

■ ACCOUNTING AND BOOKKEEPING

QuickBooks Pro 2007 Level I ACNT 1010 \$85 16 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.

60402	8:45 AM - 12:45 PM	S	6/6 - 6/27	LLC
60403	8:45 AM - 12:45 PM	S	8/8 - 8/29	LLC

QuickBooks Pro 2007 Level II ACNT 1010 \$85 16 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.

60502	8:45 AM - 12:45 PM	S	7/11 - 8/1	LLC
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■ ALLIED HEALTH

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.

60708	9:00 AM - 4:00 PM	S	6/20	MVC
60709	9:00 AM - 4:00 PM	S	7/18	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.

60107	8:00 AM - 5:00 PM	S	6/27	MVC
60108	8:00 AM - 5:00 PM	S	7/25	MVC



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

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. Min. Age: 18.

60106	6:00 PM - 9:30 PM	TRS	6/23 - 9/3	MVC
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Medical Billing & Coding MDCA 1021 \$1,499 70 HRS

This combined 70-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (introduction, guidelines, evaluation and management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (introduction and guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-9, and HCPCS). Min. Age: 18.

60102	6:00 PM - 9:30 PM	TR	6/23 - 9/1	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.

60106	6:00 PM - 9:30 PM	MW	6/22 - 8/10	MVC
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■ COMPUTER TRAINING

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.

61312	8:30 AM - 12:30 PM	MTWRF	6/1 - 6/8	LLC
61313	5:45 PM - 9:45 PM	TR	6/2 - 6/18	LLC
61314	8:30 AM - 12:30 PM	S	6/20 - 8/4	LLC

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 Espanol. 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.

61604	5:45 PM - 9:45 PM	MW	5/18 - 6/1	LLC
61608	8:30 AM - 12:30 PM	MTWRF	6/15 - 6/18	LLC
61609	5:45 PM - 9:45 PM	TR	6/23 - 7/2	LLC
61610	8:30 AM - 12:30 PM	S	8/8 - 8/29	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 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.

61309	8:30 AM - 12:30 PM	MTWR	7/20 - 7/23	LLC
61310	1:00 PM - 5:00 PM	MTWR	8/3 - 8/6	LLC
61311	5:45 PM - 9:45 PM	TR	8/11 - 8/20	LLC

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 ingles. 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.

61409	8:30 AM - 12:30 PM	MTWR	7/6 - 7/9	LLC
61411	5:45 PM - 9:45 PM	MTWR	7/20 - 7/23	LLC
61410	1:00 PM - 5:00 PM	S	8/8 - 8/29	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.

61110	8:30 AM - 12:30 PM	MTWR	8/3 - 8/6	LLC
61111	1:00 PM - 5:00 PM	MTWR	8/17 - 8/20	LLC
61112	5:45 PM - 9:45 PM	TR	8/25 - 9/3	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 ingles. 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.

60511	8:30 AM - 12:30 PM	MTWR	6/29 - 7/2	LLC
60512	1:00 PM - 5:00 PM	MTWR	7/6 - 7/9	LLC
60513	1:00 PM - 5:00 PM	S	7/11 - 8/1	LLC
60514	5:45 PM - 9:45 PM	TR	7/14 - 7/23	LLC

■ COMPUTER LITERACY

**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 micro-computers (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 the MVC 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.

61220	5:45 PM - 9:45 PM	MW	6/22 - 7/8	LLC
61221	8:30 AM - 12:30 PM	TWRF	7/7 - 7/15	LLC
61222	8:30 AM - 12:30 PM	S	8/8 - 9/12	LLC

**Keyboarding, Basic
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.

60115	5:45 PM - 9:45 PM	MW	6/1 - 6/17	LLC
60116	8:30 AM - 12:30 PM	TWRF	6/9 - 6/17	LLC
60117	1:00 PM - 5:00 PM	S	7/11 - 8/15	LLC

**Keyboarding, Intermediate
POFT 1010**

**\$125
24 HRS**

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.

60411	1:00 PM - 5:00 PM	S	6/20 - 8/1	LLC
60409	8:30 AM - 12:30 PM	TWRF	6/23 - 7/1	LLC
60410	1:00 PM - 5:00 PM	S	8/22 - 9/26	LLC

**Keyboarding, Self-Paced Basic
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. 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 is required at orientation. Min. Age: 18.

60210	FLEX		6/1 - 7/10	LLC
60211	FLEX		7/6 - 8/14	LLC
60212	FLEX		8/3 - 9/11	LLC

**Windows, Introduction
ITSC 1006**

**\$119
16 HRS**

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 diskettes, Flash disk or CD-RW required. Min. Age: 18.

61705	1:00 PM - 5:00 PM	S	6/6 - 6/27	LLC
61706	5:45 PM - 9:45 PM	F	7/10 - 7/31	LLC
61707	8:30 AM - 12:30 PM	TWRF	7/21 - 7/24	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 is a continuation of the Windows Introduction class. Students learn advanced techniques. Prerequisite: HTML with CSS and XHTML (Introduction). Textbook and 3.5" diskette, Flash disk or CD-RW are required. Min. Age: 18.

60809	5:45 PM - 9:45 PM	F	6/5 - 6/26	LLC
60810	8:30 AM - 12:30 PM	F	7/10 - 7/26	LLC
60811	1:00 PM - 5:00 PM	S	7/11 - 8/1	LLC

HTML with CSS and XHTML II 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. Learn how 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; 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 are required. Min. Age: 18.

60709	5:45 PM - 9:45 PM	F	7/10 - 7/31	LLC
60710	8:30 AM - 12:30 PM	F	8/7 - 8/28	LLC
60711	1:00 PM - 5:00 PM	S	8/8 - 8/29	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.

61209	5:45 PM - 9:45 PM	F	6/5 - 6/19	LLC
61210	8:30 AM - 12:30 PM	S	6/13 - 6/27	LLC
61211	8:30 AM - 12:30 PM	F	7/17 - 7/31	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.

61410	1:00 PM - 5:00 PM	S	6/6 - 6/27	LLC
61411	1:00 PM - 5:00 PM	MTWR	6/22 - 6/25	LLC
61412	5:45 PM - 9:45 PM	F	7/10 - 7/31	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.

60507	1:00 PM - 5:00 PM	S	7/11 - 8/1	LLC
60508	5:45 PM - 9:45 PM	F	8/7 - 8/28	LLC

Microsoft Access, Advanced ITSW 2047 \$125 16 HRS

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

60503	1:00 PM - 5:00 PM	S	5/16 - 6/6	LLC
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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.

61313	5:45 PM - 9:45 PM	F	7/3 - 7/24	LLC
61314	8:30 AM - 12:30 PM	S	8/8 - 8/29	LLC
61315	5:45 PM - 9:45 PM	MW	8/10 - 8/19	LLC
61316	5:45 PM - 9:45 PM	F	8/14 - 9/4	LLC

Microsoft Excel, Intermediate ITSW 1046 \$125 16 HRS

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.

60511	8:30 AM - 12:30 PM	S	7/25 - 8/15	LLC
60512	5:45 PM - 9:45 PM	MW	8/24 - 9/2	LLC

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

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.

61209	8:30 AM - 12:30 PM	S	6/6 - 6/27	LLC
61210	5:45 PM - 9:45 PM	MW	7/13 - 7/22	LLC

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

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.

60612	5:45 PM - 9:45 PM	F	6/5 - 6/26	LLC
60613	1:00 PM - 5:00 PM	MTWR	6/8 - 6/11	LLC
60614	5:45 PM - 9:45 PM	MW	7/13 - 7/22	LLC
60615	8:30 AM - 12:30 PM	F	7/17 - 8/7	LLC

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

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.

60517	1:00 PM - 5:00 PM	MTWR	6/15 - 6/18	LLC
60518	5:45 PM - 9:45 PM	F	7/10 - 7/31	LLC
60519	5:45 PM - 9:45 PM	MW	7/27 - 8/5	LLC
60520	8:30 AM - 12:30 PM	MTWR	8/17 - 8/20	LLC

Microsoft Word, Advanced **\$125**
POFI 2037 **16 HRS**

Students will 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.

60509	1:00 PM - 5:00 PM	S	5/16 - 6/6	LLC
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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. NEC2008 Electrical Code book is needed for the class. Min. Age: 18.

60104	6:00 PM - 9:00 PM	W	6/10 - 8/26	MVC
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ENTREPRENEURIAL STUDIES

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

The purpose of this course is to introduce 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.

61301	5:30 PM - 9:30 PM	T	6/2 - 6/23	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.

60202	5:30 PM - 9:30 PM	T	8/4 - 8/25	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.

60203	8:30 AM - 12:30 PM	S	7/11 - 8/1	MVC
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Starting a Small Business **\$99**
BUSG 1008 **16 HRS**

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.

60202	5:30 PM - 9:30 PM	T	7/7 - 7/28	MVC
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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.

60203	8:30 AM - 12:30 PM	S	8/8 - 8/29	MVC
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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.

60103	8:30 AM - 12:30 PM	S	6/6 - 6/27	MVC
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NEW

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. Min. Age: 18.
60102 SELF-PACED MTWRF 6/15 - 9/4 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. Min. Age: 18.
60102 SELF-PACED MTWRF 6/15 - 9/4 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. Min. Age: 18.
60202 SELF-PACED MTWRF 6/15 - 9/4 ONL

Starting an Import Export Business **\$99**
IBUS 2003 **36 HRS**
 In this course, you 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 of this course is for you 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. Min. Age: 18.
60102 SELF-PACED MTWRF 6/15 - 9/4 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. Min. Age: 18.
60102 SELF-PACED MTWRF 6/15 - 9/4 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. Min. Age: 18.
60202 SELF-PACED MTWRF 6/15 - 9/4 ONL

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.
60301 6:30 PM - 9:30 PM R 5/7 - 8/20 MVC

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.
60212 6:30 PM - 9:30 PM W 5/20 - 9/2 MVC





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

■ FLORAL DESIGN

Commercial Floral Design I FMKT 1001

\$195
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.

60405 6:30 PM - 9:30 PM M 5/18 - 8/31 MVC

Commercial Floral Design II FMKT 2031

\$195
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.

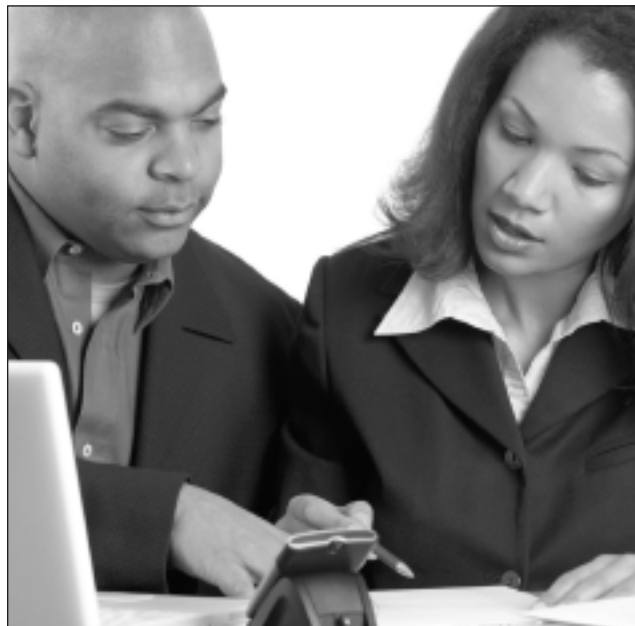
60402 6:30 PM - 9:30 PM T 5/19 - 9/1 MVC

SUGGESTIONS?

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

MVC-CEsuggestions@dccd.edu.

Thank you!



■ 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 (2008)* 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.

69004 8:30 AM - 12:30 PM S 6/20 - 8/1 MVC
69005 6:00 PM - 9:00 PM TR 7/7 - 7/30 MVC

Payroll Management, Advanced 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 (2008)* 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.

60111 6:00 PM - 9:00 PM TR 8/11 - 9/17 MVC