

# health care

## PROFESSIONAL PROGRAMS

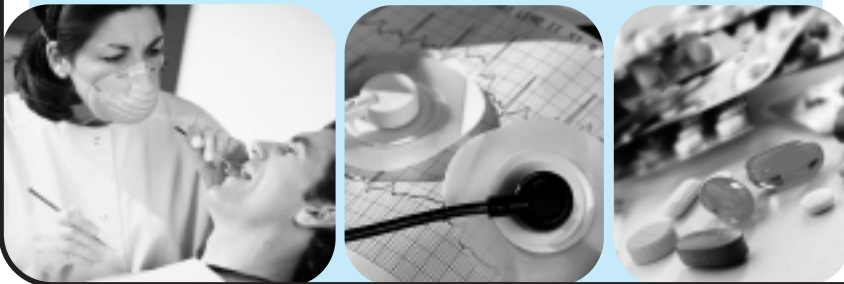
In partnership with Condensed Curriculum International, Inc. (CCI), Mountain View College's Continuing Education Department is offering a variety of health care professional training programs. The demand for health care staff and professionals is growing at a staggering rate. These factors have created 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 5-6 for more details on these three programs.

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



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

**NEW!**

## Medical Billing and Coding



**Required Courses: TOTAL 245 HOURS**

<b>Medical Terminology</b>	<i>Offered this Fall 2009 semester. See page 6.</i>	<b>60 hours</b>
<b>Anatomy &amp; Physiology</b>	<i>Offered Spring 2010</i>	<b>60 hours</b>
<b>Human Disease/Pathophysiology</b>	<i>Offered Spring 2010</i>	<b>45 hours</b>
<b>Insurance Coding I</b>	<i>Offered Summer 2010</i>	<b>45 hours</b>
<b>Insurance Coding II</b>	<i>Offered Fall 2010</i>	<b>35 hours</b>

**Certified Nurse Aide Training | For schedule information, call 214-860-3630.**

## ■ ACCOUNTING AND BOOKKEEPING

### Accounting/Bookkeeping, Introduction \$75 ACNT 1002 16 HRS

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

60201 6:00PM - 9:00PM MW 8/31 - 9/16 MVC

### Accounting and Financial Fundamentals \$159 ACNT 1002 24 HRS

Finance and accounting are the universal languages of business. Whether you're a brand-new supervisor or a seasoned professional, you won't go far without having a command of key financial concepts. This fundamental course clearly explains how to understand financial and operational measures, prepare and utilize budgets, respond to inquiries about the dollars-and-cents consequences of actions taken by you or your department and speak the jargon of finance with fluency and ease. Min. Age: 18.

60301 6:00PM - 9:00PM MW 10/5 - 10/28 MVC

### Financial Educator Certification \$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 K-12 and Adult Financial Literacy Education. Min. Age: 18.

60201 6:00PM - 9:00PM TR 9/22 - 10/15 MVC

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

60404 8:45AM - 12:45PM S 10/17 - 11/7 LLC



Effective Fall 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course.

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

### QuickBooks Pro 2007 Level II \$85 ACNT 1010 16 HRS

This advanced course will further the students' knowledge of QuickBooks. Prerequisite: Quickbooks Level I. Textbook and 3.5" HD diskette, Flash disk or CD-RW required. Min. Age: 18.

60503	8:45AM - 12:45PM	S	9/12 - 10/3	LLC
60504	8:45AM - 12:45PM	S	11/21 - 12/19	LLC

## ■ ALLIED HEALTH

### CPR & First Aid: Adult \$55 HLTZ 1000 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.

60710	9:00AM - 4:00PM	S	9/26	MVC
60711	9:00AM - 4:00PM	S	11/7	MVC

### CPR/AED for Professional Rescuers \$70 EMSP 1019 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.

60109	8:00AM - 5:00PM	S	9/19	MVC
60110	8:00AM - 5:00PM	S	10/24	MVC

### Dental Assisting \$1,799 DNTA 1015 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.

60107	6:00PM - 9:30PM	MWS	10/5 - 12/21	MVC
	9:00AM - 3:00PM	S	10/24, 11/14 & 12/5	MVC

■ **ALLIED HEALTH Continued**

**EKG Technician** **\$999**  
**ECRD 1011** **50 HRS**

This comprehensive 50-hour EKG Technician Certification program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician exam in addition to 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, the Holter monitor, electrocardiography and echocardiography. Min. Age: 18.

60104    6:00PM - 9:30PM    TR    10/6 - 11/24    MVC

**NEW**

**Medical Terminology** **\$275**  
**MDCA 1013** **60 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.

60101    8:00AM - 1:00PM    S    9/19 - 12/12    MVC

**Pharmacy Technician** **\$999**  
**PHRA 1001** **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.

60107    6:00PM - 9:30PM    MW    10/5 - 11/23    MVC

**NEW**

**Phlebotomy Technician Program** **\$1,200**  
**PLAB 1023** **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.

60104    9:00AM - 12:00PM    TR    9/1 - 12/15    MVC

■ **COMPUTER AIDED DESIGN & DRAFTING**

**3-D Animation I** **\$123**  
**ARTV 1041** **96 HRS**

Three-dimensional (3-D) modeling and rendering techniques including lighting, staging, camera, and special effects are studied. Emphasis is on 3-D modeling building blocks using primitives to create simple and complex objects. Runs concurrent with ARTV 1341. Min. Age: 18.

60101    9:00AM - 12:00PM    F    8/28 - 12/5    MVC

**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.

60106    INET    M-U    8/24 - 12/10    MVC

60107    5:30PM - 9:20PM    MW    8/24 - 12/9    MVC

**Advanced Tech in Mechanical Design & Drafting** **\$164**  
**DFTG 2035** **112 HRS**

Use of parametric based mechanical design software for mechanical assembly design and drafting is studied. Runs concurrent with DFTG 2435. Min. Age: 18.

60101    INET    M-U    8/24 - 12/10    MVC

60102    5:30PM - 8:50PM    TR    8/25 - 12/10    MVC

**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.

60104    INET    M-U    8/24 - 12/10    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.

60103    INET    M-U    8/24 - 12/10    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.

60107    5:30PM - 9:20PM    MW    8/24 - 12/9    MVC

60106    10:00AM - 10:50AM    TR    8/25 - 12/10    MVC

60108    8:00AM - 9:50AM    F    8/29 - 12/5    MVC



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

**Basic CAD** **\$164**  
**DFTG 1009** **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.

60402	INET	M-U	8/24 - 12/10	MVC
60405	9:00AM - 9:50AM	MW	8/24 - 12/9	MVC
60406	9:00AM - 9:50AM	TR	8/25 - 12/10	MVC
60407	5:30PM - 8:50PM	TR	8/25 - 12/10	MVC
60410	8:00AM - 9:50AM	S	8/29 - 12/5	MVC

**Computer-Aided Drafting Programming** **\$123**  
**DFTG 2036** **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.

60101	INET	M-U	8/24 - 12/10	MVC
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**Computer-Aided Drafting, Advanced** **\$164**  
**DFTG 2032** **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.

60104	INET	M-U	8/24 - 12/10	MVC
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**Intermediate Computer-Aided Drafting** **\$164**  
**DFTG 2019** **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. Basic Computer-Aided Drafting or the approval of the instructor. Runs concurrent with DFTG 2419. Min. Age: 18.

60108	INET	M-U	8/24 - 12/10	MVC
60109	8:00AM - 9:50AM	S	8/29 - 12/5	MVC

**Machine Drafting** **\$164**  
**DFTG 2002** **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.

60107	INET	M-U	8/24 - 12/10	MVC
60108	11:00AM - 11:50AM	MW	8/24 - 12/9	MVC
60109	5:30PM - 8:50PM	TR	8/25 - 12/10	MVC

**Technical Drafting** **\$164**  
**DFTG 1005** **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.

60102	INET	M-U	8/24 - 12/10	MVC
60105	5:30PM - 9:20PM	MW	8/24 - 12/9	MVC
60103	11:00AM - 11:50AM	TR	8/25 - 12/10	MVC
60107	8:00AM - 9:50AM	S	8/29 - 12/5	MVC

**Topographical Drafting** **\$123**  
**DFTG 2021** **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.

60103	INET	M-U	8/24 - 12/10	MVC
60104	10:00AM - 10:50AM	MW	8/24 - 12/9	MVC
60105	5:30PM - 8:20PM	MW	8/24 - 12/9	MVC

■ **COMPUTER TRAINING**

*Computer Literacy*

**Computer Literacy** **\$140**  
**ITSC 1022** **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 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.

61224	8:30AM - 12:30PM	MTWRF	9/28 - 10/5	LLC
61223	8:30AM - 12:30PM	S	10/17 - 11/21	LLC
61225	5:45PM - 9:45PM	TR	11/10 - 12/1	LLC

## ■ COMPUTER TRAINING Continued

### 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.

60118	1:00PM - 5:00PM	S	9/5 - 10/10	LLC
60119	8:30AM - 12:30PM	MTWRF	9/14 - 9/21	LLC
60120	5:45PM - 9:45PM	TR	10/20 - 11/5	LLC

#### 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.

60410	1:00PM - 5:00PM	S	8/22 - 9/26	LLC
60413	8:30AM - 12:30PM	MTWRF	10/5 - 10/12	LLC
60412	1:00PM - 5:00PM	S	10/17 - 11/21	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.

60213	FLEX	9/1 - 10/9	LLC
60214	FLEX	10/5 - 11/13	LLC
60215	FLEX	11/2 - 12/11	LLC
60216	FLEX	12/1 - 1/16	LLC

## SUGGESTIONS?

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

**MVC-CEsuggestions@dcccd.edu.**

*Thank you!*

#### 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 short-cuts, 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.

61710	8:30AM - 12:30PM	MTWR	10/19 - 10/22	LLC
61709	1:00PM - 5:00PM	S	11/14 - 12/12	LLC
61711	5:45PM - 9:45PM	TR	12/8 - 12/17	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.

61316	5:45PM - 9:45PM	MW	9/7 - 9/23	LLC
61317	8:30AM - 12:30PM	MTWRF	9/28 - 10/5	LLC
61315	8:30AM - 12:30PM	S	10/3 - 11/7	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 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 mínima: 18 años.

61612	5:45PM - 9:45PM	MW	10/5 - 10/14	LLC
61613	8:30AM - 12:30PM	MTWR	10/12 - 10/15	LLC
61611	8:30AM - 12:30PM	S	11/14 - 12/12	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 mínima: 18 años.

61315	1:00PM - 5:00PM	MTWR	9/28 - 10/1	LLC
61314	8:30AM - 12:30PM	MTWR	10/26 - 10/29	LLC
61312	8:30AM - 12:30PM	S	11/14 - 12/12	LLC
61313	5:45PM - 9:45PM	MW	11/30 - 12/9	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 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 mínima: 18 años.

61412	1:00PM - 5:00PM	S	9/5 - 9/26	LLC
61415	1:00PM - 5:00PM	MTWR	10/26 - 10/29	LLC
61414	8:30AM - 12:30PM	MTWR	11/2 - 11/5	LLC
61413	5:45PM - 9:45PM	MW	11/9 - 11/18	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 mínima: 18 años.

61111	1:00PM - 5:00PM	MTWR	8/17 - 8/20	LLC
61112	5:45PM - 9:45PM	TR	8/25 - 9/3	LLC
61113	8:30AM - 12:30PM	S	9/5 - 9/26	LLC
61115	8:30AM - 12:30PM	MTWR	11/16 - 11/19	LLC
61116	1:00PM - 5:00PM	MTWR	11/30 - 12/3	LLC
61114	5:45PM - 9:45PM	MW	12/7 - 12/16	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 mínima: 18 años.

60515	1:00PM - 5:00PM	S	9/5 - 9/26	LLC
60518	1:00PM - 5:00PM	MTWR	10/5 - 10/8	LLC
60517	8:30AM - 12:30PM	MTWR	10/19 - 10/22	LLC
60516	5:45PM - 9:45PM	MW	10/26 - 11/4	LLC
60519	1:00PM - 5:00PM	MTWR	12/14 - 12/17	LLC

## ■ COMPUTER TRAINING Continued

### Internet Resources

#### HTML with CSS and XHTML I \$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.

60812	1:00PM - 5:00PM	S	9/5 - 9/26	LLC
60814	5:45PM - 9:45PM	F	9/18 - 10/9	LLC
60813	1:00PM - 5:00PM	S	11/7 - 12/5	LLC
60815	5:45PM - 9:45PM	F	11/20 - 12/18	LLC

#### HTML with CSS and XHTML II \$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.

60712	1:00PM - 5:00PM	S	10/10 - 10/31	LLC
60713	5:45PM - 9:45PM	F	10/16 - 11/6	LLC

#### Internet Research \$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.

61212	8:30AM - 12:30PM	S	9/5 - 9/26	LLC
61213	8:30AM - 12:30PM	F	9/18 - 10/9	LLC
61214	5:45PM - 9:45PM	F	10/16 - 11/6	LLC



### Microsoft Office

#### Microsoft Access, Introduction \$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.

61414	5:45PM - 9:45PM	F	9/4 - 9/25	LLC
61413	1:00PM - 5:00PM	S	10/17 - 11/7	LLC
61415	1:00PM - 5:00PM	MTWR	12/7 - 12/10	LLC

#### Microsoft Access, Intermediate \$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.

60510	5:45PM - 9:45PM	F	10/2 - 10/23	LLC
60509	1:00PM - 5:00PM	S	11/14 - 12/12	LLC

#### Microsoft Excel, Introduction \$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.

61319	8:30AM - 12:30PM	MTWR	10/12 - 10/15	LLC
61317	8:30AM - 12:30PM	S	10/17 - 11/7	LLC
61318	5:45PM - 9:45PM	F	11/6 - 12/4	LLC

#### Microsoft Excel, Intermediate \$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.

60512	5:45PM - 9:45PM	MW	8/24 - 9/2	LLC
60514	5:45PM - 9:45PM	MW	12/7 - 12/16	LLC

#### Microsoft PowerPoint, Introduction \$125 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.

61211	8:30AM - 12:30PM	S	10/17 - 11/7	LLC
61212	8:30AM - 12:30PM	MTWR	12/7 - 12/10	LLC



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

**Microsoft Word, Introduction** **\$125**  
**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.

60616	8:30AM - 12:30PM	TWTF	10/6 - 10/9	LLC
60617	1:00PM - 5:00PM	MTWR	11/2 - 11/5	LLC
60618	5:45PM - 9:45PM	TR	12/8 - 12/17	LLC

**Microsoft Word, Intermediate** **\$125**  
**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.

60520	8:30AM - 12:30PM	MTWR	8/17 - 8/20	LLC
60521	8:30AM - 12:30PM	MTWR	10/12 - 10/15	LLC
60522	1:00PM - 5:00PM	MTWR	11/9 - 11/12	LLC

**ELECTRICAL TRADES**

**Journeyman Electrician NEC Review** **\$150**  
**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.

60105	6:00PM - 9:00PM	W	9/23 - 12/9	MVC
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**ENTREPRENEURIAL STUDIES**

**Business Law & Guidelines** **\$99**  
**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.

61302	5:30PM - 9:30PM	T	11/3 - 11/24	MVC
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**Customer Service** **\$99**  
**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.

60202	5:30PM - 9:30PM	T	10/6 - 10/27	MVC
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**Marketing Products & Services** **\$99**  
**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.

60202	5:30PM - 9:30PM	T	9/8 - 9/29	MVC
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**Persuasive Communication** **\$99**  
**16 HRS**

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

60204	8:30AM - 12:30PM	S	10/17 - 11/7	MVC
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**Starting a Small Business** **\$99**  
**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.

60203	5:30PM - 9:30PM	T	12/1 - 12/22	MVC
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**Supervisory Skills** **\$99**  
**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.

60204	8:30AM - 12:30PM	S	11/21 - 12/19	MVC
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**Team Building** **\$99**  
**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.

60104	8:30AM - 12:30PM	S	9/12 - 10/3	MVC
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## ■ 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                      M-U                      9/23 - 12/11                      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                      M-U                      9/23 - 12/11                      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                      M-U                      9/23 - 12/11                      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                      M-U                      9/23 - 12/11                      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                      M-U                      9/23 - 12/11                      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                      M-U                      9/23 - 12/11                      ONL

## ■ EVENT PLANNING

### Professional Catering I \$195 FCTR 1014 48 HRS

Focus on the essentials of menu planning, food and beverage pairings, budgeting, table settings, décor, resources and health and safety requirements. Class is held at the J.L. LaManna Learning Center. Min. Age: 18.

60501                      6:30PM - 9:30PM                      R                      8/27 - 12/10                      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.

60214                      9:30AM - 12:30PM                      M                      8/24 - 12/21                      LLC

60213                      6:30PM - 9:30PM                      W                      8/26 - 12/9                      LLC

60215                      9:30AM - 12:30PM                      R                      8/27 - 12/17                      LLC

## ■ FLORAL DESIGN

### Commercial Floral Design I \$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.

60408	9:30AM - 12:30PM	T	8/25 - 12/18	LLC
60407	6:30PM - 9:30PM	T	8/25 - 12/8	LLC

### Commercial Floral Design II \$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.

60403	6:30PM - 9:30PM	M	8/24 - 12/7	LLC
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## ■ MACHINE SHOP

### CAD/CAM \$123 96 HRS

Computer-assisted applications in integrating engineering graphics and manufacturing. Emphasis on the conversion of a working drawing using computer aided design/computer aided manufacturing (CAD/CAM) software and related input and output devices to translate into machine code. Runs concurrent with INMT 1343. Min. Age: 18.

60102	8:00AM - 12:00PM	S	8/29 - 12/5	MVC
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### Computer-Aided Manufacturing, Advanced \$123 96 HRS

This is a study of advanced techniques in Computer-Aided Manufacturing (CAM). Runs concurrent with MCHN 2338. Min. Age: 18.

60102	INET	M-U	8/24 - 10/14	MVC
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### Machine Shop, Beginning Concurrent \$123 64 HRS

Fundamental machine shop safety, math, measurement, and theory of saws and drill presses. Runs concurrent with MCHN 1301. Min. Age: 18.

60101	INET	M-U	8/24 - 10/14	MVC
60102	8:00AM - 12:00PM	S	8/29 - 12/5	MVC

## ■ PAYROLL CERTIFICATION

### Payroll Fundamentals \$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 (2009) by American Payroll Association available from the APA Store at [www.americanpayroll.org](http://www.americanpayroll.org) or by calling 210-224-6406 or at [amazon.com](http://amazon.com). Min. Age: 18.

69006	6:00PM - 9:00PM	TR	10/6 - 10/29	MVC
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### Payroll Management, Advanced \$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 (2009) by Michael O'Toole available from the APA Store at [www.americanpayroll.org](http://www.americanpayroll.org) or by calling 210-224-6406 or at [amazon.com](http://amazon.com). Min. Age: 18.

60112	8:30AM - 12:30PM	S	9/5 - 10/31	MVC
60113	6:00PM - 9:00PM	TR	11/10 - 12/22	MVC

## ■ POSTAL MAINTENANCE

### Postal Maintenance-Introduction & Exam Preparation \$150 32 HRS

Students learn basic terminology, mathematics, electronics, electricity, mechanics, and safety issues applicable to a variety of electronic and electrical equipment. Emphasis 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.

60508	5:30 PM - 7:30 PM	MW	9/21 - 11/11	MVC
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For the most up-to-date schedule listing, go to:  
[www.econnect.dccd.edu](http://www.econnect.dccd.edu)  
 and select CONTINUING EDUCATION STUDENT MENU

## ■ WELDING

### Adv. Blueprint Interpretation & Cost Analysis \$123 **WLDG 2031** 96 HRS

This is a continuation of the Blueprint for Welders course. Emphasis is placed on inspection, cost analysis, and estimating, including instruction in basic drafting skills. Runs concurrent with WLDG 2331. Min. Age: 18.

60101	6:00PM - 10:00PM	MTWR	8/24 - 12/10	MVC
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### Welding Qualifications \$164 **WLDG 1091** 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.

60301	8:00AM - 12:00PM	MTWR	8/24 - 12/10	MVC
60305	6:00PM - 10:00PM	MTWR	8/24 - 12/10	MVC
60306	8:00AM - 4:00PM	S	8/29 - 12/5	MVC

### Welding, Special Topics \$82 **WLDG 1091** 64 HRS

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. Runs concurrent with WLDG 1291. Min. Age: 18.

60201	8:00AM - 4:00PM	S	8/29 - 12/5	MVC
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### Welding, Gas Metal Arc Introduction \$164 **WLDG 1030** 128 HRS

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.

60101	8:00AM - 12:00PM	MTWR	8/24 - 12/10	MVC
60105	6:00PM - 10:00PM	MTWR	8/24 - 12/10	MVC
60106	8:00AM - 4:00PM	S	8/29 - 12/5	MVC

### Welding, Gas Metal Arc Advanced \$164 **WLDG 2047** 128 HRS

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

60101	8:00AM - 12:00PM	MTWR	8/24 - 12/10	MVC
60104	6:00PM - 10:00PM	MTWR	8/24 - 12/10	MVC
60105	8:00AM - 4:00PM	S	8/29 - 12/5	MVC

### Welding, Gas Tungsten Arc Introduction \$164 **WLDG 1034** 128 HRS

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.

60201	8:00AM - 12:00PM	MTWR	8/24 - 12/10	MVC
60205	6:00PM - 10:00PM	MTWR	8/24 - 12/10	MVC
60206	8:00AM - 4:00PM	S	8/29 - 12/5	MVC

### Welding, Gas Tungsten Arc Advanced \$164 **WLDG 2051** 128 HRS

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

60101	8:00AM - 12:00PM	MTWR	8/24 - 12/10	MVC
60104	6:00PM - 10:00PM	MTWR	8/24 - 12/10	MVC
60105	8:00AM - 4:00PM	S	8/29 - 12/5	MVC

### Welding, Oxyfuel Introduction \$164 **WLDG 1025** 128 HRS

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.

60101	8:00AM - 12:00PM	MTWR	8/24 - 12/10	MVC
60102	6:00PM - 10:00PM	MTWR	8/24 - 12/10	MVC
60103	8:00AM - 4:00PM	S	8/29 - 12/5	MVC

### Welding, Shielded Metal Arc Intermediate \$164 **WLDG 1057** 128 HRS

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.

60101	8:00AM - 12:00PM	MTWR	8/24 - 12/10	MVC
60104	6:00PM - 10:00PM	MTWR	8/24 - 12/10	MVC
60105	8:00AM - 4:00PM	S	8/29 - 12/5	MVC

### Welding, Shielded Metal Arc Introduction \$164 **WLDG 1028** 128 HRS

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Runs concurrent with WLDG 1428. Min. Age: 18.

60101	8:00AM - 12:00PM	MTWR	8/24 - 12/10	MVC
60105	6:00PM - 10:00PM	MTWR	8/24 - 12/10	MVC
60106	8:00AM - 4:00PM	S	8/29 - 12/5	MVC

### Welding, Shielded Metal Arc Advanced \$164 **WLDG 2043** 128 HRS

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.

60101	8:00AM - 12:00PM	MTWR	8/24 - 12/10	MVC
60104	6:00PM - 10:00PM	MTWR	8/24 - 12/10	MVC
60105	8:00AM - 4:00PM	S	8/29 - 12/5	MVC