

■ ACCOUNTING AND BOOKKEEPING

Accounting Fundamental Bookkeeping Series **\$336** ACNT 1025 **64 HRS**

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle, preparing financial statements, and analyzing the information reflected in them. Prerequisites: Familiarity with the PC use. Course prepares professionals for national bookkeeper certification exam. Textbook and finance flashcards required. Min. Age: 18.

60401	6:00PM - 10:00PM	MW	1/25 - 3/17	MVC
60402	8:00AM - 12:00PM	MW	1/25 - 3/17	MVC

Bookkeeping, Accounting I **\$159** ACNT 1002 **24 HRS**

This course will focus on fundamental accounting concepts and their application in transaction analysis and financial statement preparation. Textbook and finance flashcards required. Min. Age: 18.

60501	6:00PM - 9:00PM	MW	3/15 - 4/7	MVC
60502	9:00AM - 12:00PM	MW	3/15 - 4/7	MVC

Bookkeeping, Accounting II **\$159** ACNT 1041 **24 HRS**

This course will cover the use of special journals, accounting for cash, receivables, payables, long-life assets, inventories, and payroll. A review of financial statements for partnership and corporation is included. Textbook and finance flash cards required. Min. Age: 18.

60101	6:00PM - 9:00PM	MW	4/19 - 5/12	MVC
60102	9:00AM - 12:00PM	MW	4/19 - 5/12	MVC

Bookkeeping, Introduction **\$159** ACNT 1001 **24 HRS**

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.

60103	FLEX		2/15 - 3/12	ONL
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Financial Educator Certification Course **\$115** PFMZ 1000 **24 HRS**

This course is designed to provide professional development and training for those who currently teach financial education programs or courses in public schools, faith-based organizations, non-profits, or corporations. This course provides fundamental understanding of basic money management and investment principles. The CFE was also designed to integrate and adhere to the Standards and Best Practices in both K-12 and Adult Financial Literacy Education. Min. Age: 18.

60203	9:00AM - 5:00PM	S	3/6 - 3/27	MVC
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SUGGESTIONS?

If you have suggestions about classes that we are not currently offering, please e-mail:

MVC-CEsuggestions@dcccd.edu.

Thank you!

Financial Statements and Taxes **\$159** ACCZ 1000 **24 HRS**

This course is an introduction to basic financial statement analysis techniques, including horizontal and vertical analysis; trend percentages such as current ratio, acid test ratio, turnover ratios, return on assets, and cost behavior analysis including distribution margin, breakeven points and margin of safety. An introduction to various tax forms required by state and federal agencies, including: 940, 941, W-2, W-4, W-3, 1099, 1096, Texas Workforce Commission quarterly return, Texas Franchise Tax Return, federal income returns (1040, Schedule C, 1065, 1120, Texas Sales Tax Return, county property tax forms. Textbook required: AIPB Bookkeeping Kit and Finance Flash Cards. Min. Age: 18.

60201	1:00PM - 5:00PM	MW	5/3 - 5/26	MVC
60202	8:00AM - 12:00PM	S	6/12 - 7/24	MVC

QuickBooks Pro 2007 I **\$139** ACNT 1010 **24 HRS**

In this course students 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. Prerequisite: Basic Keyboarding and Windows Introduction or equivalent skills. Accounting knowledge is not required but helpful. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60601	8:45AM - 12:45PM	S	1/23 - 2/27	LLC
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QuickBooks Pro 2007 II **\$139** ACNT 2033 **24 HRS**

This advanced course will further the student's knowledge of Quickbooks. Prerequisite: Quickbooks (Introduction). Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60601	8:45AM - 12:45PM	S	3/27 - 5/8	LLC
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■ ALLIED HEALTH

Anatomy & Physiology SCIT 1000

\$160
35 HRS

The study of the function and structure of the human body designed for students seeking a career in the area of health care. This class includes anatomical terminology as it relates to the following systems: integumentary, skeletal, muscular, nervous and endocrine with an emphasis on homeostasis. Prerequisite: Medical Terminology. Min. Age: 18.

60201	8:00AM - 1:00PM	S	1/23 - 3/6	MVC
60202	6:00PM - 8:30PM	TR	1/26 - 3/16	MVC

Certified Nurse Aid Training I NURA 1001

\$335
56 HRS

This certified nurse aide training program prepares students for the demanding need for nurse aides in the health care industry. A completed application is required to register with proof of vaccinations and must be submitted to CE coordinator prior to registration. Students must be approved before registration is permitted. Applications are available at the Continuing Education registration office or online at <http://www.mountainviewcollege.edu>, click on "Continuing Education" or contact the coordinator at 214-860-3630. The program is 80 hours: class consists of 56 hours classroom instruction; 24 hrs clinical. Students must be able to pass a criminal background check and a urine drug test. Students will also be responsible for a \$83 state exam fee, \$39 for the drug test, and some supplies. Students should be able to read, speak, and understand English on a 9th grade level. Must also register for NURA 1060 (24 hours clinical). Lecture class meets M-F first week of class, then M-W for remaining weeks. Min. Age: 18.

60201	8:00AM - 12:00PM	MTWRF	2/1 - 2/24	MVC
60202	8:00AM - 12:00PM	MTWRF	3/1 - 2/25	MVC
60203	8:00AM - 12:00PM	MTWRF	4/5 - 4/28	MVC
60204	8:00AM - 12:00PM	MTWRF	5/3 - 5/26	MVC

Certified Nurse Aide Training II - Clinical NURA 1060

\$165
24 HRS

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Must also register for NURA 1001. Students must submit application and be approved before registration is permitted. Min. Age: 18.

60101	7:00AM - 3:00PM	F	2/12 - 2/19	MVC
60102	7:00AM - 3:00PM	F	3/12 - 3/26	MVC
60104	7:00AM - 3:00PM	F	5/14 - 5/28	MVC
60103	7:00AM - 3:00PM	F	4/16 - 4/30	MVC

CPR & First Aid: Adult HLTZ 1000

\$55
7 HRS

This course teaches participants to call and work with EMS, care for conscious and unconscious choking victims, perform CPR and care for breathing and cardiac emergencies in adults. Students also learn how to recognize emergency situations, care for wounds, head and spinal injuries, burns, manage sudden illness, stroke, seizure, bites, and poisoning. American Red Cross certification will be awarded upon successful completion of the course. Min. Age: 18.

60712	9:00AM - 4:00PM	S	3/13	MVC
60713	9:00AM - 4:00PM	S	5/1	MVC

CPR/AED for Professional Rescuers EMSP 1019

\$70
9 HRS

This American Red Cross professional rescuer course is designed for people with a job-related duty to respond in an emergency, including nurses, law enforcement, EMS personnel, fire fighters, business and industry response teams, lifeguards, flight attendants, and others who must take action in emergency situations. Min. Age: 18.

60101	8:00AM - 5:00PM	S	2/20	MVC
60102	8:00AM - 5:00PM	S	4/17	MVC

Dental Assisting DNTA 1015

\$1,799
100 HRS

The Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care areas. The Dental Assisting program will cover key areas and topics exposing the student to both classroom and hands-on instruction. The classroom instruction reviews the necessary anatomy, terminology, legal and ethical issues as well as the policy and guidelines necessary to understanding the scope of practice and the practical aspects of dental assisting. Topics include instrument identification, equipment maintenance, tooth structure and oral cavity anatomy, dental anesthesia, sterilization, and charting. Program includes review of tooth charting, restorations, bridge implants, bitewing, panograph, and periapical x-ray and the mixing of dental cements. Additionally, this course includes a CPR certification course and covers the relevant material necessary to prepare students to take the State of Texas "TSBDE" Dental Assisting exam offered throughout the State of Texas. Textbooks included. Class meets on Tuesday and Thursday nights and four Saturdays. Min. Age: 18.

60108	6:00PM - 9:30PM 9:00AM - 3:00PM	TR S	3/23 - 5/27	MVC
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EKG Technician ECRD 1011

\$999
50 HRS

This comprehensive 50-hour EKG Technician Certification program prepares students to function as EKG Technicians and to take the ASPT - Electrocardiograph (EKG) Technician exam and other National Certification exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, and the normal anatomy of the chest wall for proper lead placement. Textbooks included. Min. Age: 18.

60105	6:00PM - 9:30PM	TR	3/23 - 5/11	MVC
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For the most up-to-date schedule listing, go to:
www.econnect.dccd.edu
and select CONTINUING EDUCATION STUDENT MENU

**Insurance Coding I
HITT 1013**

**\$185
40 HRS**

This course is designed to familiarize the student with the Physicians Current Procedural Terminology (CPT) Coding as well as the ICD-9-CM Coding. The student will develop skills in the practical application of principles and methods involved in ICD-9 & CPT coding. Students will then use their gained knowledge of ICD-9 and CPT to code scenarios presented in the text as well as surgical cases provided by the instructor. Prerequisites: Medical Terminology and Anatomy and Physiology. Min. Age: 18.

60101	8:00AM - 1:00PM	S	3/13 - 5/15	MVC
60102	6:00PM - 8:30PM	TR	3/23 - 5/13	MVC

**Medical Terminology
MDCA 1013**

**\$150
32 HRS**

The study of word origin and structure through the introduction of prefixes, suffixes, root words, abbreviations and symbols to include diagnostic procedures, medical specialties and surgical procedures. Emphasis will be on identification, definition, spelling and the application of medical terms relating to each organ system. Min. Age: 18.

60201	6:00PM - 8:00PM	MW	2/8 - 4/7	MVC
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**Pharmacy Technician
PHRA 1001**

**\$999
50 HRS**

This comprehensive 50-hour course prepares students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, billing and reimbursement. Min. Age: 18.

60108	6:00PM - 9:30PM	MW	3/22 - 5/10	MVC
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**Phlebotomy Technician Program
PLAB 1023**

**\$1,200
90 HRS**

This 90-hour Phlebotomy Technician program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and clinical training in skills and techniques to perform puncture methods. The program also includes lab exercises, live blood draws, work with a training arm and other exercises intended to prepare students to function as an entry level Phlebotomy Technician. The curriculum is designed to provide the educational information and competencies required by the National Center for Competency Testing (NCCT). Prerequisites: High school diploma or equivalent, completed health records including TB test and the first dose of Hepatitis B. Min. Age: 18.

60105	1:00PM - 4:00PM	TR	2/2 - 5/18	MVC
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■ COMPUTER-AIDED DESIGN & DRAFTING

**Advanced Tech in Architectural Design & Drafting \$164
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 is studied. Concurrent with DFTG 2431. Min. Age: 18.

60101	FLEX	INET	1/19 - 5/13	MVC
60102	5:30PM - 9:20PM	MW	1/20 - 5/12	MVC

**Advanced Technical Animation & Rendering \$123
DFTG 2047 96 HRS**

Advanced three-dimensional (3-D) modeling and rendering techniques using industry standard software. Includes organic modeling techniques, particle and volumetric effects, and setting up a model with weight maps, hierarchies, and constraints. Emphasizes advanced use of camera settings, lighting, and surface to create detailed environments. Concurrent with DFTG 2347. Min. Age: 18.

60101	8:00AM - 9:05AM	F	1/22 - 5/7	MVC
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**Architectural Drafting - Commercial \$164
DFTG 2028 112 HRS**

Architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods are covered. Runs concurrent with DFTG 2428. Prerequisite: Basic Architectural Drafting Skills or the approval of the instructor. Min. Age: 18.

60102	FLEX	INET	1/19 - 5/13	MVC
60101	9:00AM - 9:50AM	MW	1/20 - 5/12	MVC
60103	5:30PM - 9:20PM	MW	1/20 - 5/12	MVC

**Architectural Drafting - Residential \$164
DFTG 1017 112 HRS**

Architectural drafting procedures, practices and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods are covered. Runs concurrent with DFTG 1417. Min. Age: 18.

60105	FLEX	INET	1/19 - 5/13	MVC
60104	9:00AM - 9:50AM	MW	1/20 - 5/12	MVC

**Architectural Illustration \$164
ARCE 1021 128 HRS**

Architectural drawing and sketching are studied. Class emphasizes freehand drawing, perspectives, delineation in various media, and development of students' graphical expression. Includes an introduction to various reproduction methods. Concurrent with ARCE 1421. Min. Age: 18.

60102	FLEX	INET	1/19 - 5/13	MVC
60101	5:30PM - 6:20PM	S	1/23 - 5/8	MVC

■ COMPUTER-AIDED DESIGN & DRAFTING Continued

Basic CAD DFTG 1009 \$164 112 HRS

This is an introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. Runs concurrent with DFTG 1409. Min. Age: 18.

60403	FLEX	INET	1/19 - 5/13	MVC
60401	9:00AM - 9:50AM	TR	1/19 - 5/13	MVC
60404	5:30PM - 8:50PM	TR	1/19 - 5/13	MVC
60402	8:00AM - 9:50AM	S	1/23 - 5/8	MVC

Computer-Aided Drafting Programming DFTG 2036 \$123 96 HRS

This is a drafting course in which students participate in a comprehensive project from conception to conclusion. Runs concurrent with DFTG 2336. Min. Age: 18.

60102	FLEX	INET	1/19 - 5/13	MVC
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Computer-Aided Drafting, Advanced DFTG 2032 \$164 128 HRS

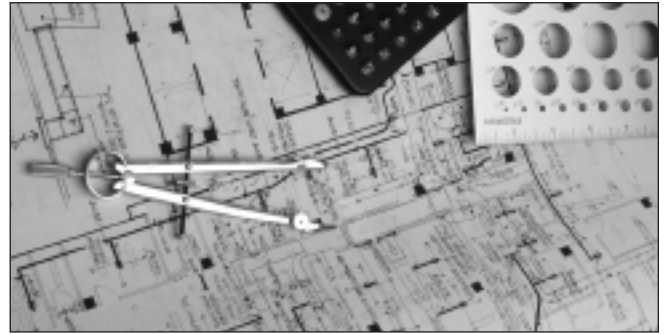
Class explores the use of system customization for drawing production enhancement and the principles of data manipulation. Advanced applications, such as three-dimensional objects creation and linking graphic entities to external non-graphic data are presented. Runs concurrent with DFTG 2432. Min. Age: 18.

60102	FLEX	INET	1/19 - 5/13	MVC
60101	11:00AM - 11:50AM	TR	1/19 - 5/13	MVC
60103	5:30PM - 9:20PM	MW	1/20 - 5/12	MVC

Intermediate Computer-Aided Drafting DFTG 2019 \$164 128 HRS

The fundamentals of computer-aided drafting using an alternative computer aided drafting program are covered. Emphasis is placed on drawing set-up; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers and coordinating systems; as well as using input and output devices. Prerequisite: Basic Computer-Aided Drafting or the approval of the instructor. Runs concurrent with DFTG 2419. Min. Age: 18.

60103	FLEX	INET	1/19 - 5/13	MVC
60101	10:00AM - 10:55AM	TR	1/19 - 5/13	MVC
60104	5:30PM - 9:20PM	TR	1/19 - 5/13	MVC
60102	10:00AM - 11:50AM	S	1/23 - 5/7	MVC



Machine Drafting DFTG 2002 \$164 112 HRS

This class details the production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Runs concurrent with DFTG 2402. Min. Age: 18.

60102	FLEX	INET	1/19 - 5/13	MVC
60103	5:30PM - 8:50PM	TR	1/19 - 5/13	MVC
60101	11:00AM - 11:50AM	MW	1/20 - 5/12	MVC

Technical Drafting DFTG 1005 \$164 96 HRS

This is an introduction to the principles of drafting and includes terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. Runs concurrent with DFTG 1405. Min. Age: 18.

60109	FLEX	INET	1/19 - 5/13	MVC
60108	5:30PM - 6:20PM	S	1/23 - 5/8	MVC

Topographical Drafting DFTG 2021 \$123 96 HRS

This is 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. Runs concurrent with DFTG 2321. Min. Age: 18.

60102	FLEX	INET	1/19 - 5/13	MVC
60101	10:00AM - 10:50AM	MW	1/20 - 5/12	MVC

■ COMPUTER TRAINING

Computer Literacy

Basic Keyboarding POFT 1010 \$125 24 HRS

Instructor-led class for students with little or no previous typing experience. Students 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. No enrollment after first class meeting. Textbook required. Min. Age: 18.

60125	8:30AM - 12:30PM	MTWR	1/4 - 1/12	LLC
60121	1:00PM - 5:00PM	S	1/9 - 2/13	LLC
60123	5:45PM - 9:45PM	MW	1/25 - 2/10	LLC
60126	8:30AM - 12:30PM	MTWR	2/8 - 2/16	LLC
60124	5:45PM - 9:45PM	MW	3/1 - 3/24	LLC
60127	5:45PM - 9:45PM	TR	3/23 - 4/8	LLC
60122	1:00PM - 5:00PM	S	4/17 - 5/22	LLC
60128	5:45PM - 9:45PM	TR	4/27 - 5/13	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

Intermediate Keyboarding POFT 1010

\$125
24 HRS

This instructor-led class is for students who want to continue to increase their accuracy and speed on the keyboard. Document formatting and skill-building are included and 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.

60415	8:30AM - 12:30PM	MTWR	1/19 - 1/27	LLC
60417	5:45PM - 9:45PM	TR	2/16 - 3/9	LLC
60414	1:00PM - 5:00PM	S	2/20 - 4/10	LLC
60416	8:30AM - 12:30PM	MTWR	4/12 - 4/20	LLC
60418	5:45PM - 9:45PM	TR	4/20 - 5/6	LLC

Self-Paced Basic Keyboarding POFT 1010

\$50
32 HRS

Improve your computer skills by becoming proficient and accurate on the keyboard. Topics include: finger postures, movement, and increased speed with reduction of errors. 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.

60217	FLEX		1/4 - 2/12	LLC
60218	FLEX		2/1 - 3/12	LLC
60219	FLEX		3/1 - 4/9	LLC
60220	FLEX		4/5 - 5/14	LLC
60221	FLEX		5/3 - 6/11	LLC

Computer Literacy ITSC 1022

\$140
24 HRS

This introductory course is designed to provide beginning computer users with the skills and confidence they need to enter the electronic age and 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 e-mail 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 MVC's Continuing Education Department, and it or its equivalent is 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.

61226	8:30AM - 12:30PM	S	1/9 - 2/13	LLC
61230	5:45PM - 9:45PM	TR	1/19 - 2/4	LLC
61228	8:30AM - 12:30PM	TWRF	2/23 - 3/3	LLC
61227	5:45PM - 9:45PM	MW	3/1 - 3/24	LLC
61229	8:30AM - 12:30PM	TWRF	3/30 - 4/8	LLC
61231	5:45PM - 9:45PM	TR	5/4 - 5/20	LLC

Windows Introduction ITSC 1006

\$119
16 HRS

This course is an introduction to the Microsoft Windows Operating System (OS). 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 diskettes, Flash disk or CD-RW required. Min. Age: 18.

61713	5:45PM - 9:45PM	F	1/8 - 1/29	LLC
61712	1:00PM - 5:00PM	S	1/16 - 2/6	LLC
61714	8:30AM - 12:30PM	MTWR	1/25 - 1/28	LLC
61715	5:45PM - 9:45PM	TR	3/23 - 4/1	LLC

Bilingual Courses

Introducción a las Computadoras ITSC 1022

\$140
24 HRS

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.

61321	8:30AM - 12:30PM	MTWRF	1/11 - 1/19	LLC
61318	8:30AM - 12:30PM	S	1/16 - 2/20	LLC
61323	5:45PM - 9:45PM	TR	1/19 - 2/4	LLC
61320	5:45PM - 9:45PM	MW	2/15 - 3/3	LLC
61324	5:45PM - 9:45PM	TR	2/23 - 3/23	LLC
61322	8:30AM - 12:30PM	MTWRF	3/1 - 3/9	LLC
61319	8:30AM - 12:30PM	S	4/17 - 5/22	LLC

■ COMPUTER TRAINING

Bilingual Courses Continued

Introducción a Microsoft Windows ITSC 1006

\$119
16 HRS

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 español. El requisito previo: Teclado Basico, Introducción a las Computadoras, o equivalente. Se requiere el libro de texto y dos (2) 3.5" disquete.

Flash disquete ó CD-RW. Edad minima: 18 años.

61618	8:30AM - 12:30PM	MTWR	1/25 - 1/28	LLC
61614	8:30AM - 12:30PM	S	2/13 - 3/6	LLC
61619	8:30AM - 12:30PM	MTWR	3/22 - 3/25	LLC
61616	5:45PM - 9:45PM	MW	3/22 - 3/31	LLC
61620	5:45PM - 9:45PM	TR	3/23 - 4/1	LLC
61621	5:45PM - 9:45PM	TR	4/27 - 5/6	LLC
61615	8:30AM - 12:30PM	S	5/8 - 5/29	LLC
61617	5:45PM - 9:45PM	MW	5/17 - 5/26	LLC

Introducción a Microsoft Access ITSW 1053

\$125
16 HRS

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 multiples; disenar e imprimir informes y etiquetas. El estudiante debe leer inglés. El libro es en español. 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.

61318	5:45PM - 9:45PM	MW	1/4 - 1/13	LLC
61322	5:45PM - 9:45PM	TR	1/5 - 1/14	LLC
61320	8:30AM - 12:30PM	MTWR	2/1 - 2/4	LLC
61319	5:45PM - 9:45PM	MW	2/1 - 2/10	LLC
61316	8:30AM - 12:30PM	S	2/6 - 2/27	LLC
61323	5:45PM - 9:45PM	TR	2/9 - 2/18	LLC
61321	1:00PM - 5:00PM	MTWR	3/8 - 3/11	LLC
61317	8:30AM - 12:30PM	S	3/27 - 4/24	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.dcccd.edu/ThirdCourseAttempt



Introducción a Microsoft Excel ITSW 1022

\$125
16 HRS

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. Texto y 3.5" disco requerido. El estudiante debe leer inglés. El libro es en español. 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.

61418	5:45PM - 9:45PM	MW	1/25 - 2/3	LLC
61422	5:45PM - 9:45PM	TR	1/26 - 2/4	LLC
61416	1:00PM - 5:00PM	S	2/6 - 2/27	LLC
61420	8:30AM - 12:30PM	MTWR	2/15 - 2/18	LLC
61419	5:45PM - 9:45PM	MW	3/1 - 3/10	LLC
61423	5:45PM - 9:45PM	TR	3/9 - 3/25	LLC
61421	1:00PM - 5:00PM	MTWR	3/22 - 3/25	LLC
61417	1:00PM - 5:00PM	S	3/27 - 4/24	LLC

Introducción a Microsoft PowerPoint ITSC 1091

\$125
16 HRS

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. Libro de texto requerido. El estudiante debe leer inglés. El libro es en español. 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.

61118	5:45PM - 9:45PM	MW	2/15 - 2/24	LLC
61123	5:45PM - 9:45PM	TR	2/23 - 3/9	LLC
61120	8:30AM - 12:30PM	MTWR	3/8 - 3/11	LLC
61117	8:30AM - 12:30PM	S	3/13 - 4/17	LLC
61122	1:00PM - 5:00PM	MTWR	3/29 - 4/1	LLC
61121	8:30AM - 12:30PM	MTWR	4/5 - 4/8	LLC
61119	5:45PM - 9:45PM	MW	4/5 - 4/14	LLC

**Introducción a Microsoft Word
POFI 1024**

**\$125
16 HRS**

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, tesoro y graficas básicas. Libro de texto requerido. El estudiante debe leer inglés. El libro es en español. 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.

60520	1:00PM - 5:00PM	S	3/13 - 4/17	LLC
60523	8:30AM - 12:30PM	MTWR	3/22 - 3/25	LLC
60521	5:45PM - 9:45PM	MW	3/22 - 3/31	LLC
60526	5:45PM - 9:45PM	TR	3/23 - 4/1	LLC
60525	1:00PM - 5:00PM	MTWR	4/12 - 4/15	LLC
60524	8:30AM - 12:30PM	MTWR	4/19 - 4/22	LLC
60527	5:45PM - 9:45PM	TR	4/20 - 4/29	LLC
60522	5:45PM - 9:45PM	MW	4/26 - 5/5	LLC



For the most up-to-date schedule listing, go to:
www.econnect.dccd.edu
and select CONTINUING EDUCATION STUDENT MENU

Internet Resources

**HTML with CSS and XHTML I
ITNW 1059**

**\$125
16 HRS**

This course will focus on using HTML, CSS, and XHTML to create web pages to view on the Internet. Students learn the basics of HTML and how to create a web page that will not become obsolete in the future. The Cascading Style Sheets (CSS) programming language is used to create internal and external style sheets to make quick changes to a single web page or to a large web site; how to create tables, e-mail links, and insert images. Students also learn how to create navigational bars. Learn to format type, learn about frames, and create hot spots. Prerequisite: Basic Keyboarding, Windows Introduction. Textbook and 3.5" diskette, Flash disk or CD-RW required. Min. Age: 18.

60816	1:00PM - 5:00PM	S	1/16 - 2/6	LLC
60817	8:30AM - 12:30PM	F	3/5 - 4/9	LLC
60818	5:45PM - 9:45PM	F	4/9 - 4/30	LLC

**HTML with CSS and XHTML II
ITNW 1059**

**\$125
16 HRS**

This course is a continuation of the HTML with CSS and XHTML I class. Students learn advanced home page creation techniques. Prerequisite: HTML with CSS and XHTML I. Textbook and 3.5" diskette, Flash disk or CD-RW required. Min. Age: 18.

60714	1:00PM - 5:00PM	S	2/6 - 2/27	LLC
60715	8:30AM - 12:30PM	F	4/16 - 5/7	LLC
60716	5:45PM - 9:45PM	F	5/14 - 6/4	LLC

**Internet Research
ITNW 1007**

**\$99
12 HRS**

This course is an introduction to using the Internet effectively for research. In the four units, students learn how to perform basic and complex Internet searches, while using search engines and subject guides effectively. Students will also evaluate and cite online resources, and utilize specialized research tools, including newsgroups and intelligent search agents. Textbook and 3.5" diskette, Flash disk or CD-RW required. Prerequisite: Windows Intro. Min. Age: 18.

61216	8:30AM - 12:30PM	F	1/8 - 1/22	LLC
61215	8:30AM - 12:30PM	S	1/16 - 1/30	LLC
61217	5:45PM - 9:45PM	F	2/5 - 2/19	LLC
61218	8:30AM - 12:30PM	F	3/5 - 3/26	LLC
61219	5:45PM - 9:45PM	F	4/16 - 4/30	LLC

Microsoft Office

**Microsoft Access, Introduction
ITSW 1053**

**\$125
16 HRS**

Topics include: creating a database; entering information; manipulating and querying data; creating and printing simple reports. Prerequisite: 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.

61420	5:45PM - 9:45PM	TR	1/5 - 1/14	LLC
61418	5:45PM - 9:45PM	F	2/5 - 2/26	LLC
61417	1:00PM - 5:00PM	S	2/13 - 3/6	LLC
61419	1:00PM - 5:00PM	MTWR	3/8 - 3/11	LLC

**Microsoft Access, Intermediate
ITSW 1055**

**\$125
16 HRS**

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" diskettes, Flash disk or CD-RW required. Prerequisite: Basic Keyboarding, Computer Literacy, Windows Introduction, Microsoft Access (Introduction). Min. Age: 18.

60513	5:45PM - 9:45PM	TR	2/9 - 2/18	LLC
60512	5:45PM - 9:45PM	F	3/5 - 4/9	LLC
60511	1:00PM - 5:00PM	S	4/17 - 5/8	LLC

**Microsoft Excel, Introduction
ITSW 1022**

**\$125
16 HRS**

Students use MS-Excel to create, customize, and edit electronic spreadsheets. Students graph spreadsheet data and 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.

61322	5:45PM - 9:45PM	TR	1/26 - 2/4	LLC
61320	8:30AM - 12:30PM	S	2/6 - 2/27	LLC
61321	8:30AM - 12:30PM	MTWR	3/29 - 4/1	LLC

■ COMPUTER TRAINING

Microsoft Office Continued

Microsoft Excel, Intermediate **\$125** **16 HRS** **ITSW 1046**

Students work with large, complicated worksheets and use the what-if analysis. Financial functions, data tables, amortization schedules, and hyperlinks. 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.

60516	5:45PM - 9:45PM	TR	3/9 - 3/25	LLC
60515	8:30AM - 12:30PM	S	3/13 - 4/17	LLC

Microsoft PowerPoint, Introduction **\$125** **16 HRS** **ITSC 1091**

Students 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 Introduction. Textbook and 3.5" diskette, Flash disk or CD-RW required. Min. Age: 18.

61215	5:45PM - 9:45PM	TR	2/23 - 3/9	LLC
61213	8:30AM - 12:30PM	S	3/13 - 4/17	LLC
61214	8:30AM - 12:30PM	MTWR	4/5 - 4/8	LLC

Microsoft Word, Introduction **\$125** **16 HRS** **POFI 1024**

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 Introduction. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60623	5:45PM - 9:45PM	TR	1/5 - 1/14	LLC
60620	5:45PM - 9:45PM	MW	2/8 - 2/17	LLC
60619	1:00PM - 5:00PM	S	2/13 - 3/6	LLC
60621	8:30AM - 12:30PM	MTWR	3/8 - 3/11	LLC
60622	1:00PM - 5:00PM	MTWR	4/12 - 4/15	LLC

Microsoft Word, Intermediate **\$125** **16 HRS** **POFI 1042**

Students explore the features of MS-Word in the user-friendly Windows environment. Topics 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.

60527	5:45PM - 9:45PM	TR	2/9 - 2/18	LLC
60524	5:45PM - 9:45PM	MW	3/8 - 3/24	LLC
60523	1:00PM - 5:00PM	S	4/17 - 5/8	LLC
60525	8:30AM - 12:30PM	MTWR	4/19 - 4/22	LLC
60526	1:00PM - 5:00PM	MTWR	5/3 - 5/6	LLC

■ ELECTRICAL TRADES

Journeyman Electrician NEC Review **\$150** **ELPT 2001** **36 HRS**

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. Textbook required. Min. Age: 18.

60101	6:00PM - 9:00PM	W	2/10 - 4/28	MVC
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■ ENTREPRENEURIAL STUDIES

Business Law & Guidelines **\$99** **HRPO 1004** **16 HRS**

This course introduces students to legal aspects and guidelines of EEO laws including 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.

61303	5:45PM - 9:45PM	T	5/4 - 5/25	MVC
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Customer Service **\$99** **BUSG 1005** **16 HRS**

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 Web site techniques; using written messages; and understanding the one-to-one customer future. Textbook required. Min. Age: 18.

60203	5:45PM - 9:45PM	T	4/6 - 4/27	MVC
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Financial Management for Small Business **\$99** **ACNT 1002** **16 HRS**

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.

60203	5:45PM - 9:45PM	T	2/2 - 2/23	MVC
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Marketing Products & Services **\$99** **BMGT 1016** **16 HRS**

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.

60203	5:45PM - 9:45PM	T	3/2 - 3/30	MVC
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Persuasive Communication \$99
BMGT 1022 16 HRS

Students gain basic skills in persuasive communication to foster positive relationships within the workplace and home. Textbook required. Min. Age: 18.

60205 8:30AM - 12:30PM S 4/10 - 5/1 MVC

Supervisory Skills \$99
BMGT 1010 16 HRS

Learn how to motivate, appraise, and build relationships with subordinates. Topics include: creating a plausible working climate, making quality decisions, handling a wide variety of human and organizational problems, managing time, setting priorities, and developing employees' abilities to form productive teams by using sound leadership and supervision styles. Textbook required. Min. Age: 18.

60205 8:30AM - 12:30PM S 5/22 - 6/12 MVC

Team Building \$99
BMGT 1014 16 HRS

This course will cover topics related to assessing team experiences and insights. Students learn about building balanced and productive teams. This course emphasizes observing team members as well as leadership skills, understanding and resolving problems, motivating both team members/leaders, and developing intercultural teams to achieve positive results. Textbook required. Min. Age: 18.

60105 8:30AM - 12:30PM S 2/6 - 2/27 MVC

■ **EVENT PLANNING**

Professional Catering II \$195
FCTR 1022 48 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. In part II of this catering course we will focus on the development of menus; menu planning; menu scaling; food and beverage pairings; budgeting; time management; table settings; décor; organization and health and safety requirements. Prerequisite: Certification from Catering I. Exceptions to this pre-requisite will be made if the student is able to demonstrate that they are currently working or have worked in the food service industry. Class held at The LaManna Learning Center. Min. Age: 18.

60302 6:30PM - 9:30PM M 1/25 - 5/10 LLC

Professional Event & Wedding Planner \$195
TRVM 1027 48 HRS

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, client acquisition, color design, event design, budgeting, venue selection, menu planning, decoration styles, entertainment arrangements, event personnel, permits, liabilities and event evaluations. Class held at the LaManna Learning Center. Min. Age: 18.

60201 6:30PM - 9:30PM W 1/27 - 5/12 LLC

■ **FLORAL DESIGN**

Commercial Floral Design I \$195
FMKT 1001 48 HRS

This course is an introduction to the principles of floral art with special emphasis on commercial design. Topics include basic design styles and color harmonies, identification, use, and care/processing of cut flowers and plant materials, mechanical aids and containers, personal flower, holiday designs and plant identification/care. Learn the retail techniques of fresh, silk, and dried flower masterpieces in this introductory hands-on class. Learn to identify design styles; use florists' tools and supplies; prepare containers; create unique table and side arrangements; basic wedding designs and corsages. Materials are provided by the instructor on a payment plan of \$30 per week. The first payment is due at the first class. Classes held at the LaManna Learning Center. Min. Age: 18.

60401 6:30PM - 9:30PM R 1/28 - 5/20 LLC

Commercial Floral Design II \$195
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 Commercial Floral Design I certification 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; funeral flowers; event centerpieces and contemporary and traditional advanced set pieces. Enrolling students must have the correct certification to attend this class. This class is part II of a very specific course. Certification from other non-MVC floral courses cannot be accepted. Materials are provided by the instructor on a payment plan of \$30 per week. The first payment is due at the first class. Prerequisite: Certification from MVC in Commercial Floral Design I. Min. Age: 18.

60404 6:30PM - 9:30PM T 1/26 - 5/11 LLC

Fresh Flower Design I \$35
ARTZ 1000 6 HRS

An introductory floral class exploring the basic principles of fresh flower design. Learn how to effectively condition and treat fresh flowers prior to using them in your designs. We will be making a hand tied wedding bouquet, a vase bouquet and a table centerpiece using fresh flowers and candles. Students will supply their own materials, approximate cost \$30-50. A specific list of flowers and other materials will be given after registration. Min. Age: 18.

64403 10:00AM - 4:00PM S 1/16 LLC

64404 10:00AM - 4:00PM S 2/20 LLC

64405 10:00AM - 4:00PM S 3/27 LLC

64406 10:00AM - 4:00PM S 4/17 LLC

64407 10:00AM - 4:00PM S 5/15 LLC

SUGGESTIONS?

If you have suggestions about classes that we are not currently offering, please e-mail:

MVC-CEsuggestions@dcccd.edu.

Thank you!

■ HOME-BASED BUSINESS ONLINE

Real Estate Investing **\$99** RELE 1008 **36 HRS**

Learn how to use real estate investing to build personal wealth; learn techniques for locating bargain properties and motivate sellers, acquiring property with creative financing, locating sources of cash, fixing up properties, handling tenants, and selling properties. There are no on campus class meetings. Students must access the eCampus Web site at <http://ecampus.dcccd.edu> on the first day of class in order to obtain a copy of the syllabus and other class related information. Min. Age: 18.

60103 FLEX MTWRF 2/24 - 5/14 ONL

Starting a Home-Based Business **\$99** BUSG 1024 **36 HRS**

Running a business from home can be an ideal situation that is profitable, fun, and can offer great tax advantages. Learn how to select a business that is right for you, how to start, grow, administer, and market it successfully to your customers. Special emphasis is placed on starting a part-time and risk-free home-based business. There are no on campus class meetings. Students must access the eCampus Web site at <http://ecampus.dcccd.edu> on the first day of class in order to obtain a copy of the syllabus and other class related information. Min. Age: 18.

60103 FLEX MTWRF 2/24 - 5/14 ONL

Starting a Virtual Assisting Business **\$99** BUSG 1024 **36 HRS**

This class is designed for students who want to run their own virtual assistant business from home. Learn to provide administrative support services to other companies over the Internet. A virtual assistant can make from \$25-\$50 per hour performing word processing, database management, desktop publishing, and e-mail services. Learn how to establish and successfully grow a virtual assistant business. Learn how to locate customers, set fees, and develop client contracts. There are no on campus class meetings. Students must access the eCampus Web site at <http://ecampus.dcccd.edu> on the first day of class in order to obtain a copy of the syllabus and other class information. Min. Age: 18.

60203 FLEX MTWRF 2/24 - 5/14 ONL

Starting an Import Export Business **\$99** IBUS 2003 **36 HRS**

In this course, students will learn the basics of starting an importing and exporting business. Students are introduced to the intricacies of how import/export deals function. The primary focus is for students to identify an international trade opportunity and bring that opportunity to fruition. Students will be personally counseled on how to apply the skills they've learned as they work on their chosen trade deal. There are no on campus meetings. Students must access the eCampus Web site at <http://ecampus.dcccd.edu> on the first day of class in order to obtain a copy of the class syllabus and other class information. Min. Age: 18.

60103 FLEX MTWRF 2/24 - 5/14 ONL

Starting an Internet or Mail Order Business **\$99** BUSG 1009 **36 HRS**

A mail order (direct marketing) business is one of the most ideal businesses to run from home. Mail order firms span everything from the sale of how-to books, to catalogs containing specialty food products, to selling clothing over the Internet. It is a business that can easily be started on a shoestring from your kitchen table, but can also grow into a full-time occupation. In this course, students learn how to choose profitable products, locate suppliers, create advertising that attracts buyers, and fulfill orders quickly and easily. There are no on campus meetings. Students must access the eCampus Web site at <http://ecampus.dcccd.edu> on the first day of class in order to obtain a copy of the class syllabus and other class information. Min. Age: 18.

60103 INET MTWRF 2/24 - 5/14 ONL

Trading Stocks as a Home Business **\$99** BUSA 1093 **36 HRS**

This course introduces students to trading stocks as a home-based business. Students are introduced to various simple, low-risk, cash producing trading strategies. Various sources and forms of research will be introduced. No prior experience with investments is required. Note: this course does not deal with day trading. There are no on campus meetings. Students must access the eCampus Web site at <http://ecampus.dcccd.edu> on the first day of class in order to obtain a copy of the class syllabus and other class information. Min. Age: 18.

60203 INET MTWRF 2/24 - 5/14 ONL



YOU
may qualify for
FINANCIAL AID!

.....
Courses that are
workforce-approved
qualify.
.....

Call Financial Aid at
214-860-8868.



For the most up-to-date schedule listing, go to:
www.econnect.dccd.edu
 and select CONTINUING EDUCATION STUDENT MENU

■ PAYROLL CERTIFICATION

Payroll Fundamentals ACNT 1015

\$179
24 HRS

This course is designed for those with little or no exposure to payroll. Topics include: basic payroll terminology; categories of employment; payroll and personnel recordkeeping; computing and paying wages and salaries; employee benefits; wage and hour laws; SSA; income tax withholding; unemployment taxes; payroll journal transactions and reconciliation; internal control and audits; and customer service. Textbook required: *Payroll Practice Fundamentals (2010)* by American Payroll Association available from the APA Store at www.americanpayroll.org or by calling 210-224-6406 or at amazon.com. Min. Age: 18.

69007	6:00PM - 9:00PM	TR	1/26 - 2/18	MVC
69008	8:30AM - 12:30PM	S	4/17 - 5/22	MVC

Advanced Payroll Management ACNT 1093

\$225
36 HRS

This course is recommended for payroll professionals interested in acquiring an advanced level of payroll knowledge and application skills in the field. This course also serves as a preparation for the Fundamental Payroll Certification (FPC) and/or Certified Payroll Professional (CPP) examinations. Topics include: advanced payroll classifications and calculations; employee classification; overtime calculation and bonuses; FICA applications and tax form completion; fringe benefits and tax implications; penalties related to errors and non-compliance; IRS problem resolution; payroll and supporting systems; and payroll management. Prerequisite: minimum of one year of current payroll experience. Textbook required: *The Payroll Source (2010)* by Michael O'Toole available from the APA Store at www.americanpayroll.org or by calling 210-224-6406 or at amazon.com. Min. Age: 18.

60115	8:30AM - 12:30PM	S	2/13 - 4/24	MVC
60114	6:00PM - 9:00PM	TR	3/9 - 4/22	MVC

■ POSTAL MAINTENANCE

Postal Maintenance Introduction and Exam Preparation EECT 2043

\$150
32 HRS

Students learn basic terminology, mathematics, electronics, electricity, mechanics, and safety issues applicable to a variety of electronic and electrical equipment. Emphasis is on postal maintenance, including mail processing equipment and conveyor systems, and test-taking techniques for the USPS MPE/GM Maintenance Exam will be discussed. Anyone interested in troubleshooting and repairing industrial equipment may enroll for this class. Min. Age: 18.

60509	5:30PM - 7:30PM	MW	2/22 - 4/21	MVC
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■ SMALL BUSINESS

Developing a Small Business Plan BUSG 1008

\$158
24 HRS

Step-by-step instruction in how to develop a business plan for small business start-up or expansion that can be submitted to a financial institution or used for implementation. Emphasis on plan writing, components, format, and other considerations. Textbook required. Min. Age: 18.

60401	FLEX	4/5 - 4/30	ONL
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How to Start & Operate a Small Business BUSG 1008

\$158
24 HRS

Designed for individuals interested in starting their own business or those already in business and wanting to be more successful. Topics include the business plan; raising capital; defining and entering the market; creating a start-up capital estimate; insurance and benefit planning, and basic management techniques. Textbook required. Min. Age: 18.

60301	FLEX	2/8 - 2/26	ONL
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■ WELDING

Enrollment for concurrent Welding classes will not open until January 11.

Introduction to Blueprint Reading for Welders WLDG 1013

\$123
96 HRS

This course is a study of industrial blueprints. Emphasis is placed on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Interpretation of plans and drawings used by industry is also covered. Runs concurrent with WLDG 1313. Min. Age: 18.

60102	7:00PM - 10:00PM	MW	1/20 - 5/12	MVC
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Preparation for Welding Inspection NDTE 2011

\$164
112 HRS

This class prepares students for certification as welding inspectors, including accepted testing requirements and procedures, measurement systems, duties and responsibilities of inspectors, destructive and nondestructive testing, quality assurance/quality control, welding codes and blueprints, procedures, and case studies. The class provides an overview of welding tools and equipment, metallurgy, chemistry, and joint design will be explored. Runs concurrent with NDTE 2411. Min. Age: 18.

60101	7:00PM - 10:00PM	MW	1/20 - 5/12	MVC
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Welding Qualifications WLDG 1091

\$164
128 HRS

Topics covered will include interpretation of applicable welding specifications, electrode use, current/polarity characteristics, a wide range of welding operations, welding quality analysis, welding supplies/materials conservation practices, and operational safety practices. Runs concurrent with WLDG 1471. Min. Age: 18.

60304	FLEX	NIGHT	1/19 - 5/13	MVC
60303	FLEX	DAY	1/19 - 5/13	MVC

■ WELDING Continued

Enrollment for concurrent Welding classes will not open until January 11.

Welding, Gas Metal Arc Introduction \$164 128 HRS

WLDG 1030

This class is 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. Runs concurrent with WLDG 1430. Min. Age: 18.

60109	FLEX	DAY	1/19 - 5/13	MVC
60108	FLEX	NIGHT	1/19 - 5/13	MVC

Welding, Gas Metal Arc Advanced \$164 128 HRS

WLDG 2047

Advanced topics in GMAW welding, including welding in various positions and directions are studied. Runs concurrent with WLDG 2447. Min. Age: 18.

60102	FLEX	DAY	1/19 - 5/13	MVC
60103	FLEX	NIGHT	1/19 - 5/13	MVC

Welding, Gas Tungsten Arc Introduction \$164 128 HRS

WLDG 1034

This class is 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. Runs concurrent with WLDG 1434. Min. Age: 18.

60203	FLEX	DAY	1/19 - 5/13	MVC
60204	FLEX	NIGHT	1/19 - 5/13	MVC

Welding, Gas Tungsten Arc Advanced \$164 128 HRS

WLDG 2051

Advanced topics in GTAW welding, including welding in various positions and directions are covered. Runs concurrent with WLDG 2451. Min. Age: 18.

60102	FLEX	DAY	1/19 - 5/13	MVC
60103	FLEX	NIGHT	1/19 - 5/13	MVC

Welding, Oxyfuel Introduction \$164 128 HRS

WLDG 1025

This is 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. Runs concurrent with WLDG 1425. Min. Age: 18.

60105	FLEX	DAY	1/19 - 5/13	MVC
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Welding, Shielded Metal Arc Introduction \$164 128 HRS

WLDG 1028

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. Runs concurrent with WLDG 1428. Min. Age: 18.

60108	FLEX	DAY	1/19 - 5/13	MVC
60109	FLEX	NIGHT	1/19 - 5/13	MVC

Welding, Shielded Metal Arc Intermediate \$164 128 HRS

WLDG 1057

This is a study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Runs concurrent with WLDG 1457. Min. Age: 18.

60102	FLEX	DAY	1/19 - 5/13	MVC
60103	FLEX	NIGHT	1/19 - 5/13	MVC

Welding, Shielded Metal Arc Advanced \$164 128 HRS

WLDG 2043

Advanced topics based on accepted welding codes are studied. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Runs concurrent with WLDG 2443. Min. Age: 18.

60102	FLEX	DAY	1/19 - 5/13	MVC
60103	FLEX	NIGHT	1/19 - 5/13	MVC



**BECOME A
Certified Nurse Aide!**

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 maintaining basic care for residents of long-term care facilities.

Topics covered include: resident's rights, communication, safety, observation and reporting, basic comfort and safety of residents, and effective interaction with members of the health care team

For more information, contact 214-860-3630.
See page 6 for a list of classes offered.