

Information Technology & Software Applications

www.bucksitacademy.com



The Department of Continuing Education offers computer training through individual courses, certification programs and online learning. This is hands-on learning coupled with instructors who are well-versed in the latest technologies. All Information Technology and computer literacy programs can also be customized for the workplace as well. The Center for Workforce Development can assist in developing a customized training plan to meet the needs of businesses and organizations.

Whether you are a novice or an experienced user, you will find courses and programs in the following technology areas that will provide you with the opportunity to improve your skills:

- Hardware and Software Applications
- Office Administration
- Computer Graphics
- Networking
- Web Development and Design

The College is an independent organization dedicated to quality instruction and has no allegiance to any manufacturer or supplier of computer hardware or software.

Information Technology Academy/Cisco Networking Academy

***Computer Certification Programs at Bucks County Community College's
Newtown Campus, Upper Bucks Campus & Lower Bucks Campus***

Information Sessions are held every 2nd and 4th Wednesday of the month at 7 pm in the Gateway Center on the Newtown Campus. Register by email: itacademy@bucks.edu or call 215-968-8132. Advance registration is required.

New classes are now being scheduled.

For details call 215-968-8132 or visit www.bucksitacademy.com

Bucks County Community College is an authorized Pearson VUE and Prometric™ Testing Center



Pearson VUE provides innovative electronic testing solutions that enhance the performance, reliability, and security of high-stakes testing programs throughout the world. Pearson VUE is the only authorized Cisco certification testing provider.

For more information, please visit www.vue.com.

PROMETRIC™



Prometric is the leading worldwide provider of comprehensive technology-based testing and assessment services. Its comprehensive suite of services, including test development, test delivery and data management capabilities, allows clients to develop and launch global testing programs, as well as accurately measure program results and data.

For more information, please visit www.prometric.com.

⇒ Please contact the VUE and Prometric Testing Center at 215-968-8068

Computers

PC Repair/Operating Systems

A+ Certification*

(Help Desk/Computer Repair Technician)

Topics include: system configuration, installation, upgrades, diagnosis, repair, preventive maintenance, and safety on vendor neutral PC hardware. This program provides you with both the knowledge and the skills to take CompTIA exams 220-601 (IT Essentials), and 220-602 (IT Technician).

Prerequisite: Basic computer knowledge including file management in a Windows environment.

\$1,855 (includes books/materials/lab fees)/
WITAC 2001/120 hours

Network + Certification *

by CompTIA

Topics include networking topologies and protocols including TCP/IP and the OSI model.

Prerequisite: Basic computer knowledge including file management in a Windows environment.

\$1,195 (includes books/materials/lab fees)/
WITAC 1005/72 hours

Security+ Certification *

The IT industry must have a well-trained workforce to effectively combat hackers and decrease financial losses. This course prepares you to take the vendor-neutral Security+ exam which covers the foundations of information security.

Prerequisite: You must have knowledge of a directory tree structure. File copying, disk copying and moving and renaming directories in a Windows environment are essential.

\$775 (includes books/materials/lab fees)/
WITAC 0510/48 hours

Linux+ *

CompTIA Linux+ validates the knowledge of individuals with a minimum of six to twelve months of practical Linux experience. Professionals holding the CompTIA Linux+ credential can explain fundamental management of Linux systems from the command line, demonstrate knowledge of user administration, understand file permissions, software configurations, and management of Linux-based clients, server systems and security.

\$1,195 (includes books/materials/lab fees)/
WITAC 2600/72 hours

**Discounted vouchers available for certification tests.*

*For a complete listing of
course schedules, please visit
www.bucksitacademy.com*

Networking

Networking and Computer

Fundamentals

This course serves as an excellent foundation to the more advanced computer certification programs such as MCSE, Network Administrator, Certified Internet Webmaster and even A+/Network+. You will learn to work in a Windows environment, basic application software, peripheral devices, an overview of networking technologies, and PC troubleshooting and maintenance.

\$359 (includes books/materials/lab fees)/
WITAC 1001/24 hours

Networking Fundamentals



Bundle

This bundle will introduce the basic concepts of networking and how to go about setting up a network at home.

- Networking Fundamentals
 1. Basic Networking [123906 - SmartForce]
 2. Building a Simple Network [219381 - SmartForce]
 3. Getting Started with Wireless Home Networking [76813 - SmartForce]
 4. Getting Started with Wireless Networking [80135 - SmartForce]
 5. Networking Fundamentals [211517 - SmartForce]



\$275/9.3 hours

Microsoft Exchange

Server Design and Implementation




Learn about the different versions of Exchange Server. This class will guide you through the process of planning for, designing and deploying an Exchange organization including designing the Active Directory to support Exchange. You will configure Exchange administrative and routing groups, public folder design, and options for securing the Exchange organization.

Prerequisite: It is recommended that you have two years networking experience or training equivalent.

\$775 (includes books/materials/lab fees)/
WITAC 1017/40 hours



For information on how
to register for ACT
Center classes see page 3.

MCP 2003 / 
MCSE 2003 / MCSA 2003
Microsoft Certified Systems Engineer /
Microsoft Certified Systems Administrator

The Microsoft Certified Systems Engineer credential is the premier certification for professionals who want to analyze the business requirements for a system architecture, design solutions, deploy, install, configure architecture components, and troubleshoot system problems. The curriculum will also provide you with the knowledge and experience to become a Microsoft Certified Systems Administrator.

Prerequisite: Experience in computer networking and familiarity with basic networking protocols. Strong Windows interface skills, the ability to install and configure hardware and software including device drivers. Net+ and/or A+ are recommended prerequisites for this course.

Certification Modules:
(fees include books/materials/lab fees)

- Exam 70-620: Configuring Microsoft Windows Vista Client
WITAC 1031/\$775/64 hours
- Exam 70-290: Managing and Maintaining a Microsoft Windows Server 2003 Environment
WITAC 1032/\$775/40 hours
- Exam 70-291: Implementing, Managing and Maintaining a Microsoft Windows Server 2003 Network Infrastructure
WITAC 1033/\$775/40 hours
- Exam 70-294: Planning, Implementing and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure
WITAC 1035/\$775/44 hours
- Exam 70-293: Planning and Maintaining a Microsoft Windows Server 2003 Environment
WITAC 1034/\$775/48 hours
- Exam 70-298: Designing Security for a Microsoft Windows Server 2003 Network after MCSE
WITAC 1036/\$775/44 hours)
- Exam 70-284: Microsoft Exchange
WITAC 1039/\$775/40 hours

Certified Cisco
Networking Academy



The CCNA course will provide you with a thorough understanding of the networks, protocols and the devices that make up the network. These are indispensable skills for security, infrastructure, server as well as desktop engineers. Cisco Certified Network Associate (CCNA), is the first step in a Cisco career certification path.

(fees include books/materials/ lab fees)

- **Module 1: Networking Basics**
Topics include: basics of ethernet technologies, TCP/IP, network media, IP addressing, routing
WITAC 1011/\$895/76 hours
- **Module 2: Routing and Routing Basics**
Topics include: basics of configuring routers, routing protocols, TCP/IP concepts, Access lists, networking troubleshooting skills
WITAC 1012/\$895/68 hours
- **Module 3: Switching Basics and Intermediate Routing**
Topics include: basics of OSPF, basics of EIGRP, switch configuration, spanning tree protocol, VLANs
WITAC 1013/\$495/36 hours
- **Module 4: Wan Technologies**
Topics include: ISDN, frame relay, PPP, emerging technologies
WITAC 1014/\$495/36 hours

Cisco classes are available at the Newtown Campus and our new state-of-the-art CISCO lab at the Lower Bucks Campus. (Not currently available at the Upper Bucks Campus.)

Certification Information at
www.cisco.com

Students are eligible to re-take any certification course "free" if they fail a certification test. Certain restrictions apply, for details call 215-968-8132.

CCNA Security

CCNA Security (Cisco IOS Network Security - IINS)

Candidates for Certified Cisco Security Professional (CCSP) will now need only four exams (three required, one elective) with the introduction of the new CCNA Security as a prerequisite.

The Cisco Certified Security Professional Certification (CCSP) validates advanced knowledge and skills required to secure Cisco networks. CCSP is considered a tier 2 course equivalent in level to a CCNP Cisco Certified Network Professional (a routing and switching specialization), but with the emphasis on security. **The CCNA Security course will prepare you to take (640-553) IINS Implementing Cisco IOS Network Security.**

The following are broad topics that will be covered in this course:

- Secure Cisco routers
- Implement AAA on Cisco routers using local router database and external ACS
- Mitigate threats to Cisco routers and networks using ACLs
- Implement secure network management and reporting
- Mitigate common Layer 2 attacks
- Implement the Cisco IOS firewall feature set using SDM
- Implement the Cisco IOS IPS feature set using SDM
- Implement site-to-site VPNs on Cisco Routers using SDM

➔ **Coming soon:** New Cisco Certified Security Professional (CCSP) courses including 642-504 SNRS Securing Networks with Cisco Routers and Switches**

Cisco course planning for security engineering would include the following courses in order of execution:

- CCNA
Modules 1 thru 4
- CCNA Security
- CCSP (4 separate courses)
 - 642-504 SNRS Securing Networks with Cisco Routers and Switches
 - 642-524 SNAF
Securing Networks with ASA Foundation
 - 642-515 SNAA
Securing Networks with ASA Advanced
 - 642-533 IPS Implementing Cisco Intrusion Prevention System (IPS)

Prerequisites 640-802 CCNA (see Cisco Networking Academy page 38)
\$995/WITAC 1016/72 hours

Database Administration

SQL - Database Basics

You will be introduced to the concepts involved in designing and using a database management system. Learn key concepts - the basic structures of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.

Prerequisite: Basic computer knowledge including the ability to edit and modify files using Windows Explorer and My Computer. Database design knowledge will be helpful.

\$599 (includes books/materials/lab fees)/WITAC 2500

Approved Hours: 48 (Act 48)



Microsoft SQL Server 2005 Business Intelligence Microsoft | IT Academy Program

The following are some of the topics covered.

- Managing SSAS
- Developing SSAS Solutions by Using BIDS
- Implementing data mining by Using BIDS
- Managing SSRS
- Developing Reporting Solutions by Using SSRS
- Developing Business Intelligence Solutions by Using SSIS
- Administering SSIS Packages

- Exam 70-445: Implementation and Maintenance

\$650 (includes books/materials/lab fees)/
WITAC 2504/40 hours

Course I: Microsoft Certified Technology Specialists in SQL Server 2005 Microsoft | IT Academy Program

Microsoft Certified Technology Specialists in Microsoft SQL Server 2005 (MCTS: SQL Server 2005) implement and maintain databases using specific instructions and specifications. You will have thorough knowledge of the product, understand how to use the tools and Transact-SQL language, and know how to explore the user interface. Technology Specialists typically pursue careers as database administrators, database developers, or business intelligence developers.

- Exam 70-431: TS: Microsoft SQL Server 2005 - Implementation and Maintenance

Prerequisites: You must have prior networking experience in Microsoft Windows and database design. SQL - Database Basics (WITAC 2500) would be an excellent prerequisite for this course. \$725 (includes books/materials/lab fees)/
WITAC 2510/48 hours

*Payment plans available, call
215-968-8132 for information.*

Course II: Microsoft Certified IT Professional:

Database Administrator

Microsoft Certified IT Professional: Database Administrator (MCITP: Database Administrator) is the premier certification for database server administrators. Database administrators install or configure Microsoft SQL Server and manage or maintain databases or multidimensional databases, user accounts, database availability, recovery, and reporting. They also design or implement security or server automation and monitor and troubleshoot SQL Server activity.

- Exam 70-443: PRO: Designing a Database Server Infrastructure by Using Microsoft SQL Server 2005
- Exam 70-444: PRO: Optimizing and Maintaining a Database Administration Solution by Using Microsoft SQL Server 2005

Prerequisites: WITAC 2510 Microsoft Certified Technology Specialists in SQL Server 2005 \$1,250 (includes books/materials/lab fees)/ WITAC 2511/80 hours

Programming/Web Development

HTML, XHTML & CSS

This course will teach students the basics of creating a website using HTML. It will also introduce XHTML, which is used to develop more standards-compliant Web sites for greater efficiency, accessibility, and forward-compatibility. Also, learn how to use Cascading Style Sheets to enhance HTML formatting. This course is recommended for beginners in website development and is a good starter course for those interested in "Creating a Dynamic Website with PHP and MySQL".

\$225 (includes books/materials/lab fees)/
WCOSY 6019 C01, C50, C70
Approved Hours: 12 (Act 48)

Newtown Campus/C01/ 2 M & 2W, 6/15-6/24,
6:30-9:30 pm

Lower Bucks Campus/C50/M-Th, 6/1-6/4,
6:30-9:30 pm

Upper Bucks Campus/C70/ M-Th, 7/13-7/16,
6:30-9:30 pm

For a complete listing of course schedules, please visit www.bucksitacademy.com

Creating a Dynamic Website with PHP and MySQL

This course takes you through all of the steps to build a product website for a business, using open-source tools that are robust, reliable and free. You will learn how to set up a database, build forms to maintain contents, and build interactive pages that make it easy for your customers to find your products.

The code and techniques used here are equally useful for companies with many products, as well as artisans, craftspeople, small retailers, and others with just a few products. They can also be used to create dynamic websites allowing user logins, personalization, processing of forms and email, and much more.

Prerequisite: The HTML, XHTML & CSS course (WCOSY 6019) OR a general understanding of programming is suggested.

\$550 (includes books/materials/lab fees)/
WITAC 3000

Approved Hours: 36 (Act 48)



ASP.NET Web Programming with Visual Basic

This course provides an introduction to Microsoft's .NET technologies including Visual Basic.NET and ASP.NET. You will learn the basics of the Visual Basic.NET development language by designing and creating dynamic web sites in Microsoft Visual Studio.NET 2005. In addition, learn to develop ASP.NET user controls, access XML web services, validate user input, and access data using ADO.NET. By the end of the course you will be able to design and develop robust web applications in Microsoft's leading programming technology.

Prerequisites: Some knowledge of programming is required

\$499 (includes books/materials/lab fees)/
WITAC 2100/online call IT Academy
215-968-8132 or email tohtk@bucks.edu for
registration information

Approved Hours: 42 (Act 48)



Information Sessions are held every 2nd and 4th Wednesday of the month at 7 pm in the Gateway Center on the Newtown Campus. Register by email: itacademy@bucks.edu or calling 215-968-8132. Advance registration is required.

Computers

Microsoft Business Certification

If your goal is to become a highly skilled executive or administrative assistant, this program will help you attain the skills to achieve a competitive edge. Certification can help you differentiate yourself in today's competitive job market, broaden your employment opportunities by showcasing your advanced skills, and result in higher earning potential. Certification can also lead to increased job satisfaction. Research indicates that certified individuals have increased competence, productivity, and credibility with their employers, co-workers, and clients.

MCAS (Microsoft Certified Applications Specialist) 2007 Word & Excel Emphasis



This comprehensive workforce development hands-on course provides an excellent way to prepare you for the certification exam in Microsoft Word and Microsoft Excel. Microsoft Office Word 2007 certification is intended for individuals who are responsible for the use of Microsoft Word at the expert level to create, edit and format documents for businesses or the private sector. Excel certification is intended for individuals who create, modify, and manage Excel spreadsheets for companies of all sizes. Keyboarding review and overviews of Access and PowerPoint are also included.

Prerequisite: Knowledge of Windows, basic Word, basic Excel, File Management, and Keyboarding needed.

Lower Bucks Campus/\$1,499 (includes materials)/WITAC 1063 C50 & C51
C50/ M-F, 5/18-6/26, 9 am-noon
C51/ M-F, 7/6-8/14, 9 am-noon

⇒ Evening classes being formed at the Newtown Campus, please contact Ken Toht for more information: 215-968-8132, or tohtk@bucks.edu.



Microsoft Office Certifications

For information on testing see page 38.

Computer Literacy Prerequisites for Applications Courses

Computers 101

This is a basic, basic computer course targeted to those students who may be intimidated by computers or have questions they were "afraid to ask". Using a Windows XP interface you will learn hardware and software requirements, fundamental personal computer technology and document creation in WordPad. You will also learn the basics of how to buy a computer.

Note: Microsoft Office is not used in this class.
\$149/RCOSY 0013 C01, C50-C51 & C70
Approved Hours: 9 (Act 48)

Newtown Campus/C01, 2 W & 1 M, 7/8-7/15, 6:30-9:30 pm

Lower Bucks Campus/
C50/ M, Tu, & W, 6/22-6/24, 9 am-noon
C51/M, Tu, & W, 8/3- 8/5, 6:30-9:30 pm

Upper Bucks Campus/C70/ M, Tu, & W, 8/3-8/5, 6:30-9:30 pm

Computer and Internet Basics using Windows XP

This course is designed to help those individuals who are computer challenged to understand computer terminology as well as basic use of the P.C. (personal computer). You will Learn how to customize the Windows desktop, organize files and folders, attach files to your e-mail, download files from the Internet and open e-mail attachments. The class will also cover proper maintenance of your hard drive and file backups and system upgrades.

\$279/RCOSY 0015 C01, C50 & C70
Approved Hours: 15 (Act 48)

Newtown Campus
C01, 3 M & 2 W, 7/20-8/3, 6:30-9:30 pm

Lower Bucks Campus/C50/ Tu, W, Th, M & Tu, 5/26-6/2, 6:30-9:30 pm

Upper Bucks Campus/C70/ W, Th, M, Tu & W, 5/27-6/3, 6:30-9:30 pm

Computer Skills for the Workplace

Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for email, wordprocessors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market.

Online/\$89/ECOAP 0231

Approved Hours: 24 (Act 48)  Learn More

NEW

Introduction to Windows Vista 

Windows Vista is a radical departure from the Windows of yesteryear. Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this powerful new version has to offer. In this course, specifically designed for beginners and casual users, you'll learn to use Vista's best and most important features.

Requirements: Windows Vista Home Basic, Home Premium, Business, Ultimate, or Enterprise edition. Software must be installed and fully operational before the course begins. Experience with other versions of Windows is not required. Note: This course is not suitable for Macintosh users.

Online/\$89/ ECOSY 0200
Approved Hours: 48 (Act 48)

**FREE Computer Workshop****Computer Basics**

Learn how to use a computer, from the beginning! In this **FREE** hands-on workshop, you will gain an understanding of the basic parts of a computer and devices attached to your computer. There will be a brief overview of the Windows Operating System and the Internet. At the end of the workshop there will be a question and answer period with advice on what courses to take at Bucks County Community College. **Registration is limited.**

Newtown Campus/RCOSY 0016 C01/
W, 6/17, 1-4 pm

Software Applications**Access 2007 - Basic**

Newtown Campus/\$149/WCOAP 3030 C01/
2 Th & 1 Tu, 5/28-6/4, 6:30-9:30 pm
Approved Hours: 9 (Act 48, CPA)

**Access 2007 - Intermediate**

Newtown Campus/\$149/WCOAP 3031 C01/
2 Tu & 1 Th, 6/9-6/16, 6:30-9:30 pm
Approved Hours: 9 (Act 48, CPA)

**Advanced Access 2007****(and then some)**

In this 12 hour course students will share Access data with other applications, use VBA to automate a business process and create and modify a database switchboard. This course is also for students who want to adapt Access applications to a web-based environment.

Newtown Campus/\$225/WCOAP 3034 C01/
2 Tu & 2 Th, 6/23-7/2, 6:30-9:30 pm
Approved Hours: 12 (Act 48, CPA)

**AutoCAD®**

This 36-hour course is designed for the new AutoCAD user who requires comprehensive training in AutoCAD. It incorporates the features, commands, and techniques for creating, editing, and printing drawings with AutoCAD 2008. Hands-on exercises throughout the course explore how to create 2D production drawings. Prerequisite: A good working knowledge of PC's and Microsoft Windows is necessary for this class. An understanding of basic drafting skills and blueprint reading is helpful.

Lower Bucks Campus/\$575 (includes textbook)/
WCOAP 6064 W50/ M-F, 7/13-7/17, 9 am-5 pm
Approved Hours: 36 (Act 48)

**AutoCAD 2008 MEP –**

NEW

Electrical Essentials (15 Hours)

This course provides comprehensive AutoCAD MEP training on how to design, model, and make construction documents of electrical distribution systems used in commercial buildings. The hands-on exercises cover how to design and draw electrical light and power systems and how to turn them into quality construction documents using AutoCAD MEP 2008. PreReqs: working knowledge of AutoCAD and Microsoft Windows XP, plus drafting or engineering experience.

Newtown Campus/\$325/WCOAP 6066 WB1/
5 W, 7/8-8/5, 7-10 pm
Approved Hours: 15 (Act 48)

**Excel 2007 - Basic**

\$149/WCOAP 1535 C01, C50 & C70
Approved Hours: 9 (Act 48, CPA)



Newtown Campus/C01/ 2 W & 1 M,
5/27-6/3, 6:30-9:30 pm

Lower Bucks Campus/C50/ M-W,
6/22-6/24, 6:30-9:30 pm

Upper Bucks Campus/C70/ M-W,
6/22-6/24, 6:30-9:30 pm

Excel 2007 - Intermediate

\$149/WCOAP 1536 C01, C50 & C70
Approved Hours: 9 (Act 48, CPA)



Newtown Campus/C01/2 M & 1 W,
6/8-6/15, 6:30-9:30 pm

Lower Bucks Campus/C50/ M-W,
6/29-7/1, 6:30-9:30 pm

Upper Bucks Campus/C70/ M-W,
6/29-7/1, 6:30-9:30 pm

Computers

Excel 2007 - Advanced Tips & Tricks

This course is for students who want to know the specialized features of Excel. You will learn the power of Pivot Tables, Charting, OLE (Object Linking and Embedding). You will gain the skills necessary to create macros, audit worksheets, import and export data and publish worksheet on the Web.

\$149/WCOAP 1537 C01, C50 & C70
Approved Hours: 9 (Act 48, CPA)



Newtown Campus/C01/ 2 M & 1 W, 6/22-6/29,
6:30-9:30 pm

Lower Bucks Campus/C50/ M-W, 7/7-7/9,
6:30-9:30 pm

Upper Bucks Campus/C70/ M-W, 7/7-7/9,
6:30-9:30 pm

Keyboarding: Computer Skills

This hands-on course is designed for the new computer user or those wishing to learn the proper finger placement in keyboarding. This course will help you learn and develop proper keyboarding skills using the method of touch. After learning the keyboard, you will begin to improve accuracy and speed.

Newtown Campus/\$99 (includes textbook)/
RCOSY 0012 C01, 2 M & 1 W, 7/27-8/3,
6:30-9:30 pm
Approved Hours: 9 (Act 48)



Introduction to Microsoft Office Accounting Professional 2008

For complete description see *Small Business Management* page 11.
Online/\$89/ECOAP 0227



Microsoft Office 2007 - Level I

Gain a solid foundation in Microsoft's most popular Office applications! This 42-hour hands-on course includes training on Microsoft WORD, EXCEL, POWERPOINT, and ACCESS. Upon completion of this class, you will be able to easily navigate through the features of Microsoft's Office applications.

Prerequisite: Knowledge of Windows and file management needed.

Newtown Campus/\$599 (includes books/
materials/lab fees)/WCOAP 0101 C01/
6 Tu & 5 Th, 6/2-7/7, 6-10 pm (last class
6-8 pm)

Approved Hours: 42 (Act 48)



ed2go | Learn More

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

Microsoft Office 2007 - Level II

This hands-on course continues the learning path established in Level I. You will gain an in depth knowledge of Office and become proficient in working between the applications (Word, Excel, Access and PowerPoint). To create optimum documents, databases, and presentations.

Prerequisite: Office Level I (WCOAP 0101) or familiarity with Office XP applications)

Newtown Campus/\$499, \$399 if registration
includes Office Level I (includes books/
materials/lab fees)/WCOAP 0102 C01/
5 Tu & 4 Th, 7/14-8/11, 6-10 pm

Approved Hours: 36 (Act 48)



Introduction to Microsoft

Outlook 2007

Learn the essentials of Microsoft Outlook 2007 from an expert instructor who's already helped thousands become productive and confident with previous versions of Outlook. Get up and running quickly with the most important aspects of the program, and even create a Google Gmail account for class assignments and personal use.

Online/\$89/ ECOAP 0063

Approved Hours: 24 (Act 48)



ed2go | Learn More

Introduction to Microsoft Project 2007

Discover how to effectively plan, implement, and control projects using Microsoft Project 2007. In this hands-on course, you'll find out how to apply the world's most popular project management software to your needs. You'll convert lists and schedules into an integrated plan you can be proud of, and you'll see how Microsoft Project can walk you through any project by helping you organize details, sequence tasks, produce a baseline, assign resources and costs, track progress, identify and analyze variances, revise your project plan, create schedules, and share everything with your customers and coworkers.

Prerequisites: Microsoft Windows Vista or XP, Microsoft Project Standard 2007 (please be sure to install this software on your computer before the course begins), Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Note: This course is not suitable for Macintosh users. Microsoft Project 2000 and 2002 users will be supported in the discussion area.

\$89/ECOAP 0232

Approved Hours: 24 (Act 48)



ed2go | Learn More

PowerPoint 2007 Basics and Beyond

Microsoft Office PowerPoint 2007 enables users to quickly create high-impact, dynamic presentations, while integrating workflow and ways to easily share information. From the Microsoft Office Fluent user interface to the new graphics and formatting capabilities, Office PowerPoint 2007 puts the control in your hands to create great-looking presentations

Newtown Campus/\$119/WCOAP 1071 C01/
M & W, 7/20 & 7/22, 6:30-9:30 pm
Approved Hours: 6 (Act 48)



Introduction to Microsoft Publisher 2007

In this hands-on, project-oriented class for beginners, you'll learn how to design, create, and publish a wide variety of stunning documents using Microsoft Publisher 2007.

Online/\$89/ECOAP 0053

Approved Hours: 24 (Act 48)



QuickBooks Pro/Premier 2008 - Comprehensive

Newtown Campus/\$225/WCOAP 1601 C01/
2 W & 2 M, 5/27-6/8, 6:30-9:30 pm
Approved Hours: 12 (Act 48, CPA)



QuickBooks: Tips and Tricks - Advanced

Newtown Campus/\$69/WCOAP 1605 C01/
W, 6/10, 6-10 pm
Approved Hours: 4 (Act 48, CPA)



Word Essentials

This course is geared to students who use the basics of Microsoft Word but want to know more. You will learn the changes in Office 2007 which will include mail merge, automating macros and creating customized lists. You will create your own efficiency tools to produce documents with less time and effort.

Newtown Campus/\$119/WCOAP 0041 C01/
M & W, 7/27 & 7/29, 6:30-9:30 pm
Approved Hours: 6 (Act 48)



Open access labs in the Library are available to students presently enrolled in a Continuing Education computer class. Please have your course confirmation letter available for admission to this lab. You may call 215-968-8008 for a schedule of Library hours.

Computer Graphics

Adobe Illustrator CS3 - Overview

Newtown Campus/ \$225/WCOAP 6010 C01/
4 Th, 7/23-8/13, 6:30-9:30 pm
Approved Hours: 12 (Act 48)



Adobe Photoshop CS3 (PC) - Basic

Prerequisite: Basic understanding of Windows or MAC O/S.

\$225/WCOAP 6020 C01, C50, C70
Approved Hours: 12 (Act 48)

Newtown Campus/C01/ 4 Th, 5/28-6/18,
6:30-9:30 pm

Lower Bucks Campus/C50/ M-Th, 7/20-7/23,
6:30-9:30 pm

Upper Bucks Campus/C70/ M-Th, 6/8-6/11,
6:30-9:30 pm

Adobe Photoshop CS3 (PC) - Advanced

Prerequisite: Familiarity with basic Photoshop features. Photoshop Basic (WCOAP 6020) is a recommended prerequisite for this course.

\$225/WCOAP 6021 C01, C50, C70
Approved Hours: 12 (Act 48)



Newtown Campus/C01/ 4 Tu, 6/25-7/16,
6:30-9:30 pm

Lower Bucks Campus/C50/M-Th, 7/27-7/30,
6:30-9:30 pm

Upper Bucks Campus/C70/M-Th, 6/15-6/18,
6:30-9:30 pm

Digital Camera

Workshop

Achieve great picture results! Learn how to use the functions of your digital camera correctly. Class covers f-stops, shutter speeds, ISO, depth of field, composition, white balance, lenses and flash. Your level of comprehension will dramatically increase after using what you've learned about your own camera. All types of cameras are welcome!

This class is targeted for those students who want to understand how their digital camera works. In today's technology Digital Cameras have more features than you will ever use. This class will teach you which features you will need, and want to use. **Bring camera and instruction manual to class (Mandatory).**

Newtown Campus/\$226/RCOAP 6010 C01/
2 M & 2 W, 7/29-8/10, 6:30-9:30 pm
Approved Hours: 12 (Act 48)




Computers

Web Development & Design

Dreamweaver - Basic

Learn how to use Dreamweaver to create, design and update Web Pages. You will modify page properties, define headings and paragraphs, create list and special characters. Add links within a site, create anchors and specify external links. Create and format tables. Create basic forms. Use images as links and create image maps. You will also gain an overview of HTML and web standards.

Prerequisites: The HTML, XHTML & CSS course (WCOSY 6019) is suggested for this course. Knowledge of the internet is useful.

\$225 (includes books/materials/lab fees)/
WCOAP 6511 C01, C50, C70 
Approved Hours: 12 (Act 48)

Newtown Campus/ C01/ 2 M & 2W, 6/29-7/8,
6:30-9:30 pm


Lower Bucks Campus/C50/ M-Th, 6/8-6/11,
6:30-9:30 pm

Upper Bucks Campus/C70/ M-Th, 7/20-7/23,
6:30-9:30 pm

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/ 2 W & 2M, 7/15-7/27


Lower Bucks Campus/C50/ M-Th, 6/15-6/18,
6:30-9:30 pm

Upper Bucks Campus/C70/ M-Th, 7/27-7/30,
6:30-9:30 pm

Flash CS 3 - Basic

Newtown Campus/\$279/WCOAP 6040 C01/
5 Tu, 6/2-6/30, 6:30-9:30 pm
Approved Hours: 15 (Act 48) 

Flash CS 3 - Advanced

Newtown Campus/\$279/WCOAP 6041 C01/
5 Tu, 7/7-8/4, 6:30-9:30 pm
Approved Hours: 15 (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/
M, 8/3 ,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/ 5/13-7/1



Macintosh Environment

InDesign CS3

This course uses a series of project-based lessons to provide a thorough grounding in the InDesign school of page design. Learn advanced tips and techniques needed to take your page designs to the next level. Throughout, special focus is given to the features new to InDesign CS3: the new Adobe Bridge file browser; object styles, snippets, smarter text handling, the ability to hide or show layers in Photoshop and PDF files, and much more.

Newtown Campus/\$550/WCOAP 6520 C01/
5 Tu & 4 Th,6/2-6/30, 6:30-9:30 pm
Approved Hours: 27 (Act 48)

Microsoft Office Certifications



Microsoft Office 2007: Microsoft Certified
Application Specialist (MCAS)



Microsoft Office 2003, Office XP, and Office
2000: Microsoft Office Specialist (MOS)

Testing available by
APPOINTMENT ONLY.

Fee: \$65/Test
Mon. & Wed., 9:30 am-12:30 pm

Continuing Professional Education

Act 48 for Educators . . . by Design!

Creating a Classroom Web Site

Learn how to create a classroom Web site in this fun, easy-to-understand course for teachers. In no time, you'll build a site with text, images, animations, tables, links, and more. Then you'll create a WebQuest and a blog to add to your site. You'll do all this and more as you discover how simple creating a classroom Web site can be and how having one can make you a more effective and dynamic teacher.

Online/\$89/ ECPED 0028

Approved Hours: 24 (Act 48)



Teacher Enrichment in Computer Science TECS

Are you asked to integrate technology into your classroom? Do you struggle find creative ways to do so? Do you find the tools expansive and confusing? Are you comfortable with the 4 Cs of Technology Integration? (Communication, Computing, Critical Thinking, and Creativity)

Join us at our Third Annual TECS Workshop. Meet with Faculty members from Bucks County Community College and colleagues from K-12 schools in the region. Learn about engaging ideas and projects, network with other teachers, enrich yourself and earn 12 ACT 48 hours. Sessions include: Virtual Worlds, Free Stuff, Robotics, Security, Social Networking, SmartBoards/Smart Ideas, Information Literacy, Kidspiration, PhotoStory, Adaptive Technology, and more.

This workshop is approved by CSTA (Computer Science Teachers Association). Newtown Campus/\$25/OCPED 4013 C01/ M & Tu, 6/22 & 6/23, 8:30 am-3:30 pm

Approved Hours: 12 (Act 48)



*For more information contact Arta Szathmary,
Department of Math, Science & Technology,
email: computers@bucks.edu*

■ **Spanish for School Administrators, Teachers and Support Staff**

For complete description see *Spanish Language Programs* page 14.

■ **Getting Assertive**

For complete description see *American Management Association* page 5.

■ **Interpersonal Communication Skills in the Workplace**

For complete description see *American Management Association* page 5.

■ **Performance Management**

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

Coming this fall!

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 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*



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

Continuing Professional Education

Certified Alcohol Counselor

Spanish for Substance Abuse Counseling Personnel

This program is designed to train non-Spanish-speaking substance abuse counselors, intake personnel, their assistants, and their front office staff with functional skills in Spanish. The program utilizes phonetic encoding to address the most important Spanish commands, questions, and phrases critical to working with counseling clients. No prior knowledge of Spanish necessary.

Christine Gillespie, M.S.

Newtown Campus/\$139 (includes materials)/
WSMCE 0026 C01/ 5 Tu, 5/19-6/16, 6-9 pm

Approved Hours: 15 (CAC)

NEW

Positive Psychology

There's a new movement within the field of psychology called positive psychology. Over the centuries, there's been so much focus on maladjustment and psychopathology. With positive psychology, the focus shifts to those attributes that can extend and enhance peoples' lives. We will discuss these ideas and notions that can bring real happiness and inner peace to people. *Michael Saraceno, M.B.A., M.A. in Counseling candidate*

Newtown Campus/\$65/OCOUN 2273 C01/
Sa, 5/16, 9 am-4 pm

Approved Hours: 6 (Act 48, PCABC)

Adolescents and Addiction

Adolescence is a developmental stage that presents unique challenges, as teachers, guidance counselors and those working with this group know. Come bring your questions and insights to this course, which introduces professionals to common adolescent addictions. This workshop will provide an overview of alcohol and drug dependence and eating disorders. Topics discussed include reasons adolescents develop addictions and eating disorders, familial components of addiction, and guidelines for counseling. *Heidi Dalzell, PsyD*

Newtown Campus/\$65/OCOUN 2254 C01/
Sa, 6/13, 9 am-4 pm

Approved Hours: 6 (CAC, PCABC)

■ **Dealing with Loss and Grief for Healthcare Professionals**

For complete description see *Healthcare Institute* page 26.

■ **Interpersonal Communication Skills in the Workplace**

**Successful Negotiating
Performance Management
Getting Assertive**

For complete descriptions see *American Management Association University Certificate Programs* pages 5 & 6.

Continuing Professional Education Credits for CPA's

Bucks County Community College may provide Continuing Professional Education credits for CPA's for many of the courses offered throughout this brochure. These courses qualify for CPE hours in the "other" category:

- **Interpersonal Communications Skills in the Workplace, page 5: 7.5 hours**
- **Performance Management, page 6: 15 hours**
- **Successful Negotiating, page 6: 15 hours**
- **Nonprofits for the Novice, page 7: 40 hours**
- **Any Access, Excel or Quickbooks class, pages. 35 & 37: hours vary**
- **Introduction to MS Office Accounting Professional, page 11: 24 hours**