Return to Learn

NON-CREDIT COURSE GUIDE

Computer Training ■ Personal Enrichment ■ Technical Education

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Skills for Your Professional Career

COMPRESS SUPPORT HELP DESK

CompTIA A+ Certification - Computer Network Technician

This program prepares students for a career as a computer technician repairing personal computers and also serves as a strong foundation course. This 180-hour, hands-on course covers installation and upgrades, diagnosis and repair, system configuration, as well as safety and customer interaction. Students will assemble and disassemble different types of personal computers. Coursework covers a wide range of vendor and product neutral networking technologies. This course will help the student successfully complete the A+ Certification exams. A+ toolkit included.

ITAC 1900 / Length: 180 hours
CRN 1948 1/21-7/1
6:00 pm-10:00 pm Marple
CRN 1258 2/17-4/21
9:00 am-3:30 pm Marple
Cost: $4,599 (test vouchers included)

MTA
Microsoft Technology Associate

Are you new to IT? The Microsoft Technology Associate (MTA) is the recommended entry point into IT certification and job preparation. This 24-hour course prepares students for an industry-recognized Microsoft certification. The MTA is an excellent prerequisite for those pursuing a career path in IT infrastructure using Microsoft technologies or to enhance your understanding of IT fundamentals. Topics include understanding network infrastructure, hardware, protocols, and services.

Certification:
- Networking Fundamentals
  Exam 98-366 (Certiport Testing)
ITAC 2969/ Length 24 Hours
CRN 3054 1/13-1/29
6:00 pm-10:00 pm Marple
Cost: $599 (test vouchers included)
Books purchased separately.

Cisco Certified Network Associate-CCNA

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

Certification Exam:
- Cisco Certified Network Associate Certification - 640-802 CCNA
- Cisco Certified Network Associate Certification - 640-822 ICND1 & 640-816 ICND2 (VUE Testing Center)
ITAC 6006 / Length: 72 hours
CRN 2066 2/3-4/2
6:00 pm-10:00 pm Marple
Cost: $2,799 (test vouchers included)

MCSA
Microsoft Certified Solutions Associate Windows Server 2012

This 120 hour hands on training will provide students with the core technical skills 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.

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 3055 2/3-3/18
9:00 am-3:30 pm Marple
CRN 3056 3/24-7/2
6:00 pm-10:00 pm Marple
Cost: $4,599 (test vouchers included)
Books purchased separately.

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

Microsoft Certified Solutions Expert

Learn 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 program requires students to pass five Microsoft certifications. After passing the first three the candidate has earned the Microsoft Certified Solutions Associate – Windows Server 2012 credential. The remaining two certifications are required for the MCSE.

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)

Prerequisite: Microsoft Technology Associate (MTA) or equivalent knowledge

ITAC 2959 / Length 200 Hours
CRN 3057  TWR 2/3-4/22 9:00 am-3:30 pm Marple
CRN 2150  TR 3/24-9/10 6:00 pm-10:00 pm Marple

Cost: $7,499 (test vouchers included)
Books purchased separately.

A recertification exam is required every three years.

Administrative Professional Program

This 200 hour hands-on program features two of the world’s most popular software programs: Microsoft Office and QuickBooks, a small business accounting tool. You’ll receive training in Microsoft Windows, Word, Excel, Access and PowerPoint. Learn how to manage e-mail and appointments using Microsoft Outlook. The coursework also includes computer basics, resume and interview skills, and highlights 21st century workplace skills. The MOS (Microsoft Office Specialist) certification serves to enrich your resume and highlights your employable skills. MOS certification demonstrates to potential employers that you have achieved a level of expertise with this popular software. Week of 2/17-2/20, class meets 9:00 am-2:00 pm.

COM 3400 / Length: 200 hours
CRN 2033  MTWRF 1/26-4/3 9:00 am-1:00 pm Marple

Cost: $4,995 (test vouchers included)

BASICS

Prescription for a Healthy PC

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 2035  S 1/31-2/7 9:00 am-1:00 pm Marple
Cost: Spon. $140; Non-Spon. $175

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 ao 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 3019  S 2/21-2/28 9:00 am-12:00 pm Marple
CRN 2931  W 3/4-3/11 6:00 pm-9:00 pm Marple
CRN 3020  R 3/19-3/26 6:00 pm-9:00 pm Marple
CRN 2932  W 5/6-5/13 6:00 pm-9:00 pm PENN

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 2956  R 1/29-2/5 6:00 pm-9:00 pm Extom
CRN 3039  T 2/17-2/24 6:00 pm-9:00 pm Marple
CRN 3021  R 3/26-4/2 6:00 pm-9:00 pm Marple

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

Suggested Prerequisites:
COM 3102 Using the Computer and Managing Files

Courses on pages one and two are not eligible for College Over 60.
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.
A prerequisite for all computer courses.
COM 0101 / Length: 8 hours
CRN 3022 MTWR 1/12-1/15 9:00 am-11:00 am Marple
CRN 3013 MW 1/12-1/28 (no class 1/19) 6:35 pm-8:35 pm UDC
CRN 1271 S 1/24-1/31 9:00 am-1:00 pm SEAST
Cost: Spon. $140; Non-Spon. $175

Computer Basics & Windows
A combined offering of Computer Basics and Windows, this course allows you to retain the same instructor, location and fellow students. Course topics include: introduction to computers, identifying hardware components, mouse use, window navigation, exploring software, introduction to the Windows desktop, creating files and folders, managing files, working with files and disks, creating shortcuts.
COM 0107 / Length: 16 hours
CRN 2913 T 2/17-4/7 6:30 pm-8:30 pm PHX
CRN 2912 M 3/3-4/7 6:30 pm-8:30 pm Exton
Cost: Spon. $280; Non-Spon. $340

Windows 7
This hands-on course will guide you in maximizing the capability of the Windows 7 operating system. Explore the tools and programs available and become familiar with managing files and data. Course work will cover the changes from Windows XP and Vista.
Prerequisite: COM 3102 or equivalent skills.
COM 0421 / Length: 8 hours
CRN 3015 TR 1/20-1/28 6:35 pm-8:35 pm UDC
CRN 3023 TR 2/3-2/12 6:30 pm-8:30 pm Marple
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 1552 W 2/4-2/25 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.
COM 3102 / Length: 20 hours
CRN 542 MTWR 1/26-1/30 9:00 am-1:00 pm Marple
CRN 3380 TWRF 2/17-2/20 9:00 am-2:00 pm Marple
CRN 3381 MTWRF 3/9-3/13 9:00 am-1:00 pm Marple
CRN 2029 R 3/5-4/23 6:00 pm-8:30 pm Exton
CRN 3014 MTWRF 3/16-3/20 9:00 am-1:00 pm UDC
Cost: $375

INTERNET
NEW eBay for Buyers
Learn everything you need to know about buying and bidding on eBay. Create an account, search and evaluate items and prices, learn how to recognize trustworthy sellers and complete a transaction with safety and confidence. Learn to navigate and utilize customer service and buyer protection.
COM 1691 / Length: 6 hours
CRN 3024 R 3/5-3/12 6:00 pm-9:00 pm Marple
CRN 2920 R 4/23-4/30 6:00 pm-9:00 pm Exton
Cost: Spon. $105; Non-Spon. $131

NEW 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 3025 R 4/9-4/16 6:00 pm-9:00 pm Marple
CRN 2921 R 5/7-5/14 6:00 pm-9:00 pm Exton
Cost: Spon. $105; Non-Spon. $131

For information or to register, call 610-359-7344.
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 3026 MTW 4/6-4/8 9:00 am-1:00 pm Marple
Cost: Spon. $210; Non-Spon. $258

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. Learn about the most fascinating new way of connecting with others.

COM 1605 / Length: 4 hours
CRN 2030 M 3/23 9:00 am-1:00 pm Exton
CRN 1166 S 4/18 9:00 am-1:00 pm Marple
CRN 2957 M 5/11 9:00 am-1:00 pm Exton
Cost: Spon. $70; Non-Spon. $88

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 2032 T 2/17-2/24 6:00 pm-8:00 pm PHX
CRN 2958 W 2/18 9:00 am-1:00 pm Exton
CRN 3074 S 3/7 9:00 am-1:00 pm Marple
CRN 2031 W 4/8 9:00 am-1:00 pm Exton
Cost: Spon. $70; Non-Spon. $88

Google Apps – WOW!
Come and learn the fantastic free tools that are yours to use as part of the growing list of Google applications. You will be amazed at the incredible things you can do with Google, productive for business and research, creative for personal and fun, all free. Your instructor will guide you, hands-on, every step of the way.

COM 1608 / Length: 4 hours
CRN 2036 S 2/21 9:00 am-1:00 pm Marple
CRN 2935 W 2/25 9:00 am-1:00 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 794 MTWRF 2/23-3/6 9:00 am-1:00 pm Marple
Cost: $775 (test vouchers included)

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 795 MTWRF 3/16-3/27 9:00 am-1:00 pm Marple
Cost: $775 (test vouchers included)

WORD

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

Prerequisite: COM 3102 or equivalent skills
COM 3103 / Length: 20 hours
CRN 514 MTWRF 2/2-2/6 9:00 am-1:00 pm Marple
Cost: $375

Suggested Prerequisites:
COM 3102 Using the Computer and Managing Files
**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, bookmarks and finding and replacing text.  
**Prerequisite: COM 3102 or equivalent skills**  
COM 0601 / Length: 8 hours  
CRN 2703  
F  
2/6  
8:30 am-5:00 pm  
Marple  
CRN 3016  
TR  
2/17-2/26  
6:35 pm-8:35 pm  
UDC  
CRN 2969  
R  
3/19  
9:00 am-5:30 pm  
Exton  
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 3029  
TR  
3/3-3/12  
6:00 pm-9:00 pm  
Marple  
CRN 2926  
TW  
4/21-4/22  
9:00 am-3:30 pm  
Exton  
Cost: Spon. $210; Non-Spon. $258

**ACCESS**

**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 2908  
R  
2/19  
9:00 am-5:30 pm  
Exton  
CRN 3030  
W  
2/25  
8:30 am-5:00 pm  
Marple  
CRN 3031  
RF  
4/9-4/10  
9:00 am-1:00 pm  
Marple  
Cost: Spon. $140; Non-Spon. $175

**Career Information Session**  
**Allied Health | IT | Construction Trades**  
Thursday, January 22 • 7 p.m.  
Call 610-359-7344 to reserve a seat.

For information or to register, call 610-359-7344.
**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 543    TWRF  
3/30-4/3  
9:00 am-2:00 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 with other programs.

**Prerequisite:** COM 3102 or equivalent skills
COM 1201 / Length: 8 hours
CRN 3032    W  
3/18  
8:30 am-5:00 pm  Marple
CRN 2953    M  
5/4  
9:00 am-5:30 pm  Exton
Cost: Spon. $140; Non-Spon. $175

**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 3040    TR  
1/27-2/5  
6:00 pm-9:00 pm  Marple
CRN 3033    MTW  
4/13-4/15  
9:00 am-1:00 pm  Marple
CRN 510    TR  
4/21-4/30  
6:00 pm-9:00 pm  Marple
Cost: Spon. $210; Non-Spon. $258

**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! Recommended: A 50 mm lens or other fixed lens.

**Prerequisite:** COM 3102 or equivalent skills
COM 0118 / Length: 8 hours
CRN 1188    W  
3/4-3/25  
6:30 pm-8:30 pm  Marple
Cost: Spon. $140; Non-spon. $175

**COMPUTERIZED ACCOUNTING**

**Quickbooks Pro Introduction**
Set up a QuickBooks company. Topics include: creating and customizing a new company, income and expense accounts, creating and maintaining customer and vendor accounts, invoices, payments and deposits, checks and reconciling accounts.

**Prerequisite:** COM 3102 or equivalent skills
COM 1551 / Length: 12 hours
CRN 3040    TR  
1/27-2/5  
6:00 pm-9:00 pm  Marple
CRN 3033    MTW  
4/13-4/15  
9:00 am-1:00 pm  Marple
CRN 510    TR  
4/21-4/30  
6:00 pm-9:00 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 1551 or equivalent skills
COM 1553 / Length: 12 hours
CRN 2003    TR  
5/5-5/14  
6:00 pm-9:00 pm  Marple
Cost: Spon. $210; Non-Spon. $258

**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 2947    T  
3/31-4/14  
6:00 pm-9:00 pm  PHX
CRN 3035    MW  
3/2-3/11  
6:00pm-9:00pm  Marple
Cost: Spon. $210; Non-Spon. $258

**Suggested Prerequisites:**
COM 1551 Quickbooks Pro Introductory
COM 1653 Adobe Photoshop - PC
COM 3102 Using the Computer and Managing Files
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 3034   MW 2/2-2/11 6:30 pm-8:30 pm Marple
CRN 2917   TR 3/24-4/2 6:30 pm-8:30 pm Exton
Cost: Spon. $140; Non-Spon. $175

Dreamweaver Introduction
Learn to develop a basic website using the visual layout and text-styling tools in Adobe Dreamweaver. Course topics: the Dreamweaver workspace; typing/importing and formatting text; working with images; adding the different types of hyperlinks; using tables to create structure; CSS to control layout and design; and validating and publishing a site.

Prerequisite: COM 3102 or equivalent skills
COM 1685 / Length: 16 hours

CRN 2222   MW 2/23-3/11 6:00 pm-8:45 pm Marple
Cost: Spon. $280; Non-Spon. $340

Introduction to Photoshop
Learn to use this image-manipulation program. Course topics include: Photoshop environment, sizing images, selecting image areas, layers, blending and compositing, image modes, color and painting, text, layer effects and filters and adjusting and saving complete images.

Prerequisite: COM 3102 or equivalent skills
COM 1653 / Length: 8 hours

CRN 1139   R 3/19 8:30 am-5:00 pm Exton
CRN 506    MW 3/23-4/1 6:30 pm-8:30 pm Marple
Cost: Spon. $140; Non-Spon. $175

Photoshop Advanced
Use advanced selection options and learn to retouch images to make them Web ready. Course topics include: masking and layers, vector paths, swatches, gradients, patterns, layer type and styles, and advanced masking.

Prerequisite: COM 1653 or equivalent skills
COM 1657 / Length: 8 hours

CRN 2052   R 4/2 8:30 pm-5:00 pm Exton
CRN 2043   MW 4/6-4/15 6:30 am-8:30 pm Marple
Cost: Spon. $140; Non-Spon. $175

WEB SITE DESIGN CERTIFICATION

The CIW Web Design Series is ideal for entry-level or experienced professionals who work in the fields of Web site design, e-commerce and graphic design. Entrepreneurs who want to be able to develop and manage their business online can benefit as well. Built for the Web industry by the Web industry, CIW courses and certifications are designed using leading technological standards, rather than any one specific software or hardware vendor.

CIW Site Development Foundations
Learn essential Web page development skills and how to develop Web sites using Hypertext Markup Language version 5 (HTML5) and Cascading Style Sheets (CSS). You will learn to write code manually, as well as use graphical user interface (GUI) authoring tools. You will also work with images, create hyperlinks, and add tables, forms, video and audio to your Web pages. Other topics include validating your HTML and CSS code, employing search engine optimization (SEO), using style sheets extensively to format Web page content, and implementing fundamental design concepts. You will learn how Web sites are developed as managed projects. You will also identify e-commerce solutions and relate Web site development to business goals.

COM 9301 / Length: 200 hours at Marple Campus
Please call for schedule and cost: 610-3595035.

CIW Web Design Specialist
Develop the skills necessary to specialize in Web site design. Learn the essentials and best practices of Web design, including design theory, tools and technologies. Learn how to design and publish Web sites. Topics include Web Site Development Essentials (such as the site development process, customer expectations, and ethical and legal issues in Web development), Web Design Elements (such as aesthetics, the site user's experience, navigation, usability and accessibility), Basic Web Technologies (such as basic Hypertext Markup Language [HTML], Extensible HTML [XHTML] and extended technologies, image files, GUI site development applications, site publishing and maintenance) and Advanced Web Technologies (such as multimedia and plug-in technologies, client-side and server-side technologies, and Web databases). Work with popular production tools such as Microsoft Expression Web, and Adobe Dreamweaver and Flash. Prepare to take the CIW Web Design Specialist exam, which earns the CIW Web Design Specialist certification.

COM 9311 / Length: 200 hours at Marple Campus
Please call for schedule and cost: 610-3595035.
ARCHITECTURE

Introduction to AutoCAD
This course is an entry level or refresher course covering the use of 2D AutoCAD to create, manage and plot technical designs and drawings. Participants will learn the basics of CAD geometry creation while completing hands-on exercises representing various disciplines including architecture, mechanical, electrical and civil engineering. The course will also include an introduction to 3D Modeling as it relates to 3D Printing.
PDS 1001 / Length: 32 hours
CRN 3102 R 3/26-5/14 6:00 pm-10:00 pm Marple
Cost: $650

Introduction to SolidWorks
Computer aided drafting is essential in helping students entering the field of technology and in particular manufacturing technology. This entry-level course teaches students to design basic parts, assemblies, and drawings using SolidWorks software. This software package is an industry standard. Students create solid models of an object. The model is a digital representation of the object that is used to create 3-view drawings and for other applications such as rapid prototyping and CNC machining.
PDS 9989 / Length: 32 hours
CRN 2302 T 2/17-4/7 6:00 pm-10:00 pm PENN
Cost: $650

Introduction to Revit
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 9978 / Length: 32 hours
CRN 3103 R 1/22-3/12 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 1324 MW 1/21-2/9 6:00 pm-9:30 pm PENN
CRN 1323 MW 1/21-2/9 6:00 pm-9:30 pm Marple
CRN 1547 MW 3/23-4/8 6:00 pm-9:30 pm Marple
Cost: $149

Motorcycle Safety Inspection Certification (Category 2)
PDS 7001 / Length: 21 hours
CRN 1326 MW 1/21-2/9 6:00 pm-9:30 pm PENN
CRN 1325 MW 1/21-2/9 6:00 pm-9:30 pm Marple
CRN 544 MW 3/23-4/8 6:00 pm-9:30 pm Marple
Cost: $40

Heavy Vehicle Inspection Certification (Category 3)
PDS 7002 / Length: 21 hours
CRN 1327 MW 1/21-2/9 6:00 pm-9:30 pm PENN
CRN 1328 MW 1/21-2/9 6:00 pm-9:30 pm Marple
CRN 1329 MW 3/23-4/8 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 3073 W  2/11 6:00 pm-10:00 pm PENN
CRN 3072 T  5/19 6:00 pm-10:00 pm Marple
Cost: $880

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 1859 TR 1/20-1/29 6:00 pm-10:00 pm Marple
CRN 994 TR 3/3-3/12 6:00 pm-10:00 pm Marple
CRN 1550 TR 3/3-3/12 6:00 pm-10:00 pm PENN
CRN 552 TR 4/7-4/16 6:00 pm-10:00 pm Marple
Cost: $2,725

EEIC Recertification
All EEIC-certified mechanics are required to recertify every two years. PennDOT recommends taking the recertification course two months prior to the expiration date of their current certification. 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. Prerequisite: Current EEIC certification and valid driver's license. Cost includes all fees and materials.

PDS 7011 / Length: 4 hours

CRN 1184 R  1/15 6:00 pm-10:00 pm Marple
CRN 784 S  1/31 8:00 am-12:00 pm Marple
CRN 545 R  2/5 6:00 pm-10:00 pm Marple
CRN 806 R  2/19 6:00 pm-10:00 pm PENN
CRN 2616 W  3/4 6:00 pm-10:00 pm Marple
CRN 1949 R  4/2 6:00 pm-10:00 pm Marple

Cost: S90

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 1330 R  1/29 6:00 pm-10:00 pm Marple
CRN 547 R  3/12 6:00 pm-10:00 pm Marple
CRN 2074 R  3/12 6:00 pm-10:00 pm PENN
CRN 2617 R  4/16 6:00 pm-10:00 pm Marple
Cost: $45

CARPENTRY

Basic Home Remodeling
Principles of paneling, insulation, ceramic tiles for floors and walls, basic carpentry skills, and much more. Includes stairs, basic plumbing, wiring, dry wall, skylights, windows, kitchens and bathrooms.

JSPD 0039 / Length: 42 hours

CRN 888 W  2/11-5/13 6:00 pm-9:00 pm PENN
Cost: Spon. $439; Non-spon. $459

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.

JSPD 0082 / Length: 45 hours

CRN 1546 T  2/3-5/12 6:00 pm-9:00 pm PENN
Cost: Spon. $379; Non-spon. $399

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

**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 3104 MW 2/23-4/29 6:30 pm-8:30 pm Marple
Cost: Spon. $450

**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 scheduled through the Learning Center – call 610-359-5298.
JSPD 4000 / Length: 2 hours
CRN 1811 Ongoing throughout the semester – call 610-359-7344 to register
Cost: $60

**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 1140 W 3/4-5/6 6:00 pm-9:00 pm PENN
Cost: Spon. $279; Non-spon. $299

**HEATING, VENTILATING & AIR CONDITIONING**

**HVAC Technology I**
Heating, air conditioning and ventilation (HVAC) principles and equipment, including heat theory, refrigeration and refrigerants, and much more.
JSPD 0009 / Length: 30 hours
CRN 2939 W 2/4-4/8 6:00 pm-9:00 pm PENN
Cost: Spon. $280; Non-spon. $295

**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 3101 T 1/3-4/21 6:30 pm-9:30 pm Marple
Cost: $675 (does NOT include the book cost)

**NATE Test (North American Technician Excellence)**
Testing now available on the Marple campus.
PDS 9006 / Length: 4 hours
CRN 1520 S 5/9 8:30 am-12:30 pm Marple
Cost: $175

**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**
PDS 1201 / Length: 90 hours
CRN 1396 MW 2/23-6/8 6:00 pm-9:00 pm Marple
Cost: $950

**Wastewater Treatment Level 2**
PDS 1202 / Length: 90 hours
CRN 2988 MW 1/5-4/22 6:00 pm-9:00 pm Marple
Cost: $950
Register for Wastewater Treatment Level 1 and 2 together and receive $150 discount.

Components of the program 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.

**Coming soon!**
We will offer the Drinking Water Operator Program. Please call 610-723-4010 for more information.

### Technical Education

#### WELDING

**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 1470**
- TR
  - 1/20-3/12
  - 8:00 am-11:00 am
  - Marple

**CRN 893**
- M
  - 1/26-5/18
  - 6:30 pm-9:30 pm
  - Marple

Cost: Spon. $410; Non-spon. $430

**Intro to Oxy-Fuel Welding and Cutting**

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

PDS 9798 / Length: 45 hours

**CRN 2046**
- W
  - 1/21-5/13
  - 8:00 am-11:00 am
  - Marple

**CRN 1469**
- TR
  - 3/24-5/12
  - 8:00 am-11:00 am
  - Marple

Cost: Spon. $410; Non-spon. $430

**Shielded Metal Arc Welding I (SMAW)**

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

PDS 9803 / Length: 45 hours

**CRN 1007**
- TR
  - 1/20/3/12
  - 12:00 pm-3:00 pm
  - Marple

**CRN 2287**
- MW
  - 1/21-3/25
  - 3:15 pm-6:15 pm
  - Marple

**CRN 1513**
- R
  - 1/22-5/7
  - 6:30 pm-9:30 pm
  - Marple

Cost: Spon. $410; Non-spon. $430

**Shielded Metal Arc Welding II**

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

PDS 9804 / Length: 45 hours

**CRN 1558**
- TR
  - 3/24-5/12
  - 12:00 pm-3:00 pm
  - Marple

**CRN 1557**
- MW
  - 3/30-5/18
  - 3:15 pm-6:15 pm
  - Marple

Cost: Spon. $410; Non-spon. $430

**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 1559**
- W
  - 1/21-5/13
  - 12:00 pm-3:00 pm
  - Marple

**CRN 2048**
- W
  - 1/21-5/13
  - 6:30 pm-9:30 pm
  - Marple

Cost: Spon. $410; Non-spon. $430

**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 2049**
- T
  - 1/20-5/12
  - 3:15 pm-6:15 pm
  - Marple

**CRN 2050**
- T
  - 1/20-5/12
  - 6:30 pm-9:30 pm
  - Marple

Cost: Spon. $410; Non-spon. $430
MANUFACTURING

Composite Fabrication Training
This workforce development course provides an introduction to the foundation skills and knowledge required for working with composites. Terminology, application and general topics in mathematics, drawing interpretation and general hand tools will be taught. Safe/ proper operation of fabrication equipment and tools will be stressed. Additionally, an introduction to safety, resins, pre-impregnated material, adhesives and lay-up procedures will be included. Students who successfully complete this course will be prepared for entry-level employment as composites fabricators. No class 2/16.

PDS 8700/ Length: 150 hours

CRN 2634  MTWR
2/9-4/14
3:30 pm-7:30 pm  Marple

Cost: $2,499

Sheet Metal Assembly Training
This workforce development course is designed to prepare students for entry-level employment in the manufacturing industry. Upon successful completion, students should be able to identify materials used in sheet metal assembly, perform layout, measurement and fabrication of sheet metal assemblies and read and interpret blueprints in preparation for sheet metal assembly. No class 2/16.

PDS 8701 / Length: 150 hours

CRN 2635  MTWR
2/2-4/7
10:00 am-2:00 pm  Marple

Cost: $2,499

Enrollment is scheduled on a first-come first-serve basis. Please send your payment immediately to secure your seat in the course. The maximum for each class is 12 students and minimum is 8 students.

Upon successful completion of either course you will receive a Certificate of Completion from Delaware County Community College. The certificate will provide assurance to potential employers that you have earned the skills necessary to apply for employment in the high demand industry in Southeastern Pennsylvania and throughout the commonwealth.

To register, please call Debbie Serano at 215-218-3886 or email serano@collegiateconsortium.org.

CNC (Computerized Numeric Control) Operator Program
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: 200 hours

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

FREE Adult Basic Literacy and GED® Preparation
Courses provide a review of basic skills in reading comprehension, writing, math and GED® test preparation.

www.dccc.edu/community-services/ged 484-237-6244
Online Training

Online Training Classes
. . . anytime and anywhere

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

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

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

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Dates</th>
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<tbody>
<tr>
<td>January</td>
<td>1/21/15-3/13/15</td>
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<tr>
<td>February</td>
<td>2/18/15-4/10/15</td>
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<td>March</td>
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<td>April</td>
<td>4/15/15-6/5/15</td>
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<tr>
<td>May</td>
<td>5/20/15-7/10/15</td>
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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.

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

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:
- ONL 0175 Complementary/Alten Med.......27 hrs $235
- ONL 0176 End of Life Care ..................26 hrs $235
- ONL 0177 Gerontology ..........................40 hrs $235
- ONL 0179 Issues in Oxygenation ..........32 hrs $235
- ONL 0181 Pain Assessment and Mgmt ......24 hrs $235
- ONL 0182 Perinatal Issues ..................14 hrs $125
- ONL 0183 Spirituality, Health/Healing .........36 hrs $235

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.) Please register for two course CRNs (see course descriptions below). This entire program 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/nurse practitioner regarding the advisability of receiving the vaccine, its complications, and dates of administration.

Book and materials are included. For tuition loans, please call Sallie Mae at 888-272-5543. 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 exam. No class 2/13, 2/16 and 5/25.

JSPD 2820 / Length: 36 hours
CRN 1091 W 1/14-4/1 9:00 am-12:00 pm Marple
CRN 1259 1/23-2/28 F 6:30 pm-8:30 pm S 9:00am-1:00pm Marple
CRN 2966 T 1/27-4/14 6:00 pm-9:00 pm PHX
CRN 1087 M 2/2-4/27 6:30-9:30pm Marple
CRN 1093 W 2/11-4/29 6:00 pm-9:00 pm CCH
CRN 1669 W 3/4-5/30 1:00 pm-4:00 pm UDC
CRN 1083 MW 5/4-6/15 6:30 pm-9:30 pm Marple

Cost: $625

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. Books and materials included. For tuition loans, please call Sallie Mae at 888-272-5543.

JSPD 2822 / Length: 50 hours
CRN 1196 TR 1/27-3/17 6:00 pm-9:30 pm Marple
CRN 2919 R 2/5-5/14 6:00 pm-9:30 pm CCH
CRN 2068 TR 4/21-6/9 6:00pm-9:30pm Marple

Cost: $1,470

Certified Medical Administrative Assistant (CMAA)

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/unit health coordination could be your path to success.

You will have the opportunity to sit for nationally recognized and respected certification: the National Health Career Association CMAA (Certified Medical Administrative Assistant). You will also train for a position as a Health Unit Coordinator. The coursework blends training that will provide you the opportunity to gain employment in two of the most sought after positions in today’s workforce. This combination expands your skills, enhances your resume and increases your employability.

Curriculum prepares individuals for employment in medical and other healthcare related areas. Course work will include medical terminology, medical information systems, office management, basic medical coding and billing, insurance, legal and ethical issues, HIPPA regulations, formatting documents, and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments. Course topics include:

• Health Unit Coordinator
• HIPPA Regulations
• Medical Terminology
• Medical Billing and Coding
• Insurance Overview
• Medisoft Allied Health software

COM 3300 / Length: 168 hours
CRN 2034 TWR 2/3-3/26 9:00-4:30 Marple

Cost: $4,999 (includes all materials and vouchers for certification testing)
Health Unit Coordinator

Health Unit Coordinators are members of the supporting cast that helps maintain a health care facility’s service and performance. These trained individuals may also be known as unit clerks, ward clerks, or unit secretaries. The coursework will cover, but is not limited to: medical terminology, HIPAA, an overview of medical coding, and Health Unit Coordinator theory.

JSPD 2814 / Length: 70 hours

CRN 2980 W 2/4-3/25 9:00 am-4:30 pm Marple R 12:30pm-4:30 pm
Cost: $2,700

Medical Terminology

Medical Terminology is a basic study of the professional language of medicine. It is designed to include word construction, pronunciation, spelling, definition and use of terms related to all areas of medical science, hospital service, and health related professions.

JSPD 0003 / Length 30 hours

CRN 2985 R 2/5-3/19 12:30 pm-4:30 pm Marple
Cost: $479

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 888-272-5543.

CAR 3904 / Length: 52 hours

CAR 3904 / Length: 52 hours

CRN 2042 MW 3/9-4/27 6:00 pm-9:30 pm Exton
CRN 3116 TR 3/31-5/19 6:00 pm-9:30 pm Marple
Cost: $1,899

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 888-272-5543.

NOTE: This program does not include a national or state certification as part of its overall objectives.

CAR 3961 / Length: 52 hours

CRN 2307 MW 3/23-5/11 6:00 pm-9:30 pm Marple
Cost: $999

Dental Assistant

Dental Assisting is a growing profession in Healthcare. The Dental Assistant works in all aspects of patient diagnosis, management and treatment as part of the dental team. This course teaches the skills needed to start working immediately in a dental office. You will learn oral and dental anatomy, infection control, sterilization and dental radiology to become a chairside dental assistant working closely with the dentist or managing a dental office. The course includes college-classroom lectures, discussions and practical training at the dental office of Donald Robbins, DMD in Exton, PA. Upon completion you will obtain a certificate in Dental Assisting from Delaware County Community College, be certified in CPR and be eligible to take the Radiology Health and Safety Examination thru the Dental Assisting National Board (DANB). Books and course materials are included. No Class 4/4/2014.

CAR 3932 / Length: 80 hours

CRN 3118 S 2/14-4/25 8:00 am-5:00 pm Marple
Cost: $3,495

NOTE: Loan for tuition may be available. When tuition payment is received in full, you may pick up your textbooks (Room 4155 at the Marple Campus), and complete your first homework assignment, due prior to the first class. Registration deadline is three business days prior to class start date. You may contact Nina at the 4 Learning Group 610-363-1980 for more information.

CPR TRAINING

The College’s Emergency Services Education Department offers CPR training courses, which include the 2010 guidelines and are conducted by American Heart Association instructors. Upon completion you will receive a course completion card issued by the American Heart Association.

Contact CPRTRAINING@dccc.edu for course schedule and information.

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

For information or to register, call 610-359-7344.
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 888-272-5543.

CAR 4127 / Length: 52 hours
CRN 2999 TR 1/27-3/17 6:00 pm-9:30 pm DNT
CRN 1187 MW 3/30-5/18 6:00 pm-9:30 pm Marple
Cost: $999

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 1094 MW 2/2-2/23 7:30 pm-9:30 pm Marple
CRN 1309 S 4/18-5/9 9:00 am-12:00 pm SEAST
Cost: Spon. $155; Non-spon. $185

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 January and March. Please contact us for information and registration.
Call 610-359-5332 to see if you are eligible.
Visit www.dccc.edu/newchoices for more information.

ElderWeek

at Marple Campus

MARCH 17-19, 2015

We look forward to seeing you there!

Delaware County Community College’s 32nd annual ElderWeek, for people 55 years of age and over, features dozens of lively, educational mini classes and the chance to socialize with new and old friends. Includes continental breakfast and your choice of three workshops each day, plus tempting lunches at the “ElderWeek Café”, daily entertainment, door prizes and giveaways, and a gala “Graduation Party.” Choose a low-cost, three-day or two-day option.

If you have attended ElderWeek or any other course at the College in the past two years (plus the spring 2015 semester), watch your mail in mid-January for details!
If you’re new to Delaware County Community College, call 610-359-5025 or email nsmith@dccc.edu to add your name to our mailing list.
**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.

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<th>1/27, 2/17, 3/24, 4/28</th>
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<tbody>
<tr>
<td>6:30 pm-8:30 pm</td>
<td>Marple</td>
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**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

**Myers-Briggs by Appointment**
Knowing your personality type can be helpful in understanding yourself and others, making a career choice and interacting in the workplace. Take the self-scoring Myers-Briggs Type Indicator and meet with a qualified Myers-Briggs counselor for a one-hour interpretation session. For information and to register, you must call the Career Center at 610-359-5324.

CAR 3233 / Length: one 1-hour session following taking the Myers-Briggs, which will be provided by your counselor.

**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. The group will agree when to take a week off for Spring Break. For more information, call the Career Center at 610-359-5324.

**Qualified Instructors Needed!**
Instructors with new ideas in the areas of professional growth and community programs, send your resume and course proposal to: nsmith@dccc.edu

**Navigating Your Career in Challenging Times**
Unemployed or feeling trapped in your current career? Learn how to assess your current situation, develop strategies, and take steps to gain greater control and fulfillment in a challenging job market. For more information, call the Career Center at 610-359-5324. No group meeting on Monday, March 16, 2015.

CAR 4118 / Length: 20 hours

**Resume Writing Boot Camp**
In today’s competitive job market, a powerful resume is critical to landing job interview. This two-session course on the elements of a compelling resume will assist you in revamping your current resume or creating a brand new one. Learn to write a dynamic cover letter to accompany your compelling resume. Interested in applying for a specific job? Bring the posting with you.

This workshop is intended for those with a job target in mind. You must call the Career and Counseling Center to register at 610-359-5324. All participants must be able to attend both sessions.

CAR 5597 / Length: 4 hours

**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.

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

Create Your Business Plan
The essential sections of a business plan are identified and explained, as are financial documentation requirements. Includes tips for evaluating potential profitability of your business.
CAR 3180 / Length: 4 hours
CRN 2882 W
3/4-3/11
6:00 pm-8:00 pm
Marple
CRN 2915 M
4/13-4/20
6:00 pm-8:00 pm
Exton
Cost: Spon. $59; Non-spon. $79

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 894 F
1/30
9:00 am-1:00 pm
Exton
CRN 2936 T
2/10-2/17
6:00 pm-8:00 pm
PHX
CRN 2054 M
3/9
9:00 am-1:00 pm
Exton
CRN 549 W
4/8-4/15
6:00 pm-8:00 pm
Marple
Cost: Spon. $85; Non-spon. $115

Grant Writing II
Experience all aspects of proposal writing. This hands-on class includes creating a project that fits funders’ guidelines, appropriate writing styles, developing a proposal strategy and plan for evaluation that fits funders’ requirements. Attendance at Grant Writing and Research is encouraged.
CAR 3751 / Length: 6 hours
CRN 2937 T
3/10-3/24
6:00 pm-8:00 pm
PHX
CRN 895 F
3/13
9:00 am-4:00 pm
Exton
CRN 2055 M
4/6
9:00 am-4:00 pm
Exton
CRN 1084 W
4/29-5/6
6:00 pm-9:00 pm
Marple
Cost: Spon. $129; Non-spon. $179

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 2883 T
2/3-2/10
8:05 pm-10:05 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 2884 W
4/15-4/22
6:00 pm-8:00 pm
Marple
Cost: Spon. $89; Non-spon. $119

Additional Small Business Resources

Social Networking for Small Business
See page 4

Career Training

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.
(No class 2/16 Exton)
CAR 3705 / Length: 12 hours
CRN 2967 M
1/26-2/23
6:00 pm-9:00 pm
Exton
CRN 2104 F
4/24-5/1
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 1095 F
2/20
9:00 am-4:00 pm
Marple

Delaware County Community College • SPRING 2015 • www.dccc.edu
Certificate Programs

Coaching for Managers
A fun, highly participative and practical course designed to provide managers with the tools and skills necessary to become an outstanding coach and leader.
CAR 5475 / Length: 16 hours
CRN 2886 S
3/28-4/18
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 2149 R
3/5
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 2091 T
3/24-5/19
7:00 pm-9:00 pm
Marple
Cost: Spon. $179; Non-spon. $199

Relax and Succeed
Learn what professional athletes, performers, and other successful individuals know. If stress has ever prevented you from achieving the things you want in life, this program is for you. Sign up today and get ready to accomplish goals more effortlessly than you ever imagined.
LSP 5713 / Length: 6 hours
CRN 2092 W
4/8-4/29
6:00 pm-7:30 pm
Marple
Cost: Spon. $75; Non-spon. $99

MORTGAGE TRAINING

Mortgage Industry Career Institute
Need a career change? Worried about finding a job after college? Interested in an industry with a serious upswing? 36 hours of industry training, all materials and a certificate upon successful completion.
Please call 610-359-4133 for information.
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. No class the week of 3/16-3/21. (Marple).
CAR 3564 / Length: 36 hours
CRN 1562  W  2/4-4/15  6:00 pm-9:00 pm  UDC
Cost: Spon. $325; 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 reality and the means, methods and laws that govern conveyance of these rights. Book included. No class the week of 3/16-3/21. (Marple).
CAR 3249 / Length: 30 hours

How to Invest in Real Estate
LSP 5654; see page 28

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 basic details of how to set up and run your own non profit organization. Explore how to set up a successful fundraising program, write a mission statement, manage volunteers and develop guidelines for accepting and acknowledging gifts and recognizing donors.
CAR 3851 / Length: 10 hours
CRN 1322  M  2/2-3/2  6:00 pm-9:00 pm  Marple
Cost: Spon. $179; Non-spon. $209

Introduction to Fundraising
Learn the 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 3852 / Length: 10 hours
CRN 1888  M  3/23-4/20  6:00 pm-8:00 pm  Marple
Cost: Spon. $179; Non-spon. $209

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. No class 2/16 and the week of 3/16-3/21. (Marple).
CAR 3250 / Length: 30 hours
CRN 1589  M  2/2-3/27  6:00 pm-9:00 pm  UDC
Cost: Spon. $215; Non-spon. $209

FREE Adult Basic Literacy and GED® Preparation
Courses provide a review of basic skills in reading comprehension, writing, math and GED® test preparation.
www.dccc.edu/community-services/ged  484-237-6244

Qualified Instructors Needed!
Instructors with new ideas in the areas of professional growth and community programs, send your resume and course proposal to: nsmith@dccc.edu
Certificate Programs

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—Evergreen Trees and Shrubs; and Landscape/Retail Business—will be offered in the fall 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 597 T
3/24-5/12
6:00 pm-8:00 pm  Marple
Cost: Spon. $149; Non-spon. $189

Herbaceous Perennials, Annuals, and Bulbs
Presents detailed information about selected species, including ornamental grasses, from genera grown in the Mid-Atlantic region. Covers planning, preparing, planting and caring for a year-round garden.
CAR 3874 / Length: 16 hours
CRN 594 T
3/24-5/12
8:05 pm-10:05 pm  Marple
Cost: Spon. $149; Non-spon. $189

Deciduous Trees and Shrubs
Learn the cultural characteristics of flowering trees and shrubs indigenous to the Mid-Atlantic region, and discuss how to prepare, plant, and care for them in the landscape.
CAR 3875 / Length: 16 hours
CRN 595 R
2/12-4/9
6:00 pm-8:00 pm  Marple
Cost: Spon. $149; Non-spon. $189

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 550 R
2/12-4/9
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 2927 / 16 hours
CRN 1544 / 16 hours

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 2052 / 8 classroom hours
CRN 2928 / 8 classroom hours

Food Manager's Recertification
EAT 0034 / Length: 7.5 hours
CRN 2051 / 7.5 hours
CRN 1316 / 7.5 hours
CRN 1317 / 7.5 hours

TEAS®
Test of Essential Academic Skills (TEAS®) Prep
CAR 4123
See page 16.

For information or to register, call 610-359-5025.
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 the following modules: Mathematics, Reading, and Writing.

PAPA Math Prep
CAR 5589 / Length: 12 hours
CRN 2308 M
1/26-3/9 6:30 pm-8:30 pm Marple
Cost: $119

PAPA Reading Prep
CAR 5590 / Length: 10 hours
CRN 2903 T
2/10-3/10 6:30 pm-8:30 pm Marple
Cost: $99

PAPA Writing Prep
CAR 5591 / Length: 8 hours
CRN 2904 W
2/4-2/25 6:30 pm-8:30 pm Marple
Cost: $79

SAT

SAT® Prep Course: Math
Covers math, algebra and geometry with emphasis on problem solving and interpretation of data. Book included. No class 2/16 or the week of 3/16-3/21.
YTH 9187 / Length: 9 hours
CRN 2094 T
1/20-2/24 6:30 pm-8:00 pm Marple
CRN 2053 MW
2/9-2/23 7:30 pm-9:05 pm Exton
CRN 264 S
2/28-4/11 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. No class 2/17 or the week of 3/17-3/22.
YTH 9186 / Length: 9 hours
CRN 2093 R
1/22-2/26 6:30 pm-8:00 pm Marple
CRN 2955 MW
2/2-2/23 6:00 pm-7:30 pm Exton
CRN 265 S
2/28-4/11 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 2095 W
1/28-2/11 6:00 pm-8:00 pm Marple
Cost: Spon. $109; Non-spon. $129

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 2/16 or week of 3/16-3/21.

Mathematical Reasoning
CSP 2121 / Length: 12 hours
CRN 2972 S
1/17-2/7 9:00 am-12:00 am Marple
CRN 2971 M
1/26-3/9 6:00 pm-8:00 pm Marple
Cost: $99
### Reasoning Through Language Arts

**CSP 2122 / Length: 12 hours**

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Cost: $99

### Science

**CSP 2123 / Length: 12 hours**

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Cost: $99

### Social Studies

**CSP 2124 / Length: 12 hours**

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Cost: $99

### GED® Test

DCCC Marple Campus is approved as a testing center for the GED® Exams. Visit www.ged.com to create a profile, find a testing center, register and pay for the exams.

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 12.

### 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. Book with CD included. No class 2/16 or the week of 3/16-3/21 (Marple and UDC only).

**CSP 5021 / Length: 40 hours**

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Cost: $210

#### 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. No class the week of 3/16-3/21.

**CSP 5258 / Length: 20 hours**

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Cost: $195

#### 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. No class 2/16, 3/16 and 3/18.

**CSP 5268 / Length: 45 hours**

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Cost: $350

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

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.

CSP 5241 / Length: 20 hours
CRN 1545 W
4/1-5/20 6:00 pm-8:30 pm Exton
Cost: $195

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. No class 3/19.

CSP 5232 / Length: 20 hours
CRN 596 R
1/22-4/2 6:00 pm-8:00 pm Marple
Cost: $195

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

No class 3/17 or 3/19.
CAR 3311 / Length: 48 hours
CRN 392 TR
1/13-4/9 8:05 pm-10:05 pm Marple
Cost: $295

U.S. Citizenship and American Culture
Helps students prepare to apply for U.S. citizenship by reviewing the requirements for eligibility for American citizenship, presenting application forms and instructions for completion of the N-400 and discussing the process of becoming an American citizen. Basic U.S. History will be taught as well as the structure and functions of the U.S. government according to the U.S. Constitution. Practice activities will help prepare students for the test and interview process.

CAR 5582 / Length: 16 hours
CRN 3111 W
3/25-5/13 6:00 pm-8:00 pm Marple
Cost: $179

LEARNING OTHER LANGUAGES
Beginning French
CAR 2116 / Length: 16 hours.
CRN 2058 T
2/3-3/10 6:00 pm-8:40 pm Exton
CRN 1238 M
2/23-4/20 8:05 pm-10:05 pm Marple
Cost: Spon. $149; Non-spon. $189

Intermediate French
CAR 2190 / Length: 16 hours.
CRN 1543 M
2/23-4/20 6:00 pm-8:00 pm Marple
CRN 2929 T
3/17-4/21 6:00 pm-8:40 pm Exton
Cost: Spon. $149; Non-spon. $189

Beginning Italian
CAR 2111 / Length: 16 hours.
CRN 989 M
2/9-3/23 6:00 pm-8:40 pm Exton
CRN 388 W
2/25-4/22 6:00 pm-8:00 pm Marple
Cost: Spon. $149; Non-spon. $189

Beginning Italian Level II
CAR 2708 / Length: 16 hours.
CRN 2944 M
3/30-5/4 6:00 pm-8:40 pm Exton
CRN 3127 W
4/29-6/17 6:00 pm-8:00 pm Marple
Cost: Spon. $149; Non-spon. $189

Intermediate Italian
CAR 2436 / Length: 16 hours.
CRN 3051 W
2/25-4/22 8:05 pm-10:05 pm Marple
CRN 990 W
4/1-5/6 6:00 pm-8:40 pm Exton
Cost: Spon. $149; Non-spon. $189

Qualified Instructors Needed!
Instructors with new ideas in the areas of professional growth and community programs, send your resume and course proposal to: nsmith@dccc.edu
The Creative Arts

**Beginning Spanish**
CAR 2129 / Length: 16 hours.

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<th>CRN  389</th>
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<tr>
<td>3/5-4/30</td>
<td>6:00 pm-8:00 pm</td>
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Cost: Spon. $149; Non-spon. $189

**Beginning Spanish Level II**
CAR 4330 / Length: 16 hours.

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<th>CRN  2963</th>
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<tr>
<td>3/23-4/27</td>
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<tr>
<td>5/7-6/35</td>
<td>6:00 pm-8:00 pm</td>
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Cost: Spon. $149; Non-spon. $189

**Intermediate Spanish**
CAR 3356 / Length: 16 hours

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<th>CRN  2962</th>
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<td>3/24-4/28</td>
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<tr>
<td>4/1-5/20</td>
<td>6:00 pm-8:00 pm</td>
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Cost: Spon. $149; Non-spon. $189

**Spanish for the Workplace**
Enables you to communicate more effectively with customers, co-workers or employees by understanding key words and phrases to assist with the communication process.

CAR 3897/ Length: 16 hours

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<tr>
<td>3/25-5/13</td>
<td>7:00 pm-9:00 pm</td>
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Cost: Spon. $149; Non-spon. $189

**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

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<tbody>
<tr>
<td>2/10-4/21</td>
<td>6:00 pm-8:00 pm</td>
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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

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<th>CRN  3053</th>
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<td>2/12-4/23</td>
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Cost: Spon. $149; Non-spon. $219

**ARTS**

**Anyone Can Draw**
Study contours, space, composition and shading, using a variety of media that may include graphite, pen and ink, charcoal and pastels. Includes still life, landscapes and portraits. Supplies provided by the student; to be determined at first class. No class 3/20.

LSP 5577 / Length: 16 hours

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<tr>
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<td>2/20-4/24</td>
<td>6:00 pm-8:00 pm</td>
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Cost: Spon. $129; Non-spon. $159

**Intro to Life Drawing**
Learn basic figure drawing techniques through observation of a live model, emphasizing proportions, gestures and shading. Supplies provided by the student; to be determined at first class. No class 3/18.

LSP 5883/ Length: 16 hours

<table>
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<tr>
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<td>2/18-4/15</td>
<td>7:00 pm-9:00 pm</td>
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</table>

Cost: Spon. $149; Non-spon. $179

**Watercolor**

CAR 2513 / Length: 20 hours

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<td>2/20-5/1</td>
<td>7:00 pm-9:00 pm</td>
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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. No class 3/16.

CAR 3615 / Length: 16 hours

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<td>2/23-4/20</td>
<td>6:00 pm-8:00 pm</td>
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Cost: Spon. $129; Non-spon. $159

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

**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 5672 / Length: 8 hours
CRN 1261  S  4/11-4/18  9:00 am-1:00 pm  Marple
Cost: Spon. $159; Non-spon. $189

**MUSIC**

**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. No class week of 3/16-3/21.
LSP 5463 / Length: 20 hours
CRN 390  M  2/23-5/4  6:00 pm-8:00 pm  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. No class week of 3/16-3/21.
LSP  5646 / Length: 20 hours
CRN 1370  T  2/24-5/5  6:00 pm-8:00 pm  Marple
Cost: Spon. $167; Non-spon. $215

**Piano III**
An advanced course for students who have successfully completed Piano I, Intermediate Piano (if needed), and Piano II. No class week of 3/16-3/21.
LSP 5691 / Length: 20 hours
CRN 3139  R  2/26-5/7  6:00 pm-8:00 pm  Marple
Cost: Spon. $167; Non-spon. $215

**Broadway/Rock ‘n’ Roll**
LSP 5888 / Length: 20 hours
CRN 3143  W  2/25-5/6  6:00 pm-8:00 pm  Marple
Cost: Spon. $167; Non-spon. $215

**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 3062  T  4/7-4/28  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
CRN 2183  T  4/7-4/28  7:35 pm-8:35 pm  Marple
Cost: Spon. $49; Non-spon. $69

**Intro to Argentine Tango**
Learn the 5 points of connection: connecting to yourself, the floor (being grounded), your partner (interpersonal), the music, and the rest of the dance floor (the community around you). The Tango teaches communication, without words. Learn to “listen” to your partner and to yourself as you travel the dance floor.
LSP 5717 / Length: 10 hours
CRN 2184  S  4/11-5/9  11:00 am-1:00 pm  Marple
Cost: Spon. $119; Non-spon. $139

**WRITING**

**Writing Well**
Learn the basic principles of composition, rules of usage, and methods and forms of writing, while developing a unique approach to style. Book(s) included. No class the week of 3/16-3/21.
CAR 5586 / Length: 20 hours
CRN 2185  W  1/14-3/25  6:30 pm-8:30 pm  Marple
Cost: Spon. $145; Non-spon. $175

**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. No class the week of 3/16-3/21
Personal Interest & Enrichment

FINANCE AND LAW

Personal Financial Planning
Learn how to think like a financial professional, ignore the media hype and common sales practices, and get your finances in order. Explore the basics of financial planning and investing, how to plan for retirement, and how to avoid common mistakes.

LSP 5677 / Length: 6 hours
CRN 2951  M 4/13-4/27 6:00 pm-8:00 pm Exton
CRN 3067  M 3/23-4/6 6:00 pm-8:00 pm Marple
Cost: Spon. $109; Non-spon. $139

Stocks and Bonds
Presents an easy and enjoyable way to understand the financial markets. Includes stocks, bonds, options, futures, risk factors, profit opportunities and more. No previous investing experience necessary.

LSP 5576 / Length: 8 hours
CRN 991  M 3/30-4/20 6:00 pm-8:00 pm Exton
CRN 2964  T 4/7-4/28 6:00 pm-8:00 pm PHX
Cost: Spon. $104; Non-spon. $119

Debt-FREE & Prosperous Living™
Pay off your credit cards, car and other debts in one to three years and your mortgage in another three to four years, using your current earnings. Bring a calculator and list of all consumer debts including the balance, minimum payment and interest rate. No insurance, investments or get-rich-quick schemes offered. Book included.

LSP 5565 / Length: 3 hours
CRN 3068  T 3/24 6:30 pm-9:30 pm Marple
Cost: Spon. $139; Non-spon. $165

Little Known Secrets of Paying for College
Find out how to send your child to college without bankrupting your retirement. Discover strategies that may enable you to qualify for financial aid, sources for scholarships, and how to maximize your wealth while minimizing your tax exposure, giving you greater cash flow for funding a college education.

LSP 5681 / Length: 4 hours
CRN 3069  M 2/23-3/2 6:00 pm-8:00 pm Marple
Cost: Spon. $35; Non-spon. $45

OTHER WRITING OPTIONS

Grant Writing and Research
CAR 3508; see page 18.

Grant Writing II
CAR 3751; see page 18.

Writing for Foreign Students
Learning English
CSP 5232; see page 24.

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. No class the week of 3/16-3/21.

CAR 3440 / Length: 8 hours
CRN 3063  R 2/26-3/26 7:00 pm-9:00 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 2187  T 5/5-5/26 7:00 pm-9:00 pm Marple
Cost: Spon. $89; Non-spon. $119

Life Stories
Leaving a written account of your life stories would be a treasured gift to your family and friends. Knowing how to gather the information and put it on paper is the challenge! Learn how to work through your stories with assistance from an instructor who can help you capture those beautiful memories and events. No writing experience necessary.

CAR 4321 / Length 16 hours
CRN 3064  T 3/31-5/19 7:00 pm-9:00 pm Marple
Cost: Spon. $119; Non-spon. $149

For information or to register, call 610-359-5025.
**Principles of Landlord/Tenant Law**

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

LSP 2365 / Length: 3 hours

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<td>M</td>
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<td>793</td>
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<td>2946</td>
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<td>5/4 6:00 pm-9:00 pm</td>
<td>Exton</td>
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Cost: Spon. $35; Non-spon. $45

**How to Invest in Real Estate**

Introduces the beginner and serious investor to the basics of real estate investing, from property prospecting to closing the deal for profit. Includes buying foreclosed property and “handyman specials.”

LSP 5654 / Length: 8 hours

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Cost: Spon. $144; Non-spon. $184

**FLORAL DESIGN**

**Introduction to Floral Design**

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.

CAR 5577 / Length: 6 hours

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Cost: Spon. $179; Non-spon. $199

**Floral Design II**

Expand your floral knowledge and creativity. Explore advanced designs and techniques as you learn about working with various floral materials. Bring floral shears and an apron to each class. Floral material will be provided.

CAR 5581 / Length: 6 hours

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<th>CRN</th>
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<th>Location</th>
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<tbody>
<tr>
<td>2328</td>
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<td>4/11-4/25 9:00 am-11:00 pm</td>
<td>Marple</td>
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Cost: Spon. $179; Non-spon. $199

**Mother’s Day Floral Workshop**

Construct and design an elegant floral arrangement to gift the ‘Mom’ in your life or to treat yourself. Using branches and other natural materials, create a long lasting structure that will hold fresh flowers and be refreshed with more flowers as the spring & summer months progress. Bring floral shears, wire cutters and an apron to class. Other materials will be provided.

CAR 5578 / Length: 3 hours

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<tr>
<td>1565</td>
<td>S</td>
<td>5/9 9:00 am-12:00 pm</td>
<td>Marple</td>
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Cost: Spon. $75; Non-spon. $89

**COOKING CLASSES**

**Introduction to Culinary Skills**

For you who wish to acquire or expand food preparation skills. Covers a different area of preparation each week and includes knife skills, soup and salad making, meat and fish preparation, and baking.

EAT 0017 / Length: 30 hours

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<th>CRN</th>
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<td>892</td>
<td>T</td>
<td>2/17-4/21 6:00 pm-9:00 pm</td>
<td>PENN</td>
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Cost: $355

**Culinary Skills II**

Have you been cooking for a while and would like a fresh outlook on dinner—and breakfast and lunch, too? Then upgrade your skills with creative ideas and new techniques for the more sophisticated cook. You will learn how to prepare delicious meals fit for your family.

EAT 0020 / Length: 30 hours

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<td>2062</td>
<td>W</td>
<td>3/11-5/13 6:00 pm-9:00 pm</td>
<td>PENN</td>
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Cost: $355

**Culinary Professional Certificate**

Considering a career in the culinary industry? Train under exceptional chefs in a professional kitchen. Learn how to execute basic and advanced techniques and apply all of them to food preparation, from appetizers to dessert. Program includes:

- Professional Cooking I
- Professional Cooking II
- Baking and Pastry Foundations I
- Baking and Pastry Foundations II
- Food Manager Certification

EAT 0905 / Length: 256 hours

Course is offered at the Brandywine campus.

Cost: $3,999

Call 484-237-6245 for more information.
COOKING WORKSHOPS
These hands-on workshops allow you to be engaged in the possibilities in your own kitchen. Come and be a part of the experience!

Clean Eating and Paleo Concepts
EAT 1120 / Length: 3 hours
CRN 2911  M  1/26  6:00 pm-9:00 pm  PENN
Cost: Spon. $59; Non-spon. $69

Gluten Free Meals
EAT 1123 / Length: 3 hours
CRN 2933  M  2/23  6:00 pm-9:00 pm  PENN
Cost: Spon. $59; Non-spon. $69

Preventing Heart Disease
EAT 1126 / Length: 3 hours
CRN 2954  M  3/23  6:00 pm-9:00 pm  PENN
Cost: Spon. $59; Non-spon. $69

Diabetic Menu Planning
EAT 1122 / Length: 3 hours
CRN 2918  M  4/30  6:00 pm-9:00 pm  PENN
Cost: Spon. $59; Non-spon. $69

Cooking with Your Kids
(Adults only)
EAT 1121 / Length: 3 hours
CRN 2914  M  5/4  6:00 pm-9:00 pm  PENN
Cost: Spon. $59; Non-spon. $69

COOKING DEMONSTRATIONS
Join Chef Peter Gilmore for a gourmet dining experience and leave with how-to information and recipes to use at home.

French Food Simplified
EAT 1115 / Length: 3 hours
CRN 2255  W  1/28  6:00 pm-9:00 pm  Brandywine
Cost: $49

Gone, But Not Forgotten
Reminisce with some classic recipes
EAT 1118 / Length: 3 hours
CRN 2934  W  2/25  6:00 pm-9:00 pm  Brandywine
Cost: $49

Italian Delights
EAT 1124 / Length: 3 hours
CRN 2943  W  3/11  6:00 pm-9:00 pm  Brandywine
Cost: $49

Spanish Tapas
EAT 1127 / Length: 3 hours
CRN 2961  W  4/15  6:00 pm-9:00 pm  Brandywine
Cost: $49

Just Desserts
EAT 1125 / Length: 3 hours
CRN 2945  W  5/13  6:00 pm-9:00 pm  Brandywine
Cost: $49

SELF HEALING

Nurturing the Spirit Within
LSP 5696; see page 31.

INVEST IN REAL ESTATE

How to Invest in Real Estate
CAR 2189; see page 28.

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 2940  TR  3/3-3/19  6:30 pm-9:30 pm  Exton
CRN 3147  S  3/7-4/11  11:00 am-2:00 pm  Marple
Cost: Spon. $159; Non-spon. $177

For information or to register, call 610-359-5025.
**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 2941  TR  
3/24-4/9  
6:30 pm-9:30 pm  Exton  
CRN 3148  S  
4/18-5/23  
11:00 am-2:00 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. Class size is limited.

CAR 5603 / Length: 6 hours
CRN 2942  TR  
4/14-4/16  
6:30 pm-9:30 pm  Exton  
CRN 3149  S  
5/30-6/6  
11:00 am-2:00 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 2061  R  
3/12-4/16  
6:30 pm-9:30 pm  Exton  
Cost: Spon. $159; Non-spon. $177

**Accessorize Your Decor**
With the major components decided on, it is time to add the finishing touches to your environment. Plan out your room and gather ideas to help your space be its best! Feel free to bring your plans and ideas.

CAR 3880 / Length: 6 hours
CRN 2909  R  
4/23-5/7  
6:30 pm-8:30 pm  Exton  
Cost: Spon. $79; Non-spon. $99

**Organize and Declutter Your Space**
Get ideas on how to reduce your “stuff” or organize it if you just cannot part with it. Learn ways to categorize things, reduce collections and much, much more.

LSP 5721 / Length: 6 hours

**Staging Your Home to Sell**
Prepare your home to sell at the best price. Provides practical how-to tips for both interior and exterior, and guidelines on how to work with your realtor.

LSP 5610 / Length: 4 hours
CRN 2189  T  
3/3-3/10  
7:00 pm-9:00 pm  Marple  
Cost: Spon. $49; Non-spon. $69

**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 790  R  
4/2-4/23  
6:00 pm-8:00 pm  Marple  
Cost: $47

**HEALTH AND WELL-BEING**
**Our Brain When We Grieve**
Whether it is the loss of a person, pet, career, home, etc., grief is experienced by the brain and felt in the body. Using brain science, learn why loss hurts so much and what you can do about it.

LSP 5887 / Length: 10 hours
CRN 3153  R  
4/2-4/30  
6:00 pm-8:00 pm  Marple  
Cost: Spon. $99; Non-spon. $129

**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. No class the week of 3/16-3/21 (Marple only).

LSP 5000 / Length: 12 hours
CRN 2965  T  
1/27-4/14  
6:30 pm-7:30 pm  DNT  

LSP 5721 / Length: 6 hours

CRN 2950  T  
4/21-5/5  
6:30 pm-8:30 pm  Exton  
CRN 3152  R  
2/26-3/12  
7:00 pm-9:00 pm  Marple  
Cost: Spon. $879; Non-spon. $899
For information or to register, call 610-359-5025.

EXTEND YOUR UNDERSTANDING

Crisis Management: Scandals in the White House
Do you follow the popular show Scandal? This is your chance to dive into the history of White House scandals in real life. Join us for a great discussion on the details of the history of these events.
LSP 5719 / Length: 6 hours
CRN 2916 T
2/3-2/17
6:30 pm-8:30 pm DNT
Cost: Spon. $69; Non-spon. $89

History of the Game of Thrones
Fans of the wildly popular TV show, Game of Thrones, should also be familiar with the book it is based on. Learn about A Song of Ice and Fire by George R. R. Martin and discuss the history in the show.
LSP 5720 / Length: 6 hours
CRN 2938 R
2/19-3/5
6:30 pm-8:30 pm DNT
Cost: Spon. $69; Non-spon. $89

Study of The Last Ship
William Brinkley’s book, The Last Ship, stands as the basis of this popular TV show. Come during the “dog watch” and spend time learning about this show and its origins.
LSP 5722 / Length: 6 hours
CRN 2970 W
4/29-5/13
6:30 pm-8:30 pm DNT
Cost: Spon. $69; Non-spon. $89

Nurturing the Spirit Within
This four-week exploration of one’s inner self examines a different in-depth topic each week, including Chakras, Reiki, and the Seven Centers of the Body; Spirit Painting; Palmistry; Crystal Energy; Dreams; and Feng Shui. The focus is on insight, self-acceptance and self-healing. No two classes ever the same!
LSP 5695 / Length: 12 hours
CRN 1255 R
4/2-4/23
6:00 pm-9:00 pm Marple
Cost: Spon. $117; Non-spon. $149

Qualified Instructors Needed!
Instructors with new ideas in the areas of professional growth and community programs, send your resume and course proposal to: nsmith@dccc.edu

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Locations</th>
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<tr>
<td>2959</td>
<td>W</td>
<td>1/28</td>
<td>6:30 pm-8:30 pm</td>
<td>Exton</td>
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<tr>
<td>2960</td>
<td>W</td>
<td>3/25</td>
<td>6:30 pm-8:30 pm</td>
<td>DNT</td>
</tr>
<tr>
<td>3105</td>
<td>R</td>
<td>4/9</td>
<td>7:00 pm-9:00 pm</td>
<td>Marple</td>
</tr>
</tbody>
</table>

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

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**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 / 6 hours

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dates</th>
<th>Times</th>
<th>Locations</th>
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</thead>
<tbody>
<tr>
<td>2193</td>
<td>5/6-5/20</td>
<td>6:00 pm-8:00 pm</td>
<td>Marple</td>
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</tbody>
</table>

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

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**ElderWeek at Marple Campus**

**MARCH 17-19, 2015**

We look forward to seeing you there!

Delaware County Community College’s 32nd annual ElderWeek, for people 55 years of age and over, features dozens of lively, educational mini classes and the chance to socialize with new and old friends. Includes continental breakfast and your choice of three workshops each day, plus tempting lunches at the “ElderWeek Café”, daily entertainment, door prizes and giveaways, and a gala “Graduation Party.” Choose a low-cost, three-day or two-day option.

If you have attended ElderWeek or any other course at the College in the past two years (plus the spring 2015 semester), watch your mail in mid-January for details!

If you’re new to Delaware County Community College, call 610-359-5025 or email nsmith@dccc.edu to add your name to our mailing list.

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**Adult Basic Literacy and GED® Preparation**

Courses provide a review of basic skills in reading comprehension, writing, math and GED® test preparation.

[www.dccc.edu/community-services/ged](http://www.dccc.edu/community-services/ged)

484-237-6244

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**FREE**
For information or to register, call 610-359-5025.
Non-Credit Registration

Phone-in Registration
VISA, MasterCard, Discover or American Express only.

Delaware County Locations:
Call from 8:30 a.m. to 8:00 p.m. Monday-Friday
Marple Campus  610-359-5025

Chester County Locations:
Call from 9:00 a.m. to 5:00 p.m. Monday-Friday
Downingtown Campus  484-237-6242

Fax-In Registration
VISA, MasterCard, Discover or American Express only.
610-359-5054 for Delaware County registrations
484-237-6247 for Chester County registrations

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
The Student Records window (located in the lobby of Founders Hall on the Marple Campus) is open from 8:30 a.m. to 8:00 p.m. Monday through Thursday, and 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 Rutledge residents only)
- William Penn

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

Office of Civil Rights
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: Betty Brown, associate dean for student success, room 2195, 610-359-5320; and/or Connie McCalla, vice president of human resources, room 3572, 610-359-5094. TTY for the hearing impaired: 610-359-5020.

Delaware County Community College is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104.
Mail-in registration preferred
Registration form on inside back cover. Include credit card information or check payable to DCCC for remaining fees, plus a copy of proof of age if this is your first College Over 60 registration (license, birth certificate, passport, etc.)

May be faxed
to 610-359-5054, only with credit card information

Telephone registration accepted
only for previous students with birthdate on file. Must provide credit card information

How Much Do I Pay?
Every course carries two or more fees that the student pays with registration. No courses are free, and all will cost at least $10. Note the number of hours included with the course description, then see the charts below to determine your cost as a resident of a sponsoring or non-sponsoring school district.

PLEASE NOTE: The non-sponsoring differential referred to in the Non-computer chart has already been factored into the Computer chart. See sponsoring school districts on this page.

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).

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**Computer Courses**

<table>
<thead>
<tr>
<th>Course Hours</th>
<th>Sponsor Cost</th>
<th>Non-Spon. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$5</td>
<td>$23</td>
</tr>
<tr>
<td>6</td>
<td>$5</td>
<td>$31</td>
</tr>
<tr>
<td>8</td>
<td>$5</td>
<td>$40</td>
</tr>
<tr>
<td>12</td>
<td>$5</td>
<td>$53</td>
</tr>
<tr>
<td>16</td>
<td>$5</td>
<td>$65</td>
</tr>
</tbody>
</table>

Determine applicable cost, then add the $5 records processing fee listed on the registration form.

**Example for an 8-hour computer course:**
Sponsoring: $5 + $5 = $10
Non-Sponsoring: $40 + $5 = $45

**Non-computer Courses**

<table>
<thead>
<tr>
<th>Course Hours</th>
<th>Sponsor Cost</th>
<th>Non-Spon. Cost</th>
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</thead>
<tbody>
<tr>
<td>15 or more</td>
<td>$9</td>
<td>$9</td>
</tr>
<tr>
<td>Fewer than 15</td>
<td>$6</td>
<td>$6</td>
</tr>
</tbody>
</table>

Determine applicable cost, then add the $5 records processing fee listed on the registration form.

**IN ADDITION:**
Students from non-sponsoring school districts also pay the difference between the sponsoring and non-sponsoring tuition shown with course description.

**Example for a 16-hour language course:**
Sponsoring: $9 + $5 + $40 = $54

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**Be sure to join us for**

**ElderWeek**

at Marple Campus

MARCH 17-19, 2015

We look forward to seeing you there!

See ad on page 32
**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

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### LOCATION CODES

**Delaware County**
- Marple Campus: "Marple"
- Penncrest High School: "PCHS"
- Southeast Center: "SEAST"
- Upper Darby Center: "UDC"

**Chester County**
- Brandywine Campus: "DB"
- Downingtown Campus: "DNT"
- Exton Center: "Exton"
- Pennocks Bridge Campus: "PENN"
- Phoenixville Campus: "PHX"
- Chester County Hospital: "CCH"

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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 __________
(where you reside)

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

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<table>
<thead>
<tr>
<th>CRN</th>
<th>Title</th>
<th>Amount</th>
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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 ___________________________
Today’s manufacturing jobs are high tech and in high demand in Delaware and Chester Counties. The average annual salary for manufacturing workers is more than $77,000 and they have the highest job retention rate in the private sector. In addition, 90 percent of these jobs come with medical benefits and 78 percent of employees receive employer retirement contributions.

Get started on your future in manufacturing technology today. Our non-credit classes include CNC, PLC and AutoCAD.

Professional certificates include:

• CNC Programming
• Industrial Systems
• Machine Tool Technology
• Machining Operation
• Process Technology

610-723-6305
dccc.edu/think
Heading in a New Direction?

- Computer Networks
- MCSA
- Administrative Professional
- Web Design
- Multi-Skilled Health Technician
- Dialysis Technician
- EKG Technician
- Phlebotomy Technician
- Health Unit Coordinator
- Pharmacy Technician
- Dental Assistant