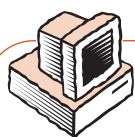


# CAREER PREPARATION AND WORKFORCE DEVELOPMENT



For the most up-to-date schedule listing, go to:  
[www.econnect.dccd.edu](http://www.econnect.dccd.edu)  
 and select CONTINUING EDUCATION STUDENT MENU

## CAREER PREPARATION & WORKFORCE DEVELOPMENT INSTRUCTOR PROFILES

**Lauren Black (Computer Training)**, who coordinated the MVC Continuing Education Microcomputer Training Program, assists in the production of the Continuing Education schedule. Her knowledge and experience include Microsoft Office products and QuarkXPress.

**Pedro Cortez (Computer Training)** is a professional graphic artist with Chandler Signs. He has his A+ certification and teaches computer graphics programs, such as Photoshop and Illustrator, as well as Computer Literacy, HTML, and A+ Certification Review for Mountain View Continuing Education.

**Vicki Lindsey (Computer Training)** is Coordinator of Continuing Education Workforce Development at Mountain View. She has been teaching mainframe and microcomputer courses since 1981, and at Mountain View since 1996.

**James Pearson (Computer Training)** is a technical trainer who has been teaching computer hardware, software and programming courses through Mountain View Continuing Education since 1981.

**Lisha Reed (Floral Design)** holds a master floral diploma and is also a licensed chef. She is owner of "Simply Divalicious," a local gourmet food and event planning service. She brings humor, enthusiasm, and energy as well as years of experience to the classroom.

**Carmen Rivera (Computer Training)** has taught bilingual and English computer courses for MVC Continuing Education since 1997. In addition, she has been an instructional associate in the college's instructional computer complex, is currently a full-time instructional specialist in Continuing Education, and is MOUS certified.

**Fernando Rojas (Computer Training)** is a professional AutoCAD operator who has taught AutoCAD for MVC Continuing Education for many years. He is a licensed architect and has been using AutoCAD to produce construction documents since 1984.

## COMPUTER TRAINING

### BILINGUAL COURSES

#### Introducción a las Computadoras

\$140

Introduction to Computer Applications in Business

ITSC 1022

24 HRS

An introduction to popular business productivity software applications. *Este curso introductorio se diseña para proporcionar las destrezas y confianza a los usuarios de computadora principiantes ellos necesitan entrar en la edad electrónica y el curso examina el papel de la computadora (PC) en el mundo comercial de hoy. A través de la conferencia y práctica el participante desarrolla experiencia, conocimiento activo de hardware de la computadora y software. Los temas incluyen: una historia breve de computadoras; la terminología de la computadora básica; el hardware comprensivo y software; los sistemas operativos y el ambiente de Windows; las técnicas de almacenamiento de datos; los conceptos básicos y competencias del procesador de palabra, aplicaciones de la hoja de cálculo y dirección de la base de datos; comprando, actualizando, y manteniendo las computadoras personales; y comunicaciones electrónicas incluso la gestión de redes, el Internet, y aplicaciones del correo electrónico. Otros temas pueden incluir: la seguridad y ética de la computadora; las ocupaciones en la industria de la computadora; y recursos del usuario y oportunidades de entrenamiento. Este curso es la base para entrenamiento de computadoras que se ofrece a través del Departamento de Educación Continua de MVC, y es o su equivalente son el requisito previo a TODOS los otros cursos de entrenamiento en computadoras. Requisito: Teclado basico (Keyboarding) o a su propio paso (Self-paced) o poder escribir 25 palabras por minuto. Se requiere el libro de texto y 3.5" disquete, flash disquete ó CD-RW. Edad minima: 18 años.*

61301	9:00 am - 1:00 pm	S	9/8 - 10/13	LLC
61303	9:00 am - 12:00 pm	MTWR	9/24 - 10/4	LLC
61302	9:00 am - 12:00 pm	MTWRF	11/19 - 11/30	LLC

#### Introducción a Microsoft Windows

\$119

Introduction to Computer Operating Systems

ITSC 1006

15 HRS

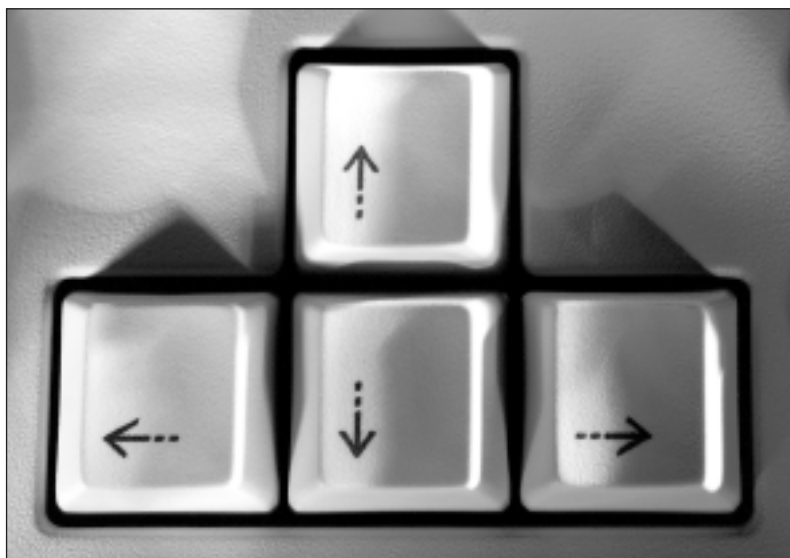
A study of microprocessor architecture, file creation/deletion, data entry and manipulation, automatic file execution, configuration, and directory commands. *Este curso es una introducción al Sistema operativo de Microsoft Windows (OS) y los conceptos aprendidos son aplicables a todas las versiones de Windows (9X, ME, 2000, y XP). Los temas incluyen: entendiendo el escritorio incluso los atajos, la barra de tareas, y el menú de entrada; trabajando con las ventanas, menús, barras de herramientas, y cajas del diálogo; utilizando el Explorador de Windows y Mi Computadora para crear, anular, mover, copiar, y organizar archivos y carpetas; modificando el ambiente de Windows incluso las propiedades de despliegue de escritorio; Windows tiene incorporado programas adicionales como la Calculadora, Cuaderno, WordPad, y Pintura; y a las herramientas del sistema como el Formato, Scandisk, y Defragmentación del Disco. El libro de texto es en Espanol. El requisito previo: Teclado Basico, Introducción a las Computadoras, o equivalente. Se requiere el libro de texto y 3.5" disquete, flash disquete ó CD-RW. Edad minima: 18 años.*

61401	9:00 am - 12:00 pm	MTWRF	10/8 - 10/12	LLC
61403	9:00 am - 12:00 pm	S	10/20 - 11/17	LLC
61402	9:00 am - 3:00 pm	F	12/7 - 12/21	LLC



Empezará en el otoño del 2005, los Colegios Comunitarios del Condado de Dallas cobrarán una cuota de inscripción mas alta a los estudiantes que se inscriban por tercera vez o más en el mismo curso.

Para mas información, visite al:  
[www.dccd.edu/ThirdCourseAttempt](http://www.dccd.edu/ThirdCourseAttempt)



# CAREER PREPARATION AND WORKFORCE DEVELOPMENT

## BILINGUAL COURSES CONTINUED

### Introducción a Microsoft Access

\$125

Introduction to Database/File Management  
ITSW 1053

16 HRS

Instruction in program parameters, data dictionary, optional field characteristics, calculation, constant default values, designing data entry forms, database organization, and report generation. Este curso introduce al participante a los conceptos básicos de base de datos computerizados relacionados con el uso de la base de datos de Access. Los temas incluirán crear y modificar la base de datos; añadir y borrar records; separar y ordenar records, manejar una tabla o tablas múltiples; diseñar e imprimir informes y etiquetas. El estudiante debe leer inglés. El libro es en Espanol. Requisito: Teclado Basico, Introducción a las Computadoras, Introducción a Microsoft Windows, o permiso del instructor. Se requiere el libro de texto y 3.5" disquete, flash disquete ó CD-RW. Edad minima: 18 años.

61301	9:00 am - 1:00 pm	MTWR	9/17 - 9/20	LLC
61302	6:00 pm - 9:15 pm	TR	10/2 - 10/16	LLC

### Introducción a Microsoft Excel

\$125

Introduction to Electronic Spreadsheets  
ITSW 1022

16 HRS

Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing. Este curso cubrirá toda la terminología básica de MS-Excel, comandos, formulas y funciones. Aprenderán los comandos para crear y ahorrar un archivo, como escribir formulas para hacer cálculos en la hojas electrónicas, modificar e imprimir, la comparación de datos y clasificar los datos dentro de una hoja electrónica. El estudiante debe leer inglés. El libro es en Espanol. Requisito: Teclado Basico, Introducción a las Computadoras, Introducción a Windows o permiso del instructor. Se requiere el libro de texto y 3.5" disquete, flash disquete ó CD-RW. Edad minima: 18 años.

61401	9:00 am - 1:00 pm	F	9/14 - 10/5	LLC
61402	6:00 pm - 9:15 pm	MW	9/24 - 10/8	LLC

# DO YOU HAVE A CAREER PATH?

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#### ADMINISTRATIVE ASSISTANT/ SECRETARY/OFFICE MANAGER

- |                                        |           |
|----------------------------------------|-----------|
| 1. Basic Keyboarding                   | POFT 1010 |
| 2. Intermediate Keyboarding            | POFT 1010 |
| 3. Computer Literacy                   | ITSC 1022 |
| 4. Windows (Introduction)              | ITSC 1006 |
| 5. Microsoft Word (Introduction)       | POFI 1024 |
| 6. Microsoft Excel (Introduction)      | ITSW 1022 |
| 7. Microsoft PowerPoint (Introduction) | ITSC 1091 |
| 8. Microsoft Access (Introduction)     | ITSW 1053 |
| 9. Microsoft Word (Intermediate)       | POFT 1042 |
| 10. Microsoft Excel (Intermediate)     | ITSW 1046 |
| 11. Microsoft Access (Intermediate)    | ITSW 1055 |
| 12. Microsoft PowerPoint (Advanced)    | ITSC 1091 |
| 13. Microsoft Word (Advanced)          | POFT 2037 |
| 14. Microsoft Excel (Advanced)         | ITSW 2049 |
| 15. Microsoft Access (Advanced)        | ITSW 2047 |
| 16. Internet Research                  | ITSW 1007 |

#### WEB PAGE DESIGNER

- |                                        |           |
|----------------------------------------|-----------|
| 1. Basic Keyboarding                   | POFT 1010 |
| 2. Intermediate Keyboarding            | POFT 1010 |
| 3. Computer Literacy                   | ITSC 1022 |
| 4. Windows (Introduction)              | ITSC 1006 |
| 5. HTML with CSS and XHTML             | ITNW 1059 |
| 6. Dreamweaver (Introduction)          | ITNW 2036 |
| 7. Flash (Introduction)                | ITNW 2036 |
| <i>or</i>                              |           |
| 1. Basic Keyboarding                   | POFT 1010 |
| 2. Intermediate Keyboarding            | POFT 1010 |
| 3. Computer Literacy                   | ITSC 1022 |
| 4. Windows (Introduction)              | ITSC 1006 |
| 5. HTML with CSS and XHTML             | ITNW 1059 |
| 6. Adobe Photoshop CS (Introduction)   | ARTC 1091 |
| 7. Adobe Illustrator CS (Introduction) | ARTC 1090 |
| 8. Adobe Photoshop CS (Advanced)       | ARTC 1091 |
| 9. Adobe Illustrator CS (Advanced)     | ARTC 1090 |
| 10. Adobe Photoshop for World Wide Web | ARTC 1091 |
| 11. Adobe Photoshop and Dreamweaver    | ARTC 2036 |

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**Mountain View College**

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT



# CAREER PREPARATION AND WORKFORCE DEVELOPMENT

## Introducción a Microsoft PowerPoint \$125

Special Topics in Computer and Information Sciences, General  
ITSC 1091 16 HRS

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. *Los estudiantes usaran una plantilla de diseño para crear una presentación, usaran vista de bosquejo y graficas para crear una muestra diapositiva, y usaran incrustado visual para reforzar una muestra diapositiva. El estudiante debe leer ingles. El libro es en Espanol. Requisitos: Teclado Basico, Introducción a las Computadoras, Curso "Introducción a Windows" o aprobación del instructor y habilidad de mecanografía por lo menos 25 palabras por minuto. Se requiere el libro de texto y 3.5" disquete, flash disquete ó CD-RW. Edad minima: 18 años.*

61101	6:00 pm - 9:15 pm	MW	9/5 - 9/19	LLC
61102	9:00 am - 1:00 pm	F	10/26 - 11/16	LLC

## Introducción a Microsoft Word \$125

Word Processing Applications I  
POFI 1024 16 HRS

Word processing terminology, editing functions, formatting, and special text options. *Los estudiantes aprenderán paso a paso los procedimientos básicos para el programa de procesador de palabras, Word. Temas incluirán: Entrar y corregir texto; uso de menús; uso de la tabla de sujetapapeles; realzar texto; operaciones de formato de documento; diseñar e imprimir documentos; combinar archivos; usar escudrinador, silabario, tesauro y graficas básicas. El estudiante debe leer ingles. El libro es en espanol. Requisitos: Teclado Basico, Introducción a las Computadoras, Curso "Introducción a Windows" o aprobación del instructor y habilidad de mecanografía por lo menos 25 palabras por minuto. Se requiere el libro de texto y 3.5" disquete, flash disquete ó CD-RW. Edad minima: 18 años.*

60501	9:00 am - 1:00 pm	MTWR	10/15 - 10/18	LLC
60502	6:00 pm - 9:15 pm	MW	11/19 - 12/5	LLC

## COMPUTER LITERACY

### Computer Literacy \$140

Introduction to Computer Applications in Business  
ITSC 1022 24 HRS

An introduction to popular business productivity software applications. This introductory course is designed to provide beginning computer users with the skills and confidence they need to enter the electronic age, and also surveys the role of microcomputers (PC's) in today's business world. Through lecture and hands-on experience the participant develops a working knowledge of computer hardware and software. Topics include: a brief history of computers; basic computer terminology; understanding hardware and software; operating systems and the Windows environment; data storage techniques; basic concepts and competencies in word-processing, spreadsheet applications and database management; buying, upgrading, and maintaining personal computers; and electronic communications including networking, the Internet, and email applications. Other topics may include: computer security and ethics; occupations in the computer industry; and user resources and training opportunities. This course forms the foundation of all microcomputer training through the MVC Continuing Education Department, and it or its equivalent is a prerequisite to ALL other microcomputer training courses. Prerequisite: Self-paced or Basic Keyboarding. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. age: 18.

61221	6:00 pm - 9:00 pm	TR	8/21 - 9/12	LLC
61201	9:00 am - 12:00 pm	MTWR	9/17 - 9/27	LLC
61204	6:00 pm - 9:00 pm	TR	10/2 - 10/25	LLC
61203	9:00 am - 1:00 pm	S	10/6 - 11/10	LLC
61202	9:00 am - 12:00 pm	MTWR	10/29 - 11/8	LLC
61205	6:00 pm - 9:00 pm	TR	11/27 - 12/20	LLC
61203	9:00 am - 12:00 pm	MTWR	12/10 - 12/20	LLC

## Basic Keyboarding \$125

Basic Keyboarding  
POFT 1010 24 HRS

Skill development in keyboarding. Emphasizes alphabet, number, and symbol keys by touch. Instructor-led class for students with little or no previous typing experience. Students will learn the computer keyboard and practice drills which help develop speed and accuracy. The keyboarding software can be read in English or Spanish. Student must provide a 3.5" high density diskette, Flash disk or CD-RW required. No enrollment after first class meeting. Textbook required. Min. Age: 18.

60120	9:00 am - 12:00 pm	MTWRF	8/27 - 9/7	LLC
60101	9:00 am - 12:00 pm	TWRF	9/4 - 9/14	LLC
60102	6:00 pm - 9:00 pm	TR	9/4 - 9/27	LLC
60104	9:00 am - 1:00 pm	S	10/6 - 11/10	LLC
60103	9:00 am - 12:00 pm	MTWR	10/15 - 10/25	LLC
60105	6:00 pm - 9:25 pm	TR	10/30 - 11/20	LLC
60106	9:00 am - 12:00 pm	MTWR	11/26 - 12/6	LLC

## Intermediate Keyboarding \$125

Intermediate Keyboarding  
POFT 1010 24 HRS

Development of skills, knowledge, and techniques applicable to production keyboarding with emphasis on efficiency, planning, and problem solving. Instructor-led class for students who want to continue to increase their accuracy and speed on the keyboard. Document formatting and skill-building are included. The keyboarding software can be read in English or Spanish. Prerequisite: Basic Keyboarding or Self-Paced Keyboarding. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60401	9:00 am - 12:00 pm	MTWR	9/17 - 9/27	LLC
60402	9:00 am - 12:00 pm	MTWR	10/29 - 11/8	LLC
60403	6:00 pm - 9:00 pm	TR	11/27 - 12/20	LLC

## Self-Paced Basic Keyboarding \$50

Basic Keyboarding  
POFT 1010 32 HRS

Skill development in keyboarding. Emphasizes alphabet, number, and symbol keys by touch. Improve your computer skills by becoming proficient and accurate on the keyboard. Topics include finger postures and movement and increasing speed with reduction of errors. The keyboarding software can be read in English or Spanish. Students \*must\* attend orientation on the first Monday of the month (or the class start date as listed in schedule) at 1 p.m. (only) at the LaManna Learning Center. The keyboarding lab is open 9 a.m.-5 p.m. Monday through Friday. Evening and weekend hours are occasionally available. Work at your own pace and choose hours convenient to your personal schedule (must complete course requirements including 32 hours of lab work within six weeks). Textbook and 3.5" HD diskette, Flash disk or CD-RW required at orientation. Min. Age: 18.

60201	Self-Paced	9/10 - 10/22	LLC
60202	Self-Paced	10/1 - 11/12	LLC
60203	Self-Paced	11/5 - 12/17	LLC
60204	Self-Paced	12/3 - 2/4	LLC



# CAREER PREPARATION AND WORKFORCE DEVELOPMENT

## OPERATING SYSTEMS

### Windows (Introduction)

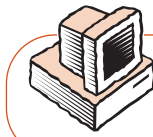
\$119

Introduction to Computer Operating Systems  
ITSC 1006

15 HRS

A study of microprocessor architecture, file creation/deletion, data entry and manipulation, automatic file execution, configuration, and directory commands. This course is an introduction to the Microsoft Windows Operating System (OS) and the concepts learned are applicable to most all versions of Windows (9X, ME, 2000, and XP). Topics include: understanding the desktop, including shortcuts, the taskbar, and the start menu; working with windows, menus, toolbars, and dialog boxes; utilizing Windows Explorer and My Computer to create, delete, move, copy, and organize files and folders; modifying the Windows environment including the desktop display properties; using built-in Windows accessory programs such as Calculator, Notepad, WordPad, and Paint; and system tools like Format, Check Disk, and Disk Defragmenter. Prerequisite: Basic Keyboarding or Self-Paced Keyboarding and Computer Literacy. Textbook and two (2) 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

61201	9:00 am - 12:00 pm	MTWRF	10/1 - 10/5	LLC
61203	6:00 pm - 9:00 pm	TR	10/30 - 11/13	LLC
61202	9:00 am - 12:00 pm	MTWRF	11/12 - 11/16	LLC
61204	9:00 am - 12:45 pm	S	12/1 - 12/22	LLC



For the most up-to-date schedule listing, go to:  
[www.econnect.dccd.edu](http://www.econnect.dccd.edu)  
and select CONTINUING EDUCATION STUDENT MENU

### Microsoft Access (Advanced)

\$125

Advanced Database/File Management  
ITSW 2047

16 HRS

Advanced concepts of relational database management, hierarchical models, network models, relational models, table merging, relational capabilities, report generation, security features, data file transfer, graphics support, and macro commands. Students will enhance forms with OLE fields, hyperlinks, and subforms. An application system is created using macros, VBA, and the Switchboard Manager. Excel worksheets are linked to an Access database. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Prerequisite: Basic Keyboarding, Computer Literacy, Windows Introduction, Microsoft Access (Introduction) and Microsoft Access (Intermediate). Min. Age: 18.

60501	9:00 am - 1:00 pm	F	9/7 - 9/28	LLC
60502	9:00 am - 1:00 pm	MTWR	11/12 - 11/15	LLC
60503	6:00 pm - 9:15 pm	MW	12/3 - 12/17	LLC

### Microsoft Excel (Introduction)

\$125

Introduction to Electronic Spreadsheets  
ITSW 1022

16 HRS

Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing. Use MS-Excel to create, customize, and edit electronic spreadsheets; to graph spreadsheet data and to perform basic formatting operations and calculations. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Prerequisite: Basic Keyboarding or Self-Paced Keyboarding, Computer Literacy and Windows Introduction. Min. Age: 18.

61313	9:00 am - 12:15 pm	MTWRF	8/27 - 8/31	LLC
61301	6:00 pm - 9:15 pm	MW	10/8 - 10/22	LLC
61302	9:00 am - 1:00 pm	MTWR	10/22 - 10/25	LLC
61303	9:00 am - 1:00 pm	MTWR	12/10 - 12/13	LLC
61304	6:00 pm - 9:15 pm	MWF	12/10 - 12/19	LLC

### Microsoft Excel (Intermediate)

\$125

Intermediate Electronic Spreadsheets  
ITSW 1046

16 HRS

Instruction in moving and copying, cell contents; sorting mathematical, statistical, and financial functions; date and time arithmetic; report generation; and built-in graphics support. Students work with large, complicated worksheets and use the what-if analysis. Financial functions, data tables, amortization schedules, and hyperlinks are developed. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Prerequisite: Basic Keyboarding, Computer Literacy, Windows Introduction, and Microsoft Excel (Introduction). Min. Age: 18.

60501	6:00 pm - 9:15 pm	MW	10/24 - 11/7	LLC
60502	9:00 am - 1:00 pm	MTWR	10/29 - 11/1	LLC
60503	9:00 am - 1:00 pm	S	12/1 - 12/22	LLC
60504	9:00 am - 1:00 pm	MTWR	12/17 - 12/20	LLC

### Microsoft Excel (Advanced)

\$125

Advanced Electronic Spreadsheets  
ITSW 2049

16 HRS

Advanced concepts in electronic spreadsheets. Topics address macro programming features, database functions, merging/linking spreadsheets, data file transfer, and Boolean functions. Students create, sort, and query a worksheet database; work with templates and multiple worksheets and workbooks; and use macros and Visual Basic for applications. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Prerequisite: Basic Keyboarding, Computer Literacy, Windows Introduction, Microsoft Excel (Introduction) and Microsoft Excel (Intermediate). Min. Age: 18.

60519	6:00 pm - 9:15 pm	MW	8/27 - 9/12	LLC
60520	9:00 am - 1:00 pm	MTWR	11/5 - 11/8	LLC
60521	6:00 pm - 9:15 pm	MW	11/12 - 11/28	LLC

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## MICROSOFT OFFICE

### Microsoft Access (Introduction)

\$125

Introduction to Database/File Management  
ITSW 1053

16 HRS

Instruction in program parameters, data dictionary, optional field characteristics, calculation, constant default values, designing data entry forms, database organization, and report generation. Topics include creating a database, entering information, manipulating and querying data, and creating and printing simple reports. Prerequisites: Basic Keyboarding or Self-Paced Keyboarding, Computer Literacy and Windows Introduction. Textbook and three (3) 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

61401	6:00 pm - 9:15 pm	TR	10/23 - 11/6	LLC
61402	9:00 am - 1:00 pm	MTWR	10/29 - 11/1	LLC
61403	9:00 am - 1:00 pm	S	12/1 - 12/22	LLC
61404	9:00 am - 1:00 pm	MTWR	12/17 - 12/20	LLC

### Microsoft Access (Intermediate)

\$125

Intermediate Database/File Management  
ITSW 1055

16 HRS

Instruction in data validation, data manipulation, browsing through records, records selection and query, indexing, and sorting. Students maintain databases using the design and update features. More complex reports and forms are produced and published to the Web. Textbook and 3.5" diskette, Flash disk or CD-RW required. Prerequisite: Basic Keyboarding, Computer Literacy, Windows Introduction, Microsoft Access (Introduction). Min. Age: 18.

60501	9:00 am - 1:00 pm	MTWR	11/5 - 11/8	LLC
60502	6:00 pm - 9:15 pm	MW	11/12 - 11/28	LLC
60503	9:00 am - 3:20 pm	F	12/7 - 12/21	LLC

# CAREER PREPARATION AND WORKFORCE DEVELOPMENT

## Microsoft PowerPoint (Introduction) \$125

Special Topics in Computer and Information Sciences, General

ITSC 1091 16 HRS

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Students will use a design template to create a presentation, use outline view and clip art to create a slide show, and use embedded visual to enhance a slide show. Prerequisite: Basic Keyboarding or Self-Paced Keyboarding, Computer Literacy and Windows Intro. Textbook and 3.5" diskette, Flash disk or CD-RW required. Min. Age: 18.

61213	6:00 pm - 9:15 pm	MWF	8/20 - 8/29	LLC
61202	6:00 pm - 9:15 pm	MW	10/8 - 10/22	LLC
61201	9:00 am - 1:00 pm	MTWR	10/15 - 10/18	LLC
61203	9:00 am - 1:00 pm	MTWR	12/3 - 12/6	LLC
61204	6:00 pm - 9:15 pm	MW	12/3 - 12/17	LLC

## Microsoft PowerPoint (Advanced) \$99

Special Topics in Computer and Information Sciences, General

ITSC 1091 12 HRS

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Students will learn practical aspects of using PowerPoint such as Pack and Go, creating a new presentation from an old one, drawing and working with objects, ungrouping clip art, creating charts and graphs within PowerPoint, using a Wizard to help in creating a presentation and creating a Web page from a presentation. Prerequisite: Basic Keyboarding, Computer Literacy, Windows Introduction, and Microsoft PowerPoint (Introduction). Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60914	9:00 am - 1:00 pm	S	8/18 - 9/8	LLC
60915	9:00 am - 12:00 pm	MTWR	10/22 - 10/25	LLC
60917	6:00 pm - 9:00 pm	MW	11/5 - 11/14	LLC
60916	9:00 am - 12:00 pm	MTWR	12/10 - 12/13	LLC

## Microsoft Word (Introduction) \$125

Word Processing Applications I

POFI 1024 16 HRS

Word processing terminology, editing functions, formatting, and special text options. Create, edit, print, and archive documents using the user friendly capabilities of Windows. Topics include: moving in a document; AutoCorrect; using toolbars; formatting text; cut, copy, and pasting text; tabs and margins; and much more. Prerequisite: Basic Keyboarding or Self-Paced Keyboarding, Computer Literacy and Windows Intro. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60615	9:00 am - 12:15 pm	MTWRF	8/20 - 8/24	LLC
60616	6:00 pm - 9:15 pm	TR	8/28 - 9/11	LLC
60617	9:00 am - 1:00 pm	S	9/8 - 9/29	LLC
60618	9:00 am - 1:00 pm	MTWR	10/8 - 10/11	LLC
60619	6:00 pm - 9:15 pm	TR	11/13 - 11/29	LLC
60620	9:00 am - 1:00 pm	MTWR	11/26 - 11/29	LLC

## Microsoft Word (Intermediate) \$125

Word Processing Applications II

POFI 1042 16 HRS

Word processing production techniques. Includes search and replace functions, headers and footers, spelling checker, mail merge, file functions, and printer setup. Students will further explore the features of MS-Word in the user-friendly Windows environment. Topics will include: using styles and templates; working with columns and tables; advanced formatting; mail merge; autotext entries; headers and footers; and web pages. Prerequisite: Basic Keyboarding, Computer Literacy, Windows Introduction, and Microsoft Word (Introduction). Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60517	9:00 am - 12:15 pm	MTWRF	8/27 - 8/31	LLC
60502	9:00 am - 1:00 pm	S	10/6 - 10/27	LLC
60501	9:00 am - 1:00 pm	MTWR	10/15 - 10/18	LLC
60503	9:00 am - 1:00 pm	MTWR	12/3 - 12/6	LLC
60504	6:00 pm - 9:15 pm	TR	12/4 - 12/18	LLC

## Microsoft Word (Advanced) \$125

Word Processing Applications III

POFI 2037 16 HRS

Advanced instruction in document preparation, editing, and formatting. Emphasizes special problems encountered in business and Work with the advanced features of MS-Word. Topics include: master documents; bookmarks; tracking changes; creating and modifying charts; creating and using forms; using macros, footnotes and endnotes; and importing worksheets. Prerequisite: Basic Keyboarding, Computer Literacy, Windows Introduction, Microsoft Word (Introduction) and Microsoft Word (Intermediate). Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60501	9:00 am - 1:00 pm	MTWR	10/22 - 10/25	LLC
60502	9:00 am - 1:00 pm	S	11/3 - 12/1	LLC
60503	9:00 am - 1:00 pm	MTWR	12/10 - 12/13	LLC

## COMPUTERIZED ACCOUNTING

### Accounting (Introduction) \$125

Accounting I

ACNT 1002 16 HRS

Focus on fundamental accounting concepts and their application in transaction analysis and financial statement preparation including analysis of financial statements for proprietorships, partnerships, and corporations. This course focuses on fundamental accounting concepts and their application in transaction analysis and financial statement preparation including analysis of financial statements for proprietorships, partnerships, and corporations. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60201	6:00 pm - 9:15 pm	MW	9/10 - 9/24	LLC
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### Bookkeeping (Introduction) \$159

Beginning Bookkeeping

ACNT 1001 24 HRS

Focus on analyzing, classifying, and recording business transactions. Emphasizes understanding of complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. This course covers the basic principles of double entry bookkeeping as applied to a single proprietorship or a partnership. Topics include debit and credit entries, journals, ledgers, and preparation of financial statements. The focus is on analyzing, classifying, and recording business transactions. Emphasis is placed on the understanding of the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60101	6:00 pm - 9:00 pm	MWF	10/1 - 10/17	LLC
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### Bookkeeping (Intermediate) \$159

Intermediate Bookkeeping

ACNT 1042 24 HRS

Focus on accounting for merchandising, notes payable, notes receivable, valuation of receivables, valuation of plant and equipment, and voucher system. Topics covered will include specialized journals, uncollectible accounts, notes payable and receivable, inventory, and accrued revenue and expenses as they relate to a corporation. Prerequisite: Bookkeeping (Introduction). Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60101	6:00 pm - 9:00 pm	MWF	10/22 - 11/7	LLC
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### Database Application for Accounting \$125

Advanced Computer Applications in Business

ITSC 2032 16 HRS

Advanced hands-on application using packaged software to prepare business applications. This course covers using databases in accounting to solve accounting problems. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60202	6:00 pm - 9:15 pm	TR	8/23 - 9/6	LLC
60201	6:00 pm - 9:15 pm	TR	9/25 - 10/9	LLC

# CAREER PREPARATION AND WORKFORCE DEVELOPMENT

## COMPUTERIZED ACCOUNTING CONTINUED

### QuickBooks Pro (Introduction) \$125

Computerized Accounting I

ACNT 1010 16 HRS

Program parameters, maximum accounts, and company's user specified accounts. Department jobs, number of open months, maximum fiscal periods, program control, error handling, automatic budget updates, reversing entries, recurring entries, flexible month ends, and user specified growth rates. Students will learn how to use QuickBooks Pro for Accounting, the most widely used computerized business accounting system on the market. Course includes step-by-step instructions for setting up a business from scratch and completion of the six accounting periods, including end-of-quarter entries, closing the fiscal year, and beginning the next year. Topics include: an interactive tour of QuickBooks (including opening and modifying existing QuickBooks files); setting up a business's accounting system, cash and non-cash business activities; adjusting entries including adding and editing information in company lists; bank reconciliation; creating budgets; creating financial reports-including cash flow, balance sheets and income statements; exporting QuickBooks data to Excel for financial analysis; creating charts (graphical data representations); and an overview of debits and credits. Prerequisites: Basic Keyboarding, Windows Introduction and Bookkeeping (Introduction) or equivalent skills. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60301 6:00 pm - 9:15 pm MW 11/12 - 11/28 LLC

### QuickBooks Pro (Advanced) \$125

Advanced Computerized Accounting

ACNT 2033 16 HRS

Accounts payable, maximum vendor's invoices per payment, and open transactions user defined fields. Emphasizes password access, prevention of master deletion, backup of master files, error handling, verification, validity, redundancy checks, open invoice specific statement payments, report generation, check printing, check register, purchase analysis, and integration accounts. This advanced course will further the student's knowledge of Quickbooks. Prerequisites: Quickbooks (Introduction). Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60401 9:00 am - 1:00 pm S 12/1 - 12/22 LLC

### Spreadsheet Application for Accounting \$125

Advanced Computer Applications in Business

ITSC 2032 16 HRS

Advanced hands-on application using packaged software to prepare business applications. This course covers using spreadsheets in accounting to solve accounting problems. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60102 6:00 pm - 9:15 pm MW 8/20 - 9/5 LLC

60101 6:00 pm - 10:00 pm TR 10/16 - 10/25 LLC

## COMPUTER-AIDED DRAFTING

### AutoCAD I \$159

Introduction to Computer Assisted Drafting and Design

DFTG 1014 24 HRS

Topics include CAD-CAM equipment selection and interface; software selection and installation; creating, editing and plotting of line drawings for architectural, electrical, circuit, mechanical, or interior design; creating, storing and retrieving predefined components; line, circle, arc, trace, curve, ellipses; adding text and dimensions. Students will develop a working knowledge of AutoCAD and apply the information to specific design and drafting needs. Topics include: file management and organization, drawing setup, basic drawing commands and elements, display manipulation, color and line type operations, and entry level dimensioning. Prerequisite: Windows Introduction. Textbook and 3.5" HD diskette, Flash disk or CD-RW required first class meeting. Min. Age: 18.

60101 9:00 am - 1:00 pm S 9/29 - 11/3 MVC

### AutoCAD II \$159

Computer Assisted Drafting and Design I

DFTG 1050 24 HRS

Topics include applications; creating, storing, and retrieving predefined components; placing, rotating, and scaling components; modifying; rubber banding; adding text and dimensions to drawings; multilayering drawings, grids, orthogonal mode; data storage format for writing auxiliary programs; input and output devices; resolution and physical limitations. This course is a continuation of AutoCAD I and allows students to further develop design and drafting skills. Topics include: advanced editing commands, creation of view ports, editing poly lines, hatching and texturing, use of text and font variations, isometric and 3D environments. Prerequisite: AutoCAD I or instructor's approval. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60101 9:00 am - 1:00 pm S 11/10 - 12/22 MVC

### Basic CAD \$156

Basic Drafting

DFTG 1009 128 HRS

Topics include freehand/instrument drawing, including theory and practice in orthographic projection, shape and size description, pictorial methods, data presentation and working drawings with emphasis on occupational applications. Min. Age: 18.

60407 9:00 am - 9:50 am MW 8/27 - 12/13 MVC

60408 9:00 am - 9:50 am TR 8/28 - 12/13 MVC

60409 5:30 pm - 9:20 pm TR 8/28 - 12/13 MVC

### Adv Tech in Architectural Design & Drafting \$156

Advanced Technologies in Architectural Design and Drafting

DFTG 2031 128 HRS

Use of architectural specific software to execute the elements required in designing standard architectural exhibits utilizing custom features to create walls, windows and specific design requirements for construction in residential, commercial and industrial architecture. Min. Age: 18.

60101 5:30 pm - 9:20 pm MW 8/27 - 12/12 MVC

### Adv Tech in Mechanical Design & Drafting \$156

Advanced Technologies in Mechanical Design and Drafting

DFTG 2035 128 HRS

Use parametric based mechanical design software for mechanical assembly design and drafting. Min. Age: 18.

60101 5:30 pm - 9:20 pm TR 8/28 - 12/13 MVC

### Architectural Illustration \$132

Architectural Illustration

DFTG 1021 128 HRS

Architectural drawing and sketching, including freehand drawing, perspectives, delineation in various media and development of students' graphical expression, including an introduction to various reproduction methods. Min. Age: 18.

60104 5:30 pm - 9:20 pm MW 8/27 - 12/13 MVC

60103 10:00 am - 10:50 am TR 8/28 - 12/13 MVC

### Machine Drafting \$156

Machine Drafting

DFTG 2002 128 HRS

Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Min. Age: 18.

60106 11:00 am - 11:50 am MW 8/27 - 12/13 MVC

60107 5:30 pm - 9:20 pm TR 8/28 - 12/13 MVC

### Solid Modeling \$156

Solid Modeling/Design

DFTG 2040 96 HRS

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Min. Age: 18.

60201 5:30 pm - 9:20 pm MW 8/27 - 12/12 MVC

# CAREER PREPARATION AND WORKFORCE DEVELOPMENT

## Technical Drafting

\$156

Technical Drafting

DFTG 1005

96 HRS

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views and reproduction processes. Text required. Min. Age: 18.

60103	5:30 pm - 9:20 pm	MW	8/27 - 12/13	MVC
60102	11:00 am - 11:50 am	TR	8/28 - 12/13	MVC

## Topographical Drafting

\$117

Topographical Drafting

DFTG 2021

96 HRS

A course in map drafting. Emphasis is given to plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. Min. Age: 18.

60101	10:00 am - 10:50 am	MW	8/27 - 12/12	MVC
60101	10:00 am - 10:50 am	MW	8/27 - 12/12	MVC
60102	5:30 pm - 8:20 pm	TR	8/28 - 12/13	MVC
60102	5:30 pm - 8:20 pm	TR	8/28 - 12/13	MVC

## DESKTOP PUBLISHING & COMPUTER GRAPHICS

### Adobe Illustrator CS (Introduction)

\$125

Special Topics in Design and Visual Communications

ARTC 1090

16 HRS

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Learn a variety of tools and commands for creating basic geometric shapes as well as specialized tools for precision drawing and patterns. Instruction includes: getting to know the work area; creating basic shapes; drawing with the pen tool; working with brushes; transforming objects; working with type; blending shapes and colors; using appearance styles, and effects; working with layers; creating airbrush effects; drawing cylinders and boxes; and printing artwork and producing color separations. Prerequisite: Basic Keyboarding, and Windows Introduction. Textbook and 3.5" HD diskette required. Min. Age: 18.

60801	9:00 am - 1:00 pm	S	9/8 - 9/29	LLC
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### Adobe Illustrator CS (Advanced)

\$125

Special Topics in Design and Visual Communications

ARTC 1090

16 HRS

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Transform and select objects. Select individual objects, objects in a group and parts of a group. Distort, shear, and reflect objects. Use perspective to modify objects. Create symbols. Create templates from scanned artwork. Use and create guides, clone objects. Create clipping masks. Turn scanned artwork into vector art. Create an appearance attribute, and add effects. Save an appearance as a style. Select appropriate resolution for printing or exporting files with transparency. Work with type. Create type in containers and along a path. Apply an envelope effect to type. Use baseline shift, leading, kerning and tracking. Format text and adjust text flow. Create PDF files. Create and save gradients, add color to gradients, create smooth color blends between objects. Blend shapes of objects in intermediate steps. Prerequisites: Basic Keyboarding, Windows Introduction and Adobe Illustrator CS (Introduction). Textbook and 3.5" diskette required.

60901	9:00 am - 1:00 pm	S	10/6 - 10/27	LLC
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### Adobe Photoshop CS (Introduction)

\$125

Special Topics in Graphic Design, Commercial Art and Illustration

ARTC 1091

16 HRS

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Students will learn photo manipulation and illustration techniques in a digital-imaging environment. Topics include: photographic elements and concepts; getting to know the work area; working with selections; basic layering features; painting and editing; working with mask and channels; photo retouching; basic pen and tool techniques; file format conversion; image import/export; special effects; working with type; and Internet image creation and manipulation. Textbook and 3.5" HD diskette required. Prerequisites: Basic Keyboarding and Windows Introduction. Min. Age: 18.

60601	6:00 pm - 10:00 pm	TR	9/4 - 9/13	LLC
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### Adobe Photoshop CS (Advanced)

\$125

Special Topics in Graphic Design, Commercial Art and Illustration

ARTC 1091

16 HRS

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Learn about the new tools in Photoshop CS, such as Patternmaker, shadow and highlight option, the healing brush, and the patch tool. Do photo retouch & repair using the patch tool and the healing brush tool. Learn to use the history palette to improve and correct mistakes when working with images. Learn the difference between the history brush and the art history brush. Create custom colors and save them in the swatches palettes. Learn to paint with specialty brushes and how to create a custom brush. Paint an illustration from start to finish using specialty brushes and custom brushes you create specifically for this illustration. Learn to use the pen tool as a drawing tool and selection tool. Stroke and fill paths, convert paths to selection and vice versa. Create vector masks and, use the blending modes, work with shape layers, adjustment layers, and learn advance layer techniques. Create an action set to speed up work flow, and work with special effects. Prerequisites: Basic Keyboarding, Windows Introduction and Adobe Photoshop CS (Introduction). Textbook and 3.5" HD diskette required. Min. Age: 18.

60701	6:00 pm - 10:00 pm	TR	9/18 - 9/27	LLC
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### Adobe Photoshop for Digital Photographers

\$125

Special Topics in Graphic Design, Commercial Art and Illustration

ARTC 1091

16 HRS

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. In this hands on course, you will learn to recover photos with too much flash, remove color aliasing, do instant red eye removal, color correct camera images, and extract people from the backgrounds. Learn to retouch photos, do photographic special effects, learn depth of field effects. You will also learn to convert color photos to gray scale. Prerequisites: Basic Keyboarding, Windows Introduction and Adobe Photoshop CS (Introduction). Textbook and 3.5" diskette required. Min. Age: 18.

60801	6:00 pm - 9:15 pm	MTWRF	12/10 - 12/14	LLC
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Effective Fall 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course.

For more information, go to:  
[www.dcccd.edu/ThirdCourseAttempt](http://www.dcccd.edu/ThirdCourseAttempt)

# CAREER PREPARATION AND WORKFORCE DEVELOPMENT

## INTERNET RESOURCES

### Adobe Photoshop for the World Wide Web \$125

Special Topics in Graphic Design, Commercial Art and Illustration

ARTC 1091 16 HRS

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. In this hands-on course, you will learn how to use Photoshop to create web pages. You will work with layers, type, and learn how to create web page images for quicker downloads. Create .gif animations with layers, and learn about image maps to create hot spots on your web pages. You will also learn how to integrate Photoshop with Adobe Acrobat, Adobe Illustrator and Flash. You will learn to organize assets, create transparent images, and learn to use ImageReady. Prerequisites: Basic Keyboarding, Windows Introduction and Adobe Photoshop CS (Introduction). Textbook and 3.5" diskette required. Min. Age: 18.

60901 6:00 pm - 9:15 pm MTWRF 12/17 - 12/21 LLC

### Adobe Photoshop and Dreamweaver \$125

Internet, Advanced

ITNW 2036 16 HRS

Instruction in more technical and in-depth uses of HTML and the Internet in business and service-related opportunities. In this hands on course, you will learn how to use Photoshop and Dreamweaver to create high impact web pages. You will learn to use Dreamweaver, Photoshop and ImageReady to create stunning imagery. You will use both programs to optimize images to look great and load fast. You will learn to create rollovers, remote rollovers, and animations. Create drop down menus, and jump menus without programming. Learn to use Cascading Style sheets to eliminate repetitive tasks and maintain a consistent style. Learn to use color and textures to create seamless backgrounds. Prerequisites: Basic Keyboarding, Windows Introduction and Adobe Photoshop CS (Introduction). Textbook and 3.5" diskette required. Min. Age: 18.

61101 6:00 pm - 9:15 pm MTWRF 12/3 - 12/7 LLC

### Dreamweaver (Introduction) \$125

Internet, Advanced

ITNW 2036 16 HRS

Instruction in more technical and in-depth uses of HTML and the Internet in business and service-related opportunities. Learn to design and create basic websites using Macromedia Dreamweaver. Students will learn to use Dreamweaver as an HTML editor to design websites, create basic and additional pages, set up templates, work with text including formatting and styles, create hyperlinks, import images, create tables, build a frameset, and uploading of a test website. Prerequisites: Windows Introduction and knowledge of HTML. Textbook and 3.5" HD diskette required. Min Age: 18.

61001 6:00 pm - 9:15 pm TR 11/6 - 11/20 LLC

### HTML with CSS and XHTML (Introduction) \$125

World Wide Web

ITNW 1059 16 HRS

This course will focus on the use of the World Wide Web (WWW) and the creation of a home page. Web browsers and Hypertext Markup Language (HTML) are discussed. This course will focus on using HTML, CSS, and XHTML to create web pages to view on the Internet. You will learn the basics of HTML and how to actually create a page that will not become obsolete in the future. You will learn to use CSS to create internal and external style sheets to make quick changes to a single web page or to a large web site. You will learn how to create tables, email links, insert images wherever you want them on a web page. You will also learn how to create navigational bars. Learn to format type, learn about frames, and create hot spots. Prerequisites: Basic Keyboarding, Windows Introduction. Textbook and 3.5" diskette are required. Min. Age: 18.

60701 6:00 pm - 9:15 pm TR 10/2 - 10/16 LLC

### HTML with CSS and XHTML (Advanced) \$125

World Wide Web

ITNW 1059 16 HRS

This course will focus on the use of the World Wide Web (WWW) and the creation of a home page. Web browsers and Hypertext Markup Language (HTML) are discussed. This course is a continuation of the Introduction class. You will learn more advanced techniques. Prerequisites: HTML with CSS and XHTML (Introduction). Textbook and 3.5" diskette are required. Min. Age: 18.

60801 6:00 pm - 9:15 pm TR 10/18 - 11/1 LLC

### Internet Research \$99

Internet, Basic

ITNW 1007 12 HRS

Introduction to the Internet including E-mail, home page, and how to perform basic research to address company/business needs. This course is an introduction to using the Internet effectively for research. In the four units, you will learn how to perform basic and complex Internet searches, use search engines and subject guides effectively, evaluate and cite online resources, and utilize specialized research tools, including newsgroups and intelligent search agents. Textbook and 3.5" diskette required. Prerequisite: Windows Intro. Min. Age: 18.

61208 6:00 pm - 9:00 pm MTWR 8/20 - 8/23 LLC

61202 6:00 pm - 9:00 pm MW 9/24 - 10/3 LLC

61201 9:00 am - 1:00 pm F 10/5 - 10/19 LLC

## ACCOUNTING

### Accounting (Introduction) \$125

Accounting I

ACNT 1002 16 HRS

Focus on fundamental accounting concepts and their application in transaction analysis and financial statement preparation including analysis of financial statements for proprietorships, partnerships, and corporations. This course focuses on fundamental accounting concepts and their application in transaction analysis and financial statement preparation including analysis of financial statements for proprietorships, partnerships, and corporations. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60201 6:00 pm - 9:15 pm MW 9/10 - 9/24 LLC

### Bookkeeping (Introduction) \$159

Beginning Bookkeeping

ACNT 1001 24 HRS

Focus on analyzing, classifying, and recording business transactions. Emphasizes understanding of complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. This course covers the basic principles of double entry bookkeeping as applied to a single proprietorship or a partnership. Topics include debit and credit entries, journals, ledgers, and preparation of financial statements. The focus is on analyzing, classifying, and recording business transactions. Emphasis is placed on the understanding of the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60101 6:00 pm - 9:00 pm MWF 10/1 - 10/17 LLC

### Bookkeeping (Intermediate) \$159

Intermediate Bookkeeping

ACNT 1042 24 HRS

Focus on accounting for merchandising, notes payable, notes receivable, valuation of receivables, valuation of plant and equipment, and voucher system. Topics covered will include specialized journals, uncollectible accounts, notes payable and receivable, inventory, and accrued revenue and expenses as they relate to a corporation. Prerequisite: Bookkeeping (Introduction). Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60101 6:00 pm - 9:00 pm MWF 10/22 - 11/7 LLC

# CAREER PREPARATION AND WORKFORCE DEVELOPMENT

## Database Application for Accounting

\$125

Advanced Computer Applications in Business

ITSC 2032

16 HRS

Advanced hands-on application using packaged software to prepare business applications. This course covers using databases in accounting to solve accounting problems. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60202	6:00 pm - 9:15 pm	TR	8/23 - 9/6	LLC
60201	6:00 pm - 9:15 pm	TR	9/25 - 10/9	LLC

## QuickBooks Pro (Introduction)

\$125

Computerized Accounting I

ACNT 1010

16 HRS

Program parameters, maximum accounts, and company's user specified accounts. Department jobs, number of open months, maximum fiscal periods, program control, error handling, automatic budget updates, reversing entries, recurring entries, flexible month ends, and user specified growth rates. Students will learn how to use QuickBooks Pro for Accounting, the most widely used computerized business accounting system on the market. Course includes step-by-step instructions for setting up a business from scratch and completion of the six accounting periods, including end-of-quarter entries, closing the fiscal year, and beginning the next year. Topics include: an interactive tour of QuickBooks (including opening and modifying existing QuickBooks files); setting up a business's accounting system, cash and non-cash business activities; adjusting entries including adding and editing information in company lists; bank reconciliation; creating budgets; creating financial reports-including cash flow, balance sheets and income statements; exporting QuickBooks data to Excel for financial analysis; creating charts (graphical data representations); and an overview of debits and credits. Prerequisites: Basic Keyboarding, Windows Introduction and Bookkeeping (Introduction) or equivalent skills. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60301	6:00 pm - 9:15 pm	MW	11/12 - 11/28	LLC
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## QuickBooks Pro (Advanced)

\$125

Advanced Computerized Accounting

ACNT 2033

16 HRS

Accounts payable, maximum vendor's invoices per payment, and open transactions user defined fields. Emphasizes password access, prevention of master deletion, backup of master files, error handling, verification, validity, redundancy checks, open invoice specific statement payments, report generation, check printing, check register, purchase analysis, and integration accounts. This advanced course will further the student's knowledge of Quickbooks. Prerequisites: Quickbooks (Introduction). Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60401	9:00 am - 1:00 pm	S	12/1 - 12/22	LLC
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## Spreadsheet Application for Accounting

\$125

Advanced Computer Applications in Business

ITSC 2032

16 HRS

Advanced hands-on application using packaged software to prepare business applications. This course covers using spreadsheets in accounting to solve accounting problems. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

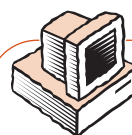
60102	6:00 pm - 9:15 pm	MW	8/20 - 9/5	LLC
60101	6:00 pm - 10:00 pm	TR	10/16 - 10/25	LLC



## AVIATION

The following credit classes are approved for non-credit enrollment. Find class information in the fall credit schedule and course description information in the college catalog. If a class is listed in the credit schedule and you want to take it for non-credit, call the Continuing Education Office at 214-860-8835 to request permission to add the class.

<b>Air Navigation</b>					<b>48</b>	<b>HRS</b>
AIRP 1001	60101	8:00 am - 8:55 am	MWF	MVC	\$117	
AIRP 1001	60102	7:00 pm - 9:50 pm	T	MVC	\$117	
<b>Aviation Introduction</b>					<b>48</b>	<b>HRS</b>
AIRP 1013	60101	9:05 am - 10:00 am	MWF	MVC	\$117	
AIRP 1013	60102	7:00 pm - 9:50 pm	R	MVC	\$117	
<b>Aviation Meteorology</b>					<b>48</b>	<b>HRS</b>
AIRP 1016	60101	9:30 am - 10:50 am	TR	MVC	\$117	
AIRP 1016	60102	7:00 pm - 9:50 pm	R	MVC	\$117	
<b>Commercial Ground School</b>					<b>48</b>	<b>HRS</b>
AIRP 2037	60101	7:00 pm - 9:50 pm	T	MVC	\$117	
<b>Flight Theory</b>					<b>48</b>	<b>HRS</b>
AIRP 1011	60101	8:00 am - 9:20 am	TR	MVC	\$117	
AIRP 1011	60102	7:00 pm - 9:50 pm	W	MVC	\$117	
<b>Human Factors in Aviation</b>					<b>48</b>	<b>HRS</b>
AIRP 1047	60101	10:10 am - 11:05 am	MWF	MVC	\$117	
AIRP 1047	60102	7:00 pm - 9:50 pm	W	MVC	\$117	
<b>Instructor Ground School</b>					<b>48</b>	<b>HRS</b>
AIRP 2049	60104	11:00 am - 12:20 pm	TR	MVC	\$117	
<b>Instrument Ground School</b>					<b>48</b>	<b>HRS</b>
AIRP 1051	60101	11:15 am - 12:10 pm	MWF	MVC	\$117	
AIRP 1051	60102	7:00 pm - 9:50 pm	M	MVC	\$117	
<b>Private Pilot Ground School</b>					<b>48</b>	<b>HRS</b>
AIRP 1017	60102	10:10 am - 11:05 am	MWF	MVC	\$117	
AIRP 1017	60103	7:00 pm - 9:50 pm	M	MVC	\$117	



For the most up-to-date schedule listing, go to:  
[www.econnect.dccd.edu](http://www.econnect.dccd.edu)  
 and select CONTINUING EDUCATION STUDENT MENU

## BUILDING TRADES

### Journeyman Electrician NEC Review

\$133

Journeyman Electrician Exam Review

ELPT 2001

36 HRS

Preparation for journeyman electrician licensure with emphasis on calculations and the National Electrical Code (NEC). For those who wish to take the National Code exam, this course covers the types of questions and problems commonly found on the Journeyman's Electrician License Exam and Civil Service Electrical exams. Practice is obtained in taking license-type exams and problem-solving. Four years of electrical experience is preferred. NEC2005 Electrical Code book is needed for the class. Min. Age: 18.

60110	6:00 pm - 9:00 pm	W	10/3 - 12/19	MVC
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### Machine Shop I (Basic)

\$96

Special Topics in Machinist/Machine Technologist

MCHN 1091

24 HRS

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. In this lab-based course, students will have the opportunity to experience hands on projects to demonstrate theory. This course is an introduction to machining technology with an emphasis no safety and hand tool use; measuring tools including scales, micrometers, and dial calipers; technical mathematics; basic lathe operations; basic layout and blueprint reading, and basic drill operations. Min. Age: 18.

60502	1:00 pm - 5:00 pm	S	9/8 - 10/13	MVC
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# CAREER PREPARATION AND WORKFORCE DEVELOPMENT

## BUILDING TRADES CONTINUED

### Machine Shop II (Basic)

**\$96**

Special Topics in Machinist/Machine Technologist

**MCHN 1091** 24 HRS

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. In this lab-based course, students will have the opportunity to experience hands on projects to demonstrate theory. This course is an introduction to machining technology II with an emphasis on machine tool safety and types of milling machines; basic milling operations, including face milling and peripheral milling; types of milling cutters; milling cutting speeds and feeds; and other tool operations, such as drilling, reaming, and tapping. Min. Age: 18.

60602 1:00 pm - 5:00 pm S 10/20 - 12/1 MVC

### OSHA Recordkeeping Rules

**\$25**

**QCTZ 1000** 4 HRS

This course will help you identify and fulfill your responsibilities for posting certain records, maintaining records of illness, injuries and reporting specific cases to OSHA. Several practice sessions are included. Min. Age: 18.

60201 8:00 am - 12:00 pm S 11/10 MVC

60202 8:00 am - 12:00 pm S 11/24 MVC

### OSHA: Construction Site Safety and Health

**\$120**

Safety and Accident Prevention

**OSHT 1015** 10 HRS

Recognize and evaluate hazards; describe the components of effective workplace design and accident prevention programs; and demonstrate correct selection and safe use of personal protective equipment. This course covers OSHA's policies, procedures and standards, as well as construction safety and health principles covered in OSHA Act 1926. Special emphasis is placed on those areas that are the most hazardous. This course is ideal for construction workers, safety managers, safety coordinators, production managers, line supervisors, human resource personnel, business owners, construction managers, lead men, and maintenance personnel. Upon successful completion of the course, participants will receive an OSHA Occupational Safety and Health for Construction Industry 10-hr. course completion card from the U.S. Department of Labor. Min. Age: 18.

60210 8:00 am - 1:30 pm S 11/3 - 11/10 MVC

60211 8:00 am - 1:30 pm S 11/17 - 11/24 MVC

### OSHA: General Industry Outreach Training Program

**\$120**

Safety and Accident Prevention

**OSHT 1015** 10 HRS

Recognize and evaluate hazards; describe the components of effective workplace design and accident prevention programs; and demonstrate correct selection and safe use of personal protective equipment. This course is ideal for supervisors with safety and health responsibilities, foremen, and everyone that is involved in the general industry and for employee safety and health awareness. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Upon successful completion of the course, participants will receive an OSHA general industry safety and health 10-hour course completion card from the Department of Labor. Min. Age: 18.

60109 8:00 am - 1:30 pm S 9/8 - 9/15 MVC

60110 8:00 am - 1:30 pm S 9/22 - 9/29 MVC

### OSHA's Most Frequent Cited Violations: Stay Alert!

**\$20**

**QCTZ 1000** 3 HRS

The statistics for workplace injuries are staggering. To understand how you can help to reduce injury and death in the workplace, you must be familiar with the development of the Occupational Safety and Health Administration and how you can comply with these safety standards. This course is designed for supervisors and managers who need to thoroughly understand, implement, and communicate an OSHA program. After taking this class you will be well on your way to improving safety and health in your workplace. Min. Age: 18.

60101 6:00 pm - 9:00 pm T 9/4 MVC

60102 6:00 pm - 9:00 pm T 9/18 MVC

### Welding, Gas Metal Arc (Introduction)

**\$156**

**WLDG 1030** 128 HRS

A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs. Min. Age: 18.

60101 Self-Paced Day 8/27 - 12/13 MVC

60102 Self-Paced Night 8/27 - 12/13 MVC

60103 8:00 am - 4:00 pm S 9/1 - 12/8 MVC

### Welding, Gas Metal Arc (Advanced)

**\$156**

**WLDG 2047** 128 HRS

Advanced topics in GMAW welding, including welding in various positions and directions. Min. Age: 18.

60102 Self-Paced Night 8/27 - 12/13 MVC

60101 Self-Paced Day 8/27 - 12/13 MVC

### Welding, Gas Tungsten Arc (Introduction)

**\$156**

**WLDG 1034** 128 HRS

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Min. Age: 18.

60202 Self-Paced Night 8/27 - 12/13 MVC

60201 Self-Paced Day 8/27 - 12/13 MVC

60203 8:00 am - 4:00 pm S 9/1 - 12/8 MVC

### Welding, Gas Tungsten Arc (Advanced)

**\$156**

**WLDG 2051** 128 HRS

Advanced topics in GTAW welding, including welding in various positions and directions. Min. Age: 18.

60102 Self-Paced Night 8/27 - 12/13 MVC

60101 Self-Paced Day 8/27 - 12/13 MVC

### Welding, Metallurgy (Introduction)

**\$117**

**WLDG 1037** 112 HRS

A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Min. Age: 18.

60102 Self-Paced Night 8/27 - 12/13 MVC

### Welding, Oxyfuel (Introduction)

**\$156**

**WLDG 1025** 128 HRS

An introduction to oxy-fuel welding and cutting, including history and future in welding, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. Min. Age: 18.

60101 Self-Paced Day 8/27 - 12/13 MVC

60102 Self-Paced Night 8/27 - 12/13 MVC

60103 8:00 am - 4:00 pm S 9/1 - 12/8 MVC

### Welding Qualifications

**\$156**

**WLDG 1091** 128 HRS

Topics address recently identified current events, skills knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Min. Age: 18.

60301 Self-Paced Day 8/27 - 12/13 MVC

60302 Self-Paced Night 8/27 - 12/13 MVC

### Welding, Shielded Metal Arc (Introduction)

**\$156**

**WLDG 1028** 128 HRS

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Min. Age: 18.

60101 Self-Paced Day 8/27 - 12/13 MVC

60102 Self-Paced Night 8/27 - 12/13 MVC

### Welding, Shielded Metal Arc (Intermediate)

**\$156**

**WLDG 1057** 128 HRS

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Min. Age: 18.

60101 Self-Paced Day 8/27 - 12/13 MVC

60102 Self-Paced Night 8/27 - 12/13 MVC

# CAREER PREPARATION AND WORKFORCE DEVELOPMENT

## Welding, Shielded Metal Arc (Advanced)

\$156

WLDG 2043

128 HRS

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Min. Age: 18.

60101	Self-Paced	Day	8/27 - 12/13	MVC
60102	Self-Paced	Night	8/27 - 12/13	MVC

## Welding, Special Topics

\$78

WLDG 1091

64 HRS

Topics address recently identified current events, skills knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Min. Age: 18.

60201	8:00 am - 4:00 pm	S	9/1 - 12/8	MVC
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## EVENT PLANNING

### Professional Catering

\$160

Catering I - A Survey Course

FCTR 1014

36 HRS

Basic skills needed to start and run a catering business. Topics include quantity cooking, party design, business development, environment design, theme development, equipment rentals, food costing, portion control, cooking schedules, and party management. Focus on the essentials of menu planning; food and beverage pairings; budgeting; table settings; décor; resources and health and safety requirements. Min. Age: 18.

60303	6:00 pm - 9:00 pm	F	9/7 - 11/30	MVC
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### Professional Event & Wedding Planner

\$195

Special Events Design

TRVM 1027

48 HRS

The development of a special event from the conceptual stage through completion. Emphasis on industry terminology, factors to consider when planning a special event, and contingency plans. Put your organizational skills to work and join the growing field of event/wedding planners. Discover what opportunities are available, how to plan and deliver a successful event or party using available resources. Topics include: marketing and client acquisition; color coordination; event design; budgeting; venue selection; menu planning; decoration styles; entertainment arrangements; event personnel; permits, liabilities and event evaluations. Min. Age: 18.

60204	6:30 pm - 9:30 pm	M	8/27 - 12/17	LLC
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## FLORAL DESIGN

### Commercial Floral Design (Introduction)

\$195

Floral Design

FMKT 1001

48 HRS

Principles of floral art with an emphasis in commercial design. Topics include basic design styles and color harmonies; identification, use, and care of processing of cut flowers and foliage; mechanical aids and containers; personal flowers; holiday designs; and plant identification and care. Learn the retail techniques to fresh, silk, and dried flower masterpieces in this basic hands-on class. Learn to identify design styles; use florists' tools and supplies; prepare containers; process and preserve fresh flowers and greenery; prepare unique table and side arrangements. Basic wedding designs and corsages will be introduced. Students provide supplies at an average cost of \$30 weekly. Min. Age: 18.

60304	6:30 pm - 9:30 pm	R	8/30 - 12/20	MVC
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60303	6:30 pm - 9:30 pm	T	9/4 - 12/18	MVC
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### Floral Design (Advanced)

\$195

Advanced Floral Design

FMKT 2031

48 HRS

An in-depth coverage of advanced floral design practices for the retail floral industry. Topics include contemporary floral arrangement styles and trends. Build on your introductory class experience and learn how to plan, design and price for weddings and special events. In this advanced hands-on class we will be using fresh and silk flower designs for church and reception decorations; brides and attendants' bouquets; wedding corsages and event centerpieces. Students provide supplies at average cost of \$30.00 weekly. Prerequisites: Floral Design, Introduction. Min. Age: 18.

60301	6:30 pm - 9:30 pm	W	9/5 - 12/19	MVC
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## INSURANCE

### Introduction to Insurance

\$90

Principles of Insurance

INSR 1009

16 HRS

Organization of insurance companies, state regulations, types of policies, and career opportunities in the field. Topics include concepts of risk, insurance protection, and prohibited practices. This course will introduce students to the various types of insurance companies and how they operate. Students will learn about the basic laws governing insurance companies; what is and what is not required in the State of Texas. The overall necessity of insurance as it relates to different coverage will be emphasized (life, home, health, auto, business). Students will learn about the different professional career opportunities in the insurance industry. Min. Age: 18.

60105	7:00 pm - 9:00 pm	TR	9/11 - 10/4	MVC
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### Insurance and Customer Service

\$129

Insurance Customer Service Representative

INSR 1017

24 HRS

Prepares participants to work in insurance agencies as entry-level customer service representatives. Includes information about policies, terminology, and customer service procedures. May prepare students to take the licensing exam sponsored by the Texas Department of Insurance. This course provides students with basic insurance terminology knowledge (i.e. premiums, co-insurance, deductibles, claims, etc.). The principles of customer service, policies, and procedures to insurance office situations will be emphasized. This course is designed for students who may be interested in an insurance industry career. Min. Age: 18.

60103	7:00 pm - 9:00 pm	TR	10/16 - 11/27	MVC
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### Insurance for Professionals

\$109

Professional Development: Insurance

INSR 2000

20 HRS

Intensive training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. This course was designed to be repeated multiple times to improve student proficiency. This course focuses on current issues, trends and guidelines affecting the insurance industry in the State of Texas. Course will also introduce the beginner and seasoned insurance professional to new business activities and licensing requirements that form this industry. This course provides continuing education units for insurance professionals. Min. Age: 18.

60104	5:30 pm - 9:30 pm	F	9/7 - 10/5	MVC
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## MACHINE SHOP

### Machine Shop I (Basic)

\$96

Special Topics in Machinist/Machine Technologist

MCHN 1091

24 HRS

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. In this lab-based course, students will have the opportunity to experience hands on projects to demonstrate theory. This course is an introduction to machining technology with an emphasis no safety and hand tool use; measuring tools including scales, micrometers, and dial calipers; technical mathematics; basic lathe operations; basic layout and blueprint reading, and basic drill operations. Min. Age: 18.

60502	1:00 pm - 5:00 pm	S	9/8 - 10/13	MVC
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# CAREER PREPARATION AND WORKFORCE DEVELOPMENT

## MACHINE SHOP CONTINUED

### Machine Shop II (Basic) \$96

Special Topics in Machinist/Machine Technologist  
MCHN 1091 24 HRS

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. In this lab-based course, students will have the opportunity to experience hands on projects to demonstrate theory. This course is an introduction to machining technology II with an emphasis on machine tool safety and types of milling machines; basic milling operations, including face milling and peripheral milling; types of milling cutters; miling cutting speeds and feeds; and other tool operations, such as drilling, reaming, and tapping. Min. Age: 18.  
60602 1:00 pm - 5:00 pm S 10/20 - 12/1 MVC

## SMALL BUSINESS

### Accounting (Introduction) \$125

Accounting I  
ACNT 1002 16 HRS

Focus on fundamental accounting concepts and their application in transaction analysis and financial statement preparation including analysis of financial statements for proprietorships, partnerships, and corporations. This course focuses on fundamental accounting concepts and their application in transaction analysis and financial statement preparation including analysis of financial statements for proprietorships, partnerships, and corporations. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.  
60201 6:00 pm - 9:15 pm MW 9/10 - 9/24 LLC

### Bookkeeping (Introduction) \$159

Beginning Bookkeeping  
ACNT 1001 24 HRS

Focus on analyzing, classifying, and recording business transactions. Emphasizes understanding of complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. This course covers the basic principles of double entry bookkeeping as applied to a single proprietorship or a partnership. Topics include debit and credit entries, journals, ledgers, and preparation of financial statements. The focus is on analyzing, classifying, and recording business transactions. Emphasis is placed on the understanding of the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.  
60101 6:00 pm - 9:00 pm MWF 10/1 - 10/17 LLC

### Bookkeeping (Intermediate) \$159

Intermediate Bookkeeping  
ACNT 1042 24 HRS

Focus on accounting for merchandising, notes payable, notes receivable, valuation of receivables, valuation of plant and equipment, and voucher system. Topics covered will include specialized journals, uncollectible accounts, notes payable and receivable, inventory, and accrued revenue and expenses as they relate to a corporation. Prerequisite: Bookkeeping (Introduction). Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.  
60101 6:00 pm - 9:00 pm MWF 10/22 - 11/7 LLC

### Business Law & Guidelines \$90

Employment Law  
HRPO 1004 16 HRS

Overview of laws and legal issues related to employment practice. The purpose of this course is to introduce students to legal aspects and guidelines of EEO laws, hiring and firing following civil rights guidelines, and understanding the penalties for violating employment laws. Learn how to recruit and train new employees. Textbook required. Min. Age: 18.  
60901 5:30 pm - 9:30 pm W 12/12 - 1/9 MVC

# ALTERNATIVE TEACHER CERTIFICATION

If you already have a bachelor's degree and want to pursue a career as an elementary, middle school or high school teacher, then Mountain View College's Alternative Certification program is right for you!

MVC's Alternative Teacher Certification Program meets in an intensive and rigorous academic environment for several months in order to expedite the teacher certification process.

Our program consists of several hours of training in Pedagogy and Professional Responsibilities and select content areas. After completion of the required training, program participants are eligible to take the TExES test and begin working immediately as Teachers-of-Record.



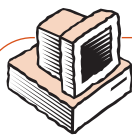
## AREAS OF CERTIFICATION

GRADES EC-4	GRADES 4-8	GRADES 8-12
Bilingual Generalist - Spanish	Bilingual Generalist - Spanish	English Language Arts & Reading
English as a Second Language Generalist	English Language Arts & Reading	History
Generalist	English Language Arts & Reading/Social Studies	Mathematics
	English as a Second Language Generalist	Science
	Generalist	Social Studies
	Mathematics	
	Science	
	Social Studies	

## HELP US CURE THE TEACHER SHORTAGE!

PHONE: 214-860-8509 | WEBSITE: [www.mountainviewcollege.edu/teacher](http://www.mountainviewcollege.edu/teacher) | E-MAIL: [beateacher@dcccd.edu](mailto:beateacher@dcccd.edu)

# CAREER PREPARATION AND WORKFORCE DEVELOPMENT



For the most up-to-date schedule listing, go to:  
[www.econnect.dcccd.edu](http://www.econnect.dcccd.edu)  
 and select CONTINUING EDUCATION STUDENT MENU

## Customer Service \$75

### Customer Relations

**MRKG 1001** 12 HRS

Topics address general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student. This course will teach students about fostering positive attitudes; recognizing and dealing with customer turnoffs; dealing with dissatisfied customers; exceeding customer expectations; using behaviors that wins customer loyalty; getting others to give great service; applying winning telephone, e-mail, and website techniques; using written messages; and understanding the one-to-one customer future. Textbook required. Min. Age: 18.

60106 5:30 pm - 9:30 pm W 8/15 - 8/29 MVC

## Database Application for Accounting \$125

### Advanced Computer Applications in Business

**ITSC 2032** 16 HRS

Advanced hands-on application using packaged software to prepare business applications. This course covers using databases in accounting to solve accounting problems. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60202 6:00 pm - 9:15 pm TR 8/23 - 9/6 LLC  
 60201 6:00 pm - 9:15 pm TR 9/25 - 10/9 LLC

## Financial Management for Small Business \$90

### Accounting I

**ACNT 1002** 16 HRS

Focus on fundamental accounting concepts and their application in transaction analysis and financial statement preparation including analysis of financial statements for proprietorships, partnerships, and corporations. This course evaluates topics on how to measure and interpret financial data to manage a small business. Basic concepts, principles, and procedures are applied to the following topics: general ledger, journals, accounts payable, accounts receivable, invoicing, inventory, billing and credit. Textbook required. Min. Age: 18.

60101 5:30 pm - 9:30 pm W 9/5 - 9/26 MVC

## Marketing Products & Services \$90

### Marketing/Merchandising

**BMGT 1016** 16 HRS

An introduction to the marketing mix process including the role of the consumer, development of products and services, analysis of the market forces, determination of prices, and distribution and promotion. This course introduces students to the development of a marketing plan. Topics include demographics, product design, distribution, evaluating customer needs, e-Commerce advertising techniques and pricing. Textbook required: Meaningful Marketing (ISBN:155870681X) by Doug Hall, available at amazon.com. Min. Age: 18.

60101 5:30 pm - 9:30 pm W 11/7 - 11/28 MVC

## QuickBooks Pro (Advanced) \$125

### Advanced Computerized Accounting

**ACNT 2033** 16 HRS

Accounts payable, maximum vendor's invoices per payment, and open transactions user defined fields. Emphasizes password access, prevention of master deletion, backup of master files, error handling, verification, validity, redundancy checks, open invoice specific statement payments, report generation, check printing, check register, purchase analysis, and integration accounts. This advanced course will further the student's knowledge of Quickbooks. Prerequisites: Quickbooks (Introduction). Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60401 9:00 am - 1:00 pm S 12/1 - 12/22 LLC

## QuickBooks Pro (Introduction) \$125

### Computerized Accounting I

**ACNT 1010** 16 HRS

Program parameters, maximum accounts, and company's user specified accounts. Department jobs, number of open months, maximum fiscal periods, program control, error handling, automatic budget updates, reversing entries, recurring entries, flexible month ends, and user specified growth rates. Students will learn how to use QuickBooks Pro for Accounting, the most widely used computerized business accounting system on the market. Course includes step-by-step instructions for setting up a business from scratch and completion of the six accounting periods, including end-of-quarter entries, closing the fiscal year, and beginning the next year. Topics include: an interactive tour of QuickBooks (including opening and modifying existing QuickBooks files); setting up a business's accounting system, cash and non-cash business activities; adjusting entries including adding and editing information in company lists; bank reconciliation; creating budgets; creating financial reports-including cash flow, balance sheets and income statements; exporting QuickBooks data to Excel for financial analysis; creating charts (graphical data representations); and an overview of debits and credits. Prerequisites: Basic Keyboarding, Windows Introduction and Bookkeeping (Introduction) or equivalent skills. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60301 6:00 pm - 9:15 pm MW 11/12 - 11/28 LLC

## Spreadsheet Application for Accounting \$125

### Advanced Computer Applications in Business

**ITSC 2032** 16 HRS

Advanced hands-on application using packaged software to prepare business applications. This course covers using spreadsheets in accounting to solve accounting problems. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60102 6:00 pm - 9:15 pm MW 8/20 - 9/5 LLC  
 60101 6:00 pm - 10:00 pm TR 10/16 - 10/25 LLC

## Starting a Small Business \$90

### Small Business Management

**BUSG 1008** 16 HRS

A study of the concepts and skills necessary for starting and operating a small business including planning, organizing, staffing, financing, marketing, and accounting functions. Topics include how to get started, expanding your existing business plan, writing a business plan, and differentiating between a proprietorship, a partnership, and a corporation business setup. Textbook required. Min. Age: 18.

60101 5:30 pm - 9:30 pm W 10/10 - 10/31 MVC

## WELDING

## Welding, Gas Metal Arc (Introduction) \$156

**WLDG 1030** 128 HRS

A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs. Min. Age: 18.

60101 Self-Paced Day 8/27 - 12/13 MVC  
 60102 Self-Paced Night 8/27 - 12/13 MVC  
 60103 8:00 am - 4:00 pm S 9/1 - 12/8 MVC

## Welding, Gas Metal Arc (Advanced) \$156

**WLDG 2047** 128 HRS

Advanced topics in GMAW welding, including welding in various positions and directions. Min. Age: 18.

60102 Self-Paced Night 8/27 - 12/13 MVC  
 60101 Self-Paced Day 8/27 - 12/13 MVC

## Welding, Gas Tungsten Arc (Introduction) \$156

**WLDG 1034** 128 HRS

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Min. Age: 18.

60202 Self-Paced Night 8/27 - 12/13 MVC  
 60201 Self-Paced Day 8/27 - 12/13 MVC  
 60203 8:00 am - 4:00 pm S 9/1 - 12/8 MVC

# CAREER PREPARATION AND WORKFORCE DEVELOPMENT

## WELDING CONTINUED

**Welding, Gas Tungsten Arc (Advanced)** **\$156**  
**WLDG 2051** **128 HRS**  
 Advanced topics in GTAW welding, including welding in various positions and directions. Min. Age: 18.

60102	Self-Paced	Night	8/27 - 12/13	MVC
60101	Self-Paced	Day	8/27 - 12/13	MVC

**Welding, Metallurgy (Introduction)** **\$117**  
**WLDG 1037** **112 HRS**  
 A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Min. Age: 18.

60102	Self-Paced	Night	8/27 - 12/13	MVC
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**Welding, Oxyfuel (Introduction)** **\$156**  
**WLDG 1025** **128 HRS**  
 An introduction to oxy-fuel welding and cutting, including history and future in welding, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. Min. Age: 18.

60101	Self-Paced	Day	8/27 - 12/13	MVC
60102	Self-Paced	Night	8/27 - 12/13	MVC
60103	8:00 am - 4:00 pm	S	9/1 - 12/8	MVC

**Welding Qualifications** **\$156**  
**WLDG 1091** **128 HRS**  
 Topics address recently identified current events, skills knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Min. Age: 18.

60301	Self-Paced	Day	8/27 - 12/13	MVC
60302	Self-Paced	Night	8/27 - 12/13	MVC

**Welding, Shielded Metal Arc (Introduction)** **\$156**  
**WLDG 1028** **128 HRS**  
 An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Min. Age: 18.

60101	Self-Paced	Day	8/27 - 12/13	MVC
60102	Self-Paced	Night	8/27 - 12/13	MVC

**Welding, Shielded Metal Arc (Intermediate)** **\$156**  
**WLDG 1057** **128 HRS**  
 A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Min. Age: 18.

60101	Self-Paced	Day	8/27 - 12/13	MVC
60102	Self-Paced	Night	8/27 - 12/13	MVC

**Welding, Shielded Metal Arc (Advanced)** **\$156**  
**WLDG 2043** **128 HRS**  
 Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Min. Age: 18.

60101	Self-Paced	Day	8/27 - 12/13	MVC
60102	Self-Paced	Night	8/27 - 12/13	MVC

**Welding, Special Topics** **\$78**  
**WLDG 1091** **64 HRS**  
 Topics address recently identified current events, skills knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Min. Age: 18.

60201	8:00 am - 4:00 pm	S	9/1 - 12/8	MVC
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## ENJOY CARING FOR OTHERS?

Want to make a difference in someone's life?

The **Certified Nurse Aide** course provides preparation for entry level nursing assistants to achieve a level of knowledge, skills and abilities essential to providing basic care to residents of long-term care facilities.



**TOPICS COVERED INCLUDE:**

- Resident's rights*
- Communication*
- Safety*
- Observation and reporting*
- Assisting residents in maintaining basic comfort and safety*
- Effective interaction with members of the health care team*

FOR MORE INFORMATION, CONTACT 214-860-3630.

SEE PAGE 19 FOR A LIST OF CLASSES OFFERED.

