ASPiRE Accelerated Degree Completion Program

TEACHER CERTIFICATION Internship Program — at 3 locations!

Microsoft Certified Professional Courses Available

Delaware Valley College
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 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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**EVENING CALENDAR**

**December**
- 21: Jan Term Registration Deadline ($50 registration fee after this date)
- 21-31: School Closed

**January**
- 1: School Closed
- 2: January Term Begins
- 21: Holiday
- 22: January Term Classes End
- 23: Spring Semester Registration Deadline ($50 registration fee after this date)
- 28: Spring Semester Evening and Horsham Classes Begin
  Ivyland Classes Begin

**February**
- 18: Holiday
- 26: ASPiRE Program Begins

**March**
- 17-23: Spring Break

**April**
- 10: Last Day to withdraw with a “W”
- 29: Ivyland Classes End

**May**
- 2: Summer Registration Begins
- 12-16: Evening College Final Exams Horsham Final Exams
- 16: Spring Semester Ends and Horsham Classes End
- 24: Commencement
- 26: Holiday
- 27: Summer Sessions Begin

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

**WEEKEND CALENDAR**

**January**
- 4: Term 2 Classes Resume

**February**
- 10: Term 2 Ends
- 13: Term 3 Registration Deadline ($50 registration fee after this date)
- 22: Term 3 Begins

**March**
- 21-23: Holiday

**April**
- 25-27: “A” Day - No Classes

**May**
- 16-18: Term 3 Ends
- 21: Term 4 Registration Deadline ($50 registration fee after this date)
- 24: Commencement
- 30: Term 4 Begins

**July**
- 4-6: Holiday

**August**
- 10: Term 4 Ends

**IMPORTANT NUMBERS**

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<th>Continuing Education</th>
<th>215-489-2375</th>
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<tr>
<td>FAX</td>
<td>215-345-1599</td>
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<td>215-489-2973</td>
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<td>E-mail</td>
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The Division of Continuing Education offers high 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 8:00-10:00am 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, Marketing, Computer Programming, Management Information Systems
- Biology*
- Chemistry
- Computer and Business Information Systems
- 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.
- 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.
CERTIFICATE PROGRAMS

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)
OH3215 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
BA1009 Management Concepts
OH2120 Floriculture Techniques
OH2120 Floricultural 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)

Management Information Systems (36 cr.)*

IT1011 IT Concepts
IT1012 Computer Applications
IT1031 Intermediate Computer Applications
IT3103 Computer-Based Information Systems
IT3104 Database Management Concepts
IT3117 Data Structures & File Organization
IT3203 Hardware/Software Concepts
IT4109 Data Communications
IT4235 Computer Networks
IT4146 Systems Analysis

* Plus, any three of the following courses:
BA1005 Introduction to Business
BA2123 Principles of Accounting I
BA2124 Principles of Accounting II
BA2008 Principles of Marketing
BA3027 Human Resource Management
BA3141 Small Business Management
MP2114 Statistics I
MP1203 Elementary Functions

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 & 2110 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.)
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Pennsylvania Biotechnology Center of Bucks County

Delaware Valley College has a new location near the Doylestown Airport at 3805 Old Easton Road Doylestown, PA 18901.

The new location will allow us to serve you better by offering courses closer to the center of Doylestown and by offering you a new, state-of-the-art facility.

*Look in our brochure for the location, “Pennsylvania Biotechnology Center”!*
Since 1986, 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 Financial

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<td>GB6070</td>
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(~~~ On-line Course, requires Distance Education Fee
* Graduate MBA Course
All courses are 3 credits.

### Ivyland Schedule at Milton Roy

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!

<table>
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All courses are 3 credits.
### Online Courses

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### Agronomy and Environmental Science

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### Business Administration

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### Evening Classes - January 28 - May 16

The Evening Classes schedule for the Spring Term is available. For more information, please contact the Registrar’s Office.
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**Day Codes:** M-Monday, T-Tuesday, W-Wednesday, R-Thursday, F-Friday

**Room Codes:** ALLM-Allman, FLDM-Feldman, GRH-Greenhouse, HORT-Horticulture, MNDL-Mandell, FRMC-Farm Machinery Building, MBIT-Middle Bucks Institute of Technology, NWBR-New Britain Classrooms, ALHS-Alumni House, SEGAL-Segal Hall Room 001, BT-Pennsylvania Biotechnology Center of Bucks County. The college reserves the right to change faculty assignments as necessary.
**WEEKEND COLLEGE**

**Complete your degree in less than 2 years.**

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

Choose from Business Administration, Computer and Business Information Systems Management, Financial Services and Secondary Education certification.

**WEEKEND TERM 3**  
February 22 - May 17

- **Friday Evenings – 5:30-9:15pm**  
  BA4244 80 Management Seminar

- **Saturday Morning – 8:15am-12:00pm**  
  EN1101 80 English I  
  LA3032 80 Modern American History & Government  
  MP1203 80 Elementary Functions  
  BA2261 80 Business Law II

- **Saturday Afternoon – 12:45-4:30pm**  
  BA2210 80 Microeconomics  
  LA2036 80 Introduction to Psychology

- **Sunday Morning – 8:30am-12:15pm**  
  EN2226 80 Professional Communications

All courses held on campus at Delaware Valley College

**WEEKEND TERM 4**  
May 30 - August 10

- **Friday Evenings – 5:30-9:15pm**  
  LA2012 80 Introduction to Sociology  
  MP1203 80 Elementary Functions

- **Saturday Morning – 8:15am-12:00pm**  
  BA3028 80 Supervision and Management  
  EN1201 80 English II  
  EN2028 80 Introduction to Literature  
  LA2036 80 Introduction to Psychology

- **Saturday Afternoon – 12:45-4:30pm**  
  BA3027 80 Human Resource Management  
  LA2005 80 Speech

**ASPIRE 2008-2010 COHORT**

**2007 Semester**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Tuesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Feb. 26 - Apr. 17, 2008</td>
<td>BA3141 Small Business Mgt.</td>
<td>BY1216 Natural Science II -or- IT1031 Inter. Computer Apps</td>
</tr>
<tr>
<td>2</td>
<td>Apr. 29 - Jun. 12, 2008</td>
<td>BA4236 Taxes</td>
<td>LA4037 Non-Western Societies</td>
</tr>
<tr>
<td>3</td>
<td>Summer Sessions</td>
<td>EN2226 Professional Communications</td>
<td>BA1009 Management Concepts</td>
</tr>
<tr>
<td>4</td>
<td>Sep. 2 - Oct. 16, 2008</td>
<td>MP1205 Finite Mathematics</td>
<td>offered on-line only-no classes</td>
</tr>
<tr>
<td>5</td>
<td>Oct. 28 - Dec. 16, 2008</td>
<td>BA3129 Operations Mgt.</td>
<td>LA1060 Introduction to the Arts</td>
</tr>
</tbody>
</table>

**2008 Semester**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Tuesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan. 6 - Feb. 19, 2009</td>
<td>BA3027 HR Management</td>
<td>MP2215 Statistics for Business</td>
</tr>
<tr>
<td>2</td>
<td>Mar. 3 - Apr. 23, 2009</td>
<td>BA3127 Finance</td>
<td>BA4239 International Trade</td>
</tr>
<tr>
<td>3</td>
<td>May. 5 - Jun. 18, 2009</td>
<td>BA3126 Fund of Investing</td>
<td>Elective or MBA Elective</td>
</tr>
<tr>
<td>4</td>
<td>Summer Sessions</td>
<td>EN2028 Intro to Literature</td>
<td>Elective or MBA Elective offered on-line only-no classes</td>
</tr>
<tr>
<td>5</td>
<td>Sep. 10 - Oct. 27, 2009</td>
<td>BA4244 Management Seminar</td>
<td>Elective or MBA Elective</td>
</tr>
</tbody>
</table>
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.

Spring 2008 courses meet on Tuesdays and Thursdays for seven weeks. One class is held on Tuesday evenings, the other on Thursday evenings. 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!
Earn one of the hottest IT certificates in the industry at Delaware Valley College, the Microsoft Certified Systems Administrator, MCSA.

Start your systems administration career with the MCSA credential. DelVal’s MCSA program offers instructor-led, hands-on courses and materials to prepare you for the MCSA exams.

A candidate who passes any of the current MCSA certification exams will earn the Microsoft Certified Professional (MCP) credential.

Description
We’ve developed a MCSA Exam Preparation Program with integrated workshops that prepares you for the MCSA exams and allows you to continue to study for the MCSE exams.

The MCSA Certification for Microsoft Windows® 2003 is designed for professionals who implement, manage, and troubleshoot existing network and system environments based on Microsoft Windows 2003.

The MCSA at DelVal is the right choice for you.
• It’s respected. In a survey of 225 hiring managers from a variety of industries, 89% said they recommend Microsoft certification for candidates seeking an IT position at their company.
• It’s flexible. All exams count towards the Microsoft Certified Systems Engineer (MCSE) certification.
• It’s skillful. Master the support, administration and configuration of any Microsoft network.

Requirements
MCSA candidates are required to pass three core exams and one elective exam.

Core Courses
Exam 70-290: Managing and Maintaining a Microsoft Windows Server 2003 Environment
Exam 70-291: Implementing, Managing and Maintaining a Microsoft Windows Server 2003 Network Infrastructure
Exam 70-270: Installing, Configuring, and Administering Microsoft Windows XP Professional

Elective Course
Exam 70-299: Implementing and Administering Security in a Microsoft Windows Server 2003 Network

This exam meets the elective exam requirement and provides a sound foundation in hardware, operating systems, and network technology.
MCSA candidates should have 6-12 months of experience working with a desktop operating system, a network operating system and an existing network infrastructure.

EVENING CLASSES
Mondays, Wednesdays and Alt. Fridays
(Alternate Fridays begin February 15)
6:00-10:00pm
February 11 - April 28
(No class February 18, March 17 and 19)
Course Number: CIS150  Section: 001
Tuition: $3450
Includes all course books and materials.

This course is held at the Pennsylvania Biotechnology Center
MCSE PROGRAM

The Microsoft Certified Systems Engineer (MCSE) is one of the most sought after network certifications. Our Windows 2003 Program prepares you to become a Microsoft Certified Professional in the challenging and expanding field of network technology.

Our training facility is a Microsoft level-four classroom with the latest hardware technology for use with Windows 2003. Our Microsoft Certified Trainers (MCT) provide the attention and service needed to ensure your success.

The hands-on class covers the five core and two elective courses required by Microsoft. The tuition is a tremendous savings for those IT professionals who wish to obtain this globally recognized certification. Tuition includes textbooks and all training materials. If you are working in an enterprise computing environment, this workshop will help you get the necessary credentials to move ahead.

Prerequisite

Students need to have either completed the A+ certification program, be A+ certified, or have equivalent knowledge of Microsoft Windows and network fundamentals.

MCSA to MCSE Upgrade

For those who are already MCSA certified and wish to complete the MCSE program, an upgrade course is available. The tuition is $2395. For more information please call 215-489-2375.

Microsoft’s MCSE 2003 Track

Core Courses:

- Exam 70-290: Managing and Maintaining a Microsoft Windows Server 2003 Environment
- Exam 70-291: Implementing, Managing and Maintaining a Microsoft Windows Server 2003 Network Infrastructure
- Exam 70-270: Installing, Configuring and Administering Microsoft Windows XP Professional
- Exam 70-293: Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure
- Exam 70-294: Planning, Implementing and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure

Elective Courses:

- Exam 70-299: Implementing and Administering Security in a Microsoft Windows Server 2003 Network
- Exam 70-298: Designing Security for a Microsoft Windows Server 2003 Network

EVENING CLASSES

Mondays, Wednesdays and Alt. Fridays
(Alternate Fridays begin March 23)
6:00–10:00pm
February 11 - June 11
(No classes February 18, March 17 and 19, May 26)
Course Number: CIS160  Section: 001
(Runs concurrently with MCSA track)
Tuition: $5750
Includes all course books and materials.

MCSA to MCSE Upgrade

For those who are already MCSA certified and wish to complete the MCSE program, an upgrade course is available. The tuition is $2395. For more information please call 215-489-2375.

For more detailed information, please visit Microsoft at: www.microsoft.com/trainingandservices

This course is held at the Pennsylvania Biotechnology Center

SERVER + PROGRAM

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 MSCP 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
May 6 - June 26
6:00-10:00 pm
CIS 280 Section: 001
Tuition: $949
Includes all course books and materials.
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.

Tuition: $1795
Includes all course books and materials.

We are teaching the new curriculum this spring!

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

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.

Tuition: $749
Includes all course books and materials.

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
February 5 - April 3
(No classes March 18 and 20)
Course Number: CIS250  Section: 001

EVENING CLASSES
Tuesdays and Thursdays
6:00-10:00pm
April 8 - May 1
Course Number: CIS260  Section: 001

Save $295! Register for both A+ and Network+ for only $2249.
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
Thursday
5:30-9:30pm
February 7 and 14
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
Thursday
5:30-9:30pm
February 21 and 28
Course Number: CIS371 Section: 001
(Class held at the Pennsylvania Biotechnology Center)

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
Thursday
5:30-9:30pm
March 6 and 13
Course Number: CIS372 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
Thursday
5:30-9:30pm
May 8 and 15
Course Number CIS376 Section: 001
(Class held at the Pennsylvania Biotechnology Center)

Tuition for each MS class: $89

ATTENTION EMPLOYERS!
WE OFFER TRAINING IN OFFICE 2007
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
March 27 and April 3
Course Number: CIS373   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
April 10 and 17
Course Number: CIS374   Section: 001
(Class held at the Pennsylvania Biotechnology Center)

Tuition for each MS class: $89

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
April 24 and May 1
Course Number CIS375   Section: 001
(Class held at the Pennsylvania Biotechnology Center)

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
April 8 and 15
Course Number: CIS380   Section: 001
(Class held at the Pennsylvania Biotechnology Center)
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
April 22 and 29
Course Number: CIS385 Section: 001
(Class held at the Pennsylvania Biotechnology Center)
Tuition for each MS class: $89
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.

Tuition: $225
Includes all course books and materials.

EVENING CLASSES
Tuesdays
6:00-10:00pm
February 5 - 26
Course Number: CIS410   Section: 001
(Class held at the Pennsylvania Biotechnology Center)

Adobe Photoshop Applied
Among professional image editing applications, Adobe Photoshop is the industry standard. The topics of this class will expand fundamentals and create a new meaning in visual image making. Learn retouching, masking, creating paths, selections, type tools, layers, layer styles, automating tasks, presets and automatic transitions for preparing web images to use in Image Ready as well as Image Ready’s many features.

Prerequisite
Students are expected to have an understanding of the Windows® O/S, Photoshop Fundamentals or equivalent knowledge.

Tuition: $225
Includes all course books and materials.

EVENING CLASSES
Tuesdays
6:00-10:00pm
March 4 - April 1
Course Number: CIS415   Section: 001
(No class March 18)
(Class held at the Pennsylvania Biotechnology Center)

Payment is due at the time of registration. Make checks payable to Delaware Valley College or charge it to your Visa, MasterCard, Discover, or American Express. 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 Tuition Pay 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 $30 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+, Server+, MCSA or MCSE 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 over 240 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 Development
- 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.

EMERGENCY MEDICAL TECHNICIAN TRAINING

The Emergency Medical Technician (EMT) training course is designed to prepare participants to provide basic emergency medical care to sick and injured patients. EMTs perform skills such as patient assessment, bandaging, oxygen administration, splinting and spinal immobilization. EMTs provide medical care in a variety of settings, including hospitals, emergency ambulance services, non-emergency transport services, and other public safety settings such as police and fire departments, and security agencies.

The EMT program, a collaborative effort between Delaware Valley College and JeffSTAT EMS Training Center, is approximately 170 hours in duration and consists of lectures, hands-on practical demonstrations and field clinical time in a hospital Emergency Room. Students are required to take written and practical examinations during the course to demonstrate their ability to provide proper emergency care. Upon successful completion of the JeffSTAT EMT course, students will be eligible to take the Commonwealth of Pennsylvania written and practical examinations. Upon successful completion of these exams, the student will receive certification as an EMT with the Pennsylvania Department of Health. The certification is valid for three years.

EVENING & WEEKEND CLASSES

Mondays, Wednesdays
6:00-10:00 pm
Saturdays
8:00am-4:00pm
February 25 - May 3
Course Number: EMT100 Section: 001
(Classes held at the Pennsylvania Biotechnology Center)

Tuition: $1085
Includes all textbooks and materials
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**

**MONDAYS**  
6:00-10:00 pm  
February 11 and 25, March 3 and 10  
Course Number: CLA500  Section: 001

**Tuition:** $165  
Tuition is non-refundable and includes CD-ROM, online monitoring, testing, and certificate.

**Recertification**

**MONDAYS**  
6:00-10:00 pm  
March 31, April 7, 14, and 21  
Course Number: CLA501  Section: 002

**Tuition:** $125  
Tuition is non-refundable and includes handouts 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 textbook, testing and certificate.

**Recertification**

**MONDAYS**  
6:00-10:00 pm  
February 25 and March 3  
Course Number: CLA501  Section: 001

**Tuition:** $125  
Tuition is non-refundable and includes handouts and certification letter.

**MONDAYS**  
6:00-10:00 pm  
April 7 and 14  
Course Number: CLA501  Section: 002

**Tuition:** $125  
Tuition is non-refundable and includes handouts and certification letter.

**ART WORKSHOPS**

**Foundations In Drawing**

Drawing of Still Life, Landscapes, Portraits are the topics of this class. The student will be instructed in the art of composition, 2 dimensions and 3 dimensional representation by the control of line and values. The student will utilize various media from pencil to charcoal. Class is held on Monday evenings from 6:30pm to 9:00pm for seven week sessions.

**EVENING CLASSES**

**Mondays**  
6:30-9:00pm  
January 14 - February 25  
Course Number: ART170  Section: 001

**Mondays**  
6:30-9:00pm  
March 3 – April 21  
(No class March 17)  
Course Number: ART170  Section: 003

**Mondays**  
6:30-9:00pm  
April 28 - June 9  
Course Number: ART170  Section: 005

**Tuition for each class:** $169
ART WORKSHOPS

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. Class is held on Wednesday evening from 6:30 to 9:00pm for seven week sessions.

EVENING CLASSES

Wednesdays
6:30 - 9:00pm
January 16 - February 27
Course Number: CLA165 Section: 001

Wednesdays
6:30 - 9:00pm
March 5 - April 23
(No class March 19)
Course Number: CLA165 Section: 003

Wednesdays
6:30 - 9:00pm
April 30 - June 11
Course Number: CLA165 Section: 005

Tuition for each class: $169

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. Classes are held Thursday evening from 6:30pm to 9:00pm for seven weeks. Saturday morning class is held from 9:00am to 11:30pm for seven week sessions.

EVENINGS CLASSES

Thursdays
6:30-9:00pm
January 17 - February 28
Course Number: ART175 Section: 001

Thursdays
6:30-9:00pm
March 6 - April 24
(No class, March 20)
Course Number: ART175 Section: 003

Thursdays
6:30-9:00pm
May 1 - June 12
Course Number: ART175 Section: 005

WEEKEND CLASSES

Saturdays
9:00-11:30am
January 19 - March 1
Course Number: ART175 Section: 002

Saturdays
9:00-11:30am
March 8 - April 26
(No class, March 22)
Course Number: ART175 Section: 004

Saturdays
9:00-11:30am
May 3 - June 14
Course Number: ART175 Section: 006

Tuition for each class: $169
ASSOCIATES DEGREE IN CULINARY ARTS & TECHNOLOGY

Delaware Valley Culinary Institute
The Delaware Valley Culinary Institute (DVCi) provides you with quality career and technical education in the field of culinary arts. Students prepare for careers in food service management, culinary arts, or one of many other rewarding food and culinary-related careers. The best part is the reduced tuition of just $238 per credit.

We prepare students for careers in food production and the food service industries. Success in the field of culinary arts comes in many forms, including employment with:

- Restaurants
- Hotels
- Schools
- Airlines
- Bakeries
- Institutional Facilities
- Distribution
- Culinary Marketing
- Journalism
- Health-Care Facilities
- Hospitality
- Catering

For information and a course schedule, please call Delaware Valley College at 215-489-2375 or Middle Bucks Institute of Technology at 215-343-2480.

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 Hitchman

Tuition: $129
Location: Main Campus

ORNAMENTAL HORTICULTURE

Garden Design: A Primer for the Creation and Implementation of a New Garden
This course covers the basic components of garden design and creation: soils, plant palettes, color, style, form, texture, mulches and more. Participants will be asked to work on one garden of their choosing during the course of the class.

Tuition: $75

Designing with Native Plants
Have you been interested in expanding your knowledge of the local flora? This course is an introduction to the native plants of Pennsylvania and how best to use them in your garden.

Tuition: $42

EVERNING CLASSES
Mondays
7:00-9:00pm
February 25 - April 21
(No class March 17)
Course Number: LNG340  Section: 001

WEEKEND CLASSES
Saturdays
9:00am-Noon
February 16
Course Number: HRT940  Section: 004
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 new 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 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

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, and register for the intern review course.

For more information check out our Teacher Certification website at www.delval.edu/tcip

### Teacher Certification Internship Schedule - Doylestown

<table>
<thead>
<tr>
<th>Course #</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Day</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED-1010</td>
<td>290</td>
<td>American Education</td>
<td>T,R</td>
<td>Feb. 19 - March 27</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>ED-2230</td>
<td>290</td>
<td>Educational Psychology</td>
<td>T,R</td>
<td>Apr. 8 - May 15</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>ED-3230</td>
<td>290</td>
<td>Multicultural Education</td>
<td>T,R</td>
<td>July 8 - Aug. 14</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED-2210</td>
<td>290</td>
<td>Reading In Secondary Schools</td>
<td>T,R</td>
<td>Aug. 21 - Sept. 30</td>
<td>6:00-9:00pm</td>
</tr>
<tr>
<td>ED-3120</td>
<td>290</td>
<td>Tests and Measurements</td>
<td>T,R</td>
<td>Oct. 7 - Nov. 13</td>
<td>6:00-9:00pm</td>
</tr>
</tbody>
</table>

No class May 24, 2008

### Teacher Certification Internship Schedule - Northeast Philadelphia

<table>
<thead>
<tr>
<th>Course #</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Day</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED-1010</td>
<td>294</td>
<td>American Education</td>
<td>M,W</td>
<td>March 10 - April 14</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED-2230</td>
<td>294</td>
<td>Educational Psychology</td>
<td>M,W</td>
<td>April 23 - June 2</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED-3230</td>
<td>294</td>
<td>Multicultural Education</td>
<td>M,W</td>
<td>June 9 - July 21</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED-2210</td>
<td>294</td>
<td>Reading In Secondary Schools</td>
<td>M,W</td>
<td>July 28 - Sept. 3</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED-3120</td>
<td>294</td>
<td>Tests and Measurements</td>
<td>M,W</td>
<td>Sept. 8 - Oct. 15</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED-3010</td>
<td>294</td>
<td>Methods and Materials</td>
<td>M,W</td>
<td>Oct. 20 - Nov. 24</td>
<td>6:00-9:15pm</td>
</tr>
</tbody>
</table>

Classes will not be held on April 21, June 30, July 2 and September 29, 2008

### Teacher Certification Internship Schedule - South Philadelphia

<table>
<thead>
<tr>
<th>Course #</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Day</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED-1010</td>
<td>293</td>
<td>American Education</td>
<td>T,R</td>
<td>March 11 - April 15</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED-2230</td>
<td>293</td>
<td>Educational Psychology</td>
<td>T,R</td>
<td>April 22 - May 27</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED-3230</td>
<td>293</td>
<td>Multicultural Education</td>
<td>T,R</td>
<td>June 3 - July 15</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED-2210</td>
<td>293</td>
<td>Reading In Secondary Schools</td>
<td>T,R</td>
<td>July 22 - Aug. 26</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED-3120</td>
<td>293</td>
<td>Tests and Measurements</td>
<td>T,R</td>
<td>Sept. 6 - Oct. 11</td>
<td>6:00-9:15pm</td>
</tr>
<tr>
<td>ED-3010</td>
<td>293</td>
<td>Methods and Materials</td>
<td>T,R</td>
<td>Oct. 16 - Nov. 20</td>
<td>6:00-9:15pm</td>
</tr>
</tbody>
</table>

Classes will not be held on July 1 and 3 2008

Note: Enrollment for this cohort program is limited. Tuition for the courses in this program are $422 per credit hour. Financial Aid is available for those who qualify.
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 Billing
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 2006 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).

Tuition: $245

WEEKEND CLASSES
Saturdays
9:00am-1:00pm
March 1 and 8
Course Number: ALH903  Section: 001

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

Tuition: $195

WEEKEND CLASSES
Saturday
9:00am-4:00pm
March 29
Course Number: ALH910  Section: 001

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

Tuition: $145

WEEKEND CLASSES
Saturday
9:00am- 4:00pm
April 12
Course Number: ALH920  Section: 001
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, 2007. 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 appliedqualitiesolutions@yahoo.com.

Independent Study Course
Starting in January 2008
Course Number: ALH160  Section: 001
### MBA PROGRAM

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

#### Main Campus Schedule - January 24 - May 17

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credit</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB6020</td>
<td>201</td>
<td>Advanced Computer Apps</td>
<td>3</td>
<td>Dr. George Lu</td>
<td>R</td>
<td>6:20-9:05pm</td>
<td>Feldman 103</td>
</tr>
<tr>
<td>GB7110</td>
<td>201</td>
<td>Executive Capstone Seminar</td>
<td>3</td>
<td>Mr. Lance Hill</td>
<td>M</td>
<td>6:20-9:05pm</td>
<td>Alumni 102</td>
</tr>
<tr>
<td>GB6070</td>
<td>201</td>
<td>Operations Management</td>
<td>3</td>
<td>Mr. Stephen Richter</td>
<td>T</td>
<td>6:20-9:05pm</td>
<td>Feldman 103</td>
</tr>
<tr>
<td>GB6040</td>
<td>201</td>
<td>Marketing Management</td>
<td>3</td>
<td>Mr. Eric Reed</td>
<td>R</td>
<td>6:20-9:05pm</td>
<td>Alumni 102</td>
</tr>
<tr>
<td>GB6010</td>
<td>201</td>
<td>Managerial Accounting for Decision Making</td>
<td>3</td>
<td>Mr. Gary Flower</td>
<td>W</td>
<td>6:20-9:05pm</td>
<td>Hort 201</td>
</tr>
<tr>
<td>GB6212</td>
<td>201</td>
<td>Leadership</td>
<td>3</td>
<td>Dr. Anthony Rohach</td>
<td>W</td>
<td>6:20-9:05pm</td>
<td>Mandell 233</td>
</tr>
<tr>
<td>GB6115</td>
<td>201</td>
<td>Topics of International Food &amp; Agribusiness</td>
<td>3</td>
<td>Mr. Tom Kennedy</td>
<td>W</td>
<td>6:20-9:05pm</td>
<td>Hort 202</td>
</tr>
<tr>
<td>GB6030</td>
<td>201</td>
<td>Financial Management</td>
<td>3</td>
<td>Mr. Doug Boyle</td>
<td>M</td>
<td>6:20-9:05pm</td>
<td>Alumni 101</td>
</tr>
</tbody>
</table>

#### Horsham Schedule - January 24 - May 17

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credit</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB6050</td>
<td>247</td>
<td>Managerial Economics</td>
<td>3</td>
<td>Dr. Anthony Rohach</td>
<td>T</td>
<td>5:30-8:15pm</td>
<td>Vermont</td>
</tr>
<tr>
<td>GB-6070</td>
<td>247</td>
<td>Operations Management</td>
<td>3</td>
<td>Mr. Ross Hill</td>
<td>M</td>
<td>5:30-8:15pm</td>
<td>Vermont</td>
</tr>
<tr>
<td>GB-6060</td>
<td>247</td>
<td>Human Resources Mgt.</td>
<td>3</td>
<td>Ms. Laura Queen</td>
<td>W</td>
<td>5:30-8:15pm</td>
<td>Vermont</td>
</tr>
<tr>
<td>GB-6211</td>
<td>247</td>
<td>Business Ethics</td>
<td>3</td>
<td>Ms. Bette Walters</td>
<td>R</td>
<td>5:30-8:15pm</td>
<td>Vermont</td>
</tr>
</tbody>
</table>

#### Harrisburg Schedule - January 24 - May 17

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credit</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB-6010</td>
<td>330</td>
<td>Managerial Accounting</td>
<td>3</td>
<td>Staff</td>
<td>T</td>
<td>5:30-8:15pm</td>
<td>TBA</td>
</tr>
<tr>
<td>GB-6070</td>
<td>330</td>
<td>Operations Management</td>
<td>3</td>
<td>Staff</td>
<td>R</td>
<td>5:30-8:15pm</td>
<td>TBA</td>
</tr>
</tbody>
</table>

For more information, please call Tom Kennedy, MBA Director, at 215-489-2322 or email kennedyt@delval.edu

### 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 - January 24 - May 17

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sec#</th>
<th>Course Title</th>
<th>Credit</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE5080</td>
<td>201</td>
<td>Foundations of Instructional Technology for Teaching and Learning</td>
<td>3</td>
<td>Mr. James Shields</td>
<td>M</td>
<td>6:00 - 9:00pm</td>
<td>ALHS103</td>
</tr>
<tr>
<td>GE5030</td>
<td>201</td>
<td>Theory and Application of Educational Administration</td>
<td>3</td>
<td>Dr. Patricia Carney-Dalton</td>
<td>M</td>
<td>4:30 - 7:30pm</td>
<td>ALHS101</td>
</tr>
<tr>
<td>GE5140</td>
<td>201</td>
<td>School Personnel Administration</td>
<td>3</td>
<td>Dr. Robert Kelly</td>
<td>W</td>
<td>5:30-8:30pm</td>
<td>ALHS102</td>
</tr>
<tr>
<td>GE5015</td>
<td>201</td>
<td>Intro to Statistical Data and Research</td>
<td>3</td>
<td>Dr. Benjamin Rusiloki</td>
<td>T</td>
<td>4:30 - 7:30pm</td>
<td>ALHS103</td>
</tr>
<tr>
<td>GE6240</td>
<td>201</td>
<td>School Finance</td>
<td>3</td>
<td>Staff</td>
<td>T</td>
<td>5:00 - 8:00pm</td>
<td>ALHS101</td>
</tr>
<tr>
<td>GE5070</td>
<td>201</td>
<td>Instructional Leadership and Supervision</td>
<td>3</td>
<td>Dr. Elizabeth Yonson</td>
<td>W</td>
<td>5:30 - 8:30pm</td>
<td>ALHS101</td>
</tr>
<tr>
<td>GE6115</td>
<td>201</td>
<td>Principles, Methods, Development and Assessment of Curriculum and Student Populations</td>
<td>3</td>
<td>Dr. Daniel Hicks</td>
<td>W</td>
<td>4:30 - 7:30pm</td>
<td>ALHS103</td>
</tr>
<tr>
<td>GE6035</td>
<td>201</td>
<td>Supervising Diverse Groups</td>
<td>3</td>
<td>Dr. Mel Sonier</td>
<td>R</td>
<td>4:30 - 7:30pm</td>
<td>ALHS101</td>
</tr>
<tr>
<td>GE5220</td>
<td>201</td>
<td>School Law and Labor Relations</td>
<td>3</td>
<td>Ms. Katrina Filabruitt</td>
<td>R</td>
<td>4:30 - 7:30pm</td>
<td>ALHS103</td>
</tr>
<tr>
<td>GE7010</td>
<td>201</td>
<td>Advanced Fieldwork</td>
<td>3</td>
<td>Dr. Patricia Carney-Dalton</td>
<td>TBA</td>
<td>4:30 - 7:30pm</td>
<td>ALHS103</td>
</tr>
<tr>
<td>GE7020</td>
<td>201</td>
<td>Advanced Fieldwork</td>
<td>3</td>
<td>Dr. Patricia Carney-Dalton</td>
<td>TBA</td>
<td>4:30 - 7:30pm</td>
<td>ALHS103</td>
</tr>
<tr>
<td>GE7020</td>
<td>202</td>
<td>Advanced Fieldwork</td>
<td>3</td>
<td>Dr. Mel Sonier</td>
<td>TBA</td>
<td>4:30 - 7:30pm</td>
<td>ALHS103</td>
</tr>
</tbody>
</table>

For more information and for eligibility requirements, please call Dr. Robert Valente at 215-489-4833 or E-mail him at robert.valente@delval.edu
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-7:00pm, Saturdays from 8:00am to 1:00pm and on Sundays from 8:00-10:00am. 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 8:30am-6:00pm, (4:15pm Fridays). Call 215-489-2259 for weekend hours. The bookstore will mail you your text book for a $6.00 fee.

Transcripts
Transcripts for credit courses are available from the Registrar’s Office. Go to www.delval.edu/registrar and follow directions for transcripts. There is a $10 fee per transcript. Details are on-line.

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: 9:30am-5:30pm
- 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
  - 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 May.

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 $196 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 $392 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 Spring Semester and Term 3 of the Weekend College is open now. January Term registration begins November 12. 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 February 13 for Weekend 3 and January 23 for Spring Evening courses. A $50 registration fee will be charged for registrations received after these dates and tuition payments received after the deadline.**

After the registration deadline, payment in full is required when registering (partial payments are accepted only when using the Tuition Pay 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 215-489-2342. 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.

Mail completed registration form to:
Office of 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 $392 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 $636/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 $636 per credit for all credits taken regardless of time frame (day or evening). Education majors completing the Student Teaching Practicum will be charged $6,551. The fee for lab courses and certain computer courses, marked by an “*” in the schedule, is $75. There is a $12 per course student technology fee (credit courses only).

Billing
If you register before the registration deadline for the Spring 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 215-489-2419.

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 Plans
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 and major credit card information are required from the student. In the event the company does not pay within 60 days from the date of billing, the student will assume responsibility 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 - 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 or credit card refusal.

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 make 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.
CONTINUING EDUCATION REGISTRATION SPRING 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)

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 # Sec # Course Title Day Time Credits Semester

Semester Codes: SP-Spring Semester, WE1-Weekend 1 Term, WE2-Weekend 2 Term

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

I have read and understand the college’s Withdrawal and Refund policies, outlined on the facing page.

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 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 question about your bill, please call Brian Foy at 215-489-2419

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


Total Credits $x $392 per*