The Delaware Valley College difference.

What is it? We make your future marketable. How? By providing the best educational experience for you. At Delaware Valley College, we not only provide you with an outstanding education, but also stellar customer service.

We work hard to ensure that our facilities and class schedules have you in mind. Our faculty understand the needs and demands of the adult student.

Our courses are scheduled during the evening and during the weekend for your convenience.

Why not try the DelVal difference? If it is not all that you expect, call us, and we will do everything we can to meet your expectations. It’s not only what we can do for you now, it’s what we can do for your future.

Make your future marketable at DelVal. More than 600 people have over the past two years. If you are unsure of what the DelVal experience can do for your future, give us a call at 215-489-2375. We can schedule an appointment for you during the day or evening until 6:30pm to meet with a Continuing Education advisor.

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<td>Network+ Program</td>
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<td>Registration Information</td>
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<td>Registration Form</td>
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## FALL CALENDAR

### August
- **3** Weekend College Term IV Ends
- **7** Continuing Education Programs Information Session - 6:00pm
- **14** Summer Session II Ends
  - Weekend College Term I Registration Deadline
  - ($50 Registration Fee applies after this date)
- **22** Evening College Registration Deadline
  - ($50 Registration Fee applies after this date)
- **22** Weekend College Term I Begins
- **29-31** Labor Day Weekend
  - (college closed; no day or evening weekend classes)

### September
- **1** Labor Day
  - (college closed; no day or evening classes)
- **3** Evening Classes Begin

### November
- **1** Weekend College Term II Registration Deadline
  - ($50 Registration Fee applies after this date)
- **2** Weekend College Term I Ends
- **14** Weekend College Term II Begins
- **26-30** Thanksgiving Recess (no classes)

### December
- **1** Evening College/Spring Registration Begins
- **4** Evening Classes End
- **8-13** Final Exams (day and evening classes)
- **19** Registration Deadline for January Term
  - ($50 Registration Fee applies after this date)
- **27** No Weekend Classes

### JANUARY
- **3-4** No Weekend Classes

A $50 registration fee will be charged for all registrations received after the registration deadlines.

## DELVAL SNAPSHOT

**Earnings soar with more education!**
The average yearly salary of workers ages 18 and older.

<table>
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<tr>
<th>Education Level</th>
<th>Average Salary</th>
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<td>No High School Diploma</td>
<td>$18,734</td>
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<tr>
<td>High School Diploma</td>
<td>$27,915</td>
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<tr>
<td>Bachelor’s Degree</td>
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<tr>
<td>Advanced Degree</td>
<td>$74,602</td>
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Source: Census Bureau, 2004 Statistics

## IMPORTANT NUMBERS

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<tr>
<th>Service</th>
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<tr>
<td>Continuing Education</td>
<td>215-489-2375</td>
</tr>
<tr>
<td>FAX</td>
<td>215-345-1599</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>215-489-2973</td>
</tr>
<tr>
<td>FAX</td>
<td>215-230-2962</td>
</tr>
<tr>
<td>Bursar’s Office (Billing)</td>
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<td>Financial Aid</td>
<td>215-489-2272</td>
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<td>Educational Leadership</td>
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<tr>
<td>MBA</td>
<td>215-489-2322</td>
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<tr>
<td>Bookstore</td>
<td>215-489-2259</td>
</tr>
<tr>
<td>Library</td>
<td>215-489-2953</td>
</tr>
<tr>
<td>Career Placement</td>
<td>215-489-2312</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:conted@delval.edu">conted@delval.edu</a></td>
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The Division of Continuing Education offers quality academic education for adults seeking degrees through part-time, day, evening or weekend studies. The Continuing Education staff provides academic advising and counseling information about transfer courses, degree options, or resources related to career options. The goal of the Division of Continuing Education is to provide legendary customer service to our students. The Division is eager to serve its students at the highest level of service possible.

Delaware Valley College provides a variety of career-oriented degree programs. Those looking to improve their skills or to develop new career opportunities can do so by completing study in our numerous certificate programs.

Most of the college's degree programs are available to part-time day students. It is advisable for these students to meet with a representative from the Continuing Education Office.

Current students are encouraged to meet with the Continuing Education staff to review their record and discuss registration options, new career changes, etc. Appointments are available six days a week and are scheduled at the student's convenience. The Continuing Education Office is located in the first floor of Lasker Hall. Office hours are from 8:30am - 7:00pm, Monday - Friday. The Office is also staffed from 8:00am - 1:00pm on Saturdays and from 8:00am - 10:00am on Sundays when the Weekend College is in session.

### Bachelor of Science Degrees

- Business Administration major in Accounting, Business Administration, Financial Services, Management, Marketing, Management Information Systems
- Biology*
- Computer & Business Information Systems
- Chemistry
- Criminal Justice Administration
- Education (Secondary)*
- Ornamental Horticulture/Environmental Landscape Design*

* Some courses not available with Evening or Weekend Study.

### Associate of Science Degrees

- Supervision-Administration-Management
- Computer Information Systems Mgt. (2 tracks): Computer Programming and Management Information Systems
- Culinary Arts & Technology

### Certificate Programs

Certificate programs help adults develop their skills in a variety of specialized areas. Certificate programs usually enable individuals to step-up to an associate or baccalaureate degree. All courses are credit-bearing courses and can be applied to a degree. One-half of the required courses must be taken at Delaware Valley College and a 2.0 GPA is required.

### Computer Programming (36 cr.)*

<table>
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<tr>
<th>Course</th>
<th>Description</th>
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<tr>
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<td>IT3104</td>
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<td>IT3117</td>
<td>Data Structures &amp; File Organization</td>
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<td>IT4042</td>
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### Management Information Systems (36 cr.)*

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<td>IT1031</td>
<td>Intermediate Computer Applications</td>
</tr>
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<td>IT3103</td>
<td>Computer-Based Information Systems</td>
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<tr>
<td>IT3104</td>
<td>Database Management Concepts</td>
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<tr>
<td>IT3117</td>
<td>Data Structures &amp; File Organization</td>
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<tr>
<td>IT3203</td>
<td>Hardware/Software Concepts</td>
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<td>IT4109</td>
<td>Data Communications</td>
</tr>
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<td>IT4235</td>
<td>Computer Networks</td>
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* Plus, any three of the following courses:

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<td>BA1005</td>
<td>Introduction to Business</td>
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<td>BA2123</td>
<td>Principles of Accounting I</td>
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<td>BA2017</td>
<td>Principles of Marketing</td>
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<tr>
<td>BA3027</td>
<td>Human Resource Management</td>
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<td>BA3141</td>
<td>Small Business Management</td>
</tr>
<tr>
<td>MP2114</td>
<td>Statistics I</td>
</tr>
<tr>
<td>MP1203</td>
<td>Elementary Functions</td>
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</table>
Ecological Landscape Design (36 cr.)
Courses for this certificate should be taken in the following order: Tools (T), Design Studio (DS), and then Management (M).
AE2004 Soils (3 cr.) (T)*
AE3107 Environmental Geology (T)
BY2235 Plant Communities (T)
IT3220 Computer Aided Design (T)*
OH2118 Woody Plant Identification I (2 cr.) (T)
OH2220 Woody Plant Identification II (2 cr.) (T)
OH3117 Herbaceous Plant Materials (2 cr.) (T)
OH3130 Major Native Landscapes (DS)
OH3205 Site Analysis and the Design Process (DS)
OH3213 Landscape Graphics (2 cr.) (DS)*
OH3216 History of Landscape Architecture (2 cr.) (M)
OH3217 Herbaceous Plant Materials II (2 cr.) (T)
OH4215 The Built Environment (DS)
OH4125 Ecological Landscape Management (M)
or
OH4230 Landscape Contracting and Bidding (M)

* This course involves some chemistry.
* These courses require some experience/familiarity with computers and basic software packages.

Environmental Studies Certificate (18 cr.)
The certificate consists of required (R) and elective (E) courses. We recommend that prospective students complete college level courses in chemistry, biology and mathematics before enrolling in the program.
AE2004 Soils (R)
AE3125 Principles of Ecology (R)
AE3140 Environmental Impacts (R)
AE3220 Hydrology (R)
AE3107 Environmental Geology (E)
AE4015 Regional Land Use Planning (R)
AE4025 Climatology (E)
AE4016 Hydrogeology (E)

Floral Business Certificate Program (32 cr.)
BA1005 Introduction to Business
BA3027 Human Resource Management
OH2014 Floriculture Techniques
OH2120 Floral Business Management
OH3020 Basic Design (1 cr.)
OH3106 Floral Crop Production I (2 cr.)
OH3208 Floral Crop Production II (2 cr.)
OH3117 Herbaceous Plant Materials I (2 cr.)
OH3217 Herbaceous Plant Materials II (2 cr.)
OH3232 Introductory Floral Design
OH4108 Interiorscaping
OH4145 Advanced Floral Design (2 cr.)
OH4209 Greenhouse Management

Food Technology Certificate Program (30 cr.)
The certificate consists of 30 credits, 20 in food science and 10 in the biological and physical sciences. At least 15 credits must be taken through DVC. The certificate consists of required (R) and elective (E) courses.
FS2212 Sanitation Management (R)
FS3218 Food Microbiology (R) (4 cr.)
FS2116 Physical Sciences and Food (E)
FS3120 Introduction to Nutrition (E)
FS4004 Industrial Fermentations (E)
FS4015 Waste Treatment and Control (E) (2 cr.)
FS4042 Sensory Evaluation of Foods (E) (2 cr.)
FS4149 Quality Assurance and Regulation (E)
FS3211 Food Chemistry (R) (4 cr.)
FS4112 Food Preservation (R)
FS3223 Dairy Products Processing (E)
FS4212 Refined Foods and Food Ingredients (E)
FS4228 Meat and Meat Products (E)

PRE-MBA Program (34 cr.)
The Pre-MBA Program is designed for individuals who already have a bachelor’s degree in a non-business field but who wish to pursue a Masters Degree in Business Administration. These courses provide the business education fundamentals necessary before entering an MBA Program. Students interested in the specific requirements for a particular college’s graduate program should contact that school and verify the necessary requirements. Students completing this program are awarded a certificate for the 34 credits earned.
BA2123 & 2224 Prin. of Accounting I and II
BA2008 & 2210 Macro/Microeconomics
BA3127 Finance
BA3229 Organizational Behavior
BA3129 Operations Management
BA2017 Principles of Marketing
IT1011 IT Concepts
IT1012 Computer Applications
MP2114 Statistics I
MP1204 Calculus I (4 cr.)
part-time studies
perfect for 2nd or 3rd shift employees

Pursue your studies part-time during the day through DelVal's Continuing Education Office. All of our courses are available to those who have flexibility in their day schedule and wish to carry 11 or fewer credits.

• Individuals who work second or third shift and want to advance their career
• Individuals who have home responsibilities but wish to re-enter the job market with “college-prepared skills”
• Business people who have flexibility in their schedules to attend day courses that will have a positive impact on their jobs

Programs include the degrees listed through Continuing Education as well as the following:

• Agribusiness
• Agronomy/Environmental Science
• Animal Science (Equine, Large, Small)
• Food Science & Management
• Biochemistry
• Dairy Science
• Education
• Horticulture

To receive a schedule of classes...please call 215-489-4848 or visit www.delval.edu/conted.

ATTENTION MEMBERS OF THE MILITARY

There are many factors to consider when choosing a military-friendly college; these include available degree options, the school's policy for using CLEP and military experience (ACE) credits, accreditation, and the cost of tuition.

Delaware Valley College has an array of degree options ranging from certifications to Graduate degrees. DelVal has a liberal policy when accepting both CLEP and ACE credits. When using your military benefits, attendance as a part-time student could mean no out of pocket expenses to you and less travel expenses getting to class. Contact our onsite administrator who can walk you through the use of your Federal Tuition Assistance, GI Bill and State Assistance Funding as well as, discuss your ACE credit transfer options.

For more information call 215-489-4848
FALL SESSION CREDIT SCHEDULES

Online

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~ Course Cost: $419 per credit Tuition; $14 per course Technology Fee; $80 per course Lab Fee when applicable; $102 Distance Education Fee for Distance Education Online Courses

Evening Classes

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<tr>
<td>BA 4146</td>
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(--) Online Course, requires Distance Education Fee
(*) Course requires a lab fee; Lab must be taken with Lecture
($) Course requires a lab fee, both Labs must be taken with Lecture

(M) Monday (W) Wednesday (T) Tuesday (F) Friday (S) Saturday

www.delval.edu
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<td>241</td>
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(-) Online Course, requires Distance Education Fee
(+1) Course requires a lab fee, Lab must be taken with Lecture
(C) Course requires a lab fee; both Labs must be taken with Lecture
(M) Monday
(T) Tuesday
(W) Wednesday
(Th) Thursday
(FL) Friday
(S) Saturday

Questions? 215-489-4848
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(#) Course requires a lab fee, both Labs must be taken with Lecture

Day Codes: M-Monday, T-Tuesday, W-Wednesday, R-Thursday, F-Friday, S-Saturday

Room Codes: ALLM-Allman, FLDM-Feldman, GRH-Greenhouse, HORT-Horticulture, MNDL-Mandell, FRMC-Farm Machinery Building, NWBR-New Britain Classrooms, ALHS-Alumni House, SEGAL-Segal Hall Room 001, NORTH-North Campus

The college reserves the right to change faculty assignments as necessary.
HORSHAM CLASSES

For more than 20 years, Delaware Valley College has offered evening courses at Prudential Financial. Now these credit courses are open to the residents of Horsham, Dresher and the surrounding areas.

College courses in your area.
Prudential Financial is conveniently located at Blair Mill and Welsh Roads in Horsham, PA.

<table>
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<tr>
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<th>Sec #</th>
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(~)Online Course, requires Distance Education Fee
* Graduate MBA Course

IVYLAND CLASSES

Delaware Valley College makes it even more convenient to take classes in your area with our off-site location in Ivyland, PA, at the offices of Milton Roy!

Ivyland Schedule at Milton Roy September 3 - December 10

<table>
<thead>
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<tr>
<td>BA1005</td>
<td>320</td>
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<td>W</td>
<td>5:00-8:00pm</td>
<td>TBA</td>
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</table>

All courses are 3 credits.
**WEEDEND COLLEGE**

New—Earn Your Degree in a Weekend Program in less than 4 years!

**Accelerated Weekend Courses for Business Majors**

Start your coursework at DelVal, complete your degree at DelVal.

**Accelerated Program:** Most courses are just 7 weeks.
- Your courses proceed at twice the pace, yet you get the same great courses that meet the objectives of our regular courses.
- Courses that need the extra time fall back to a 10-week mode, but you stay ahead.

**Easy transferability from other colleges**
- We accept your transferred courses from other institutions the same as in our regular programs.

**Tuition Lock**
- Enter the program, and you guarantee the same tuition for courses as when you started, for as long as you're in the program, even if tuition goes up.

**Seamless transition to the ASPiRE Program**
- Get all the courses you need to prepare you for our 20 month degree completion program.
- Prepares you with 60 credits toward your bachelor’s degree.

**Cohort Program** minimizes course cancellations or postponements.

---

**Schedule starts September 6**

**Weekend Session I - Saturday, September 6 - October 18**

<table>
<thead>
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<th>Time</th>
<th>Course Title</th>
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<td>8:30 am - 12:00 pm</td>
<td>Introduction to Business</td>
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<td>BA 2008</td>
<td>12:30 - 4:00 pm</td>
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**Weekend Session II - Saturdays, November 1 - December 20**

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<td>Principles of Marketing</td>
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<td>IT 1011/12</td>
<td>12:30 - 4:00 pm</td>
<td>Information Technology Concepts and Computer Applications</td>
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Classes are forming now. Enrollment is limited. For further information and for more details call 215-489-4848.
The A+ Computer Service Technician certification is the computer technology industry’s leading hardware and software support standard for entry level Service Technicians and is fast becoming a prerequisite for employment in the computer industry. Many large high-tech companies require their support staff and/or sub-contractors be A+ certified.

Major computer hardware and software vendors support this program, developed by the Computing Technology Industry Association (CompTIA). Delaware Valley College is a member of CompTIA.

Skills are taught through a series of lectures, hands-on lab exercises and review questions designed to improve your PC configuration and troubleshooting skills. To enhance the learning experience and provide hands on experience, you will assemble a modern PC that will be yours to keep at the conclusion of class. Successful completion of this program will prepare you to take and pass the two CompTIA exams.

Once you become A+ Certified, you retain this designation. No re-certification is necessary.

For more information, please visit CompTIA’s website: http://certification.comptia.org/

**EVENING CLASSES**

- Tuesdays and Thursdays
- 6:00-10:00pm
- September 23 - November 13
- Course Number: CIS250  Section: 001

**WEEKEND CLASSES**

- Saturdays
- 8:30am-3:30pm
- September 27 - November 22
- Course Number: CIS250  Section: 002

Tuition: $1795
Includes all course books and materials.

**NETWORK + PROGRAM**

The Network+ certification from CompTIA is a leading vendor neutral certification demonstrating basic computer network installation and maintenance troubleshooting competence.

Major computer hardware and software vendors support this program. This program has been developed by the Computing Technology Industry Association (CompTIA). Delaware Valley College is a member of CompTIA.

Skills are taught through a series of lectures, hands-on lab exercises and review questions designed to improve your PC configuration and troubleshooting skills. Successful completion of this program will prepare you to take and pass the CompTIA Network+ exam.

Requirements
- To complete the current certification, you must pass the following exam:
  - Exam N10-003: Network Plus

Prerequisites
Knowledge of basic computer concepts or A+ Certification is recommended. For further information, please visit CompTIA’s website: www.comptia.org/certification.

**EVENING CLASSES**

- Tuesdays and Thursdays
- 6:00-10:00pm
- November 18 - December 18
  - (No class Nov. 27)
- Course Number: CIS260  Section: 001

Tuition: $749
Includes all course books and materials.

{Save $295! Register for both A+ and Network+ for only $2249.}
The CompTIA Server+ is an internationally recognized, vendor-neutral certification that validates the knowledge and skills of advanced IT technicians. If you are an individual with 18-24 months of experience in Industry Standard Server Architecture (ISSA) technology, CompTIA Server+ will certify your technical knowledge and competence in areas such as RAID, SCSI and multiple CPUs, as well as capabilities with server issues, including disaster recovery.

Skills in the course are acquired through a combination of lectures, classroom discussions, hands-on lab exercises and review questions designed to prepare you to confidently take and pass the current Server+ exam which was recently updated.

Once you become Server+ Certified, you retain this designation. No re-certification is necessary. And, Microsoft will allow partial credit towards their MSCA certification to candidates that hold the A+ and Server+ certifications.

**Prerequisites**
It is highly recommended that Server+ candidates hold the CompTIA A+ certification.

**EVENING CLASSES**
Tuesdays and Thursdays
6:00 - 10:00 pm
January 6 - February 26, 2009
Course Number: CIS280 Section: 001

**Tuition:** $949
*Includes all course books and materials.*

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**SERVER + PROGRAM**

**Prerequisites**
It is highly recommended that Server+ candidates hold the CompTIA A+ certification.

**EVENING CLASSES**
Tuesdays and Thursdays
6:00 - 10:00 pm
January 6 - February 26, 2009
Course Number: CIS280 Section: 001

**Tuition:** $949
*Includes all course books and materials.*

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**MICROSOFT OFFICE COURSES**

**MS Word - Level I**
This course is designed for the word processing novice. You will learn to create a new document, open and edit existing documents, change fonts and formatting, and copy and paste between documents.

**Prerequisite**
Students should be familiar with the operation of a PC and the Windows® O/S.

**EVENING CLASSES**
Thursdays
5:30-9:30pm
September 18 and September 25
Course Number: CIS370 Section: 001
*(Class held at the Pennsylvania Biotechnology Center)*

**MS Word - Level II**
This course builds upon the skills learned in Level I and is also beneficial to intermediate word processing users. You will learn how to create tables and columns, and use advanced formatting features.

**EVENING CLASSES**
Thursdays
5:30-9:30pm
October 2 and 9
Course Number: CIS371 Section: 001
*(Class held at the Pennsylvania Biotechnology Center)*

**Tuition for each MS course:** $89

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All Office courses are held at the Pennsylvania Biotechnology Center of Bucks County, 3805 Old Easton Road, Doylestown near the airport.
COMPUTER CERTIFICATION

ALL OF OUR MICROSOFT OFFICE COURSES WILL BE TAUGHT ON OFFICE 2007!

All Microsoft Office courses will be held at Delaware Valley College’s state-of-the-art facility at the Pennsylvania Biotechnology Center of Bucks County, 3805 Old Easton Road in Doylestown (near the airport).

MICROSOFT OFFICE COURSES

**MS Word - Level III**  
Continue to increase your skills in this advanced course where you will learn to use clip art and word art, create and use styles and mail merge documents.

**EVENING CLASSES**  
Thursdays  
5:30-9:30pm  
October 16 and November 6  
Course Number: CIS372  Section: 001  
(Class held at the Pennsylvania Biotechnology Center)

Tuition for each MS course: $89

**MS PowerPoint**  
Learn to create presentations with PowerPoint. You will learn to: create a new presentation; add new slides to it; save and update changes; work in the outline tab to rearrange bullets; rearrange and delete slides; insert slides from another presentation; use the WordArt toolbar, the Select Picture dialog box, and the Formatting toolbar; use the Find, Replace, Cut, Copy, and Paste commands; examine the ruler, set tabs; align text, and create objects by using the Drawing toolbar; duplicate, move, resize, delete, align, and connect objects and more.

**EVENING CLASSES**  
Tuesdays  
5:30-9:30pm  
October 28 and November 4  
Course Number: CIS376  Section: 001  
(Class held at the Pennsylvania Biotechnology Center)
MS Excel - Level I
Learn the basic skills needed to work with Microsoft Excel. You will learn the parts of a workbook; how to create, save and modify a worksheet within a workbook; how to navigate within a worksheet; how to enter, move and copy data and formulas; how to use simple functions; how to format your work; how to create a simple chart and how to print your work.

Prerequisite
Students should be familiar with the operation of a PC and the Windows® O/S.

EVENING CLASSES
Thursdays
5:30-9:30pm
October 30 and November 6
Course Number: CIS373  Section: 001
(Class held at the Pennsylvania Biotechnology Center)

Tuition for each MS course: $89

MS Excel - Level II
This course continues Excel training begun in the Level I course. You will learn to work with large worksheets and with multiple worksheets and workbooks; change viewing options; display and hide rows and columns; linking and managing workbooks; performing advanced charting; working with advanced formulas; managing lists and creating and managing templates.

EVENING CLASSES
Thursdays
5:30-9:30pm
November 13 and 20
Course Number: CIS374  Section: 001
(Class held at the Pennsylvania Biotechnology Center)

MS Excel - Level III
Continue your work with Excel by addressing the following topics: decision-making functions; nested functions; financial functions; using lookups and data tables; pivot tables; exporting and importing data; creating and using macros.

EVENING CLASSES
Thursdays
5:30-9:30pm
December 4 and 11
Course Number: CIS375  Section: 001
(Class held at the Pennsylvania Biotechnology Center)

Tuition for each MS course: $89

MS Access - Level I
Organize data efficiently by using a database management system. In this course you will:
- Start Access, open its databases and use the Help feature.
- Plan and create a database; use datasheet view and design view; and create tables and work in tables.
- Modify a table's design; use the Find feature and the spelling checker; and sort, filter, and delete records.
- Set field properties; create input masks; set validation rules; and create single and multiple-field indices.
- Create queries, and sort and filter the results; modify queries; and perform operations in queries.
- Create, modify, and work with forms; and use them to find, sort, and filter records.
- Create reports by using AutoReport, the Report Wizard, Design view, and queries; and modify and print report.

EVENING CLASSES
Tuesdays
5:30-9:30pm
November 11 and 18
Course Number: CIS380  Section: 001
(Class held at Main Campus)

MS Access - Level II
This course continues working database concepts learned in the first Access course. You will:
- Normalize tables, set table relationships, and implement referential integrity between related tables.
- Create a Lookup list field, modify Lookup field properties, and use a subdata sheet to add data to related tables.
- Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data.
- Add unbound controls, graphics, calculated fields, and a combo box to a form.

EVENING CLASSES
Tuesdays
5:30-9:30pm
November 25 and December 2
Course Number: CIS385  Section: 001
(Class held at Main Campus)

Tuition for each MS course: $89
Online Non-Credit Courses!

Delaware Valley College is proud to offer you more than 300 fully interactive, instructor-facilitated online non-credit courses that are taken entirely over the internet. Our courses are affordable, convenient, fun, fast and geared just for you. Here is just a sample of the types of courses that we have to offer:

Courses for Teaching Professionals
- Basic Computer Literacy
- Start Your Own Business
- Personal Enrichment
- The Internet
- PC Troubleshooting
- Certification Prep
- Test Prep
- Computer Applications
- Web Page Design
- Personal Development
- Sales and Marketing
- Languages
- Law and Legal Careers
- And many more!

Log onto www.dev.edu/continuing and click on the Online Non-Credit Courses link to see all the courses available.
Payment is due at the time of registration. Make checks payable to Delaware Valley College. See credit card restrictions on pg. 28, “Payment Plans”. You are not considered registered for the class until payment is received.

Telephone
Call 215-489-2375 and inform us that you wish to register. Please be prepared to provide the following information: your name, address, city, state, zip, the course, the section for which you are registering and the method of payment.

Mail
Please complete the registration form on the inside back cover and mail it with your payment to:

Continuing Education
Delaware Valley College
700 East Butler Avenue
Doylestown, PA 18901

In-Person
Please bring your completed registration form to the Office of Continuing Education located on the first floor of Lasker Hall on our campus.

Tuition Payment Plans
We have made arrangements with Academic Management Services to provide a method by which you can spread the tuition costs of our programs over the length of the class. All you need to do is come to the Continuing Education Office of Delaware Valley College to register in person. You will receive information and an application for this program. All that is necessary is that you complete the application, provide a 50% tuition deposit and $35 application fee. There are no finance charges for this program.

Course Withdrawals
Withdrawals received within five working days of the start of class will incur a $200 charge. Withdrawals after the start of class follow the refund policy in the registration information section.

Course Guarantee
We feel confident that you will be successful when you take your certification examinations. Students who successfully complete the A+, Network+, or Server+ program, but do not pass a certification exam, are welcome to repeat that portion of the class related to the exam at no cost. Specific conditions apply and will be explained at the first class meeting.

Questions
Call Continuing Education at 215-489-4848. We will be happy to have you speak with our technology advisors to address any specific questions you may have.
Solutions That Make Sense
DELAWARE VALLEY COLLEGE BUSINESS AND INDUSTRY

At Delaware Valley College, we take your educational needs and your bottom line seriously.

Since 1896, Delaware Valley College has been designing real programs for real people. We can help create solutions that demonstrate your commitment to excellence while helping you attract and even more importantly, retain your most valuable asset, your employees.

The Business and Industry programs are designed for employers and employees who understand the value of personal growth through education.

• **Cost Effective:** Whether your group is large or small, avoid today’s high priced travel costs by bringing Delaware Valley College into your workplace.

• **Customized:** Designed to meet the unique educational needs of your organization.

• **Convenient:** Practical class meeting times are offered to balance career goals and personal life.

Choose from a Wide Variety of Programs
Delaware Valley College offers hundreds of courses that can be brought to your workplace. With Business and Industry, you can offer your employees...

- Degree programs
- Professional development
- Certificate programs
- Non-credit and/or credit courses
- Computer training

Please call us at 215-489-4840 to learn more.
Adobe Photoshop Fundamentals
Adobe Photoshop is the professional image-editing standard. This hands-on introductory class is designed to teach techniques that work with all images, web and prints. Topics and exercises include learning the work area, understanding essential procedures, color management, proofing, selections, layering and the creative use of images. The essentials needed for a complete understanding of this powerful application are given in a complimentary and creative environment.

Prerequisite
Students are expected to have an understanding of the Windows® O/S.

EVENING CLASSES
Tuesdays
6:00-10:00pm
September 30 - October 21
Course Number: CIS410  Section: 001
Tuition: $225
Includes all course books and materials.

Foundations in Oil Painting
The beginning student in oil painting will be instructed in the nature and composition of the materials used to create paintings. Mixing of colors is emphasized as well as the use of the grid to convert images and photos to canvas. Individual attention by the instructor will be provided to assist each student create a painting of their choice.

EVENING CLASSES
Wednesdays
6:30-9:00pm
September 10 - October 22
Course Number: ART165  Section: 001
Wednesdays
6:30-9:00pm
October 29 - December 17
(No class November 26)
Course Number: ART165  Section: 001

Intermediate and Advanced Oil Painting
Individualized instruction for students who have a foundation in oil painting.
Each student is encouraged to choose a subject matter which is motivating to them and to use the images they have selected and/or developed by themselves. Instruction is individually directed utilizing the methods and techniques established throughout the history of art such as the use of glazes, impasto, dry brush, etc., Realism is emphasized using the study of light and form as well as composition and perspective.

EVENING CLASSES
Thursdays
6:30-9:00pm
September 11 - October 23
Course Number: ART175  Section: 001
Thursdays
6:30-9:00pm
October 30 - December 18
(No class November 27)
Course Number: ART175  Section: 001
WEEKEND CLASSES
Saturdays
6:30-9:00pm
September 13 - October 25
Course Number: ART175  Section: 001
Saturdays
6:30-9:00pm
November 1 - December 20
(No class November 29)
Course Number: ART175  Section: 001
Tuition for each course: $169
AMERICAN SIGN LANGUAGE COURSE

Sign Language—Beginning (ASL)  
This is an introductory course in American Sign Language (ASL). ASL is used by the majority of deaf people in the U.S. and Canada. The approach encourages natural conversational interaction in a fun and enjoyable atmosphere. Have fun and learn! Enrollment is limited. The course includes your own copy of the book, The Joy of Signing, by Lottie L. Riekehof. Instructor: Renée Hichman

EVENING CLASSES
Mondays  
7:00-9:00 pm  
October 6 - November 10  
Course Number: LNG340  Section: 001  
(Class held at Main Campus)  
Tuition: $129  
Includes all course books

CLINICAL RESEARCH MONITORING & COORDINATION

The Program
This independent study course is designed for a wide audience seeking training and preparation for new positions in pharmaceutical clinical research and biotechnology study trial management. The course is extremely valuable to enhance your resume with a training certificate sought by high growth companies in the Delaware Valley area. The ANCC approved certificate for this course details the essentials for qualification to manage human trials for pharmaceutical, biotechnology and medical device companies as well as hospitals, clinics or universities.

With the knowledge and job skills gained in this video study course, you can help to meet the ever-growing demand for trained professionals who will develop exciting new state-of-art therapeutics across the biotechnology, pharmaceutical and medical device industries. The course examines the clinical research drug trial process, which includes: qualifying study staff for conduct of the human trial, managing study subjects, study personnel and trial operations, and learning regulatory requirements of the good clinical practices (GCPs).

This course will open a whole new level to your vocation allowing you to apply and advance in a pharmaceutical trial management positions. It is also designed for those seeking an informational update for further advancement in the field. Learn the essentials to help deliver and prove new prescription products safe and effective for use by patients and for regulatory approval. Emphasis on the international standards provides background essential for options to travel and work with professionals around the globe.

This certificate course will earn you 33 ANCC credit hours. Work at your own pace and on your own schedule. Delaware Valley College will allow 4 months to complete the 10 chapters and two open book exams. Video lectures with captioned slides run on any PC with a CD-ROM. No need for high-speed connection.

Tuition: $1875, which includes CD video lectures, text, regulatory reference manual, and study materials. Student support for questions is always available through email and teleconference. Classes begin September 1, 2008. Job search, advice and planning assistance is available upon course completion.

For more information, call 215-489-2436. Technical or content questions related to course should be directed to appliedqualitysolutions@yahoo.com.

Independent Study Course  
September 1 start  
Course Number: ALH160  Section: 001
Complete your Bachelor’s degree in less than 2 years!
Aspire is Delaware Valley College’s newest adult program for degree completion. It is a program where you join a group of adult students like yourself, who are focused on completing their undergraduate degree in an academically rewarding atmosphere.

Classes meet once a week to make this academically excellent program accessible and practical.

Students who transfer 63 credits to Delaware Valley College can complete their Business Administration degree requirements in 20 months, sometimes shorter.

What makes ASPIRE different from other degree completion programs?
- PERSONAL ATTENTION. Delaware Valley College is proud of the attention we provide our adult learners. This personal attention enables our students to remain focused on their goals.
- TUITION LOCK. Imagine never having to worry about how much your tuition will be next year? With Aspire this is precisely the case. Once you are a student in the program, your tuition never goes up. You pay the same per credit rate for your last course as you did for your first course, always.
- ASPIRE PLUS. Students who wish to continue on to our Masters in Business Administration can earn up to 9 hours of graduate business credit, that will carry into our MBA program. So, not only will you earn your bachelor’s degree sooner, but your MBA as well!

How does ASPIRE work?
Students accepted into Aspire will join a group of their peers to form a cohort, and will take their classes together. This cohort approach provides the opportunity to develop a learning community that will grow together.

You can choose a cohort of courses that meet on Tuesdays and Thursdays for seven weeks. One class is held on Tuesday evening, the other on Thursday evening. Or, you can choose a cohort of courses that meets on Saturdays, one class in the morning, one in the afternoon. Students participate in both classes. There is a one week break between each seven-week term and there are no classes scheduled during major holidays.

How do I get started?
Call us at 215-489-4848 for a brochure and further details!
EVERYTHING ELSE

TEACHER CERTIFICATION INTERNSHIP PROGRAM

This program is designed to help you qualify for the Instructional I Certificate in Pennsylvania to teach secondary school. Program admission is limited to those who have already earned a baccalaureate degree in areas that Delaware Valley College provides certification degrees.

Conveniently located in Doylestown, in South Philadelphia at the Procacci Academy and our location in Northeast Philadelphia.

Benefits
• Courses are scheduled for evenings or weekends
• Complete your required coursework in less than a year
• Take classes along with other adults interested in a teaching career

How
Students join a cohort that allows you to complete 18 credit hours in required education courses in less than a year. After the college receives your Praxis scores, background checks and you have successfully completed 6 credits, the College will apply for your Internship Certificate which will enable you to teach as an intern.

Admission Requirements
• Complete a program application
• Bachelor’s Degree in the content area, e.g. Business Administration, minimum 3.0 overall GPA* with 6 college credits each in English and Mathematics
• Submit Official Transcripts
* Students with less than a 3.0 GPA may be considered for the program on an individual basis.

Requirements for Certification
• Possess a Bachelor’s Degree
• Complete the required coursework
• Pass both Praxis exams
• Pass required background checks
• Complete a 12 week minimum teaching internship at an accredited school.

COMING TO WILLOW GROVE THIS FALL!
Classes are forming now for September. Enrollment is limited! For additional information and to reserve your place at our Information Session, please call 215-489-2375.

Teacher Certification Internship - Doylestown Schedule

<table>
<thead>
<tr>
<th>Course #</th>
<th>Sec #</th>
<th>Course Title</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED1010</td>
<td>291</td>
<td>American Education</td>
<td>T,R</td>
<td>Sept. 16 – Oct 30, 2008</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>ED2230</td>
<td>291</td>
<td>Educational Psychology</td>
<td>T,R</td>
<td>Nov. 6 – Dec. 18, 2008</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>ED3230</td>
<td>291</td>
<td>Multicultural Education</td>
<td>T,R</td>
<td>Jan. 6 – Feb. 12, 2009</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>ED2210</td>
<td>291</td>
<td>Reading In Secondary Schools</td>
<td>S</td>
<td>Feb. 21 – April 4, 2009</td>
<td>8:15am-3:00pm</td>
</tr>
<tr>
<td>ED3120</td>
<td>291</td>
<td>Tests and Measurements</td>
<td>T,R</td>
<td>April 14 – May 21, 2009</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>ED3010</td>
<td>291</td>
<td>Methods and Materials</td>
<td>T,R</td>
<td>June 2 – July 16, 2009</td>
<td>6:00-9:00pm</td>
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Teacher Certification Internship - Northeast Philadelphia Schedule

<table>
<thead>
<tr>
<th>Course #</th>
<th>Sec #</th>
<th>Course Title</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED1010</td>
<td>294</td>
<td>American Education</td>
<td>M,W</td>
<td>Oct. 1 – Nov. 10, 2008</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED2230</td>
<td>294</td>
<td>Educational Psychology</td>
<td>M,W</td>
<td>Nov. 12 – Dec. 22, 2008</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED3230</td>
<td>294</td>
<td>Multicultural Education</td>
<td>M,W</td>
<td>Jan. 5 – Feb. 11, 2009</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED2210</td>
<td>294</td>
<td>Reading In Secondary Schools</td>
<td>M,W</td>
<td>Feb. 18 – April 1, 2009</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED3120</td>
<td>294</td>
<td>Tests and Measurements</td>
<td>M,W</td>
<td>April 13 – May 18, 2009</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED3010</td>
<td>294</td>
<td>Methods and Materials</td>
<td>M,W</td>
<td>May 20 – July 1, 2009</td>
<td>6:00-9:15pm</td>
</tr>
</tbody>
</table>

Teacher Certification Internship - South Philadelphia Schedule

<table>
<thead>
<tr>
<th>Course #</th>
<th>Sec #</th>
<th>Course Title</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED1010</td>
<td>293</td>
<td>American Education</td>
<td>T,R</td>
<td>Sept. 25 – Oct 30, 2008</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED2230</td>
<td>293</td>
<td>Educational Psychology</td>
<td>T,R</td>
<td>Nov. 6 – Dec. 16, 2008</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED3230</td>
<td>293</td>
<td>Multicultural Education</td>
<td>T,R</td>
<td>Jan. 6 – Feb. 10, 2009</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED2210</td>
<td>293</td>
<td>Reading In Secondary Schools</td>
<td>T,R</td>
<td>Feb. 17 – March 24, 2009</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED3120</td>
<td>293</td>
<td>Tests and Measurements</td>
<td>T,R</td>
<td>March 28 – May 9, 2009</td>
<td>8:15am-3:00pm</td>
</tr>
<tr>
<td>ED3010</td>
<td>293</td>
<td>Methods and Materials</td>
<td>T,R</td>
<td>May 14 – June 18, 2009</td>
<td>6:00-9:15pm</td>
</tr>
</tbody>
</table>

Note: Enrollment for this cohort program is limited. Tuition for the courses in this program are $434 per credit hour. Financial Aid is available for those who qualify.
Pharmacy Technology Program
STARTING JANUARY 2009

Become a Pharmacy Technician!

Prepare for a career as a Pharmacy Tech. Delaware Valley College’s non-credit certificate program prepares you to work along side licensed Pharmacists. Learn how to perform routine tasks in the pharmacy and help to prepare prescribed medications under the supervision of the Pharmacist. If you like to work with people, the Pharmacy Technician program at Delaware Valley College may be for you.

According to the U.S. Department of Labor, the Pharmacy Technician job classification “…employment is expected to increase much faster than the average through 2016, and job opportunities are expected to be good.”

If you are looking for a career that is in demand now and in the future, consider becoming certified as a Pharmacy Technician.

For further information about our new Pharmacy Technician Certification Program, call us at 215-489-4848
MEDICAL CODING AND BILLING
CERTIFICATE PROGRAM – PHYSICIAN SERVICES

The demand for well-trained medical coders in the physician services area is increasing. Become part of this fast-growing industry and prepare to become a Certified Professional Coder with these conveniently scheduled weekend classes. Successful completion of the following three courses will enable the student to receive a certificate of competency in Medical Billing Coding. Students may register for these course individually, or register for all three at once and save $50. All attendees need to bring current ICD-9 and CPT manuals for hands-on practice.

Instructor for the ICD-9 courses is Linda Davis.

ICD-9, CPT Proper Medical Coding
The proper use of ICD and CPT coding is the first step to increase reimbursement and decrease claim denial. Students will learn proper use of the ICD-9 (International Classification of Diseases) and CPT (Current Procedural Terminology) code sets in the 2007 manual for claim filing. The course will cover the importance of proper coding and the connection between ICD and CPT codes as well as the new HIPPA guidelines for fourth and fifth digit coding (Coding to highest specificity).

WEEKEND CLASSES
Saturdays
9:00am-1:00pm
October 11 and 18
Course Number: ALH903  Section: 001
Tuition: $245

Evaluation and Management (E&M) Coding
Students will learn the fundamentals of E&M coding, including Physician services, outpatient and inpatient coding and recognizing the level of time vs. complexity. The need for documentation to support billing codes will be explained. Sample charts will be utilized to explain this very complex aspect of coding.

Prerequisite
ALLH903-001
ICD-9, CPT Proper Medical Billing

WEEKEND CLASSES
Saturday
9:00am-4:00pm
November 1
Course Number: ALH910  Section: 001
Tuition: $245

Basic Medical Billing
Students will learn how to read an Explanation of Benefits (EOB) report and will learn to recognize the difference between capitated and fee for service codes as well as all parts of the HCFA 1500 form and what fields need to be populated to send a “clean” claim. Other topics include: the elements of sending electronic claims; reviewing regular clearinghouses and insurance clearinghouses such as Navinet and Medicare; understanding denial codes and how to repair a “dirty” claim.

Prerequisite
ALH910-001
Evaluation and Management (E&M) Coding

WEEKEND CLASSES
Saturday
9:00am- 4:00pm
November 15
Course Number: ALH920  Section: 001
Tuition: $145
Individuals working in the food industry may be required by local Health Departments to be certified in appropriate food handling practices. These courses are designed to satisfy the necessary certification and recertification requirements as established by local regulatory agencies.

Certification

EVENING CLASSES
Mondays
6:00 - 10:00pm
September 8, 15, 22 and 29
Course Number: CLA500  Section: 001
(Class held at the Pennsylvania Biotechnology Center in Doylestown)

Tuition: $175
Tuition is non-refundable and includes textbook, testing and certificate, if applicable.

Recertification

EVENING CLASSES
Mondays
6:00 - 10:00pm
September 15 and 22
Course Number: CLA501  Section: 001
(Class held at the Pennsylvania Biotechnology Center in Doylestown)

Tuition: $125
Tuition is non-refundable and includes hand outs and certification letter.

ONLINE ServSafe® CERTIFICATION TRAINING

Don’t have time to make it to class? Then take the Food Manager Safety Training online through Delaware Valley College and study at your own pace! After you complete the online training, you will take the ServeSafe® Certification Exam at our Doylestown, PA campus.

Course Number: CLA500  Section: 900

Tuition: $175
Tuition is non-refundable and includes CD-ROM, online monitoring, testing, and certificate, if applicable.

How to Register

Complete the registration form on the inside back cover, log on to www.delval.edu/corporate or call 215-489-2436.
MBA PROGRAM

An MBA program specifically designed for your industry, your business and your goals. Now offered at three locations, Main Campus, Doylestown and Prudential Location, Horsham.

Main Campus Schedule

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credit</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB6040</td>
<td>201</td>
<td>Marketing Management</td>
<td>3</td>
<td>W</td>
<td>6:20-9:05pm</td>
<td>MNDL 217</td>
</tr>
<tr>
<td>GB6050</td>
<td>201</td>
<td>Managerial Economics</td>
<td>3</td>
<td>W</td>
<td>6:20-9:05pm</td>
<td>MNDL 216</td>
</tr>
<tr>
<td>GB6020</td>
<td>201</td>
<td>Advanced Computer Applications</td>
<td>3</td>
<td>R</td>
<td>6:20-9:05pm</td>
<td>TBA</td>
</tr>
<tr>
<td>GB6060</td>
<td>201</td>
<td>Human Resource Management</td>
<td>3</td>
<td>R</td>
<td>6:20-9:05pm</td>
<td>ALLM 103</td>
</tr>
<tr>
<td>GB6010</td>
<td>201</td>
<td>Managerial Accounting/Decision Making</td>
<td>3</td>
<td>M</td>
<td>6:20-9:05pm</td>
<td>ALLM 103</td>
</tr>
<tr>
<td>GB7110</td>
<td>201</td>
<td>Executive Capstone Seminar</td>
<td>3</td>
<td>M</td>
<td>6:20-9:05pm</td>
<td>MNDL 234</td>
</tr>
<tr>
<td>GB6070</td>
<td>201</td>
<td>Operations Management</td>
<td>3</td>
<td>T</td>
<td>6:20-9:05pm</td>
<td>MNDL 216</td>
</tr>
</tbody>
</table>

Horsham Schedule

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credit</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB6030</td>
<td>247</td>
<td>Financial Management</td>
<td>3</td>
<td>W</td>
<td>5:30-8:15pm</td>
<td>TBA</td>
</tr>
<tr>
<td>GB6070</td>
<td>247</td>
<td>Operations Management</td>
<td>3</td>
<td>W</td>
<td>5:30-8:15pm</td>
<td>TBA</td>
</tr>
<tr>
<td>GB6110</td>
<td>247</td>
<td>Strategic Mgmt of Business Enterprise</td>
<td>3</td>
<td>R</td>
<td>5:30-8:15pm</td>
<td>TBA</td>
</tr>
<tr>
<td>GB6040</td>
<td>247</td>
<td>Marketing Management</td>
<td>3</td>
<td>T</td>
<td>5:30-8:15pm</td>
<td>TBA</td>
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</table>

Harrisburg Schedule

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credit</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB6050</td>
<td>330</td>
<td>Managerial Economics</td>
<td>3</td>
<td>W</td>
<td>5:30-8:15pm</td>
<td>TBA</td>
</tr>
<tr>
<td>GB6020</td>
<td>330</td>
<td>Adv Computer Applications</td>
<td>3</td>
<td>T</td>
<td>5:30-8:15pm</td>
<td>TBA</td>
</tr>
</tbody>
</table>

Online Schedule

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credit</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB6060</td>
<td>276</td>
<td>Human Resource Management</td>
<td>3</td>
<td>Online</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>

For more information, please call Tom Kennedy, MBA Director, at 215-489-2322 or visit us at www.delval.edu/mba

MASTER'S IN EDUCATIONAL LEADERSHIP

Take your career in education to the next level of success. Join your colleagues preparing to make a difference in their field and their lives. Success is your goal, our goal is your success.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credit</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
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</thead>
<tbody>
<tr>
<td>GE5015</td>
<td>605</td>
<td>Intro to Statistical Data and Research</td>
<td>3</td>
<td>M</td>
<td>4:30-8:30pm</td>
<td>Marchton, New Jersey</td>
</tr>
<tr>
<td>GE5035</td>
<td>615</td>
<td>Supervising Diverse Groups and Student Populations</td>
<td>3</td>
<td>M</td>
<td>4:30-8:30pm</td>
<td>Delaware Valley Regional High School</td>
</tr>
<tr>
<td>GE5060</td>
<td>625</td>
<td>Organizational Development, Change Theory And Staff Development</td>
<td>3</td>
<td>M</td>
<td>4:30-8:30pm</td>
<td>Delaware Valley Regional High School</td>
</tr>
<tr>
<td>GE5035</td>
<td>635</td>
<td>Supervising Diverse Groups and Student Populations</td>
<td>3</td>
<td>W</td>
<td>4:30-8:30pm</td>
<td>Allston 101</td>
</tr>
<tr>
<td>GE5035</td>
<td>605</td>
<td>Human Development, Communication And Learning</td>
<td>3</td>
<td>M</td>
<td>4:30-8:30pm</td>
<td>Marchton, New Jersey</td>
</tr>
<tr>
<td>GE5060</td>
<td>615</td>
<td>Organizational Development, Change Theory And Staff Development</td>
<td>3</td>
<td>M</td>
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<td>Allston 101</td>
</tr>
</tbody>
</table>

For more information and for eligibility requirements, please call Dr. Robert Valente at 215-489-4833 or email him at robert.valente@delval.edu
Advice
If you have questions or want to meet with an advisor, please contact the Continuing Education Office. We are open Mondays through Fridays from 8:30am to 7:00pm, Saturdays from 8:00am to 1:00pm. Please call the Continuing Education Office at 215-489-2375 for an appointment.

The Corporate College
Many of the programs and degrees offered at Delaware Valley College can be extended to your workplace. Courses can be presented at times that are convenient and practical for today's work environment. Please call the Continuing Education Office at 215-489-4840 to learn more about the Corporate College.

Class Cancellation for Bad Weather
Classes may be canceled due to inclement weather. The decision to cancel will be made by 3:00pm. Announcements will be carried on WNPV and KYW. The Delaware Valley College code is 770. Radio and television stations will be notified by 2:30pm of evening course cancellations. Weekend college cancellations will be made by 6:00am for morning classes and by 10:00am for afternoon classes. Call the college's main number 215-345-1500. We are aware that many of our students live some distance and that conditions sometimes change. If you cannot make a class because of the weather, please make arrangements with your instructor to catch up on any missed work.

Bookstore
The College Bookstore is located in the Student Center. It is open Monday through Thursday from 8:00am to 6:00pm, (4:30pm Fridays). Call 215-489-2259 for weekend hours. The bookstore will mail you your textbook for a $6 fee per book.

Transcripts
Transcripts for credit courses are available from the Registrar's Office. Please make your request for a transcript in writing to this office. There is a $10 fee per transcript. Please make checks payable to Delaware Valley College.

Parking
Delaware Valley College does not charge Continuing Education students for parking. You are required, however, to have a tag for your vehicle. To obtain your tag, please register your vehicle with Campus Security. Please hang this tag from your vehicle's rear-view mirror.

Continuing Education students may park in the New Britain lot at any time. After 4:30pm on weekdays and anytime on Saturdays and Sundays, Continuing Education students may park in the lots behind the Lasker-Mandell-Feldman complex. If these lots are filled, you may park in the main lot behind the security office.

ID Cards
Students may have their picture taken at the Security office. Please call 215-489-2315 for available times.

Library Hours
When classes are in session, the library is open on the following schedule:
Monday-Thursday 8:00am - 11:00pm
Friday 8:00am - 5:30pm
Saturday 10:00am - 5:00pm
Sunday 1:00 - 11:00pm
Please check with the library for changes and other hours.

Transferring Credits/Evaluation of Courses Taken at Other Colleges
Our flexible credit transfer policy enables you to transfer credits from any accredited college from which you have earned college credits. Delaware Valley College will accept a maximum of 78 credits for transfer. A minimum of 48 credits must be taken at Delaware Valley College, 15 of which are in the student's major. Students in Second Degree Programs are required to take a minimum of 48 credits at the College. Associate's degree students must take 36 of the 66 credits at DelVal.

For an Evaluation of Transcripts
We make it easy to have your prior college work evaluated. Just send or fax your transcripts to the Continuing Education Office, stating your intended major. We’ll send you a degree checklist explaining which courses can be accepted and which courses you’ll need to take at Delaware Valley College. “Official” copies of transcripts aren’t needed for an initial evaluation, however, they will be required when you make application for degree candidacy.
Applying for Degree Status
If you are planning to earn a degree, a certificate or education certification, you may qualify for degree candidacy in one of the following ways:

- Schedule a personal interview with either the Director or Assistant Director of Continuing Education and meet one or several of the following criteria:
  - Have a 2.0 (“C”) GPA or higher in previous college (post-secondary) work
  - OR
  - Already possess a bachelor’s or associate’s degree
  - AND
  - Submit a high school diploma or GED (if the student is not applying for financial aid and has previously attended another college with a GPA of 2.0 or higher, only the official college transcript will be required.)

If a student’s previous high school or college work is deemed to be deficient (less than a GPA of 2.0, “C” average), the student will receive Conditional Approval for Degree Candidacy. The student will be required to take at least two, three-credit courses (six-credit hours) at Delaware Valley College and achieve at least a grade of “C” in each course, after which the “conditional” status will be removed. Application for Degree Candidacy forms are available from the Continuing Education Office.

Dean’s List
The Dean’s List is published at the conclusion of the Fall and Spring semesters. If you are a degree candidate, complete six credits and have a GPA of 3.5 in any term, you will be placed on the Dean’s List. Evening and Weekend College courses may not be combined to be considered for the Dean’s List.

Alpha Sigma Lambda
Alpha Sigma Lambda (the National Honor Society for Adults) recognizes the academic achievement of adult students. Qualifications for induction are as follows: students must be matriculated and have taken 30 credits at Delaware Valley College; one-half of the courses must be taken outside the major; students must carry a 3.2 GPA or higher. The top 10% of adult students with these qualifications are chosen. The annual induction ceremony for these students is held in March.

Earned Credit for Work Experience
You may earn credit towards your degree through a variety of non-traditional strategies:

Challenge
The Challenge examination process allows you to demonstrate competence in course content which you may have gained on the job or through experience. You may challenge up to five courses. You must be enrolled at DelVal to challenge a course. The fee is $208 per credit challenged. The challenge may consist of the presentation of a portfolio, examinations, written work or other methods as identified by the instructor. Not all courses may be challenged. A Challenge Form can be issued to the student from either the Continuing Education or Registrar’s Office. This form details the Challenge process.

College Level Examination Program (CLEP)
You may prove proficiency in a subject by satisfactorily completing the appropriate College Level Examination Program offered through the Educational Testing Service. This test is administered at Delaware Valley College. Credits earned through CLEP are considered transfer credits. For more information on CLEP examinations, please call Continuing Education at 215-489-2375.

Independent Study
You may complete two courses through Independent Study. Most students use this option as they are nearing the completion of their degree work to help solve scheduling problems. The fee for Independent Study is $419 per credit. If you are interested in pursuing Independent Study, please contact the Continuing Education Office.

Earning a Second Degree
If you have earned a bachelor’s degree from an accredited four year institution, you may earn a second bachelor’s degree at Delaware Valley College. The courses for your second degree will be in the area of your major only. You will not need to complete additional general college requirements. For information on this program, please contact the Continuing Education Office.

Auditing Courses
If you want to attend a credit course for personal enrichment, you may audit the course. You will pay one-half of the tuition and all appropriate fees. Computer and Lab courses cannot be audited. The student receives no credit for an audited course, nor will the student receive a grade for the audited course.
Registration Information

Registration
Registration for the Fall Semester and Term I of the Weekend College is open now. January Term registration begins November 17. The Registrar's Office is located in Lasker Hall on the 2nd floor.

Register early to avoid course cancellations!

Registration for each non-credit course closes one week prior to the start of that course. Registration is open until either a class has met twice or the roster is full. There is no registration fee if your registration is received by August 14 for Weekend 1 and August 22 for Fall Evening courses. A $50 registration fee will be charged for registrations received after these dates and tuition payments received after August 22. Registrations must be received by November 1 for Term II to avoid a registration fee.

After the registration deadline, payment in full is required when registering (partial payments are accepted only when using the AMS payment plan).

Internet
Current Continuing Education students may register for classes via the Internet using WebAdvisor at www.delval.edu. If you do not have your User ID or password, contact Information Services in the basement of Feldman Hall or call 215-489-4357. First-time students must make their initial registration through the Office of the Registrar. Once enrolled, new students are sent a User ID and password that will allow them to access WebAdvisor. WebAdvisor allows students to register for classes, drop/add classes (during the drop/add period), and review degree requirements. Please call the Continuing Education Office for more information.

Telephone
Call the Registrar's Office at 215-489-2973 and one of the Registrar's staff will take your registration. Payment in full is required when registering one week or less prior to the start of classes.

Mail completed registration form to:
Office of the Registrar
Delaware Valley College
700 East Butler Avenue
Doylestown, PA 18901

Fax
You can fill out your registration form and fax it to the Registrar at 215-230-2962.

Tuition & Fees
Tuition is $419 per credit for students taking courses in either the Evening or Weekend College Programs. Part-time students wishing to take day courses may do so at a rate of $681/credit. There are no parking or “on-time” registration fees. Students enrolled through the Evening College, who enroll in 12 or more credits in a semester, will be charged $681 per credit for all credits taken regardless of time frame (day or evening). Education majors completing the Student Teaching Practicum will be charged $7,010. The fee for lab courses and certain computer courses, marked by an “*” in the schedule, is $80. There is a $14 per course student technology fee.

Billing
If you register before the registration deadline for the Fall and Weekend Semester, the College will bill you for tuition. After these dates, you will need to make financial arrangements with the Bursar’s Office and pay the $50 registration fee. If you withdraw prior to the start of classes, you will receive 100% of the tuition paid to date less a $50 processing fee. Requests for invoices take 14 days to process.

Please note that in the rare instance where an account goes into default, collection and interest costs will be charged. The fee for a returned check is $50.

If you have any questions concerning tuition payment, Tuition Pay, etc., please contact the Bursar’s Office at 215-489-2376.

Financial Aid
A variety of sources of aid are available to help you in meeting your educational expenses. In order to qualify for most state or federal programs, you must be enrolled in a program leading to a degree or certificate. You also must register for at least six credits each semester. All required application forms need to be submitted to the Financial Aid Office at least two weeks before the start of the semester. Information on all loan and grant programs and assistance in completing the forms are available from the Financial Aid Office. If you are applying for state or federal financial aid, please contact Financial Aid at 215-489-2272.
Payment Options
Payment options include the following: Web payment by logging onto www.delval.edu. Click on WebAdvisor and you will be able to use Mastercard, Discover, American Express and electronic check. Check or money orders can be sent directly to the college (payable to Delaware Valley College) prior to the due date on your invoice. The Bursar’s office, located on the 2nd floor of Lasker Hall, is responsible for handling all tuition payments.

1. Company Billing (this plan does not include Tuition Pay) The college will bill companies that pay tuition and fees for their employees when no grade stipulation is imposed by the company on the employee. A student must submit an original signed purchase order from his or her employer to the Bursar’s Office when registering for classes. In addition, a signed promissory note is required from the student. In the event the company does not pay within 60 days from the date of billing, the student will assume responsibilities for tuition and fees.

2. Tuition Pay
The Tuition Pay Plan allows you to divide lump-sum tuition bills into easy to manage monthly payments with no interest charges. With the Tuition Pay Plan, you pay as you earn - one month at a time right out of your current income or savings. Tuition Pay three payment plan - the initial payment (one third of the tuition) is paid to the Bursar’s Office when your payment is due. You will be billed for the remaining two payments, which are payable to Tuition Pay. The student pays Tuition Pay an enrollment fee of $35 per semester at the time of the first payment to DVC.

Students wishing to learn more about these plans should contact us at 215-489-2419.

A $100 fee will be charged to your account for each late payment.

Withdrawal From Class
Once you have submitted the registration form to the Registrar’s Office, you are considered registered for the course. If you decide not to take the course, you must officially withdraw. To withdraw from a course, please fax to the Registrar’s Office a note indicating your name, SS# and the date and course from which you are withdrawing. The date which the withdrawal is received by the Registrar’s Office will determine any tuition refund and/or grade issued to the student. Refunds are calculated from the date the Registrar is notified of your intent to withdraw. Notification to faculty or any other office on campus is not a valid withdrawal. Failure to attend or complete payment is not considered withdrawal. If you withdraw before the 10th week of class in a given session (or before the seventh week in a 10-week term) you will receive a “W” on your transcript. After this time you will earn a letter grade for the course. A $50 non-refundable processing fee will be charged to those who withdraw from a class.

Tuition Refunds
Tuition paid for cancelled courses are refunded in full. All other refunds, minus a $50 processing fee, will be made according to the following schedule:
- Dropping courses before the official start date of the term or during the first week of class: 100% refund.
- Dropping courses during the second week of the term: 50% refund.
- No refund if withdrawing from courses after the second week of the term.

Note: All Title IV Financial Aid recipients should refer to the College Catalog for the Financial Aid Refund Policy. Questions regarding a tuition refund should be directed to the Bursar’s Office at 215-489-2419.

No Technology fees or lab fees for noncredit courses.

Delaware Valley College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

The college reserves the right to make changes in the staff, fees, courses of instruction, and regulations without prior notice. Delaware Valley College does not discriminate on the basis of race, color, sex, age, national or ethnic origin, sexual orientation or disability in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, employment, or other school-administered programs. Inquiries may be directed to the Section 504 Coordinator of the Title IX Coordinator, Office of the President, Extension 2203.

Delaware Valley College encourages qualified persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact the Office of the President at 215-489-2203, in advance of your participation or visit. This publication is available in alternative media on request.
### CONTINUING EDUCATION REGISTRATION FALL 2008

**Full Name (Mr., Mrs., Ms., Dr.)**

**Street Address**

**City**

**State**

**Zip**

**Evening Phone Number**

**Day Phone Number (if different)**

**Social Security Number**

**Birth date (Month, Day, Year)**

**Email Address (so we can communicate with you)**

**Has your address changed since last registration?**

- Yes [ ]
- No [ ]

**Have you taken a credit course here before?**

- Yes [ ]
- No [ ]

**If yes, when?**

_____________________________________________________________________________________

**High School Graduate?**

- Yes [ ]
- No [ ]
- GED [ ]

**Will these credits be used to meet ACT 48 requirements?**

- Yes [ ]
- No [ ]

**National Ethnic Origin**

- American Indian [ ]
- Eskimo [ ]
- White [ ]
- Black [ ]
- Hispanic [ ]
- Asian/Pacific Islander [ ]
- Other [ ]

*This question is optional for you. Federal law requires us to submit this data under Title VI of the Civil rights Act of 1964.*

### Course Registration Table

<table>
<thead>
<tr>
<th>Course #</th>
<th>Sec #</th>
<th>Course Title</th>
<th>Day</th>
<th>Time</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
</table>

**Semester Codes:** SU-12 Week Semester, S1-Summer Session 1, S2-Summer Session 2, E1-Express Session 1, E2-Express Session 2, E3-Express Session 3, W4-Weekend Session 4.

**How to register:**

1. **Web Advisor:**
   - www.delval.edu
   - (current DVC students only)
2. **Phone:**
   - 215-489-2973
3. **Fax:**
   - 215-230-2962
4. **Mail:**
   - Office of Registrar
   - Delaware Valley College
   - 700 East Butler Avenue
   - Doylestown, PA 18901

**Total Credits** $ ___________________ x $419 per*

**Technology Fee** $ ___________________

- ($14 per course. Credit courses only)

**Total Tuition** $ ___________________

**Lab/Computer Fee** $ ___________________

- ($80 per course)

**Late Registration Fee $50** $ ___________________

- Register before deadline to avoid this.

**Total** $ ___________________

Payment for tuition is due prior to the start of classes. Make checks payable to Delaware Valley College. Send to the attention of the Bursar's Office, 700 E. Butler Ave., Doylestown, PA 18901. To pay by credit card you must pay online through WebAdvisor (www.delval.edu). While you will require a log on and password to do so, you may contact Information Services at 215-489-2342 if you do not have these. If you have questions about your bill, please call Brian Foy at 215-489-2376.

**Note:** If applying for financial aid, your promissory note needs to be given to the Bursar when registering.

*Technology course fees and Dale Carnegie tuitions are listed on their respective pages.