

SPRING QUARTER

1969

EVENING DIVISION
SOUTHERN BRANCH



Delaware Technical And Community College Southern Branch SPRING QUARTER 1969 GENERAL INFORMATION

REGISTRATION

Registration for evening classes will be held on Monday, March 3; Tuesday, March 4; Wednesday, March 5; and Thursday, March 6, from 7:00 P.M. to 9:30 P.M. After March 6 students may register in the Student Services Office daily from 8:30 A.M. to 4:30 P.M. and in the Office of the Evening Director from 4:30 P.M. to 10:30 P.M. Classes begin on Monday, March 10.

ADMISSION REQUIREMENTS

High School graduates or adults, eighteen years of age or over.

FEES

\$5 per credit hour for Delaware residents; \$10 per credit hour for non-residents. Fees are due and payable in full at registration; no partial payments will be accepted. Fees for special courses are based on the number of class meetings per quarter.

WITHDRAWALS

- (a) Course - All withdrawals or changes of registration must be approved by a Counselor.
- (b) Refund Policy - Refunds for periods of attendance of four weeks or less during a quarter shall be made on the following basis:
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| One week or less | 80% |
| More than one but less than two weeks | 60% |
| More than two but less than three weeks | 40% |
| More than three but less than four weeks | 20% |
| More than four weeks | No Refund |

COURSE CANCELLATION

If for any reason a course is cancelled, students will be given the opportunity to select a replacement or to receive a full refund.

FOR ADDITIONAL INFORMATION

Contact: The Office of the Evening Director
Delaware Technical and Community College
Southern Branch
P. O. Box 610
Georgetown, Delaware 19947
Phone 856-7711

EVENING DIVISION COURSES OF INSTRUCTION

ENGINEERING TECHNOLOGY

Cat. No.	Course Title	Cr.	Days	Time	Fee
CI 141	Introduction to Engineering Structures	3	TR*	8:30-10:30	\$15
CI 144	Surveying I	4	MW	6:30- 9:00	\$20
CI 221	Contracts and Specifications	2	T	8:30-10:30	\$10
CI 224	Cost Estimating & Production Planning	3	TR*	6:30- 8:30	\$15
DD 108	Technical Illustration	3	TR*	6:30- 9:00	\$15
DD 121	Engineering Drafting I	3	MW	6:30- 9:30	\$15
DD 122	Engineering Drafting II	3	MW	6:30- 9:30	\$15
DD 131	Civil Drafting	3	TR*	6:30- 9:30	\$15
DD 141	Technical Drafting I	5	TR*	6:30-10:30	\$25
DD 142	Technical Drafting II	5	TR*	6:30-10:30	\$25
DD 143	Technical Drafting III	5	TR*	6:30-10:30	\$25
DD 221	Architectural Drafting I	5	TR*	6:30-10:30	\$25
DD 222	Architectural Drafting II	5	TR*	6:30-10:30	\$25
DD 223	Architectural Drafting III	5	TR*	6:30-10:30	\$25
DD 241	Technical Drafting IV	5	TR*	6:30-10:30	\$25
DD 242	Technical Drafting V	5	TR*	6:30-10:30	\$25
EL 121	Electronics I	5	TR*	6:30-10:30	\$25
EL 142	Electricity II	5	MW	6:30-10:30	\$25
IN 101	Industrial Organization and Management	3	MW	9:00-10:30	\$15
IN 201	Methods, Time Measurement	4	TR*	6:30- 9:00	\$20
LA 131	Microbiology	3	TR*	6:30- 8:30	\$15
ME 111	Machine Shop Practice	5	MW	6:30-10:30	\$25
ME 151	Introduction to Machine Tools	5	MW	6:30-10:30	\$25

* "R" represents Thursday

February 1969

BUSINESS TECHNOLOGY

Cat. No.	Course Title	Cr.	Days	Time	Fee
BA 121	Office Machines	1	MW	9:00-10:30	\$ 5
BA 127	Business Law I	3	TR*	9:00-10:30	\$15
BA 141	Accounting I	5	TR*	6:30- 9:00	\$25
BA 142	Accounting II	5	MW	6:30- 9:00	\$25
BA 143	Accounting III	5	TR*	6:30- 9:00	\$25
BA 224	Auditing I	5	TR*	6:30- 9:00	\$25
BA 258	Advertising	3	TR*	9:00-10:30	\$15
DP 141	Introduction to Data Processing Systems	6	TR*	6:30-10:30	\$30
DP 142	Data Systems & Controls I	6	TR*	6:30-10:30	\$30
DP 143	Data Systems & Controls II	6	MW	6:30-10:30	\$30
DP 144	Programming I	6	MW	6:30-10:30	\$30
LY 122	Library Acquisitions & Technical Processing	4	T	6:30-10:30	\$20
SY 121	Basic Typing	2	MW	8:30-10:30	\$10
SY 122	Intermediate Typing	2	MW	8:30-10:30	\$10
SY 123	Advanced Typing	2	TR*	8:30-10:30	\$10
SY 141	Basic Shorthand	3	MW	6:30- 8:30	\$15
SY 142	Intermediate Shorthand	3	MW	6:30- 8:30	\$15
SY 143	Advanced Shorthand	3	TR*	6:30- 8:30	\$15
SY 145	Machine Dictation and Transcription	3	M	6:30- 9:30	\$15

POLICE TECHNOLOGY

PT 124	Police Administration I	4	M	7:00-10:00	\$20
PT 129	Criminal Law III	4	R*	7:00-10:00	\$20
PT 138	Traffic Accident Investigation	4	T	7:00-10:00	\$20

* "R" represents Thursday

RELATED STUDIES

Cat. No.	Course Title	Cr.	Days	Time	Fee
RC 101	General Chemistry	4	MW	6:30- 9:00	\$20
RC 124	Technical Chemistry	4	MW	6:30- 9:00	\$20
RE 121	Business English I	3	MW	6:30- 8:00	\$15
RE 122	Business English II	3	MW	9:00-10:30	\$15
RE 125	Oral Communications	1	T	6:30- 7:30	\$ 5
RE 131	Technical Report Writing	3	W	6:30- 9:30	\$15
RH 101	Humanities I	3	MW	9:00-10:30	\$15
RM 121	Tech Math I	5	MW	6:30- 9:00	\$25
RM 122	Tech Math II	5	MW	6:30- 9:00	\$25
RM 123	Tech Math III	5	TR*	6:30- 9:00	\$25
RM 131	Business Math	5	MW	8:30-10:30	\$25
RM 132	Business Tech Math I	5	MW	6:30- 9:00	\$25
RM 224	Tech Math IV	5	TR*	6:30- 9:00	\$25
RP 101	Physics I	4	MW	6:30- 9:00	\$20
RP 102	Physics II	4	MW	6:30- 9:00	\$20
RR 101	Reading Development	3	MW	6:30- 8:00	\$15
RR 102	Reading Development	3	MW	6:30- 8:00	\$15
RR 103	Reading Development	3	MW	6:30- 8:00	\$15

GENERAL STUDIES

** GE	English	0	MW	6:30- 8:30	\$15
** GM	Math	0	MW	8:30-10:30	\$15

* "R" represents Thursday

** Special emphasis toward preparation for G. E. D.

Delaware Technical And Community College
Southern Branch

Special Course Descriptions

Delaware Technical and Community College, Southern Branch, through its Evening Division will offer in the Spring Quarter beginning March 10, the following non-credit courses for everyone in the community, including employees in business and industry who wish to up-grade their skills.

SMALL BUSINESS MANAGEMENT SEMINAR — A weekly seminar conducted by successful Delawareans from the areas of law, banking, accounting and finance, insurance, sales, government, and personnel directed to the specific needs of owners and managers of small businesses. Presented in cooperation with the Small Business Administration.

Certificate awarded upon completion.

Eight Monday Evening Sessions
March 24 through May 12
Time: 7:00 - 9:30 P.M.
Fee: \$10

MEASUREMENT AND INSPECTION — A study of industrial measurement designed for the beginning machinist. The purpose and application of **micrometers** (inside, depth, vernier, thread gear tooth), **gauges** (telescoping, hole, height, thickness, profile), dial indicators, master square, comparator and other gauges. Surface analysis. The importance of cleanliness, storage, temperature and dust control of precision instruments.

Day Session - For "Shift Workers"
Six Tuesdays
Time: 11:00 A.M. - 2:30 P.M. (Lunch break)
Evening Session - Six Tuesdays
Time: 7:30 - 10:30 P.M.
Both Sessions Beginning March 18
Fee: \$9.00

OUTBOARD ENGINE MAINTENANCE AND REPAIR — The safety precautions and the repair and maintenance, including the full use of manufacturer's manuals. Engine design and shapes, technical terms and nomenclature, lubrication, cooling, fuels and fuel systems, ignition systems, engine trouble diagnosis, tune-up and storage.

Eight Monday Evening Sessions
Beginning March 17
Time: 7:00 - 9:30 P.M.
Fee: \$10

TRANSISTOR FUNDAMENTALS — This course is designed as an introduction to the basics of semiconductors. The course will include diode and transistor characteristics, simple amplifiers and power supplies and a survey of special types of semiconductors.

Twelve Tuesday Evening Sessions
Beginning March 11
Time: 7:00 - 9:30 P.M.
Fee: \$15

DEFENSIVE DRIVING — The course is designed to help you become a better and safer driver and to learn what is involved in driving defensively, why and how various types of motor vehicle accidents occur, and what it takes to "prevent" them. In cooperation with the Delaware Safety Council.

Four Monday Evening Sessions
Beginning March 24
Time: 7:30 - 9:30 P.M.
Fee: \$2

BLUE PRINT READING — BUILDING TRADES — An aid in interpreting architectural blueprints as used in residential building trades; covers architectural symbols, floor plans, elevations, sections, and various detail drawings.

Ten Thursday Evening Sessions
Beginning March 13
Time: 6:30 - 9:00 P.M.
Fee: \$12.50

BLUE PRINT READING — MACHINE TRADES — The study and interpretation of blueprints as used in typical industrial plants; fundamental principles of representing objects by blueprints.

Ten Thursday Evening Sessions
Beginning March 13
Time: 6:30 - 9:00 P.M.
Fee: \$12.50

COMMERCIAL ART — Basic course including layout, lettering (brush, pen, pencil, etc.), color and design, basic drawing, posters (layout to silk screen prints and film cutting), techniques, photography, and newspaper and magazine ads.

Twelve Tuesday Evening Sessions
Beginning March 11
Time: 6:30 - 9:30 P.M.
Fee: \$18

EFFECTIVE SPEAKING — Course designed to develop self-confidence and provide opportunities for self-expression including basic principles of speech, parliamentary procedure, and emphasis on group dynamics.

Twelve Wednesday Evening Sessions
Beginning March 12
Time: 6:30 - 8:30 P.M.
Fee: \$12

BASIC PHOTOGRAPHY — Basic course which will include basic camera, modern variations of the camera, various black and white films and their application, light, lenses, exposure, elementary compositions, introduction to darkroom technique, reversal color, negative color, and introduction to home movies.

Twelve Thursday Evening Sessions
Beginning March 13
Time: 6:30 - 8:30 P.M.
Fee: \$12

READING FOR EXECUTIVES — Course designed for graduates, business and industrial personnel who wish to increase reading rate, improve comprehension. Course limited to fifteen (15) persons.

Ten Tuesday Evening Sessions
Beginning March 18
Time: 6:30 - 8:30 P.M.
Fee: \$10

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