

REGISTRATION

Process

in person at the Continuing Education window located on the second level of the Student Services building:

Monday through Thursday	8:00 a.m. to 7:00 p.m.
Friday	8:00 a.m. to 4:30 p.m.
Saturday	8:30 a.m. to 1:00 p.m.

Registration fees are payable by cash, check, money order, MasterCard, Visa, Discover, American Express or debit card.

by mail complete the registration form at the back and mail to:

Mountain View College
Attention: Continuing Education
4849 West Illinois Avenue
Dallas, Texas 75211-6599

Be sure to include a check or money order made payable to MVC or include your MasterCard, Visa, Discover or American Express number along with the expiration date and signature.

by phone 214-860-8835 **or fax** 972-698-3075

Phone-in and fax registrations are only accepted with a Mastercard, Visa, Discover or American Express card. **No acknowledgement of mail, fax or phone registration is mailed. You will be notified only if your enrollment cannot be processed.**

Register early to guarantee a place in the class of your choice. Registration is on a first-come, first-served basis. Many classes have limited spaces available. It is to your advantage to register as soon as possible to ensure enrollment.

Legend

locations

LLC J.L. LaManna Learning Center 2969 South Hampton Dallas, Texas 75224 phone: 972-860-7851 fax: 214-333-8104 Office hours: Monday-Friday from 8:30 a.m.-5:00 p.m.	MVC Mountain View College 4849 West Illinois Avenue Dallas, Texas 75211 www.mountainviewcollege.edu
ONL Online course	DUHS Duncanville High School

days

M Monday	T Tuesday	W Wednesday	R Thursday
F Friday	S Saturday	U Sunday	

Course Listing Information

Basic Keyboarding	← course title				fee ↓
POFT 1010	← course ID	course length →			\$125
					24 HRS
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. ← course description					
60125	8:30AM - 12:30PM	MTWR	1/4 - 1/12	LLC	
↑	↑	↑	↑	↑	
course section	time	day(s)	date(s)	location	

WECM Course Titles and Descriptions

For WECM (Workforce Education Course Manual) course title and description, please refer to:

www.thech.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/

Mountain View College Mission Statement

Mountain View College empowers people and transforms communities. Mountain View College is a comprehensive community college providing:

- freshman and sophomore undergraduate courses in arts and sciences, including core and field of study curricula, that lead to associate and baccalaureate degrees;
- technical programs up to two years in length leading to associate degrees or certificates designed to meet local and statewide workforce needs;
- contract training programs leading to or enhancing employment in semi-skilled and skilled occupations designed to meet business and industry needs;
- continuing education programs for occupational upgrading or personal enrichment;
- educational programs and P-16 partnerships designed to fulfill the commitment of an open-door policy enabling the enrollment of all students;
- student support services designed to assist students in achieving their educational goals and foster personal growth;
- adult literacy, language acquisition, and other basic skills programs for adults;
- community and economic development programs and partnerships that add value to students and transform communities; and
- such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of postsecondary education in Texas.

Continuing Education Mission Statement

Continuing Education at Mountain View College provides lifelong learning for individuals and the community. We are committed to delivering quality non-credit services designed to enrich lives of people of all ages by providing learning opportunities for personal and professional growth and interests.

Waiting lists

When a student is interested in registering for a class that has been filled, his/her name, work and home phone numbers can be placed on a waiting list in the order that the request is received. This list does not guarantee a spot for the student. The list is a reference for Continuing Education to contact individuals interested in registering for a class if a space becomes available.

Financial aid

Texas Public Educational Grant funds are available for certain Continuing Education courses. Additional information on how to apply for these funds is available through MVC's Financial Aid Office. Call **214-860-8868** for details.

Books and supplies

Books and supplies are not included in the course fees unless stated in the course description. Questions regarding textbook costs should be directed to Follett Bookstore at **214-331-5474**.

Cancelled classes

The Mountain View College Office of Continuing Education reserves the right to cancel, combine, or change the time, date or place of a course offering if needed. Register at least **72 hours** in advance of class start date to avoid class cancellation! If a C.E. course is canceled due to low enrollment or other unforeseen circumstances, every effort is made to contact students before the start of class. If the class is canceled, the student receives an automatic 100% refund. Registering early will assist the Continuing Education Office in communicating changes or cancellations to students in time to avoid any inconvenience.

Online registration and payment

Online registration and payment options are available through eConnect <http://econnect.dcccd.edu> by selecting the Continuing Education Workforce Training Student Menu.

Third attempt to enroll in a course

Effective for Fall Semester 2005, the Dallas County Community College District will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education and Workforce Training courses will result in higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. For more information or for a complete list of exempt credit and non-credit courses, go to www.dcccd.edu/ThirdCourseAttempt.

Equal opportunity

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

Family Educational Rights & Privacy Act of 1974

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the college may release information classified as "directory information" to the general public without the written consent of the student. For more information, see our Web page at www.mountainviewcollege.edu.

Accreditation

Mountain View College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Mountain View College.

Refunds

Students who submit a request for withdrawal, either written or verbal, from a Continuing Education course shall have their tuition and mandatory fees refunded according to the following refund schedule:

- **prior to the first class day of the course** **100%**
(i.e., by the close of business on the last business day preceding the first scheduled course meeting day)
- **during the first two class days of the course** **80%**
(i.e., by the close of business on the second scheduled course meeting day)
- **after the second class day of the course** **none**

Concurrent classes (non-credit enrollment in credit classes)

All courses available to Continuing Education students through the concurrent enrollment option are indicated in the **credit** schedule with the + symbol. Other credit courses may be available upon special request. Special request forms can be filled out in the Continuing Education Office. See the MVC credit schedule for complete course offerings or call the Continuing Education Office at **214-860-8835** for information. Registration for students in these classes must be made through the Continuing Education Office.

Certificates

At the conclusion of the course, you receive a certificate of completion. To be eligible to receive this certificate, you must have attended **80%** of the class meetings. In state-funded workforce/technical classes, C.E.U.s are awarded. One Continuing Education Unit (C.E.U.) is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. If you are working on an Achievement Award program, you may be required to take a competency test to receive a certificate for the course. One certificate per person per class will be printed. Transcripts will be provided for all official requests.

Student Code of Conduct

The purpose of policies about student code of conduct and discipline is to provide guidelines for the educational environment of the college. Such an environment presupposes both rights and responsibilities. Free inquiry and expression are essential parts of this freedom to learn and develop. This environment also demands appropriate opportunities and conditions in the classroom, on campus, and in the larger community. Students must exercise these freedoms with responsibility. Information about the Student Code of Conduct can be located on this Web page: <https://www1.dcccd.edu/cat0809/ss/code.cfm>.

Section 2 Item B Page 12 of 40 Acknowledgment of Funding Source/Equal Opportunity

Contractor shall give credit to the Board, as well as the WIA, ARRA or other specific funding source(s), and acknowledge compliance with nondiscrimination and equal opportunity laws, in all outreach, recruitment and marketing activities and materials, including all oral presentations, written documents, publicity, and advertisements regarding any Board funded activity. When issuing statements, press releases, request for proposals, bid solicitations, and other documents describing activities funded under this Contract, Contractor shall acknowledge funding source. Contractor may not use the Board's brand or logo without expressed authority.

All terms mentioned in this schedule that are known to be trademarks or service marks have been appropriately capitalized. These product names are used only for identification purposes and their use in this schedule should not be regarded as affecting the validity of any trademark or service mark.

Schedule design and layout: Marcy Miller

If you have suggestions about classes that we are not currently offering, please e-mail: MVC-CEsuggestions@dcccd.edu.

Thank you!



NEW!

Medical Billing and Coding



CAREER OVERVIEW

Medical insurance claim coders play a very important role in the completion; review and processing of medical claims to assure physician practices are reimbursed appropriately, and in a timely manner from insurance companies for services provided to patients.

This 147-hour program will provide students with the skills to succeed in this in-demand profession.

Required Courses TOTAL:

147 HOURS

Anatomy & Physiology	<i>See page 6.</i>	35 hours
Medical Terminology	<i>See page 7.</i>	32 hours
Insurance Coding I	<i>See page 7.</i>	40 hours
Insurance Coding II	<i>Offered Summer 2010</i>	40 hours

Certified Nurse Aide Training | For schedule information, please see page 6.

health care

PROFESSIONAL PROGRAMS

In partnership with Condensed Curriculum International, Inc. (CCI), Mountain View College's Continuing Education Department is offering a variety of health care professional training programs. The demand for health care staff and professionals is growing at a staggering rate. These factors have created enormous job opportunities for individuals trained in leading health care professions.

Available to both working adults interested in a new career and current health care professionals, these exciting programs will help students prepare for the numerous jobs available to health care staff and professionals! **Please call 214-860-8835.**

DENTAL ASSISTING

EKG TECHNICIAN

PHARMACY TECHNICIAN

See pages 6-7 for more details on these three programs.

Financial assistance is available to those who qualify. Call Financial Aid Office at 214-860-8868.

