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Continuing Education

The Continuing Education Staff:

Robert F. McNeill, Jr. Director
 Glenn Pascal, Assistant Director
 Jason Wood, Business & Industry Account Representative
 Mary Chubb, Program Coordinator

The Division of Continuing Education offers quality, academic education for adults seeking evening and weekend degrees through part-time study. The Continuing Education staff provides academic advising and counseling for those students seeking 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. Many students can complete their degrees through part-time (11 or fewer credits in a term) evening, daytime, or weekend study. Others who are looking to improve their skills for their jobs or to develop new career opportunities can do so by completing study in our numerous certificate programs.

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

and with the Department Chairperson of the degree program in which they are interested.

Current students are encouraged to meet with the professional staff to review their record and discuss registration options, new career changes, etc. Appointments are available seven days a week and are scheduled at the student's convenience. Degrees available through the Evening College are those designated with an "*" on page 14 of this catalog. The Continuing Education Office is located in the lower level of Lasker Hall. Office hours are from 8:30 a.m.–7:00 p.m., Monday–Friday. The Office is also staffed from 8:30 a.m.–3:30 p.m. on Saturdays and from 12:45 p.m.–3:30 p.m. on Sundays when the Weekend College is in operation.

Continuing Education Office:	215-489-2375
Registrar's Office:	215-489-2973
FAX Registration:	215-230-2962
Billing (Bursar's Office):	215-489-2419

Evening College Programs

The following programs may be taken and completed through the Evening College. The requirements for the degree programs may be found in this catalog. Degrees offered through The Evening College are noted in the index of this catalog with an *. Please check the appropriate department listing in this catalog for requirements and course descriptions.

Associate of Science

Information Technology & Management
 Computer Programming
 Supervision-Administration-Management
 Culinary Arts and Food Technology as offered through the Delaware Valley Culinary Institute

Bachelor of Science Degrees

Business Administration (Majors in: Accounting, Financial Services, Management, Marketing, Programming MIS)
 Chemistry
 Criminal Justice Administration
 Education (Secondary)
 Information Technology & Management
 Ornamental Horticulture/Environmental Design
 Landscape Design

Bachelor of Arts

English

NOTE: Not all courses in every program may be available through the Evening College. Please contact the Continuing Education Office for further information.

Weekend College

The Weekend College, a learning accelerated program, is designed for busy adults who work full time, have nightly family responsibilities, travel frequently, or work at night. Courses are offered either on Friday evenings, or Saturday mornings or Saturday afternoons, or Sunday mornings. Students may take courses in one or several of the time frames offered through the Weekend College. There are four terms scheduled throughout the year (Term "1" - late August; Term "2" - Mid-November; Term "3" Mid-February; and Term "4" Mid-May). Classes are not held on weekends where major holidays are scheduled. The Business Administration Associate and Baccalaureate Degrees and Computer Information Systems Management degree are offered through the Weekend College. Student's enrolled in this program have an opportunity to complete the entire bachelor's degree in less than four years through the Weekend College. All terms are ten weeks in length that enable students to accelerate their learning.

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 2.00 GPA is required.

Credit Certificate Programs in:

Computer Programming (36 cr.)
 E-Commerce (24 cr.)
 Ecological Landscape Design (36 cr.)
 Environmental Studies (18 cr.)
 Floral Business (32 cr.)
 Food Technology (30 cr.)
 Hazardous Materials Management (3, one-credit courses)
 Management Information Systems (36 cr.)
 Pre-MBA Program (34 cr.)
 Professional Writing (24 cr.)
 Culinary Arts and Food Technology
 as offered through the Delaware Valley Culinary Institute

Computer Programming (36 cr.)*

IT 1011 Information Technology Concepts
 IT 1012 Computer Applications
 IT 1031 Intermediate Computer Applications
 IT 2118 Web Design
 IT 2216 Introductory Programming
 IT 2218 Advanced Programming
 IT 3104 Database Management
 IT 3117 Data Structures & File Organization
 IT 4042 UNIX Operating System
 IT 4146 Systems Analysis and Design

Computer Information Systems (36 cr.)*

IT 1011 Information Technology Concepts
 IT 1012 Computer Applications
 IT 1031 Intermediate Computer Applications
 IT 3103 Information Systems
 IT 3104 Database Management
 IT 3117 Data Structures and File Organization
 IT 3203 Hardware and Software
 IT 4109 Data Communications
 IT 4235 Computer Networks
 IT 4146 Systems Analysis and Design

*Plus, any three of the following courses:

BA 1005 Introduction to Business
 BA 2123 Principles Accounting I
 BA 3027 Human Resource Management
 BA 3128 E-Commerce/Business to Business
 BA 3141 Small Business Management
 MP 2114 Statistics I
 MP 1203 Elementary Functions

E-Business (24 cr.)

The E-Business Certificate courses are offered through the Weekend College and can be completed in less than a year.

BA 3023 E-Commerce/Business to Business
 IT 3119 Internet Security
 IT 3222 Database Design
 IT 2118 Web Design
 IT 2218 Advanced Programming
 BA 3218 Principles of On-Line Marketing
 IT 4109 Data Communication
 IT 4235 Computer Networks

Ecological Landscape Design (36 cr.)

Courses for this certificate should be taken in the following order: Tools (T): first; Design Studio (DS): second; and Management (M): last.

AE 2004 Soils (3cr.) (T)+
 AE 3107 Environmental Geology (T)
 BY 2235 Plant Communities (T)
 IT 3220 Computer Aided Design (T)
 OH 2118 Woody Plant Identification I (2 cr.) (T)
 OH 2220 Woody Plant Identification II (2 cr.) (T)
 OH 3117 Herbaceous Plant Materials (2 cr.) (T)
 OH 3130 Major Native Landscapes (DS)
 OH 3205 Site Analysis and the Design Process (DS)
 OH 3213 Landscape Graphics (2 cr.) (DS)
 OH 3216 History of Landscape Architecture (2 cr.) (M)
 OH 3217 Herbaceous Plant Materials II (2 cr.) (T)
 OH 4215 The Built Environment (DS)
 OH 4125 Ecological Landscape Management (M) or
 OH 4230 Landscape Contracting and Bidding (M)

+This course involves some chemistry. *This course requires 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.

- AE 2004 Soils (R)
- AE 3125 Principles of Ecology(R)
- AE 3140 Environmental Impacts (R)
- AE 3220 Hydrology (R)
- AE 3107 Environmental Geology (E)
- AE 4015 Regional Land Use Planning (R)
- AE 4025 Climatology (E)
- AE 4016 Hydrogeology (E)

Floral Business Certificate Program (32 cr.)

- BA 1005 Introduction to Business
- BA 3027 Human Resource Management
- OH 2014 Floriculture Techniques
- OH 2120 Floral Business Management
- OH 3020 Basic Design (1 cr.)
- OH 3106 Floral Crop Production I (2 cr.)
- OH 3208 Floral Crop Production II (2 cr.)
- OH 3117 Herbaceous Plant Materials I (2 cr.)
- OH 3217 Herbaceous Plant Materials II (2 cr.)
- OH 3232 Introductory Floral Design
- OH 4108 Interiorscaping
- OH 4145 Advanced Floral Design (2 cr.)
- OH 4209 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) (4cr.)
- FS2116 Physical Sciences and Food (E)
- FS3120 Introduction to Nutrition (E)
- FS4004 Industrial Fermentations (E)
- FS4015 Waste Treatment and Control (E) (2cr.)
- FS4042 Sensory Evaluation of Foods (E) (2cr.)
- FS4149 Quality Assurance and Regulation (E)
- FS3211 Food Chemistry (R) (4 cr.)
- FS 4112 Food Preservation (R)
- FS3223 Dairy Products Processing (E)
- FS 4212 Refined Foods and Food Ingredients (E)
- FS 4228 Meat and Meat Products (E)

Hazardous Materials Management (3 cr.)

Completion of the following one-credit courses:

- CH 2004 Fire Protection Chemistry
- CH 2005 Hazardous Materials Management
- CH 2006 Safety in the Laboratory

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 thirty-four credits earned.

- BA 2123 & 2224 Principle of Accounting I and II
- BA 2008 & 2210 Macro/Microeconomics
- BA 3127 Finance
- BA 3229 Organizational Behavior
- BA 3129 Operations Management
- BA 2017 Principles of Marketing
- IT 1011 Information Technology Concepts
- IT 1012 Computer Applications
- MP 2114 Statistics I
- MP 1204 Calculus I (4 cr.)

Professional Writing (24 cr.)

- EN 2226 Business Communications
- EN 2242 Feature Writing
- EN 3056 Technical Writing
- EN 3144 Public Relations
- EN 3008 Journalism
- EN 3246 Writing for Radio/TV
- BA 2017 Principles of Marketing
- BA 4247 Advertising

Animal Assisted Therapy Certificate

There has been a great deal of interest in recent years regarding the incorporation of animals in the treatment programs of humans with mental and physical disabilities. The use of animals for this purpose is referred to as Animal Assisted Activities (AAA) and Animal Assisted Therapy (AAT). Animals are also a great motivation for learning and can be incorporated into lessons plans. This is referred to as Animal Assisted Education (AAE). Individuals wishing to work or volunteer in the field of animal assisted activities, therapy and/or education need a broad based understanding of the health and behavior of both humans and animals. This multidisciplinary program studies the interactions between people and their pets. It reviews the health benefits of the human-animal bond for both people and animals. The student will learn what is involved in the development and running of an AAA/T/E program from both the human and the animal perspective. Upon completion of the certificate program, students will have achieved the fundamental goals listed.

Animal Assisted Therapy Certificate (15 credits)

- SA 2001 People and Animals
- SA 2101 Animal Assisted Activities and Therapy
- SA 3124 Animal Behavior
- LA 2036 Introduction to Psychology
- LA 2230 Educational Psychology or
- LA 4014 Abnormal Psychology

Delaware Valley Culinary Institute (DVCi)

The Delaware Valley Culinary Institute provides 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 program is offered as a part of an educational partnership with the Middle Bucks Institute of Technology.

Options for Achievement

The Certificate Program

A Certificate in Culinary Arts & Technology prepares you for entry-level culinary positions in basic food preparation and can be completed in just one year!

Culinary Arts & Technology Certificate (21 credits)

Offered through the Delaware Valley Culinary Institute (DVCi)
Classes are scheduled at the Middle Bucks Institute of Technology.
FS 1101 Introduction to Culinary Science
FS 1103 Culinary Arts I
FS 1105 Meal and Menu Planning
FS 1202 Culinary Arts II
FS 1204 Introduction to Baking and Pastry
FS 1206 Service and art of Presentation
FS 2370 Internship
FS 2007 Culinary Arts III

The Associate's Degree Program

Building upon the certificate program, earn your Associate of Science Degree in Culinary Arts & Technology in just two years! The program requires earning just 43 more credits for a total of 64.

The Bachelor's Degree Program

After completing your associate's degree, continue onto a Bachelor of Science Degree in Food Service Management or Food Science & Management. The program includes earning 62 additional credits for a total 126.

Career Opportunities

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 • Health-care facilities • Schools • Airlines
- Hospitality • Catering • Bakeries • Institutional facilities
- Distribution • Journalism • Culinary Marketing

Advising

All new and current students are encouraged to meet with an advisor in the Division of Continuing Education at least five weeks prior to registration. Advising for evening, weekend and part-time day students is done through the Division of Continuing Education. Advising appointments are available Monday through Friday from 8:30 a.m. to 6:30 p.m. and weekends when the Weekend College is in session. Call the Evening College Office (215) 489-2436 to schedule an appointment.

Evaluation of Transcripts

The college has articulation agreements with several local colleges and private schools. These agreements facilitate the transfer of coursework into Delaware Valley College's degree programs. The Division of Continuing Education will evaluate any transcript of prior coursework taken at other colleges or schools for transfer into Delaware Valley College degree programs. There is no time limit on transfer credit, and only college level courses which have earned a grade of "C" or better will transfer. Individuals wishing to have their prior coursework evaluated may have copies of their previous academic transcript sent or faxed to the Division of Continuing Education (215-345-1599) for review, stating the intended major. A copy of the degree checklist will be sent once the evaluation has been completed. The checklist will indicate the courses that will transfer, and the courses to be taken at Delaware Valley College. Unofficial copies of transcripts may be submitted for an initial evaluation. However, official transcripts are required to apply for degree candidacy.

Transcripts

Transcripts of credit courses are available from the Registrar's Office. All requests must be in writing and must include the student's signature, student ID number, name, and dates of attendance at DeVal. Transcripts are mailed within a three to five day business period. The fee for each official transcript is \$10.

Change of Address

Students who have a change of address should complete the appropriate form from the Registrar's Office 215-489-2378.

Matriculation Status

Students planning to earn a degree, a certificate or educational certification who hold a High School diploma or GED, must complete the following for degree candidacy:

Procedure for Degree Candidacy

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 2.00 ("C") grade point average in previous college (post-secondary) work
- Already possess a bachelor's or associate's degree
- Submit high school diploma or GED (if 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 (6 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 forms are available from the Continuing Education Office.

Dean's List

Evening students who are degree candidates and who complete six credits and earn a grade point average of 3.50 or higher in a semester or term will be placed on the Dean's List at the conclusion of the Fall and Spring semesters. Weekend College Students follow the same criteria for each term. The six credits must be taken in either the Weekend College or the Evening College but may not be split between the two.

Alpha Sigma Lambda

Delaware Valley College is a member of Alpha Sigma Lambda, the national honor society for adult students. Continuing education students are considered for induction into Alpha Sigma Lambda if they have a GPA of 3.2 or higher, are matriculated, and have taken a minimum of 30 credits at the college. The top 10% of the above is selected for induction into Alpha Sigma Lambda each spring.

Earning Credit for Non-traditional Formats

Students may earn credit toward the degree through a variety of non-traditional strategies.

Course Challenge

The Challenge examination process allows a student to demonstrate competence in course content that may have been gained on the job or through experience. Students may petition to challenge up to five courses while attending DVC. Only one challenge opportunity is permitted per course. A student must be enrolled at DVC to challenge a course. The fee is \$158.00 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. Courses may be challenged only with the consent of the department in which the course to be challenged is found.

College Level Examination Program - CLEP

Proficiency in a subject may be validated by satisfactorily completing the appropriate College Level Examination Program offered through the Educational Testing Service. Credits earned through CLEP are considered transfer credits. For information on CLEP examinations, please contact the Division of Continuing Education at 215-489-2436.

Independent Study

Students in good academic standing who have completed more than 91 credits, who experience a scheduling conflict, or who are in need of a course to graduate may be permitted to complete up to two courses by directed Independent Study: a self-paced student program available with some restrictions. Not all courses are available in this format. Information on all of these programs is available from the Continuing Education Office.

Auditing Courses

Please refer to the Academic Policies and Procedures section of this catalog for information concerning auditing courses.

High School Students taking College Courses

High School junior and senior students may take courses for credit at Delaware Valley College. To receive approval, the students must have a letter of recommendation and a transcript from their senior level

administrator or guidance counselor sent to Delaware Valley College which states that the student demonstrates the knowledge, ability and maturity to take a college level course(s) for credit.

The letter is to be addressed to the Vice President for Academic Affairs for approval. Upon written approval, the student may then take the course(s). The Registrar will be notified to allow the student to register. These students may take one course in a semester or summer session.

If a high school senior is certified by the school to have completed all academic requirements for graduation by January, and meets Delaware Valley College's admission requirements, the student may enroll as a part-time or full-time commuter student for the spring semester.