NEW! ONLINE BACHELOR’S DEGREE PROGRAM
See page 23

ASPiRE Accelerated Degree Completion Program
Complete Your Degree Fast

TCIP TEACHER CERTIFICATION INTERN PROGRAM IN...
5 Locations Including King of Prussia

Evening and Weekend Degree Programs

NEW! KARATE FOR FOCUS, BALANCE, SELF-ESTEEM

NEW! Microsoft Project and Project Management Fundamentals
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 will 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 800 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.

---

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Calendar</td>
<td>1</td>
</tr>
<tr>
<td>Credit Program Descriptions</td>
<td>2</td>
</tr>
<tr>
<td>Degree Programs</td>
<td>3</td>
</tr>
<tr>
<td>Part-Time Studies</td>
<td>4</td>
</tr>
<tr>
<td>Members of Military</td>
<td>5</td>
</tr>
<tr>
<td>Class Schedules</td>
<td>6</td>
</tr>
<tr>
<td>Online Courses</td>
<td>7</td>
</tr>
<tr>
<td>Evening Courses</td>
<td>8</td>
</tr>
<tr>
<td>Horsham Classes</td>
<td>9</td>
</tr>
<tr>
<td>Weekend College</td>
<td>10</td>
</tr>
<tr>
<td>Computer Certification</td>
<td>11</td>
</tr>
<tr>
<td>A+ Program</td>
<td>12</td>
</tr>
<tr>
<td>Network+ Program</td>
<td>13</td>
</tr>
<tr>
<td>The Right Tool to Manage</td>
<td>14</td>
</tr>
<tr>
<td>Almost Everything: Microsoft Project</td>
<td>15</td>
</tr>
<tr>
<td>Managing Projects Intelligently — Project Management Fundamentals</td>
<td>16</td>
</tr>
<tr>
<td>Microsoft Office Courses</td>
<td>17</td>
</tr>
<tr>
<td>Talk to Your Grandchildren</td>
<td>18</td>
</tr>
<tr>
<td>Registration for Computer Courses</td>
<td>19</td>
</tr>
<tr>
<td>Everything Else</td>
<td>20</td>
</tr>
<tr>
<td>Online Non-Credit Courses</td>
<td>21</td>
</tr>
<tr>
<td>Solutions That Make Sense</td>
<td>22</td>
</tr>
<tr>
<td>Shotokan Karate</td>
<td>23</td>
</tr>
<tr>
<td>Clinical Research Monitoring &amp; Coordination</td>
<td>24</td>
</tr>
<tr>
<td>ASPIRE Program</td>
<td>25</td>
</tr>
<tr>
<td>Teacher Certification Internship Program</td>
<td>26</td>
</tr>
<tr>
<td>ServSafe® Certification and Recertification</td>
<td>27</td>
</tr>
<tr>
<td>Online ServSafe® Certification Training</td>
<td>28</td>
</tr>
<tr>
<td>Medical Coding and Billing Certificate Program – Physician Services</td>
<td>29</td>
</tr>
<tr>
<td>Online Business Degree Program</td>
<td>30</td>
</tr>
<tr>
<td>Graduate Programs</td>
<td>31</td>
</tr>
<tr>
<td>MBA</td>
<td>32</td>
</tr>
<tr>
<td>Online Certificate in Accounting</td>
<td>33</td>
</tr>
<tr>
<td>Information</td>
<td>34</td>
</tr>
<tr>
<td>General Information</td>
<td>35</td>
</tr>
<tr>
<td>Registration Information</td>
<td>36</td>
</tr>
<tr>
<td>Registration Form</td>
<td>37</td>
</tr>
<tr>
<td>Inside Back Cover</td>
<td>38</td>
</tr>
</tbody>
</table>

---

**FALL CALENDAR**

**August**

12  Continuing Education Programs Information Session – 6:00pm
18  Summer Session II Ends
21  Weekend College Term I Registration Deadline ($50 registration fee applies after this date)
28  Weekend College Term I Begins
31  Evening College Registration Deadline ($50 registration fee applies after this date)
31  Day Classes Begin

**September**

4-6  Labor Day Weekend
7  Labor Day
9  Evening Classes Begin

**November**

20  Weekend College Term II Begins
25-29  Thanksgiving Recess (no classes)

**December**

1  Evening College/Spring Registration Begins
10  Evening Classes End
14-19  Final Exams (Day and evening classes)
21  Registration Deadline for January Term ($50 registration fee applies after this date)
25-27  No Weekend Classes

**JANUARY**

1-3  No Weekend Classes

---

**DELVAl SPNAHOT**

**Earnings soar with more education!**

The average yearly salary of workers ages 18 and older.

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Average Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>No High School Diploma</td>
<td>$18,734</td>
</tr>
<tr>
<td>High School Diploma</td>
<td>$27,915</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>$51,206</td>
</tr>
<tr>
<td>Advanced Degree</td>
<td>$74,602</td>
</tr>
</tbody>
</table>

*Source: Census Bureau, 2004 Statistics*

---

**IMPORTANT NUMBERS**

<table>
<thead>
<tr>
<th>Program</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education</td>
<td>215-489-2375</td>
<td><a href="mailto:coentel@delval.edu">coentel@delval.edu</a></td>
</tr>
<tr>
<td>FAX</td>
<td>215-345-1599</td>
<td></td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>215-489-2973</td>
<td></td>
</tr>
<tr>
<td>Bursar’s Office (Billing)</td>
<td>215-489-2377</td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>215-489-2272</td>
<td></td>
</tr>
<tr>
<td>Graduate Programs</td>
<td>215-489-4833</td>
<td></td>
</tr>
<tr>
<td>Educational Leadership</td>
<td>215-489-2332</td>
<td></td>
</tr>
<tr>
<td>MBA</td>
<td>215-489-2322</td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>215-489-2259</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>215-489-2259</td>
<td></td>
</tr>
<tr>
<td>Career Placement</td>
<td>215-489-2312</td>
<td></td>
</tr>
</tbody>
</table>
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.

DEGREE PROGRAMS

Bachelor of Science Degrees
- Business Administration major in Accounting, Business Administration, Financial Services, Management and Marketing
- 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.)
Management Information Systems (36 cr.)
Ecological Landscape Design (36 cr.)
Environmental Studies Certificate (18 cr.)
Floral Business Certificate Program (32 cr.)

For more information about these certificate programs, go to our website at www.delval.edu/continuing/certificates.

ATTENTION MEMBERS OF THE MILITARY

If you served in the Armed Forces, the Post 911 G.I. Bill could mean no out-of-pocket expenses for your education Delaware Valley College is a participating Yellow Ribbon School, and has an array of degree options ranging from certifications to Graduate degrees. DeVal has a liberal policy when accepting both CLEP and ACE credits. Contact our Certifying Official for Veteran’s Affairs, 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.

Call 215-489-2475
### FALL 2009 CONTINUING EDUCATION EVENING SCHEDULE

#### Online Courses September 9-December 17

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credits</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA1005</td>
<td>276</td>
<td>Introduction to Business</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>BA2008</td>
<td>276</td>
<td>Macroeconomics</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>BA2017</td>
<td>276</td>
<td>Principles of Marketing</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>BA2261</td>
<td>276</td>
<td>Business Law II</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>BA3128</td>
<td>276</td>
<td>Supervision and Management</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>BA3141</td>
<td>276</td>
<td>Small Business Management</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>BA3229</td>
<td>276</td>
<td>Organizational Behavior</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>IT1031</td>
<td>276</td>
<td>Inter Comp Apps</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>IT3103</td>
<td>276</td>
<td>Information Systems</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>ED2230</td>
<td>276</td>
<td>Educational Psychology</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>LA4014</td>
<td>276</td>
<td>Abnormal Psychology</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>LA4228</td>
<td>276</td>
<td>The American Family</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>

#### Online Courses September 14-November 16

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credits</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA3138</td>
<td>277</td>
<td>Intermediate Accounting I</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>BA2161</td>
<td>277</td>
<td>Business Law I</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>

#### Online Courses November 30-February 15

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credits</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA2239</td>
<td>277</td>
<td>Intermediate Accounting II</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>BA2210</td>
<td>277</td>
<td>Microeconomics</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>

#### Evening Courses September 9-December 17

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credits</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE1120</td>
<td>201</td>
<td>Sustainability: Saving the Earth and Feeding the People</td>
<td>3</td>
<td>T</td>
<td>6:15-9:30pm</td>
<td>HORT 202</td>
</tr>
<tr>
<td>AE2004</td>
<td>241</td>
<td>Soils</td>
<td>3</td>
<td>M</td>
<td>6:15-9:30pm</td>
<td>FLDM 114</td>
</tr>
<tr>
<td>AE3107</td>
<td>201</td>
<td>Environmental Geology</td>
<td>3</td>
<td>T</td>
<td>6:15-9:30pm</td>
<td>FLDM 202</td>
</tr>
<tr>
<td>AE3140</td>
<td>201</td>
<td>Environmental Impacts</td>
<td>3</td>
<td>R</td>
<td>6:15-9:30pm</td>
<td>HORT 202</td>
</tr>
<tr>
<td>AE4016</td>
<td>201</td>
<td>Hydrogeology</td>
<td>3</td>
<td>W</td>
<td>6:15-9:30pm</td>
<td>HORT 201</td>
</tr>
<tr>
<td>AS4221</td>
<td>201</td>
<td>Equine Exercise Physiology</td>
<td>3</td>
<td>W</td>
<td>6:15-9:30pm</td>
<td>NWBR 03</td>
</tr>
</tbody>
</table>

#### Animal Science (Large)

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credits</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA1005</td>
<td>241</td>
<td>Introduction to Business</td>
<td>3</td>
<td>R</td>
<td>6:15-9:30pm</td>
<td>FLDM 102</td>
</tr>
<tr>
<td>BA2008</td>
<td>241</td>
<td>Macroeconomics</td>
<td>3</td>
<td>T</td>
<td>6:15-9:30pm</td>
<td>FLDM 114</td>
</tr>
<tr>
<td>BA2123</td>
<td>241</td>
<td>Principles of Accounting I</td>
<td>3</td>
<td>T</td>
<td>6:15-9:30pm</td>
<td>ALLM 101</td>
</tr>
<tr>
<td>BA2161</td>
<td>241</td>
<td>Business Law I</td>
<td>3</td>
<td>W</td>
<td>6:15-9:30pm</td>
<td>FLDM 212</td>
</tr>
<tr>
<td>BA3027</td>
<td>241</td>
<td>Human Resource Management</td>
<td>3</td>
<td>R</td>
<td>6:15-9:30pm</td>
<td>ALLM 102</td>
</tr>
<tr>
<td>BA3034</td>
<td>251</td>
<td>Real Estate Fundamentals</td>
<td>3</td>
<td>W</td>
<td>6:15-9:30pm</td>
<td>ALLM 103</td>
</tr>
</tbody>
</table>

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

### Room Codes:
- ALLM-Allman
- E3CN-Equine Center
- FLM-Deldman
- HORT-Horticulture
- MNDL-Mandell
- FRMC-Farm Machinery Building
- MBIF-Middle Bucks Institute of Technology
- NWBR-New Britain Classrooms
- ALHS-Alumni House
- SEGAL-Segal Hall Room 001
- BT-Bucks Technology Center of Bucks County

### Notes:
The college reserves the right to change faculty assignments as necessary.
### FALL 2009 CONTINUING EDUCATION EVENING SCHEDULE

**Evening Courses**

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Title</th>
<th>Credits</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA2002</td>
<td>241</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>R</td>
<td>6:15-9:30pm</td>
<td>MMMR 04</td>
</tr>
<tr>
<td>BA2016</td>
<td>241</td>
<td>Modern History of Western Societies</td>
<td>3</td>
<td>T</td>
<td>6:15-9:30pm</td>
<td>MMMR 01</td>
</tr>
<tr>
<td>LA2034</td>
<td>241</td>
<td>Adolescent Psychology</td>
<td>3</td>
<td>R</td>
<td>6:15-9:30pm</td>
<td>MMMR 01</td>
</tr>
<tr>
<td>LA4037</td>
<td>241</td>
<td>Non-Western Societies</td>
<td>3</td>
<td>W</td>
<td>6:15-9:30pm</td>
<td>HORT 202</td>
</tr>
</tbody>
</table>

**Mathematics & Physics**

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Title</th>
<th>Credits</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP1102</td>
<td>241</td>
<td>College Algebra</td>
<td>3</td>
<td>W</td>
<td>6:15-9:30pm</td>
<td>FLDM 202</td>
</tr>
<tr>
<td>MP1203</td>
<td>241</td>
<td>Elementary Functions</td>
<td>3</td>
<td>W</td>
<td>6:15-9:30pm</td>
<td>FLEM 113</td>
</tr>
<tr>
<td>MP1204</td>
<td>241</td>
<td>Calculus I</td>
<td>4</td>
<td>T,R</td>
<td>6:15-9:30pm</td>
<td>HORT 201</td>
</tr>
<tr>
<td>MP2119</td>
<td>241</td>
<td>Physics I</td>
<td>4</td>
<td>M</td>
<td>6:15-9:30pm</td>
<td>FLDM 212</td>
</tr>
<tr>
<td>MP2119L</td>
<td>171</td>
<td>Physics I (lab)*</td>
<td>0</td>
<td>W</td>
<td>6:15-9:30pm</td>
<td>FLDM 211</td>
</tr>
<tr>
<td>MP2225</td>
<td>241</td>
<td>Statistics for Business</td>
<td>4</td>
<td>W</td>
<td>6:15-9:30pm</td>
<td>FLDM 122</td>
</tr>
</tbody>
</table>

**Ornamental Horticulture**

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Title</th>
<th>Credits</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH2220</td>
<td>251</td>
<td>Woody Plant Identification I</td>
<td>2</td>
<td>T</td>
<td>6:00-6:50pm</td>
<td>GRH 01</td>
</tr>
<tr>
<td>OH2220L</td>
<td>161</td>
<td>Woody Plant Identification I (lab)*</td>
<td>0</td>
<td>T</td>
<td>7:00-9:45pm</td>
<td>GRH 01</td>
</tr>
<tr>
<td>OH3117</td>
<td>251</td>
<td>Herbaceous Plant Materials I</td>
<td>2</td>
<td>R</td>
<td>6:15-9:30pm</td>
<td>GRH 01</td>
</tr>
<tr>
<td>OH3117L</td>
<td>161</td>
<td>Herbaceous Plant Materials I (lab)*</td>
<td>0</td>
<td>R</td>
<td>7:00-9:45pm</td>
<td>GRH 01</td>
</tr>
<tr>
<td>OH3213</td>
<td>951</td>
<td>Landscape Graphics</td>
<td>2</td>
<td>M,W</td>
<td>6:15-8:10pm</td>
<td>GRH 05</td>
</tr>
<tr>
<td>OH4125</td>
<td>251</td>
<td>Ecological Landscape</td>
<td>3</td>
<td>W</td>
<td>6:15-8:10pm</td>
<td>GRH 01</td>
</tr>
<tr>
<td>OH4125L</td>
<td>161</td>
<td>Ecological Landscape</td>
<td>3</td>
<td>W</td>
<td>6:15-8:10pm</td>
<td>GRH 01</td>
</tr>
<tr>
<td>OH4145</td>
<td>951</td>
<td>Advanced Foral Design</td>
<td>2</td>
<td>W</td>
<td>6:00-9:40pm</td>
<td>GRH 01</td>
</tr>
</tbody>
</table>

---

### 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.

**Horsham Schedule at Prudential**

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credits</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT1011</td>
<td>276</td>
<td>Information Technology Concepts</td>
<td>1.5</td>
<td>Online-</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>IT1012</td>
<td>276</td>
<td>Computer Applications</td>
<td>1.5</td>
<td>Online-</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>BA2008</td>
<td>247</td>
<td>Macroeconomics</td>
<td>3</td>
<td>M</td>
<td>5:30-8:15pm</td>
<td>Connnecticut</td>
</tr>
<tr>
<td>BA4239</td>
<td>247</td>
<td>International Trade</td>
<td>3</td>
<td>M</td>
<td>5:30-8:15pm</td>
<td>Rhode Island</td>
</tr>
<tr>
<td>BA1009</td>
<td>247</td>
<td>Management Concepts</td>
<td>3</td>
<td>T</td>
<td>5:30-8:15pm</td>
<td>Connecticut</td>
</tr>
<tr>
<td>EN1101</td>
<td>247</td>
<td>English I</td>
<td>3</td>
<td>T</td>
<td>5:30-8:15pm</td>
<td>Rhode Island</td>
</tr>
<tr>
<td>BA3127</td>
<td>247</td>
<td>Finance</td>
<td>3</td>
<td>W</td>
<td>5:30-8:15pm</td>
<td>Vermont</td>
</tr>
<tr>
<td>BA1005</td>
<td>247</td>
<td>Introduction to Business</td>
<td>3</td>
<td>R</td>
<td>5:30-8:15pm</td>
<td>Connecticut</td>
</tr>
<tr>
<td>MP2114</td>
<td>247</td>
<td>Business Statistics</td>
<td>3</td>
<td>R</td>
<td>5:30-8:15pm</td>
<td>Rhode Island</td>
</tr>
<tr>
<td>BY1115</td>
<td>247</td>
<td>Natural Science</td>
<td>3</td>
<td>F</td>
<td>5:30-8:15pm</td>
<td>Vermont</td>
</tr>
<tr>
<td>MP1102</td>
<td>247</td>
<td>College Algebra</td>
<td>3</td>
<td>F</td>
<td>5:30-8:15pm</td>
<td>Vermont</td>
</tr>
<tr>
<td>BA3126</td>
<td>247</td>
<td>Principles of Accounting</td>
<td>3</td>
<td>F</td>
<td>5:30-8:15pm</td>
<td>Vermont</td>
</tr>
</tbody>
</table>

---

### WEEKEND COLLEGE

#### ACCELERATED 7-WEEK SCHEDULE

**Weekend Term 1**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Course#</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 12-October 24</td>
<td>Saturday Morning 8:15am-12:00pm</td>
<td>BA1005</td>
<td>80</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>October 3-24</td>
<td>Saturday Afternoon 12:30-4:00pm</td>
<td>BA1008</td>
<td>80</td>
<td>Macroeconomics</td>
</tr>
</tbody>
</table>

**Weekend Term 2**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Course#</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 3-December 19</td>
<td>Saturday Morning 8:15am-12:00pm</td>
<td>BA3127</td>
<td>80</td>
<td>Finance</td>
</tr>
<tr>
<td>November 20-21</td>
<td>Saturday Afternoon 12:45-4:30pm</td>
<td>BA2251</td>
<td>80</td>
<td>Business Law II</td>
</tr>
</tbody>
</table>

#### 10-WEEK SCHEDULE

**Weekend Term 1**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Course#</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28-November 8</td>
<td>Saturday Morning 8:15am-12:00pm</td>
<td>BA1010</td>
<td>80</td>
<td>Management Concepts</td>
</tr>
<tr>
<td>November 3-24</td>
<td>Saturday Afternoon 12:30-4:00pm</td>
<td>BA1005</td>
<td>80</td>
<td>Introduction to Business</td>
</tr>
</tbody>
</table>

**Weekend Term 2**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Course#</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 20-21</td>
<td>Saturday Morning 8:15am-12:00pm</td>
<td>BA3127</td>
<td>80</td>
<td>Finance</td>
</tr>
<tr>
<td>November 20-21</td>
<td>Saturday Afternoon 12:45-4:30pm</td>
<td>BA2251</td>
<td>80</td>
<td>Business Law II</td>
</tr>
</tbody>
</table>

---

### Earn your degree in less than 3 years.

The Weekend College is an accelerated 7-week program or 10-week, and a great way to keep your weeknights open.

•••

Start your course work at Delaware Valley College and complete your course work at Delaware Valley College!
A+ PROGRAM

Covers current objectives, expanded hours!

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. 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: www.comptia.org/certifications

Hands On!

EVENING CLASSES

Tuesdays and Thursdays 6:00-10:00pm
September 15-November 19
Course Number: CIS270 Section: 001
TUITION: $1495
Includes all course books and materials.

THE RIGHT TOOL TO MANAGE ALMOST ANYTHING: MICROSOFT PROJECT

Companies large and small require project plans developed in MS Project to track the status of their projects. This career-enhancing seminar teaches the proper methods for using MS Project 2003. You will learn the #1 and #2 mistakes even seasoned users make. From there, we will help you understand how to build project plans properly for effective project management.

You walk away knowing the "Nine Steps to Effective Project Plans" and the "Seven Cardinal Rules of MS Project" and be confident you can use MS Project.

Who Should Attend

This 6-evening seminar is intended for anyone using or will be using MS Project 2003 from beginner to expert.

Objectives

After completing this seminar, the participant will:
• Know common mistakes made in MS Project, even by experienced users
• Understand the proper steps to effective and usable project plans
• Generate reports that capture current project status
• Identify project schedule and budget disparities and corrective measures
• Learn the proper project management lexicon and how to apply it to project plans

Seminar Topics
• Common MS Project Mistakes and Their Consequences
• Nine Steps to Effective Project Plans
• Seven Cardinals Rules of MS Project
• Developing Project Schedule and Task Lists
• Proper Duration Estimation Techniques
• Assigning and Allocating Resources
• Correct Progress Tracking and Monitoring of Projects
• Reporting and Analysis of Project Information
• Managing Multiple Projects with MS Project

EVENING CLASSES

Tuesdays and Thursdays 6:00-9:00pm
October 13-November 17
Course Number: PRD410 Section: 001
TUITION: $899
Includes all course books and materials.

MANAGING PROJECTS INTELLIGENTLY – PROJECT MANAGEMENT FUNDAMENTALS

U.S. companies waste over $71 Billion per year on mismanaged projects. They blame the project manager or the team for the project failure, when in reality the culprit is a lack of project management fundamentals. Project managers manage projects for years without learning the proper methods or understanding the nuances of projects. This 4-evening seminar provides the basic structure for successful projects. You’ll learn the proper project life cycle, planning methodology, project execution and risk mitigation.

Who Should Attend

This 4-evening seminar is intended for individuals managing projects, managers of project managers, and those individuals who want or need a basic understanding of project management.

Objectives

After completing this seminar, the participant will:
• Understand project management basics
• Know the important terms and their definitions
• Learn the project life cycle
• Understand proper project communications
• Hear real-world experiences that tie directly to their concerns
• Discover how to manage their projects more effectively

Seminar Topics
• Firm Foundations for Projects
• Project Plan Creation
• Choosing the Proper Scheduling Technique
• Selecting and Organizing the Project Team
• Proper Monitoring and Controlling Techniques
• Proper Project Communications and Reporting
• Team Development and Motivation

Each Participant Receives
• A copy of the PMBOK
• A Full Set of PowerPoint slides used during the seminar
• A Certified Project Management Professional (PMP) Instructor with battle-tested experience managing projects

EVENING CLASSES

Tuesdays 6:00-9:00pm
September 15-October 6
Course Number: PRD405 Section: 001
TUITION: $799

Your instructor—David A. Zimmer, PMP

Mr. Zimmer uses his 30 years of project management experience to mix theory with the everyday reality creating new practical practices that improve your organization’s project success rate. He teaches the industry-accepted standards so attendees learn the proper processes with tangible examples so they can implement the newly gained knowledge back at work the next day. Whether it is the hands-on MS Project course or the process-focused project management seminars, each attendee benefits from Mr. Zimmer’s teaching style and delivery method.

NETWORK+ PROGRAM

Covers new 2009 objectives, expanded hours!

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 current Network+ examination.

Prerequisites

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

EVENING CLASSES

Tuesdays and Thursdays 6:00-10:00pm
November 24-January 7
(No class December 24, 29, 31)
Course Number: CIS260 Section: 001
TUITION: $899
Includes all course books and materials.

{Save $295! Register for both A+ and Network+ for only $2099.}
**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 17 and September 24
Course Number: CIS370 Section: 001
(Class held at the Pennsylvania Biotechnology Center)

**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 1 and 8
Course Number: CIS371 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
November 12 and November 19
Course Number: CIS373 Section: 001
(Class held at the Pennsylvania Biotechnology Center)

**TUITION FOR EACH MS COURSE: $89**

---

**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
September 17 and September 24
Course Number: CIS370 Section: 001
(Class held at the Pennsylvania Biotechnology Center)

**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 1 and 8
Course Number: CIS371 Section: 001
(Class held at the Pennsylvania Biotechnology Center)

**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
December 3 and December 10
Course Number: CIS374 Section: 001
(Class held at the Pennsylvania Biotechnology Center)

**MS ACCESS-LEVEL II**
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
December 15 and December 22
Course Number: CIS385 Section: 001
(Class held at Pennsylvania Biotechnology Center)

**TUITION FOR EACH MS COURSE: $89**

---

All Office courses are held at the Pennsylvania Biotechnology Center of Bucks County, 3805 Old Easton Road, Doylestown near the airport.
TALK TO YOUR GRANDCHILDREN!

Learn everything you need to use a computer to communicate anywhere in the world, especially with your grandchildren. You will configure the computer for your needs, navigate the high tech world’s complexity and find the information or the group you’ve been looking for, all from home. You will discover keys to understanding how that technological marvel – the computer – can open up worlds of information and networking by email, by social networking, by texting and even twittering. So, when your grandchildren talk about their Facebook page, you can ask them to “friend” you!

Your instructor, Alan Freedman, is the editor of The Computer Desktop Encyclopedia, and has been teaching about computers for more than three decades.

AFTERNOON COURSE

Wednesdays 2:00-4:00pm
October 7-November 11
Course Number: CIS600 Section: 001
(Class held at the Pennsylvania Biotechnology Center)

$89

REGISTRATION FOR COMPUTER COURSES

Payment is due at the time of registration. Make checks payable to Delaware Valley College. See credit card restrictions on pg. 28, “Payment Options”. 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
See “Payment Options” on page 28.

Course Withdrawals
Withdrawals received within five working days of the start of class will incur a $300 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.

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.delval.edu/continuing and click on the Online Non-Credit Courses link to see all the courses available.

ED2GO

Learn More

Delaware Valley College
Solutions That Make Sense
DELAWARE VALLEY COLLEGE PROGRAMS FOR BUSINESS AND INDUSTRY

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

Delaware Valley College designs real programs for real people. We 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
- Non-credit and/or credit courses
- Computer training
- Certificate programs

Please call us at 215-489-4840 to learn more.

---

**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, 2009. 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: ALH170  Section: 001

---

**SHOTOkan KARATE**

Learn patience, focus and discipline while exercising and strengthening your whole body. Karate is a martial art that combines the physical art (kata) with self-defense and sport (sparring). Learn basic katas to develop balance, coordination of the feet, hands and body. This series of classes is offered through Central Bucks Karate Club Program at Cornerstone, located at 740 Edison-Furlong Rd, Furlong, PA 18925. (215.794.3700)

Your sensei or teacher is David Liddle. Sensei Liddle is a 4th degree Black Belt, has been teaching karate since 1993. To learn more about Sensei Liddle and the Central Bucks Karate Club, go to www.cbkarateclub.com.

**BEGINNER KARATE, 3 HOURS PER WEEK, AGES 6 & YEAR AND UP**

First person $79/ month
Second person $69/month
Per additional in family $69/month

(Payments are made directly to the Central Bucks Karate Club)

---

**EVERYTHING ELSE**

---

**EVERYTHING ELSE**
Complete your Bachelor’s degree in less than 2 years!
Aspire is Delaware Valley College’s 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.

Fall 2009 courses meet on Tuesdays and Thursdays for seven weeks. One class is held on Tuesday evenings, the other on Thursday evenings. Or, weekend courses meet in the morning and in the afternoon on Saturdays for seven weeks. 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!

Now in 5 locations!
• Doylestown
• Willow Grove
• King of Prussia
• Lower Bucks/ Northeast Philadelphia
• South Philadelphia

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

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

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.

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>ED-1010</td>
<td>291</td>
<td>American Education</td>
<td>T,R</td>
<td>Sept. 15-Oct 22, 2009</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>ED-2230</td>
<td>291</td>
<td>Educational Psychology</td>
<td>T,R</td>
<td>Oct. 5-Nov. 15, 2009</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>ED-2320</td>
<td>291</td>
<td>Multicultural Education</td>
<td>T,R</td>
<td>Jan. 5-Feb. 11, 2010</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>ED-2110</td>
<td>291</td>
<td>Reading In Secondary Schools</td>
<td>T,R</td>
<td>Feb. 23-April 13, 2010</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>ED-3120</td>
<td>291</td>
<td>Tests and Measurements</td>
<td>TBA</td>
<td>April 20-May 27, 2010</td>
<td>TBA</td>
</tr>
<tr>
<td>ED-3010</td>
<td>291</td>
<td>Methods and Materials</td>
<td>T,R</td>
<td>June 3-July 15, 2010</td>
<td>6:00-9:00pm</td>
</tr>
</tbody>
</table>

Teacher Certification Internship - Willow Grove 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>ED-1010</td>
<td>295</td>
<td>American Education</td>
<td>M,W</td>
<td>Oct. 5-Nov. 9, 2009</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED-2230</td>
<td>295</td>
<td>Educational Psychology</td>
<td>M,W</td>
<td>Nov. 16-Dec. 23, 2009</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED-2320</td>
<td>295</td>
<td>Multicultural Education</td>
<td>M,W</td>
<td>Jan. 4-Feb. 10, 2010</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED-2110</td>
<td>295</td>
<td>Reading In Secondary Schools</td>
<td>M,W</td>
<td>Feb. 17-March 31, 2010</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED-3120</td>
<td>295</td>
<td>Tests and Measurements</td>
<td>TBA</td>
<td>April 19-May 24, 2010</td>
<td>TBA</td>
</tr>
<tr>
<td>ED-3010</td>
<td>295</td>
<td>Methods and Materials</td>
<td>M,W</td>
<td>June 2-July 12, 2010</td>
<td>6:00-9:15pm</td>
</tr>
</tbody>
</table>

* Students with less than a 3.0 GPA may be considered for the program on an individual basis.

Continued on the following page…

Questions? 215-489-4848 www.delval.edu/continuing
TEACHER CERTIFICATION INTERNSHIP PROGRAM

Teacher Certification Internship-King of Prussia 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>ED-1010 296</td>
<td>American Education</td>
<td>T,R</td>
<td>Oct. 13-Nov. 17, 2009</td>
<td>6:00-9:15pm</td>
<td></td>
</tr>
<tr>
<td>ED-2230 296</td>
<td>Educational Psychology</td>
<td>T,R</td>
<td>Dec. 1-Jan. 14, 2010</td>
<td>6:00-9:15pm</td>
<td></td>
</tr>
<tr>
<td>ED-3230 296</td>
<td>Multicultural Education</td>
<td>T,R</td>
<td>Jan. 21-Feb. 25, 2010</td>
<td>6:00-9:15pm</td>
<td></td>
</tr>
<tr>
<td>ED-2210 296</td>
<td>Reading in Secondary Schools</td>
<td>T,R</td>
<td>March 4-April 15, 2010</td>
<td>6:00-9:15pm</td>
<td></td>
</tr>
<tr>
<td>ED-3120 276</td>
<td>Tests and Measurements</td>
<td>TBA</td>
<td>April 20-May 25, 2010</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>ED-3010 296</td>
<td>Methods and Materials</td>
<td>T,R</td>
<td>June 1-July 6, 2010</td>
<td>6:00-9:15pm</td>
<td></td>
</tr>
</tbody>
</table>

Teacher Certification Internship-Lower Bucks/Northeast Philadelphia

<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>ED-1010 294</td>
<td>American Education</td>
<td>M,W</td>
<td>Oct. 5-Nov. 9, 2009</td>
<td>6:00-9:15pm</td>
<td></td>
</tr>
<tr>
<td>ED-2230 294</td>
<td>Educational Psychology</td>
<td>M,W</td>
<td>Nov. 16-Dec. 23, 2009</td>
<td>6:00-9:15pm</td>
<td></td>
</tr>
<tr>
<td>ED-3230 294</td>
<td>Multicultural Education</td>
<td>M,W</td>
<td>Jan. 4-Feb. 10, 2010</td>
<td>6:00-9:15pm</td>
<td></td>
</tr>
<tr>
<td>ED-2210 294</td>
<td>Reading in Secondary Schools</td>
<td>M,W</td>
<td>Feb. 17-March 31, 2010</td>
<td>6:00-9:15pm</td>
<td></td>
</tr>
<tr>
<td>ED-3120 276</td>
<td>Tests and Measurements</td>
<td>TBA</td>
<td>April 20-May 24, 2010</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>ED-3010 294</td>
<td>Methods and Materials</td>
<td>M,W</td>
<td>June 2-July 12, 2010</td>
<td>6:00-9:15pm</td>
<td></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>ED-1010 293</td>
<td>American Education</td>
<td>T,R</td>
<td>Sept. 29-Nov. 1, 2009</td>
<td>6:00-9:15pm</td>
<td></td>
</tr>
<tr>
<td>ED-2230 293</td>
<td>Educational Psychology</td>
<td>T,R</td>
<td>Nov. 10-Dec. 17, 2009</td>
<td>6:00-9:15pm</td>
<td></td>
</tr>
<tr>
<td>ED-3230 293</td>
<td>Multicultural Education</td>
<td>T,R</td>
<td>Jan. 5-Feb. 9, 2010</td>
<td>6:00-9:15pm</td>
<td></td>
</tr>
<tr>
<td>ED-2210 293</td>
<td>Reading in Secondary Schools</td>
<td>T,R</td>
<td>Feb. 16-March 30, 2010</td>
<td>6:00-9:15pm</td>
<td></td>
</tr>
<tr>
<td>ED-3120 276</td>
<td>Tests and Measurements</td>
<td>TBA</td>
<td>April 20-May 25, 2010</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>ED-3010 293</td>
<td>Methods and Materials</td>
<td>T,R</td>
<td>June 1-July 6, 2010</td>
<td>6:00-9:15pm</td>
<td></td>
</tr>
</tbody>
</table>

Note: Enrollment for this cohort program is limited. Tuition for the courses in this program are $451 per credit hour. Financial Aid is available for those who qualify.

ServSafe® CERTIFICATION & RECERTIFICATION

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 21, 28 and October 5, 12

**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 28 and October 5

**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 ServSafe® Certification Exam at our Doylestown, PA campus.

**Course Number:** CLA500 **Section:** 900

**TUITION:** $175

Tuition is non-refundable and includes 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.
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 HIPAA guidelines for fourth and fifth digit coding (Coding to highest specificity).

WEEKEND CLASSES
Saturday 9:00am-1:00pm
October 10 and 17
Course Number: ALH903 Section: 002

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
ALH903-001
ICD-9, CPT Proper Medical Billing

WEEKEND CLASSES
Saturday 9:00am-2:00pm
November 14
Course Number: ALH920 Section: 002

TUITION: $145

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

Horsham Schedule
September 9-December 19
Course# Sec# Course Title Credits Day Time Bldg/Room
GB6010 201 Managerial Accounting for Decision Makers 3 M 6:20-9:05pm
GB6020 201 Advanced Computer Applications 3 S 8:20-11:05am
GB6030 201 Financial Management 3 R 6:20-9:05pm
GB6040 201 Marketing Management 3 W 6:20-9:05pm
GB6050 201 Managerial Economics 3 R 6:20-9:05pm
GB6060 201 Human Resource Management 3 R 6:20-9:05pm
GB6070 201 Operations Management 3 T 6:20-9:05pm
GB6111 201 Current Issues in Food and Agribusiness 3 W 6:20-9:05pm
GB6110 201 Strategic Management of Business Enterprises 3 W 6:20-9:05pm
GB6210 201 Contemporary Business Issues 3 W 6:20-9:05pm
GB7110 201 Executive Capstone Seminar 3 S 8:20-11:05am
GB6115 201 Topics of International Food and Agribusiness 3 W 6:20-9:05pm

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
September 8-December 19
Course# Sec# Course Title Credits Day Time
GB6010 201 Managerial Accounting for Decision Makers 3 M 6:20-9:05pm
GB6020 201 Advanced Computer Applications 3 S 8:20-11:05am
GB6030 201 Financial Management 3 R 6:20-9:05pm
GB6040 201 Marketing Management 3 W 6:20-9:05pm
GB6050 201 Managerial Economics 3 R 6:20-9:05pm
GB6060 201 Human Resource Management 3 R 6:20-9:05pm
GB6070 201 Operations Management 3 T 6:20-9:05pm
GB6111 201 Current Issues in Food and Agribusiness 3 W 6:20-9:05pm
GB6110 201 Strategic Management of Business Enterprises 3 W 6:20-9:05pm
GB6210 201 Contemporary Business Issues 3 W 6:20-9:05pm
GB7110 201 Executive Capstone Seminar 3 S 8:20-11:05am
GB6115 201 Topics of International Food and Agribusiness 3 W 6:20-9:05pm

Harrisburg Schedule
September 9-December 19
Course# Sec# Course Title Credits Day Time Bldg/Room
GB6030 247 Financial Management 3 T 5:15-8:30pm Vermont
GB6050 247 Managerial Economics 3 M 5:15-8:30pm Vermont
GB6040 247 Marketing Management 3 R 5:15-8:30pm Vermont
GB6212 247 Leadership 3 W 5:15-8:30pm Vermont

Doylestown Schedule
September 9-December 19
Course# Sec# Course Title Credits Day Time Bldg/Room
GB6060 330 Human Resource Management 3 T 5:15-8:30pm Select Med
GB6070 330 Operations Management 3 R 5:15-8:30pm Select Med

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.

Doylestown Schedule-Open to all-Fall 1
September 8-October 22
Course# Sec# Course Title Credits Day Time Bldg/Room
GE6140 201 School Personnel Administration 3 S 8:30-12:30pm ALHS103
GE6220 201 School Law & Labor Relations 3 R 5:30-9:30am ALHS103
GE6030 201 Theory and Application of Educational Administration 3 M 4:30-8:30pm ALHS101
GE6240 201 School Finance 3 T 5:00-9:00pm ALHS101
GE6015 201 Introduction to Statistical Data & Research 3 T 4:30-8:30pm ALHS103
GE6130 201 School-Community Relations 3 R 4:30-8:30pm ALHS103
GE7010 201 Advanced Fieldwork 3 TBA TBA
GE7020 202 Advance Fieldwork 3 TBA TBA

For more information and for eligibility requirements, please call Dr. Robert Valente at 215-489-4433 or email him at robert.valente@delval.edu.

Questions? 215-489-4848
www.delval.edu/continuing

Continued on page 24...
DELAWARE VALLEY COLLEGE’S ONLINE CERTIFICATE IN ACCOUNTING

INTERESTED IN BECOMING A CPA? HAVE YOUR DEGREE BUT LACK THE COURSES YOU NEED?
Delaware Valley College’s new online Accounting Certificate Program helps you earn the 30 credits needed beyond the bachelor’s degree required to sit for the CPA exam, and earns you a Certificate in Accounting, all on line!
Remember, there are currently more accounting positions in the United States than there are accountants. A new CPA will earn an additional $10,000-$12,000 is starting salary over someone with a Bachelor’s degree.
Requirements: Earned Bachelor’s degree in any subject
Prerequisites: Accounting I, Accounting II, Macroeconomics

COURSES FOR CERTIFICATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate Accounting II</td>
<td>Nov. 30-Feb. 15, 2010</td>
<td>May 17-July 19, 2010</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>Nov. 30-Feb. 15, 2010</td>
<td>Aug. 2-Oct. 4, 2010</td>
</tr>
<tr>
<td>Auditing (Graduate)</td>
<td>Mar. 1-May 3, 2010</td>
<td>Aug. 2-Oct. 4, 2010</td>
</tr>
</tbody>
</table>

All courses are 3 credits. Total credits for certification: 30 credits
Transfer credits: We will accept up to 12 transfer credits into the certificate program.

HOW THE PROGRAM WORKS
Each course is ten weeks in length and is offered in an online format. Courses are offered two at a time — you can complete the Certificate in Accounting Program in less than a year!

COST: $453 per credit

INFORMATION
For more information and current tuition call 215.489.4848.

EARN YOUR BUSINESS DEGREE FROM WHEREVER YOU WANT TO BE!

DelVal’s new Online Business Degree Program will take you from wherever you are to wherever you want to be!

- All classes offered on-line
- Full curriculum
- No need to travel to campus, advising available over the phone or by email
- Convenient 7 week class schedule
- No class during the holidays
- Books can be purchased via email

If you have between three and five years of work experience and your family or work commitments keep you from earning your degree in a classroom setting, Delaware Valley College’s online program was designed just for you.

Make your future marketable and reach your career goals with a Delaware Valley College degree.

For more information on any of Delaware Valley College’s on-line programs, call 215-489-4848.
# Graduate Programs

## Master’s in Educational Leadership

**Doylestown Schedule—Open to All—Fall II**
**November 2–December 17**

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credits</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE6155</td>
<td>201</td>
<td>Design, Development &amp; Assessment of Instruction and Supervision</td>
<td>3</td>
<td>R</td>
<td>4:30-8:30pm</td>
<td>ALHS101</td>
</tr>
<tr>
<td>GE6070</td>
<td>201</td>
<td>Instructional Leadership and Supervision</td>
<td>3</td>
<td>W</td>
<td>4:30-8:30pm</td>
<td>ALHS103</td>
</tr>
<tr>
<td>GE6115</td>
<td>201</td>
<td>Principles, Methods, Development &amp; Assessment</td>
<td>3</td>
<td>W</td>
<td>4:30-8:30pm</td>
<td>ALHS101</td>
</tr>
<tr>
<td>GE6060</td>
<td>201</td>
<td>Organizational Development, Change Theory and Staff Development</td>
<td>3</td>
<td>T</td>
<td>4:30-8:30pm</td>
<td>ALHS103</td>
</tr>
<tr>
<td>GE6080</td>
<td>201</td>
<td>Foundations of Instructional Tech. for Teaching and Learning</td>
<td>3</td>
<td>M</td>
<td>5:30-9:30pm</td>
<td>ALHS103</td>
</tr>
<tr>
<td>GE6035</td>
<td>201</td>
<td>Supervision Diverse Groups &amp; Student Population</td>
<td>3</td>
<td>M</td>
<td>4:30-8:30pm</td>
<td>ALHS101</td>
</tr>
<tr>
<td>GE7010</td>
<td>201</td>
<td>Advanced Fieldwork</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>GE7020</td>
<td>202</td>
<td>Advance Fieldwork</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</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

## General Information

### Advising

- 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.

### 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.

### 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 small fee.

### 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 $20 fee per transcript. Forms can be found on the Registrar’s page of our website, www.delval.edu.

### 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.
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
  - Already possess a bachelor’s or associate’s degree

- 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 DeVal to challenge a course. The fee is $218 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 $436 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 December 1. 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 21 for Weekend 1 and August 31 for Fall evening courses. A $50 registration fee will be charged for registrations received after these dates and tuition payments received after August 31. Registrations must be received by November 6 for Weekend 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 215-220-2962.

Tuition & Fees
Tuition is $436 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 $708 per 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 $708 per credit for all credits taken regardless of time frame (day or evening). Education majors completing the Student Teaching Practicum will be charged $7,284. 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, 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.
INFORMATION

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’s address at DVC, P.O. Box 286 Harleysville, PA 19438 (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 payments.

1. Company Billing
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. Nelnet Business Solutions
The Nelnet Plan allows you to divide lump-sum tuition bills into easy-to-manage monthly payments with no interest charges. With the Nelnet Plan, you pay as you earn - one month at a time right out of your current income or savings. Nelnet has various plans to meet your needs. The student pays an enrollment fee of $75 per semester at the time of the first payment to DVC.

Students wishing to learn more about these plans should access the Bursar’s page at www.delval.edu.

A $200 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 215-489-2418.

No Technology fees or lab fees for noncredit courses.

CONTINUING EDUCATION REGISTRATION FALL 2009

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

High School Graduate?

Yes No GED

Will these credits be used to meet ACT 48 requirements?

Yes No

National Ethnic Origin*

American Indian □ Alaskan Native □ White □ African American □ Hispanic □ Asian/Pacific Islander □ Other □

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

Course# Sec# Course Title Day Time Credits Semester

Total Credits $ ___________ x $436 per*

Technology Fee $ ___________ ($14 per course. Credit courses only.)

Total Tuition $ ___________

Lab/Computer Fee $ ___________

Registration Fee $50* $ ________

Deadline to avoid this.

Total $ ________

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

Payment for tuition is due prior to the start of classes. Make checks payable to Delaware Valley College. Send to DVC, P.O. Box 286, Harleysville, PA 19438. To pay by credit card you must pay on-line 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 any questions about your bill, please call Linda Locker 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 are listed on their respective pages.

YOU’RE INVITED!

You are cordially invited to Delaware Valley College’s Continuing Education, ASiRE and Graduate Programs Information Session.

Wednesday, August 12th at 6:00pm in the Student Center

Refreshments will be served. Please save your seat by calling 215-489-2375.

Make plans now to learn more about how our undergraduate and graduate programs can enhance your career.