During soldering labs, students will learn approved assembly and soldering process for terminal/wire, through-hole and surface mount soldering.
JSPD 7041 / Length: 40 hours
CRN 2973 W 10/5-12/7 6:00 pm-10:00 pm Marple
Cost: Spon. $410; Non-spon. $430

ENGINE REPAIR

Small Engine Repair
Fundamentals of small displacement 2- and 4-cycle engines. Learn to maintain and repair gasoline engines on snow blowers, chain saws, lawn mowers, weed eaters and more.
JSPD 0057 / Length: 30 hours
CRN 2946 S 9/10-10/15 9:00 am-2:00 pm Marple
CRN 1666 T 10/11-12/13 6:00 pm-9:00 pm PENN
Cost: Spon. $279; Non-spon. $299

Motorcycle Repair: Intro
Learn how to repair and maintain your motorcycle in this hands-on workshop. This covers maintenance including oil and filter change, fluids check, air filter change, spark plug change, chain; adjust, clean & lube. We will also learn about tire changes, brake replacement and fuel systems.
JSPD 0060 / Length: 30 hours
CRN 2947 S 10/29-12/10 9:00 am-2:00 pm Marple
Cost: Spon. $279; Non-spon. $299

For information or to register, call 610-359-7344.
HEATING, VENTILATING & AIR CONDITIONING

Refrigerant Technician Certification Exam
DCCC’s Division of Technical Education is one of a small number of schools in the nation approved by the EPA to offer a refrigerant technician certification program. The training manual is available through the college. It is strongly recommended that students read the manual before taking the exam. The exam is given in online format only and can be taken at DCCC’s Testing Center. JSPD 4000 / Length: 2 hours

CRN 879 Ongoing throughout the semester. Call 610-359-7344 to register.

Cost: $60

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


PDS 9005 / Length: 45 hours

CRN 2948 T
9/6-12/13
6:30 pm-9:30 pm Marple

Cost: $875 Book cost is additional.

WASTEWATER TREATMENT OPERATOR CERTIFICATION
Certified by the PA Department of Environmental Protection, this coursework is designed to prepare entry-level operators for certification and employment. The successful candidate must enroll for Wastewater Treatment Operator certification Level 1 and Level 2. The training is divided into two 90 hour sessions.

Wastewater Treatment Level 1 & 2
PDS 1200 / Length: 180 hours

CRN 1661 MW
9/12-4/24
6:00 pm-9:00 pm Marple

Cost: $1750

Wastewater Treatment Level 1
PDS 1201 / Length: 90 hours

CRN 1662 MW
9/12-12/31
6:00 pm-9:00 pm Marple

Cost: $950

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

DRINKING WATER CERTIFICATION PROGRAM
Certified by the PA Department of Environmental Protection (DEP), this program prepares entry-level operators for certification and employment, and provides continuing education credits for certified operators. This offers all coursework and module review necessary to help students pass the licensing exam for DEP certification. The successful candidates must enroll for certification Level 1 and Level 2. Minimum education level for operator certification is either a high school diploma or GED.

Drinking Water Certification Program Level 1 & 2
PDS 1300 / Length: 180 hours

CRN 2832 TR
9/6-4/13
6:00 pm-9:00 pm Marple

Cost: $1750

Drinking Water Certification Program Level 1
PDS 1301 / Length: 90 hours

CRN 2825 TR
9/6-12/20
6:00 pm-9:00 pm Marple

Cost: $950

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

Welding Certificate Program
Welding is an extremely important aspect in the architecture of buildings, ships, bridges, and more. The opportunities for qualified welders are great, reports the U.S. Bureau of Labor Statistics (BLS). The college has designed a 225 hr hands-on training program that delivers an introduction to welding and training in Oxyfuel cutting (OFC), SMAW (shielded metal arc welding), GMAW (gas metal arc welding), Blueprint reading and basic fabrication. These skills are in high demand in today’s workplace.

Classes are being formed at Phoenixville campus.

PDS 9827 /Length: 225 hours
CRN 2877 TWR
9/27-12/6
8:00 am-4:00 pm PHX
Cost: $3999

Welding Codes and Specifications
This course covers welding codes and their applications. Upon successful completion of this course, the student should be able to: Explain welding codes and their use. Use welding specifications. Apply proper use of A.P.I., A.W.S., and A.M.E. codes.

PDS 9828 /Length: 45 hours
CRN 2876 W
8/31-12/14
6:30 pm-9:30 pm Marple
Cost: Spon. $460; Non-spon. $480

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 1628 W
8/30-10/26
8:00 am-11:00 am Marple
CRN 1626 M
8/30-10/26
6:30 pm-9:30 pm 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 1636 W
8/31-12/14
6:30 pm-9:30 pm Marple
CRN 2130 MW
8/29-10/26
12:00 pm-3:00 pm Marple
CRN 1635 MW
10/31-12/19
12:00 pm-3:00 pm Marple
Cost: Spon. $460; Non-spon. $480

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

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 1638  T
8/30-12/13
6:30 pm-9:30 pm  Marple
CRN 2878  WF
8/31-10/19
8:00 am-11:00 am  Marple
CRN 2879  WF
10/26-12/16
8:00 am-11:00 am  Marple
Cost: Spon. $460; Non-spon. $480

Print Reading and Shop Math for Fabricators
Learn 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, 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. These basic skills are necessary for entry-level employment in the manufacturing industry.

PDS 9990 / Length: 45 hours
CRN 1791  R
9/1-12/15
3:15 pm-6:15 pm  Marple
Cost: Spon. $460; Non-spon. $480

MANUFACTURING

CNC (Computerized Numeric Control) Operator Program
(NIMS certification)
This hands-on program prepares you to sit for NIMS certification (National Institute for Metalworking Skills.) NIMS credentials signifies a person can perform the work of a CNC Machine Operator according to recognized national standards. Key skill areas to be covered: CNC mill, lathe and grinder set-up and operation; tool identification, set-up, use and maintenance; machining processes; statistical process control; quality and cycle time optimization; CNC program operation; fixture set-up and operation; CNC troubleshooting.

PDS 2788 / Length: 300 hours
CRN 2987  MWF
9/7-10/28
and
12/5-1/20/17
8:00 am-5:00 pm  Marple
Cost: $4,995

BECOME SOCIAL MEDIA SAVVY!

Social Networking 101
Social networking websites help people connect with others who share interests, build online profiles and share media such as photos, music, other websites, and even videos.

Social Networking for Small Businesses
Designed for the person in charge of marketing efforts for a small business, this course will help you to discover how to use Facebook, Twitter and LinkedIn to get the word out about what you have to offer.

LinkedIn: The Basics and Beyond
This course orients new and unfamiliar LinkedIn members to critical profile navigation sectors, drills deep into the settings to optimize personal exposure, communications, and security, then demonstrates a variety of custom communications and networking strategies that deliver great results.

See page 4 for more information.
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>9/14-11/4</td>
</tr>
<tr>
<td>October</td>
<td>10/12-12/2</td>
</tr>
<tr>
<td>November</td>
<td>11/9-12/30</td>
</tr>
<tr>
<td>December</td>
<td>12/14-2/3</td>
</tr>
</tbody>
</table>

How to Register

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

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

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

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

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

Requirements

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

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

ALLIED HEALTH

Attention Pennsylvania Registered Nurses!

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

Who is Eligible?

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

How can DCCC help?

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

Certificates:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONL 0175</td>
<td>Complementary/Alternative Med</td>
<td>27</td>
<td>$235</td>
</tr>
<tr>
<td>ONL 0176</td>
<td>End of Life Care</td>
<td>26</td>
<td>$235</td>
</tr>
<tr>
<td>ONL 0177</td>
<td>Gerontology</td>
<td>40</td>
<td>$235</td>
</tr>
<tr>
<td>ONL 0179</td>
<td>Issues in Oxygenation</td>
<td>32</td>
<td>$235</td>
</tr>
<tr>
<td>ONL 0181</td>
<td>Pain Assessment and Mgmt</td>
<td>24</td>
<td>$235</td>
</tr>
<tr>
<td>ONL 0182</td>
<td>Perinatal Issues</td>
<td>14</td>
<td>$125</td>
</tr>
<tr>
<td>ONL 0183</td>
<td>Spirituality, Health/Healing</td>
<td>36</td>
<td>$235</td>
</tr>
</tbody>
</table>

See “How to Register” in previous column.

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

Multi-Skilled Health Technician
(EKG and Phlebotomy Technician)

Combine two of the most highly sought after skills in the medical field today. The Multi-Skilled Health Technician Program consists of two courses Electrocardiography and Venipuncture. Register for one of each course listed below. Totals 86 hours: Venipuncture 36 hours; EKG 50 hours.

Requirements:
You must be 18 years of age to enroll in this program, present a high school diploma or GED and provide proof of completion or beginning of the Hepatitis B vaccine series. Please check with your family physician regarding the advisability of receiving the vaccine, its complications, and dates of administration.

For tuition loans, please call Sallie Mae at 800-472-5543. An additional fee for the phlebotomy and the EKG certification exams is required.

Cost: $2,095

Venipuncture (Phlebotomy Technician)

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

Cost: $995 Includes book and materials.

Electrocardiography (EKG Technician)

Prepare to become a certified EKG technician and to take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam. Provides practice with equipment and hands-on lab experience, anatomy, use of the EKG machine and other clinical practices. Offered in cooperation with Condensed Curriculum International, Inc. For tuition loans, please call Sallie Mae at 800-472-5543.

Cost: $1,595 Includes book and materials.

Certified Medical Office Assistant

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

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

You will have the opportunity to receive two nationally recognized and respected certifications:

1. CMAA (Certified Medical Administrative Assistant) from the National Health Career Association
2. DPRC (Digital Patient Record Certification) from American Medical Informatics Association

The coursework blends training that will provide the opportunity to gain employment in many of the most sought after positions in today’s workforce. This combination expands your skills, enhances your resume and increases your employability in medical and other healthcare related areas. Students will learn administrative and support functions and develop skills applicable in medical environments. This course includes the Digital Patient Record Certification Course below. No class 11/24.

Course topics include:
- Office Management Skills
- Medical Terminology
- Introduction to Medical Billing and Coding
- Insurance Overview
- HIPAA Regulations
- Legal and Ethical Issues
- Digital Patient Records
- Microsoft Word
- Microsoft Excel

Cost: $4,995 Includes all materials as well as vouchers for certification testing.

Digital Patient Record Certification
(Electronic Medical Records)

Learn the competencies needed to successfully manage electronic data in a variety of health care settings. Information provided in this course is essential for anyone going into the healthcare field because it covers a wide range of topics necessary to work with patient sensitive data. Gain necessary skills regarding patient records and electronic health record systems, HIPAA concepts, policy and procedural methods on legal documents and the financial implications, and information about protected health information (PHI), and other security measures taken in health care. You will be prepared to take the Digital Patient Record Certification exam as developed by the American Medical Informatics Association.

Cost: $1,495 Includes all materials as well as vouchers for certification testing.
Allied Health

Pharmacy Technician
Prepare to enter the pharmacy field in hospitals and community pharmacies as an ancillary, working under the supervision of a registered pharmacist, and to take the Pharmacy Technician Certification Board's PTCB exam. Includes medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. Learn dosage calculations, IV flow rates, drug compounding and dose conversions. Discusses dispensing of prescriptions, inventory control, billing and reimbursement. Offered in cooperation with Condensed Curriculum International, Inc. Book and learning materials included. A loan for tuition may be available; call Sallie Mae at 800-472-5543. No class 11/24
CAR 3904 / Length: 52 hours
CRN 571  TR  10/11-12/1 6:00 pm-9:30 pm Marple
Cost: $2,099

Physical Therapy Aide
As a Physical Therapy Aide you work under the direction of a physical therapist and are generally responsible for non-technical duties such as preparing treatment areas, ordering devices and supplies, and transporting patients. You assist with services that help improve mobility, relieve pain, and prevent or limit permanent disabilities. You may be employed in nursing homes, hospitals, sports rehab centers and some orthopaedic clinics. Offered in cooperation with Condensed Curriculum International, Inc. Books and materials included. Loan for tuition may be available; call Sallie Mae at 800-472-5543.
NOTE: This program does not include a national or state certification as part of its overall objectives.
CAR 3961 / Length: 52 hours
CRN 3929  MW  10/10-11/28  6:00 pm-9:30 pm Marple
Cost: $1,199

Dialysis Technician
Dialysis technicians, also called hemodialysis or renal dialysis technicians, work under the direction of senior technicians, nurses and doctors, operating kidney dialysis machines that filter waste products and excess fluids from the blood of patients whose kidneys can no longer perform this function. Dialysis technicians initiate, monitor, and discontinue dialysis treatments for the renal failure patient. Offered in cooperation with Condensed Curriculum International, Inc. Books and materials included. Loan for tuition may be available; call Sallie Mae at 800-472-5543.
CAR 4127 / Length: 52 hours
CRN 1643  MW  10/10-11/28  6:00 pm-9:30 pm Marple
Cost: $1,199

Dental Assistant
Become familiar with a dental office, treatment, patient management and the members of the dental team. Skill development includes oral and dental anatomy, infection control, radiology theory technique, and instrument identification, use and maintenance. The course includes five classroom lectures at the College and four practicums plus the final exam at the 4-Learning Group (office of Donald Robbins, DMD in Exton, PA). Upon successful completion, you will be able to perform the duties of a dental assistant. Training provided in radiology prepares you for the Radiology Health and Safety Exam (administered by the Dental Assisting National Board). Books and materials are included.
CAR 3932 / Length: 80 hours
CRN 625  S  9/10-11/19  8:00 am-5:00 pm Marple
Cost: $3,495
NOTE: Loan for tuition may be available; call Sallie Mae at 800-472-5543. When tuition is received in full, you may pick up your textbooks and complete your first homework assignment due at the first class. Registration deadline is two business days prior to the class start date. You may contact Nina at the Dental Learning Center at 610-363-1980 to receive more details on the program, the field of dental assisting, job potential, and expected salary levels.

Test of Essential Academic Skills (TEAS®) Prep
Reviews all components of the TEAS Prep exam, including math, reading strategies, vocabulary, science, and critical thinking skills. Includes test-taking strategies. Required textbook not included; must be purchased by student in advance and prices may vary.
CAR 4123 / Length: 12 hours
CRN 1602  MW  9/12-9/28  7:30 pm-9:30 pm Marple
CRN 2188  F  10/21-11/11  9:00 am-12:00 pm UDC
CRN 1598  S  9/10-10/1  9:00 am-12:00 pm SEAST
Cost: Spon. $155; Non-spon. $185

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

For information or to register, call 610-359-7344.
FREE ONE-SESSION CAREER WORKSHOP

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

T 9/13, 10/18, 11/15
8:30 pm-8:30 pm Marple

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

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

CAR 2141 / Length: four 1-hour sessions
CRN 322 By appointment Marple
Cost: Spon. $225; Non-spon. $255
NOTE: Cost includes four 1-hour sessions

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

CAR 5598 / Length: 20 hours
CRN 1644 T 9/20-11/22
9:30 am-11:30 am Marple
Cost: Spon. $125; Non-spon. $175

Career Transitions Workshop
Have you reached a crossroads? Jumpstart your career by identifying your motivated skills, career interests and career values. Participants will take the Myers-Briggs Type Indicator and the Strong Interest Inventory. Discover your top ten occupations and the strengths of your personality preferences. Learn to target a “good fit” career as well as techniques for moving forward. Networking strategies, use of LinkedIn and job search resources will be presented. For more information, call the Career Center at 610-359-5324.

CAR 4118 / Length: 20 hours
CRN 3089 M 9/19-11/21
6:30 pm-8:30 pm Marple
Cost: Spon. $114; Non-spon. $163

SMALL BUSINESS RESOURCES

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

CAR 3427 / Length: 10 hours
CRN 889 T 9/13-10/11
6:00 pm-8:00 pm Marple
Cost: Spon. $162; Non-spon. $189

Grant Writing and Research
Find out what it takes to prepare a successful proposal for funding for your organization, and learn the requirements of private foundations, public agencies and other funding sources. Prepare letters of inquiry, budget forms and grant applications, and become familiar with productive Internet sites in searching for funding resources.

CAR 3508 / Length: 4 hours
CRN 494 W 9/28-10/5
6:00 pm-8:00 pm Marple
CRN 1617 F 11/4
9:00 am-1:00 pm Exton
Cost: Spon. $85; Non-spon. $115

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

CAR 3751 / Length: 6 hours
CRN 1610 W 10/19-10/26
6:00 pm-9:00 pm Marple
CRN 1618 F 11/18
9:00 am-4:00 pm Exton
Cost: Spon. $139; Non-spon. $179

Additional Small Business Resources

Social Networking for Small Business
See page 4.
Professional Development

Public Relations Tactics
Learn ways to promote and build your business or nonprofit at minimal expense, focusing on writing and distributing press releases. Explore story angles, inverted pyramid, formats and outlets.
CAR 4146 / Length: 4 hours
CRN 1615  W  9/14-9/21  6:00 pm-8:00 pm  Marple
Cost: Spon. $89; Non-spon. $119

Developing Corporate Sponsorship
Learn how to cultivate and identify sponsors and when to ask for sponsorship. Learn which documents may need to be created, and the best marketing tactics and publications. Silent Auctions and event related sponsorships will also be discussed.
CAR 3882 / Length: 4 hours
CRN 1596  M  10/3-10/10  6:00 pm-8:00 pm  Marple
Cost: Spon. $86; Non-spon. $114

Professional Wedding Planner
For professionals or professional training for a career. Includes organizing a wedding day, preparing a budget, understanding customs and etiquette, choosing venues, dressing reception tables, and negotiating contracts.
CAR 3705 / Length: 12 hours
CRN 2907  F  9/16-9/23  9:00 am-4:00 pm  Marple
Cost: Spon. $139; Non-spon. $169

Event Planning
Whether you are a seminar, conference, retreat, fundraiser or personal event coordinator, you need sound planning and project management skills. See how to get organized, set goals and pull it off—on time, on budget and without a hitch.
CAR 3382 / Length: 6 hours
CRN 495  F  11/4  9:00 am-4:00 pm  Marple
Cost: Spon. $119; Non-spon. $159

Event Planning II
Go beyond event coordination to creative funding strategies and effective follow-up plans, forming and working effectively with a committee, and implementing a public relations plan.
CAR 3700 / Length: 6 hours
CRN 2908  F  11/18  9:00 am-4:00 pm  Marple
Cost: Spon. $119; Non-spon. $159

Introduction to Mixology
Prepare yourself for a career in bartending. Learn the recipes and preparation of 20-30 basic mixed drinks and various bar setups for restaurant, home and catering applications; become cognizant of liquor laws and responsible consumption of alcohol; and acquire skills in being relaxed and professional behind the bar. Book included.
CAR 2469 / Length: 12 hours
CRN 2909  M  9/19-10/24  6:00 pm-8:00 pm  Marple
Cost: Spon. $139; Non-spon. $169

Life Coaching—The Profession
Coaching is a distinct skill set and process for professional and personal transformation. Learn to distinguish coaching from counseling, therapy and consulting, and develop skills in helping others discover their strengths, set goals, and achieve them. Then reinforce your new language and communication process, learning methods to attract and retain clients, and strengthen your coaching business foundation.
CAR 4135 / Length: 16 hours
CRN 1609  S  10/15-11/5  9:00 am-1:00 pm  Marple
Cost: Spon. $159; Non-spon. $189

Getting Paid to Talk
Explore aspects of voice-over work for television, film, radio, audio books, documentaries and the internet. Course covers all the basics of how to be successful in this exciting field and provides an opportunity to record a commercial script. Make money with your voice!
CAR 5480 / Length: 2.5 hours
CRN 1663  R  10/6  6:30 pm-9:00 pm  Marple
Cost: Spon. $45; Non-spon. $54

An Introduction to Improvisational Comedy
Learn the fundamentals of improv comedy and the art of characterization and storytelling, then step out of your comfort zone and be in the moment, making bold, brave new choices that extend well beyond the improv state. Learn in a fun, non-judgmental atmosphere. No experience required.
CAR 5481 / Length: 18 hours
CRN 2910  T  9/20-11/15  7:00 pm-9:00 pm  Marple
Cost: Spon. $179; Non-spon. $199

Qualified Instructors Needed!
Instructors with new ideas in the areas of professional growth and community programs, email pscepansky@dccc.edu, and we will send you a proposal packet.
FITNESS TRAINING

Certified Personal Trainer
On-campus lectures and hands-on training at an athletic club, covering biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment, will prepare you to work with clients. Program consists of 15 hours of lecture, 15 hours of practical training and the National Exam, which is held on the 6th week. An additional 30-hour internship (contacts provided by WITS) then prepares you to work successfully in the field. Proof of current CPR/AED and internship are required to receive a certificate. Additional cost for required textbook; call 888-330-9487 to order and start reading immediately.

CAR 3564 / Length: 36 hours
CRN 3034 TR
10/4-11/10
6:30 pm-9:30 pm Marple
Cost: $699

Note: A free information session will be held to explain what it takes to become a Personal Fitness Trainer. Please call 888-330-9487 for the date and advanced registration.

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

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

CAR 3250 / Length: 30 hours
CRN 1601 M
9/18-11/14
6:00 pm-9:00 pm Marple
Cost: Spon. $215; Non-spon. $300

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

CAR 3249 / Length: 30 hours
CRN 1603 W
9/7-11/9
6:00 pm-9:00 pm Marple
Cost: Spon. $215; Non-spon. $300

CONTINUING LEGAL EDUCATION COURSES

NEW Drug and Alcohol Abuse and The Legal Profession
Understanding and Addressing Addiction in the Practice of Law

Presenter: Nancy Marcus Newman, Esq., CRS of The Bridge Foundation

Now more than ever lawyers and the law must be responsive to the needs of those who are struggling with drug and alcohol dependence. The current Opioid epidemic in the United States effects millions of citizens, both directly and indirectly. This CLE course will provide an understanding and awareness of Substance Use Disorder, addiction, and alcoholism as well as how to recognize and assist with issues arising in cases, clients and members of the legal profession. The course will give a general overview of this complex subject, and will examine several areas of addiction and substance abuse. CLE Credit: 1.0 Ethics

CAR 5609 / Length: 1 hour
CRN 2957 T
10/25
12:00 pm-1:00 pm Marple
Cost: Spon. $59; Non-spon. $69

NEW eDiscovery and the Rules of Civil Procedure

This CLE will give a brief overview about eDiscovery in the United States by defining eDiscovery and its scope. In addition, this course will explain the Electronic Discovery Reference Model (EDRM) Framework and its application to the legal field. Lastly, this CLE will discuss federal and Pennsylvania civil procedure rules related to eDiscovery and developments in case law related to eDiscovery. CLE Credit: 1.0 Substantive

CAR 5610 / Length: 1 hour
CRN 2958 T
11/8
12:00 pm-1:00 pm Marple
Cost: Spon. $59; Non-spon. $69

NEW Legal Rights in Recovery - Basic Legal Rights of Citizens with Substance Use Disorder

Explore common legal concerns and basic law concepts frequently experienced when providing professional services or legal counsel to individuals and families in recovery. Learn about resources, referrals and collaborators including trained professionals, lawyers, mediators, and national and local advocacy organizations. New federal parity legislation and the Affordable Care Act healthcare reforms will be reviewed as well as treatment coverage under PA Act 106. We will discuss prevalent challenging issues facing this population including: housing, health care access, and forms of discrimination regularly faced by people with alcohol and drug histories. Rights of those with criminal conviction histories and employment discrimination will be reviewed. The function of nonprofit organizations, community advocacy and...
For information or to register, call 610-359-5025.

Certificate Programs

the importance of reducing stigma will also be investigated. This workshop is aimed at providing a general overview of how to improve legal system and health law responses to those seeking recovery services and eliminate discrimination with this population. CLE Credit: 2.0 Substantive

CAR 5611 / Length: 2 hours

CRN 2959 T
11/32
9:30 am-11:30 am Marple

Cost: Spon. $118; Non-spon. $138

NEW Medical Device Product Liability Litigation: Preemption

This CLE will focus on the preemption defense in medical device product liability actions. It will discuss the FDA regulatory classes for medical devices and the premarket approval ("PMA") process. We will discuss the "510k" approval process. With the various FDA approval processes as a backdrop, we will explore when courts are likely to preempt or permit certain claims depending on which process a medical device was cleared. We will also discuss recent opinions as to preemption treatment of component parts of medical devices.

CLE Credit: 1.0 Substantive

CAR 5612 / Length: 1 hour

CRN 2960 T
11/11
12:00 pm-1:00 pm Marple

Cost: Spon. $59; Non-spon. $69

NEW Motions in Limine - Rules, Systems, and Recent Developments

The traditional role of the motion in limine is act as a medium for attorneys to ask the court to exclude or admit evidence. When used properly, a motion in limine allows for an early ruling concerning admissibility. Even more importantly, motions in limine prevent the offer of prejudicial, irrelevant, or otherwise improper evidence at trial. In this CLE you will learn everything you need to know about the origins these important pre-trial motions and most recent developments. This CLE is heavily focused on Pennsylvania law. CLE Credit: 1.0 Substantive

CAR 2913 / Length: 1 hour

CRN 2961 T
9/27
12:00 pm-1:00 pm Marple

Cost: Spon. $59; Non-spon. $69

NON-PROFIT FUNDRAISING

Designed for staff, program administrators, executive directors, board members, philanthropists, volunteers and those interested in employment in non-profit agencies. The Certificate requires successful completion of six courses: Introduction to Non-Profits, Introduction to Fundraising, Event Planning, Grant Writing and Research, Grant Writing II, and Public Relations Tactics. The first two are shown below; see the other four on page 18 under Small Business Resources. Individual courses are open to all; pursuit of Certificate is not required.

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. Book included.

CAR 3851 / Length: 10 hours

CRN 2177 W
9/14-10/12
6:00 pm-8:00 pm Marple

Cost: Spon. $179; Non-spon. $209

Introduction to Fundraising

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

CAR 3852 / Length: 10 hours

CRN 2178 W
10/19-11/16
6:00 pm-8:00 pm Marple

Cost: Spon. $179; Non-spon. $209

HORTICULTURE TRAINING

Successful completion of six core courses is required to obtain this certificate and will also prepare the student for the Pennsylvania Certified Horticulturist (PCH) examination, sponsored by the Pennsylvania Landscape and Nurseryman's Association. Four of the courses are listed below. Two others—Deciduous Trees & Shrubs; and Herbaceous Perennials, Annuals, and Bulbs—will be offered in the spring semester. Individual courses are open to all; pursuit of Certificate not required.

Principles of Horticulture

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

CAR 3847 / Length: 16 hours

CRN 528 M
9/19-11/7
6:00 pm-8:00 pm Marple

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

Evergreen Trees and Shrubs

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

CAR 3848 / Length: 16 hours

CRN 529 M
9/19-11/7
8:05 pm-10:05 pm Marple

Cost: Spon. $149; Non-spon. $189
**Certificate Programs / Test Preparation**

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

CAR 3511 / Length: 16 hours
CRN 496  R
9/22-11/10
6:00 pm-8:00 pm  Marple
Cost: Spon. $149; Non-spon. $189

**Landscape/Retail Business**
Explore the management and operation of a retail garden center and a landscape business. Garden center includes advertising; signage; ordering, display and care of plant material; and gardening supplies. Landscape business includes dividing; pruning; propagation; digging trees and shrubs; sodding; diseases and insects; weeds; aeration and dethatching of lawns; hardscaping; insurance; job pricing and bookkeeping.

CAR 3849 / Length: 16 hours
CRN 530  R
9/22-11/10
8:05 pm-10:05 pm  Marple
Cost: Spon. $149; Non-spon. $189

**FOOD MANAGERS**
Designed to satisfy the PA Department of Agriculture and the Chester County Health Department's educational requirements for certification and recertification of people who serve food to the public. Students requiring retests are also accommodated; call 484-237-6242 for information.

**Food Manager’s Certification**
EAT 0031 / Length: 16 hours
CRN 2922  MW
9/12-9/21
5:30 pm-9:30 pm  Exton
CRN 2923  MW
11/7-11/16
5:30 pm-9:30 pm  Exton
Cost: $164

**Food Manager’s Certification – New 8+8 Option**
Requires a minimum of 8 hours of home study before the class meetings. Designed for the student who has a good handle on food safety techniques and prefers a fast paced classroom environment. Students will be required to register at least one week before the start of class and pick up the textbook on campus.

EAT 0049 / Length: 8 classroom hours
CRN 2924  MW
10/10-10/12
5:30 pm-9:30 pm  Exton
Cost: $164

**Food Manager’s Recertification**
EAT 0034 / Length: 7.5 hours
CRN 2925  MT
9/26-9/27
5:30 pm-9:30 pm  Exton
CRN 2926  MT
11/7-11/8
5:30 pm-9:30 pm  Exton
Cost: $100

**Test Preparation**

**TEAS ®**
Test of Essential Academic Skills (TEAS®) Prep
See page 17.

**PAPA Test Preparation**
The Pre-service Academic Performance Assessment (PAPA) replaces the Praxis I Pre-Professional Skills Test (PPST). The PAPA tests are used by state departments of education and other certification agencies for teacher licensure and certification. Passing the PAPA is required for entry into Teacher Certification courses. Pennsylvania teacher certification candidates must meet the qualifying scores for all three of following modules: Mathematics, Reading and Writing.

**PAPA Math Prep**
CAR 5589 / Length: 12 hours
CRN 2911  M
9/12-10/17
6:30 pm-8:30 pm  Marple
Cost: $119

**PAPA Reading Prep**
CAR 5590 / Length: 10 hours
CRN 2912  T
10/11-11/8
6:30 pm-8:30 pm  Marple
Cost: $99

**PAPA Writing Prep**
CAR 5591 / Length: 8 hours
CRN 2976  W
11/9-11/30
6:30 pm-8:30 pm  Marple
Cost: $79

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SAT

SAT® Prep Course: Math
Covers math, algebra and geometry with emphasis on problem solving and interpretation of data. Book included.
YTH 9187 / Length: 9 hours
CRN 1621 T
9/13-10/18
6:30-8:00 pm Marple
CRN 2914 R
9/22-10/20
6:00pm-7:30pm Exton
CRN 1622 S
10/8-11/12
10:00 am-11:30 am Marple
Cost: Spon. $159; Non-spon. $199

SAT® Prep Course: Verbal and Reading Comprehension
Helps develop test-taking skills and strategies through exercises in vocabulary, reading, writing and grammar. Covers comprehension of short and long passages, analysis of fiction and nonfiction writings, SAT-type vocabulary, and recognition of grammatical errors in sentence and paragraph structure. No actual composition writing is involved; see separate Essay Writing course below. All questions are multiple choice. Book included.
YTH 9186 / Length: 9 hours
CRN 1623 R
9/15-10/20
6:30 pm-8:00 pm Marple
CRN 2915 MW
9/19-10/3
6:00pm-7:30pm Exton
CRN 1624 S
10/8-11/12
11:35 am-1:05 pm Marple
Cost: Spon. $159; Non-spon. $199

SAT® Prep Course: Essay Writing
Provides guidance in the steps required to produce an acceptable two-page, essay on a given topic within 25 minutes. Typical SAT topics will be used in the practice essays, which will be written in class and at home. All essays will be individually corrected, and all students will receive help with improving their writing skills.
YTH 9669 / Length: 6 hours
CRN 2916 W
9/21-10/5
6:00 pm-8:00 pm Marple
Cost: Spon. $89; Non-spon. $115

GED

GED® Prep Course
This series of courses help you prepare for the new 2014 GED® test leading to the Pennsylvania High School Equivalency Diploma. Students should be at an 8th-10th grade proficiency level before registering for these courses. Call 610-359-5025 for course questions. No class 11/26.

Mathematical Reasoning
CSP 2121 / Length: 20 hours
CRN 2966 S
9/10-10/8
9:00 am-1:30 pm Marple
Cost: $159

Reasoning Through Language Art
CSP 2122 / Length: 12 hours
CRN 2967 S
10/15-11/5
9:00 am-12:00 pm Marple
Cost: $99

Science
CSP 2123 / Length: 12 hours
CRN 2968 S
11/12-12/10
9:00 am-12:00 pm Marple
Cost: $99

Social Studies
CSP 2124 / Length: 12 hours
CRN 2969 S
11/12-12/10
12:30 pm-3:30 pm Marple
Cost: $99

GED® TEST
DCCC also administers the GED test at an additional cost. Students under 19 must meet special requirements to register for the test. GED is a registered trademark of the American Council on Education and may not be used or reproduced without the express written consent of the American Council on Education.
For information on FREE GED see ad on page 8.

Qualified Instructors Needed!
Instructors with new ideas in the areas of professional growth and community programs, email pscepansky@dccc.edu, and we will send you a proposal packet.
GED

Curso de Preparación de GED®
Esta serie de cursos le ayudan a prepararse para el nuevo examen de GED® 2014 que otorga el Diploma Equivalente a Educación Secundaria (HSED) de Pensilvania. Los estudiantes deben contar con un nivel de dominio del 8avo a 10mo grado antes de inscribirse para estos cursos. Llame al 610-359-5025 si tiene preguntas sobre el curso.

Razonamiento matemático
CSP 2121 /Duración: 20 horas
CRN 2966  S
Del 9/10 al 10/8
De 9:00 a.m. a 1:30 p.m.  Marple
Costo: $159

Razonamiento a través de las Artes del Lenguaje
CSP 2122/Duración: 12 horas
CRN 2967  S
Del 10/15 al 11/5
De 9:00 a.m. a 12:00 p.m.  Marple
Costo: $99

Ciencias
CSP 2123/Duración: 12 horas
CRN 2968  S
Del 11/12 al 12/10
De 9:00 a.m. a 12:00 p.m.  Marple
Costo: $99

Estudios Sociales
CSP 2124/Duración: 12 horas
CRN 2969  S
Del 11/12 al 12/10
De 9:00 a.m. a 12:00 p.m.  Marple
Costo: $99

Examen de GED®
El campus Marple DCCC está aprobado como un centro de pruebas para los exámenes de GED. Visite la página www.ged.com para crear un perfil, encontrar un centro de pruebas, inscribirse y pagar por los exámenes. GED es una marca registrada del Consejo Americano de Educación y no puede ser usada o reproducida sin el consentimiento expreso y por escrito del Consejo Americano de Educación.

Para obtener información sobre GED GRATUITO vea el anuncio en la página 24.

Aprendizaje de idiomas

PROGRAMA ESL

Inglés como segundo idioma
Proporciona instrucción básica, intermedia y avanzada en conversación, lectura y escritura en inglés. Los estudiantes son agrupados de acuerdo a su habilidad actual. Todos los niveles pueden no estar disponibles en todos los centros de estudios; esto se determina después del proceso de selección en la primera clase. El libro está incluido.

Razonamiento matemático
CSP 5021/Duración: 40 horas
CRN 1794 TR (Principiante)
Del 9/9 al 11/10
De 8:05 p.m. a 10:05 p.m.  Marple
CRN 323 TR (Intermedio)
Del 9/9 al 11/10
De 8:05 p.m. a 10:05 p.m.  Marple
CRN 2179 TR (Avanzado)
Del 9/9 al 11/10
De 8:05 p.m. a 10:05 p.m.  Marple
CRN 1796 TR (Principiante)
Del 9/9 al 11/8
De 7:00 p.m. a 9:00 p.m.  UDC
CRN 324 TR (Intermedio/Avanzado)
Del 9/9 al 11/10
De 7:00 p.m. a 9:00 p.m.  UDC
CRN 1608 MW
Del 10/10 al 12/5
De 8:00 p.m. a 8:30 p.m.  Exton
Costo: $259

Curso de pronunciación para estudiantes de ESL
Específicamente diseñado para ayudar a los estudiantes avanzados con diversos idiomas maternos a mejorar su pronunciación del inglés estándar. Incorpora ejercicios en grupo y en parejas, juegos de pronunciación y una introducción a términos lingüísticos. El libro está incluido.

CSP 5258/Duración: 20 horas
CRN 1614 W
Del 9/21 al 11/30
De 8:05 p.m. a 10:05 p.m.  Marple
Costo: $225

Curso de escritura para estudiantes extranjeros que aprenden el idioma inglés
Ayuda a los estudiantes que hablan inglés como segunda lengua 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 2970 R
Del 9/15 al 11/17
De 8:00 p.m. a 8:30 p.m.  Marple
Costo: $225
Aprendizaje de idiomas

Curso de gramática elemental para estudiantes extranjeros
Aprenda y practive 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 1613  MW
Del 9/12 al 11/30
De 8:05 p.m. a 10:05 p.m.    Marple
Costo: $350

Curso de Conversación en inglés
Ayuda a los estudiantes de ESL con un nivel avanzado de inglés hablado a mejorar sus habilidades de comunicación para poder desenvolverse en un entorno de habla inglesa. Los estudiantes participan en presentaciones orales, juego de roles, debates, actividades de lectura y discusiones grupales. No es un curso para principiantes.
CSP 5241/Duración: 20 horas
CRN 2905  R
Del 9/29 al 12/8
De 6:00 p.m. a 8:30 p.m.    PENN

Curso de Preparación para el examen TOEFL
Es un curso donde se desarrollan habilidades en el habla, la lectura y la 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 instrucciones para el programa ESL. El libro está incluido.
CAR 3311/Duración: 48 horas
CRN 569  TR
Del 9/6 al 11/29
De 8:05 p.m. a 10:05 p.m.    Marple
Costo: $369

ONLINE
Advanced English as a Second Language
This course is designed for individuals with an intermediate level knowledge of written and spoken English. Topics addressed in the course include present and past perfect tenses, passive voice, subjunctive mood, paraphrasing, identifying key information, comparing and contrasting, and recognizing cause and effect. Students who successfully complete all graded and non-graded components of this course should be well prepared for TOEFL and other English language placement tests.
CSP 5026 / Length: 40 hours (Online)
CRN 2903
9/26-12/9
Cost $259
Call for information, 610-359-5025

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

ESL

**English as a Second Language**
Provides beginning, intermediate and advanced instruction in listening, speaking, reading and writing English. Students are grouped according to their current ability after assessment process at the first class. All levels may not be available at every location. Book with CD included.

CSP 5021 / Length: 40 hours

| CRN 1794 | TR (Beginning) 9/6-11/10 8:05 pm-10:05 pm | Marple |
| CRN 323  | TR (Intermediate) 9/6-11/10 8:05 pm-10:05 pm | Marple |
| CRN 2179 | TR (Advanced) 9/6-11/10 8:05 pm-10:05 pm | Marple |
| CRN 1796 | TR (Beginning) 9/6-11/8 7:00 pm-9:00 pm | UDC |
| CRN 324  | TR (Intermediate/Advanced) 9/6-11/10 7:00 pm-9:00 pm | UDC |
| CRN 1608 | MW 10/10-1/2/15 6:00 pm-8:30 pm | Exton |

Cost: $259

**Pronunciation for ESL Students**
Assists high-intermediate to advanced students from a variety of language backgrounds, who are capable of following class instruction and motivated to practice in and out of class, to improve their pronunciation of Standard American English. Utilizes tapes and text to study vowels and consonants, phrases and sentences, and includes listening, practice, and completion of homework assignments. Book included.

CSP 5258 / Length: 20 hours

| CRN 1614 | W 9/21-11/30 8:05 pm-10:05 pm | Marple |

Cost: $225

**Grammar and Writing for Foreign Students Learning English**
Helps those who speak English as a second language to think and write in English. Grammar is taught along with basic writing skills. A speaking knowledge of English is required.

CSP 5232 / Length: 20 hours

| CRN 2970 | R 9/15-11/17 6:00 pm-8:00 pm | Marple |

Cost: $225

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 1613 | MW 9/12-11/30 8:05 pm-10:05 pm | Marple |

Cost: $350

**Conversational English**
Helps high-level ESL speakers advance their communication skills even further in order to function in an English-speaking environment. Students participate in oral presentations, role playing, debates, reading activities and group discussions. Not for beginning speakers. No class 11/24.

CSP 5241 / Length: 20 hours

| CRN 2905 | R 9/29-11/8 6:00 pm-8:00 pm | PENN |
| CRN 761  | W 10/30-11/21 6:00 pm-8:30 pm | Exton |

Cost: $225

**TOEFL Prep Course**
Skill-building practice in listening, 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: 48 hours

| CRN 569  | TR 9/6-11/29 8:05 pm-10:05 pm | Marple |

Cost: $369

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 French**
CAR 2116 / Length: 16 hours.

| CRN 320  | M 9/15-10/31 8:05 pm-10:05 pm | Marple |
| CRN 2161 | T 10/4-11/15 6:00 pm-8:40 pm | Exton |

Cost: Spon. $169; Non-spon. $199
### Intermediate French
CAR 2190 / Length: 16 hours
- **RN 1606 M**
  - 9/12-10/31 6:00 pm-8:00 pm Marple
- **CRN 2918 M**
  - 9/19-10/31 6:00 pm-8:40 pm Exton
Cost: Spon. $169; Non-spon. $199

### Beginning Italian
CAR 2111 / Length: 16 hours
- **CRN 381 W**
  - 9/14-11/8 6:00 pm-8:00 pm Marple
- **CRN 1646 M**
  - 9/19-10/31 6:00 pm-8:40 pm Exton
Cost: Spon. $169; Non-spon. $199

### Intermediate Italian
CAR 2436 / Length: 16 hours
- **CRN 3162 M**
  - 12/19/2016-2/6/2017 6:00 pm-8:00 pm Exton
Cost: Spon. $169; Non-spon. $199

### Beginning Spanish
CAR 2129 / Length: 16 hours
- **CRN 321 R**
  - 9/15-11/3 6:00 pm-8:00 pm Marple
- **CRN 1647 W**
  - 9/21-10/26 6:00 pm-8:40 pm Exton
Cost: Spon. $169; Non-spon. $199

### Intermediate Spanish
CAR 3356 / Length: 16 hours
- **CRN 2921 R**
  - 11/3-12/15 6:00 pm-8:40 pm Exton
Cost: Spon. $169; Non-spon. $199

### Sign Language for Beginners
Teaches the fundamentals of communicating with hearing-impaired children and adults. Includes an overview of deafness and instruction in a manual alphabet based on American Sign Language. Book and videotape included.
CAR 2266 / Length: 20 hours
- **CRN 1607 T**
  - 9/13-11/15 6:00 pm-8:00 pm Marple
Cost: Spon. $199; Non-spon. $249

### Intermediate Sign Language
Enhances and expands those skills previously acquired in Sign Language for Beginners. The same textbook will be utilized in this course; bring your copy to class.
CAR 3049 / Length: 20 hours
- **CRN 2920 TR**
  - 11/8-12/6 6:00 pm-8:00 pm Marple
Cost: Spon. $149; Non-spon. $219

### The Creative Arts

#### ARTS

### Anyone Can Draw
Study contours, space, composition and shading, using a variety of media that may include graphite, pen and ink, charcoal and pastels. Includes still life, landscapes and portraits. Supplies provided by the student; to be determined at first class.
LSP 5577 / Length: 16 hours
- **CRN 1648 F**
  - 9/2-10/21 6:00 pm-8:00 pm Marple
Cost: Spon. $129; Non-spon. $159

### Card Making for Beginners
Making your own greeting cards is fun and easy! Learn the basic techniques of creating greeting cards using DIY products including stamps, punches, folder and heat embossing, embellishments, and more. We will kick off the class by making Valentine's Cards! Email the Instructor and ask for a sneak peek to see some of the cards you'll be making.
LSP 5896 / Length: 10 hours
- **CRN 2902 M**
  - 9/26-10/24 6:00 pm-8:00 pm Marple
Cost: Spon. $149; Non-spon. $169

For information or to register, call 610-359-5025.
**Watercolor**
Covers brush handling, color mixing, composition and perspective, with step-by-step demonstrations in transparent watercolor for beginners and experienced painters. Supplies provided by the student. Bring sketching materials to the first class.

CAR 2513 / Length: 20 hours

CRN 890 F  
9/16-11/18  
7:00 pm-9:00 pm  
Marple  

Cost: Spon. $139; Non-spon. $179

**Acrylic Painting**
Learn the basics of acrylics in a studio setting, including care and use of materials, underpainting, light and shadow, color mixing, and paint application. Supplies provided by the student to be determined at first class. Bring sketching materials.

CAR 3615 / Length: 16 hours

CRN 1605 M  
9/12-10/31  
6:00 pm-8:00 pm  
Marple  

Cost: Spon. $129; Non-spon. $159

**Introduction to Glass Bead Making**
Professional jewelry makers and hobbyists learn to create unique glass beads, using a small flame to wrap hot glass around steel rods. Bead shaping and decorative techniques including texture, stripes, polka dots and use of multi colors are covered. Materials included. Students must bring safety glasses to class.

LSP 5697 / Length: 8 hours

CRN 2900 S  
9/24-10/1  
9:00 am-1:00 pm  
Marple  

Cost: Spon. $159; Non-spon. $189

**Hand-blown Glass Ornaments**
Glaskolben glass tubes make it easy for beginners to experience this old-world craft. Learn to heat glass with a small torch and then blow to form a shape. Experiment with shapes and colors to create 10 unique ornaments. Bring safety glasses and a small box to class.

LSP 5672 / Length: 4 hours

CRN 906 S  
10/22-10/29  
9:00 am-11:00 am  
Marple  

CRN 887 S  
10/22-10/29  
11:30 am-1:30 pm  
Marple  

Cost: Spon. $149; Non-spon. $199

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**MUSIC**

**NEW Beginning Guitar**
Learn basic first position chords, basic strums, and basic finger picking while using popular tunes to learn these techniques. In addition, learn various music notation associated with the guitar including tablature, standard music notation and block chord forms. You will be learning new tunes each week and will be playing a song in the very first class. This is a “hands-on” class so bring your guitar to every class.

LSP 5893 / Length: 12 hours

CRN 2899 M  
10/3-11/7  
6:30 pm-8:30 pm  
Marple  

Cost: Spon. $119; Non-spon. $149

**Piano I**
Through group instruction in our electronic piano lab you will gain a thorough understanding of basic music concepts and learn to play some of the most familiar compositions. Access to a piano for practice is strongly recommended. Book included.

LSP 5463 / Length: 20 hours

CRN 326 M  
9/12-11/14  
6:00 pm-8:00 pm  
Marple  

CRN 2303 S  
9/10-11/12  
9:00 am-11:00 am  
Marple  

Cost: Spon. $167; Non-spon. $215

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

LSP 5646 / Length: 20 hours

CRN 2182 T  
9/6-11/8  
6:00 pm-8:00 pm  
Marple  

Cost: Spon. $167; Non-spon. $215

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

LSP 5703 / Length: 20 hours

CRN 1716 W  
9/7-11/9  
6:00 pm-8:00 pm  
Marple  

Cost: Spon. $167; Non-spon. $215
NEW Music Theory
An excellent class for learning the basics of music reading and ear training! This is a beginning level class so no prior note reading or music experience is needed. Fundamental concepts such as pitch, rhythm, scales, intervals, chords, and harmony will be covered. You will be working in a computer lab with free online software. Bring headphones or earbuds for use in class. You will work at your own pace. This is a great class for instrumentalists and vocalists who have wanted to learn basic music theory.

LSP 5892 / Length: 12 hours
CRN 2898 R
9/22-10/27
6:00 pm-8:00 pm Marple
Cost: Spon. $129; Non-spon. $149

DANCE
Experience the romance of Ballroom and the passion of Latin dances. These beginner courses will teach you how to dance, regardless of age or ability. Fun, easy and proven methods will get you on the dance floor the very first night! Educate your body, mind and soul as you unlock your potential. Registering with a partner is suggested but not required.

Latin Rhythm
Includes Rumba, Salsa and Cha Cha.
LSP 5617 / Length: 4 hours
CRN 1649 T
9/27-10/18
6:30 pm-7:30 pm Marple
Cost: Spon. $49; Non-spon. $69

Smooth Ballroom
Includes Foxtrot, Waltz and Tango.
LSP 5618 / Length: 4 hours
CRN1650 T
9/27-10/18
7:35 pm-8:35 pm Marple
Cost: Spon. $49; Non-spon. $69

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.
CAR 3080 / Length: 16 hours
CRN 325 T
9/20-11/8
6:30 pm-8:30 pm Marple
Cost: Spon. $129; Non-spon. $169

Writing for the Children’s Market
Learn to think like a child, find ideas that are just right for children, and write with a child’s point of view. Discover the basics of plot that keep young readers reading, and what makes a good story. Discuss children’s markets and how to access them.
CAR 3440 / Length: 8 hours
CRN 1611 R
11/10-12/8
7:00 pm-9:00 pm Marple
Cost: Spon. $89; Non-spon. $119

NEW Writers Workshop
Start the manuscript you’ve been dreaming of, or complete the one you’ve started. Learn to keep motivation high and word count growing. Develop and refine your voice, characterization, and plot. Discover techniques for overcoming writer’s block and strategies for revising/editing.
CAR 5606 / Length: 8 hours
CRN 2937 T
11/15-12/6
6:30 pm-8:30 pm Marple
Cost: Spon. $89; Non-spon. $119

Get Published
Explore the advantages and disadvantages of publishing your own book versus finding a publisher. Find out how to get started in self-publishing and how to contact and negotiate with publishers.
CAR 3757 / Length: 8 hours
CRN 2963 R
10/13-11/3
7:00 pm-9:00 pm Marple
Cost: Spon. $89; Non-spon. $119

Additional Writing Options
Grant Writing and Research
CAR 3508; see page 18.
Grant Writing II
CAR 3751; see page 18.
Grammar and Writing for Foreign Students
Learning English
CSP 5232; see page 26.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
<th>CRNs</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
<td>LSP 2365</td>
<td>Principles of Landlord/Tenant Law</td>
<td>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.</td>
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**FLORAL DESIGN**

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<th>Title</th>
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<th>CRNs</th>
<th>Dates</th>
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<th>Location</th>
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<tbody>
<tr>
<td>CAR 5577</td>
<td>Introduction to Floral Design</td>
<td>Hands-on experience and instruction focusing on basic mechanics and techniques of floral design. Includes arranging in floral foam, water and sand. Bring floral shears and an apron to each class. Floral material will be provided.</td>
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**BON APPETIT**

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<tbody>
<tr>
<td>EAT 2004</td>
<td>Welcome to the Kitchen</td>
<td>Designed especially for the beginner cook. Learn safe food handling practices, introductory knife skills, and cooking basics for daily use in your kitchen. Learn the fundamental concepts, skills, and techniques of cooking including: preparations of stocks/sauces/vegetables, dry cooking, moist cooking, and combination heat techniques. Gain confidence in your cooking skills and create delicious meals for family and friends to enjoy!</td>
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**NEW**

*Welcome to the Kitchen*

*The Art of the Meal*
**PERSONAL INTEREST AND ENRICHMENT**

### INTERIOR DECORATING

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

**CAR 5601 / Length: 18 hours**
- **CRN 2942**
  - TR
  - 10/4-10/20
  - 6:00 pm-9:00 pm  Marple
- **Cost:** Spon. $159; Non-spon. $177

#### Interior Decorating Part II
Explore color and color schemes, lighting, fixtures, and create your room design. Students are encouraged to take Interior Decorating Part I.

**CAR 5602 / Length: 18 hours**
- **CRN 2940**
  - TR
  - 10/25-11/10
  - 6:00 pm-9:00 pm  Marple
- **Cost:** Spon. $159; Non-spon. $177

#### Interior Decorating Personal Project
Bring your ideas and plans for advice on personal projects. Not a consultation, but a chance to share information with other interested students and instructor. Students are encouraged to take Interior Design Part I and Part II.

**CAR 5603 / Length: 6 hours**
- **CRN 2170**
  - TR
  - 11/15-11/17
  - 6:00 pm-9:00 pm  Marple
- **Cost:** Spon. $79; Non-spon. $99

#### Kitchen Design
Planning to update or build your kitchen? This class will cover sample layouts and discuss cabinets, flooring, lighting, color, finishes and everything else having to do with your plans. Students may need to provide additional materials. Feel free to bring your plans and ideas.

**CAR 3902 / Length: 18 hours**
- **CRN 2171**
  - MW
  - 11/28-12/14
  - 6:30 pm-9:30 pm  Exton
- **Cost:** Spon. $159; Non-spon. $177

### BOAT SMART CERTIFICATE

#### America’s Boating Course
Meets Pennsylvania, New Jersey and Maryland safe boating education requirements. Covers boat characteristics, operator responsibilities, handling and trailering, required and recommended equipment, registration, safety standards, law enforcement, rules of navigation, and aids. Last class includes review, exam, and presentation of certificates. Book included.

**LSP 5626 / Length: 8 hours**
- **CRN 3037**
  - S
  - 10/1-10/8
  - 9:00 am-1:00 pm  Marple
- **Cost:** $47

### HEALTH AND WELL-BEING

#### T’ai Chi
You can center your awareness, reduce tension, and improve muscle tone, flexibility and cardiovascular performance with a variety of gentle movements. Varying levels of experience are welcome. Wear rubber-soled canvas shoes—not running shoes.

**LSP 5000 / Length: 12 hours**
- **CRN 319**
  - W
  - 9/7-11/30
  - 7:30 pm-8:30 pm  Marple
- **Cost:** Spon. $99; Non-spon. $129

#### Yoga: Hatha
Tone your body, condition glandular and nervous systems, and calm emotional reactivity, all by participating in Yoga. Learn postures, breathing and relaxation techniques. Eat lightly and bring a mat or folded blanket to these renewing sessions.

**LSP 5059 / Length: 10 hours**
- **CRN 570**
  - T
  - 9/20-11/29
  - 7:30 pm-8:30 pm  Marple
- **Cost:** Spon. $97; Non-spon. $117

#### Zumba
Participate in the latest fitness craze! Find yourself incorporating the moves of salsa, merengue, cha cha, and reggaeton, regardless of your experience or fitness level.

**LSP 5671 / Length: 10 hours**
- **CRN 1659**
  - R
  - 9/22-12/1
  - 6:00 pm-7:00 pm  Marple
- **Cost:** Spon. $97; Non-spon. $117

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For information or to register, call 610-359-5025.
Personal Interest and Enrichment

**The Best Ways to Manage Stress**

Stress is the body's natural reaction to changes in our lives. Learn progressive muscle relaxation, deeper relaxation techniques, breathing exercises, present time awareness, mindfulness, meditation, guided imagery, creative visualizations, mental exercises, anchors, and dissociation techniques to manage daily stress, to relax and to experience better sleep.

LSP 5899 / Length: 5 hours

CRN 2186 W
10/19-11/16
7:00 pm-8:00 pm Marple

Cost: Spon. $39; Non-spon. $59

**Social Security: When to Collect?**

At what age should you begin to collect Social Security benefits? How does working in retirement affect your benefit? Discuss how to make the big decision, learn strategies to maximize your benefit, and learn how working in retirement can affect your decision.

LSP 5707 / Length: 2 hours

CRN 1653 R
9/15
6:30 pm-8:30 pm Marple

CRN 1655 W
12/7
6:30 pm-8:30 pm Exton

Cost: Spon. $39; Non-spon. $49

**Options for Senior Living**

Explore the full range of retirement living options, pros and cons of each, and how to select the best retirement living for you or a family member. Learn about supportive service and programs available for seniors, Medicare and Medicaid, and legal and health issues.

LSP 5614 / Length: 6 hours

CRN 2896 W
9/28-10/12
9:00 am-11:00 am Marple

Cost: Spon. $59; Non-spon. $69

**Our Brain When We Grieve**

Grief, whether it is caused by the death of a loved one, divorce, loss of a job or home or beloved pet, is experienced by our brain and felt in our bodies.

LSP 5887 / Length: 10 hours

CRN 1658 R
9/29-10/27
6:00 pm-8:00 pm Marple

Cost: Spon. $59; Non-spon. $69

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**Tuition Waiver for College Over 60**

Delaware County Community College will waive the tuition for one three credit or one non-credit course per semester for those individuals over 60 years of age. For those individuals over 60 years of age who reside in non-sponsoring areas of Delaware County and Chester County, we will waive up to the tuition amount waived for those that reside in sponsoring areas.

Enrollment will be on a space available basis. Not all of the courses offered by the College qualify for the College Over 60 Program. Registration for the College Over 60 Program 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 not waived and course fees, including textbooks and supplies, must be paid at registration. 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.
NEW CHOICES CAREER DEVELOPMENT PROGRAM

Over 30 years of support for thousands of residents.

- determine your interests and job talents
- explore your career and training opportunities
- enhance your networking skills
- prepare for today’s job market
- build your self-esteem and self-confidence

Classes begin in September.
Contact us for information and registration.

Call 610-359-5232 to see if you are eligible.
Visit www.dccc.edu/newchoices for more information.

Free GED Classes

at the Coatesville Library
starting September 19, 2016

Take your FIRST STEP in a NEW direction!

Find out how to register by calling 484-237-6246
or by visiting www.dccc.edu/GED

See What’s Available in Chester County!

Chester County Hospital
Electrocardiography (EKG)
Venipuncture (Phlebotomy)

Exton Center
Learn Languages
Personal Financial Education
Computer Training
Food Manager’s Certification
SAT Prep

Phoenixville
Welding

Pennocks Bridge
Carpentry
Electrical
Engine Repair

Chester County classes are listed throughout the publication.
For details call 610-359-7344
TOUR THE FACILITY
Information sessions and tours are a great way to learn more about our programs in automotive, carpentry, welding, manufacturing, advanced technology, and much more. Learn about the programs the College offers, the employment outlook for our region, and have the opportunity to tour our state-of-the-art Advanced Technology Center. Information sessions typically last 30 to 40 minutes.

COURSES AVAILABLE IN:
- Automotive
- Carpentry
- Electrical
- HVAC&R
- Plumbing
- Welding

Visit: dccc.edu/workforce-development or call 610-723-6301
Non-Credit Registration

Phone-in Registration
VISA, MasterCard, Discover or American Express only.
Call from 8:30 a.m. to 8:00 p.m. Monday-Friday
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 purchase order or company letterhead.
Must include complete billing address, contact name, phone number and signature of authorized company officer.

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

Walk-In Registration
Enrollment Central (located in the lobby of Founders Hall on the Marple Campus) is open from 8:00 a.m. to 8:00 p.m. Monday through Thursday, and from 8:00 a.m. until 4:00 p.m. on Friday. Payment is required when you register.

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

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

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

Sponsoring School Districts
Sponsoring school districts in Delaware County support the College with tax dollars. Students from these districts pay lower tuition rates for most non-credit courses than do those from non-sponsoring districts. At present, the following districts sponsor the College:

- Chester-Upland
- Garnet Valley (Bethel residents only)
- Haverford
- Interboro
- Radnor
- Ridley
- Rose Tree Media
- Southeast Delco
- Springfield
- Upper Darby
- Wallingford – Swarthmore
  (Swarthmore and Swarthmore 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 learning, physical, or psychological disabilities must contact the director of disability services located in the Career & Counseling Center at the Marple Campus.

For information about documentation requirements and reasonable accommodations, please contact the director at 610-325-2748 (V) or 610-359-5020 (TDD).

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 Connie L. McCalla, vice president of human resources and Title IX Coordinator, (cmccalla@dccc.edu), 610-359-5094; Betty Brown, associate dean for student success, (bbrown@dccc.edu), 610-359-5320. Inquiries related to accessibility services for students should be directed to the office of disability services, (abinder@dccc.edu), 610-359-5229.

Delaware County Community College is an Equal Opportunity Employer

Adult Basic Literacy

and GED®/HiSET Preparation
Classes provide instruction in the basic skills of reading, writing, math, critical thinking and problem solving and are available at the Marple Campus, Upper Darby, Southeast and Exton Centers as well as the Coatesville Library.

For more information and to register:
www.dccc.edu/free-ged-program
484-237-6246

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

Delaware County Community College

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

LOCATION CODES

<table>
<thead>
<tr>
<th>Delaware County</th>
<th>Chester County</th>
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<tbody>
<tr>
<td>Marple Campus</td>
<td>Brandywine Campus</td>
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<td>Penncrest High School</td>
<td>“Marple”</td>
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<tr>
<td>“PCHS”</td>
<td>Downingtown Campus</td>
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<td>Southeast Center</td>
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<td>“SEAST”</td>
<td>Exton Center</td>
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<td>Upper Darby Center</td>
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FOR OFFICE USE ONLY

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

Name __________________________ Student I.D. __________________________ Sex: M ___ F ___

Address __________________________ E-mail Address __________________________

City __________________________ State ____ Zip __________

School District __________________________ Phone __________ Date of Birth __________

(please check here if your address is different from a previous DCCC registration)

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

☐ Please check here if College Over 60.

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Records processing fee (all students) 5.00

Total

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

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

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

Account No. __________________________ Expiration Date __________________________

Signature __________________________
Enroll Now in New Gas Distribution Pipeline Mechanic Introduction Program

COMPLETE THE PROGRAM IN 11 WEEKS

This hands-on program prepares students for entry-level employment in the natural gas industry. Students will learn how to perform tasks needed to install and maintain pipelines for natural gas distribution systems, which provide natural gas service to residential, commercial and industrial customers. The program includes 140 classroom hours and 50 hours for operator qualification.

The program was created by the Collegiate Consortium for Workforce and Economic Development in partnership with PECO and other industry counterparts, including Philadelphia Gas Works, Henkels & McCoy and Utility Line Services. The goal is to meet the increased regional demand for skilled labor in the natural gas distribution industry. The Collegiate Consortium consists of Bucks County Community College, Camden County College, Community College of Philadelphia, Delaware County Community College, Montgomery County Community College and Drexel University.

According to the U.S. Bureau of Labor Statistics, the annual mean wage for those employed in the pipeline transportation of natural gas field is $64,820.

SCHEDULE
The first class begins July 11 and runs until September 21. Classes will be held Mondays, Wednesdays and Thursdays from 9 a.m. to 4 p.m. in the Advanced Technology Center at Delaware County Community College’s Marple Campus (901 S. Media Line Road, Media, PA).

REQUIREMENTS
- Must be at least 18 years old
- Possess a valid driver’s license in your state of residence
- Pass a Department of Transportation drug test and physical
- Be legally eligible to work in the U.S.
- Residency may be required
- Must achieve a passing score on a mechanical aptitude test

LEARN MORE
To learn more about the program, visit www.dccc.edu/pipeline.

REGISTER | Contact Debbie Serano at: 215-218-3886 or info@collegiateconsortium.org.

Delaware County Community College is an equal opportunity institution.
Expand your skills! Prepare for a new job in healthcare!

- Multi-Skilled Health Technician
  page 16
- Certified Medical Office Assistant
  page 16
- Pharmacy Technician
  page 17