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General Information

Age Requirements for Taking Courses

All courses are for individuals, ages 18 or older unless otherwise noted.

Continuing Education Units

Continuing Education Units (CEUs) are offered for selected courses and are valuable for individuals wishing to demonstrate their participation in educational pursuits beyond or outside of a degree program. One CEU is equal to ten contact hours of participation in continuing education. Upon completion of courses granting CEUs, participants may receive a statement of CEUs earned. These are permanently recorded with the Continuing Education Office. CEU's do not apply toward degree programs or graduation.

Course Changes/Cancellations

Bucks County Community College reserves the right to cancel a course entirely or to change its time, location or instructor. In the event a course for which you have registered is cancelled, you will be notified. If you are unable to substitute a suitable replacement for a cancelled course, you will be refunded all tuition and fees you have paid for the course.

Emergency Closings & Inclement Weather

We may at times be forced to cancel classes. Please register for Bucks emergency alert system which will send urgent notifications regarding campus activities to your cell phone and/or email at: www.bucks.edu/e2. The most up-to-date information will also be available on the college's website at: www.bucks.edu

Employer Tuition Assistance

Your organization may encourage furthering your education by including full or partial tuition assistance for credit and non-credit courses in your benefit package. Check with your Personnel Office today.

Lifetime Learning Credit

For those beyond the first two years of college, or taking classes part-time to improve or upgrade their job skills, the family will receive a 20% tax credit for the first \$10,000. The credit is available for net tuition and fees (less grant aid) paid for post-secondary enrollment after June 30, 1998. The credit is available on a per-taxpayer (family) basis. For further information, please consult your tax advisor or visit www.ed.gov/offices/OPE/PPI/HOPE.

Parking Permits & Verification of Enrollment

A parking permit will be sent to registrants before class begins. This mailing will include your enrollment confirmation and textbook or materials information. Please feel free to call us at 215-968-8409 (option 1), if you do not receive this information.

Plan Ahead

We recommend you sign up at least 10 days prior to the first day of class.

Returned Checks

Students whose checks are returned to the College due to insufficient funds or other clearing issues, will be assessed a bad check fee of \$25 for each occurrence.

Refund Policy - Continuing Education

There is a \$25 non-refundable withdrawal charge if you cancel your enrollment in a course with a fee of \$50 or more; \$5 for courses less than \$50. The following conditions apply to refunds:

For all courses: 100% refund (less withdrawal charge) when you notify the Continuing Education Office at least five (5) working days prior to the course starting date. No refund after this time.

For camps: There is a \$25 non-refundable fee for any cancellation. Refunds (less \$25) will be made only when you notify the Continuing Education Office at least seven (7) days before the first day of camp.

Ed2Go, LERN, and online construction courses: policies vary. Please call for details, 215-968-8409 (option #1)

If you have paid by check, your refund will arrive in three weeks. Visa, MasterCard, American Express or Discover payments will be credited to your account.

If you are not completely satisfied with our program, please contact us the Continuing Education Office at 215-968-8409 (option #1).

Staff Waivers

The College and the Continuing Education department reserves the right to limit the number of waived registrations it accepts in its classes. In some instances, faculty and staff will be required to pay, in addition to class materials, the percentage of tuition owed to third parties who have entered into a partnership or agreement with the College.

Senior Citizen Policy

Adults who are 65 and over and Bucks County residents, may attend Certificate and Computer classes at 50% off the stated fee, plus books/materials fees. Due to the demand for these classes, we can only permit two seniors per class at this discount.

Seniors may attend all other non-credit classes free of charge on a space-available basis. **Note:** Exempt from Senior Policy: Second Act, ed2go, LERN, Construction Experts, Aviation, Painting, Photography, and Language classes as well as others where specifically noted. Senior Citizen registration will begin one week prior to the start date of each class. You will receive a course confirmation upon registration. However, if the class fills (with the exception of computer classes), you will be called and given the option to either pay for the class or to withdraw. Please note that it is the student's responsibility to pay materials and book fees. Please use registration form and check box regarding senior citizen status.

Tax Deduction

You can receive a tax deduction for all expenses of continuing management education (including registration fees, travel, meals and lodging) undertaken to maintain and improve professional skills. (Treasury Registration 1-625 Coughlin vs. Commissioner, 203F2d307).

Campuses

Newtown Campus

275 Swamp Road
Newtown, PA 18940
215-968-8409, (option #1)

Upper Bucks Campus

One Hillendale Road
Perkasie, PA 18944
215-258-7741

Lower Bucks Campus

1304 Veterans Highway
Bristol, PA 19007
267-685-4800

Online Campus

www.bucks.edu/online

Advanced Manufacturing Training Center

310 George Patterson Boulevard
Suite 109
Bristol, PA 19007
267-685-4884

Bucks County Public Safety Training Center

Main Office
1760 South Easton Road
Doylestown, PA 18901
215-340-8417

How to Register

To register online for Continuing Education courses:

www.bucks.edu/howtoregister

Secure online registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list. Full payment is due upon registration.

Additional ways to register for Continuing Education courses, only:

FAX

For 24 hour service, you can FAX your registration form anytime (see inside back cover). FAX to 215-968-8320, and be sure to provide all the registration information. Be sure to include your Visa, MasterCard, American Express or Discover card number, expiration date and security code.

Walk-In

Our office is open Monday – Friday 8:30 am-4:30 pm. Beginning the week of June 5, Summer hours will be Monday– Thursday 8:30 am-4:30 pm). We are located at Bucks County Community College, Continuing Education Office, Cottage 3, 275 Swamp Road, Newtown, PA.

Walk-in registrants are advised to call the Continuing Education Office prior to coming to inquire about seat availability.

Please note that the Kids on Campus office hours are Monday-Friday, 8:30 - 3:30 located in Cottage 4.

Mail-In

Mail form (see inside back cover) with payment to: Bucks County Community College Continuing Education Office 275 Swamp Road Newtown, PA 18940

A cancelled check serves as receipt of payment. You will receive a parking permit through the mail.

Phone-In

No forms, no lines, call 215-968-8409 (Option1). Call and charge the fee to your VISA, MasterCard, American Express or Discover Card. Our hours are: Our office hours are Monday – Friday 8:30 am-4:30 pm. Beginning the week of June 5, Summer hours will be Monday – Thursday 8:30 am-4:30 pm). After hours please leave a message on our voice mail. Note: Payment is due at time of registration.

Cultural Programming

Bucks offers year-round cultural programming for your whole family, with a lively variety of performances, exhibits, films and lecture-demonstrations.

More Info and Event Calendar: www.bucks.edu/cultural

Tickets: www.bucks.edu/tickets

Bucks County Community College is committed to providing equal educational and employment opportunities and does not discriminate against any employee, applicant for employment, student or applicant for admission because of race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

The college provides reasonable accommodations for persons with disabilities in accordance with the Americans With Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at 215-968-8090. The EEO Office is located in Room 130, Tyler Hall.

Student Services/Support

Accessibility Office

215-968-8182 • www.bucks.edu/accessibility
Rollins Bldg, Student Services

This office exists to assure access to an equal education for students who identify themselves as having disabilities. Services include: interpreters, test and classroom accommodations, liaison with faculty, academic, career and supportive personal counseling, and assistive technology. Students with a disability that affects functioning and learning should contact this office prior to registering for classes to assure services are available when needed.

Child Care

Early Learning Center
215-968-8082 • www.bucks.edu/elc

The Early Learning Center is the child development center serving current or former Bucks students, staff, and faculty. The program participates in the PA Keystone STARS system. It is located on the Newtown campus and open for the Fall and Spring semesters. High quality care and education for children 3-5 years of age are provided in a warm, family friendly environment.

Counseling Services

215-968-8189 • counseling@bucks.edu

Our Planning Counselors help you to achieve educational, career, social and personal goals.

Evening/Weekend Support Line

If you have a question concerning your evening/ weekend class during off-hours, call the Student Service Center.

215-968-8189 - Evenings after 4:30pm
215-504-8081 - Saturdays, 8am-12pm

Security and Safety

Cottage 4
215-968-8394 • www.bucks.edu/life/security/

Motor Vehicle Regulations

All vehicles operated on all campuses must be registered with the Office of Security and Safety and a permit is required for all parking lots on all campuses. Please note that Bucks County Community College Motor Vehicle Regulations are in effect at all times. Vehicles parked in violation of campus regulations will be ticketed and/or booted.

Parking Permits (*credit students only*)

A student who drives to campus must park his or her vehicle in student areas only and acquire a parking permit. There is no charge for parking permits and you may register more than one vehicle. Permits are issued at the Office of Security and Safety. In order to obtain a parking permit, please visit www.bucks.edu/parking.

To obtain your permit, you must present:

1. Owner's registration for each vehicle
2. Student or Employee Identification

Emergencies

Report ALL emergencies, medical and otherwise to Security and Safety at 215-968-8395 or on campus Ext. 8911.

Evening Shuttle Service

A shuttle runs between 6-11 pm on Monday - Thursday nights shuttling students to and from the parking lots to a drop off area behind Grupp and Founders Halls.

Campus Crime Information

Campus security statistics required by the College and University Security Information Act of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of the Federal government are available at the Office of Security and Safety and other campus locations, and on the web at: www.bucks.edu/security/SecurityReport.pdf

A daily log of reported complaints, statistical data and the Security Information Report are also published on the College's website at: www.bucks.edu/security

Tutoring Center

215-968-8218 • www.bucks.edu/tutor

The College provides tutoring in support of select courses to currently enrolled Bucks County Community College students. Tutoring is available at the Newtown, Upper Bucks, Lower Bucks, and Virtual Campuses.

Help Desk and Services Center

215-968-8191 • www.bucks.edu/e-resources/helpdesk/help.desk@bucks.edu

The Help Desk and Services Center provides assistance with Bucks' computers, passwords, and network resources. We offer walk-up support at all three campus libraries. Tutorials on common software packages and the student system, are available, and can be found by clicking the Help Desk link under the Student Support and Services tab on the MyBucks home page.

Veterans Stars & Stripes Lounge

Newtown: Charles Rollins Center, 2nd Floor

Lower Bucks: Second Floor

Upper Bucks: First Floor, South Building

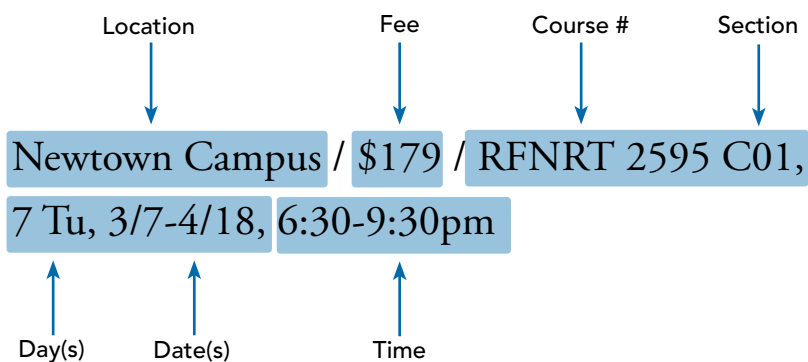
These spaces have been set aside to provide a welcoming environment for our veterans and their families.

Brochure Key

How to Find Content

Go to page 3 to find the Table of Contents, to locate the section that interests you. Sections and categories are indicated on each page to describe courses and information.

How to Read Course Details



Arts & Leisure

"Logic will take you from A to B. Imagination will take you everywhere."

In the spirit of these words from Albert Einstein we hope you will find your creative destination among the pages of our "Arts & Leisure" offerings.

Let our courses take you on your own artistic journey, where imaginative classes from Painting to Music are designed to excite, entertain and inform you!

For information on the following Continuing Education Arts & Leisure Courses, call 215-968-8409 (option #1) or email coned@bucks.edu.

Arts

Getting the Perfect Shot

Let freelance photographer Tom DeLorenzo give you an in-depth look at camera operations, basic photographic technique, image composition and post-processing, to help you elevate your photographs from ordinary to extraordinary. Sessions will rotate from the classroom to local shoot sites (weather permitting) to implement and practice those newly acquired skills over 4 projects. Digital camera, capture media, and operations manual required for all sessions.

Thomas DeLorenzo, AA.

Newtown Campus/ \$179/ RFNRT 2585 C01
7 Thu, 6/22-8/10 (no class 7/6), 6:30-9:30pm

"It was a great experience."

"The class went above my expectations! Love it!"

Getting the Most Out of Your Digital Photos

Move from snapshot to photograph with advertising and entertainment photographer Tom DeLorenzo and bring new life to your photos through increased technical skills and digital processing. Learn how to get more out of your 35mm digital camera, flash and image processing program. Course consists of 4 projects that will take you from the idea to completion. All projects utilize depth-of-field control and motion/panning techniques; use of on-camera flash and image processing. Students should bring their camera, flash and instruction manuals to all sessions.

Thomas DeLorenzo, AA.

Newtown Campus/ \$179/ RFNRT 2595 C01
7 Tu, 6/20-8/8, (no class 7/4), 6-9 pm



The Impressionistic Landscape - NEW

In this course we will be working from photographs to approach the painting from an Impressionist point of view using the palette knife. Application of paint using the palette knife will be demonstrated. The various mediums and the different types of knives used will be discussed and demonstrated. *Maggie Leiby*

Upper Bucks Campus/\$159/RFNRT 8037 C70
6 Th, 7/13-8/17, 6-9 pm

Watercolor – Basics & Beyond

Whether a beginner or advanced watercolor artist, this course will help you achieve sparkling highlights and luscious wet washes in this transparent, luminous medium. Students are encouraged to bring their own photographic reference materials. Emphasis will be on promoting creativity and the realization of the artist's vision. Note: Please bring whatever supplies you have and a supply list will be given out the first night of class. *Gail Bracegirdle, B.F.A.*

Newtown Campus/ \$159/ RFNRT 2530 C01
6 Tu 6/6-7/18, (no class 7/4), 6:30-9:30 pm

Plein Air Painting

The Bucks County impressionist painters thought of themselves as being part of their environment, and in the process created many beautiful works of art. In keeping with their tradition, we will explore landscape painting at sites near the college. Working with oils, you will be instructed in color, design, layout, perspective, techniques, and use of materials, and other topics determined by student interest. We will initially meet in the art studio, and then at various local outdoor sites weather permitting. Locations will be on and off campus as pre arranged (Earlier class time on some days may be arranged for different light with group approval.) A materials list is available on request. *Larry Chestnut*

Newtown Campus/ \$159/ RFNRT 2526 C01
6 Thu, 6/1 - 7/6, 4-7 pm

Music

Guitar for the Adult Beginner

The less experienced you are the better! Learn to play chords and simple strumming patterns as well as easy blues scales and get started playing the guitar. In just eight weeks you will learn how to play some simple songs such as "Back In Black" by AC/DC, "Bad Moon Rising" by CCR, or "Iron Man" by Black Sabbath. No experience reading music necessary! Must provide own guitar.
Don Leffler, B.M.

Newtown Campus/ \$120/ RMUSC 1168 C01
8 Mon, 6/5-7/24, 6:30-7:30 pm

Beatles 101

It's a course that focuses completely on learning how to play and arrange Beatles music on the guitar. Some experience required. This class is ideal for people that have taken "Guitar for the Adult Beginner" and perfect for those that like to sing while playing the guitar.

Newtown Campus/\$120/RMUSC 1189 C01
8 Mon, 6/5-7/24, 7:45-8:45 pm

Harp Therapy

Research indicates that music, most especially harp music, has a positive effect on the body, mind and emotions. A music background, while helpful, is not necessary. More important is your desire to play beautiful music on a beautiful instrument. Harps are available for rent or purchase. Please call Bedside Harp directly at 215-752-7599 to arrange for an instrument prior to the first class. Classes are kept small to assure individualized attention. Enrollment is limited to 6 students per section. There is a one-time \$125 materials fee for new students which includes text, music and handouts.
Edie Elkan, B.A.

All sessions will be held at Bedside Harp, 6318 Neshaminy Valley Drive, Bensalem, PA/\$399 (plus \$125 materials fee payable to instructor)/ Contact Bedside Harp for times and dates.

Learn to Play the Folk Harp for Your Own Healing

RMUSC 1130 CA1

Learn to Play the Folk Harp Beginner Level II

RMUSC 1131 CA1

Learn to Play the Folk Harp Intermediate

RMUSC 1135 CA1

Private Music Lessons

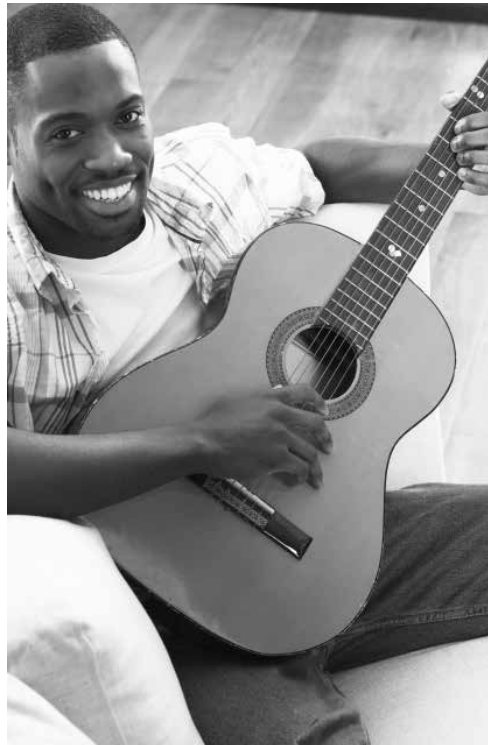
Private music lessons are offered by special arrangement with Continuing Education's professional instructors. For registration and/or information, please call 215-968-8409 (Option #1). The following lessons are available through continuing education:

Newtown Campus Fees:

- Six half-hour lessons \$175
- Six one-hour lessons \$350
- Twelve half-hour lessons \$350
- Twelve one hour lessons \$700

Lessons are available for the following instruments:

- Banjo
- Clarinet
- Flute
- Guitar
- Oboe
- Piano
- Saxophone
- Percussion
- Violin
- Voice
- Trombone/Euphonium



Business

Successful professionals understand more than just the basics of their business.

They understand that armed with the right training and proven business tools, their potential for growth will continue to keep them ready for tomorrow's challenges.

Our Certificate Programs offer this dynamic approach to a wide variety of commercial platforms from Technical Writing, and Construction Expert skillsets, all the way to Child Development Associates, Project Management, Floral Design, Fashion Design, and many others.

If your goals include learning the most, to be the best, in a field that excites you, we invite you to review our robust course offerings that are designed to help you climb the "Ladder of Success" all the way to the top.

Workforce Development

Customized Training

The Center for Workforce Development at Bucks County Community College partners with local businesses to design and deliver customized training to upskill incumbent workers. Courses can be one session or several months long, delivered at your site or any of our College facilities. Our instructors are industry experts who bring a wealth of real-life business experience to our affordable, high value sessions. A sampling of topics is:

Leadership, Human Resources, First Time Supervisor, Business Ethics, Lean Six Sigma, Microsoft Applications, Communication Skills, Conflict Resolution, Business Writing, Project Management, Advanced Manufacturing Skills, Blueprint Reading, Measurement, Shop Math, PLC Troubleshooting, Metalwork and Industrial Maintenance, and more.

For more information on training to help move your business and employees forward visit: www.bucks.edu/cwd or contact us at 215-968-8017 or lauren.loeffler@bucks.edu

Your company may qualify for free PA State Training grants - call 267-685-4883 for information.

NEW – Grant-Funded Training Program for In-Demand Employment

Earn eight stackable credentials in 12 weeks to prepare for entry-level positions in manufacturing. Get ready for a new career, with in-demand skills for good paying jobs. Individualized job placement assistance for students who complete all eight credentials. This workforce training is funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. Two options available:

- **Metalwork Training Program**
- **Industrial Maintenance (Electro-Mechanical) Training Program**

Metalwork Training Program

Are you mechanically inclined, like to work with your hands and looking for a quick-start career opportunity? The Metalwork Training Program includes theory and hands on skills, introduces participants to the fundamental concepts and skills required to be a machinist in the field of advanced manufacturing. Curriculum concentrates on shop math, measurement tools and systems, blueprint reading, safety, tools and machines, CNC machining and welding.

Students will receive a certificate of completion, plus OSHA10 and Forklift Safety Training certification, and sit for the National Institute for Metalworking Skills (NIMS) exam for Measurement, Materials, and Safety Certification.

Training takes place at AMTC, 310 George Patterson Blvd, Suite 109, Bristol, PA

This is a great pathway to employment in a high-demand field. Cohorts forming now! To learn more about entry requirements, call: 267-685-4884 email: bridget.hughes@bucks.edu

Industrial Maintenance (Electro-Mechanical) Training Program

Like to fix things? If you are mechanically inclined, like problem-solving and want a new career, this training program is for you! Workers skilled in industrial maintenance (electro-mechanical) are in high demand, and Bucks County Community College has partnered with local employers to fill numerous positions.

The Industrial Maintenance Training Program includes theory and hands-on skills, introduces participants to the fundamental concepts and skills required by electro-mechanical technicians in manufacturing and a variety of industries. Electro-mechanical technicians combine knowledge of mechanical technology with knowledge of electrical and electronic circuits.

Students will receive a certificate of completion, plus OSHA10 and Forklift Safety Training certification.

This is a great pathway to employment in high-demand industries. Cohort forming now. To learn more about entry requirements, call: 267-685-4884 email: bridget.hughes@bucks.edu or go to bucks.edu/industrial-maint

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

Learn programming and troubleshooting of programmable logic controllers and their use in industrial, commercial, and residential applications.

Advanced Manufacturing Training Center/ \$1400
80 hrs (45 Hrs. class; 35 Hrs. e-learning)

Classes forming for Fall 2017. Call 267-685-4884 for more information.

Process Training

Lean Six Sigma

For more information about all Lean Six Sigma courses, call: Bridget Hughes - 267-685-4884
email: bridget.hughes@bucks.edu or visit:
www.bucks.edu/academics/cwd/lean6sigma

Learn why organizations from manufacturing to healthcare to financial institutions are seeking out green and black belts to help their companies grow. Many organizations pursue either Lean or Six Sigma as a means to meet their customers demanding challenges. Our approach combines the speed of Lean with the power of 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. Sign up now to learn how to implement the tools of LSS and see how you can help your business succeed.

Who Should Attend?

Staff line supervisors, managers, and directors - anyone in the organization who will be leading a Lean Six Sigma process improvement project.

Certificates of Completion

Lean Six Sigma training certificates are awarded upon successful completion of training, examination, project, and instructor evaluation.

Green Belt Certification

Candidates are selected because of their process knowledge and experience. Green Belts learn how to apply the tools, analyze data, and prepare reports. Topics include: VSM, VOC, VOD, DMAIC, MSA, ANOVA, Lean and Six Sigma metrics, and much more.

Classes forming in person and on-line. On-line program starts every Monday. 6 weeks/ \$1,700.
Call for more information - 267-685-4884.



Black Belt Certification

Candidates are accepted into the Black Belt Program after successful completion of the Green Belt program. This training provides a much higher level examination of the various LSS quality tools and methodologies required to function in this role. Prior Green Belts interested in completing the Black Belt program will attend a 2-hour orientation meeting prior to starting their first class.

Prerequisite: *Green Belt certification (or passing of Green Belt qualification exam).* Classes forming in person and on-line. On-line program starts every Monday. 12 weeks/ \$3,100. Call 267-685-4884 for more information.

Certificate Programs

For more information on the following non-credit certificate programs, call 215-968-8409 (option #1) or email coned@bucks.edu

Child Development

Child Development Associate

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 to individuals who are working in, or wish to work in any of three childcare settings:

- Center-based, for which candidates receive endorsements to work with infants and toddlers or preschool children
- Family Child Care
- Home Visitor

In order to complete the CDA Assessment, the individual must have worked in a childcare setting for a minimum of 480 hours within the previous 5 years. It is possible to complete the coursework offered here before the completion of these mandatory hours.

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 Keys website www.pakeys.org under professional development.

The same book and packet will be used for Part I and Part II. A materials list will be mailed prior to first class, approximate cost \$90 for text and workbook, \$23 for assessment packet.

FREE Information Session

Newtown Campus/XSMCE 3230 C01
Wed, 6/7, 7-8:30pm

CDA Part I

These first 60 hours of the CDA program will focus on Professionalism in Childcare; principles of child development and learning; and the physical, intellectual, social and emotional development of children and infants through pre-school, and observation and growth and development of children from birth through 8 years. *Brigitte Hix, M.A. PQAS Certified*

Hybrid Online/ \$365/ WSMCE 3231 C20
6/14-8/16

Required orientation at Newtown Campus,
Wed, 6/14, 7-10pm, plus two additional onsite
classes 7/12 & 8/16



CDA Part II

The second 60 hours of the CDA program will prepare you to take the national CDA assessment, and will focus on Planning a Safe, Healthy, Learning Environment; Observation of Young Children; Working with Families; and Program Management. This program is non-sequential; CDA Part I is not required to register for this course. *Brigitte Hix, M.A. PQAS Certified*

Hybrid Online/ \$365/ WSMCE 3232 C20/
6/14-8/23

Required orientation at Newtown Campus,
Wed, 6/14, 7-10pm, plus two additional onsite
classes 7/12 & 8/23

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. For further information, please check the Council for Professional Recognition's website at www.cdacouncil.org.

Project Management

This Project Management Certificate Program will assist students in augmenting the skills necessary to remain competitive in the project management field. When students complete this program, they will have a good foundation in the many aspects of the project management life cycle. The intended audience this program is project managers, business unit managers, sales force, marketing and business analysts.

Thomas A. Philip, PhD

Module I: Project Strategies, Start-Up & Initial Planning

Module I covers the process of initial discovery to produce a project proposal, present the proposal to the customer, and refine the proposal content to form the basis of a project contract, plus introduction to initial planning. (31 hours)

Newtown/ \$525 (Plus the \$85 for textbook)/
WSMCE 5403 C01, 5 Tu & 5 Thu, 6/6-7/11
(no class 7/4), 6-9 pm

Module II: Scheduling, Monitoring/Controlling and Closing (Post-Implementation)

Prerequisite: Module I

Module II takes the project proposal through the Organizational and Operational Phases, building the project plan and addressing potential changes throughout the project. Content includes the change management that is inherent in every project. The experiences and lessons learned from participating in the case study workshops will assist students in incorporating best practices and improving their understanding of the project management process. (31 hours)

Newtown/ \$525 /WSMCE 5404 C01

Next offering Fall 2017



Construction Certificates

For complete descriptions and updates to certificate requirements, see: www.constructionclasses.com. Bucks County Community College, in partnership with Construction Experts, Inc., offers several online construction certificates:

- Construction Estimating
- Construction Practices
- Construction Project Management
- Construction Supervision
- Construction Supervision Emphasis in Building
- Construction Supervision Emphasis in Civil Sitework
- Civil Sitework Construction

Workplace Benefits

- Be better prepared to succeed at your profession
- Learn from experts in 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

This courseware 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 10 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
- Construction Productivity and Cost Management

**Denotes a course that runs every quarter.*



Construction Supervision Emphasis in Civil Site Work

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.

Must complete all of the 8 following classes:

- Leadership and Motivation
- Oral and Written Communications
- Problem-Solving and Risk Management
- Contract Documents and Construction Law
- Planning and Scheduling
- Practical Applications of Civil Construction
- Construction Productivity and Cost Management
- Construction Equipment and Methods

Business

Construction Supervision Emphasis in Building

Must complete all of the 8 following classes:

- Leadership and Motivation
- Oral and Written Communication
- Problem-Solving and Risk Management
- Contract Documents and Construction Law
- Planning and Scheduling
- Building Green Buildings
- Construction Productivity and Cost Management
- Construction Project Management

Civil Sitework Construction

Must complete all 4 of the following classes.

- Estimating Civil and Site Work Construction
- Construction Materials and Processes
- Construction Equipment and Methods
- Practical Applications of Civil Construction

Choose one of the following courses to complete the Certificate in Civil Site work:

- Contract Documents and Construction Law
- Planning and Scheduling

Construction Project Management

Must complete all 5 of the following classes.

- Construction Project Management
- Contract Documents and Construction Law
- Construction Equipment and Methods
- Planning and Scheduling
- Building Green Buildings: The Contractor's Perspective

For more information, contact: Continuing Education at (215) 968-8409 (Option #1), or coned@bucks.edu

All Online

Summer Session Dates: 6/26/17 – 9/3/17

Introduction to Construction Estimating - Start Anytime

ETMCO 1500 C30/ \$540 (includes text)

Essential Construction Math - Start Anytime

ETMCO 1501 C30/ \$540 (includes text)

Construction Blueprint Reading

ETMCO 1502 C30/ \$540 (includes text)

Estimating and Bidding 1

ETMCO 1503 C30/ \$540 (includes text)

Estimating and Bidding 2

ETMCO 1504 C30/ \$540 (includes text)

Construction Materials and Processes

ETMCO 1505 C30/ \$540 (includes text)

Construction Equipment and Methods

ETMCO 1506.C30/ \$540 (includes text)

Estimating Civil and Sitework Construction

ETMCO 1508.C30/ \$540 (includes text)

Oral and Written Communications

ETMCO 2002.C30/ \$440 (plus \$156 text)

Contract Documents and Construction Law

ETMCO 2004.C30/ \$440 (plus \$156 text)

Planning and Scheduling

ETMCO 2005 C30/ \$440 (plus \$156 text)

Building Green Buildings: The Contractor's Perspective

ETMCO 3003.C30/ \$540 (includes text)



Floral Design Certificate Program



Bucks County Community College has been approved as an Education Partner of the American Institute of Floral Designers (AIFD). Currently, we are the only college in PA offering this program. Floral Design students now have a chance to become a

Certified Floral Designer by completing BCCC's comprehensive curriculum. *Note: All former floral design students will be grandfathered into the new program. Please contact Continuing Education, @ 215-968-8409 (option #1) if you have questions regarding this process.*

STEP 1: Successfully complete your Bucks Floral Design Certificate Program – visit www.bucks.edu/floraldesign for full certificate program details

STEP 2: Pass the final evaluation

STEP 3: Complete the AIFD online test (\$124) and receive an 80 percent or better within two weeks of receiving access to the online test. Visit www.aifd.com for industry certification requirements

Basic Floral Design

Students will be introduced to the basics of floral designing - how to care and condition fresh flowers to prolong their life, floral design terminology, and various design trends and techniques. Students will learn to arrange in a variety of vases (including but not limited to glassware, plastic, and basket containers) using a wide range of flowers and foliage. At least one arrangement will be made each class. No prior experience necessary. Students will take all arrangements they create in class - bring a box to carry them home in.

Instructor: *Darcie Garcia, CFD, AIFD*

Note: Students must bring a floral knife, pruning shears, wire cutters, and ribbon scissors to class.

Newtown Campus/\$385 (Includes: \$125 material/flower cost & \$38.00 Textbook The AIFD Guide to Floral Design)/

FLORA 1000 C01 / 5 Mon, 7/10-8/7, 6:30-9:30 pm



Modern Mechanics - NEW

Join us on a journey that takes traditional flowers to the next level. We'll explore ways to use foliage, branches, grasses, and decorative wires to enhance and support your beautiful blooms. At least one arrangement will be made each class. Students will take all arrangements they create in class - bring a box to carry them home in. This course can be used as an elective in the Floral Design Certificate Program. Instructor: *Renee Tucci, CFD, AIFD*

Prerequisite: Basic Floral Design

Note: Students must bring a floral knife, pruning shears, wire cutters, and ribbon scissors to class.

Newtown Campus/\$250 (includes: \$100 material/flower cost)

FLORA 1006 C01

4 Tu, 8/8-8/29, 6-8 pm

Seasonal Arrangement: Summer - NEW

Celebrate summer by learning design elements perfect for any garden party, barbecue or hostess gift. Learn new and modern techniques to bring warmth and sunshine to your creations! This course can be used as an elective in the Floral Design Certificate Program.

Instructor: *Shannon Toal, CFD, AIFD*

Prerequisite: Basic Floral Design

Note: Students must bring a floral knife, pruning shears, wire cutters, and ribbon scissors to class.

Newtown Campus/\$250 (includes: \$100 material/flower cost)

FLORA 1007 C01

4 Thu, 7/13-8/3, 6-8 pm



Fashion Design Certificate Program

The Fashion Design Certificate program is designed for students who share a love of fashion and design and feel that they have the talent to pursue a career in design. Students will enhance their own design skills, translate concepts onto paper, and eventually into actual garments. At the completion of the program, students will be prepared to enter the fashion design industry as a design assistant or as part of a product development team. This program will concentrate solely on women's wear.

Core Classes

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

Electives: (choose 2)

- Pattern Drafting II (prerequisite: Basic Garment Construction & Pattern Drafting I)
- Sewing Techniques I (prerequisite: Basic Garment Construction)
- Sewing Techniques II (prerequisite: Basic Garment Construction and Sewing Techniques I)
- A drawing or painting class
- A computer-aided design class such as Photoshop or Illustrator

For more information, contact: Continuing Education at (215) 968-8409 (option #1), or coned@bucks.edu

Basic Garment Construction

Learn the fundamentals of sewing including hand and machine sewing, how to select fabrics based on style and fabric, pattern layout and construction methods. You will complete one simple garment.

Newtown Campus/\$199

WSMCE 3713 C01

6 Tu, 6/13-7/25 (no class 7/4), 6:30-9:30pm

Sewing Techniques I

No more will you have to hear, "That looks homemade." This course will teach you sewing techniques to improve your finished garment and give it that "professional" flair. Materials list will be mailed prior to first class. Bring your portable sewing machine to class. *Virginia Buck*

Newtown Campus/\$259/WSMCE 3716 C01

8 Wed, 5/31-7/19, 6:30-9:30pm

Technical Writing

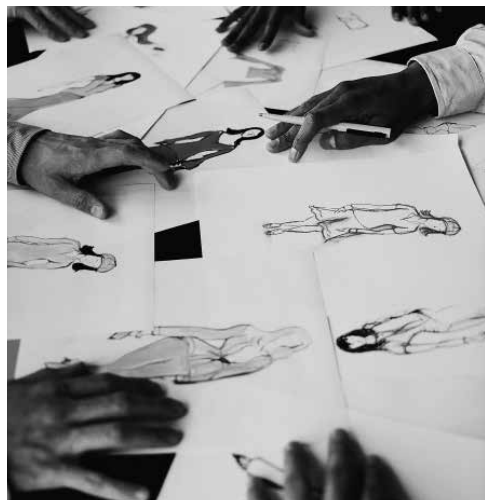
Technical Writing Certificate Program

Technical writing and communication are among the fastest growing fields in the nation. Add something to that degree in English, History, Philosophy, Communications, Advertising or Marketing that will help you get a job using your language skills in this rewarding profession. Learn key concepts in and specific techniques necessary for technical communication, and prepare for the challenges facing today's technical writer. *Thomas A. Philip, PhD*

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 - Introduction or Intermediate. See IT Academy page 27
- V. Adobe InDesign, Photoshop or Illustrator. See IT Academy page 31.

Next offering Fall 2017



Workplace Professional Skills

Locomotive Engineer & Conductor Basic Training Program

For more information, contact: Continuing Education at (215) 968-8409 (option #1), or coned@bucks.edu

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. Engineer and Conductors are responsible for the safe movement of trains. Conductors are held responsible and in-charge of other crew members (switchmen, brakeman and utility man) and their duties since they organize all the work or activities along a railroad route. They keep manifest paperwork up-to-date in a proper order, manage employees' hours and their own hours of service, follow both the Federal Railroad Administration (FRA) and company rules and regulations, communicate with dispatchers and others, manage train movement throughout their territory and regulate the final arrival and disposition of the train. This 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 chances of employment in the transportation industry as a Locomotive Engineer or Conductor and also prepare you for a railroad's training academy once employed. The subjects that will be covered include, but are not limited to:

- Introduction to the railroad industry
- Review: Career opportunities in the railroad industry, policies, advantages and disadvantages
- Detailed descriptions the crafts of locomotive engineer and conductor
- Communication: radio, face-to-face, fax, and phone
- Rail operations procedure, safety, and rules
- NORAC and other railroad operating rules
- Hours of service regulations
- Duties and responsibilities of locomotive engineers and conductors
- Signal system: hand signals and train movement
- Review: certification for locomotive engineer, conductor, and dispatcher
- Yard switching operations both freight and passenger
- Hazmat Material: class, group, practices and handling rules

Class is being taught by *Thomas A. Philip, Ph.D.*

Newtown Campus/\$650 /WTMCO 1152 C01, 10 Sa, 9/9-11/11, 8:30am-4:30pm

For more information you can email Tom directly at TPTOMSHA@CS.com. Call Bucks County Community College Continuing Education Office to register, call 215-968-8409 (Option #1)

ServSafe®

SERVSAFE® Certification

This course fulfills the Educational and Testing requirements of the Pennsylvania Department of Agriculture of Bucks, Montgomery, Philadelphia and other regional County Health Departments for Foodservice staff and manager sanitation certification.

English Language, *Martin Goldman*

Newtown Campus/\$255 (includes book)/

WSERV 0001 C01 / 4 Mon, 9/11-10/2, 6-10 pm

SERVSAFE® Recertification

This course fulfills the NEW TESTING requirements of Bucks, Montgomery, and other regional Health Departments for Foodservice staff and manager recertification. Course includes 5 hours of review and updates before the REQUIRED included test.

Lower Bucks Campus/ \$185 (includes course book)

OSERV 0051 C50

Mon, 6/5, 8:30am - 5pm

Chinese Language, *Betty L. Tsai*



Notary Training

Learn the powers, duties and obligations of a Notary, how to become a Notary in Pennsylvania, how to identify clients and keep accurate records. This basic 3-hour course satisfies the requirement for new applicants and renewals. *Ronald Long, Esq.*
**Dr. Long is a Bucks County Community College faculty member recognized in the 13th Edition of Dearborn Publishing Companies, "Modern Real Estate Practice in Pennsylvania". He is a Real Estate Attorney, Real Estate Professor, Real Estate Broker and a Certified Real Estate Instructor for the Commonwealth of Pennsylvania.*

Approved Hours: 3 (Notary Public)

Newtown Campus/\$84/ WSBEN 0130

6:30-9:30 pm

C05/ Tu, 5/30

C01/ Th, 6/8

C02/ Tu, 7/11

C03/ Tu, 8/22

Notary Signing Agent Training

Notary Signing Agents are currently-commissioned Notaries Public with specialized training to assist in the closing of real estate transactions. Learn how the loan and escrow processes work, what lenders and borrowers expect from a signing agent, and the step-by-step procedures for executing loan documents.

Course update: As of October 3, 2015 lenders must comply with the new TRID loan document format. This course has been updated to include the new mandatory TRID disclosures.

Prerequisite: You must already be a Notary.

Ronald Long, Esq.

Newtown Campus/\$159/ WSBEN 0131

8:30am-12:30pm

C05/ Sa, 5/20

C01/ Sa, 6/3

C02/ Sa, 7/15

C03/ Sa, 8/26

**Notary Training and Notary Signing Agent qualifies for Continuing Legal Education (CLE)*



Enrolled Agent

An enrolled agent (EA) is a federally-authorized tax practitioner who has technical expertise in the field of taxation and who is empowered by the U.S. Department of the Treasury to represent taxpayers before all administrative levels - examination, collection, and appeals - of the Internal Revenue Service. In addition to taxpayer representation, enrolled agents often provide tax consultation services and prepare a wide range of federal and state tax returns. Unlike CPAs and tax attorneys, Enrolled Agents are tested directly by the IRS, and enrolled agents focus exclusively on tax accounting.

Enrolled Agents are needed in small and large public accounting firms, law firms, corporate accounting departments, state departments of revenue, investment firms, banks and in private practice. Enrolled Agents hold a federal license and have an unrestricted right to represent any taxpayer in any state. There are no prior educational or professional experience prerequisites for this course. The course has been designed to help participants learn about various aspects of the Internal Revenue Code, tax preparation/representation and prepare for the Enrolled Agent Exam.

Part I – Individuals (8 weeks)

Newtown Campus/ \$779 (includes all text and materials) ATEST 1559 C30

Instructor: *Natasha Johnson, EA*

Class Dates & Time: 8 Wed, 5/31-7/26

(no class 7/5); 6-9pm

Topics Covered:

- Preliminary Work and Filing Requirements
- Income and Assets
- Deductions and Credits
- Taxation and Advice
- Specialized Returns for Individuals

Part II – Businesses (10 weeks)

Newtown Campus/ \$1,169 (includes all text and materials) ATEST 1560 C30

Instructor: *Natasha Johnson, EA*

Class Dates & Time: 10 Wed, 8/16-10/25

(no class 9/20); 6-9pm

Topics Covered:

- Business Entities
- Partnerships
- Corporation
- S Corporations
- Business Financial Information
- Sales, Credits and SE Tax
- Specialized Returns for Businesses

Part III – Representation (4 weeks)

Newtown Campus/ \$599 (includes all text and materials) ATEST 1561 C30

Instructor: *Natasha Johnson, EA*

Class Dates & Time: 4 Wed, 11/1-11/29; 6-9pm

Topics Covered:

- Practice and Procedures
- Representation Before the IRS
- Specific Types of Representation
- Completion of the Filing Process

Register for all 3 parts at the same time and pay a total discounted tuition of \$2,179 (all texts and materials included). A savings of over \$350.

Health Sciences

As the healthcare industry grows, there is a greater demand for healthcare workers. If you have been thinking about a career in healthcare, Bucks offers numerous programs and opportunities to prepare you for a new career. The college provides a variety of noncredit healthcare certificates programs, as well as credit degree certificate programs, and Associate Degree programs. Come to Bucks and discover how we can help you toward an exciting and rewarding career in healthcare.

For more information visit us at bucks.edu/healthsciences or email inquiries to healthsciences@bucks.edu

Nursing

Practical Nursing Program

This full-time, twelve-month program beginning annually in July combines both classroom and clinical experience. Upon successful completion of our certificate program, students are prepared to sit for the National Council Licensure Examination (NCLEX) and become a Licensed Practical Nurse. This program is an excellent stepping stone towards a RN degree or can provide exciting opportunities working as a LPN in a variety of patient care settings. Visit us online for admission criteria, www.bucks.edu/practical

Health Sciences, 215-968-8353, option 2, pnursing@bucks.edu or michelle.rue@bucks.edu.

To help prepare for the NLN Pre Entrance Exam, review courses are available (one day 7-hours or 51-hour review course).

Please see below for dates and times.

NLN Pre-Entrance Exam Review (51hrs)

This course will review the basic Math, Reading Comprehension/Vocabulary, and Science skills needed to help you be successful on the NLN Pre-Entrance Exam. Pursue your goal of becoming a Practical Nurse today!

Text: Review Guide for RN Pre-Entrance, Exam 3rd Edition by National League of Nurses/Jones & Bartlett Publishers.

Newtown Campus/\$239 (plus text)

ATEST 0056 N01

7 Tues & 6 Thurs, 6/27 – 8/15, 5:30-9:30pm (8/15 - 5:30-8:30pm) (no class 7/4 & 7/6)

One Day NLN Pre-Entrance Exam Review (7 hrs)

This one day, consolidated review will help you brush up on the basic Math and Science skills needed to help you be successful on the NLN Pre-entrance Exam. It will also provide you with suggestions for study skills as you prepare for the exam.

Text: Review Guide for RN Pre-Entrance Exam 3rd Edition by National League of Nurses/Jones & Bartlett Publishers.

Newtown Campus/\$74 (plus text)/ ATEST 0057

N01/ Sa, 6/17, 9am-4pm

N02/ Sa, 7/15, 9am-4pm

N03/ Sa, 8/19, 9am-4pm

Nurse Aide Training Program

PA Dept. of Education approved 120-hour program including classroom instruction, skills lab and clinical experience. Successful completion qualifies students to take the National Nurse Aide Assessment Program (NNAAP) Exam and enroll in the PA Nurse Aide Registry. Visit us online for admission criteria.

Tuition: \$1250 (textbooks and 2 hour practice skills session for NNAAP exam included)

For more information on this program: Health Sciences, 215-968-8353, option 7, nurseaide@bucks.edu, www.bucks.edu/nurseaide

Newtown Campus

WB1/ 5/8 to 7/24 (12-week evening: Mon/Wed)

Classroom: Mon, 5/10 – 7/19, 5-10:30pm & Wed, 5/10 – 5/24, 5-9:30pm (no class 5/29)

Clinical Orientation: Wed, 5/31, 4-8pm

Clinical: Wed, 6/7 – 7/26, 4-10:40pm

Clinical Site: Pickering Manor

Instructor: Mary Ann Adams, R.N./Paul Dando, LPN

WB2/ 5/11 to 7/28 (12-week day : Thurs/Fri)

Classroom: Thurs, 5/11 – 7/27, 9am-2:30pm & Fri, 5/12 – 5/19, 9am-1:30pm

Clinical Orientation: Fri, 5/26, 8am-12pm

Clinical: Fri, 6/2 – 7/28, 7am-2:15pm

Clinical Site: Pickering Manor

Instructor: Antonella Barber, RN

WB3/ 5/15 to 6/15 (Accelerated Day: Mon-Fri)

Classroom: Mon-Fri, 5/15 – 5/23, 9am-2:30pm Tues/Thurs, 5/25 – 6/15, 9am-2:30pm

Clinical Orientation: Wed, 5/24, 8am-12pm

Clinical: Mon/Wed/Fri, 5/26 – 6/14, 7am-2:15pm (no clinical 5/29)

Clinical Site: Chandler Hall

Instructor: Delores Horohov, RN / Constance Jessup, LPN

WB4/ 6/26 to 7/27 (Accelerated Day: Mon-Fri)

Classroom: Mon-Fri, 6/26 – 7/6, 9am-2:30pm (no class 7/4) Tues/Thurs, 7/11 – 7/27, 9am-2:30 pm

Clinical Orientation: Fri, 7/7, 8am-12pm

Clinical: Mon/Wed/Fri, 7/10 – 7/26

Clinical Site: Buckingham Valley

Instructor: Delores Horohov, RN / Constance Jessup, LPN

Lower Bucks Campus

W50/ 5/2 to 7/18 (12-week day: Tues/Thurs)

Classroom: Tues, 5/2 – 5/16, 9am-2:30pm, Thurs, 5/4 – 5/18, 9am-1:30 pm, 5/25 - 7/13, 9am-2:30pm

Clinical Orientation: Tues, 5/23, 8am-12pm

Clinical: Tues, 5/30 – 7/18, 7am-3:30pm (no clinical 7/4)

Clinical Site: Pennswood Village

Instructor: Charlotte Jones, RN / Denise Shy, RN

Upper Bucks Campus

W70/ 5/15 to 7/7 (8-week day: Tues/Wed/Thurs)

Classroom: Mon/Wed/Fri, 5/16 – 6/5 & Fri., 6/9 – 7/7, 8:30am-2pm (no class 5/29)

Clinical Orientation: Wed, 6/7, 7-11am

Clinical: Mon/Wed, 6/12 – 7/5, 7am-2:15 pm

Clinical Site: Peter Becker Community

Instructor: Mary Poust-Warnas, RN

For more information on Continuing Education for Nurses: Health Sciences, 215-968-8353, option 1, janet.baker@bucks.edu, www.bucks.edu/healthsciences

Continuing Education for Nurses

Nursing Review & Re-Entry into Practice

This includes both classroom instruction and clinical experience designed to prepare nurses (RN's & LPN'S) for re-entry into practice, and/or a review of contemporary nursing.
Karen Sylvester, MSN, RN, CEN

Requirements: Current PA Nurse's license, current Healthcare Provider CPR certification, flu shot, professional liability insurance, healthcare insurance, medical clearance, and criminal background check by the State Police. Paperwork must be provided before clinical experience.

All forms can be found on our website:
<http://tiny.cc/nursingreview>

\$1,305 (plus textbook)/ WHPAH 0310 WA1

Look for this course offering in Fall 2017

Yoga Therapy as Complementary Medicine Introduction - NEW

This workshop introduces the philosophy and techniques offered by the new field of yoga therapy. We will explore what yoga offers as therapeutic practice including directed movement, breathwork, mindfulness and the Panchamaya model. This is a lecture and experiential workshop appropriate for those looking for alternative approaches to chronic diseases, physical limitations and discomfort and emotional concerns. This offers nurses, counselors, doctors and other health provider's additional tools for patient care. Come dressed for gentle chair and standing movement. *Lisa Manheim MA, C-IAYT*
Newtown Campus/\$40/ RHEAL 0067 WB1/
Wed, 6/7, 6-8:30pm



Mandated Reporting of Child Abuse (3 hrs)

All health-related licensed professionals and funeral directors, who are licensed through the Department of State, are required under ACT 31 as of 2014 in PA to receive 3 hours of training on Mandated Reporting as a condition of renewal for their license. This training is approved by the Department of Public Welfare to fulfill training requirements and is presented by Network of Victim Assistance (NOVA).

For more details and latest Course Schedules visit www.bucks.edu/mandatedreporting

Newtown Campus/\$25/WHPAH 0028

WB1 - Mon., 6/5, 6-9pm

WB2 - Mon., 7/17, 1-4pm

Lower Bucks Campus/\$25/WHPAH 0028

W50- Thu., 7/27, 6-9pm

Upper Bucks Campus/\$25/WHPAH 0028

W70 - Thu., 6/22, 1-4pm



Certified End of Life Specialist (CEOLS) (30 hrs)

This immersive online course offers an opportunity to reframe the experience of death from one of fear and sadness, to meaning and connection. Suitable for personal caregivers, and those seeking to work in healthcare or senior markets in any capacity. *Patty Burgess CEOLS, Grief Recovery Specialist, Hospice Volunteer, Volunteer Trainer, End of Life Educator, Author, Speaker*

Online/ \$497/ WHPAH 0074 W30/

Register anytime between May 15 to August.

MUST be completed by August 31. For more information on course and modules, please visit www.bucks.edu/endoflife

American Medical Technologists (AMT) Certification Examination Review Course

This course is designed to prepare students for the national AMT certification as a Phlebotomy Technician. This four-hour session will review basic phlebotomy knowledge in preparation for the AMT Certification Exam using the Phlebotomy Exam Review book, information from AMT's website, and a practice test. Along with the review, students will receive original study materials which will be emailed to them and three months of unlimited access to an online practice exam. *Colby Wolford, B.S. Ed., RPT(AMT)*

Newtown Campus/ \$40

ATEST 0059 WB1/ Sat, 6/10, 9am-1pm

Certificate Programs

Medical Laboratory Technician Program

Medical Laboratory Technicians (MLTs) play a key role on the healthcare team, providing information to physicians for decisions about diagnoses and monitoring treatment. They perform analyses, evaluate normal and abnormal results, and correlate the results with disease states. They are also involved with maintenance of complicated, precise, automated and manual equipment, and quality assurance.

MLTs are in high demand and can seek traditional employment in hospital or private clinical settings, or explore a range of opportunities with community health projects, environmental testing, crime labs, and sales and marketing. Candidates need an Associate Degree or higher with a strong science background.

This program will include three semesters of medical laboratory courses, supervised and mentored clinical experience at assigned clinical affiliation sites.

Visit our website www.bucks.edu/mlt for admission requirements. Program begins every August.

Upon completion of the course work you are eligible to sit for the National Boards for the American Society of Clinical Pathologists (ASCP).

A minimum of an Associate degree required for admission. Application to be admitted into program can be completed online.

Online registration for courses is not available for the Medical Laboratory Technician.

Lower Bucks Campus/\$15,000

For more information on the MLT program contact: paula.matthews@bucks.edu;

215-968-8353 option 6



EKG/Phlebotomy Hybrid Comprehensive

This 170 hour hybrid certificate program prepares you to become an EKG & Phlebotomy Technician. You will learn medical terminology, vital signs, patient care skills, how to perform a 12 lead EKG, and interpretation of cardiac strips, venipuncture, blood draw collection, and safety. You will be prepared to work in a variety of healthcare settings such as: hospitals, clinics, cardiac rehabilitation centers, laboratories, donation facilities, and physicians' offices. Upon successful completion of these courses you will be eligible to take two separate NHA national certification exams for EKG and Phlebotomy Technician. The costs of the examinations are not included in this course. For more information about the exam, go to www.nhanow.com.

Shari Cammon, MSN, RN-BC, PCCN,
Michelle Orzechoski, RN, MSN.

EKG/Phlebotomy Hybrid Comprehensive

Newtown Campus

WHPAH 0248 W20/ \$3,105 (plus text, course connect package & NHA Exam)

Orientation: Tues, 6/6, 6-9 pm

12 Tues, 6/13 -9/5, 6-9 pm, (no class 7/4)

11 Thurs, 6/8 -8/17, 6-9 pm

All other work online

NHA EKG exam, TBA, 6-8 pm

NHA Phlebotomy exam, TBA, 6-8 pm

EKG Technician Hybrid Only

Newtown Campus (73 hours)

WHPAH 0247 W20/ \$1,499

(plus text and NHA exam)

Orientation Tues, 6/6, 6-9 pm

11 Thurs, 6/8 -8/17, 6-9 pm/ NHA exam TBA

All other work done online

Phlebotomy Technician Hybrid Only

Newtown Campus (97 hours)

WHPAH 0264 W20/ \$1,819

(plus text and NHA exam)

Orientation: Tues, 6/6, 6-9 pm

12 Tues, 6/13 -9/5, 6-9 pm (no class 7/4)

NHA exam TBA

All other work done online

Medical Reimbursement/Coding Specialist Certificate Hybrid

This program is for those with little or no prior work experience in the field. This course will prepare you for a career such as: Medical Coding Technician, Medical Coder, Practice Operations staff, Claims Management Specialist, or Practice Manager. This course includes, Medical Terminology, ICD-10, CPT for procedures, HIPAA, and Health Insurance. It will prepare the student for a rewarding career in physician offices, hospitals, and ambulatory surgery centers.

Crystal Peurifoy, CCS, CPC-H

Lower Bucks Campus/\$2,720/ (plus textbooks, AAPC membership, practice exams, and CPC certification exam) /WHPAH 2508 W20

Orientation: Mon, 6/12, 5-9pm

Class: 11 Mon, 6/19 – 8/28, 5-9pm

All other work online.

Customer Service in Healthcare - NEW

What is customer service and how does it impact the health sector? Students will learn how customer service affects them as professional healthcare providers and the businesses they work for as well as the patients seeking care. Learn strategies to keep your customers/patients happy and improve customer satisfaction.

Colby Wolford, BS, Ed, RPT (AMT)

Newtown Campus/\$40/WHPAH 0593 WB1/
Sat, 6/24, 9 am-12pm



Physical Therapy Aide Hybrid Program (50 hrs)

This 50-hour Physical Therapy Aide Hybrid Program enables you to master all the skills you need to begin a career as a physical therapy aide. You will learn about what physical therapy entails, identify the responsibilities of a PT aide, and develop a working knowledge of applied anatomy, pathology, biomechanics and medical terminology. You will learn about range of motion, exercise, stretching, posture, transfers, modalities and vital signs. Special topics include total hip replacement, supporting amputees, traumatic brain injury and stroke. As a Physical Therapy Aide you will assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. This program will prepare you to pursue an entry-level position as a PT Aide in a variety of environments from healthcare facility, nursing home, hospital, sports rehabilitation center, to orthopedic clinics.

Tate Rice, DPT, MBA, BA

Newtown Campus/WHPAH 0278 W20 /\$1,405 (plus textbook)

7 Tues., 6/6, 6/13, 6/27, 7/11, 7/25, 8/15, 8/29, 5-9:15pm

All other work completed online

Pharmacy Technician

This 75-hour certificate program prepares you to become a Pharmacy Technician in a pharmacy setting such as hospital, community and compounding. The Pharmacy Technician assists the licensed pharmacist to prepare prescriptions medications, provide customer service, and perform administrative duties. Some of the topics included are: medical terminology, reading and interpretation of prescriptions, generic and brand name drugs. Upon successful completion you will be prepared to take the national certification exam by the Pharmacy Technician Certification Board (PTCB). The exam fee is not included in this course. For more information about the national exam, go to www.PTCB.org.

Alan Vogenberg, R.Ph., FASCP

Newtown Campus/\$2,205 (plus text)
WHPAH 0273 WB1/ 12 Tues & 13 Thurs,
6/6 – 8/31, 6:30-9:30pm (no class 7/4)

Texts required for Health Sciences courses may be ordered from the BCCC Bookstore (www.bucks.edu/bookstore/ 215-968-8459) or from a vendor of your choice

Dental Assisting

This 100-hour Dental Assisting Program prepares you for entry level positions in one of the fastest growing health care positions – Dental Assisting. 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. This course covers the following topics including: Administrative aspects: the history of dentistry and dental assisting, introduction to the dental office, the legal aspects of dentistry, policies and guidelines. Clinical aspects include: introduction to oral anatomy, dental operator, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental handpieces, sterilization, and other areas. Additionally, this course is designed to prepare you to sit for the DANB Radiology Health and Safety Examination (RHS). The Commonwealth of Pennsylvania requires that any dental office employee who will be performing radiological procedures as auxiliary personnel (other than a licensed dentist or dental hygienist) must complete and pass the DANB Radiology Health and Safety Examination (RHS) and register with the State. The cost of this exam is \$250 and is not included as part of the cost of this program. The DANB exam is administered at Pearson Vue Centers.

Newtown Campus/ \$2,300 (plus textbook)/
WHPAH-3000 WB1-WB2

Look for this course offering in Fall 2017

Medical Transcription A to Z:

A premier home-study course. 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. There is no time limit for completion; the average time is approximately 6 months.

Self-Study/ \$1,299/ XHPAH 0227 HS1

For questions about this program, email the instructor at info@medtranscription.com

To register for this program, please call, 215-968-8409 (Option 1). A study packet will be mailed after your registration is processed.

For more information on all Non-Credit Certificate Programs, except the Medical Lab. Tech. Program, contact: Health Sciences, 215-968-8353, option 1, janet.baker@bucks.edu, www.bucks.edu/healthsciences

CPR & First Aid

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. To register, call: 215-968-8409 (Option 1). For more information contact: 215-968-8353, Option 1, janet.baker@bucks.edu

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.

Newtown Campus/ \$90 (includes book & card)/
PHPAH 0002 WB1/ Sa, 6/10, 9am-3:30pm

Heartsaver Pediatric CPR & First Aid

For parents, grandparents, teachers, day care workers, nannies, and baby sitters.

Newtown Campus/ \$90 (includes book & card)/
PHPAH 0014 WB1/ 2 Thurs, 7/6 & 7/13, 6-9 pm

CPR for Healthcare Providers - 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.

Newtown Campus/ \$90 (includes book & card)/

PHPAH 0003 WB1- WB5

WB1/ Sat, 6/3, 9am-3:30pm

WB2/ 2 Thurs, 6/1 & 6/8, 6-9 pm

WB3/ Sat, 6/24, 9am-3:30pm

WB4/ 2 Mon, 7/3 & 7/10, 6-9 pm

WB5/ 2 Wed, 8/2 & 8/9, 6-9 pm

CPR Recertification for Healthcare Providers & Community

Includes Adult, Child, Infant CPR and AED training, 2 year certification.

Prerequisite: Must have a current CPR card.

Newtown Campus/ \$70 (includes card)/

PHPAH 0004 WB1- WB5, 6-10pm

WB1/ Mon, 6/5

WB2/ Wed, 6/21

WB3/ Tues, 7/18

WB4/ Thurs, 7/27

WB5/ Tues, 8/15



Holistic Health

The following Holistic Health courses – except Ayurveda – are not part of Health Sciences. For information on the following courses please contact the Continuing Education Department at 215-968-8409 (option #1) or email coned@bucks.edu

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 eliminate fatigue, tension, and pain, accelerate healing, promote tranquility, and increase awareness. Learn how to transfer Reiki energy by relieving energy blockages in the body. All classes must be attended to receive a Certificate of Completion.

Glenda R. Smith, Certified Reiki Master Teacher

Newtown Campus/ \$115 (includes manual)/
RHEAL 0100 C01

3 Wed, 6/7-6/21, 6:30 -9:30 pm

Reiki Level II

Take a “Quantum Leap” in Reiki power in Level II! Students will learn how to transmit energy over any distance and time, penetrating the time-space barrier, apply Reiki to ideas and situations, send Reiki to loved ones, address unwanted habits and enhance your talents. All classes must be attended to receive a Certificate of Completion.

Glenda R. Smith, Certified Reiki Master Teacher

Newtown Campus/ \$135 (includes manual)/
RHEAL 0154 C01

4 Wed, 8/2-8/23, 6:30-9:30 pm

Reiki Level III Returning in Fall 2017

Introduction to Ayurveda (7 hrs)

Ayurveda is known as the “sister science” to Yoga. Ayurveda focuses on prevention of disease through living in harmony with nature. The purpose of this course is to gain introductory knowledge of how to live an Ayurvedic lifestyle and will include information on Ayurvedic theory including the three constitutions; Ayurvedic diet, Ayurvedic use of herbs, and Ayurvedic self-care.

Crystal Widmann, Reiki Master/Teacher

Newtown Campus/ \$105
(includes \$10 for food/herbs)/

OHEAL 0131 WB1/ 2 Mon, 7/24 & 7/31,
6-9:30 pm

Tai-Chi Chuan

The study of Tai-Chi is a beautiful way to relieve stress, and has been proven to promote a healthy mind and body. Learn the first 20 movements of the Yang Short Form, along with warm-up exercises that can be practiced anytime, anywhere. *David Briggs, A.A.*

Newtown Campus/ \$79/ RFTNS 0512 C01
8 Tu, 6/6-8/1. (no class 7/4), 7-8 pm



IT Academy

Microsoft Certifications

Installing and Configuring Windows Server 2012 Exam 70-410 (56 Hrs)

This course is designed to teach students to install and configure servers, configure server roles and features, configure Hyper-V, deploy and configure core network services, install and administer Active Directory, and create and manage Group Policy.

Prerequisite: Prior experience working in IT or completing the CompTIA Server+ course

Newtown Campus / \$995 (plus text book)
WITAC 1091 C01/ 7 Tu & 7 Th, 6/20-8/10,
5:30-9:30pm (no class 7/4, 7/6)

Administering Windows Server 2012 Exam 70-411 (56 Hrs)

This course is designed to teach students to deploy, manage, and maintain servers, configure file and print services, configure network services and access, configure a Network Policy Server Infrastructure, Configure and manage Active Directory, Configure and manage Group Policy.

Newtown Campus / \$995 (plus text book)
WITAC 1092 C01/ 7 Tu & 7 Th, 8/15-9/28,
5:30-9:30pm (no class 9/5)

Configuring Advanced Windows Server 2012 Services Exam 70-412 (56 Hrs)

This course is designed to teach students to configure and manage high availability, configure file and storage solutions, implement business continuity and disaster recovery, configure network services, configure the Active Directory Infrastructure, configure identity and access solutions.

Newtown Campus / \$995

Look for this course offering in Fall 2017

Database Administration

Introductory Classes - Microsoft SQL Server 2012 T-SQL Fundamentals (48 Hrs)

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.

Lower Bucks Campus/ \$795 (plus book fee)
WITAC 2500 C50/ 12 Wed, 6/14-8/30,
5:30-9:30pm

Microsoft SQL Server 2012 – Querying Microsoft SQL Server (54 Hrs)

This course will prepare students to take exam 70-461 - Querying Microsoft SQL Server 2012. Prerequisites: Introductory Classes- Microsoft SQL Server 2012 T-SQL Fundamentals WITAC 2500

Newtown Campus / \$895 (plus book fee)

Look for this course offering in Fall 2017

Administering Microsoft SQL Server 2012 Databases (54 Hrs)

This course is intended for students to learn how to perform installation, maintenance and configuration task, setup databases, make the systems operate efficiently, setup backups and security. Prerequisites: Microsoft SQL Server 2012 – Querying Microsoft SQL Server WITAC 2513

Newtown Campus/ \$895 (plus book fee)

Look for this course offering in Fall 2017

Veterans Approved Course

Implementing a Data Warehouse with Microsoft SQL Server 2012 (54 Hrs)

Students will focus on hands-on work creating business intelligence (BI) solutions including data cleansing, Extract Transform Load (ETL), and Data Warehouse implementation. Prerequisites: Administering Microsoft SQL Server 2012 Databases WITAC 2514

Newtown Campus / \$895 (plus book fee)

Look for this course offering in Fall 2017





Oracle Database Fundamentals (48 Hrs)

This course will provide basic understanding of an Oracle database administrator's skills. The course will help prepare you for Oracle Certification. The course lectures and studies are focused on Oracle 11g and the Oracle Certified Associate (OCA). It covers topics relevant to the certification exam, 1Z0-052, Oracle 11g: Database Administration I. You will get an understanding of simple UNIX commands, database architecture, software installation, database creation, storage management, schemas, security, data concurrency, network, data moving, backup and recovery. Prerequisite: WITAC 2500 Introduction to SQL or have experience using SQL, some experience with Unix/Linux recommended.

Lower Bucks Campus / \$795 (plus book fee)
WITAC 2016 C50/ 12 Wed, 6/7-8/30,
5:30-9:30pm (no class 7/5)

Veterans Approved Course

Software Development

Introduction to Programming Using C# (42 Hrs)

Learn the basics of Microsoft's C# programming language used extensively in developing Windows and Web based applications and games.

Lower Bucks Campus/ \$795 (plus book fee)
WITAC 2103 C50/ 12 Tu, 6/6-8/29,
6-9:30pm (no class 7/4)

Advanced Programming Using C# (42 Hrs)

Learn advanced programming techniques and key components provided by the .NET Framework.

Lower Bucks Campus/ \$795 (plus book fee)/
Look for this course offering in Fall 2017

Introduction to Programming Using Java (42 Hrs)

This course is an introduction to Programming in JAVA and is an entry level course for students who wish to pursue JAVA certification(s).
Lower Bucks Campus/ \$795 (plus book fee)/
WITAC 2114 C50/ 12 Th, 6/8-8/31,
6-9:30pm (no class 7/6)

Advanced Programming using JAVA and JAVA Enterprise Edition (72 Hrs)

Look for this course offering in Fall 2017

Cisco Networking

Cisco Certified Networking Associate

These CCNA courses will provide you with a thorough understanding of the pathways, protocols and devices that make up a network. These are indispensable skills for security, infrastructure, servers as well as desktop technicians. Cisco Certified Network Associate (CCNA®) is the first step on the Cisco career certification path. This course prepares you for the (200-120 CCNAX v2.0) or (100-101 ICND1 v2.0 and 200-101 ICND2 v2.0).

Module 1: Introduction to Networks (70 Hrs)

The course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, you will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. certifications.

Newtown Campus/ \$995 (plus book fee)/
WITAC 1051 C01/ 9 Mon & 9 Wed, 6/5- 8/2,
5:30-9:30pm (no class 7/3)

Veterans Approved Course

Module 2: Routing and Switching Essentials (70 Hrs)

This course describes the architecture, components, and operations of routers and switches in a small network. You learn how to configure a router and a switch for basic functionality. By the end of this course, you will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

Look for this course offering in Summer 2017

Veterans Approved Course

Module 3: Scaling Networks (52 Hrs)

This course describes the architecture, components, and operations of routers and switches in a large and complex network. You will learn how to configure routers and switches for advanced functionality. By the end of this course, you will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. You will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.

Upper Bucks Campus/ \$795 (plus book fee)/
WITAC 1053 C70 / 7 Tu & 6 Th, 7/9-8/29,
5:30-9:30pm (no class 7/25, 7/27)

Veterans Approved Course

Module 4: Connecting Networks (52 Hrs)

This course describes the architecture, components, and operations of routers and switches in a small network. You learn how to configure a router and a switch for basic functionality. By the end of this course, you will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

Upper Bucks Campus/ \$795 (plus book fee)/
WITAC 1054 C70/ 8 Tu & 7 Th, 9/12-10/24,
5:30-9:30pm

Veterans Approved Course

CCNA® Security (Cisco IOS Network Security - IINS) (70 Hrs)

IT security is one the fastest growing specialties in the world and is in high demand. As networks grow and become more complex, companies rely heavily on IT security professionals to secure systems, data and services. Well trained IT security engineers are hard to find and recently many news organizations have reported that the demand for these skills is going to skyrocket. CCNA Security is a great way to learn valuable security skills.

CCNA® Security validates associate-level knowledge and skills required to secure Cisco networks. With a CCNA Security certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats.

Prerequisites: 640-802, or 200-120 CCNA
Newtown Campus/ \$995 (plus book fee)/
WITAC 1024 C01/ 18 Th, 6/15-10/18,
5:30-9:30pm

CompTIA Certifications

A+ Certification (128 Hrs)

The A+ Certification Program offers a standard of excellence to the PC support industry. CompTIA A+ program prepares you for certification by teaching system configuration, installation, upgrades, diagnosis, repair, preventive maintenance, and safety of vendor neutral PC Hardware. Many high-tech companies require their support staff to be certified. Prerequisite: Basic computer and networking knowledge including file management in a Windows environment.

Certification Tests:

220-901 for CompTIA A+ Essentials

220-902 for CompTIA A+ Practical Application

Newtown Campus/ \$1895 (plus book fee)
(test voucher included)

Look for this course offering in Fall 2017

Veterans Approved Course

Network+ Certification (72 Hrs)

Network technicians need to be certified in order to advance in the industry. A certified technician has amuch better chance of finding work in the industry. Whether you're looking to upgrade your skills, advance your career, or start a career in networking, the Network+ certification course is for you. Prerequisite: Basic computer knowledge including file management in a Windows environment.

Certification Test: N10-006 for CompTIA
Network+ Certification

Newtown Campus/ \$995 (plus book fee)
(test voucher included)

Look for this course offering in Fall 2017

Veterans Approved Course



Security+ Certification (64 Hrs)

CompTIA Security+ is an international, vendor neutral certification that demonstrates competency in network security; compliance and operational security; threats and vulnerabilities; application, data and host security; access control and identity management; and cryptography. CompTIA Security+ provides the knowledge of security concepts, tools and procedures to react to security incidents.

Certification Test: SY0-301 for CompTIA Security+ Certification

Newtown Campus/ \$895 (plus book fee)/
(test voucher included) WITAC 0511 C01/

Look for this course offering in Fall 2017
Veterans Approved Course

Linux+ Certification (72 Hrs)

CompTIA Linux+ validates the fundamental knowledge and skills required of a Linux Administrator. The course will cover system architecture, GNU and UNIX commands, user interfaces and desktops, Linux installation and package management. Students who take this course and the certification test will also attain the LPIC-1 certification.

Certification test: LX0-101 covers system architecture; Linux Installation and package management; GNU and Unix commands; devices, Linux file systems, and file system hierarchy standards. LX0-102 covers shells, scripting and data management; user interfaces and desktops; administrative tasks; essential system services; networking fundamentals and security.

Newtown Campus/ \$995 (plus book fee)/
(test voucher included) WITAC 2600 C01/

Look for this course offering in Fall 2017
Veterans Approved Course



CompTIA Server + Certification (40 Hrs)

CompTIA Server+ validates your skills with the most commonly used server and storage systems in the IT industry. This certification demonstrates an impressive knowledge base that narrows the skills gap and provides the hands-on experience that businesses need.

Lower Bucks Campus/ \$750 (plus book fee)
(test voucher included)
WITAC 2017 C50/ 10 Mon, 6/19-8/28,
5:30-9:30pm (no class 7/3)

VMware

VMware (72 Hrs)

Learn the knowledge and skills needed to operate a VMware ESXi server. We teach a full VCP course supporting the configuration and management of a robust / full HA/DRS ESXi cluster with SAN technology.

Newtown Campus/ \$995 (plus book fee)/
WITAC 2201 C01/

Look for this course offering in Fall 2017

Certification Testing

Member of: Microsoft IT Academy, Cisco Networking Academy, VMware IT Academy, CompTIA Member, Red Hat Linux Academy, and IBM Academic Alliance

Computer Certification Programs at Bucks County Community College's Newtown, Upper Bucks, Lower Bucks & Doylestown Campuses. Call for course information, or to make an appointment for a one-on-one consultation: (215) 968-8132. New classes are now being scheduled.
www.bucksitacademy.com

Pearson VUE and Certiport Testing Center

Bucks County Community College is an authorized Pearson VUE, and Certiport Testing Center. We provide innovative electronic testing solutions that enhance the performance, reliability, and security of high-stakes testing programs throughout the world. For more info, please visit: PearsonVUE.com for certification test offered by Pearson VUE. Visit www.Certiport.com for certification test offered by Certiport or call, 215-968-8068

Office Productivity Software

Access Basic (12 Hrs)

Students will learn the basic components of an Access database, the structure of a database, manage data in tables, design forms and generate reports.

\$225 (plus book fee)/ WCOAP 3041
 Newtown Campus/ C01/ 4 Th, 6/8-6/29, 6-9pm
 Upper Bucks Campus/ C70/ 4 Wed, 6/7-6/28, 6-9pm

Access Advanced (12 Hrs)

Students will learn how to restructure data into appropriate tables, write advanced queries, create and revise macros, more about customizing reports and maintaining their databases using the tools available within Access.

\$225 (plus book fee)/ WCOAP 3034
 Newtown Campus/C01/4 Th, 8/10-8/31, 6-9pm
 Upper Bucks Campus/C70 /4 Wed, 8/9-8/30, 6-9pm

Excel Basic (12 Hrs)

This course is for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel worksheets.

\$225 (plus book fee) / WCOAP 1580 C01-CA1/
 6:30-9:30pm
 Newtown Campus/ C01/ 4 Tu, 6/6-6/27
 Lower Bucks Campus/ C50/ 4 Mon, 6/5-6/26
 Upper Bucks Campus/ C70/ 4 Mon -6/5-6/26
 Doylestown Campus/ CA1/ 4 Mon -6/5-6/26

Excel Intermediate (12 Hrs)

Learn to use advanced formulas and work with various tools to analyze data in spreadsheets, organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

\$225 (plus book fee)/ WCOAP 1581 C01-C70/
 6:30-9:30pm
 Newtown Campus/C01/ 4 Tu, 7/11-8/1
 Lower Bucks Campus/ C50/ 4 Mon, 7/10-7/31
 Upper Bucks Campus/ C70/ 4 Mon, 7/10-7/31
 Doylestown Campus/ CA1/ 4 Mon , 7/10-7/31

Excel Advanced (12 Hrs)

Learn 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 worksheets on the Web as well as PivotTables and the VLOOKUP function.

\$225 (plus book fee)/ WCOAP 1582 C01-CA1/
 6:30-9:30pm
 Newtown Campus/ C01/ 4 Tu, 8/8-8/29
 Lower Bucks Campus/ C50/ 4 Mon, 8/7-8/28
 Upper Bucks Campus/ C70/ 4 Mon, 8/7-8/28
 Doylestown Campus/ CA1/ 4 Mon, 8/7-8/28

Microsoft Windows 10 (9 Hrs)

\$195 (plus book fee)/ WCOY 0035

Look for this course offering in Fall 2017

Word Basics (12 Hrs)

Learn to create, navigate and save; insert and delete; format paragraphs; headers, footers and margins; create hyperlinks; use undo and redo; insert graphics and clip art and more in Word documents.

\$225 (plus book fee)/ WCOAP 0164 C01-C70/
 6:30-9:30pm
 Newtown Campus/ C01/ 4 Wed, 6/7-6/28
 Lower Bucks Campus/ C50/ 4 Wed, 6/7-6/28
 Upper Bucks Campus/ C70/ 4 Tu, 6/6-6/27
 Doylestown Campus/ CA1/ 4 Tu, 6/6-6/27

Word Intermediate (12 Hrs)

Learn to work with fields and perform a mail merge; use styles and outlines; how to format tables; insert SmartArt diagrams; work with shapes; format text graphically; format a document by adding sections, columns, and design elements such as watermarks and themes; Track Changes and prepare documents for sharing and exporting.

\$225 (plus book fee)/WCOAP 0165 C01-C70/
 6:30-9:30pm
 Newtown Campus/ C01/ 4 Wed, 7/12-8/2
 Lower Bucks Campus/ C50/ 4 Wed, 7/12-8/2
 Upper Bucks Campus/ C70/ 4 Tu, 7/11-8/1
 Doylestown Campus/ CA1/ 4 Tu, 7/11-8/1

Word Advanced (12 Hrs)

Learn to add interactive elements such as forms and content from other applications; to save a file as a web page; how to use document references such as citations, indexes, and tables of contents; how to customize the ribbon, create macros, use building blocks, and inserting subdocuments; record and copy macros, to create and modify VBA modules; control Word objects in the Visual Basic Environment; the fundamentals of VBA programming through creating control structures, designing VBA forms, and debugging programs.

\$225 (plus book fee)/ WCOAP 0166 C01-C70/
 6:30-9:30 pm
 Newtown Campus/ C01/ 4 Wed, 8/9-8/30
 Lower Bucks Campus/ C50/ 4 Wed, 8/9-8/30
 Upper Bucks Campus/ C70/ 4 Tu, 8/8-8/29
 Doylestown Campus/ CA1/ 4 Tu, 8/8-8/29



PowerPoint Basics (9 Hrs)

Microsoft Office PowerPoint enables you to quickly create high-impact, dynamic presentations, while integrating workflow and ways to share information easily.

\$195 (plus book fee)/ WCOAP 1083 C50-C70

Lower Bucks Campus/ C50/ 3 Th, 6/8-6/22, 6-9pm

Upper Bucks Campus/C70/ 3 Th, 6/8-622

PowerPoint Advanced (9 Hrs)

The advanced course builds on the skills and concepts taught in PowerPoint Basic. Students will apply themes and templates, and will work with SmartArt graphics and tables.

\$195 (plus \$25 book fee)/

WCOAP 1084 C50-C70/ 6-9pm

Lower Bucks Campus/ C50/ 3 Th, 7/13-7/27

Upper Bucks Campus/C70/ 3 Th, 7/13-7/27



QuickBooks Fundamentals (18 Hrs)

Learn to setup a new company, work with chart of accounts, customer and vendor lists, handle cash, accounts receivable and payable. QuickBooks has the most comprehensive tools for fast and easy financial management to help your business achieve better results.

\$345 (plus book fee)/

WCOAP 1612 C01-CA1/ 6-9pm

Newtown Campus/ C01/ 6 Mon, 6/5-7/17 (no class 7/3)

Lower Bucks Campus/ C50/ 6 Tu, 6/6-8/1 (no class 7/4)

Upper Bucks Campus/ C70/ 6 Wed, 6/7-7/12

Doylestown Campus /CA1/ 6 Th, 6/8-8/3 (no class 7/6)

QuickBooks Payroll Module (9 Hrs)

Learn how to process payroll in the most popular accounting program today. Through this hands-on class you will learn how to set up payroll, process paychecks, and get familiar with the screen elements. Navigating with QuickBooks is a breeze.

Prerequisite: QuickBooks Pro/Premier class (WCOAP 1606) or have good working knowledge of QuickBooks

\$155 (plus book fee)/

WCOAP 1613 C01-C70/ 6-9pm



Newtown Campus/ C01/ 3 Mon, 7/24-8/7

Lower Bucks Campus/ C50/ 3 Tu, 8/8-8/22

Upper Bucks Campus/ C70/ 3 Wed, 7/19-8/2

QuickBooks: Tips and Tricks (6 Hrs)

Learn how to customize your work space, statements and reports; How to “fix” or correct past data entry transactions; generate trial balances and other reports for your accountant. Prerequisite: Working knowledge of QuickBooks or attended QuickBooks Fundamentals Course

\$125 (plus \$25 book fee)/ WCOAP 1611 C01-C70/ 6-9pm

Newtown Campus/ C01/ 2 Mon, 8/14-8/21

Lower Bucks Campus/ C50/ 2 Tu, 8/29-9/5

Upper Bucks Campus/ C70/ 2 Wed, 8/9-8/16

Introduction to Microsoft Project (12 Hrs)

If you are a current Project Manager or Administrator, or see this as your next career step, this course is for you! Learn the basic functions and features of this powerful project management tool. Prerequisite: Experience with Microsoft WORD and EXCEL (or equivalent); some experience on a project team or completion of a course in the fundamentals of Project Management; students must have access to a computer with MS Project 2016.

Lower Bucks Campus/ \$225 (plus book fee)/

WCOAP 3054 C50/ 4 Mon, 6/5-6/26, 6-9pm

Microsoft Project Advanced (12 Hrs)

Build on the concepts and skills learned in Introduction to Project. Topic coverage includes baseline and interim plans, analysis of project statistics, project file formatting, custom views, and exchanging project data. Prerequisite: Completion of a basic level course in MS Project (any version); access to a computer with MS Project.

Lower Bucks Campus/ \$225 (plus book fee)/

WCOAP 3052 C50/ 4 Mon, 7/10-7/31, 6-9pm



Web Development/Programming

HTML Fundamentals (24 Hrs)

Teaches the practical tools and knowledge that can be easily applied to a variety of development situations. The course explains how to use HTML and CSS to create usable web pages.

Upper Bucks Campus/ \$299 (plus book fee)/
WCOSY 6048 C70/ 8 Mon, 6/5-7/31

JavaScript Fundamentals (24 Hrs)

Students will create dynamic Web pages complete with special effects using today's leading Web development language JavaScript.

Look for this course offering in Fall 2017

jQuery Fundamentals (18 Hrs)

The goal of this course is to build a foundation for programming with the library. jQuery becomes the entryway to programming for Web designers or developers who have learned HTML and/or CSS and want to begin creating a more dynamic experience for their users.

Look for this course offering in Fall 2017

Creating Dynamic Website with PHP and MySQL (36 Hrs)

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 completely free. It will show you how to set up the database, build forms to make it easy for your non-technical staff to maintain the contents, and build interactive pages that make it easy for your customers to find your products.

Look for this course offering in Fall 2017



Building Websites using Python and Django (24 hrs)

In this class, students will learn how to create websites and web applications using the Django web framework and Python programming language. Topics will include Model-View-Controller (MVC) architecture, development best practices when using Django, database migrations, and deployment techniques.

Look for this course offering in Fall 2017

Front-End Web Development (24 hrs)

In this class, students will learn the front-end web trifecta: HTML, CSS, and JavaScript and how they apply to modern front-end web design and development. Topics will include developing web front-ends based on design mockups, designing for mobile devices using responsive design, designing front-end web development solutions, working with web APIs, and optimization techniques.

Look for this course offering in Fall 2017



CAD Design Software

AutoCAD® Essentials (36 Hrs)

This course incorporates the features, commands, and techniques for creating, editing, and printing 2D drawings with AutoCAD. You will learn skills that can be used in all disciplines of AutoCAD, and specifically Engineering. Hands-on exercises throughout the course explore how to create 2D production drawings. Prerequisite: A working knowledge of PC's and Microsoft Windows is necessary. An understanding of basic drafting skills and blueprint reading is helpful.

\$495 (plus book fee)/ WCOAP 6064 / C01-C70/

Newtown Campus/C01/ 9 M , 6/19-8/21,
5:30-9:30pm (no class 7/3)

Upper Bucks Campus/ C70/ 9 Tu, 6/6-8/8,
5:30-9:30pm

AutoCAD 3D Modeling 2nd Level (36 Hrs)

For those familiar with AutoCAD, this course incorporates the features, commands, and techniques used to create, edit, and print 3D drawings with AutoCAD. Hands-on exercises used throughout the course encourage students to explore and create 3D wire frame, surface, and solid models, and make multiview drawings. Prerequisites: working knowledge of AutoCAD and Microsoft Windows OS, plus understanding of basic drafting skills and blueprint reading.

\$495 (plus book fee)/ WCOAP 6065

Look for this course offering in Fall 2017



Revit®Architecture Basics (36 Hrs)

Revit is a parametric 3D modeling software that works the way architects and designers think. This course will introduce you to Building Information Modeling (BIM) and the tools for parametric design and documentation. You will quickly gain an understanding of how Revit can enhance your project designs by communicating your ideas faster and easier. The course will cover the concepts and introduce Revit tools to create a schematic design from construction documentation to design visualization. Prerequisite: A working knowledge of computers, MS Windows, and previous experience in architectural design, drafting, or engineering is necessary. No previous CAD experience is necessary.

Newtown Campus/ \$495 (plus book fee)/
WCOAP 6068 C01/ 9 Wed, 6/21-8/23,
5:30-9:30pm (no class 7/5)



Revit®Structure (40 Hrs)

Students will learn how to independently draft residential and commercial buildings using the AutoCAD Architecture 2016 software from conception to print out.

Lower Bucks Campus/ \$495 (plus book fee)/
WCOAP 6072 C50/

Look for this course offering in Fall 2017

SolidWorks Essentials (36 Hrs)

SolidWorks is an easy-to-use CAD software for building parametric models of parts and assemblies. In this introductory course, students will learn the basic concepts of SolidWorks and good solid modeling techniques. Instruction will focus on the commonly used commands for part modeling, assembly, and detailing components, but also on the processes to complete the modeling of a part. Prerequisites: working knowledge of PCs and Windows operating systems is necessary. An understanding of basic drafting and mechanical design is helpful.

\$495 (plus book fee)/ WCOAP 6071 C01

Look for this course offering in Fall 2017

Computer Graphics

Adobe Illustrator CC Level 1 (9 Hrs)

Learn simple illustrations, applying basic colors, drawing paths, work with text, manipulate layers, swatches and more.

\$220 (includes \$25 text)/

WCOAP 6038 C01-C70/ 6:00-9:00pm

Newtown Campus/C01/ 3 Tu., 6/20-7/11
(no class 7/4)

Lower Bucks Campus/C50/ 3 Th., 6/22-7/13

Upper Bucks Campus/C70/ 3 Mon., 6/5-6/19



Adobe Illustrator CC Level 2 (9 Hrs)

Learn advanced techniques working with paths, masks, fills, and strokes. Learn how to use transformation tools, envelopes, filters, effects, and graphic styles, to convert raster images to vector art, manage color settings, color separations, and print specification.

\$220 (includes \$25 text)/

WCOAP 6039 C01-C70/ 6-9pm

Newtown Campus/ C01/ 3 Tu, 7/18-8/1

Lower Bucks Campus/ C50/ 3 Th, 7/20-8/3

Upper Bucks Campus/ C70/ 3 Mon, 6/26-7/17
(no class 7/3)

Adobe InDesign CC Level 1 (9 Hrs)

Learn how to create documents, place text and graphics, use objects, work with master pages, create custom colors, print documents and export documents to PDF.

\$220 (includes \$25 text)/ WCOAP 6537

Look for this course offering in Fall 2017

Adobe InDesign CC Level 2 (9 Hrs)

Learn how to import and edit text, add special characters, setup alternate layouts and templates, use object libraries and snippets, create tints, gradient swatches, and vector paths, and create tables.

\$220 (includes \$25 text)/ WCOAP 6537

Look for this course offering in Fall 2017

Photoshop CC Level 1 (9 Hrs)

Learn how to use print resolutions, calibration, palettes and file formats.

\$220 (includes \$25 text)/

WCOAP 6042 C01-C70/ 6-9pm

Newtown Campus/ C01/3 Tu, 8/8-8/22

Lower Bucks Campus/ C50/ 3 Tu, 8/10-8/24

Upper Bucks Campus/ C70/ 3 Mon, 7/24-8/7

Photoshop CC Level 2 (9 Hrs)

Learn to use work areas, importing and adjusting images, working with selections and layers, correcting colors, editing and retouching.

\$220 (includes \$25 text)/

WCOAP 6043 C01-C70 / 6-9pm

Newtown Campus/ C01/ 3 Tu, 8/29-9/12

Lower Bucks Campus/ C50/ 3 Tu, 8/31-9/14

Upper Bucks Campus/ C70/ 3 Mon 8/14-8/28



Certificate in Information Assurance

Fundamentals of System Security Certification: ISC2 SCCP (52 hours)

This course introduces the basics of system security. Emphasis is placed on access controls, networking, auditing, security operations, and malicious code activity.

Newtown Campus/\$995 (plus book fee)/
WITAC 2118 C01

Look for this course offering in Fall 2017

Introduction to Computer Forensics/ Certification: AccessData ACE (52 hours)

This course is an introduction to the concepts and techniques using in Computer Forensics. Emphasis is placed on the basic concepts of forensics, the legal and ethical implications of forensics and hands-on experience capturing and examining forensics images.

Newtown Campus/ \$995 (plus book fee)/
WITAC 2119 C01/

Look for this course offering in Fall 2017

Incident Response and Computer Forensics / Certification: CERT-Certified Computer Security Incident Handler (52 hours)

This course builds on the Introduction to Computer Forensics, and focuses on the tools and techniques used in the evaluation and remediation of computer incidents.

Newtown Campus/\$995 (plus book fee)/
WITAC 2117 C01/

Look for this course offering in Fall 2017

Ethical Hacking / Certification: EC-Council Certified Ethical Hacker (CEH) (52 hours)

This course introduces the basics of ethical hacking, and includes practical, hands-on labs designed to teach students how to prepare and defend against intrusions.

Newtown Campus/\$995 (plus book fee)/
WITAC 2121 C01

Look for this course offering in Fall 2017

Network Monitoring, Security, Forensics / Certification: Wireshark Certified Network Analyst (WCNA) (52 hours)

This course introduces the basics of network monitoring, includes hands-on labs designed to teach students how to prepare and defend against intrusions.

Newtown Campus/ \$995 (plus book fee)

Look for this course offering in Fall 2017

Operation System: Install Configure and Administration Training

IBM AIX Basics (40 Hrs)

This course will cover the basics of the AIX operating system. After completion students should be able to use common AIX commands and utilities, manage files and directories, write simple shell scripts and customize the AIX environment.

Newtown Campus /\$599 (plus book fee)/
WITAC 3065 C01

Look for this course offering in Fall 2017

Red Hat Certified Systems Administrator (90 Hrs)

Topics covered are Linux commands, configuration of users & groups, file system management & rights, deploying virtual machines, operating system security, managing firewall settings, package installation & management, networking, and troubleshooting.

Newtown Campus/\$1295 (plus book fee)/
WITAC 2601 C01

Look for this course offering in Fall 2017



DROP ANCHOR & JOIN US FOR SUMMER CLASSES!

CREDIT CLASSES START:
MAY 22 | JUNE 12 | JULY 5

MORE INFO:
[BUCKS.EDU/SUMMER](https://bucks.edu/summer)



Languages

In a simple quote by librarian Lawrence Clark Powell the human connections established through language are easily defined. "Write to be understood, speak to be heard, read to grow." All Language programs in our Continuing Education Department seek to address and refine these three basic skill sets with processes customized to the needs of the student.

In our Foreign Language courses, students are introduced to the basics of a language and the cultural nuances that are a part of its origin. Intermediate, and conversational fluency are available in advanced courses for those who wish to gain additional proficiencies.

Our growing ESL program offers us the amazing opportunity to open the doors of our country to many who find themselves in a world much different than their own. By unleashing the mysteries of English pronunciations, spelling, and the written word our talented teachers also embrace their opportunity to instill confidence and a sense of belonging in each student in their classroom. Frequently on the last day of ESL classes, many students celebrate their special "graduation day" with a small class party to celebrate their accomplishment and the bonds they have formed with each other.

English as a Second Language

ESL

English as a Second Language provides beginning, intermediate and advanced instruction in listening, speaking, reading and writing English. Students are grouped according to their current ability after Placement Night assessment.

Free ESL Placement Meeting!

Monday, May 22, 2017, 6:30-8:30 pm, in the Rollins Student Center on our Newtown Campus (near the cafeteria). No registration needed, just come!

Which level should you take? Please come to our placement meeting to take a short test and meet with an instructor who will help you choose the best classes for your level. You can register and pay for classes at the meeting. We hope to see you there! For a map and directions, go to:

www.bucks.edu/about/campus

- Register early! Get \$20 off each class if you register by May 26, 2017!
- Registration Deadline, May 31, 2017
- Registrations will not be accepted after the third class
- To register, call 215-968-8409 (Option #1)
- For ESL information, call 215-497-8729 or send an email to: donna.kirn@bucks.edu
- Classes are 8 weeks long.
- For more English practice, sign up for 2 or more classes!
- **Please note the refund policy:** For all courses: 100% refund (less withdrawal charge of \$25) when you notify the Continuing Education Office at least five (5) working days prior to the course starting date. No refund after this time.

Beginning ESL Newtown

ESL Course 1A / \$325 (includes text)

LESLA 0009 C01 & C02

For students with limited English, all English skills studied

Mondays and Wednesdays

C01/June 5-July 26, 10am-12:30 pm

C02/June 5-July 26, 7-9:30 pm

ESL Course 1B / \$325 (includes text)

LESLA 0010 C01 & C02

For advanced beginners, all English skills studied.

Mondays and Wednesdays

C01/ June 5-July 26, 10am-12:30pm

C02/ June 5-July 26, 7-9:30 pm

Intermediate ESL Newtown Campus

Intermediate ESL 2A / \$325 (includes text)

LESLA 0201 C01 & C02

For students with low to intermediate English, all English skills studied

Mondays and Wednesdays

C01/ February 13-May 3, 10am-12pm

C02/ February 13-May 3, 7-9pm

Intermediate ESL 2B / \$325 (includes text)

LESLA 0216 C01 & C02

For high intermediate students to prepare for advanced level

Mondays and Wednesdays

C01/ June 5-July 26, 10am-12:30pm

C02/ June 5-July 26, 7-9:30 pm

Intermediate ESL 2C / \$325 (includes text)

LESLA 0218 C01 & C02

For students with intermediate English, all English skills studied

Mondays and Wednesdays

C01/ June 5-July 26, 10am-12:30pm

C02/ June 5-July 26, 7-9:30 pm



Advanced ESL Newtown Campus

Advanced ESL 3A / \$325 (includes text)

LESLA 0312 C01 & C02

All English skills studied

Mondays and Wednesdays

C01/ June 5-July 26, 10am-12:30pm

C02/ June 5-July 26, 7-9:30pm

Advanced ESL 3B / \$325 (includes text)

All English skills studied

LESLA 0318 C01 & C02

Mondays and Wednesdays

C01/ June 5-July 26, 10am-12:30pm

C02/ June 5-July 26, 7-9:30 pm

Specific Skill Courses

Newtown Campus

Conversation / \$185 (includes text)

For intermediate to advanced speakers

LESLA 0215 C01 & C02

Tuesdays & Thursdays

C01/ June 8-July 27, 10am-12:30pm

C02/ June 8-July 27, 7-9:30pm

All Levels Writing/\$185 (includes text)

For intermediate to advanced speakers

LESLA 0501 C01 & C02

Tuesdays

C01/June 6-August 1 (no class July 4th)

10am-12:30pm

C02/June 6-August 1 (no class July 4th),

7-9:30pm

Test Preparation

IBT TOEFL Test Preparation

Newtown Campus/ \$385 (includes text)/ ATEST
2502 C01

Advanced English skills and practice tests for the
TOEFL test.

Tuesdays & Thursdays

June 6-August 1 (no class July 4th), 7-9 pm



Foreign Language

In a relaxed, supportive atmosphere, learn to communicate by using simple grammatical structures and useful phrases related to travel, business, and more. A dash of culture and current events will be included.

Course I: For beginners only, for students who have no experience with the foreign language.

Course II: For students who have completed Course I, or who have a basic knowledge of the foreign language.

Course III and beyond: Sequel courses will continue to be offered as long as there is sufficient interest.

Mandarin Chinese

Greg Tang, M.S.

Newtown Campus/\$170 (plus \$25 book fee;
\$32 CD optional; same book for all levels)

Course I: RLANG 0568 C01

6 Th, 6/8-7/13, 6:30-9pm

Course II: RLANG 0569 C01

6 Th, 8/3-9/7, 6:30-9:30 pm

Italian

Newtown Campus \$234 (plus \$20 book fee,
same book for all levels)

David Arcangeli, B.A.B. th

Course I: RLANG 0209 C01

5 Tu & 5 Th, 6/6-7/11 (no class 7/4), 7-9:30pm

Course III: RLANG 0233 C01

5 Tu & 5 Th, 7/18-8/17, 7-9:30pm

Spanish

Carmen Violeta Vincente

Newtown Campus/\$195 (plus \$30 book
fee same book for all levels)

Course I: RLANG 0405 C01

8 Wed, 6/7-7/26, 6-8:30 pm

Advanced Spanish Conversation

Maria Perez, M.Ed.

"Maria is a really great teacher!!"

"I really enjoy the class"

For the moderate Spanish speaker to improve skills in reading, listening, and speaking with an emphasis on pronunciation. You will explore different themes in Hispanic culture, politics, lifestyles, headline news, history, traveling and more. Grammar will be reviewed. New and continuing students are welcome!

Newtown Campus/\$200 (plus \$15 book fee)

Course I: RLANG 0419 C01

10 Tu, 6/6-8/15 (no class 7/4), 6:30-8:30 pm

Online Learning

Looking to change careers...or maybe just upgrade your marketable skillsets?

With today's rapidly changing innovations in business, technology, and social media platforms, the only way to stay competitive is to stay educated! Many students are now discovering that Online Learning provides a convenient and professional option for you to achieve your career goals. Looking through our exciting courses you will find offerings in business management, social media platforms, e-marketing, and many more.

With both single courses and multicourse Certificate Programs available, we're sure you will find the right fit for your career choices.

LERN

For information and course descriptions, go to www.LERN.org/ugotclass. To register for LERN classes, call 215-968-8409 (option #1). All LERN classes are held on line.

Certificate in Data Analysis

\$195 each/ take all three for \$495 Must take all three courses for certificate. Must register for all three courses at the same time in order to get the bundled price.

Introduction to Data Analysis

Online/ \$195/ ESMCE 0226 C30/ 6/5-6/30

Intermediate Data Analysis

Online/ \$195/ ESMCE 0227 C30/ 7/3-7/28

Advanced Data Analysis

Online/ \$195/ ESMCE 0228 C30/ 8/7-9/1

Certificate in Customer Service

Available separately or as a certificate. \$145 per course or \$245 for certificate. Must register for both classes at the same time to get the bundled price.

Keys to Customer Service

Online/ \$145/ ESMCE 4312 C30/ 6/5-6/30

Extraordinary Customer Service

Online/ \$145/ ESMCE 4321 C30/ 7/3-7/28

Digital Marketing Certificate

\$195 each/ take all three for \$495*. Must take all three courses for certificate. Must register for all three courses at the same time in order to get the bundled price.

Improving Email Promotions

Online/ ESMCE 4303 C30/ 6/5-6/30

Boosting Your Web Site Traffic

Online/ ESMCE 4304 C30/ 7/3-7/28

Online Advertising

Online/ ESMCE 4305 C30/ 8/7-9/1

Social Media for Business Certificate

\$195 each/ take all three for \$495*. Must take all three courses for certificate. Must register for all three courses at the same time in order to get the bundled price.

Introduction to Social Media

Online/ ESMCE 4300 C30/ 6/5-6/30

Marketing Using Social Media

Online/ ESMCE 4301C30/ 7/3-7/28

Integrating Social Media in Your Organization

Online/ ESMCE 4302 C30/ 8/7-9/1

Certificate in Non-Profit Administration

Take both courses for \$595 Must take both courses for certificate. Must register for both courses at the same time in order to get the bundled price.

Revenue Generation for Non-profits

Online/ \$495/ ESMCE 4340 C30/ 6/5-7/28

Program Evaluation for Non-profit Professionals

Online/ \$245/ ESMCE 4341 C30/ 8/7-9/1



Entrepreneurs

Entrepreneurship Certificate

Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a success checklist, learn how to create a business plan, then take home a step by step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand. At the end of this certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to success-fully manage and market your new business.

\$195 each/ take all three for \$495. Must take all three courses for certificate. Must register for all three at the same time to get the bundled price.

Entrepreneur Boot Camp

Online one month course / \$195 / ESBEN 0210 C30/ 6/5-6/30

The Business Plan

Online one month course / \$195/ ESBEN 0219 C30/ 7/3-7/28

Entrepreneurial Marketing

Online one month course / \$195 / ESBEN 0222 C30/ 8/7-9/1

Entrepreneurship Finance Certificate

Finance is a key to entrepreneurial success. The lack of financial knowledge about business and business start-ups is also one of the leading causes of failure for entrepreneurial ventures. As an entrepreneur, you have limited time, and you certainly have limited resources. So knowing where to put your valuable time, and your limited resources, is critical to the success of your new venture.

\$195 each/ take all three for \$495. Must take all three courses for certificate. Must register for all three at the same time to get the bundled price.

Accounting and Finance for Non-Financial Managers

Online/ \$195/ ESBEN 0225 C30/ 6/5-6/30

Cash is King

Online/ \$195/ ESBEN 0224 C30/ 7/3-7/28

Funding Your Business

Online/ \$195/ ESBEN 0223 C30/ 8/7-9/1

Online Courses for Teaching Professionals

Certificate in Online Teaching

\$195 each, or \$495 for all 3 courses (certificate), or \$795 to become a Certified Online Instructor*(COI) Must register for all three classes at the same time to get the bundled price.

Advanced Teaching Online

\$295/ ECPED 1505 C30/ 6/5-6/30

Designing Online Instruction

ECPED 1501 C30/ 10/2-10/13

Fostering Online Discussion

ECPED 1503 C30/ 7/3-7/28

*Online Instructor (COI) requires the registrant to take a 50 question exam. Each registrant will have their students evaluate one of their online courses, and the Chair of the LERN Faculty Advisory Board will critique one of the registrant's online courses.

Management Certificate

Take all 3 one-month, online courses for \$595 Must complete all 3 classes for certificate. Must register for all 3 classes at the same time to get the bundled price.

Management Boot Camp

\$295/ ESMCE 4333 C30/ 6/5-6/30

New 21st Century Strategies for Productivity and Time Management

\$195/ ESMCE 4337 C30/ 7/3-7/28

Managing Generations in the Workplace

\$175/ ESMCE 4306 C30/ 8/7-9/1

Certificate in Workplace Communication

Three one month online courses. Take all 3 courses for \$595. Must complete all 3 classes for certificate. Must register for all 3 classes at the same time to get the bundled price.

Conflict Management

\$245/ ESMCE 4328 C30/ 6/5-6/30

Negotiation: Get What You Want

\$195/ ESMCE 4329 C30/ 7/3-7/28

Using Personality Profiles for Better Work Performance

\$295/ ESMCE 4332 C30/ 8/7-9/1

Online Learning

Business Coaching Certificate

Only available as a certificate.
\$395/ ESMCE 4335 /

**Mentoring and Coaching in the Workplace
Level 1 & 2**
C30/ 6/5-7/28

Certificate in Sales

\$195 each/ take all three for \$495

Strategic Selling with Social Media
ESMCE 4346 C30/ 6/5-6/30

Getting Started in Sales
ESMCE 4347 C30/ 7/3-7/28

Power Selling
ESMCE 4348 C30/ 8/7-9/1

Presentation Skills Certificate

\$195 each/ take all three for \$495

**Powerful Presentations & Effective
Speaking Techniques**
ESMCE 4349 C30/ 6/5-6/30

Presentation Skills
ESMCE 4350 C30/ 7/3-7/28

Effective Electronic Presentations
ESMCE 4351 C30/ 8/7-9/1

Certificate in Basic Game Design

\$245 each/ take all three for \$395

Introduction to Game Design
ESMCE 4352 C30/ 6/5-6/30

Intermediate Video Game Design
ESMCE 4353 C30/ 7/3-7/28

Certificate in Learning Styles

\$145 each/ take all three for \$395

Students with ASD
ESMCE 4354 C30/ 6/5-6/30

Gender in the Classroom
ESMCE 4355 C30/ 6/5-6/30

Generational Learning Styles
ESMCE 4356 C30/ 7/3-7/28

3D Printing for Educators

\$195 each/ take both for \$345

Introduction to 3D Printing
ESMCE 4357 C30/ 6/5-6/30

**NEW! 3D Printed Science and Math:
Visualizations and Experiments**
ESMCE 4358 C30/ 7/3-7/28

Product Prototyping on a Budget Certificate

\$395 for both courses

Introduction to 3D Printing – \$195
ESMCE 4357 C30/ 6/5-6/30

**Intro to Maker Tech: The New Shop
Class – \$245**
ESMCE 4359 C30/ 8/7-9/1

Identity Theft

\$195/ESMCE 4360 C30/ 7/3-7/28

Introduction to Coding

\$195/ESMCE 4361 C30/ 6/5-6/30

Retire Rich: Smart Retirement Steps for 20 and 30-somethings

\$195/ESMCE 4362 C30/ 6/5-6/30

Ed2go

For more information on how to register and a complete list of ed2go classes, visit our website at www.ed2go.com/bucks

A new section begins each month:

- June 14
- July 12
- August 16
- September 13

Classes are 6 weeks long

- Creating a Classroom Web Site
- Creating K-12 Learning Materials
- Creating the Inclusive Classroom: Strategies for Success
- Differentiated Instruction in the Classroom
- Generational Learning Styles for K-12 Teachers
- Guided Reading and Writing: Strategies for Maximum Student Achievement
- The Differentiated Instruction & Response to Intervention Connection
- Guided Reading: Strategies for the Differentiated Classroom
- Microsoft Power Point 2010
- Microsoft Excel 2010 in the Classroom
- Response to Intervention: Reading Strategies That Work
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Singapore Math: Number Sense and Computational Strategies
- Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Spanish in the Classroom
- Students with Asperger's Syndrome
- Teaching Preschool: A Year of Inspiring Lessons
- Teaching Science: Grades 4-6
- Teaching Smarter with SMARTboards
- Teaching Students with Autism: Strategies for Success
- Teaching Students with ADHD
- Teaching Writing: Grades 4-6
- The Creative Classroom
- Understanding Adolescents
- Integrating Technology in Classrooms

(continued on page 39)

- Using Social Media in Business
- Marketing Your Business on The Internet
- Effective Business Writing
- An Introduction to Teaching ESL/EFL
- Teaching ESL/EFL Reading
- Teaching ESL/EFL Grammar
- Spanish for Law Enforcement

Online Course Bundles

- 6-week format
- 24-hour access
- Discussion areas
- Monthly start sessions
- Expert instruction

Series and Suite bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. All online courses are informative, fun, convenient, and highly interactive.

Series

Teaching ESL Series (\$349)

Explore what it means to be a teacher, how to understand who your students are and the needs they have, and how to choose the most appropriate materials and activities for your ESL classroom.

Java Programming Series (\$174)

Learn Java programming, one of the most widely used computer languages, in this discounted series of courses.

PHP and MySQL Series (\$174)

Learn how to create interactive websites, including how to create an interactive online store complete with online product catalog.

SQL Series (\$174)

Learn one of the most requested skills from today's data-driven employers. Learn the coding language in these easy to follow online courses.

Supervision and Management Series (\$174)

Brush up on your leadership and interpersonal communications skills, to help you lead your team to success.

Grammar Refresher Series (\$174)

These online courses will help you gain confidence in your ability to produce clean, grammatically correct work.

Suites

Leadership Suite (\$349)

Leading a team requires a unique ability to manage teams, make decisions, and work with a variety of personalities.

Grant Writing Suite (\$261)

Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations.

Microsoft Office 2016 Value Suite (\$324)

Learn to use the basic features of MS Word, MS Excel, and MS PowerPoint 2016.

Real Estate Suite (\$261)

This suite will help you understand what it takes to build wealth, how to invest in real estate, and legalities surrounding real estate.

Supply Chain Suite (\$261)

Discover and master the fundamentals of purchasing and supply chain management with this group of online classes.

Writing and Editing Value Suite (\$261)

Brush up on your grammar, writing, and editing skills with this discounted bundle.

Workplace Law Essentials Value Suite (\$174)

Whether you're an aspiring paralegal or human resources professional, these courses will teach you the fundamentals of workplace legalities.

Ed2go Online Test Prep

Certified Information Security Manager – \$1,395 with voucher (exam cost included) or \$795 without voucher.

CISM is one of the most valued certifications in the IT security industry. This online program will prepare you to sit for the CISM certification exam; includes exam cost. (voucher included)

PMP® Prep Series (\$183)

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam.



Personal Enrichment

Never stop learning and growing! Entertaining courses designed to exercise your mind, invigorate your body, develop your skills, and build friendships with people of all backgrounds.

Let our instructors share with you the simple tools that can take your taste buds on a new savory journey, or help you discover your mantra through mindful meditations and yoga.

You are sure to enjoy the professional and engaging approach of our classes as you learn to explore your choice among the amazing array of personal interest offerings.

From Cooking to Card games, and Belly Dancing to American Sign Language, we invite you to find your spark, and let it sparkle!

For more information visit: www.bucks.edu/con-ed-courses. To register, visit: www.bucks.edu/howtoregister, or call 215-968-8409 (Option #1)

Culinary

Let's cook Italian with Maria Verzilli

"Maria is excellent – a good mix of food and Italian culture"

Let's Make Ricotta

Ever wonder how to make ricotta cheese, now is your chance to learn. You're not going to believe how easy it is! Once you make your own ricotta, it's hard to go back to the tub! Maria is going to share with you the history of ricotta and the Italian culture. *Maria Verzilli*

Newtown Campus/\$49 (plus \$5 materials fee payable to instructor)

RCULI 4175 C01/Sat, 6/3, 9-11am



Let's Make Manicotti

Rich, homemade stuffed manicotti is easier than it looks. You don't need any special technique. A light hand and a few basic ingredients are all you need to whip up these "little sleeves" of deliciousness! *Maria Verzilli*

Newtown Campus/\$49 (plus \$3 materials fee payable to instructor)

RCULI 4189 C01/Sat, 6/10, 9-11am



Former international supermodel turned Celebrity Chef Maria Liberati has won numerous awards for her bestselling book series and Blog-The Basic Art of Italian Cooking™ by Maria Liberati – including the Gourmand World Award and Culinary Travel Blog of the Year. Considered one of the foremost experts on Italian culinary arts and culture, she frequently appears at consumer and trade food and wine shows, on TV and radio, and is currently working on her own PBS TV series. She also is a consultant for Food Travel Blogging and Online Content Development.

Food Blogging 101

Learn how to become a blogger for a hobby or for a second income. Have you ever been inspired with a meal or a specific dish or recipe and want to share it with others? How about sharing it with the world? Learn how to create inspiring social media of 40 characters or less, combine photos and words to make delicious content. Creating your own food blog is definitely empowering. What better way to combine your recipes, your pictures, your thoughts and creative expressions – in a beautiful, yet personal presentation. *Maria Liberati*

Newtown Campus/\$79 /RCULI 4174 C01
3 Sat, 6/10-6/24, 9-11am

Exploring Italy's Food and Art Through Leonardo DaVinci

Did you know that beside all of his other amazing inventions and masterpieces, DaVinci was also a foodie. He invented many kitchen devices that we take for granted, had his favorite recipes that he depicted in some of his paintings and poetry from his notebook and had tried to support himself while in art school by opening his own restaurant with another famous art great. Maria Liberati, author of The Basic Art of Italian Cooking: DaVinci Style will guide you through a power point presentation on a trip through Italy per Leonardo's travels and food experiences. Learn some of DaVinci's favorite recipes and his kitchen inventions. *Maria Liberati*

Newtown Campus/\$59/RCULI 4179 C01
Sat, 5/13, 9-11am

The Basic Art of a Tuscan Picnic

This course will include a cooking demo of a 4-5 course Tuscan Picnic by instructor as well as tips on how to have a Tuscan Picnic. This course will include a cooking demo by instructor of each of the courses, recipes will be provided as well as tips on hosting your own Tuscan Picnic. Attendees will sample all courses and eat as a Tuscan Picnic.

Maria Liberati

Newtown Campus/\$69/RCULI 4187 C01
Sat, 5/20, 9-1130 am



Personal Mindfulness

Yoga for the Mind: The Work of Byron Katie

Do you believe everything you think? Have you noticed yourself caught in repetitive thought patterns, with a mind less flexible than you'd like? Join us for an introduction to practicing The Work of Byron Katie. This self-inquiry practice is like "yoga for the mind." It allows you to tune into your stuck thoughts and stiff perceptions then gently question them resulting in greater flexibility and presence of mind. *Jean Kuhn, M.S.Ed., Certified Facilitator of The Work of Byron Katie*

Newtown Campus/ \$69/ RHEAL 4515 C01
Tu, Wed, Thu, 6/6-6/8, 10-11:30am



Health & Fitness

Personal Trainer

Do you have a passion for exercise, health and fitness? This course will provide you with the necessary skills and knowledge to become a successful Personal Trainer. After successful completion of the course, students should be well-prepared to sit for the American Council on Exercise Personal Training exam. Course based on the 5th edition of the ACE Personal Trainer Manual. *Gary Rubin, ACE CPT & Functional Training Specialist*

Newtown Campus/ \$615 (plus approx. \$95 for text*)/ RFTNS 1009 C01
12 Mon & 12 Wed, 9/11-12/4 (no class 9/20 & 11/22), 6-9pm

*ACE Personal Trainer Manual (2 book set), American Council on Exercise, 5th edition

Sample Test for Personal Trainer Certification Exam (www.acefitness.org)

Call to order & receive discount: 888-825-3636



Tai-Chi Chuan

The study of Tai-Chi is a beautiful way to relieve stress, and has been proven to promote a healthy mind and body. Learn the first 20 movements of the Yang Short Form, along with warm-up exercises that can be practiced anytime, anywhere. *David Briggs, A.A.*

Newtown Campus/ \$79/ RFTNS 0512 C018
Tu, 6/6-8/1. (no class 7/4), 7-8 pm

Special Interest

Neanderthals Decoded - NEW

Did the Neanderthals go extinct or are they us? While their fossils were the first to be discovered and described, it is only now with recent advances in technology do we gain fresh insight to humanity misunderstood cousin. In this course, we'll explore the topic through PowerPoint presentations, lively discussions, artifacts. *Matthew Bielecki, B.S., B.A.*

Newtown Campus/ \$89/ RCEGN 8119 C01
4 Wed, 6/7-6/28, 6:30-8:30 pm

Pennswood Village/ \$89/ RCEGN 8119 CPV1
4 Wed, 6/7-6/28, 10 am - 12 pm

Senior Policy does not apply

Ancient Technology - NEW

Without question, stone tools are the most long-lasting aspect of the archeological record. In the course students will explore humanity's 2.5-million-year tool making history. Students will recreate stone tools, learn about beneficial plants and animals, use an atlas, utilize natural fibers, and create small clay pots as well as working on team projects, we will be looking at indigenous lifeways through PowerPoint presentations and by exploring actual artifacts. *Matthew Bielecki, B.S., B.A.*

Newtown Campus/ \$89/ RCEGN 8120 C01
4 Thu, 7/6-7/27, 6:30-8:30 pm

Senior Policy does not apply

The American Presidency - NEW

This course will survey the creation, evolution and future of the American Presidency. The course will begin with an analysis of Presidential power as set forth in Article II of the Constitution. The course will then examine the evolution of Presidential power as applied in the President's roles as Chief Executive, Commander in Chief, and Diplomat in Chief as well as the limitations thereon. The course will conclude with a consideration of the relationship between the President and the Press. *Dr. Frank Schwartz*

Pennswood Village/ \$99/ RCEGN 8121 CPV1
6 Th, 6/1-7/6, 10 am - 12 pm

Senior Policy does not apply



Roman Republic to Empire - NEW

This course will cover Rome from its very beginnings up to the Pax Romana period of the Roman Empire. How it had developed, concentrating on significant events and individuals that had shaped the course of the Roman Republic/ Empire. *Paul Maggi*

Pennswood Village/ \$99/ RCEGN 8124 CPV1
5 Thu, 7/6-8/3, 10 am - 12 pm

Senior Policy does not apply

Astronomy's Newest Horizons: "The Cosmos"

Wondrous discoveries are being made that give us a glimpse into the beginnings of our planet, and of our universe. What is the life story of this universe we live in, and what is our place in it? This class will introduce many of the classical models of cosmology, and to the newest horizons being revealed by the mechanical explorers that are our eyes in the universe. We will discuss current exploratory missions in our solar system and beyond, as well as the methods used to date and measure the universe. There is no prerequisite, other than curiosity. Join us as we uncover the enduring mysteries of the cosmos!

Andrea Mangold, M.Ed

Newtown/ \$89/ RCEGN 8555 CO1
4 Tu, 8/1-8/22, 6:30-8:30 pm

Senior Policy does not apply

Women and their Roles during the Civil War

This course will cover Herbs, plants and flowers during the Civil War Era. Girl Power - female spies, "Soiled Doves" and soldiers. Women as Caregivers - nurses, field hospitals, and relief workers. and Finally, the "Sting of Death" - mourning during the Civil War Era. *Kathryn Finch*

Pennswood Village/ \$69 / RCEGN 8123 CPV1
4 Sat 6/3-6/24, 10 - 11:15 am

Senior Policy does not apply

***Courses at Pennswood Village are open and not limited to Pennswood Village Residents.**

Breeding Birds of Tyler State Park

This is strictly a field identification class of the birds of Tyler State Park. There will be no classroom instruction. We will meet in different locations within Tyler State Park and learn the basics of field identification by sight and sound whenever possible. *Jon Sutton*

Tyler State Park / \$99 / RCEGN 6323 CA1
4 Tu, 6/20 -7/18 (no class 7/4) , 6-8 am
(rain dates will be made up if necessary)

Window Treatments 101 - NEW

"Beth was very so helpful and kind, spoke to us in terms we could understand."

Say no to naked, poorly dressed windows! Want great window treatments but not sure what, where or how to hang them? This class teaches the proper elements of design and function in dressing windows. Course will address soft treatments (drapes, valances, cornices etc) and hard treatments (blinds, shades, shutters). Learn how to measure and install popular treatments considering wall anchors, studs, and hanging hardware. This class will cover fabric suggestions, rod selection and tips for adding custom details to store bought treatments for a designer look on a budget. Instructor will share DIY tips and resources for finding the best products for varying budgets.

Gain the knowledge, skill and insight to coordinate beautiful affordable window treatments for any room. *Beth Allen, Licensed Contractor, Interior Designer*

Newtown Campus/\$89/RCEGN 6967 C01
3 Tu, 6/13-6/27, 7-9 pm

Getting Paid to Talk: Making Money with Your Voice

Ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce you to the growing field of voice over. Learn what the pros look for, how to prepare, and where to find work in your area! We'll discuss industry pros and cons, play samples from working voice professionals and provide an opportunity for students to record a short professional script under the direction of the instructor.

For a more detailed class description:
www.voicecoaches.com/gppt

Newtown Campus/ \$55/ RSBEN 0004 C01
Th, 6/22, 6:30-9:00 pm

Second Act - Adults, Age 55+

Just as every play has a second act, each of us enters a unique phase in our second half of life. More and more adults over 55 are seeking rewarding learning experiences and new skills. Studies show that adults who continue to learn can live longer, be more effective, and have a stronger sense of well-being. More adults are also entering second careers and want new, marketable skills. Whether you're interested in personal enrichment, or a second career, take a look at all the possibilities before you.

AARP – Smart Driver Refresher Class

This is a four-hour refresher course designed especially for motorist age 50 and older. It covers normal changes in vision, hearing and reaction time, and provides practical techniques to compensate for these changes. The program fosters safer driving practices, continued mobility, and a discount in auto insurance in most states. Check with your agent to confirm this course qualifies you for the discount. *Participants are eligible to attend provided that they have already completed an 8 hours AARP Driver Safety Course within 3 years. Please note the fee for the Driver Safety program will be \$15 for AARP members, AARP ID required, and \$20 for non-members, **CHECK OR MONEY ORDER TO AARP – NO CASH WILL BE ACCEPTED.**

Ray Rauanheim

Newtown Campus/\$0/RCEGN 8052 C01-C03
C01/Mon, 6/5, 6-10 pm
C02/Mon, 7/10, 6-10 pm
C03/Mon, 8/7, 6-10 pm

Second Act Computer Series

Do you want to learn or improve your computer skills, but have been hesitant to take the plunge? This series is designed for adults ages 55+ and addresses issues that we all face in this fast-paced technological world!

Microsoft Word for Beginners

Whether for home or the office, learn to use Microsoft Word to prepare documents for business or personal use. Learn to navigate through the program easily, discover some basic editing tools, and much more - even learn to insert pictures and stylistic elements into the Word document. You too can use this powerful tool! *Tom Philip*

Newtown Campus/ \$149/ RCOAP 8011 C01
3 Mon & 3 Wed, 6/26-7/12, 6 – 8 pm

Microsoft Excel for Beginners

MS Excel 2013 will allow students to create spreadsheets to manage data for their personal or business needs. They will be able to manipulate data, figures, and perform calculations to manage their accounting or financial needs. This course

not only takes you from the beginners level EXCEL concepts, but branches into intermediate concepts that will allow you to feel confident in creating professional looking spreadsheets in a matter of a few weeks. *Tom Philip*

Newtown Campus/\$149/RCOAP 8045 C01
3 Mon & 3 Wed, 6/5-6/21, 6-8 pm

Public Safety

The Bucks County Public Safety Training Center, located in Doylestown, and the Lower Bucks Public Safety Training Center, located in Bristol, are a partnership between the County of Bucks and Bucks County Community College. The Public Safety staff provides international, national, and state level fire, rescue, emergency medical, and hazardous materials training at both facilities and off-site locations, along with an Associate Degree in Fire Science.

The professional certification testing offered has been examined and accredited by the National Board on Fire Service Professional Qualifications (Pro Board). The Department of Public Safety Training & Certification offers professional certification in over 47 NFPA (National Fire Protection Association) disciplines.

For more information visit: www.bucks.edu/publicsafety

For a course schedules, registration and information on certification or national certification exams, contact the Staff at 215-340-8417 or 1-888-BUCKS 77.

Fire Science

Bucks County Community College offers credit and non-credit certification learning opportunities in the field of Fire Science. We are an affordable and convenient step towards a dynamic and exciting career.

Non-Credit Education

Bucks County Community College offers hundreds of non-credit fire science courses, as well 47 courses supported by professional certification through The ProBoard (National Board on Fire Service Professional Qualifications). A large portion of our courses meet standards established by the Occupational Safety and Health Administration (OSHA) and the job performance requirements defined by the National Fire Protection Association (NFPA).

The Bucks Advantage:

- Seamless Blend of Credit and Certification Courses
- Online Degree Program
- Stackable Credentials
- Professional Certification Opportunities

Career Pathways Include:

- Fire/Rescue Emergency Response
- Life Safety Inspection
- Code Enforcement
- Fire Investigation
- Emergency Services Management

For more details on this exciting field, please contact us at www.bucks.edu/publicsafety



Test Preparation

Worried about scoring well on that SAT or PSAT? See yourself attending Law School if those LSAT grades can help your "Legal Appeal"?

Our test prep courses are designed to help you practice, prepare, and sharpen the exact skills you will need to get you one step closer to "Being your BEST at taking that TEST!"

Please check the wide variety of our Test Prep offerings and let our talented instructors show you how to think, plan and strategize your way to your most Successful Score.

For more information call 215-968-8409 (option #1) or email coned@bucks.edu.

Standardized Test Prep

PEARSON Online PAPA Prep

This ONLINE only course prepares Education majors for the Math, Reading and Writing sections of the PAPA or Core test. It is great for students who have the time and discipline to work independently on their test prep. The course is a Pearson program that contains hundreds of test-type questions, organized by topic. This course is entirely self-paced; students spend as much or as little time as they wish (within the 10-week timeframe) to prepare for their tests. However, it is recommended that students spend at least 2 hours per week working in the program to get the most out of this excellent resource. An instructor is available if students have questions. Note: there is no grade or credit given for this course.

Alison M. Schnaudt

Newtown Campus/\$199/ ATEST 1545 C30
6/7-8/16

SAT Prep - Upper Bucks Campus

This course will prepare students for all sections of the SAT: Reading, Writing & Language, Math (with and without a calculator), and Essay writing. Throughout the course, students will practice numerous actual SAT questions independently or in small groups, and always with the instructor's guidance. Students will also learn and practice general test-taking tips and strategies. The textbook is included in the price of the course and will be distributed by the instructor. *Pennridge Tutoring Services*

Upper Bucks Campus/\$299 (includes text)/
ATEST 1501 C70 & C71

C70/6 Sat, 9/23-10/28, 9am-12:30 pm
C71/8 Mon, 10/2-11/20, 6-8:30 pm



Law School Admission Test (LSAT) Preparation Course

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills.

Online/ \$95 / ETEST 0020 / Part 1

Online/ \$95 / ETEST 0021/ Part 2

Go to www.ed2go.com/bucks for specific dates and times.

GMAT Preparation

Applying to graduate business and management schools usually means taking the GMAT. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types.

Online/ \$95/ ETEST 0030

Go to www.ed2go.com/bucks for specific dates and times.



GED® Test Preparation – FREE

Free GED® Test Preparation Classes are available at Bucks County Community College's Lower and Upper Bucks Campuses. Classes cover the academic knowledge needed to pass the GED® test subjects. Our comprehensive classes strengthen your communication, information processing, problem solving, and critical thinking skills as well – necessary skills for success in the workplace and in life in general. The General Education Development (GED®) credential, earned by passing the GED® tests, is nationally recognized by U.S. employers, colleges, and universities. Classes are free to Pennsylvania residents 18 years of age and older. Funding is provided through the Pennsylvania Department of Education.

For more information on GED, please call: *Bridget Hughes* at 267-685-4884 or *Julia Sonnenschein* at 267-685-4822.

Paralegal Certification Preparation

This course provides a review and preparation for testing for the National Paralegal Certification Exam. This course will acquaint the student with the subjects and testing methodology found on the Certified Legal Assistant/Certified Paralegal Exam administered by the National Association of Legal Assistance.

Newtown Campus/\$500/ATEST 1546 C20/
Online Course

Face to face Orientation on July 8, 2017
at 9 am. Course will conclude on Saturday,
September 9, 2017.

The CP exam will be administered in September.

New State-of-the-Art Science Center at Newtown Campus



Flexible Learning Opportunities

Our Online Campus offers both hybrid and online classes

What Are Hybrid Courses?

Hybrid courses take advantage of the best features of both face-to-face and online learning. In hybrid classes, a significant amount of the course learning activity happens online, making it possible for you to spend less time in the classroom. Traditional face-to-face instruction is reduced, without losing opportunities to meet face-to-face with your instructor and classmates.

Hybrid courses may have as few as two or three on-campus meetings; others may meet weekly or on a more regular basis. So you can plan accordingly--the number of meeting times and dates, as well as the campus location for the face-to-face activities, is specified in all credit course offering information.

What are Online (eLearning) Courses?

eLearning courses are taught completely online, typically through a learning management system. Even though students and instructors do not meet face-to-face, our eLearning courses are highly interactive. A few eLearning courses may allow students to proceed at their own pace, but most follow a schedule laid out by the instructor.

Both of these flexible learning options offer convenience, not ease. Whether a course is online or hybrid you can expect to:

- Actively participate in online discussions with your instructor and classmates.
- Spend time and effort reading all resource materials, such as textbooks and study guides, and interacting with course materials found on CDs, DVDs, and online.
- Watch any required videos.
- Complete any written or multi-media assignments - sometimes individually and sometimes in groups.
- Satisfactorily complete any examinations, which may need to be proctored in order to insure the integrity of the exam.

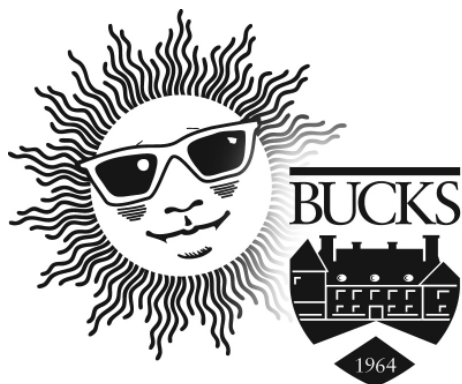
Bucks' Online Campus offers the same excellent professors and small class size that you find in our face-to-face courses. All courses, whether eLearning or hybrid, follow the same master course outline, require the same work, fulfill the same program requirements, and receive the same credit as courses taught in the traditional manner. Just like face-to-face courses, eLearning and Hybrid courses have specific start date and end dates. The schedule of coursework, assignments, and due dates is determined by each instructor. You apply and register for eLearning and hybrid courses the same way you do for face-to-face courses, and you pay the same tuition and fees.

Wondering if hybrid or online courses are a good fit for you?

Contact the Onlinr Campus office at **online@bucks.edu** or **215.968.8052**. They have tools to help you decide.

Details about all of our eLearning and hybrid offerings can be found on the Online Campus website at **www.bucks.edu/online**.





Kids On Campus Summer 2017

More than 140 enrichment programs & sports clinics for kids & teens on our beautiful 200 acre campus.

June 19 – August 11

**Summer camps at Newtown,
Lower Bucks and Upper Bucks Campuses**

NEW Camps this Summer

- Be a POP Star
- Camp Construct
- Camp Half Blood
- Cheer Spirit
- Electronic Fashion
- Green Thumb
- Intro to Adobe Animate
- Play Golf at Bucks
- STEM Challenge
- Story Book Creation
- Summer with the Bard
- Superhero Training Camp
- The Escape Room
- Write On! Creative Writing
- YOBC Band Camp Fun!
- YOBC String Camp Fun!
- Project Dig
- Makers Slam

For more info 215-968-8049 (option 1)
kidsoncampus@bucks.edu • bucks.edu/kidsoncampus