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Act 48 for Educators

Certified but not teaching now? You need ACT 48 too!!

Buck's Department of Continuing Education is an approved provider of learning activities required by Act 48. Your hours earned for Act 48 will be reported to the Bureau of Curriculum and Academic Services in Harrisburg by the Department of Continuing Education. You will receive a letter from the college verifying the completion of the Act 48 activity. To check your Act 48 record on the PDE Management System go to www.pde.state.pa.us and click on "Act 48 Reporting System."

 *Look for the Act 48 symbol next to the classes throughout the brochure that have been approved for professional education activity hours.*

**For more Act 48 information contact
Denise McCardle, 215-504-8602
email: mccardle@bucks.edu
www.bucks.edu/act48**

Location ↓
Newtown Campus / Fee ↓ \$179 / Course # ↓ WSMCE 3576 / Section ↓ C01 /
Date ↑ 2 Sa, 2/14 & 2/21, Time ↑ 8:30 am-1:30 pm

Online Training

Instructor-facilitated Online Courses

*Every course includes an expert instructor.
All can be taken from the convenience of your home or office.*



The ACT Center™ is an online training and testing environment. We offer hundreds of online courses to better prepare individuals to meet the challenges of the constantly changing workplace environment and to help businesses keep their workforces competitive. We offer courses in Management, Safety, Sexual Harassment, Basic Office Skills, Basic Computer Skills, GED courses, and many more. Classes can be taken anytime and anywhere that there is internet access. Look for the ACT Center logo throughout the brochure.

Individuals can use the ACT Center to:

- improve job skills
- make career changes

Businesses can use the ACT Center to:

- deliver affordable staff training and development locally or remotely
- assess employee's job skills

Registration Information

To browse the entire catalog visit:

1. www.bucks.edu/act
2. then choose course catalog
3. then catalog.

To register:

4. Create a free account on the website
5. Click the "Add to Cart" button and fill out billing information
6. Go to "My Courses" → "Online Course" and follow instructions to start your course.

Group Discounts available for businesses who wish to train multiple employees.

⇒ **For more information on setting up training for businesses or taking individual courses contact:**

**Ken Toht, Director
Phone: 215-968-8132
Email: tohtk@bucks.edu**

(continued on page 4 ⇒)

To register call 215-968-8409/FAX 215-968-8320/www.bucks.edu/con-ed

Online Training

Instructor-facilitated Online Courses

*Every course includes an expert instructor.
All can be taken from the convenience of your home or office.*



Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night. Please visit www.ed2go.com/bucks for additional offerings. Look for the ed2go logo throughout the brochure.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/bucks
2. Click the Orientation link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you selected during orientation.

Start Dates:

A new section of every course in this catalog will begin on:


May 20 (C40)
June 17 (C41)
July 15 (C30)
August 19 (C31)

Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

⇒ **For more information on the ed2go and Gatlin Education programs contact Joan Christianson at 215-968-8186 or email: christia@bucks.edu.**



Bucks County Community College, in partnership with Gatlin  Education Online Career Training Courses, offers online, open enrollment, self-paced programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

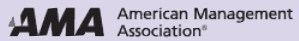
Our programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encouraging and motivating you to succeed.

Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere.

- Open enrollment - register at any time.
- Financing available for students who need assistance.
- Instructors for one-on-one assistance.
- All materials are shipped directly to you upon registration.
- Most courses designed to be completed in 90-180 days.
- BCCC certificate of completion upon successful completion of the program!

Look for the Gatlin logo throughout the brochure or visit www.gatlineducation/bucks to view a complete list of courses available.

Business & Management



American Management Association (AMA) University Certificate Programs

Quality Management Education...at a Campus Near You!

University Certificate Programs

Administrative Professional
Business Communication
Customer Satisfaction
Finance and Accounting
General Management
Human Resources
Manufacturing
Sales and Marketing
Strategic Leadership
Success Skills in the Workplace
Supervision

Join more than 300,000 professionals who have enriched their careers through AMA's University Certificate Program. This unique partnership between AMA and Bucks County Community College makes quality management training more convenient, accessible and affordable for today's managers.

Perfect for Continuing Education Students!

- Learn the latest management thinking and best practices based on AMA's proven self-study content and delivered by experienced faculty
- Exchange ideas and viewpoints with your peers
- Gain tangible recognition - receive a joint certificate from Bucks County Community College in cooperation with AMA.
- Designed for today's business professional, they encompass the spectrum of management best practices...and are backed by AMA's more than 80 years of management education experience.

The Office of Continuing Education at Bucks County Community College is pleased to sponsor American Management Association (AMA) University Certificate Programs designed to assist individuals in learning up-to-date management skills in essential areas of business using materials written by industry experts.

Students must complete a total of six courses within 2 years from a combination of required courses and electives (75-90 hours total; no more than 2 electives can be 7.5 hours). Offerings will vary from semester to semester. In general, required courses will be offered each fall, and a variety of electives will be offered through the spring and summer sessions. Courses may not be applied toward more than one certificate.

For a complete listing of required courses and electives, please visit www.bucks.edu/ama.

Individual courses may be taken on a non-certificate basis.

Getting Assertive

Learn how to deal with confrontations decisively, yet diplomatically...cope more effectively with stress and tension...say "no" to unfair demands...and more. *Michael Saraceno, M.B.A.*
Newtown Campus/\$279/WSMCE 3577 C01/
2 Sa, 6/6 & 6/13, 9 am-5 pm
Approved Hours: 15 (Act 48, PCACB)

Fee includes books for all AMA courses.

NEW

Interpersonal Communication

Skills in the Workplace

Gain the critical communication skills you need to survive and thrive in today's workplace. Develop and enhance communication skills to advance in your career and exercise influence within and beyond your immediate work group. *Douglas Rosentrater, M.A., BCCC faculty*
Online/\$169/WSMCE 3515 C30/ 5/18-6/5
Approved Hours: 7.5 (Act 48, PCACB, CPA)

(continued on page 6 ⇨)

To register call 215-968-8409/FAX 215-968-8320/www.bucks.edu/con-ed

Business Management

A
M
A

Performance Management

People constitute the real competitive advantage in business and industries of all types. Enhancing the performance of your people and ultimately your organization depends on the continuous improvement of staff at all levels. An effective Performance Management system is essential to help employees perform at their best and align their contributions with the goals, values, and initiatives of the organization. *Patrick Abel*

Online/\$279/WSMCE 3578 C30/ 7/6-8/7

Approved Hours: 15 (Act 48, PCACB, CPA)


Successful Negotiating

Learn the art of win/win negotiation. Get a firm grasp of the negotiating tricks and techniques the pros use. Learn everything from prenegotiation planning to the use of seemingly unimportant details like seating arrangements and meeting site selection to influence the results of negotiations.

\$279/WSMCE 3579 C01 & C30

Approved Hours: 15 (Act 48, PCACB, CPA)

Newtown Campus/C01/ 5 W, 6/3-7/1, 6-9 pm/ *George Haiduck, B.S.*

 Online/C30/ 6/3-7/8/*Sharon deFonteny, B.S.*

NEW

NEW

Payroll Practice & Management

(New series beginning in fall 2009)



Payroll is one of the fastest changing career fields in the business world today. Constant fluctuation in government rules and regulations make it difficult to keep up. The objective is to instruct the payroll professional in all facets of payroll from the basics of "What are wages?" to the intricate complexity of fringe benefits, taxation and garnishments. Depending on the current experience of the student, its objective is to teach the solid skills and knowledge of payroll rules and regulations to the beginner and to increase or refresh the skills of the more experienced student.

Each class is designed to take about 8 hours to complete. There are no prerequisites for any of the classes and you are not required to complete the series. You are encouraged to self-select the classes necessary to fulfill your personal learning objectives. Those completing the entire series will be awarded a Certificate of Completion.

After completing all four courses with the grade of 85% or better, the student may choose to take the optional Certificate in Payroll Practice and Management test for an additional fee. This 3-hour essay style computer test covers the information from all 4 courses. The student must pass the test with a minimum grade of 85% to receive the designation. (This is not a national exam.)

Partners in Education



The UPS Earn and Learn Program offers up to \$15,000 in education opportunities for UPS employees.

Contact: Denise McCardle, 215-504-8602
or email mccardle@bucks.edu

Bucks County Community College
and the United Parcel Service
"Partners in Education"

1-800 JOB 4UPS
Equal Opportunity Employer
www.upsjobs.com



Nonprofit Management

Nonprofit organizations play a dynamic and integral role in our communities. Crucial to the success of any organization are the knowledge, tools and skills needed to grow in an ever-changing environment. These courses offer learning opportunities current to staff and managers of small to mid-sized nonprofit organizations who wish to advance their skills and mission. There are three core courses required of all participants. Then you can choose an interest track that most closely fits your role in the nonprofit world. This program is designed to be completed in one year. All core courses will be offered each fall; the tracks will be offered each spring. **Prerequisite:** A minimum of three years nonprofit experience or completion of Nonprofits for the Novice is suggested prior to enrolling in this program.

Offered in the fall:

Core Courses: (39 hours)

- First Line Supervision
- Nonprofit Board Development & Responsibilities
- Fiscal Accountability & Ethics

Offered in the spring:

Management Track (36 hours)

- Fundamentals of Human Resources (15)
- Business & Strategic Planning (15)
- Managing Volunteers (6)

Fund Development Track (39 hours)

- Grant Writing (21 hours)
- Fund Raising (9 hours)
- Donor Development (9 hours)

Nonprofits for the Novice

Newtown Campus/\$360/WSMCE 5366 C01/ 5 Sa, 5/16-6/20 (no class 5/23), 8:30 am-5 pm

Approved Hours: 40 (CPA)

Jackie Liney, M.Ed. & Mary Anne Crockett, M.B.A.

Are you thinking about starting a community nonprofit organization? Or, have you just been elected development director of a local service group or sports association and have no clue as to what that responsibility entails? Well, there's no need to reinvent the wheel. This 40-hour seminar series will help you start a new organization or assist you in the position that you already hold. This is a great opportunity to learn how to run a community nonprofit in a non-threatening venue. You will learn who should be on the board, how to structure and manage a board, fiscal responsibilities, supervising volunteers and many other issues relating to service organizations.

Session 1: Introduction to the World of Nonprofits

This first session outlines the basics of the world in which the nonprofit group operates. You will learn for certain whether you want to enter this exciting and rewarding field despite obstacles that you are bound to face.

Session 2: Nonprofits and Dollars and Cents

You will learn that despite all the good work that you do, the most important thing you and your board must do is getting dollars and cents to flow so that you can actually do your work.

Session 3: Operation Management and Program Execution

Now that you've got the dollars and cents, how do you run the organization?

Session 4: Nonprofits and Fiscal Management

An overview on budgeting models, budget management, restricted and unrestricted funding will be provided.

Session 5: Nonprofits - Maintenance and Growth

Survival of your organization may rely on your ability to think out of the box! This session examines how to keep your organization fresh, vibrant and lively.

■ **Property/Casualty Insurance Pre-licensing Class**
For complete information see *Test Preparation* page 52.

Lean Six Sigma

Offered in partnership with Transformation Partners Company

Why Lean Six Sigma?

Successful companies must consistently deliver high quality products and services more quickly and with less waste than they did yesterday. Many organizations pursue either Lean or Six Sigma as a means to meet their customers demanding challenges. Our approach combines the speed and power of both Lean and Six Sigma to achieve process optimization. Speed, quality, and cost are the components that drive the success of any organization. Lean Six Sigma works on all three simultaneously because it blends Lean and Six Sigma within a proven organizational framework for superior execution. Both are necessary pillars of any continuous improvement process, and this program specifically addresses how integrating Lean (making work faster) and Six Sigma (making work better) helps an organization move quickly with higher quality and lower cost. Lean Six Sigma will benefit all businesses and industries - whether service or manufacturing, for-profit or nonprofit, regardless of size.



Champion (16 hours)

Designed for key members of the Leadership team, such as Directors and Managers. Participants will learn Lean and Six Sigma philosophy and how to champion the implementation of an organization's LSS program. Champions will be able to properly identify and prioritize LSS projects, assign appropriate Black and Green Belts to the projects, foresee and eliminate potential project obstacles, and drive financial results by setting realistic expectations for the program.

Newtown Campus/\$600/ WSMCE 5272 WB1/

Tu & W, 8/4 & 8/5, 8 am-4:30 pm

Approved Hours: 16 (PMI)



⇒ For more information on the upcoming Green and Black Belt six sigma programs, attend our complimentary information session at the Newtown Campus W, 8/5, 5-7 pm. Call 215-504-8668 and register for XSMCE 1001 or call Emily Evans at 215-504-8695.

"Transformation Partners Company (TPC) has developed a program that integrates lean and six sigma to successfully gain the benefits of both programs through a combination of classroom training and project selection and coaching. The instructors are industry experts who go far beyond class room training by applying the tools and techniques to real-life situations which are easy to relate to. Benefits from the TPC program have paid many times over in improvements in cost, quality and reduced lead times in both manufacturing and transactional business applications."

*Joseph Diliberto
Production Manager
Bausch & Lomb Inc.*

"It was a great pleasure to have Anwar el Homsy as an instructor for the Design of Experiment for manufacturing course. I've learned a lot from him in the short time we spent together."

*J.C. Simeon
Sr. GMP QA Manager, Cephalon*

"It was our pleasure to attend the DOE Class this week at Bucks County Community College. This course was very refreshing and we had the opportunity to learn a new tool that will help us become better professionals and to help our organization improve."

*Carlos A. Quintero
Quality Assurance Manager
Perfecseal - A Bemis Company*

Project Management

Managers, executives and project specialists all know the importance of good project tracking and planning. In the Project Management Certificate Program, you will learn the project management life cycle as defined by the Project Management Institute (PMI). Taught independently of any project management tools, the program combines reading and discussion, presentations and case study workshops with students playing various roles. *Matthew Tyksinski, B.S.*

A Certificate of Participation and Professional Development Units (PDU's) are awarded upon completion. Attendance at all classes is required to receive the certificate.

Special Note: Successful completion of BCCC Project Management courses satisfies the PMI credentialing educational requirement of at least 35 hours of courses, workshops or training through university/college academic or continuing education programs.

***BCCC is a PMI R.E.P.
(Registered Education Provider)
Approved Hours: 31 (PMI)



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

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

New program begins September 2009.



"LERN Certified"

"Information That Works!"[®]

Bucks County Community College's Division of Continuing Education and Center For Workforce Development has completed and passed the Learning Resources Network (LERN) Program Review and Certification. LERN is the largest association in the world for continuing education providers, program review and certification.

Technical Writing

Technical communication issues are becoming increasingly complex and important to products and services. Our objective is to introduce you to key concepts and instruct you in specific techniques for technical communication, to prepare the participants for the challenges facing today's technical communicator, and to provide a formal training program designed to enhance career opportunities in the technical communication field. Consider the Technical Writing Certificate Program if you are looking for a new career or want to improve your skills in your current job.

The Technical Writing Certificate Program will require the completion of all five courses; attendance at all sessions is required to receive a certificate. The successful completion of a practical exercise or written assignment directly related to the specialty will be part of one of the required courses*. *No certificates will be given to students who fail to successfully complete this related exercise or assignment.*

The Technical Writing Certificate Program includes:

- I. Elements of Technical Writing I
- II. Elements of Technical Writing II*
- III. Mathematics & Science for the Technical Writer
- IV. Microsoft Word - Overview or Advanced
- V. Microsoft Publisher, Adobe InDesign or Photoshop

Course IV: Choose one of the following

- Word Essentials (*page 37*)
- Introduction, Intermediate or Advanced Word 2003 (*online: www.ed2go.com/bucks*)

Course V: Choose one of the following

- Adobe Photoshop CS (PC) - Basic (*page 37*)
- Adobe Photoshop CS (PC) - Adv. (*page 37*)
- Adobe InDesign (*page 38*)

Courses I, II & III are offered each spring.

Business Management

NEW

Purchasing & Supply Chain Management

(300 hours)

This nationally recognized Purchasing & Supply Chain Management online course and training certificate program is particularly well suited to anyone working in or interested in working in purchasing, supply chain management, procurement specialists, and buyers. In this program you will be introduced to the various fundamental and basic aspects of the supply chain environment, including basic and introductory enterprise resource planning systems and requirement systems. The interrelationships between purchasing, vendor selection, sources of supply and the role of technology will also be explored in this program so that a student understands the integrated approach to planning, acquisition, flow and distribution from raw materials to finished products. In this program, the focus is on the management function, and the skills and resources that develop a successful manager. This program is best-suited for someone with little or no experience in purchasing management.

Online/\$2,095/GSMCE 0411



Career & Employment

Project Management Case Studies

Study, analysis and discussion of selected project management case studies compiled by Harold Kerzner, Ph.D., a leading authority on Project Management disciplines. Session topics include Project Management Methodologies, Implementation of Project Management, Project Management Cultures, Project Management Organizational Structures, Negotiating for Resources, Project Planning Project Execution/Project Control, and Project Risk/Conflict Management. *Matthew Tyksinski, B.S.*

Newtown Campus/\$349 (plus \$49 book fee)/

OCPED 1110 C01/ 8 W,

6/10-7/29, 6-9 pm

Approved Hours: 24 (PMI)



Job Search Strategies

The job market can be a scary place and full of a wide variety of pitfalls and roadblocks to challenge even the most adept job searcher. The objective of this interactive course is to provide you with skills, methods and strategies that will help smooth out those rough spots while increasing your chances of getting the job that you want. Some areas examined include: gaining a better understanding of what is important to you in a new job; document your strengths & weaknesses; identify skill-specific key-words; learn how to use Internet job-boards effectively; interviewing skills and pointers on resume and cover letter creation. *Jack Lampman, MSM*

Online/\$199 (plus \$17 textbook fee)/

WSMCE 1450 C30/ 5/18-6/26

Locomotive Engineer & Conductor

Basic Training Program

The Transportation Industry has had a great resurgence and is one of the fastest growing industries in the country today. The highly skilled crafts of Locomotive Engineer and Conductor are in great demand. Whether you are looking for a good salary, job security or a challenging career, the Transportation Industry in the local area and beyond has numerous employment opportunities available.

This 64-hour course is designed to prepare you for pre-employment as a Locomotive Engineer or Conductor candidate at a public transportation provider or freight railroad. The goal of this course is to help accelerate your opportunities of employment in the Transportation Industry as a Locomotive Engineer or Conductor and also prepare you for a railroad's training academy once employed. Upon completion of this course, you will be eligible to interview and test for positions at any heavy or light rail company across the United States, including but not limited to: NJ Transit, Metro North, Amtrak, LIRR, SEPTA and the NYC subway. *Mark Mattis, DSLE; Certified Train Service Engineer*

Newtown/\$349 (includes materials)/

WTMCO 1151 C01/

4 S, 5/9, 5/16 & 5/23, 9 am-5:30 pm,

6/27, 9 am-1 pm

6 Tu, 5/26, 6/2, 6/9, 6/16, 6/23 & 6/30,

6:30-9:30 pm

2 W, 5/13 & 5/20, 6:30-9:30 pm

4 Th, 5/28, 6/4, 6/11, & 6/18, 6:30-9:30 pm

⇒ Attend one of our complimentary information sessions. Call 215-504-8668 and register for XTMCO 1151 C01/ W, 4/15 or C02/ W 4/29, 6:30-8 pm

Small Business Management

Business Succession Planning: Protecting Your Life's Work

NEW

A family business represents much of the owner's life's work. Examine issues pertaining to succession planning as related to family enterprises and analyze proven strategies for the transition of ownership. *Eric George, J.D.*
Newtown Campus/WSBEN 0120 C01/\$79 (plus \$6 book fee payable to instructor)/
2 M, 6/1-6/8, 6-9 pm

Fitness Business Management



(260 hours)

Learn how to manage a Personal Training Program and/or a Health-Fitness Department as a Strategic Business Unit (S.B.U.) in both commercial and non-commercial based health and fitness facilities. This nationally recognized online program was developed to establish an industry standard in fitness management education for allied health and fitness professionals, personal trainers, fitness managers, and entrepreneurs that wish to establish a successful business model and fitness operation.
Online/\$2,395/GSBEN 0403



Introduction to Microsoft Office



Accounting Professional 2008

Learn how to use Microsoft Office Accounting Professional 2008 from a Certified Public Accountant who specializes in small-business accounting. Because it's tailored for small businesses with fewer than 25 employees, you'll find it easy to set up Microsoft Office Accounting Professional 2008 to meet your specific needs. Through easy-to-follow instructions and hands-on activities, you'll get comfortable with every major accounting task you need to do—from balancing the company checkbook, to preparing financial statements, to creating listings on eBay.
Online/\$89/ECOAP 0227
Approved Hours: 24 (PCA)



Entrepreneurship: Start-Up and Business Owner Management

NEW



(360 hours)

This program provides an excellent foundation not just for the start-up business owner, but also the business owner or manager who wants to gain a further understanding of some of the essential principles associated with owning and operating a start-up or on-going business.
Online/\$2095/GSBEN 0401



Strive and Drive Your Business in a Down Economy

NEW

Here is an excellent opportunity to "Expand Your Box of Knowledge." You will examine ways to decrease costs, increase profits, and possibly rethink methods of doing business. We will discuss financial sources that may be available to you, and look at your marketing, advertising, sales plans and much more. This will be an interactive program and you are encouraged to ask questions and help customize the course based on the concerns and interests of the class. Experienced business people will be our guests at the sessions to discuss topics you would like to learn more about or are of specific concern. Be sure to take advantage of these sessions to help your business to thrive and GROW in this economy. *Malcolm S. Frankel, B.A.*
Newtown Campus/\$99/ WSBEN 0121 C01/
4 Th, 7/9-7/30, 7-9 pm

Property/Casualty Insurance Pre-licensing Class

NEW

For complete information see *Test Preparation* page 52.
Newtown Campus/ ATEST 3500 C01/\$199 (plus \$95 for text & CD)/ 8 W, 6/3-7/22, 6-9 pm

ed2go | Learn More



For information on how to
register for ed2go and Gatlin
classes see page 4.



Kids on Campus 2009

... see page 56

Center for Workforce Development

Business and Industry Services

Customized Workforce Training

The Center for Workforce Development reaches out to employers in Bucks County. We offer affordable, dynamic, quality training programs customized to meet your company's needs. Classes can be delivered on site at your location or at one of BCCC's three campuses. Here's a sampling of our offerings.

Computer Skills

- AutoCAD
- Database Design and Administration
- Desktop Computer Applications
- Information Technology
- IT Security
- Microsoft Office Specialist (MOS) Certification
- Network Systems Administration
- Programming Languages
- Web Design

Job-Specific Skills

- Allied Health
- Blueprint Reading
- CPR/AED/First Aid
- HIPAA
- Human Resources
- Industrial/Mechanical Maintenance
- Industrial Safety
- ISO Internal Auditing
- Lean Six Sigma
- Metrics and Measurement
- OSHA Compliance
- Real Estate Mandatory Continuing Education
- Sales Training
- ServSafe™ and HACCP Certification

Professional/Personal Development

- Business Math
- Business Writing
- Change Management
- Coaching
- Command Spanish® Occupation-Specific Spanish
- Conflict Resolution
- Customer Service
- Diversity Awareness
- Effective Meeting Management
- Executive Management
- Interpersonal Communication
- Leadership and Supervision
- Multicultural Communication
- Negotiation Skills
- Performance Evaluation
- Presentation Skills
- Problem Solving/Decision-making Skills
- Project Management
- Stress Management
- Teambuilding
- Time Management
- Workplace English as a Second Language
- Workplace Foundation Skills

Industry Partnerships

Partner with Bucks to meet the demands of your business in the years to come by addressing worker retention and recruitment, connecting people to careers, highlighting best practices, and promoting communication.

Needs Assessment

We can help you assess your company's training needs and create a training plan for your organization. We may even be able to help you find ways of funding your training investment.

**For a free consultation, contact Ronni November at
215-968-8017 or november@bucks.edu**

Leaders in the business and healthcare communities play a vital role in program development. If you are interested in serving on one of our Advisory Groups, please call Ronni November at 215-968-8017 (email: november@bucks.edu).

**Your company may be eligible for free PA state training grants - call for information.
215-968-8017**

To learn more about how we can serve you, contact the Center for Workforce Development
215-968-8006 or cwd@bucks.edu

Center for Workforce Development

Business and Industry Services

COMPREHENSIVE INDUSTRY TRAINING

Industrial/Mechanical Maintenance Lab opening at Lower County Campus in Bristol!

BCCC's Mechanical Maintenance program offers two instructional delivery models: On campus or online! This integrated systems and blended learning approach has proven successful in numerous manufacturing and training sites across the country. This approach incorporates: industrial quality equipment, troubleshooting emphasis, and task-based, competency-based curriculum.

Now offering the following courses at our Lower Bucks Campus!

Lab Hours: M & W evenings, 5-9 pm;
W mornings, 9 am-noon
(Call to schedule your preferred start date.)

Basic Hydraulics

Lower Bucks Campus/\$525/WTMCO 1074 W50
(avg. time for course completion - 20 hrs.)

Mechanical Drives 1

Lower Bucks Campus/\$850/WTMCO 1061 W50
(avg. time for course completion - 35 hrs.)

PLC (Programmable Logic Controllers) Troubleshooting A-B SLC 500/RSLOGIX 500

Lower Bucks Campus/\$1,375/
WTMCO 1120 W50
(avg. time for course completion - 60 hrs.)

**Contact Emily Evans at 215-504-8695 for
more information and schedule
or visit www.bucks.edu/CWD.**

AutoCAD®

For complete description see *Software Applications*
page 35.

Lower Bucks Campus/\$575 (includes
text)/WCOAP 6064 W50/ M-F, 7/13-7/17,
9 am-5 pm

Approved Hours: 36 (Act 48)



AutoCAD® 2008 MEP - Electrical Essentials (15 hours)

NEW

For complete description see *Software Applications*
page 35.

Newtown Campus/\$325/WCOAP 6066 WB1/
5 W, 7/8-8/5, 7-10 pm

Approved Hours: 15 (Act 48)



Total Performance Scorecard- Lean Six Sigma (TPS-LSS) Seminar

NEW

Total Performance Scorecard-Lean Six Sigma (TPS-LSS) is a 'turbo-charged' Lean Six Sigma program. All of the proven, sound methodologies of traditional Lean Six Sigma are charged with highly motivated team members. The result is a powerful people driven Lean Six Sigma program called TPS-Lean Six Sigma that leads to a High Performance Culture. Employees will realize their full potential and contribute creatively while the organization benefits from increased profitability, market share, and customer satisfaction. By integrating human capital into the Lean Six Sigma equation, organizations have the opportunity for exponential, quantum levels of improvement and success. This workshop is designed for anyone who will be leading a process improvement project. The course applies to HR staff, line supervisors, managers, and directors in such areas as manufacturing, operations, customer service, engineering, IT, marketing, logistics, sales, quality, purchasing, health care, education, and health, safety, and environmental professionals. *Anwar El Homs*
Lower Bucks Campus/\$395/WSCME 5280 W50/
Th, 7/16, 8am-4:30 pm
Approved Hours: 8 (PMI)

Statistical Process Control (SPC) 18 hours

NEW

This course will focus on the quality professional with varied exposure to Statistical Process Control. You will learn process variation and increase your knowledge of special and common cause sources of variation. You will review the basics and build on your current knowledge, expanding your skills and use of the application and interpretation of SPC charts. Learn how to use and interpret control charts, and use SPC to achieve world class performance. Topics covered include: Shewhart Control Charts, Control vs. Spec Limits, Calculating Control Chart Limits, Rational Subgroups, Usage of Capability Studies, Capability Indices, etc.

Lower Bucks Campus/\$675/
WSCME 0112 W50/ M-W, 7/20-7/22,
8 am-4 pm, (W, 8 am-noon only)
Approved Hours: 18 (PMI)

Center for Workforce Development

Business and Industry Services

Spanish for Travelers

This is a functional language program that focuses on the language items most commonly used by travelers to comfortably function in Spanish-speaking countries. You will learn how to greet people, engage in etiquette and social niceties, introduce yourself and others, order food and drink, register in a hotel, make simple purchases, request emergency assistance, make and receive phone calls. No prior knowledge of Spanish is necessary.

Newtown Campus/\$139 (includes manual and 1 practice CD)/WSMCE 0008 WB1/
5 Tu, 5/12-6/9, 6–9 pm

Spanish for School Administrators, Teachers, and Support Staff

This program will provide functional Spanish language skills to classroom teachers, school administrators, front office personnel, school nurses, bus drivers, custodians, and security staff. You will learn work-specific language dedicated to the front office, nurse's office, classroom management, instructional management, extracurricular activities, bus safety, school security, and emergencies and disasters. Upon completion, you will be able to use Spanish for classroom and instructional management (teachers), respond to students and visitor's needs, monitor and control non-classroom school settings, respond to medical emergencies, and engage in security measures. No prior knowledge of Spanish is necessary.

Newtown Campus/\$139 (includes manual and 2 practice CDs)/WSMCE 0010 WB1/
5 Tu, 6/24-7/22, 6–9 pm
Approved Hours: 15 (Act 48)

Spanish for Nursing

In this nursing-specific Spanish language program, you will learn the most important Spanish commands, questions, and phrases used when providing medical care to Spanish speaking patients in medical office settings and in hospitals. Emphasis is placed on enhancing quality of patient care by increasing your ability to communicate with patients and their families. You will be able to use Spanish to obtain basic information and patient history, obtain vital signs, perform routine procedures, honor patient's requests, and assist and interact with the patient's family. No prior knowledge of Spanish is necessary.

Newtown Campus/\$139 (includes manual and 1 practice CD)/WSMCE 0009 WB1/
5 Tu, 7/28-8/25, 6–9 pm

Spanish for Substance Abuse Counseling Personnel

For complete description see *Certified Alcohol Counselors* page 40.

Command Spanish® Online

Command Spanish®, Inc. and Bucks County Community College, a Licensed Official Registered Provider of Command Spanish® programs and an Authorized e-Training Affiliate are very excited to announce Command Spanish® Inc's innovative e-Training programs. All programs are based on the exclusive, revolutionary Language Power-Lock System which unites seven interactive processes to provide contextualized, purposeful learning opportunities. It employs an integrated "switchback method" to engage the learner through visual, auditory, and psychomotor pathways. These interactive learning processes provide adult learners with an easy, user-friendly, effective system for the learning and long term retention of practical Spanish language for the workplace.

Command Spanish® e-Training Programs are:

- Web-based - there are no system platform requirements, they are compatible with both PC and Mac.
- Asynchronous (students can start the course on any day, at any hour)
- Non-instructor-led (students are not dependent on the needs of a teacher)
- Self-paced (students decide what pace he/she will take in the course, with up to 4 months to complete the course from the date of enrollment.)

Course Fees: \$99

Online courses are available in the following fields:

- General Interest – Spanish for the Community, for the Workplace
- Business & Industry – Spanish for Financial Institutions, for Construction Supervisors, for Real Estate Sales
- Medical – Spanish for Hospital Nurses, Medical Office Nurses, Physicians, and Pharmacy Personnel
- Education – Spanish for School Teachers, for Library Personnel
- Law Enforcement, Corrections, and Probation – Spanish for Law Enforcement Officers

**For more information, please call
Georgina Taylor, BCCC Center for
Workforce Development, 215-968-8268
or email taylorg@bucks.edu, or visit
Command Spanish® online at
www.CommandSpanishOnline.com**

Safety & Emergency Management

Public Safety

**Bucks County Community College
Department of Public Safety Training & Certification
located at the
Bucks County Public Safety Training Center**

The Bucks County Public Safety Training Center is a partnership between the County of Bucks and Bucks County Community College. The Center's staff provides national and state level fire, rescue, emergency medical, and hazardous materials training at the Training Center and off-site locations.

The professional certification testing offered by the Center has been examined and accredited by the International Fire Service Accreditation Congress (IFSAC) and the National Professional Qualifications Board (Pro Board). The Center offers national and international certification in 39 National Fire Protection Association disciplines.

Staff at the Training Center:

Robert Grunmeier II, Executive Director Public Safety Training & Certification
grunmeie@bucks.edu

Fred Hashagen, Director of Facility Operations
hashagen@bucks.edu

Charles Vaughan, Director, Industrial Safety Training
vaughanc@bucks.edu

Earl Robert Freese III, M.S., Director, Curriculum/Certification
freese@bucks.edu

Nick Wuckovich, Assistant Director, Field Operations West
wuck@atlanticbb.net

Fred Hunsinger, Assistant Director, Field Operations East
fredh3@hughes.net

Matthew Hatrak, Assistant Director of Certification
hatrakm@bucks.edu

Edward Copper, Assistant Director, Industrial Safety Training
coppere@bucks.edu

**For a course schedule and information on certification or skills exams,
contact the Training Center at 215-340-8417 or 1-888-BUCKS 77.**

For e-mail inquiries, contact: hatrakm@bucks.edu

**Visit the Bucks County Public Safety Training Center web page at
www.bucks.edu/publicsafety.**

Specialized Certificate Programs

Child Development Associate Certificate Program (CDA)

A Child Development Associate (CDA) is an individual who has successfully completed a CDA Assessment and has been awarded the CDA Credential. S/he meets the specific needs of children and works with parents and other adults to nurture children's physical, social, emotional and intellectual growth in a child development framework.

The Credential is awarded for three child care settings:

1. Center-based, for which Candidates receive endorsements to work with infants and toddlers or preschool children;
2. Family Child Care; and
3. Home Visitor

Please see our website at: www.bucks.edu/cda for more information about the CDA program. For information about the CDA Assessment, please go to the website for the Council for Professional Recognition at www.cdacouncil.org.

Please Note: Students must be 18 years of age and have a high school or GED diploma in order to enroll in the CDA program.

Reimbursement: Anyone who is a member of a Keystone Stars site can apply for a 90% tuition refund and the \$325 assessment fee for the CDA assessment. **Please Note:** Reimbursement is subject to the availability of funds. Tuition vouchers are available on the Key website www.pakeys.org under professional development.

A materials list will be mailed prior to first class, approximate cost \$60. The same book and packet will be used for Part I and Part II.

CDA Part II

This program will begin in fall 2009, and will cover the second 60 hours of CDA coursework, which will prepare students to take the national CDA assessment. Please look for our fall brochure or check our website in August for course information at: www.bucks.edu/cda.

CDA Part I will be offered Spring 2010. Courses do not need to be taken sequentially.

Please note: we hope to have this program available in an online format again soon. Please check our website: www.bucks.edu/cda for updates, and for more information about the CDA program.

CDA Renewal

Teachers, if you wish to renew your CDA Credential you must receive a minimum of 4.5 CEUs for 45 additional hours of coursework in early childhood education. This must be completed within three years of receiving your initial Credential, and every five years thereafter.

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/ECPED 0021

Approved Hours: 24 (Act 48)



Learn More

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/ECPED 0020

Approved Hours: 24 (Act 48)



Learn More



Learn More

For information on how to register for ed2go classes see page 4.

Construction Certificates

Bucks County Community College, in partnership with Construction Experts, Inc., offers five different construction certificates:

- Construction Estimating *NEW*
- Construction Practices *NEW*
- Construction Supervision
 - Supervisor Certificate in Project Management
 - On-Site Supervision
 - Construction Supervisory Technologies

Workplace Benefits

- ✓ Be better prepared to succeed at your chosen profession
- ✓ Learn from the experts in the various fields of construction
- ✓ Advance within your current trade or transition into a new career

No entrance exams are required. Course times are scheduled year-round to be compatible with your work commitments. Each course meets online for ten weeks. Discussions using an online bulletin board afford the opportunity to examine everyday construction challenges shared by others in the construction industry. All certificates should be completed within two years of starting the program.

Construction Estimating

Provides an excellent overview of basic and advanced principles of construction estimating and bidding in the construction industry. Must complete 5 of the following 6 classes.

- Introduction to Construction Estimating
- Essential Construction Math
- Construction Blueprint Reading
- Estimating and Bidding 1
- Estimating and Bidding 2
- Construction Materials and Processes

Construction Practices

Must complete 8 of the following 9 classes.

- Introduction to Construction Estimating
- Essential Construction Math
- Construction Blueprint Reading
- Estimating and Bidding 1
- Estimating and Bidding 2
- Construction Materials and Processes
- Contract Documents and Construction Law
- Planning and Scheduling
- Cost Awareness and Production Control

** Self-paced: Start at any time; you have 10 weeks to complete the course.*

Construction Supervision

Who Should Attend

This certificate program is for construction superintendents, project managers, foremen, estimators, safety directors, field engineers and training directors. It is also for anyone aspiring to become any of the above. This certificate program is available to students all over the world with Internet access.

The Certificate in Construction Supervision is issued upon the completion of all nine of the following classes. (see descriptions on pages 21 & 22)

- Certificate in On-Site Supervision
 - Leadership and Motivation
 - Oral and Written Communications
 - Accident Prevention and Loss Control
- Construction Supervisor Certificate in Project Management
 - Contract Documents and Construction Law
 - Problem-Solving and Decision-Making
 - Project Management for Construction Supervisors
- Certificate in Construction Supervisory Technologies
 - Planning and Scheduling
 - Cost Awareness and Production Control
 - Construction Productivity Improvement

Online/C30/ 6/29-9/5

Introduction to Construction Estimating

This is a self-paced* class which is the gateway to more complex and trade specific estimating courses. It is designed to help estimators polish their estimating skills and learn the basic skills that are absolutely required to produce successful construction estimates. Upon completing this course you will understand the different types of estimates and how to organize an estimating document. This course will build a foundation of knowledge that you will use while estimating virtually any individual trade or project type. *Bob George, M.Ed., M.B.A.*
WTMCO 1500 C30/\$449 (includes text)

Essential Construction Math

This self-paced* class is intended to develop mathematical skills that can be applied to the construction trade through practice and application. This course is an introduction to other courses in construction. While this class is not a prerequisite for any other classes, it does provide a foundation for them. *Joshua Thibodeaux, B.S.*
WTMCO 1501 C30/\$449 (includes text)

Specialized Certificate Programs

Construction Blueprint Reading

The reading of construction blueprints is a foundational skill in construction. It is a skill that requires practice and some basic knowledge of blueprints. This course will provide you with that foundational knowledge and enough practice at reading blueprints to get you started. Mastery will come with practice and with using blueprints on the job on a regular basis. *Bob George, M.Ed., M.B.A.*

WTMCO 1502 C30/\$449 (includes text)

Estimating and Bidding 1

This course features hands-on estimating and quantity take off activities associated with General Conditions, Site Work, Concrete and Formwork, and Masonry Estimating. *Dexter Murphy, PE, CPE, PMP*

WTMCO 1503 C30/\$449 (includes text)

Prerequisites: Know how to read blueprints; know how to use spread sheet software; have a basic knowledge of construction estimating subjects; be able to organize your work so it can be easily understood by others.

You should consider taking Introduction to Construction Estimating and/or Construction Blueprint Reading if you feel you need more information; they are not prerequisites but they are a part of the Certificate in Construction Estimating.

Estimating and Bidding 2

This course features hands-on estimating and quantity take off activities associated with Metals, Wood, Doors and Windows, Finishes, Electrical, and Mechanical Estimating. *Greg Zimmerman, B.S., CPE*

WTMCO 1504 C30/\$449 (includes text)

Construction Materials and Processes

Gain an overall and elementary understanding of construction materials and processes. Study one specific material category, one specific construction process, and an overall construction system each week. Expand your studies to include materials and processes which are normally encountered in the work place. In addition you are expected to research and report on the session materials and processes with respect to sustainable or "green" construction. *Martin Lightle*

WTMCO 1505 C30/\$449 (includes text)

Beginning this fall (Sept. 14-Nov. 21)

- Leadership and Motivation
- Construction Problem Solving and Decision Making
- Cost Awareness and Production Control

Accident Prevention and Loss Control

Learn how to use the project schedule to help prevent losses, and how to select methods and equipment to prevent loss and ensure a safe working environment. Study the delegation of responsibility for safety, equipment maintenance, and common construction hazards. Learn how to administer an accident prevention program at the job site level and how to handle a job site inspection by a regulatory agency. We will review the documentation, reference materials and advisory services that are available to the construction supervisor. *David Hahn, B.S.*

WTMCO 2007 C30/\$349 (plus \$156 for text)

Project Management for Construction Supervisors

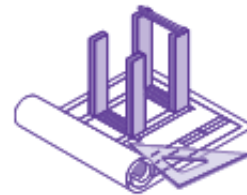
The modern project manager has more information available than ever before and information technology is changing rapidly. Learn how project management roles are changing as innovative contracts, alternate delivery systems, alternative dispute resolution, and creative project financing are increasingly changing how projects are administered. Learn about cost and risk control as well as how to develop and apply policies and procedures. Other topics will include subcontractor management, purchasing and project financing. Project start up and close out techniques will also be covered. *David Hahn, B.S.*

WTMCO 2008 C30/\$349 (plus \$156 for text)

Construction Productivity Improvement

You will study various models and methods for improving productivity and practice applying those methods to construction problems. Organizing a project with productivity improvement as your goal. Challenge the work process, learn about personnel management, and practice work improvement analysis. Understand workers' abilities and the impact of environmental factors. Complete the course with a discussion of implementing and monitoring the productivity program. *Martin Lightle*

WTMCO 2009 C30/\$349 (plus \$156 for text)



← Green Construction Classes →

Fundamentals of Green Building**Design and Construction**

Gain an overview of design and construction delivery systems for high performance green buildings. Look at the US Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) in some detail. Sustainability evaluation systems will be reviewed. This course will focus on LEED-NC (new construction) requirements. *Greg Stackel, M. Arch., LEED AP*

WTMCO 3000 C30/\$449 (includes text)

Building Information Modeling (BIM) with an Emphasis on Green**Construction**

Gain an overall and elementary understanding of the Building Information Modeling (BIM) concepts. As an introductory course to BIM, you will study the history and implementation of BIM and how it is used within sustainable design. Investigate workflow development including estimating, bidding, quantity take off, project management, supervision and the inter-relations of BIM team members. Learn how companies are using BIM to reduce errors and change orders and how that relates to construction costs savings. *Harry Applin, M.S.*

WTMCO 3001 C30/\$449 (includes text)

LEED for New Construction:

NEW

Applying the Guidelines

This course reviews the Leadership in Energy and Environmental Design (LEED) Credit System. The foundation of the course will identify and help to understand the objectives of Sustainable Sites, Water Efficiency, Energy and Atmosphere, Material and Resources, Indoor Environmental Quality, Innovation and Design Process Credits and Prerequisites. Focus is placed on a systematic view of green building, sustainability, Low-Impact Development and Storm Water Issues. Emphasis is on understanding the environmental aspects of LEED. The course studies techniques to reach the goals of LEED in environmental impact, energy and indoor air quality that pertain to building projects and the community surrounding the project. *Harry Applin, M.S.*

WTMCO 3002 C30/\$449 (includes text)

Building Green Buildings: The Contractor's Perspective

The purpose of this course is to provide construction professionals with information that will help them to effectively bid, contract, build and close out green building projects. We will explore the green building process from the contractor's and subcontractor's point of view. *David Hahn, B.S.*

WTMCO 3003 C30/\$449 (includes text)

NEW

■ **LEED for New Construction** 

v2.2 Exam Prep - Online

For complete description see *Test Preparation* page 53.

 ProTrainOnline

Beginning September 14

- Leadership and Motivation
- Construction Problem Solving and Decision Making
- Cost Awareness and Production Control

Children's Yoga Teacher Certificate Program



Do you have a passion for children? Are you interested in changing your career or just want to make a difference in a child's life? If so, join us for our Children's Yoga Certification! This seven week program is designed to pass on tools that will enable you to empower and inspire youth through yoga. You will learn various poses, breathing techniques and meditations that will allow you to lead a Children's Yoga Class with confidence. Business development, marketing and professionalism will also be discussed. You must attend all classes in order to receive Certification (unless otherwise discussed with teacher). Open to all who are inspired to make a contribution to youth! **Please bring a yoga mat, 3 ring binder, and wear comfortable clothing.** *Tiffany McClintock, B.S.*

Newtown Campus/\$275/WSBEN 0150 C01/

7 Tu, 5/19-6/30, 6:30-9:30 pm

Approved Hours: 21 (Act 48)

Specialized Certificate Programs

Fashion Design Certificate Program



The Fashion Design Certificate program is designed for students who have a love for fashion and design and feel that they have the talent to pursue a career in design. The course is designed to help students enhance their own design skills; translate concepts onto paper and eventually into actual garments. It will prepare students to enter the fashion design industry in the capacity as a design assistant or working with a product development team.

The curriculum includes 96 hours of classroom instruction in five core courses plus two electives of your choice. A required final project will be a separate night of presentation of designs and/or fashion show. This program must be completed within 2 years and attendance at 80% of classes is required for certification.

Core Classes:

- Fashion Design I
- Fashion Design II
- Fashion Illustration
- Basic Garment Construction
- Basic Pattern Making

Electives: (choose 2)

- Photoshop (recommended, page 37)
- Quickbooks (page 37)
- MS Office or Word (pages 36 & 37)
- A drawing or painting class (pages 45-47)
- Adobe InDesign (page 38)

Core class series begins in the fall. Use the summer to complete the electives.

Food Service Industry

SERVSAFE® Certification

This updated course (Most recent FDA Food Code PLUS updates) fulfills the Educational and Testing requirements of the Pennsylvania Department of Agriculture as well as local health departments including Bucks, Montgomery, Philadelphia and Chester counties. \$229 (includes course book), 8:30 am-5 pm

English Language, *William Rech, FMP*
WSERV 0001 C01-C02, C70

Newtown Campus
C01/ 2 M, 6/22 & 6/29
C02/ 2 M, 8/10 & 8/17

Upper Bucks Campus/C70/ 2 M, 7/20 & 7/27

Chinese Language, *Kuo-Yuan Tsai*

Lower Bucks Campus/WSERV 0010 C50/
2 M, 8/10-8/17

SERVSAFE® Recertification

This course fulfills the Re-certification requirements of local health departments including Bucks, Montgomery, and Chester counties. Current FDA Food Code PLUS updates, local health laws and industry practices along with HACCP are covered.

\$169 (includes course book), 8:30 am-5 pm

English Language, *William Rech, FMP*
OSERV 0050 C01-C02, C50

Newtown Campus
C02/ Sa, 5/16
C01/ M, 7/13

Chinese Language, *Kuo-Yuan Tsai*

Lower Bucks Campus/OSERV 0051 C50/
W, 8/12

Commercial Drivers License



This course is designed to prepare you to obtain a Commercial Driver's License in order to enter the exciting career of professional truck driving. Whether you are looking for independence, good salary, job placement and security or travel opportunities, the truck driving profession has something to offer you.

The goal of this course is to prepare you to pass all tests, written and practical, for your CDL. Course topics correlate with the state tests and include:

- General Knowledge
- Air Brakes
- Tankers
- Combination Vehicles
- Hazardous Materials
- Double/Triples

All endorsements will be covered, including the S-endorsement for Driving School Buses. You will also receive information on test sites and the steps necessary to complete the additional behind-the-wheel training you will need to get your CDL. *John Homan, B.S., CDL Licensed*
Lower Bucks Campus/ATEST 3000 C50/\$199 (includes materials)/ 9 Th, 7/2-8/27, 6:30-9:30 pm, & Sa, 8/29, 9 am-noon

Sustainable Building Advisor

Do you want to learn how to contribute to a more sustainable built environment? Are you interested in engaging clients or others in your workplace to make more environmentally responsible building decisions? Are you eager to connect with a network of professionals in the building industry committed to furthering the green building movement? Then the SBA course is the right course for you!

The SBA course is unique and exceptional in that it offers:

- In-person instruction and interaction with fellow students in the building, design, and environmental professions
- Local experts as guest instructors, who bring regional knowledge and information resources to the course
- Field trips to exemplary projects
- Hands-on, interactive experiences tailored to adult learners
- Professional accreditation as a Certified Sustainable Building Advisor, upon completion of the course and exam
- Rated as a 400 Level Mastery Course

There are no limitations to who can take the course, and there are no prerequisites. Many students have building, design, or environmental backgrounds, though the course is accessible to a wide range of professionals in many different industries, including engineering, government, research, resource conservation, utilities, and consulting. You must be able to commit to meet the course requirements, including attendance at all nine course sessions (two full days per session, Friday (8:30 am-4:30 pm) and Saturday (8:30 am-1:30 pm), once a month).

Local and National Certification Examination Requirements

To receive local certification, students will be required to demonstrate understanding and competencies of the course material through participation in small group project presentations and written papers. Presentation and written papers will be scored on a pass-fail basis.

SBA Program students who receive passing scores on their written papers and project presentation are eligible to take the National Sustainable Building Advisory Program certification examination. This examination consists of 250 true/false and multiple choice questions taken online. A minimum passing score of 70% entitles students to use the designation C.S.B.A. (Certified Sustainable Building Advisor) after their names on business cards, resumes and other appropriate professional documents.

David V. Hartke, M.B.A., A.I.A.

Newtown Campus/\$2,250 (includes fee for nationally certified exam) (plus \$48 for textbooks to be purchased by the student prior to the start of class (payment plan available)
WSMCE 6000 Sec. C01/ F & Sa, 9/25 & 9/26, 10/16 & 10/17, 11/20 & 11/21, 12/18 & 12/19, 1/22/2010 & 1/23/2010, 2/19 & 2/20, 3/19 & 3/20, 4/16 & 4/17 and 5/21 & 5/22
(Snow make-up days if needed 4/30 & 5/1)

***Free information session:
Wednesday, June 17, 5:30 pm
Call to register for XSMCE 1000 C01***

LEED for New Construction v2.2 Exam Prep - Online

For complete description see *Test Preparation* page 53.



“The network of Green professionals that I met through the SBA has transformed my business. There is always someone to turn to motivate and instruct.”

*Tom W., class of 2007
(Green Remodeler)*

“The SBA class was a very rewarding experience, it has given me the tools to lead Habitat Bucks into the Sustainable arena and shift our entire building focus. The knowledge and experience was well worth the price of admission.”

*Mike F., class of 2008
(Habitat Bucks, Project Manager)*

“The SBA program changed the way I view my profession and its effects on the local/global community. Implementing the knowledge acquired has now become the mission.”

*Jeffrey P., class of 2008
(Senior Construction Manager)*

Healthcare Institute



For further information on the following courses, please contact
Janet Baker, Director, Allied Health, at 215-968-8324 /
email: bakerj@bucks.edu. For more in-depth information visit our
website: www.bucks.edu/healthcare. To register call 215-968-8409.

EKG Technician (50 hours)

This comprehensive 50 hour EKG Technician Certification prepares you to function as an EKG Technician and to take the ASPT - Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography, and echocardiography. Additionally, you will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12 lead placement and other clinical practices. This course includes EKG Technician only. *Gail Dittes, RN*
Newtown Campus/\$1,199 (textbooks included)/
WHPAH 0252 WB1/ 12 M, 6/1-8/17, 6-10 pm,
& 1 M, 8/24, 6-8 pm

Dental Assisting Program (70 hours)

Are you thinking about becoming a dental assistant? This 70-hour Dental Assisting Program will prepare you for entry level positions in one of the fastest growing health care fields. The purpose of this course is to familiarize you with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. Additionally, this course is designed to prepare you to sit for the Pennsylvania Dental Radiological Procedure examination. The Bureau of Labor Statistics reports that employment in this field is expected to grow 29 percent from 2006 to 2016. In fact, dental assistants are expected to be among the fastest growing occupations over the 2006-16 projection period. \$1,399 (textbooks included)/
WHPAH 0701 WB1 & W50
Newtown Campus/WB1/ 10 Tu & 10 Th,
6/2-8/6, 6-9:30 pm/*Lisa Jones*

Lower Bucks Campus/W50/ 14 W, 5/27-8/26,
9 am-2:30 pm/*Pam Gay, CDA, COA*

Medical Billing & Coding (80 hours)

This combined 80 hour medical billing and coding course offers the skills needed to solve insurance billing problems, manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation, and Management), specialty fields (such as surgery, radiography, and laboratory), ICD-9 (introduction and guidelines), and basic claims processes for medical insurance and third party reimbursements. You will learn how to find the service and codes using manuals (CPT, ICD-9, and HCPCS). Completion of this course and the suggested practical work experience (6 months to 2 years), should qualify you to sit for the American Academy of Professional Coders (AAPC)-Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. *Valerie Greco, B.A.*

Newtown Campus/\$1,699 (textbooks included)/WHPAH 0110 WB1/ 11 M & 10 W,
6/1-8/10, 6-9:30 pm & 1 Sa, 6/20, 9 am-4 pm

Allied Health Open House

**Please join us to hear about the
Allied Health programs that are offered
at Bucks County Community College.**

**Pre-registration required, please
call 215-968-8409 and register for
XHPAH 0200**

**WB1/ W, 4/29, 10 am-noon or
WB2/ Tu, 5/5, 6-8 pm**

***Medical Billing & Coding/
Medical Office Administration
(120 hours)***

This combined 120 hour course covers all of the topics included in the 80-hour Medical Billing & Coding course (see page 22) and also includes administrative office skills in operational, customer service, patient care, billing and administrative skills. Completion of this course and the suggested practical work experience (6 months to 2 years), should qualify you to sit for the American Academy of Professional Coders (AAPC)-Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. *Staff* Lower Bucks Campus/\$2,399 (textbooks included)/WHPAH 0130 W50/ 15 M & 15 W, 5/27-9/9 (no class 9/7), 8 am-noon

***Medical Transcription
A to Z: A Premier
Home-Study Course***

Do you want a career with flexible hours and solid income? Medical Transcription is your answer! This self-study course is an in-depth, self-paced curriculum developed for anyone desiring to begin an exciting career as a medical transcriptionist. The program is open entry/open exit. You may begin at any time. There is no time limit for completion; the average time is approximately 6 months. \$1,255/WHPAH 0227 W30

**For questions about this program, email the instructor at info@medtranscription.com
To register for this program, please call 215-968-8409. A study packet will be mailed after your registration is processed.**

***Become an 
Optical Assistant***

If you think you'd like to become an optical assistant, this is the course for you! You'll get a comprehensive look into the world of optical assisting--a world that's getting more exciting all the time. You'll see how rewarding it can be to help people solve their vision problems, and you'll find out how varied the field of optometry is becoming as we explore the skills it requires and the different settings to which this new career might lead you.
Online/\$89/EHPAH 0002

Practical Nursing Program

Bucks County Community College offers a full-time state-approved Practical Nursing Program. You are able to sit for the National Council Licensure Examination LPN (NCLEX) upon completion of the program. The curriculum is designed with both classroom and clinical components. The program starts in July and is a calendar year long. There are a limited number of available seats in the program, so the first step to entry is to take the NLN PN pre-entrance exam. Specific information about the exam is available at the National League for Nursing website (www.nln.org). This program is fully approved by the Commonwealth of Pennsylvania State Board of Nursing.

For more information call Evelyn Grace at 215-968-8316 or email: gracee@bucks.edu.

The Bureau of Labor Statistics projects that employment opportunities in the following areas are expected to grow faster than average in coming years:



- **Medical Coding and Billing**
- **Dental Assisting**
- **Pharmacy Technician**
- **Personal Trainers**
- **Radiographers**

Healthcare Institute

Pharmacy Technician (60 hours)

This 60-hour certificate will prepare you to enter the pharmacy field in hospitals, home infusion pharmacies, and community pharmacies as an ancillary, and work under the supervision of a registered Pharmacist. Included topics are medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. You will learn dosage calculations, IV flow rates, and drug compounding and dose conversions. Dispensing of prescriptions, inventory control, billing, and reimbursement will also be discussed. After successful completion of this course, you will be prepared to take the Pharmacy Technician Certification (PTCB) for national certification.

Alan Vogenberg, Pharmacist

Newtown Campus/\$1,199 (includes books and learning materials)/WHPAH 0271 WB1/
10 Tu & 10 Th, 6/9-8/13, 6:30-9:30 pm

Pharmacy Technician Comprehensive (90 hours)

This 90-hour certificate covers all of the topics included in the 60-hour Pharmacy Technician program (see above) and also includes additional math, a review of math skills, the top 200 drugs and a practice test to prepare students for the National Examination. After successful completion of this course, the students will be prepared to take the Pharmacy Technician Certification Board (PTCB) for National Certification. *Staff*

Lower Bucks Campus/\$2,000 (includes books and learning materials)/WHPAH 0272 W50/
15 Tu & 15 Th, 6/2-9/10, 9 am-noon

New Program coming fall 2009!

Clinical Trial Specialist

Appropriate for RN's, LPN's,
and health care professionals

**For more information please contact:
Janet Baker, Director, Allied Health
Programs, bakerj@bucks.edu**

Radiography Program

The Radiography Program is a twenty-four month full-time program that will prepare you to enter the field of diagnostic medical imaging. A new class begins each May. Classroom activities, laboratory, and clinical activities assist in learning radiography. Patient care, radiation protection, and technical skills are emphasized throughout the curriculum. Current clinical sites are Grand View Hospital, St. Mary Medical Center, and Frankford Healthcare System Hospitals. You will receive a certificate at the successful completion of the program and will be eligible for the examination given by the American Registry of Radiologic Technologists. Upon passing the examination, you can become a registered Radiographer or Radiologic Technologist and may work in a variety of settings: hospitals, clinics, physician's offices, mobile x-ray companies, public health, and industry.

For more information and entrance requirements, call Marie Leodore, Director, Radiography, 215-968-8475, or email: leodorem@bucks.edu.

Courses for Primary Care Givers (Nurses Aides)

Nurse Aide Entrance Assessment Testing

This Nurse Aide testing is required prior to taking the Nurse Aide Program. It may be waived if the student has evidence of taking college credit courses. *C. Bonelli, RN, MSN*

*For more information, contact
Carol Bonelli, RN, MSN, 215-968-8482,
or email: bonellic@bucks.edu*

Newtown Campus /No Fee/ XTEST 0002

WB1-WB2

WB1/ 1 Tu, 6/2, 10 am-noon

WB2/ 1 Tu, 8/4, 10 am-noon

Lower Bucks Campus/No Fee/ XTEST 0002

W50-W51

W50/ 1 F, 6/5, 10 am-noon

W51/ 1 F, 8/7, 10 am-noon

Nurse Aide Training

(100 hours)

Approved by the PA Dept of Education

Requirements: HS Diploma or GED, Criminal Background Check, Physical and 2 step PPD Test, an Assessment Test or Evidence of College Courses, an FBI Check for anyone who has been a resident of Pennsylvania for LESS than two years. For customized classes at your location or for more information on how to obtain a Nurse Aide information packet, please call **Carol Bonelli RN, MSN 215-968-8482** or email, **bonellic@bucks.edu**

Newtown Campus/\$659/WHPAH 0300 WA1-WA2

WA1/ 9 F, 7/17-9/11, 4-9:30 pm
Clinical: Pennswood/ 7 M, 8/10-9/28, 7 am-3:30 pm (no class 9/7)/*B Gittings, RN*

WA2/ 9 Tu, 8/11-10/6, 4-9:30 pm
Clinical: Chandler Hall/ 7 Sa, 9/5-10/17, 7 am-3:30 pm/*C Gillis, RN*

Lower Bucks Campus/\$659/WHPAH 0300 W50-W51

W50/ 9 Tu, 6/2-7/28, 9:30 am-3 pm
Clinical: Manor Care/ 7 Sat, 6/27-8/15, 7 am-3:30 pm (no class 7/4)/*M Adams, RN*

W51/ 9 Tu, 7/21-9/22, 9 am-2:30 pm (no class 8/18)

Clinical: Wood River/ 7 Th, 8/13-9/24, 7 am-3:30 pm/*C Bonelli, RN, MSN & D Durney, RN*

Upper Bucks Campus/\$659/WHPAH 0300 W70/ 9 Th, 6/25-8/20, 9:30 am-3 pm
Clinical: TBA/ 7 Sa, 7/18-8/29, 7 am-3:30pm

Patient Care Technician

(120 hours)

This 120-hour Patient Care Technician program is designed to prepare Patient Care Technicians to work in hospitals, nursing homes and doctors' offices. This course includes basic patient care skills, EKG and Phlebotomy. This program meets the necessary requirements for the National Healthcare Career Association (NHA)-Certified Patient Care Technician (CPCT); Certified Nurse Technician (CNT) and/or Certified Patient Care Associate (CPTA) National Certification Examinations. *Gail Dittes, RN*

Requirements: High School Diploma or GED, Criminal Background Check

*For more information, contact
Carol Bonelli, RN, MSN, 215-968-8482,
or email: bonellic@bucks.edu*

Newtown Campus/\$2,099/ WHPAH 0226 WB1/ 5 M, 6 W & 5 F, 5/18-6/24 (no class 5/25), 8:30 am-4:30 pm

Allied Health Open House

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WB1/ W, 4/29, 10 am-noon or
WB2/ Tu, 5/5, 6-8 pm

Continuing Education for Nurses & Healthcare Professionals

Nursing and the Law *

This course will enable the professional nurse to identify and recognize various theories of legal liability. Additionally, the course will promote quality of care by helping Nurses, Nursing students, Nursing Home Administrators, Social Workers, and other healthcare providers understand critical legal issues such as: informed consent, the Patient Self Determination Act (PSDA); principle of documentation, malpractice and the Good Samaritan Act. *Alan C. Horowitz, Esq., RN, RRT*

Newtown Campus/\$99/WHPAH 0557 WB1/ 4 M, 7/13-8/3, 6-9 pm

Approved Hours: 12 (PSNA for Nurses)

*** For more information on approved hours for nurses, social workers and nursing home administrators, contact Janet Baker, Director, Allied Health, at 215-968-8324 / email: bakerj@bucks.edu**

Interpreting Lab Data for Diagnostic Purposes *



Understanding and interpreting lab data correctly is critical to effective patient care. Designed for the nurses and healthcare professionals, this class will provide you with the knowledge to assist with clinical decision making. *Susan Salley, RN, CCRN, CEN*

Newtown Campus/\$60/WHPAH 0565 WB1/ W, 6/24, 6-10 pm

From Scratches to Suicide: A Survival Guide for School Nurses *

This course is geared for school nurses to discuss how to recognize compassion fatigue in the workplace. It will review causes, warning signs, and ways to treat compassion fatigue. *Judith C. Joseph, M.A., M.Div., CTS, CT*

Newtown Campus/\$69/WHPAH 0555 WB1/ Sa, 6/27, 9 am-4 pm

Approved hours: 6 (PSNA for Nurses)

Dealing with Loss and Grief for Healthcare Professionals *

This course will provide nurses, social workers, and other healthcare professionals an overview of dealing with loss and grief. We will review how individuals respond to the social, emotional, physical and spiritual needs of those who are in grief and mourning: coping with loss, trauma and/or end of life issues are all important aspects of relating to individuals during these life changing events. After completion of this course, students will have gained an understanding of how to cope with loss and bereavement in a personal or healthcare setting. *Judith C. Joseph, M.A., M.Div., CTS, CT*
Newtown Campus/\$60/WHPAH 0073 WB1/
W, 8/12, 6-9 pm
Approved hours: 3 (Social Workers)

Pharmacology Update for Nurses *

This course provides a background review of pharmacology basics, defines the pharmacologic process as used by nurses, overviews the new drugs of 2007-2008, examines under dosing and overdosing, and explores the use of the package insert. *Dr. Joseph Urban, R.Ph., MBA*
Newtown Campus/\$99/WHPAH 0559 WB1/
2 W, 7/1 & 7/8, 6-10 pm

ABC's of Viral Hepatitis *

This course will teach nurses and healthcare professionals what they need to know about the three most common types of viral hepatitis in the United States: hepatitis A, hepatitis B, and hepatitis C. You will learn the acute and chronic stages of infection, how each virus is transmitted, how infection can be prevented, and the current treatment options available. *Hepatitis B Foundation*
Newtown Campus/\$60/WHPAH 0560 WB1/
W, 7/15, 6-10 pm

Food Allergies: Keeping Residents in Assisted Living and Nursing Homes Safe *

This program is designed for staff working in personal care homes, nursing homes, and adult day programs. You will learn about food allergies including common allergens, symptoms and treatment, how to use food labels to identify potential allergens, planning for allergic emergencies, how to safely prepare foods, ways to include an allergic individual in special events and outings, and documenting food allergies in the residents' support plans. *Michelle Morton, PCHA*
Newtown Campus/\$60/WHPAH 0561 WB1/
W, 7/8, 6-10 pm

Fall Prevention for Residents in Assisted Living and Nursing Homes *

This program is for staff of assisted living facilities, nursing homes and adult day care centers. You will learn the scope of the problems associated with falling, how to assess for fall risk and how to decrease the risk of falls through education, exercise, medication review, vision assessment and environmental adaptations. You will also be able to include fall interventions in the residents' support plans. *Michelle Morton, PCHA*
Newtown Campus/\$60/WHPAH 0562 WB1/
Th, 8/6, 6-10 pm

Team Building to Improve Nursing Care *

Successful teamwork increases the performance of every organization and enhances the job satisfaction of team members. In a complex healthcare setting, multi-disciplinary work teams can contribute to patient care in direct proportion to how well the various team members interact with one another. Good teamwork values the participation of the individual member regardless of title, status or educational background. Everyone has a unique perspective on the care of the patient, and that uniqueness can drive the level of care to a height we would not have imagined possible. *Larry Wenger*
Newtown Campus/\$99/WHPAH 0563 WB1/
2 Th, 6/18 & 6/25, 6-8 pm
(Application has been made for 4 contact hours from the PSNA, PA State Nurses Association)

Learning Tools for Successful Nursing Supervision *

This course is for nurses and other healthcare professionals who are faced with the challenges of leadership roles, that impact patient care. It will include formal and informal aspects of supervision, the process of discipline and direction, the essentials of good communication, motivation and making commitments to the success of others, which will directly affect the quality of patient care. *Larry Wenger*
Newtown Campus/\$99/WHPAH 0564 WB1/
2 Th, 7/9 & 7/16, 6-8 pm
(Application had been made for 4 contact hours from the PSNA, PA State Nurses Association)

(continued on page 27)

* For more information on approved hours for nurses, social workers and nursing home administrators, contact Janet Baker, Director, Allied Health, at 215-968-8324 / email: bakerj@bucks.edu

Phlebotomy for Healthcare Personnel *

Designed as an introduction to the basic skills of phlebotomy and a review for returning healthcare workers, this course will include the latest NAACLS guidelines and competencies necessary to provide a continuum of care. Emphasis will be on the fundamental theory and techniques of drawing blood samples as well as safety awareness, proper laboratory practice, and professionalism. *Gail Donegan, B.S., MT (ASCP)*
 Newtown Campus/\$60/WHPAH 0317 WB1/ W, 6/17, 6-10 pm

■ **Spanish for Nursing**

For complete description see *Command Spanish* page 14.

CPR & First Aid Training & Retraining for Healthcare and Community



CPR and First Aid courses can be set up on-site at your company location, or at one of the College's Bucks County locations. For additional information, please contact Janet Baker, Director, Allied Health, at 215-968-8324/email: bakerj@bucks.edu.

Heartsaver First Aid

(American Heart Association 2-year certification)
 (For professionals who need basic first aid for the workplace) *Janet Baker, M.Ed.*
 Newtown Campus/\$59 (includes book & card)/
 PHPAH 0001 WB1/ Sa, 6/27, 9 am-1 pm
 Approved Hours: 4 (Act 48)



Heartsaver Adult CPR/AED and First Aid

(American Heart Association 2 year certification)
 (For professionals who need Adult CPR & basic first aid for the workplace) *Janet Baker, M.Ed.*
 Newtown Campus/\$74 (includes book and card)/
 PHPAH 0002 WB1/ Sa, 6/13, 9 am-3:30 pm
 Approved Hours: 6 (Act 48)



CPR for Healthcare Providers & Community Certification

(Includes Adult, Child, Infant CPR and AED training, American Heart Association 2-year certification)
 (For all Healthcare professionals, nurses, doctors, dentists, chiropractors, paramedics, EMTs and lifeguards) *Janet Baker, M.Ed.*
 \$74 (includes book & card)/PHPAH 0003
 WB1-WB5 & W50
 Approved Hours: 6 (Act 48)



Newtown Campus/
 WB1/ Sa, 6/6, 9 am-3:30 pm
 WB2/ Sa, 6/27, 9 am-3:30 pm
 WB3/ 2 Tu, 7/7 & 7/14, 6-9 pm
 WB4/ 2 Th, 8/6 & 8/13, 6-9 pm
 WB5/ Sa, 8/29, 9 am-3:30 pm

Lower Bucks Campus/W50/ Sa, 6/20, 9 am-3:30 pm

CPR Recertification for Healthcare Providers & Community

(Includes Adult, Child, Infant CPR and AED training, American Heart Association, 2 year certification)

\$49 (includes card)/ PHPAH 0004 WB1-WB5 & W50
 Approved Hours: 4 (Act 48)



Newtown Campus/
 WB1/ W, 6/3, 6-10 pm
 WB2/ W, 6/24, 6-10 pm
 WB3/ Th, 7/9, 6-10 pm
 WB4/ M, 7/27, 6-10 pm
 WB5/ W, 8/12, 6-10 pm

Lower Bucks Campus/W50/ W, 7/15, 6-10 pm

Heartsaver Pediatric CPR & Safety

(For parents, grandparents, teachers, day care workers, nannies, and babysitters, American Heart Association 2 year certification) *Janet Baker, M.Ed.*

Newtown Campus/\$59 (includes card & book)/
 PHPAH 0005 WB1/ Sa, 6/20, 9 am-1 pm
 Approved Hours: 4 (Act 48)



Allied Health Open House

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XHPAH 0200

WB1/ W, 4/29, 10 am-noon or

WB2/ Tu, 5/5, 6-8 pm

Complementary & Alternative Medicine

Reiki Level I

Relieve stress, revitalize your body and energize your life with the ancient art of Reiki! A non-invasive, powerful tool for natural healing, Reiki energy transfer can help you eliminate fatigue, tension, and pain, accelerate healing, promote tranquility, and increase awareness. You will learn how to transfer Reiki energy by relieving energy blockages in the body. You must attend all classes to receive a Certificate of Completion. *Rev. Hannelore Goodwin, M.Msc., Certified Reiki Master Teacher*
Lower Bucks Campus/\$99 (includes manual)/ RHEAL 0100 C50/ 3 Tu, 6/2-6/16, 6:30-9:30 pm

Certified Hypnotherapist / Hypno-Counselor

Online/On Site Hybrid

- Phase 1: Learn at Home
- Phase 2: Polish Your Skills In The Classroom

Learn About It For **FREE**

Join Dr. Holder for a *Free, Fun and Informative* demonstration on W, 5/6, 7 pm.

Call 215-504-8668 and register for XSMCE 1050 C01.

BCCC welcomes you to call Dr. Holder personally at 215-295-8062 for a course description and/or no-obligation enrollment consultation.

Learn To Hypnotize

- Help people achieve goals with hypnosis
- Prepare for a profitable career
- Develop broad base of skills in the science of hypnosis

Who should enroll?

- Those seeking new career or wishing to enhance current career
- Physicians
- Therapists
- Psychologists
- Psychotherapists
- Dentists
- Marketing Professionals
- Anyone with an interest in helping others.

Added Benefits Of Certifying Through Bucks County Community College

- ✓ “FREE” - 1-year support
- ✓ Hands-on practice with volunteers
- ✓ Availability to repeat course as refresher for “FREE”

Aprox. 500 hrs home, web & class.

Location: “Your Home & Newtown Campus”

Tuition: only \$1,795 paid in full/\$1,995 on easy payment plan

Course: WSMCE 5232 C01

Home portion: 5/18-8/3

Classroom: Th-Su, 8/6-8/9 (4 days, 10 am-6 pm)

Materials for Basic Certification: \$395 if purchased 10 days in advance (retail value \$939.95). Complete Student Library including all materials for basic & advanced course \$795 (Retail Value \$1,489.95) Verify current material costs when enrolling. Materials purchased through Master’s Center 215-295-8062

Graduates Eligible to enroll in the “Advanced Master Level Hypnotherapy Certification Program”

Instructor: **Dr. Philip Holder**

Certified by The International Association of Counselors & Therapists, International Medical, Dental Hypnotherapy Association, National Guild of Hypnotists, National Association of Transpersonal Hypnotherapists & others. Dr. Holder has won numerous awards for his contributions to hypnotherapy.

Advanced Master Hypnotherapist / Hypno-Counselor Certification

70 hrs (45 in class/25 home)

Exciting Advanced Course: Regression, Abreaction, Past Lives, Practice Management, Forensic Hypnosis, Pain Management, Hypnosis for Childbirth, Working with Fears & Phobias, Enhancing Intuitive & Creative Ability, Performance Enhancement, Sexual Dysfunction, Hypno-Analysis, Memory Enhancement & more. Set yourself apart from the rest!

Prerequisite: Basic Certification from approved provider

Newtown Campus/\$695 for graduates of BCCC-Master’s Center certificate program; \$1,195 for students with certificates from other training programs/WSMCE 5226 C01/
W-Su, 8/26-8/30, 10 am-6:30 pm & M, 8/31, 10 am-3:30 pm