

**Dreamweaver - Advanced**

This course is designed for students who not only use Adobe Dreamweaver CS3 to design and develop web pages in a WYSIWYG environment, but also have the ability to understand and work with the architecture and coding of web pages. We will work in code view, create Cascading Style Sheets, create effective user navigation, work with AP elements, automate tasks, create forms and author XML based data.

**Prerequisites:** You should have completed WCOAP 6511 (Dreamweaver Basic) and WCOSY 6019 (HTML, XHTML & CSS) or possess equivalent knowledge.

\$225 (includes books/materials/lab fees)/  
WCOAP 6512 C01, C50 & C70  
Approved Hours: 12 (Act 48)



Newtown Campus/C01/ 4 Sa, 11/14-12/12  
(no class 11/28), 9 am-noon

Lower Bucks Campus/C50/ 4 Sa, 11/21-12/19  
(no class 11/28), 9 am-noon

Upper Bucks Campus/C70/ 2 M & 2 W,  
10/19-10/28, 6:30-9:30 pm

**Flash CS4 - Basic**

Newtown Campus/\$279/WCOAP 6040 C01/  
5 Sa, 9/19-10/17, 1-4 pm  
Approved Hours: 15 (Act 48)

**Flash CS4 - Advanced**

Newtown Campus/\$279/WCOAP 6041 C01/  
5 Sa, 10/24-11/21, 1-4 pm  
Approved Hours: 15 (Act 48)

**InDesign CS4****(Macintosh Environment)**

This course is intended for students who want a foundation in desktop publishing utilizing InDesign CS4. Throughout, a special focus is given to preparing documents for print and electronic publishing. Hands-on exercises will enable you to explore and customize the InDesign interface; work efficiently with text, tables, objects and graphics; assess the importance of correct color management; remember time saving tips and techniques; discover the features new to InDesign CS4, such as the new Adobe Bridge file browser, object styles, snippets, and smarter text handling; and much more.

Newtown Campus/\$550/WCOAP 6520 C01/  
9 Th, 9/17-11/12, 6:30-9:30 pm  
Approved Hours: 27 (Act 48)

**SEO (Search Engine Optimization)**

*Get your site in Google and Yahoo's top search results*

Increase your site's visibility and ranking on major search engines. Drive more "natural" and "organic" visitors using proven tagging and design principles. Simple, no gimmicks, proof of method's success provided in class.

Newtown Campus/\$39/WCOAP 6516 C01/  
W, 11/11, 6:30-9:30 pm

**Adobe Fireworks Certificate** **(32 Hours)**

"Fireworks" is the solution for professional Web graphic design and production. It is the first production environment to overcome the specific challenges facing Web graphics and producers. "Fireworks" has a strong integration with other favorite graphics application and HTML editor. 24/7 mentoring support.

Online/\$595/TCOAP 0100 C30-C31

C30/ 9/2-10/21

C31/ 9/30-11/18

C32/ 10/28-12/16



Detailed information and online registration for ProTrain courses available at:

<http://www.theknowledgebase.org/bucks/>.



**A Day for All Women**  
*For complete information  
see page 74.*

# Continuing Professional Education

*Act 48 for Educators . . . by Design!*

## Easy Classroom Podcasting

NEW

Have you ever felt like you just can't reach your students? They speak the language of technology while you speak the language of, well, teachers. But what if there was a bridge between the two? In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable learning experience for your students. You'll find their interest reignited when you start using their favorite formats: audio, images, and video. You won't even need an iPod or a big budget to harness the power of podcasting in your classroom.

ECPED 0038/ \$89

Approved Hours: 24 (Act 48)

 | [Learn More](#)



## Become a Reading Teacher . . . (Learn How to Teach Like One)

NEW

Learn the strategies that reading teachers use to help students master content material across disciplines. Discover ways to build vocabulary, fluency and comprehension. Practice techniques to enhance critical-thinking skills through predicting, inferring, analyzing and synthesizing text. Explore how to help students connect and respond to text in ways that will make text meaningful and encourage lifelong learning. *Alice Urbanski*

Newtown Campus/\$59/OCPEP 0565 C01/

Sa, 10/10, 9 am-4 pm

Approved Hours: 6 (Act 48)

 | [Learn More](#)

For information on how to register  
for ed2go classes see page 5.



## • You Can't Use It If You Can't Find It!

NEW

## • Beat the Clock!

*(Time management without  
turning you into a robot)*

NEW

For complete description see *Career &  
Employment* page 10.

\* \* \* \* \*

## • Act 48: ESL Workshop for Teachers: Teaching ELLs in the Content Areas

## • Practical Ideas for the Adult ESL/EFL Classroom

## • Teaching ESL/EFL Reading

For complete description see *American  
English as a Second Language* page 57.

\* \* \* \* \*

## • Communication Skills for Managers

## • How to Sharpen Your Business Writing Skills

## • Skills for Success

For complete description see *American  
Management Association* page 6.

*Coming Spring 2010!*

NEW

## Leading for Accountability

### *A Leadership Program for School Superintendents*

Effective leadership at the school district level is one of the more complex and demanding tasks imaginable - equivalent in many important respects to the challenges faced every day by the chief executive officers of sizeable corporations or major nonprofit organizations. This new program is aimed at the chief executive officers of school districts, namely, superintendents, assistant superintendents and principals of all levels of experience. A true team experience will create a more immediate alignment of purpose and help achieve a more coordinated use of the quality tools and leadership practices that are at the heart of this program. Offered with Performance Excellence Group, LLC.

For more information about this program,  
please contact Carol D. Mikulski, [mikulski@bucks.edu](mailto:mikulski@bucks.edu)

## Child Development Associate

### Attachment Parenting: A Teachers Guide

Discover how Attachment Parenting promotes the brain development of babies and decreases a baby's crying while increasing closeness. Find out how it lays the groundwork for less disciplinary need for a child in the future. You will be introduced to the tools of "AP", learn how to implement them into your class and pass this important information on to parents. *Brandi Davis, B.S.*

Lower Bucks Campus/\$19/OCPEP 0600 C50/  
Tu, 10/6, 7-9 pm

Approved Hours: 2 (Act 48, CDA)



### Big Feelings Can Come in Small Packages

How do we hear and respond to children's feelings? Learn to understand these feelings, and to give children the tools that they need to constructively express their feelings, which will result in a more peaceful and cooperative classroom environment. *Brandi Davis, B.S.*

Lower Bucks Campus/\$19/OCPEP 0601 C50/  
Tu, 10/27, 7-9 pm

Approved Hours: 2 (Act 48, CDA)



### I Asked For a Bike, Not a Baby: A Childs View of a New Family Member

Regression, strong feelings, and sibling preparation activities are just a few things that will be covered in this class. After stories, book recommendations, role playing and class discussions, you will leave with a new outlook on what to expect and how to work with your students to make bringing home baby as positive a experience as possible. *Brandi Davis, B.S.*

Lower Bucks Campus/\$19/OCPEP 0602 C50/  
Tu, 11/10, 7-9 pm

Approved Hours: 2 (Act 48, CDA)



### Working Together Works - Bringing Teamwork to Your Classroom

A lively, interactive 2-hour seminar where you will explore new ways of bringing calm and cooperation to your relationship with the children in your classroom. Learn a new perspective on how to engage children in the daily activities and routines of the classroom without raised voices. *Brandi Davis, B.S.*

Lower Bucks Campus/\$19/OCPEP 0603 C50/  
Tu, 11/17, 7-9 pm

Approved Hours: 2 (Act 48, CDA)



### Enhancing Language Development in Childhood

Follow your child's lead and have fun while enhancing language development! In this fun and user-friendly course for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way. *Kt Paxton, B.A.*

Online/\$89/ECPEP 0021

Approved Hours: 24 (Act 48, CDA)



### Ready, Set, Read!

Take this opportunity to find out how children really learn to read and write. Explore current research that cuts through the media messages about reading wars and the right way to teach children. Learn by reading stories about children, doing interactive assignments, and exploring the latest in parent and childcare information. You will see everyday children's play with a new eye as you understand how play can connect to literacy. *Kt Paxton, B.A.*

Online/\$89/ECPEP 0020

Approved Hours: 24 (Act 48, CDA)



## Certified Alcohol Counselor

### Pediatric Bipolar Disorder

Bipolar disorder is frequently being diagnosed in children today. In this course, we'll discuss the symptomatology of childhood bipolar disorder (CBD), how it differs from adult bipolar disorder, differences between CBD and ADHD, treatment options, and how to work with schools to develop effective Individual Education Plans for children. *Michael Saraceno, M.B.A.*

Newtown Campus/\$65/OCOUN 2263 C01/  
Sa, 9/19, 9 am-4 pm

Approved Hours: 6 (Treatment Planning/  
CAC/Act 48)



### Managing Anger in a Frustrating World

The manifestation of anger and aggressive behaviors are at extremely high levels in our society. This course will provide an overview of anger: where anger comes from, how anger emerges and manifests itself, the recognition of anger, and the soothing of anger. Beyond self-regulation, additional medication and therapeutic techniques will be addressed. *Michael Saraceno, M.B.A.*

Newtown Campus/\$65/OCOUN 0230 C01/  
Sa, 10/10, 9 am-4 pm

Approved Hours: 6 (Treatment Planning/  
CAC/Act 48)



(continued on page 52)

## Continuing Professional Education

### Understanding Older Adults and Substance Abuse

The unique vulnerabilities, diagnostic challenges and treatment needs of seniors who abuse substances are our focus. Activities challenge participants' attitudes about seniors and substances sensitize us to the special risks seniors face when using drugs and alcohol. The workshop process of examining assessment materials increases comfort in discussing substance issues with the older population. *Linda Flower, LCSW*  
Newtown Campus/\$49/OCOUN 2300 C01/  
Sa, 10/24, 9 am-noon

(SW CEU'S NJ can be sought - 3 credit hours Pa. SW CEU's #SWCE090744 - NHA and CALA credit approval can be sought - 3 hour workshop)

### Seniors' Mental Health: Assessment and Treatment



Due to various medical and social factors, the elderly are uniquely vulnerable to mental health problems. Yet societal expectations, isolation and family denial are barriers to treatment for many. In addition, assessment is complicated by dementia and medical issues. And typical treatment methods need to be adapted for seniors. We need to learn about the most common problems for the elderly; depression and anxiety; and caregiving and grief, to help most effectively. *Linda Flower, LCSW*  
Newtown Campus/\$49/OCOUN 2303 C01/  
Sa, 10/24, 1-4 pm

3 NJ SW clinical CEU's - NHA and CALA credit approval applied for-- - 3 hour workshop

### Autism Spectrum Disorders

A diagnosis of autism is often devastating for parents. This course will provide an overview of autism spectrum disorders, including prevalence, etiology, diagnosis, and treatment. In addition, information will be provided on working with schools and the development of Individual Education Plans. Appropriate discipline techniques at home will also be addressed. Finally, the main message is that there is hope for these kids and parents. With early intervention, many of these children can excel in both the social and academic realms. *Michael Saraceno, M.B.A.*

Newtown Campus/\$65/OCOUN 2269 C01/  
Sa, 11/14, 9 am-4 pm

Approved Hours: 6 (Treatment Planning/  
CAC/Act 48)



- **Financial Exploitation of the Elderly: A Family Matter**

- **Where Angels Fear to Tread**

For complete descriptions see *Healthcare Institute* page 34.

### Normal Anxiety and Anxiety Disorder

Whether we experience an anxiety disorder or occasional anxiety it is uncomfortable. The difference between an anxiety disorder and normal anxiety is highlighted. Attendees learn a variety of effective treatment techniques for normal anxiety and the disorders. You leave with tools to reduce the anxiety you and your clients, experience. *Linda Flower, LCSW*

Newtown Campus/\$49/OCOUN 2225 C01/  
Sa, 11/21, 9 am-noon

SW CEU's NJ can be sought - 3 hours NHA and CALA #0708-02 - 3 hour workshop

### Physical Disabilities: Improving our Understanding and Sensitivity



Disabilities and their effects on everyday life are as varied as the people who experience them. Their origins, stability and visibility differ as does each person's physical and emotional response to their disability. We explore those differences through discussion and experiential exercises. Environmental and societal barriers, including significant discrimination, are generally more disabling than the disability itself. We consider that and other issues significant when counseling someone with a disability and the important basics of disability etiquette. *Linda Flower, LCSW*  
Newtown Campus/\$49/OCOUN 1702 C01/  
Sa, 11/21, 1-4 pm

3 clinical and cultural competency SW CEU's NJ-NHA and CALA's approval can be sought - 3 hour workshop.

### Emotional Intelligence: The Key to Life Success



Emotional intelligence is the innate potential to feel, use, communicate, recognize, remember, describe, identify, learn from, manage, understand and explain emotions. Explore the major components of Emotional Intelligence including knowing our own emotions, managing our own emotions, motivating ourselves, recognizing the emotions of others, and handling relationships. *Michael Saraceno, M.B.A.*

Newtown Campus/\$65/OCOUN 2274 C01/  
Sa, 12/5, 9 am-4 pm

Approved Hours: 6 (Act 48/CAC)



- **How to Sharpen Your Business Writing Skills**
- **Skills for Success**
- **Communication Skills for Managers**

For complete description see *American Management Association* pages 6 & 7.

## Project Managers

### • Introduction to Microsoft

#### Project 2007

For complete description see *Information Technology & Software Applications* page 46.

### • Course I: Project Strategies, Start-Up & Initial Planning (31 hours)

#### Course II: Project Scheduling, Control & Post-Implementation Review (31 hours)

For complete description see *Project Management* page 8.

### • Statistical Process Control

For complete information see *Comprehensive Industry Training* page 16.

### • Lean Six Sigma

For complete description see page 9.

## Certified Public Accountant

Many BCCC Continuing Education courses provide Continuing Professional Education credits for CPAs. For more information on the eligibility of a specific course, please contact **Georgina Taylor, 215-968-8268** or [taylorg@bucks.edu](mailto:taylorg@bucks.edu). Eligible courses include:

- Finance & Accounting for Nonfinancial Managers, *page 7*
- How to Plan & Manage Your Company Budget, *page 7*
- You Can't Use It If You Can't Find It!, *page 10*
- Beat the Clock, *page 10*
- Financial Budgeting, Modeling & Analysis, *page 12*
- Introduction to Microsoft Outlook 2007, *page 46*
- QuickBooks, *page 47*
- Access 2007, *page 45*
- Excel, *page 46*
- The Sub Prime Meltdown, *page 54*
- Wills Trusts & Elder Law, *page 67*
- Bankruptcy, *page 67*



## Real Estate

In Fall 2008 the PA Real Estate Commission adopted a required continuing education course for standard salespersons who have been licensed less than 2.5 years before the end of reporting cycle (i.e. 12/01/07 for the 05/21/10 reporting period). The course includes 3 separate modules; one 7-hour required general module (Real Estate 101: General Practice) and a choice of two 7-hour modules, (Commercial Real Estate Sales or Residential Real Estate Sales). While licensed salespersons who are taking their MCE for the first time are required to take the general module and 1 of the electives, all licensees will receive MCE credit for these modules, regardless of number of years as a licensee. Additionally, Bucks County Community College has structured and designed the three modules so that they would have wide appeal to all licensees. These modules form the core of BCCC's MCE offerings, with the addition of four 3.5-hour courses.

It is the responsibility of the individual licensees to meet the continuing education requirements and to know if they must take the Commission-developed courses.

### Real Estate 101: General Practice, 2008-2010 7-Hour General CE

#### Module

This course focuses on the duties of the licensee and the terms and conditions of the Pennsylvania Association of Realtors (PAR) Standard Agreement for the Sale of Real Estate and addenda.

\$75/ OREAL 0016 WB1-WB3, W50, W70-71,

Newtown Campus/

WB1/ 2 Tu, 10/6 & 10/13, 9 am-12:30 pm/

*T. Fenerty*

WB2/ 2 Tu, 3/16/10 & 3/23/10, 6-9:30 pm/

*D.B. McCoy, Esq.*

WB3/ Tu & Th, 5/11/10 & 5/13/10, 6-9:30 pm/

*T. Fenerty*

Lower Bucks Campus/*T. Fenerty*

W50/ 2 Tu, 1/19/10 & 1/26/10, 9 am-12:30 pm

Upper Bucks Campus/*T. Browning*

W70/ 2 Tu, 10/20 & 10/27, 6-9:30 pm

W71/ 2 Tu, 4/20/10 & 4/27/10, 6-9:30 pm

### Residential Real Estate, 2008-2010 7-Hour Elective CE Module

This course covers the documentation, financial, process and procedural requirements to bring closure to the home sale process.

\$75/OREAL 0018 WB1-WB3, W50, W70-W71

Newtown Campus/

WB1/ 2 Tu, 11/3 & 11/10, 9 am-12:30 pm/

*T. Fenerty*

WB2/ 2 Tu, 4/6/10 & 4/13/10, 6-9:30 pm/

*D.B. McCoy, Esq.*

WB3/ Tu & W, 5/18/10 & 5/19/10, 6-9:30 pm/

*T. Fenerty*

Lower Bucks Campus/*T. Fenerty*

W50/ 2 Tu, 2/2/10 & 2/9/10, 9 am-12:30 pm

Upper Bucks Campus/*T. Browning*

W70/ 2 Tu, 11/10 & 11/17, 6-9:30 pm

W71/ 2 Tu, 5/4/10 & 5/11/10, 6-9:30 pm

*(continued on page 54)*

## Continuing Professional Education

### Commercial Real Estate, 2008-10

#### 7-Hour Elective CE Module

This course covers the intricacies of the contracts related to the sale or purchase of commercial real estate, including Agreement for the Sale of Commercial Real Estate, letters of intent, and leases. Also covered are issues associated with property management. *T. Laskowski*

\$75/OREAL 0019 WB1-WB2, W70

Newtown Campus/

WB1/ 2 Tu, 11/17 & 11/24, 1-4:30 pm

WB2/ 2 Tu, 2/16/10 & 2/23/10, 1-4:30 pm

Upper Bucks Campus/W70/

2 Tu/ 5/18/10 & 5/25/10, 1-4:30 pm

### IRC §1031 Tax Deferred Exchanges of Real And Personal Property, 2008-10 3.5-Hour Elective CE Course

This course addresses the requirements established by IRC §1031 Tax Deferred Exchanges of Real and Personal Property legislation and how it protects investors from capital gain taxes as well as facilitating significant portfolio growth and increased return on investment.

\$40/OREAL 0004 WB1-WB3, W70

Newtown Campus/*S. Rotkowitz, Esq*

WB1/ Tu, 12/1, 9 am-12:30 pm

WB2/ Tu, 2/23/10, 9 am-12:30 pm

WB3/ Tu, 4/20/10, 9 am-12:30 pm

Upper Bucks Campus/*A. Pincus, Esq.*

W70/ Tu, 5/11/10, 9 am-12:30 pm

### The Sub Prime Meltdown and Real Estate Financing in the 21st Century, 2008-2010 3.5-Hour Elective CE Course

As we struggle through one of the most momentous periods in mortgage history, this course examines three areas of utmost importance to anyone who needs to advise clients about options for financing real estate: the flow of mortgage capital and the “Subprime Meltdown”; the effects of recent changes on the programs and practices of mortgage lenders; and the consequences of newly adopted restrictions on mortgage financing, the secondary mortgage market, and the economy in the near future. *J. Fijalkowski*

\$40/OREAL 0015 WB1-WB2, W50, W70

Approved Hours: 3.5 (CPA)

Newtown Campus/

WB1/ Tu, 12/8, 9-12:30 am

WB2/ Tu, 2/15/10, 9-12:30 pm

Lower Bucks Campus/ W50/ Tu, 3/30/10, 9 am-12:30 pm

Upper Bucks Campus/ W70/ Tu, 5/4/10, 1-4:30 pm

### PA Home Inspection Law, 2008-2010

#### 3.5-Hour Elective CE Course

This course covers statutory provisions regulating home inspectors and the performance of home inspections; the scope of the home inspection; the services to be performed; the home inspection report. *J. Milne*

Newtown Campus/\$40/OREAL 0003/WB1-WB3

WB1/ Tu, 10/27, 9 am-12:30 pm

WB2/ Tu, 3/9/10, 6-9:30 pm

WB3/ W, 5/19/10, 1-4:30 pm

### Ethics for the Real Estate

#### Professional, 2008-2010 3.5-Hour Elective CE Course

This course addresses the REALTOR Code of Ethics and how it establishes a professional standard of conduct for real estate licensees. Meet your quadrennial requirement of 2.5 hours of ethics instruction.

\$40/OREAL 0006 WB1-WB2, W50, W70-W71

Newtown Campus/*T. Fenerty*

WB1/ Tu, 10/20, 6-9:30 pm

WB2/ Tu, 3/2/10, 9 am-12:30 pm

Lower Bucks Campus/*T. Fenerty*

W50/ Th, 5/20/10, 9 am-12:30 pm

Upper Bucks Campus/*T. Browning*

W70/ Tu, 12/8, 6-9:30 pm

W71/ Th, 5/13/10, 6-9:30 pm

## Social Work (approval pending)

- Understanding Older Adults and Substance Abuse
- Normal Anxiety and Anxiety Disorder
- Managing Anger in a Frustrating World
- Physical Disabilities: Improving our Understanding and Sensitivity
- Seniors Mental Health: Assessment and Treatment

For complete descriptions see *Certified Alcohol Counselors* page 51 & 52.

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- Financial Exploitation of the Elderly
- Where Angels Fear to Tread

For complete descriptions see *Healthcare Institute* page 34.