



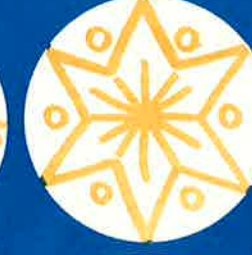
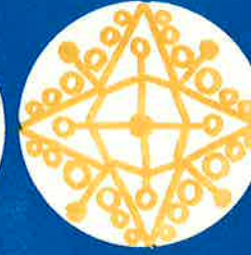
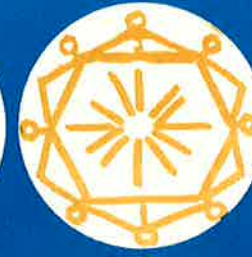
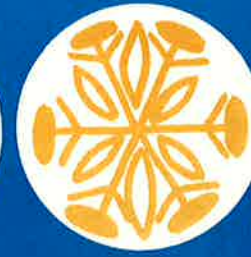
DELAWARE TECHNICAL & COMMUNITY COLLEGE

Southern Branch - Georgetown, Del.

WINTER QUARTER

1968-1969

EVENING
DIVISION



Delaware Technical And Community College Southern Branch WINTER QUARTER 1968

GENERAL INFORMATION

REGISTRATION

Registration for evening classes will be held on Monday, December 2, at 6:30 P.M. After December 2, 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. Monday through Thursday and 8:30 A.M. to 4:30 P.M. on Fridays. Classes begin on Thursday, December 5.

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 change 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:
- | | |
|--|-----------|
| 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
P. O. Box 610
Georgetown, Delaware 19947
Phone 856-7711

February 1969

EVENING DIVISION COURSES OF INSTRUCTION

ENGINEERING TECHNOLOGY

Cat. No.	Course Title	Cr.	Days	Time	Fee
CI 142	Engineering Materials	4	MW	6:30- 9:00	\$20
CI 143	Applied Mechanics	5	TR*	6:30- 9:30	\$25
DD 108	Technical Illustrating	3	MW	6:30- 9:30	\$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	MW	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 269	Highway Drafting	3	TR*	6:30- 9:30	\$15
EL 121B	Electronics I	2	TR*	6:30- 8:30	\$10
EL 141	Electricity I	5	MW	6:30-10:30	\$25
EL 142	Electricity II	5	MW	6:30-10:30	\$25
EL 251	Circuit Tracing and Fabrication	4	MW	6:30-10:00	\$20
LA 121	Anatomy and Physiology	6	TR*	6:30-10:30	\$30
LA 123	Clinical Terminology	3	TR*	6:30- 8:00	\$15
ME 102	Basic and Precision Measuring Instruments	1	MW	9:00-10:30	\$ 5
ME 121	Metallurgy	4	MW	6:30- 9:00	\$20

* R represents Thursday

BUSINESS TECHNOLOGY

Cat. No.	Course Title	Cr.	Days	Time	Fee
BA 121	Office Machines	1	MW	6:30- 8:30	\$ 5
BA 128	Business Law II	3	MW	6:30- 8:00	\$15
BA 141	Accounting I	5	MW	8:00-10:30	\$25
BA 142	Accounting II	5	TR*	6:30- 9:00	\$25
BA 233	Tax Accounting	4	TR*	6:30- 8:30	\$20
BA 261	Personnel Administration	3	MW	9:00-10:30	\$15
BA 266	Salesmanship	3	MW	9:00-10:30	\$15
DP 141	Introduction to Data Processing Systems	6	TR*	6:30-10:30	\$30
DP 142	Data Systems and Controls I	6	MW	6:30-10:30	\$30
DP 221	Programming II	6	TR*	6:30-10:30	\$30
LY 121	Library Resources for Technicians	3	T	6:30- 9:30	\$15
SY 121	Basic Typing	2	MW	8:30-10:30	\$10
SY 122	Intermediate Typing	2	TR*	8:30-10:30	\$10
SY 132	Office Management	3	MW	6:30- 8:00	\$15
SY 141	Basic Shorthand	3	MW	6:30- 8:30	\$15
SY 142	Intermediate Shorthand	3	TR*	6:30- 8:30	\$15
SY 151	Secretarial Accounting	5	MW	8:00-10:30	\$25
SY 241	Legal Dictation and Transcription	4	MW	6:30- 9:30	\$20

* R represents Thursday

FIRE AND POLICE TECHNOLOGIES

Cat. No.	Course Title	Cr.	Days	Time	Fee
PT 128	Criminal Law II	4	R*	7:00-10:00	\$20
PT 124	Police Administration I	4	M	7:00-10:00	\$20
FT 121	Introduction to Fire Science	3	T	7:00- 9:30	\$15

RELATED STUDIES

RC 124	Tech Chemistry	4	MW	6:30- 9:00	\$20
RE 122	Business English II	3	TR*	6:30- 8:00	\$15
RE 125	Oral Communications	1	T	6:30- 7:30	\$ 5
RH 102	Humanities II	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	MW	6:30- 9:00	\$25
RM 131	Business Mathematics	5	TR*	6:30- 9:00	\$25
RM 132	Business Tech Math I	5	MW	6:30- 9:00	\$25
RM 133	Business Tech Math II	5	MW	6:30- 9:00	\$25
RP 101	Physics I	4	MW	6:30- 9:00	\$20
RR 101	Reading Development	3	TR*	6:30- 8:00	\$15
RR 102	Reading Development	3	TR*	6:30- 8:00	\$15
RR 103	Reading Development	3	TR*	6:30- 8:00	\$15

GENERAL STUDIES

GE 101	General Studies English	0	TR*	8:30-10:30	\$15
GM 101	General Studies Math	0	TR*	6:30- 8:30	\$15

* R represents Thursday

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 Winter Quarter beginning December 5, the following non-credit courses for everyone in the community, including employees in business and industry who wish to up-grade their skills.

FEDERAL INCOME TAX — An introductory course in Federal Income Tax for those who wish to file their own returns. Topics include personal exemptions, proper reporting of salary and income, business or farm income, deductions, reporting dividends and interest, annuities, and others. Emphasis will be in how to file individual returns.

8 weekly sessions beginning
Tuesday, December 10; Time: 7:00-9:30 P.M.
Fee: \$10

SMALL BUSINESS MANAGEMENT SEMINAR — A series of eight (8) lectures and discussions on managing a small business led by various authorities in sales, legal requirements, credit and financing, record keeping, taxes, insurance, as well as other topics.
In cooperation with the Small Business Administration of the U.S. Government.

8 weekly sessions beginning
Monday, January 13; Time: 7:00-9:30 P.M.
Fee: \$10

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

12 weekly sessions beginning
Monday, December 9; Time: 6:30-9:00 P.M.
Fee: \$15

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

12 weekly sessions beginning
Monday, December 9; Time: 6:30-9:00 P.M.
Fee: \$15

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.

12 weekly sessions beginning
Tuesday, December 10; 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.

12 weekly sessions beginning
Wednesday, December 11; 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 dark-room technique, reversal color, negative color, and introduction to home movies.

12 weekly sessions beginning
Thursday, December 12; 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.

10 weekly sessions beginning
Tuesday, December 10; Time: 6:30-8:30 P.M.
Fee: \$10

SLIDE RULE — Principles and operation of the slide rule, with practical application in the use of basic scales for multiplication, division, roots and powers, ratio and proportions, and combined operations as well as instruction on scales, including trigonometric and logarithmic functions.

10 weekly sessions beginning
Monday, December 9; Time: 8:30-10:30 P.M.
Fee: \$10

An interior decorating course is being planned to begin the last week of February. For further information contact the evening director.

