Return to Learn
NON-CREDIT COURSE GUIDE

Allied Health
Technical Education
Computer Training
Personal Enrichment

MAY–AUGUST 2016

dccc.edu
Delaware County Community College
Educatign Delaware and Chester Counties
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For information or to register, call 610-359-7344.
ENHANCE YOUR EMPLOYABILITY!

Administrative Professional Program
This 200 hour hands-on program features two of the world’s most popular software programs: Microsoft Office and Quick Books, a small business accounting tool. You’ll receive training in Microsoft Windows, Word, Excel, Access and PowerPoint. Learn 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.

COM 3400 / Length: 200 hours
CRN 462 MTWR 5/16-7/28 8:30 am-1:30 pm Marple
CRN 685 MTWR 6/6-10/14 8:30 am-1:30 pm Marple
Cost: $4,995 (test vouchers included)

BASICS

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

COM 1621 / Length: 8 hours
CRN 801 S 5/7-5/14 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 Safari web browser, camera, photos, productivity tools such as notes and reminders. Learn how to add additional Apps from the Apple App Store and music from iTunes.

Required: iPad with iOS version 7 or later.
COM 0204 / Length: 6 hours
CRN 546 S 5/7-5/14 9:00 am-12:00 pm Marple
CRN 594 R 6/16-6/23 6:00 pm-9:00 pm Marple
Cost: Spon. $105; Non-Spon. $131

Computer 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 595 T 6/21-6/28 6:00 pm-9:00 pm Marple
Cost: Spon. $105; Non-Spon. $131

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 803 W 6/1-6/22 6:00 pm-8:00 pm Marple
Cost: Spon. $140; Non-Spon. $175

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

COM 3102 / Length: 20 hours
CRN 123 MTWR 5/16-5/19 8:30 am-1:30 pm Marple
CRN 621 MTWR 6/6-6/9 8:30 am-1:30 pm Marple
Cost: $375

Suggested Prerequisites:
COM 3102 Using the Computer and Managing Files
INTERNET

eBay for Sellers
Learn everything you need to know about the selling process on eBay: how to create a seller account, understand rules and best practices, select, research and prepare the item for sale, list the item, accept and confirm payment, shipping, account management and lots of great resources to take with you!
COM 1692 / Length: 6 hours
CRN 597 T
5/17-5/24
6:00 pm-9:00 pm Marple
CRN 904 W
7/13-7/20
6:00 pm-9:00 pm Exton
Cost: Spon. $105; Non-Spon. $131

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 598 TWR
7/5-7/7
8:30 am-12:30 pm Marple
Cost: Spon. $210; Non-Spon. $258

LinkedIn: Basics and Beyond
This course orients new and unfamiliar LinkedIn members to critical profile navigation sectors, drills deep into the settings to optimize personal exposure, communications, and security, then demonstrates a variety of custom communications and networking strategies that deliver great results. You are best served by bringing your laptop to interact and to create real-time changes to your profile. Tablet or mobile devices are NOT recommended.
COM 1620 / Length: 3 hours
CRN 804 W
5/18
6:00 pm-9:00 pm Marple
Cost: Spon. $85; Non-Spon. $99

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 600 MTWR
6/13-6/23
8:30 am-1:30 pm Marple
Cost: $775 (test vouchers included)

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 599 S
5/14
9:00 am-1:00 pm Marple
CRN 547 T
6/7-6/14
6:30 pm-8:30 pm Exton
Cost: Spon. $870; Non-Spon. $888

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 161 MTWR
7/11-7/21
8:30 am-1:30 pm Marple
Cost: $775 (test vouchers included)

Suggested Prerequisites:
COM 3102 Using the Computer and Managing Files

For information or to register, call 610-359-7344.
**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 124  MTWR  5/23-5/26  8:30 am-1:30 pm  Marple

Cost: $375

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

**Prerequisite:** COM 3102 or equivalent skills

**COM 0601 / Length:** 8 hours

CRN 805  MW  6/6-6/15  6:35 pm-8:35 pm  UDC

CRN 806  R  5/19  8:30 am-5:00 pm  Marple

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

**EXCEL**

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

**COM 3104 / Length:** 20 hours

CRN 109  MTWR  6/6-6/9  8:30 am-1:30 pm  Marple

Cost: $375

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

**Prerequisite:** COM 3102 or equivalent skills

**COM 0901 / Length:** 8 hours

CRN 807  MW  6/20-6/29  6:35pm-8:35 pm  UDC

CRN 178  R  6/2  8:30 am-5:00 pm  Marple

CRN 600  R  7/28  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 601  TR  6/14-6/23  6:00 pm-9:00 pm  Marple

CRN 340  WR  7/20-7/21  9:00 am-3:30 pm  Exton

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

**ACCESS**

**Access Introduction**
Create a simple database. Topics include: tables, reports, queries, forms, primary keys, working with fields, entering and editing data, querying your database, new queries, sorting queries and reports.

**Prerequisite:** COM 3102 or equivalent skills

**COM 1101 / Length:** 8 hours

CRN 883  R  6/16  8:30 am-5:00 pm  Marple

CRN 660  MT  7/25-7/26  8:30 am-12:30 pm  Marple

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

**Suggested Prerequisites:**
COM 3102 Using the Computer and Managing Files
Computer Training

POWERPOINT

PowerPoint for the Workplace
Create dynamic presentations. Topics include: overview of the PowerPoint environment; using animation, charts, and clipart; autosizes 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 110  TWR
5/31-6/2
8:30 am-3:40 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 info with other programs.

Prerequisite: COM 3102 or equivalent skills
COM 1201 / Length: 8 hours
CRN 602  R
7/7
8:30 am-5:00 pm  Marple
Cost: Spon. $140; Non-Spon. $175

MICROSOFT PROJECT

Microsoft Project: Introduction
If you need to complete a project on time and within budget, find out how to use Microsoft Project to do it. Learn all the tools you need to manage your project using the most popular project management software - Microsoft Project. Learn how to develop and maintain a project schedule (Gantt Chart). This class is taught “hands-on” in a computer lab and also features the most popular project management methodology from the Project Management Institute (PMI).

COM 1801 / Length: 12 hours
CRN 884  TR
6/7-6/16
6:00-9:00 pm  Marple
Cost: Spon. $210; Non-Spon. $258

DIGITAL PHOTOGRAPHY

Using Your Digital Camera
Bring your digital camera, cable to connect to your computer and the software disk that came with the camera to this hands-on course. Topics include: camera memory, controls and menus, techniques for taking better pictures, transferring pictures to the computer, editing your photos (red eye, lighting and color correction) and printing and sending pictures on the internet.

Prerequisite: COM 3102 or equivalent skills
COM 0115 / Length: 12 hours
CRN 603  MW
6/6-6/15
6:00 pm-9:00 pm  Marple
CRN 286  MTW
6/27-6/29
8:30 am-12:30 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!

Prerequisite: COM 3102 or equivalent skills
COM 0118 / Length: 8 hours
CRN 229  W
7/13-8/3
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 603  MW
6/6-6/15
6:00 pm-9:00 pm  Marple
CRN 286  MTW
6/27-6/29
8:30 am-12:30 pm  Marple
Cost: Spon. $210; Non-Spon. $258

Quickbooks Pro Advanced
Manage your business more effectively with the advanced features and tools of this diverse program. Topics include: payroll; customer and vendor credits; reimbursing or charging time, material and expenses; purchase orders; working with merged information; handling returns and bounced checks; and using the register.

Prerequisite: COM 1501 or equivalent skills
COM 1553 / Length: 12 hours
CRN 604  MW
6/20-6/29
6:00-9:00 pm  Marple
Cost: Spon. $210; Non-Spon. $258

Suggested Prerequisites:
COM 3102 Using the Computer and Managing Files

For information or to register, call 610-359-7344.
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 626  TR  7/5-7/14  6:00pm-9:00pm  Marple
Cost: Spon. $210; Non-Spon. $258

WEB SITE DESIGN

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

Prerequisite: COM 3102 or equivalent skills
COM 1606 / Length: 8 hours
CRN 885  MW  6/6-6/15  6:30 pm-8:30 pm  Marple
Cost: Spon. $140; Non-Spon. $175

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

COM 1642 / Length: 12 hours
CRN 656  MW  6/6-6/15  6:00 pm-9:00 pm  Marple
Cost: Spon. $210; Non-Spon. $258

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

Prerequisite: COM 3102 or equivalent skills
COM 1653 / Length: 8 hours
CRN 545  R  6/9  8:30 am-5:00 pm  Exton
CRN 162  MW  6/20-6/29  6:30 pm-8:30 pm  Marple
Cost: Spon. $140; Non-Spon. $175

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

Prerequisite: COM 1653 or equivalent skills
COM 1657 / Length: 8 hours
CRN 599  R  7/14  8:30 am-5:00 pm  Exton
CRN 905  MW  7/11-7/20  6:30 pm-8:30 pm  Marple
Cost: Spon. $140; Non-Spon. $175

PROCESS CONTROL JOBS ARE IN DEMAND

High-paying Process Control Technician jobs are available in your area. And we have the resources to train you in less than a year.

The recent oil and natural gas boom is creating jobs across the United States, and more specifically, the Marcellus Shale pipeline has created thousands of jobs in Pennsylvania. Not only are these jobs open and in high-demand, they’re high-paying and serve many industries, including food processing and pharmaceutical manufacturing. At Delaware County Community College we’re prepared to train you for one. Our Process Control Certificate Program can be completed in less than a year and will help you transition seamlessly into a career in advanced manufacturing technology.

Responsibilities of a Process Control Technician
- Monitoring control room functions of the delivery of products in an automated workflow
- Maintaining equipment, including valves, fittings, pressure and measurement equipment
- Oversee the calibration of the equipment
- Ensure that the facility complies with state and EPA regulations
- Monitor the safety aspects of the equipment

Call today for more information: 610-359-5089 or visit dccc.edu/rightnow

Computer Training
Architecture

Introduction to 3D Printing
This course provides an overview of the theories and concepts used in 3D printing also known as Additive Manufacturing. We will examine the different technologies utilized to print 3D objects from computer generated solid models. We will use SolidWorks solid modeling software for design and output needed for 3D printing. Get hands-on use of Stratasys FDM (Fused Deposition Modeling) printers and associated Objet 30 software.
PDS 9994 / Length: 16 hours
CRN 878 T
6/7-6/28
6:00 pm-10:00 pm Marple
Cost: $295

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 204 MW
6/1-6/20
6:00 pm-9:30 pm Marple
CRN 477 MW
7/11-7/27
6:00 pm-9:30 pm Marple
Cost: $160

Motorcycle Safety Inspection Certification (Category 2)
PDS 7001 / Length: 21 hours
CRN 247 MW
6/1-6/20
6:00 pm-9:30 pm Marple
CRN 478 MW
7/11-7/27
6:00 pm-9:30 pm Marple
Cost: $40

Heavy Vehicle Inspection Certification (Category 3)
PDS 7002 / Length: 21 hours
CRN 248 MW
6/1-6/20
6:00 pm-9:30 pm Marple
CRN 479 MW
7/11-7/27
6:00 pm-9:30 pm Marple
Cost: $40

Coming Soon!
We will offer a one night Pennsylvania State Inspection Recertification class!

Enhanced Safety Inspection (Category 4)
Provides 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 856 W
7/27
5:00 pm-9:00 pm Marple
Cost: $80

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 169 TR
6/7-6/16
6:00 pm-10:00 pm Marple
CRN 341 TR
7/20-7/26
6:00 pm-10:00 pm Marple
Cost: $275

Qualified Instructors Needed!
Instructors with new ideas in the areas of professional growth and community programs, send your resume and course proposal to:  kwood17@dccc.edu

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

**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 427**  
R  
6/2  
6:00 pm-10:00 pm  
Marple

**CRN 246**  
R  
6/30  
6:00 pm-10:00 pm  
Marple

**CRN 154**  
R  
7/21  
6:00 pm-10:00 pm  
Marple

**CRN 155**  
R  
8/11  
6:00 pm-10:00 pm  
Marple

Cost: $90

**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 331**  
R  
6/16  
6:00 pm-10:00 pm  
Marple

**CRN 293**  
R  
8/4  
6:00 pm-10:00 pm  
Marple

Cost: $45

**CDL TRAINING**

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

PDS 8500 / Length: 172 hours

**NEW**

Classes are held at Marple Campus and start monthly. Please call 610-655-5058 for information.

**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 879**  
TR  
5/24-6/30  
6:00 pm-9:30 pm  
Marple

Cost: Spon. $439; Non-spon. $459

**Furniture Building**
Learn the basic skills necessary to build furniture. We will cover proper use of hand and power tools, wood joinery and finishing techniques. Course topics include: wood selection; basic joint creation; clamping techniques; finishes; shop tools; shop drawings. No class 7/4.

JSPD 2950 / Length: 42 hours

**CRN 881**  
MW  
5/23-7/6  
6:00 pm-9:30 pm  
Marple

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

**ELECTRICAL**

**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. No class 7/4.

JSPD 2796 / Length: 40 hours

**CRN 882**  
M  
6/6-8/15  
6:00 pm-10:00 pm  
Marple

Cost: Spon. $595

**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 3069**  
  
Ongoing throughout the semester.  
Call 610-359-7344 to register

Cost: $80

Delaware County Community College • Summer 2016 • www.dccc.edu
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 2
PDS 1202 / Length: 90 hours
CRN 258 MW
7/6-10/19
6:00 pm-9:00 pm Marple
Cost: $950

Wastewater Treatment

Level 1 & 2
PDS 1200 / Length 180 hours
Classes forming in September
MW
6:00 pm-9:00 pm Marple
Cost: $1,750

Wastewater Treatment

Level 1
PDS 1201 / Length 90 hours
Classes forming in September
MW
6:00 pm-9:00 pm Marple
Cost: $950

Register for 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.
http://www.dccc.edu/wastewater

Drinking Water Certification Program Level 1 & 2
PDS 1300 / Length 180 hours
Classes forming in September
TR
6:00 pm-9:00 pm Marple
Cost: $1,750

Drinking Water Certification Program Level 1
PDS 1301 / Length 90 hours
Classes forming in September
TR
6:00 pm-9:00 pm Marple
Cost: $950

Delaware County Community College is now offering a drinking water certification program at the Marple Campus (901 S. Media Line Road, Media, PA). Courses will be held on Tuesdays and Thursdays from 6 to 9 p.m. Certified by the Pennsylvania Department of Environmental Protection (DEP), the program prepares entry-level operators for certification and also provides continuing education credits (contact hours) for certified operators. The minimum education level for operator certification is either a high school diploma or GED.

Delaware County Community College's program offers all of the coursework and module review necessary to help students pass the licensing exam for DEP certification. The program is divided into two 90-hour sessions. Successful candidates must enroll for certification level 1 and 2.

According to the Environmental Protection Agency, drinking water operator certification is crucial in protecting public health and the maintenance of safe, optimal and reliable water treatment and distribution facilities. The goal of certification is to ensure that skilled professionals are overseeing the treatment and distribution of safe drinking water, and it is an important step in promoting compliance with the Safe Drinking Water Act.

The predicted loss of operators in the near future due to retirement creates a need for a pool of qualified operators to keep up with current and future demands.

Call 610 723-4010 for more information
http://www.dccc.edu/drinkingwater
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 472 TR
5/24-6/28
12:25 pm-4:30 pm Marple
Cost: Spon. $460; Non-spon. $480

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

PDS 9798 / Length: 45 hours
CRN 865 TR
7/7-8/11
7:55 am-12:00 pm Marple
Cost: Spon. $460; Non-spon. $480

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

PDS 9803 / Length: 45 hours

| CRN 327 | TR | 5/24-6/28 | 12:25 pm-4:30 pm | Marple |
| CRN 529 | TR | 7/7-8/11 | 12:25 pm-4:30 pm | Marple |

Cost: Spon. $460; Non-spon. $480

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 328 MW
5/23-6/29
12:25 pm-4:30 pm Marple
CRN 867 TR
7/7-8/11
12:25 pm-4:30 pm Marple
CRN 868 MW
7/6-8/10
12:25 pm-4:30 pm Marple
Cost: Spon. $460; Non-spon. $480

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

PDS 9805 / Length: 45 hours
CRN 844 MW
5/23-6/29
7:55 am-12:00 pm Marple
CRN 866 MW
7/6-8/10
7:55 am-12:00 pm Marple
Cost: Spon. $460; Non-spon. $480

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

PDS 9806 / Length: 45 hours
CRN 845 TW
5/24-6/29
4:45 pm-8:30 pm Marple
Cost: Spon. $460; Non-spon. $480
Online Training Classes
... anytime and anywhere

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

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

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

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>5/18/16 – 7/8/16</td>
</tr>
<tr>
<td>June</td>
<td>6/15/16 – 8/5/16</td>
</tr>
<tr>
<td>July</td>
<td>7/13/16 – 9/2/16</td>
</tr>
<tr>
<td>August</td>
<td>8/17/16 – 10/7/16</td>
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</tbody>
</table>

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

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

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

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

NOTE: Register no later than one week prior to start date.
You will be e-mailed 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, e-mail, 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 registration form in back of guide.

For information or to register, call 610-359-7344.
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 800-472-5543. An additional fee for the phlebotomy and the EKG certification exams is required.

Cost: $2,095

Venipuncture (Phlebotomy Technician)
This course teaches basic venipuncture techniques for adults, children and infants as it prepares the student to take the phlebotomy exam. Coursework includes aseptic methods and isolation procedures. There is an additional fee for the phlebotomy exam. No class 5/30 and 7/4.

JSPD 2820 / Length: 36 hours
CRN 977 MW 5/2-6/13 6:30 pm-9:30 pm Marple
CRN 344 W 6/6-7/27 6:00 pm-9:30 pm CCH
CRN 200 T 6/8-8/31 1:00 pm-4:00 pm UDC
CRN 177 MW 6/8-6/17 6:00 pm-9:00 pm CCH
CRN 199 MW 6/20-8/1 1:30 pm-4:30 pm Marple
CRN 228 TR 6/14-7/30 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 800-472-5543. No class 7/4.

JSPD 2822 / Length: 50 hours
CRN 824 MW 6/6-7/27 6:00 pm-9:30 pm CCH
CRN 344 TR 6/14-8/2 6:00 pm-9:30 pm 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 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). The coursework blends training that will provide you the opportunity to gain employment in one of the most sought after positions in today’s workforce. This combination expands your skills, enhances your resume and increases your employability.

This curriculum prepares you 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
• Medical Software

COM 3300 / Length: 168 hours
CRN 456 TWR 5/3-6/23 9:00 am-4:30 pm Marple
Cost: $4,999 (includes all materials as well as vouchers for certification testing)

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

Contact CPRTRAINING@dccc.edu for course schedule and information.
### Allied Health

#### Pharmacy Technician
Prepare to enter the pharmacy field in hospitals and community pharmacies as an ancillary, working under the supervision of a registered pharmacist, and to take the Pharmacy Technician Certification Board’s (PTCB) exam. Includes medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. Learn dosage calculations, IV flow rates, drug compounding and dose conversions. Discusses dispensing of prescriptions, inventory control, billing and reimbursement. Offered in cooperation with Condensed Curriculum International, Inc. Book and learning materials included. A loan for tuition may be available; call Sallie Mae at 800-472-5543.

<table>
<thead>
<tr>
<th>CRN 794 / Length: 52 hours</th>
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<tbody>
<tr>
<td><strong>CRN 794</strong> TR 6/21-8/9</td>
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<tr>
<td>6:00 pm-9:30 pm Marple</td>
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<tr>
<td><strong>CRN 795</strong> TR 7/5-8/23</td>
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<tr>
<td>6:00 pm-9:30 pm PHX</td>
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Cost: $2,099

#### Physical Therapy Aide
As a Physical Therapy Aide you work under the direction of a physical therapist and are generally responsible for non-technical duties such as preparing treatment areas, ordering devices and supplies, and transporting patients. You assist with services that help improve mobility, relieve pain, and prevent or limit permanent disabilities. You may be employed in nursing homes, hospitals, sports rehab centers and some orthopaedic clinics. Offered in cooperation with Condensed Curriculum International, Inc. Books and materials included. Loan for tuition may be available; call Sallie Mae at 800-472-5543.

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

<table>
<thead>
<tr>
<th>CRN 3961 / Length: 52 hours</th>
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<tbody>
<tr>
<td><strong>CRN 796</strong> MW 6/20-8/8</td>
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<tr>
<td>6:00 pm-9:30 pm Marple</td>
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</table>

Cost: $1,199

#### Dialysis Technician
Dialysis technicians, also called hemodialysis or renal dialysis technicians, work under the direction of senior technicians, nurses and doctors, operating kidney dialysis machines that filter waste products and excess fluids from the blood of patients whose kidneys can no longer perform this function. Dialysis technicians initiate, monitor, and discontinue dialysis treatments for the renal failure patient. Offered in cooperation with Condensed Curriculum International, Inc. Books and materials included. Loan for tuition may be available; call Sallie Mae at 800-472-5543.

<table>
<thead>
<tr>
<th>CRN 4127 / Length: 52 hours</th>
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<tbody>
<tr>
<td><strong>CRN 797</strong> MW 6/20-8/8</td>
</tr>
<tr>
<td>6:00 pm-9:30 pm Marple</td>
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Cost: $1,199

#### 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.

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<tr>
<th>Cost: Spon. $155; Non-spon. $185</th>
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#### Basic Home Remodeling
Principles of paneling, insulation, ceramic tiles for floors and walls, basic carpentry skills, and much more.

#### Furniture Building
Learn proper use of hand and power tools, wood joinery and finishing techniques. Include: wood selection; basic joint creation; clamping techniques; finishes; shop tools; shop drawings.

**See page 8 for more information.**
SMALL BUSINESS RESOURCES

How to Start a Small Business
For those considering starting a small business. Covers legal issues, business plans, market research, management, accounting, insurance, site selection and electronic equipment. Book included.
CAR 3427 / Length: 10 hours
CRN 102 T
5/24-6/21
6:00 pm-8:00 pm Marple
Cost: Spon. $189; Non-spon. $229

Grant Writing and Research
Find out what it takes to prepare a successful proposal for funding, 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 96 W
5/25-6/1
6:00 pm-8:00 pm Marple
CRN 346 T
7/12
9:00 am-1:00 pm Exton
Cost: Spon. $88; 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 429 W
6/15-6/22
6:00 pm-8:00 pm Marple
CRN 471 T
8/9
9:00 am-4:00 pm Exton
Cost: Spon. $129; Non-spon. $179

CAREER TRAINING

Professional Wedding Planner
Explore wedding planning as a career. Includes organizing a wedding day, preparing a budget, understanding customs and etiquette, choosing venues, dressing reception tables, and negotiating contracts.
CAR 3705 / Length: 12 hours
CRN 808 R
5/26-6/2
9:00 am-4:00 pm Marple
Cost: Spon. $139; Non-spon. $169

Floral Design for Weddings
Hands-on workshop that focuses on personal wedding flowers for the bridal party, including corsages, boutonnieres and hand-tied bouquets. Please bring floral shears and an apron. Floral material will be provided.
CAR 5604 / Length: 6 hours
CRN 572 R
6/9-6/32
2:00 pm-4:00 pm Marple
Cost: Spon. $179; Non-spon. $199

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 573 R
6/16
9:00 am-4:00 pm Marple
Cost: Spon. $119; Non-spon. $159

Event Planning II
Go beyond event coordination to creative funding strategies and effective follow-up plans, forming and working effectively with a committee, and implementing a public relations plan.
CAR 3700 / Length: 6 hours
CRN 809 R
6/23
9:00 am-4:00 pm Marple
Cost: Spon. $119; Non-spon. $159

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 574 T
5/24-5/31
8:05 pm-10:05 pm Marple
Cost: Spon. $89; Non-spon. $119

Introduction to Mixology
Prepare yourself for a career in bartending. Learn the recipes and preparation of 20-30 basic mixed drinks and various bar setups for restaurant, home and catering applications; become cognizant of liquor laws and responsible consumption of alcohol; and acquire skills in being relaxed and professional behind the bar. Book included.
CAR 2469 / Length: 12 hours
CRN 148 M
7/4-8/8
6:00 pm-8:00 pm Marple
Cost: Spon. $125; Non-spon. $147
Life Coaching—The Profession
Ranked the second fastest-growing cottage industry, coaching is a distinct skill set and process for professional and personal transformation. Learn to distinguish coaching from counseling, therapy and consulting, and develop skills in helping others discover their strengths, set goals, and achieve them. Then reinforce your new language and communication process, learning methods to attract and retain clients, and strengthen your coaching business foundation.

CAR 4135 / Length: 16 hours
CRN 440 W
5/18-6/22
6:00 pm-8:00 pm Marple
Cost: Spon. $145; Non-spon. $185

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 835 R
8/11
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 576 T
5/31-7/28
7:00 pm-9:00 pm Marple
Cost: Spon. $179; Non-spon. $199

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

CAR 3250 / Length: 30 hours
CRN 357 MW
6/27-7/27
6:00 pm-9:00 pm Marple
Cost: Spon. $215; Non-spon. $300

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 completion of six courses: Introduction to Non-Profits, Introduction to Fundraising, Event Planning, Grant Writing and Research, Grant Writing II, and Public Relations Tactics.

Introduction to Non-Profits
Learn the state requirements for soliciting gifts and the fundamentals of establishing an annual giving program in this overview of how to approach individuals, foundations and corporations. Book included.

CAR 3851 / Length: 10 hours
CRN 617 T
5/17-6/14
6:00 pm-8:00 pm Marple
Cost: Spon. $179; Non-spon. $209

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

CAR 3852 / Length: 10 hours
CRN 657 T
7/12-8/9
6:00 pm-8:00 pm Marple
Cost: Spon. $179; Non-spon. $209

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

CAR 3249 / Length: 30 hours
CRN 343 MW
5/16-6/20
6:00 pm-9:00 pm Marple
Cost: Spon. $215; Non-spon. $300

Delaware County Community College offers FREE Adult Basic Literacy and GED® Preparation courses.
These courses provide a review of basic skills in the areas of reading comprehension, writing, math and GED® test preparation.
www.dccc.edu/community-services/ged
484-237-6244

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

Certified Personal Trainer
On-campus lectures and hands-on training at an athletic club 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 during the sixth 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 7/2.

CAR 3564 / Length: 36 hours
CRN 164 TR 6/7-7/14 6:30 pm-9:30 pm Marple
Cost: $699

Note: A free information session on Tuesday, 5/24, 11:00 am-12:00 p.m. in room 2256 at DCCC’s Main Campus will explain what it takes to become a Personal Fitness Trainer. No charge, but advance registration by calling 888-330-9487 is required.

FOOD CERTIFICATIONS
This ServSafe course is 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. As directed by the Health Department, a student failing the initial Food Manager’s Certification exam is permitted to retest twice.

Food Manager’s Certification
EAT 0031 / Length: 16 hours
CRN 811 MW 6/6-6/15 5:30 pm-9:30 pm Exton
Cost: $164

Food Manager’s Certification – 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 472 MW 8/15-8/17 5:30 pm-9:30 pm Exton
Cost: $164

TEST PREPARATION

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

PAPA Math Prep
CAR 5589 / Length: 12 hours
CRN 430 M 5/30-7/4 6:30 pm-8:30 pm Marple
Cost: $119

PAPA Reading Prep
CAR 5590 / Length: 10 hours
CRN 812 T 6/7-7/5 6:30 pm-8:30 pm Marple
Cost: $99

PAPA Writing Prep
CAR 5591 / Length: 8 hours
CRN 813 W 6/15-7/6 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.

YTH 9187 / Length: 9 hours
CRN 557 MW 5/11-6/1 6:00 pm-7:30 pm Exton
CRN 75 TR 6/28-7/14 9:00 am-10:30 am Marple
CRN 96 TR 6/28-7/14 6:00 pm-7:30 pm Marple
CRN 77 TR 7/26-8/11 9:00 am-10:30 am Marple
CRN 616 TR 7/26-8/11 6:00 pm-7:30 pm Marple
Cost: Spon. $159; Non-spon. $199
Test Preparation and Learning Languages

SAT Prep Course: Verbal and Reading Comprehension
Helps develop test-taking skills and strategies through exercises in vocabulary, reading, writing and grammar. Covers comprehension of short and long passages, analysis of fiction and nonfiction writings, SAT-type vocabulary, and recognition of grammatical errors in sentence and paragraph structure. No actual composition writing is involved; see separate Essay Writing course below. All questions are multiple-choice. Book included.
YTH 9186 / Length: 9 hours
CRN 76 TR 6/28-7/14 10:35 am-12:05 pm Marple
CRN 97 TR 6/28-7/14 7:35 pm-9:05 pm Marple
CRN 78 TR 7/26-8/11 10:35 am-12:05 pm Marple
CRN 617 TR 7/26-8/11 7:35 pm-9:05 pm Marple
Cost: Spon. $159; Non-spon. $199

SAT Prep Course: Essay Writing
Provides guidance in the steps required to produce a clearly developed essay of several paragraphs on a given topic within 25 minutes. Typical SAT topics are used in the practice essays, which are written in class and at home. All essays are individually corrected, and all students receive help with improving their writing skills.
YTH 9669 / Length: 6 hours
CRN 837 W 6/7-7/20 9:00 am-11:00 am 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 7/4.

Mathematical Reasoning
CSP 2121 / Length: 20 hours
CRN 838 M 5/30-8/8 6:00 pm-8:00 pm Marple
Cost: $159

Reasoning Through Language Arts
CSP 2122 / Length: 12 hours
CRN 431 T 6/7-7/12 6:00 pm-8:00 pm Marple
Cost: $99

Science
CSP 2123 / Length: 12 hours
CRN 432 W 6/15-7/20 6:00 pm-8:00 pm Marple
Cost: $99

Social Studies
CSP 2124 / Length: 12 hours
CRN 839 R 6/23-8/4 6:00 pm-8:00 pm Marple
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 24.

Learning Languages

ESL

English as a Second Language
Provides beginning, intermediate and advanced instruction in speaking English. Students are grouped according to their current ability. All levels may not be available at every location; this is determined after the screening process at the first class. Book included. No class 7/4.
CSP 5021 / Length: 40 hours
CRN 486 TR (Beginner) 5/10-7/14 8:05 pm-10:05 pm Marple
CRN 100 TR (Intermediate) 5/10-7/14 8:05 pm-10:05 pm Marple
CRN 814 TR (Advanced) 5/10-7/14 8:05 pm-10:05 pm Marple
CRN 614 TR 5/24-8/2 (Beginner) 7:00 pm-9:00 pm UDC
CRN 615 TR 5/24-8/2 (Intermediate/Advanced) 7:00 pm-9:00 pm UDC
CRN 840 MW 6/13-8/8 (Intermediate/Advanced) 6:00pm-8:00pm Marple
CRN 603 MW 6/13-8/8 6:00 pm-8:30 pm PHX
CRN 232 MW 7/6-8/31 6:00 pm-8:30 pm Exton
Cost: $259

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

**Pronunciation for ESL Students**
Specifically designed to help advanced students from a variety of language backgrounds to improve their pronunciation of Standard English. Incorporates group and pairs exercises, pronunciation games, and an introduction to linguistic terms. Book included.

CSP 5258 / Length: 20 hours
CRN: 577 W
6/1-8/3
8:05 pm-10:05 pm Marple
Cost: $225

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

CSP 5232 / Length: 20 hours
CRN: 578 R
5/19-7/28
6:00 pm-8:00 pm Marple
Cost: $225

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

CSP 5268 / Length: 45 hours
CRN: 579 MW
5/16-8/1
8:05 pm-10:05 pm Marple
Cost: $350

**Conversational English**
Helps high-level ESL speakers advance their communication skills even further in order to function in an English-speaking environment. Students participate in oral presentations, role playing, debates, reading activities and group discussions. Not for beginning speakers.

CSP 5241 / Length: 20 hours
CRN: 604 MW
6/30-7/13
6:00 pm-8:30 pm Exton
CRN: 841 MW
7/18-8/17
6:00 pm-8:30 pm UDC
Cost: $225

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

CAR 3311 / Length: 48 hours
CRN: 99 TR
5/17-7/21
8:05 pm-10:05 pm Marple
Cost: $369

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**GED**

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

**Razonamiento matemático**
CSP 2121 / Duración: 20 horas
CRN: 838 M
Del 5/30-8/8
De 6:00 pm-8:00 pm Marple
Costo: $159

**Razonamiento a través de las Artes del Lenguaje**
CSP 2122/Duración: 12 horas
CRN: 431 T
Del 6/7-7/12
De 6:00 pm-8:00 pm Marple
Costo: $99

**Ciencias**
CSP 2123/Duración: 12 horas
CRN: 432 W
Del 6/15-7/20
De 6:00 pm-8:00 pm Marple
Costo: $99

**Estudios Sociales**
CSP 2124/Duración: 12 horas
CRN: 839 R
Del 6/23-8/4
De 6:00 pm-8:00 pm Marple
Costo: $99

**Examen de GED®**
El campus Marple DCCC está aprobado como un centro de pruebas para los exámenes de GED. Visite la página www.ged.com para crear un perfil, encontrar un centro de pruebas, inscribirse y pagar por los exámenes.

GED es una marca registrada del Consejo Americano de Educación y no puede ser usada o reproducida sin el consentimiento expreso y por escrito del Consejo Americano de Educación.

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

PROGRAMA ESL

**Inglés como segundo idioma**

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

CSP 5021/Duración: 40 horas

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Costo: $259

**Curso de pronunciación para estudiantes de ESL**

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

CSP 5258/Duración: 20 horas

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Costo: $225

**Curso de escritura para estudiantes extranjeros que aprenden el idioma inglés**

Ayuda a los estudiantes que hablan inglés como segunda lengua a pensar y escribir en inglés. Se enseña gramática junto con habilidades básicas de escritura. Se requiere hablar el idioma inglés.

CSP 5232/Duración: 20 horas

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Costo: $225

**Curso de gramática elemental para estudiantes extranjeros**

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

CSP 5268/Duración: 45 horas

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Costo: $350

**Curso de Conversación en inglés**

Ayuda a los estudiantes de ESL con un nivel avanzado de inglés hablado a mejorar sus habilidades de comunicación para poder desenvolverse en un entorno de habla inglesa. Los estudiantes participan en presentaciones orales, juego de roles, debates, actividades de lectura y discusiones grupales. No es un curso para principiantes.

CSP 5241/Duración: 20 horas

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Costo: $225

**Curso de Preparación para el examen TOEFL**

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

CAR 3311/Duración: 48 horas

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Costo: $369

“Toda la instrucción es en Inglés.”
OTHER LANGUAGES

Beginning courses introduce basics of pronunciation, sentence structure and vocabulary; intermediate courses review and improve comprehension and fluency. Conversational courses require prior understanding of pronunciation, grammar and vocabulary, and will involve dialogues, conversations and oral readings. Books included. No class 7/3.

Beginning French
CAR 2116 / Length: 16 hours
CRN 428  T
6/7-7/12
6:00 pm-8:40 pm  Exton
CRN 815  M
6/6-7/25
6:00 pm-8:00 pm  Marple
Cost: Spon. $169; Non-spon. $199

Intermediate French
CAR 2190 / Length: 16 hours
CRN 816  M
6/6-7/25
8:05 pm-10:05 pm  Marple
CRN 842  T
7/1-8/16
6:00 pm-8:40 pm  Exton
Cost: Spon. $169; Non-spon. $199

Beginning Italian
CAR 2111 / Length: 16 hours
CRN 441  MW
6/1-6/27
6:00 pm-8:00 pm  Marple
Cost: Spon. $169; Non-spon. $199

Beginning Italian II
CAR 2708 / Length: 16 hours
CRN 779  M
6/6-7/11
6:00 pm-8:40 pm  Exton
CRN 843  MW
7/6-8/1
6:00 pm-8:00 pm  Marple
Cost: Spon. $169; Non-spon. $199

Intermediate Italian
CAR 2436 / Length: 16 hours
CRN 802  M
7/18-8/22
6:00 pm-8:40 pm  Exton
CRN 844  MW
8/8-8/31
6:00 pm-8:00 pm  Marple
Cost: Spon. $169; Non-spon. $199

Beginning Spanish
CAR 2129 / Length: 16 hours
CRN 342  TR
5/24-6/16
6:00 pm-8:00 pm  Marple
CRN 339  W
5/25-6/29
6:00 pm-8:40 pm  Exton
Cost: Spon. $169; Non-spon. $199

Beginning Spanish II
CAR 4330 / Length: 16 hours
CRN 845  TR
6/28-7/21
6:00 pm-8:00 pm  Marple
CRN 605  W
7/6-8/10
6:00 pm-8:40 pm  Exton
Cost: Spon. $169; Non-spon. $199

Intermediate Spanish
CAR 3356 / Length: 16 hours
CRN 846  R
7/14-8/18
6:00 pm-8:40 pm  Exton
CRN 847  TR
8/8-8/25
6:00 pm-8:00 pm  Marple
Cost: Spon. $169; Non-spon. $199

ONLINE

Advanced English as a Second Language

This course is designed for individuals with an intermediate level knowledge of written and spoken English. Topics addressed in the course include present and past perfect tenses, passive voice, subjunctive mood, paraphrasing, identifying key information, comparing and contrasting, and recognizing cause and effect. Students who successfully complete all graded and non-graded components of this course should be well prepared for TOEFL and other English language placement tests.

CSP 5026 / Length: 10 weeks
Starts May 10
Cost $259
Call 610-359-5025 for more information.
The Creative Arts

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 916 T
7/5-7/26
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 623 T
7/5-7/26
7:35 pm-8:35 pm Marple
Cost: Spon. $49; Non-spon. $69

MUSIC

Beginning Piano
Through group instruction in our electronic piano lab learn to read musical notation, develop basic piano techniques, build an understanding of melodies and chords, and play simple compositions. Access to a piano for practice is strongly recommended. Book included. No class 5/30.
LSP 5463 / Length: 20 hours
CRN 587 MW
5/9-6/13
6:00 pm-8:00 pm Marple
Cost: Spon. $167; Non-spon. $215

Beginning Guitar
Learn basic first position chords, basic strums, and basic finger picking while using popular tunes to learn these techniques. In addition, learn various music notation associated with the guitar including tablature, standard music notation and block chord forms. You will be learning new tunes each week and will be playing a song in the very first class. This is a “hands-on” class so bring your guitar to every class. No class 5/30 and 7/4.
LSP 5893 / Length: 12 hours
CRN 918 M
5/23-6/22
6:30 pm-7:30 pm Marple
Cost: Spon. $129; Non-spon. $149

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 included.
CAR 5586 / Length: 20 hours
CRN 434 W
6/1-8/3
6:30 pm-8:30 pm Marple
Cost: Spon. $129; Non-spon. $169

Creative Writing
Learn to make your fiction or non-fiction writing come alive with creative techniques. (Does not cover poetry.) Learn to see in new ways, use your senses more accurately, set a mood, use people more effectively, handle conversation and create a point of view. Does not teach writing basics or English.
CAR 3080 / Length: 16 hours
CRN 179 T
5/17-7/5
6:30 pm-8:30 pm Marple
Cost: Spon. $129; Non-spon. $169

Grant Writing and Research
CAR 3508; see page 14.

Grant Writing II
CAR 3751; see page 14.

Writing for Foreign Students

Learning English
CSP 5232; see page 18.

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

For information or to register, call 610-359-5025.
INVESTING, FINANCE AND LAW

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 659 M 7/11-7/18 6:00 pm-8:00 pm Marple
Cost: Spon. $35; Non-spon. $45

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 624 M 7/11-7/25 6:30 pm-8:30 pm Marple
Cost: Spon. $109; Non-spon. $139

Social Security: When to Collect?
At what age should you begin to collect Social Security benefits? How does working in your retirement affect your benefit? Discuss how to make the big decision, learn strategies to maximize your benefit, and learn how working in retirement can affect your decision.
LSP 5707 / Length: 2 hours
CRN 545 R 6/11 7:00 pm-9:00 pm Marple
CRN 546 T 7/28 6:30 pm-8:30 pm Exton
CRN 545 W 8/19 6:30 pm-8:30 pm DNT
Cost: Spon. $39; Non-spon. $49

Introduction to Estate Planning
Establishing an estate plan seems like a daunting task but understanding the primary documents: Wills, Living Wills, and Power of Attorneys, is simple. Learn about these documents and understand issues to consider, including distribution of assets, beneficiary designations, the appointment of an executor under the Will, the appointment of agents under the power of attorney and federal estate tax and Pennsylvania inheritance tax considerations.
LSP 5723 / Length: 2 hours
CRN 588 M 6/20 6:00 pm-8:00 pm Marple
Cost: Spon. $39; Non-spon. $49

Principles of Landlord/Tenant Law
Covers oral and written leases, landlord and tenant duties, the Pennsylvania Landlord and Tenant Act, and breaches of lease and eviction procedures. Also reviews Pennsylvania escrow-deposit requirements, a form lease with the plain-language requirements, and amendments to the federal Fair Housing Act.
LSP 2365 / Length: 3 hours
CRN 347 M 7/11 6:00 pm-9:00 pm Exton
CRN 163 M 8/15 6:00 pm-9:00 pm Exton
Cost: Spon. $59; Non-spon. $69

First-Time Home Buyers
Buying your first home represents a major financial commitment and provides a great sense of pride in owning your own home. Join us to explore the reasons for buying and how to navigate the overall process of searching for, negotiating, and closing the purchase of your first home.
LSP 5894 / Length: 6 hours
CRN 898 W 5/25-6/8 6:00 pm-8:00 pm Marple
Cost: Spon. $59; Non-spon. $69

Empty Nesters
Designed to help Seniors plan to move on to the next phase of life. The children are grown, and mom and dad no longer need that large, multi-story house with a big yard and ongoing maintenance. Learn about resources and housing options to consider, and help put true priorities in order.
LSP 5895 / Length: 2 hours
CRN 920 W 6/22 6:00 pm-8:00 pm Marple
Cost: Spon. $29; Non-spon. $39

HOME DESIGN

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 584 TR 6/14-7/12 7:00 pm-9:00 pm Marple
Cost: Spon. $159; Non-spon. $177
**Interior Decorating Part II**
Explore color and color schemes, lighting, fixtures, and create your room design. Students are encouraged to take Interior Decorating Part I.

CAR 5602 / Length: 18 hours
CRN 849	TR
7/19-8/16
7:00 pm-9:00 pm Marple

Cost: Spon. $159; Non-spon. $177

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

CAR 5603 / Length: 6 hours
CRN 850 R
8/18-9/1
7:00 pm-9:00 pm Marple

Cost: Spon. $87; Non-spon. $99

**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 606 TR
8/23-8/25
6:30 pm-9:30 pm Exton

Cost: Spon. $87; 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
CRN 621 W
7/13-7/27
7:00 pm-9:00 pm Marple

Cost: Spon. $87; Non-spon. $99

**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
CRN 622 R
7/7-7/21
9:00 am-11:00 am Marple

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

**COOKING**

**Culinary Professional Certificate**
Considering a career in the culinary industry? Train under a distinguished chef in a professional kitchen. Learn how to execute basic and advanced techniques and apply them to all types of food preparation, from appetizers to dessert. Program includes:
- Professional Cooking I
- Professional Cooking II
- Baking and Pastry I
- Baking and Pastry II
- Food Manager Certification

EAT 0905 / Length: 256 hours
Courses are offered at the Brandywine Campus.
Call for schedule.

Cost: $3,999

**T'ai Chi**
Center your awareness, reduce tension, and improve muscle tone, flexibility and cardiovascular performance with movements based on self-defense techniques. Varying levels of experience are accommodated. Wear rubber-soled canvas shoes—not running shoes. No class 7/4.

LSP 5000 / Length: 12 hours
CRN 607 T
5/31-8/16
6:30 pm-7:30 pm Marple

CRN 358 W
6/6-8/24
7:30 pm-8:30 pm Marple

Cost: Spon. $99; Non-spon. $129

**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
CRN 464 R
6/2-6/16
9:00 am-11:00 am Marple

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

**Health & Well-being**

**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 435 R
6/2-6/23
6:00 pm-9:00 pm Marple

Cost: Spon. $117; Non-spon. $149

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

**Yoga: Hatha**
Tone your body, condition glandular and nervous systems, and calm emotional reactivity, all by participating in Yoga. Learn postures, breathing and relaxation techniques. Eat lightly and bring a mat or folded blanket to these renewing sessions.
LSP 5059 / Length: 10 hours

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Cost: Spon. $97; Non-spon. $117

**Pilates for Beginners**
Learn the Pilates method for stretching, strengthening and balancing the body. Discover the benefits of increased awareness of muscle function and control. Eat lightly and bring a mat or folded blanket.
LSP 5625 / Length: 10 hours

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Cost: Spon $97; Non-spon $117

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Delaware County Community College offers FREE Adult Basic Literacy and GED® Preparation courses.
These courses provide a review of basic skills in the areas of reading comprehension, writing, math and GED® test preparation.

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

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**Delaware County Community College**

**BECOME SOCIAL MEDIA SAVVY!**

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

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

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

See page 3 for more information.
Kids and Teens at Marple Campus

Enjoy exciting opportunities for exploration and age-appropriate learning experiences this summer! Classes are small with hands-on participation and lots of individual attention. Make new friends, discover more about your world, build your skills, and increase your self-confidence.

Cost per class: Spon. $109; Non-spon. $139

Before Care: 7:00-9:00 am MTWR $35
After Care: 4:00-6:00 pm MTWR $35
Lunch Bunch: 12:00-1:00 pm MTWR $17

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

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

Personal Interest and Enrichment Programs for Kids and Teens

Kids and Teens at Marple Campus

Enjoy exciting opportunities for exploration and age-appropriate learning experiences this summer! Classes are small with hands-on participation and lots of individual attention. Make new friends, discover more about your world, build your skills, and increase your self-confidence.

Cost per class: Spon. $109; Non-spon. $139

Before Care: 7:00-9:00 am MTWR $35
After Care: 4:00-6:00 pm MTWR $35
Lunch Bunch: 12:00-1:00 pm MTWR $17

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

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

June 20, 21, 22, 23

BUILD YOUR SKILLS

Calling All Chefs
Have safe, creative fun with cooking.

Ages 5-7   CRN 112  9:00 am -12:00 pm
Ages 8-11  CRN 113  1:00 pm -4:00 pm

Karate Kids
Improve physical coordination and dexterity through the study of martial arts.

Ages 5-7   CRN 846  9:00 am -12:00 pm
Ages 8-11  CRN 847  1:00 pm -4:00 pm

The Book Club
Explore literature through fun activities based on pre-selected books.

Grades 1-2  CRN 629  1:00 pm-4:00 pm

Super Sitters
Be a responsible babysitter! Learn first aid, care and feeding, how to prevent accidents and handle emergencies, and earn your CPR Certification!

Ages 10+   CRN 630  1:00 pm – 4:00 pm

CAREER EXPLORATION

So You Want to Work in the Building Trades!
Learn about the various jobs available in the world of construction. Explore a variety of different skills required in the building trades.

Ages 10+   CRN 856  9:00 am -12:00 pm

CREATIVE ADVENTURES

Comic Strips
Create your own comic strips, and develop characters and lettering skills. Bring an 11 x 14 sketchbook.

Ages 8-11  CRN 109  9:00 am -12:00 pm

Integrated Art Workshop
Join us as we “weave” math, science and art together into personal masterpieces!

Ages 6-8   CRN 631  1:00 pm – 4:00 pm

June 27, 28, 29, 30

BUILD YOUR SKILLS

Teen Cuisine
Learn basic kitchen techniques while planning, preparing and enjoying recipes that promote health and taste fantastic!

Ages 12-15  CRN 862  9:00 am -12:00 pm

The Writing Success Workshop
Pinpoint your writing strengths and identify areas for improvement. Develop skills in the areas of ideas and content, organization, voice, word choice, sentence fluency, and conventions. Tackle future writing assignments with confidence and success.

Ages 10+   CRN 859  9:00 am -12:00 pm

Spanish I
Have fun learning about Spanish customs and the language through games, songs, stories and other interactive activities.

Ages 5-7   CRN 633  9:00 am -12:00 pm
Ages 8-11  CRN 634  1:00 pm - 4:00 pm

Calling All Actors!
Develop your interest and talents as we work on improv, pantomime, dialogues, characterizations and displaying emotions.

Ages 8-11  CRN 495  1:00 pm – 4:00 pm

STEM EXPLORATIONS

Under the Sea
Explore the wonders of the ocean, including plants and animal life. Learn how to protect our oceans, rivers and streams.

Ages 5-7   CRN 842  9:00 am -12:00 pm
Ages 8-11  CRN 843  1:00 pm – 4:00 pm

Web Design
Design your own Web page, including text, pictures, graphics, sound and links. Prior internet experience required.

Ages 8-11  CRN 79   9:00 am -12:00 pm
Ages 12-15 CRN 73   1:00 pm – 4:00 pm

Engineering with LEGO
Learn the basics of stable structures, mechanisms, and simple machines using real life examples.

Ages 5-7   CRN 151  9:00 am -12:00 pm
Ages 8-11  CRN 494  9:00 am -12:00 pm

Money Smarts
Learn the basics of saving, investing, donating, and spending money.

Ages 12-15  CRN 494  9:00 am -12:00 pm

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

So You Want to be a Lawyer!
Learn what it takes to become a Lawyer. Participate in a make-believe trial and see what it takes to convince a judge and jury.
Ages 10+ CRN 498 9:00 am -12:00 pm

Spanish II
More fun games, songs, stories and other interactive activities to build Spanish language skills.
Ages 8-11 CRN 877 9:00 am -12:00 pm
Ages 5-7 CRN 638 1:00 pm – 4:00 pm

Computer Keyboarding
Learn the keyboard, hand coordination and finger placement
Ages 10+ CRN 879 9:00 am -12:00 pm

CREATIVE ADVENTURES

Paint With a Twist
Join us as we paint, create, snack and listen to music!
Ages 12-15 CRN 635 9:00 am -12:00 pm

Great Little Puppet Workshop
Create characters for a story, and then make finger and hand puppets and marionettes to go with your very own “theater.”
Ages 5-7 CRN 499 9:00 am -12:00 pm

Photography
Learn the techniques of taking great pictures. Bring to class any type of camera you have.
Ages 13-15 CRN 636 9:00 am-12:00 pm
Ages 10-12 CRN 496 1:00 pm -4:00 pm

Interior Decorating for Teens
Explore the world of interior decorating and develop a plan to make your room outstanding!
Ages 12-15 CRN 639 9:00 am -12:00 pm

STEM EXPLORATIONS

Meet Your Internal Organs
Your body is a marvelous machine! Discover what’s inside and how everything works.
Ages 5-7 CRN 863 9:00 am -12:00 pm

Exploring Earth’s Environments
Learn about rivers, lakes, ponds, and saltwater marshes; valleys, prairies, and deserts; mountains and oceans; and polar lands.
Ages 8-11 CRN 882 9:00 am -12:00 pm

Let’s Build
Construct exciting engineering projects with everyday objects.
Ages 8-11 CRN 131 9:00 am -12:00 pm
Ages 12-15 CRN 132 1:00 pm – 4:00 pm

STEM EXPLORATIONS

LEGO Machines and Mechanisms
Explore and build machines and mechanisms, investigate motorized machines, calibrate and capture wind, and study gearing mechanisms.
Ages 12-15 CRN 512 9:00 am -12:00 pm
Ages 8-11 CRN 513 1:00 pm – 4:00 pm

BUILDING SKILLS

Calling All Chefs II
More creative and safe fun in the kitchen!
Ages 5-7 CRN 144 9:00 am -12:00 pm
Ages 8-11 CRN 218 1:00 pm – 4:00 pm

Calling All Chefs II
More creative and safe fun in the kitchen!
Ages 5-7 CRN 144 9:00 am -12:00 pm
Ages 8-11 CRN 218 1:00 pm – 4:00 pm

Your Game
Learn the essentials of computer game design, then create your own game to play.
Ages 10-15 CRN 120 9:00 am -12:00 pm

July 4-8 – No Classes

July 11, 12, 13, 14
**Mathematical Mysteries – More Than Math**
Discover the Fun and Mysteries of Mathematics. Solve mazes, create your own puzzles, and enjoy the challenges of creating and breaking codes.
Ages 8-11 CRN 501 9:00 am -12:00 pm

**Books on Stage**
Transform a children’s classic into a play, acted out by you! Work on scenery, costumes and acting techniques.
Ages 8-11 CRN 503 1:00 pm - 4:00 pm

**STEM EXPLORATIONS**
Extreme Animal Makeovers
Discover what metamorphosis is all about as you examine various forms of life.
Ages 8-11 CRN 504 9:00 am -12:00 pm
Ages 5-7 CRN 642 1:00 pm -4:00 pm

**Photoshop for Teens**
Bring your color or black and white photos to life! Learn how to scan original prints, download files from a digital camera or CD, and optimize files to ready them for photo-quality printing or web use. Join us in a computer lab to practice everything you are learning.
Ages 12-15 CRN 643 9:00 am -12:00 pm

**Building Skills**
**Calling All Chefs III**
Learn basic kitchen techniques while preparing great dishes. Recipes included. Calling All Chefs I, II, and III are recommended as a prerequisite but not required.
Ages 8-11 CRN 497 1:00 pm - 4:00 pm

**French I**
Have fun learning about French customs and the language through games, songs, stories and interactive activities.
Ages 8-11 CRN 502 9:00 am -12:00 pm
Ages 5-7 CRN 883 1:00 pm - 4:00 pm

**Go Fly a Kite**
Discover the history of kites and learn to create and fly a variety of kites.
Ages 5-7 CRN 653 9:00 am -12:00 pm
Ages 8-11 CRN 654 1:00 pm - 4:00 pm

**Speaking Confidently**
Learn to develop communication skills and grow your level of personal self-confidence as you organize, prepare and experience a variety of public speaking opportunities.
Ages 12-14 CRN 884 1:00 pm - 4:00 pm

**Career Exploration**
**So You Want to be an Interior Designer!**
Are you thinking about becoming an Interior Designer? Learn what it takes to become a designer, and experience what it’s like to plan and put together a Presentation Board.
Ages 10+ CRN 896 9:00 am -12:00 pm

**Creative Adventures**
**Suitcase Art**
Join us for a “traveling” art class! Our beautiful campus will provide the landscape for exploration. Nature will provide the materials for drawing, painting and printmaking.
Ages 5-7 CRN 900 9:00 am -12:00 pm
Ages 8-11 CRN 641 1:00 pm - 4:00 pm

**Fun With Math**
Review, practice and hands-on learning to sharpen your math skills.
Grades 1-2 CRN 885 9:00 am -12:00 pm
Grades 3-4 CRN 886 1:00 pm - 4:00 pm

**Chocolate Lovers**
Learn basic kitchen techniques while preparing chocolate oriented treats. YUM!
Ages 12-15 CRN 143 9:00 am -12:00 pm
Ages 8-11 CRN 142 1:00 pm - 4:00 pm

**Checkmate**
Learn the pieces and moves, or expand your knowledge of the ancient game of chess. Build your skills according to your ability.
Ages 10+ CRN 896 1:00 pm - 4:00 pm

**Karate for Kids**
More physical coordination and mental skills development. Emphasis on flexibility and endurance.
Ages 5-7 CRN 505 9:00 am -12:00 pm

**Super Sitters**
Be a responsible babysitter! Learn first aid, care and feeding, how to prevent accidents and handle emergencies, and earn your CPR Certification!
Ages 10+ CRN 506 9:00 am -12:00 pm

For information or to register, call 610-359-5025.
Programs for Kids and Teens

Summer Bridge
Build a smooth transition from one grade to the next. Reading, writing, math and language skills will be reviewed. Build confidence and self-esteem with activities that prepare students for the grade they enter this fall.

Grades 2-3      CRN 644  9:00am-12:00 pm

CAREER EXPLORATION

So, You Want to be a Nurse
Discover what it takes to become a nurse. Visit the SymLab at the College to understand firsthand what it’s like to be a nurse.

Ages 10+      CRN 887  9:00 am -12:00 pm

CREATIVE ADVENTURES

Art Expose
Using tempera, acrylics and watercolor, create landscapes, still lives and more.

Ages 8-11    CRN 507  9:00 am -12:00 pm
Ages 12-15   CRN 508  1:00 pm - 4:00 pm

The Best of Storytelling
Create and illustrate a story using characters and story lines from your own imagination.

Ages 5-7   CRN 645  1:00 pm - 4:00 pm

STEM EXPLORATIONS

Making Energy Work for You
Discover the many forms of energy and how energy is used to accomplish work. Learn how machines transfer and transform energy to make work easier and more efficient!

Ages 10-13    CRN 901  9:00 am -12:00 pm

Exploring Entomology
Explore all sorts of the creepy crawlers we call insects!

Ages 8-11    CRN 646  9:00 am -12:00 pm
Ages 5-7     CRN 647  1:00 pm - 4:00 pm

Your Game
Learn the essentials of computer game design, then create your own game to play.

Ages 10-15    CRN 136  9:00 am-12:00 pm

Kids and Teens at Marple Campus

Cost per class: Spon. $109;  Non-spon. $139
Before Care:  7:00-9:00 am  MTWR $35
After Care:   4:00-6:00 pm  MTWR $35
Lunch Bunch:  12:00-1:00 pm  MTWR $17
Visit www.dccc.edu/kidscamps or call 610-359-5025.

August 1, 2, 3, 4

BUILDING SKILLS

Calling All Chefs IV
Learn basic kitchen techniques while preparing great dishes. Recipes included. Calling All Chefs I, II, and III are recommended as a prerequisite, but not required.

Ages 5-7      CRN 230  9:00 am -12:00 pm
Ages 8-11     CRN 669  1:00 pm -4:00 pm

Study Smarter
Learn to improve your concentration, memorize and relax. Discover how note and test taking skills can help you enjoy studying, resulting in more confidence and better grades.

Ages 12-15    CRN 509  9:00 am -12:00 pm
Ages 8-11     CRN 510  1:00 pm-4:00 pm

On Your Mark, Get Set, Read
Improve and enhance reading, vocabulary, and comprehension skills. Learn to love reading!

Grades 1-2    CRN 889  9:00 am-12:00 pm
Grades 3-4    CRN 888  1:00 pm - 4:00 pm

Summer Bridge
Build a smooth transition from one grade to the next. Reading, writing, math and language skills will be reviewed. Build confidence and self-esteem with activities that prepare students for the grade they enter this fall.

Grades K-1    CRN 890  9:00am-12:00 pm
Grades 1-2    CRN 891  1:00 pm-4:00 pm

American Sign Language
Join us as we let our fingers do the talking! Learn the fundamentals of communicating with the hearing-impaired, while you master the alphabet based on American Sign Language.

Ages 10+    CRN 655  9:00 am-12:00 pm

CAREER EXPLORATION

So You Want to be a Teacher
Identify the knowledge, skills and abilities necessary to become a teacher. Learn to prepare a lesson plan, practice teaching a class, grade papers, and much more.

Ages 10+    CRN 897  9:00 am -12:00 pm

CREATIVE ADVENTURES

Paint Like the Artists
Discover the versatility, beauty, new techniques, and the fun of painting in acrylics and watercolors and more, while exploring methods used by famous artists.

Ages 10+    CRN 511  1:00 pm-4:00 pm
Programs for Kids and Teens

Dazzling American Girl Dolls
Learn about American history while sharing American Girl Dolls’ own stories. Includes a tea party and fashion show! Bring you American Girl Dolls and books.

Ages 5-7  CRN 892  9:00 am -12:00 pm
Ages 8-11 CRN 893  1:00 pm -4:00 pm

STEM EXPLORATIONS

Exploring Electricity
Electricity is an integral part of our world! Learn basic electrical concepts while removing the mystery and alleviating the fear that sometime surrounds this important part of our world.

Grades 3-4  CRN 648  9:00 am -12:00 pm

Your Game
Learn the essentials of computer game design, and then create your own game to play.

Ages 10-15 CRN 133  1:00 pm -4:00 pm

Geometry All Around
Geometry is all around us. Join us as we investigate the shapes in our everyday world. You’ll be surprised what you find and where you find it.

Ages 8-11  CRN 895  9:00 am -12:00 pm
Ages 5-7   CRN 894  1:00 pm -4:00 pm

Kids and Teens at Marple Campus

Cost per class: Spon. $109;  Non-spon. $139
Before Care:  7:00-9:00 am  MTWR  $35
After Care:   4:00-6:00 pm  MTWR  $35
Lunch Bunch: 12:00-1:00 pm  MTWR  $17

Visit www.dccc.edu/kidscamps or call 610-359-5025.

See What’s Offered at Other Sites!

Downingtown
Social Security: When to Collect T’ai Chi

Phoenixville
Allied Health Programs Languages

Exton Center
Computer Training Food Manager Certification Grant Writing Learn Languages Personal Interests Professional Development

Upper Darby
Computer Training English as a Second Language Venipuncture

For information or to register, call 610-359-5025.
TOUR THE FACILITY
Information sessions and tours are a great way to learn more about our programs in automotive, carpentry, welding, manufacturing, advanced technology, and much more. Learn about the programs the College offers, the employment outlook for our region, and have the opportunity to tour our state-of-the-art Advanced Technology Center. Information sessions typically last 30 to 40 minutes.

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

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

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

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

Chester County Locations:
Call from 8:00 a.m. to 4:00 p.m. Monday-Thursday
Downtown 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 in back of booklet 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) and William Penn.

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

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).

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 Connie L. McCalla, vice president of human resources and Title IX Coordinator, (cmccalla@dccc.edu), 610-359-5094; Betty Brown, associate dean for student success, (bbrown1@dccc.edu), 610-359-5320. Inquiries related to accessibility services for students should be directed to the office of disability services, (abinder@dccc.edu), 610-359-5229. Delaware County Community College is an Equal Opportunity Employer.
Enclosed is my: Check Money Order  (made payable to DCCC)
Charge my: VISA MasterCard Discover American Express

<table>
<thead>
<tr>
<th>Location</th>
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<tbody>
<tr>
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<tr>
<td>Marple Campus</td>
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<tr>
<td>Chester County Hospital</td>
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Name ___________________________ Student I.D. ___________________________ Sex: M ____ F ____
Address ___________________________ E-mail Address ___________________________
City ___________________________ State ____ Zip ____________
School District ___________________________ Phone _______ Date of Birth ____________

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

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<th>CRN</th>
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<td>Records processing fee (all students)</td>
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**Total**

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

Enclosed is my:  [ ] Check  [ ] Money Order (made payable to DCCC)
Charge my:  [ ] VISA  [ ] MasterCard  [ ] Discover  [ ] American Express

Account No. ___________________________ Expiration Date ___________________________
Signature ___________________________
Earn Your Commercial Driver’s License in as Little as Four Weeks

EMBARK ON A NEW CAREER AS A COMMERCIAL DRIVER

GETTING STARTED
Delaware County Community College is now offering a Class A Commercial Driver’s License (CDL) Training program in partnership with CC Training, LLC. This four-week, hands-on program will prepare you to gain entry-level employment as a tractor trailer driver. Demand for commercial drivers is high, as the United States economy depends on trucks to deliver $700.4 billion worth of goods throughout the country annually.

OBTAIN YOUR CDL
Begin in the classroom, where you will learn about the vehicles, basic truck driving controls, pre-trip inspection, cargo handling, emergency protocol and more. Then on the driving range, you will practice mastering operation and control of the vehicle. Finally, take your newly acquired skills on the road with our experienced instructors by your side guiding you to success. Upon graduation, you’ll receive a certificate plus all the skills you need to obtain your CDL and secure a position as a commercial driver.

START YOUR CAREER
As a graduate, you will have sufficient skills and knowledge to find your first job as an entry-level tractor trailer driver with a quality carrier. We partner with many companies that have in-house training departments that provide additional training to entry-level drivers. Long distance and local employment opportunities are available for Delaware County Community College graduates.

According to the U.S. Department of Labor, commercial driving is expected to grow 11% nationally through 2022.

SKILLS AND COMPETENCIES TAUGHT
- Shifting/operating transmissions
- Backing up and docking
- Space management
- Vehicle communications
- Night driving
- Extreme driving conditions
- Vehicle maintenance
- Pre- and post-trip Inspections

CLASSES FORMING NOW
Marple Campus
901 S. Media Line Road
Media, PA 19063

Call 610-359-7344 or visit www.dccc.edu/cdl for more information.
Kids and Teens Summer Program

Classes begin June 20  see pages 25-29