

SUMMER 2015

BUCKS.EDU/CON-ED-COURSES



Bucks

Continuing & Workforce Education

PROGRAMS FOR THOSE SEEKING PROFESSIONAL OR PERSONAL DEVELOPMENT



ALLIED HEALTH
BUSINESS & INDUSTRY
CREDENTIALING
INFORMATION TECHNOLOGY
PERSONAL DEVELOPMENT
PROFESSIONAL DEVELOPMENT
PUBLIC & INDUSTRIAL SAFETY

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Join us Online!

View Courses Online: bucks.edu/con-ed-courses

Get Updates, or Request Info: bucks.edu/coned-info



View Course Offerings Online



Continuing Education on Facebook

Visit, facebook.com/bucks.coned

Other Program Facebook Pages:

- IT Academy - facebook.com/bucks.itacademy
- Medical Imaging - facebook.com/bucks.rad
- Practical Nursing - facebook.com/bucks.pn



Kids On Campus 2015

Campers & Parents Loved Kids on Campus, 2014!

Come back in 2015 for creative workshops and sports clinics that will make your child's summer a learning experience and a fun adventure.

Call **215-968-8409 (Option 1)** to have a brochure sent to you or visit our website.

www.bucks.edu/kidsoncampus

For Camp Updates

follow us on facebook: www.facebook.com/kocbucks
or check our site: www.bucks.edu/newcamps



See Page 46 for
camps at a glance



Businesses, make us a part of your team!

We offer many services that support your strategic plan and increase your value to your customers.

For More Info, See Page 20



W CENTER FOR
WORKFORCE
DEVELOPMENT

General Information

Age Requirements for Taking Courses

All courses are for individuals, ages 16 or older. There are certain programs that are for the younger set. They are noted in this Catalog.

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. Continuing Education Units 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:

<http://www.e2campus.com/my/bucks/signup.htm>

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 <http://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)**.

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

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:

1. 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.
2. 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.
3. For Trips: Refund policies vary; please call the Continuing Education Office.
4. Ed2Go, Protrain, Gatlin and online construction courses: policies vary. Please call for details.

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 the Director of Continuing Education, Maryann Brennan at 215-968-8104.

Sallie Mae Loans

If you require assistance paying for courses and/or certification programs in full, please consider applying for a Sallie Mae loan. Contact Sallie Mae directly by phone 1-888-272-5543 or visit their website to get approved www.salliemae.com. Please use the non-credit school code 98 when applying for a loan.

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. Please call for appropriate books/materials costs before registering. 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:** ed2go, LERN, Harp & Hypnotherapy & related classes, online construction classes, ProTrain, Gatlin, trips, Aviation, Oil Painting Classes, Culinary Classes, Djembe Drums, and Second Act courses are exempt from this policy. **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).

Regional Sites

- Bucks County Community College
Upper Bucks Campus
One Hillendale Drive
Perkasie, PA 18944
(215) 258-7741
- Bucks County Community College
Lower Bucks Campus
1304 Veterans Highway
Bristol, PA 19007
(267) 685-4800
- Bucks County Community College
Newtown Campus
275 Swamp Road
Newtown, PA 18940
(215) 968-8409
- Advanced Manufacturing Training Center
310 George Patterson Blvd.
Suite 108
Bristol, PA 19007

How to Register

Note: For Credit/Degree Course
Registration, visit: bucks.edu/summer

Register Online: www.bucks.edu/howtoregister

Secure on-line 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.

Other registration options:

FAX

For 24 hour service, you can FAX your registration form anytime! 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

Come in person (Monday – Thursday 8:30-4:30pm) to: 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.

Applying for Sallie Mae Loans

If you require assistance paying for courses and/or certification programs in full, please consider applying for a Sallie Mae loan. Contact Sallie Mae directly by phone 1-888-272-5543 or visit their website to get approved www.salliemae.com. Please use the non-credit school code 98 when applying for a loan.

Mail-In

Mail form (**page 71**) 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 (Option 1) Monday – Thursday 8:30-4:30pm and charge the fee to your VISA, MasterCard, American Express or Discover Card. After hours please leave a message on our voice mail. Note: Payment is due at time of registration. Do not include materials fees.

**Registration form on
page 71.**

Cultural Programming

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

For upcoming events, see ad on page 53.

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

Phone: **215.968.8087**

Tickets: www.bucks.edu/tickets

Student Services/Support

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 is nationally accredited and certified by 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!

Accessibility Office

215-968-8182 (V)

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.

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 4:30

215-504-8081 - Saturdays, 8 am-12 pm

Security and Safety

Office of Security and Safety

Cottage 4 • 215-968-8394

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

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 Penn 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.

Technology Learning Centers

215-497-8754 • www.bucks.edu/tlc

The Technology Learning Centers provide the following services: one-on-one tutoring, just-in-time tutoring, group tutoring sessions, and assistance with basic computer skills. Students can come to the TLCs at a walk-in or by appointment.

Assistance is available at the Newtown campus, the Upper Bucks Campus and the Lower Bucks Campus. The hours of the TLCs can be found at:

www.bucks.edu/tlc

Students can expect assistance with the following: Microsoft Operating Systems and the Office Suite, logins and passwords, Internet browsers, WebCT for online learning, WebMail, and WebAdvisor to find courses, register and check grades, and basic MacIntosh features. For further information call: 215-497-8754.

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.

Emergency Closings

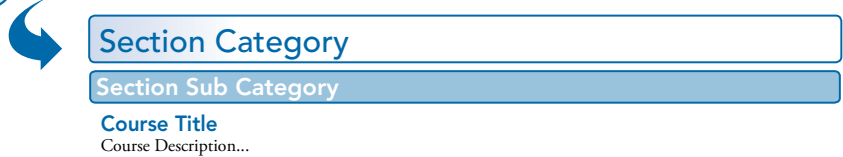
Make sure to register for Bucks emergency alert system which will send urgent notifications to your cell phone and/or email at:

<http://www.e2campus.com/my/bucks/signup.htm>

The most up-to-date information will also be available on the college's website at: www.bucks.edu

Brochure Key

Help Finding Content

- 1 Use the main table of contents on **page 2** to find the program section that interests you.
- 2 Detailed tables of contents are on the first page of every section.
- 3 Find courses beneath categories and sub-categories as indicated.

- 4 Continued sections and categories are marked at the top of each page for clarity.

How to Read Course Details

LOCATION / FEE / COURSE # / SECTION
Newtown Campus / \$179 / WSMCE 3576 C01 /
2 Sa, 2/14 & 2/21, 8:30 am-1:30 pm
DAY DATE TIME

Veterans Approved Courses



Look for this symbol showing the non-college degree courses approved by the Department of Veteran Affairs.

Act 48 for Educators

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



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

For more Act 48 information contact
Director of Continuing Education:
215-968-8104 www.bucks.edu/act48

Online Training

Learn from the convenience of your home or office!
You'll find many online courses throughout this brochure.



Instructor-facilitated Online Courses - Every course includes an expert instructor.

For more information, contact Director, Continuing Education: 215-968-8104 or coned@bucks.edu.



www.bucks.edu/LERNclasses

Online Courses & Certificates. Get skills for the 21st century. Demonstrate your knowledge. Boost your productivity and your organization's bottom line.



Learn More

Look for the ed2go logo throughout the brochure.

A new section begins each month:
May 20, June 17, July 15, August 19

www.ed2go.com/bucks



www.gatlineducation.com/bucks



www.theknowledgebase.org/bucks



- Unless otherwise noted, for further information on the following courses, please contact Allied Health at 215-968-8025.
- For more information visit: www.bucks.edu/con-ed-courses
- Allied Health Website: www.bucks.edu/alliedhealth
- To register, visit: www.bucks.edu/howtoregister, or call 215-968-8409 (Option #1)

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Medical Imaging

Customized Courses also available.

For more info on all Medical Imaging Programs:

Marie Leodore, Director - Medical Imaging,
(267) 685-4821,

email: marie.leodore@bucks.edu

www.bucks.edu/radiography

Radiography Program

The Radiography Program is a twenty-three month, full-time program that will prepare you to enter the field of diagnostic medical imaging. A new class begins each May. Application packet deadline is November 30th of each year for the upcoming May class. Classroom activities, laboratory, and clinical activities assist in learning radiography. Patient care, radiation protection, and technical skills are emphasized throughout the curriculum. Current clinical sites are Grand View Hospital, St. Mary Medical Center, Aria Healthcare System Hospitals, Lower Bucks Hospital, Abington Lansdale Hospital, Rothman Institute, Children's Hospital, Mercer Bucks Orthopedics, Phoenixville Hospital, and Tri State Imaging. You will receive a certificate at the successful completion of the program and will be eligible to sit for the examination given by the American Registry of Radiologic Technologists. Upon passing the examination, you can become a registered Radiographer or Radiologic Technologist and may work in a variety of settings: hospitals, clinics, physicians' offices, mobile x-ray companies, public health, and industry.

Tuition \$16,500 + Books



Registry Review (40 Hrs)

Online Registry reviews available for Radiography, Computed Tomography and Magnetic Resonance Imaging tailored to your needs. Online practice exams available. *Staff*

\$200/ program is ongoing; contact Marie Leodore at marie.leodore@bucks.edu for updates.

CT – WRADT 1210 W20/

MRI – WRADT 1211 W20/

Radiography – WRADT 1099 W20



Dental Radiography Test Prep Online (144 Hrs)

Are you a dental assistant wanting to expand into dental radiography? This 144-hour online course will enable you to sit for the Radiation Health Safety (RHS) portion of the CDA/DANB examination. Meeting M/W/F, online in the evenings for 4-hour sessions lasting 12 weeks. *Marie Leodore*

Text: Dental Radiography: Principles and Techniques 4th Edition by Iannucci

Online/ \$499/ WRADT 1214 W20/

Check site for schedule: www.bucks.edu/radiography

Mammography Online:

Online/\$2000/WRADT 1202 W20/



CT Online:

Online/\$2000/WRADT 1206 W20/

MRI Online

Online/\$2000/WRADT 1207 W20/

Upcoming dates for classes are posted online at

www.bucks.edu/radiography

Nursing

Practical Nursing Program

Approved by the Commonwealth of Pennsylvania State Board of Nursing.

For more information about the PN Program call:

Michelle Rue, Director

Practical Nursing Program

215-968-8448, email: michelle.rue@bucks.edu

You may also contact us at pnursing@bucks.edu with your complete name and address or **call 215-968-8025, Option 2.**

Check our website for Practical Nursing Information Session dates and information on exams: www.bucks.edu/practical

The Practical Nursing Program is a full-time, twelve month, state approved program beginning annually in July. The curriculum consists of a wide variety of clinical experience, along with classroom instruction. 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. The first step to admission is the NLN-PN Pre-Entrance Exam, which is a non-medical, basic Math, Reading, and Science test. There are a limited number of testing dates, so register today!



NLN-PN Pre Entrance Exam Review (51 Hrs)

The first step to admission in the Practical Nursing Program is taking the NLN-PN Pre-Entrance Exam. This course will review the basic Math, Reading Comprehension/Vocabulary, and Science skills needed to help you be successful on the exam and pursue your goal of becoming a Practical Nurse. *Staff*

Text: Review Guide for LPN/LVN Pre-Entrance Exam 3rd Edition By National League of Nurses/ Jones & Bartlett Publishers

Newtown Campus/\$229 (plus text)/

ATEST 0056 N01/

9 Mon, 8 Wed, 6/8 – 8/3, 6-9 pm

Continued on page 10

One Day NLN-PN Pre-Entrance Exam Review (7Hrs)

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 pre-entrance exam. It will also provide you with suggestions for study skills as you prepare for the exam.

Sign up today and pursue your goal of becoming a Practical Nurse! *Staff*

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

N01/Sa- 6/13, 9am – 4pm

N02/Sa – 8/29, 9am – 4pm

Check our website for more information on exams: www.bucks.edu/practical

Nurse Aide Training Program (130 Hrs)

Requirements PRIOR to registration: Physical and Two-Step PPD Test, High School Diploma or GED, Assessment Test or evidence of college/trade school; verification of Pennsylvania residency, two forms of identification (one photo ID, both must be signature bearing); Pennsylvania State Police Criminal Background Check; FBI Criminal Check for those living in Pennsylvania for LESS than two years.

To obtain a registration packet, please download a copy of the registration packet from our website, www.bucks.edu/nurseaide or email your full name and mailing address to nurseaide@bucks.edu or contact the Allied Health Office by phone 215-968-8025 Option 3, or pick-up at the Newtown Campus in room 004 of the Allied Health Building, or in the lobby of the Upper Bucks and Lower Bucks campus.

To register: Students must complete all required paperwork prior to scheduling an appointment with the Assistant Director. This appointment will include a paperwork review and if applicable, the assessment test.

Online registration is not available for the Nurse Aide Training Program. Payment in full is required at time of registration. **Class size is limited to 10 students.**

Approved by the Pennsylvania Department of Education

For more information about the Nurse Aide Program, please contact Denise McCardle-Ladden, Assistant Director at :

215-968-8482, or

email: denise.mccardle@bucks.edu

Nurse Aide Training Class times and details:

Upper Bucks Campus/ \$959 (includes two textbooks)/WHPAH 0303 W70/

See our website for class times and dates:

www.bucks.edu/nurseaide

Newtown Campus/ \$959 (includes two textbooks)/ WHPAH 0303 WB1- WB2

WB1/ 5/5 to 7/30/15

Classroom: 11 Tues, 5/5 - 7/21, 8:30 am-2 pm;

3 Thurs, 5/7 - 5/21, 8:30 am-1 pm (no class 7/14)

Clinical Orientation: Thurs, 5/28, 7 am –11 am,

Clinical: 8 Thurs, 6/4 - 7/30, 7 am - 3:30 pm

(7/30, 7 am–2:30 pm) (no clinical 7/16)

Clinical Site: Pennswood Village

Instructor: C. Gillis, R.N.

WB2/ 5/11 to 8/5/15

Classroom: 11 Mon, 5/11 - 7/27, 5pm-10:30pm,

3 Wed, 5/13 - 6/3, 5pm-9:30pm (no class 5/25 & 5/27)

Clinical Orientation: Wed, 6/10, 7–11 am,

Clinical: 8 Wed. 6/17 - 8/5, 7am-3:30pm

(8/5, 7am-2:30pm)

Clinical Site: Pennswood Village

Instructors: M.A. Adams, R.N. and L. Hesson, R.N.

Lower Bucks Campus/\$959 (includes two textbooks)/ WHPAH 0303 W50- W51

W50 / 5/12 to 7/30/15

Classroom: 11 Tues, 5/12 - 7/21, 9:30 am-3 pm;

3 Thurs, 5/14 - 5/28, 9:30 am-2 pm

Clinical Orientation: Thurs, 6/4, 8 am – 12 pm;

Clinical: 8 Thurs, 6/11 - 7/30, 8 am-4:30 pm,

(7/30, 8 am–3:30 pm)

Clinical Site: HCR Manor Care

Instructor: B. Gallagher, R.N.

W51 6/3 to 8/28/15

Classroom: 11 Wed, 6/3 – 8/19, 9:30 am-3 pm;

3 Fri, 6/5 – 6/19, 9:30 am-2 pm (no class 7/1)

Clinical Orientation: Fri, 6/26, 8 am – 12:00 pm,

Clinical: 8 Fri, 7/10 – 8/28, 8 am-4:30 pm, (8/28,

8 am–3:30 pm) (no clinical 7/3)

Clinical Site: HCR Manor Care

Instructor: D. Shy, R.N.

Continuing Education for Nurses

For more info, contact Janet Baker,
Director, Allied Health, at: 215-968-8324
email: janet.baker@bucks.edu

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. *Joyce Welliver, RN, MSN, CRNP*

Requirements: Current PA nurse's license, current healthcare provider CPR certification, flu shot, professional liability insurance, healthcare insurance and medical clearance, criminal background check by the State Police. All must be provided before clinical experience. All forms can be found on our website: http://www.bucks.edu/nursing_review/index.php.

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

Orientation: Newtown Campus/ Wed, 5/27, 6-8 pm

Classroom: Lower Bucks Campus/
6 Mon & 5 Wed, 6/1 – 7/6 6-10 pm

Skills Review: Newtown Campus/
Wed &, Mon, 7/8 & 7/13, 6-10 pm

Clinical: St. Mary Medical Center/
4 Mon & 4 Wed, 7/15 – 8/10, 6-10 pm

Thanatology

Courses to Resume Fall 2015

This certificate program is designed to provide you with a basic understanding of issues related to loss, but especially those related to dying, death, and the resultant bereavement whether the death is a result of a long-standing chronic illness, an acute condition, or a traumatic incident.

This 63-hour program, with nine required courses, will benefit the professional and personal caregiver. At the conclusion of the course, you will have developed:

- Knowledge of the research relevant to dying, death, and bereavement
- Understanding the practical approaches relevant to dealing with death and dying
- Comprehension of the significance of spiritual, cultural, and ethnic diversity and their influence on an individual's understanding of dying, death, and bereavement.

Kimberly L. Rabago, MSW

Required Courses

- I. The Nature of Loss
- II. The Dying, Terminally Ill Patient
- III. Cultural and Spiritual Issues in Dying
- IV. Preparing for Death
- V. Caring for the Caregiver through the Illness and Aftermath
- VI. Trauma and the Dying Process
- VII. Bereavement, Grief and Mourning
- VIII. Dealing With Loss or Death During the Holiday Time
- IX. Looking at Dying, Death and Bereavement in Music, Literature, and the Arts Throughout the Ages

The Association for Death Education and Counseling® has deemed this program as counting toward the continuing education requirements for the ADEC CT and FT programs.

Newtown Campus/\$179 per course/ 9 am-5 pm

For more info on courses & electives, see bucks.edu/thanatology

Phlebotomy for Healthcare Personnel (6 Hrs)

This course is designed as an introduction to, and review of, the basic skills of phlebotomy and a review for returning healthcare workers. This course will include the latest NAACLS guidelines and competencies necessary to provide a continuum of care. Emphasis will be on the fundamental theory and techniques of drawing blood samples as well as safety awareness, proper laboratory practices, and professionalism. *Gail Donegan, BS, MT, (ASCP)*

Text: So You're Going to Collect a Blood Specimen: An Introduction to Phlebotomy 13th Edition (2010) by F. Kiechle

Newtown Campus/ \$85/ WHPAH 0331 WB1/

Tues/Wed, 6/2 & 6/3, 6-9 pm

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. Students will learn to cultivate a high level of compassion and empathy, and to eliminate factors that may obstruct the delivery of high quality care and companionship to whomever they serve. 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, and End of Life Educator, Author, Speaker

Online/ \$497/ WHPAH 0074 WB20/ Register anytime between June to August. MUST be completed by August 28.

For more information on course and modules, please visit bucks.edu/endoflife

Eat for Health Challenge

This 7 week group lecture series covers several topics to assist you in learning the basics of eating nutrient-dense diet. The weekly topics include:

- Introduction to Eating Healthy
- Hunger & Food Addiction
- Magical/Mythical Protein
- Emotional Factors in Weight Loss & Health
- Nutritarian vs. Vegetarian
- The Skinny about Fats
- Nutritarian Cooking Secrets

Crystal Widmann, MS, NCC, Reiki Master, Certified Nutrition Education Trainer, Certified Personal Trainer

Newtown Campus/ \$139 (plus textbook)/

WHPAH 0042 WB1/ 7 Wed. 7/15-8/26, 7 – 8:30 pm

"Eat to Live", Joel Fuhrman, Little, Brown, and company: Revised edition (January 5, 2011)
ISBN 9780316120913

See Also:

[Personal Mindfulness Courses - Page 43](#)

[Health and Fitness Courses - Page 44](#)

Allied Health Programs

Introduction to the Life Cycle of Clinical Trials (9 Hrs)

This course is designed as an introduction to the process of Clinical Trials in the Biopharmaceutical industry. This course will include an extensive overview of the clinical trials process, background history, design features, FDA involvement and job opportunities in the industry. *Kenza McFadden, MPA*

Newtown Campus/ \$135/ WHPAH 3009 WB1/
3 Tues & 3 Thur 6/4 - 6/23, 6 pm - 7:30 pm
(No Book Required)

Ordering Textbooks

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

Hemodialysis Technician

Hemodialysis Technician Program (75 Hrs)

Courses to Resume Fall 2015

This course will teach you the essentials needed to begin your career in Dialysis. As a Dialysis Technician, you will enter this exciting and fast-paced world with all the knowledge and confidence needed to thrive. There are many employment opportunities all around the USA and the skills learned can be utilized anywhere. With almost 400,000 people on dialysis in the US alone, there is a great need for dialysis technicians.

With our aging population, there will be an even greater need for professional dialysis staff. The major dialysis companies offer great benefits and many advancement opportunities. The ideal student will love working with patients and being part of a strong team. Become part of the front line by providing quality life sustaining treatments to our ESRD/Dialysis population. *Dr. Jason Kaplan, D.C., R.N.*

Newtown Campus/ \$2,205 (plus textbooks)/
WHPAH 0590 WB1

Mandated Child Abuse Reporting

Mandated Reporting of Child Abuse (3 Hrs)

Effective January 1, 2015, all health-related licensed professionals and funeral directors, who are licensed through the Department of State, are required under ACT 31 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).

Newtown Campus/\$25/WHPAH 0028
WB1/ Tues, 5/5, 6pm – 9pm
WB2/Thurs, 6/18, 6 pm – 9 pm

Lower Bucks Campus
W50/ Tues, 7/14, 1 pm – 4 pm

Upper Bucks Campus/
W70/ Thurs, 8/6, 9 am – 12 pm

Protecting children is the responsibility of us all. Anybody who suspects that a child is being hurt, has the right to report that suspicion. But, certain professionals, due to their contact or work with children, have special responsibilities. These people are called mandated reporters and are required by law to report suspected child abuse. Mandated reporters are of critical importance in the child abuse prevention effort. This training identifies the role and responsibility bystanders and care providers play in the prevention, protection and intervention of child abuse.

More information on Act 31 can be viewed at the following link: tinyurl.com/act31information

Register Online!

For on-line registration please go to the following website: **www.bucks.edu/howtoregister** This secure on-line 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.

Medical Reimbursement, Coding & Medical Transcription

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

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

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.

Medical Reimbursement/Coding Specialist Certificate Hybrid (180 Hrs)

Hybrid to Resume Fall 2015

This program is for those with little or no prior work experience in the field. It will prepare you for a career such as: Medical Coding Technician, Medical Coder, Practice Operations staff, Claims Management Specialist, Practice Manager. This course includes, Medical Terminology, ICD-9, 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/\$2,520 (plus textbooks, AAPC membership, practice exams, and CPC certification exam)/ WHPAH 2508 W20/

Medical Reimbursement/Coding Specialist Certificate (180 hours)

This program is for those with little or no prior work experience in the field. It will prepare you for a career such as: Medical Coding Technician, Medical Coder, Practice Operations staff, Claims Management Specialist, Practice Manager. This course includes, Medical Terminology, ICD-9, CPT for procedures, HIPAA, and Health Insurance. It will prepare the student for a rewarding career in physician offices, hospitals, and ambulatory surgery centers. *Mike Duffy C.P., C.P.C. & AnnMarie Johnson RN, BSN, CLNC*

Newtown Campus/ \$2,520 (plus textbooks, AAPC membership, practice exams, and CPC certification exam) WHPAH 2501 WB1/

18 Mon & 19 Wed, 6/18/15 – 10/14/15 (no class 9/7), 6 pm–9:30pm (7/6 - 7/20 6pm - 10pm), & 7 Sat, 6/13, 6/20, 6/27, 9/12, 9/19, 9/26, 10/3, 10/10, 8:30 am – 3 pm

Medical Coding-Transition to ICD-10 (online) (150 Hrs)

This program is for those with significant work experience in Medical Billing & Coding (ICD-9) preparing for ICD-10 transition. The course will include an overview of medical business operations relevant to medical terminology, acronyms, and the patient care cycle. It will also incorporate disease processes for medical coders, and the transition to ICD-10. *Crystal Peurifoy, CCS, CPC-H*

Lower Bucks Campus/\$2000 (plus textbooks)

WHPAH 2504 W20/

Mon, 6/1, Orientation, 5-9 pm (All other work will be Online), 6/1 – 8/3

Healthcare Information Technology Courses

As the nation moves toward industry-wide adoption of electronic health records (EHRs), the Bureau of Labor Statistics expects a shortage of about 50,000 qualified health IT workers to meet the needs of hospitals and healthcare affiliates. The Certified Healthcare Technology Specialist (CHTS) competency exams allow professionals and employers to capitalize on new technologies, procedures and careers.

For more information:

Janet Baker, Director, Allied Health
at: 215-968-8324
or email: janet.baker@bucks.edu
or visit: bucks.edu/alliedhealth

Electronic Health Record and Practice Management Specialist Hybrid (180 Hrs)

Course to Resume Fall 2015

This program is for those with little or no experience in the field. It will prepare you for a career such as: Electronic Health Record Specialist, Practice Manager, HIT Implementation Specialist, Medical Records Technician, Medical Receptionist, Practice Operations staff, Medical Biller, Claims Management Specialist. This course includes management of health information systems, organization of health databases, integration of health databases, and ambulatory surgery centers. *Beth Schindele*

Newtown Campus/ \$2,520 (plus textbook, practice exams and NHA CEHRS certification exam)
WHPAH 2505 W20/

See Also -

- Medical Reimbursement/Coding - See above on this page
- CompTIA Healthcare IT Technician Certificate - Page 32

Physical Therapy Aide

Physical Therapy Aide Program (50 Hrs)

This 50-hour Physical Therapy Aide 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.

Dr. Leena Gupta, D.O., M.B.A.

Newtown Campus/\$1,405 (plus textbook)/
WHPAH 0277 WB1/ 11 Mon, 6/1- 8/10,
5-9 pm, & 1 Mon, 8/17, 5-7 pm

For more information:

Janet Baker, Director, Allied Health
at: 215-968-8324
or email: janet.baker@bucks.edu
or visit: bucks.edu/alliedhealth

Pharmacy Technician

Pharmacy Technician Comprehensive (75 Hrs)

The Pharmacy Technician assists the licensed pharmacist to prepare prescription 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 info on the exam, go to **www.PTCB.org**.

Text: The Pharmacy Technician, 5th Edition 2013, by Perspective Press & Pharmacy Calculations, 5th Edition 2013, by Mary F. Powers & Janet B. Wakelin

Newtown Campus/\$2,205 (plus textbook)/
WHPAH 0273 WB1-WB2

WB1/ 13 Tu & 12 Th, 6/2- 8/25, 9 am-noon /
Alan Vogenberg, R.Ph., FASCP

WB2/ 13 Tu & 12 Th, 6/2- 8/25, 6:30-9:30 pm /
Dr. Joseph Urban, B.S. Pharmacy, M.B.A., Doctor of Pharmacy



Dental Assisting

Dental Assisting Program (100 Hrs)

This 100-hour Dental Assisting Program prepares you for entry level positions in one of the fastest growing health care positions – Dental Assisting. Administrative aspects include: 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 hand-pieces; 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 take and pass the DANB Radiology Health and Safety Examination (RHS) and register with the State. The cost of this exam is \$175 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

WB1/ 17 Tu & 16 Th, 6/2 - 9/22, 6:30-9:30 pm,
9/24, 6:30 -7:30 pm, *Lisa Jones, EFDA*

CPR, First Aid Training & Safety

CPR and First Aid Courses

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 please contact:

Janet Baker, Director, Allied Health at:
215-968-8324 or email:
janet.baker@bucks.edu

Heartsaver First Aid

(American Heart Association 2-year certification)

For professionals who need basic first aid for the workplace. Janet Baker, M.Ed.

Newtown Campus/ \$65 (includes book & card)/
 PHPAH 0001 WB1/ Sa, 6/20, 9 am-1 pm
 Approved Hours: 4 (Act 48)



Heartsaver Adult CPR/AED and First Aid

(American Heart Association 2 year certification)

For professionals who need Adult CPR & basic first aid for the workplace. Janet Baker, M.Ed.

Newtown Campus/ \$85 (includes book & card)/
 PHPAH 0002 WB1/ Tu, 6/23 & 6/30, 6 pm - 9 pm
 Approved Hours: 6 (Act 48)



Heartsaver Pediatric CPR & First Aid

For parents, grandparents, teachers, day care workers, nannies, and baby sitters. Janet Baker, M.Ed.

Newtown Campus/ \$85 (includes book & card)/
 PHPAH 0014 WB1/ Mon, 7/13 & 7/20, 6pm - 9pm
 Approved Hours: 6 (Act 48)



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. Janet Baker, M.Ed.

Newtown Campus/ \$85 (includes book & card)/
 PHPAH 0003 WB1- WB5/
 WB1/ Wed, 6/3 & 6/10, 6pm - 9pm
 WB2/ Sa, 6/6, 9am - 3:30pm
 WB3/ Sa, 6/27, 9am - 3:30pm
 WB4/ Tu, 7/7 & 7/14, 6pm - 9pm
 WB5/ Th, 8/6 & 8/13, 6pm - 9pm
 Approved Hours: 6 (Act 48)

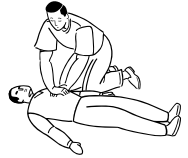


CPR Recertification for Healthcare Providers & Community

(Includes Adult, Child, Infant CPR and AED training, 2 year certification) Janet Baker, M.Ed

Prerequisite: Must have a current CPR card.

Newtown Campus/ \$65 (includes card)/
 PHPAH 0004 WB1- WB5, 6-10 pm
 WB1/ Mon, 6/1
 WB2/ Wed, 6/17
 WB3/ Thu, 7/2
 WB4/ Wed, 7/29
 WB5/ Tu, 8/4
 Approved Hours: 4 (Act 48)



EKG Phlebotomy Technician

For more information:

Janet Baker, Director, Allied Health
at: 215-968-8324
or email: janet.baker@bucks.edu
or visit: bucks.edu/alliedhealth

Phlebotomy Technician Hybrid (97 Hrs)

Newtown Campus/\$1,819 (plus text and course connect package & NHA Exam) Gail Dittes, R.N.
 WHPAH 0264 W20/

Classroom: 2 Th, 5/28, 6pm - 9pm, 6/4, 6pm - 10pm,
 Sa, 6/6, 9am - 12pm, 3 Sa, 6/13 - 6/27, 9am - 3:30pm;
 4 Thu, 7/2 - 7/30, (no class 7/23), 6pm - 10pm,
 Thu, 8/6, 6pm - 9pm

NHA Exam (cost not included)/TBA

All other work online; approximately 5 hours per week

EKG/Phlebotomy Technician Hybrid Comprehensive (164 Hrs)

Course to Resume Fall 2015

This 164-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, 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 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. Gail Dittes, R.N.

Newtown Campus/ \$3,005 (plus text and course connect package & NHA Exam)/
 WHPAH 0249 W20/

Healing & Massage Modalities

Healing Arts

Unless otherwise noted, for more information on Healing Arts Courses, please contact:

Director, Continuing Education at:
215-968-8104 or email:
coned@bucks.edu

For additional info on Reiki III, and
Introduction to Ayurveda, contact:

Janet Baker, Director, Allied Health, at :
215-968-8324 / email: janet.baker@bucks.edu

Reiki Courses

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*

RHEAL 0100 / \$115 (includes manual) /
C01/ Newtown Campus/ 3 Wed, 6/17, 6/24 & 7/1,
4/8; 6:30-9:30pm

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.

RHEAL 0102 / \$115 (includes manual) /
C01/ Newtown Campus/ 4 Wed, 8/5, 8/12, 8/19,
& 8/26; 6:30-9:30pm, xx
Glenda R. Smith, Certified Reiki Master Teacher

For more information on Harp Therapy, Mindfulness courses, and Reiki Levels I and II,

call: (215) 968-8104
or email coned@bucks.edu

Reiki Level III – Advanced Reiki Training

Deepen your Reiki practice; receive three additional cleansing symbols, learn about the seven chakras and how they are related to Reiki cleansing treatments, the use of crystals in your Reiki practice, learn techniques for providing Reiki healing attunements. Students MUST have completed both Reiki I and Reiki II to register. *Crystal Widmann, Reiki Master Teacher*

Newtown Campus/ \$255 (plus \$35 materials fee paid to instructor)/RHEAL 0123 WB1/
Fri, 8/28, 6-9 pm & Sa, 8/29, 9 am-4 pm

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. It employs a number of approaches, such as nutrition, herbs, and lifestyle to strengthen and purify the body, mind, and spirit which will help to increase harmony with the environment. 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/\$95 (plus \$10 paid to instructor for food/herbs)/OHEAL 0131 WB1/
2 Mon, 7/13 & 7/20, 6-9:30 pm

See Also:

Personal Mindfulness Courses - Page 43
Health and Fitness Courses - Page 44

See also: Hypnotherapy, page 25

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:

<http://www.e2campus.com/my/bucks/signup.htm>

The most up-to-date information will also be available on the college's website at:
www.bucks.edu



Dynamic, affordable, quality training programs designed to help you move your business forward. We are dedicated to meeting your specific needs to help your businesses grow and thrive in our area. Seminars, single or series courses and certificate programs are available. Call today for more details about how we can support you.

- Unless otherwise noted, for further information on the following courses, please contact Continuing Education at [215-968-8104](tel:215-968-8104)
- For more information visit: www.bucks.edu/con-ed-courses
- To register, visit: www.bucks.edu/howtoregister, or call 215-968-8409 (Option #1)

Business@Bucks

Look what Bucks is doing with business!

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- Custom Courses to Meet Your Company's Needs

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Business Services and Marketing

Business Research Certificate

Get the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making. This course is for business professionals, entrepreneurs, and anyone who needs specific information about a particular topic such as market potential, competitive intelligence, standard industry practice, productivity improvement, etc.

Three one-month courses. Certificate available for successful completion. \$495 total for all 3 courses.

Courses cannot be taken individually.

Online/ \$495/ ESMCE 4330 C30/

- **Section 1:** Introduction to Business Research, C30/ 6/1-6/26
- **Section 2:** Business Statistics, C30/ 7/6-7/31
- **Section 3:** Qualitative Business Research, C30/ 6/1-6/26; C31/ 8/4-8/28



Effective Copywriting

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Come away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back. One month course

Online/ \$195/ ESMCE 0230 C30/ 7/6-7/31

Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills.

Three one-month courses. \$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/ 6/1-6/26

Intermediate Data Analysis

Online/ \$195/ ESMCE 0227 C30/ 7/6-7/31

Advanced Data Analysis

Online/ \$195/ ESMCE 0228 C30/ 6/1-6/26; C31/ 8/4-8/28



Certificate in Customer Service

With the increase of technology, human interaction with customers becomes all the more important. Whether retaining customers, serving customers, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn some extraordinary customer service techniques that will improve productivity.

Two one-month courses. 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/ 6/1-6/26

Extraordinary Customer Service

Online/ \$145/ ESMCE 4321 C30/ 7/6-7/31

 www.bucks.edu/LERNclasses

Certificate in eMarketing Essentials

Get a fundamental introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and successfully employing online advertising. Relevant for any type of organization, including businesses, companies, nonprofits, and government agencies. No eMarketing experience or expertise is necessary. Three one-month courses, including readings.

\$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/ 6/1-6/26

Boosting Your Web Site Traffic

Online/ ESMCE 4304 C30/ 7/6-7/31

Online Advertising

Online/ ESMCE 4305 C30/ 6/1-6/26; C31/ 8/4-8/28

 www.bucks.edu/LERNclasses

Certificate in Social Media for Business

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Three one-month online courses, includes book, study guide, exam and 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/ 6/1-6/26



Marketing Using Social Media

Online/ ESMCE 4301C30/ 7/6-7/31

Integrating Social Media in Your Organization

Online/ ESMCE 4302 C30/ 6/1-6/26; C31/ 8/4-8/28

 www.bucks.edu/LERNclasses

Ordering Textbooks

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

Register Online!

For on-line registration please go to the following website: **www.bucks.edu/howtoregister**
This secure on-line 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.

Nonprofits

Certificate in Non-Profit Administration

Non-profits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits, with our Certificate in NonProfit 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 Nonprofits

Online/ \$495/ ESMCE 4340 C30/ 6/1-7/24

Program Evaluation for Nonprofit Professionals

Online/ \$245/ ESMCE 4341 C30/ 6/1-6/26; C31/ 8/4-8/28

 www.bucks.edu/LERNclasses



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 successfully 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

At the end of this course, 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 successfully manage your new business.

Online one month course / \$195 / ESBEN 0210 C30/ 6/1-6/26

The Business Plan

In the online Business Plan course, you will discover the basics of the entrepreneurial planning process culminating in the development of an early-stage business plan. By preparing your business concept, building your plan, and evaluating your business for feasibility, you gain knowledge critical for business start-up and development. A practical, hands-on approach encourages you to immerse yourself in the vision, research, and planning aspects of your new venture.

Online one month course / \$195/ ESBEN 0219 C30/ 7/6-7/31

Entrepreneurial Marketing

This course offers you a step by step approach to attract and keep customers, all within a realistic budget. With an emphasis on customer-driven marketing decisions, you will learn how to build a strong brand, analyze which tactics to use, and implement your marketing plan. Whether you are starting a business or growing an existing one, you will take away practical marketing tips and tools that you can use to improve your marketing efforts. *Kathy Nadlman*

Online one month course / \$195 / ESBEN 0222 C30/ 6/1-6/26; C31/ 8/4-8/28



For more info on all Entrepreneur Programs:

email: coned@bucks.edu

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

Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making.

Online/ \$195/ ESBEN 0225 C30/ 6/1-6/26

Cash is King

Cash is arguably the most important factor in business success. D&B reports 90% of all small business failures are due to poor cash flow—more money gets paid out than collected. It is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash and find out your role in cash flow success.

Online/ \$195/ ESBEN 0224 C30/ 7/6-7/31



Funding Your Business

What does it take to have a financially feasible business? The short answer is Money! But, where does this money come from? Come explore your business's financial feasibility in three areas—start-up or expansion, profits, and cash. Then, you will explore potential debt and equity sources of funds to help support these areas and create a financially successful venture.

Online/ \$195/ ESBEN 0223 C30/ 6/1-6/26; C31/ 8/4-8/28



See Also:

Workplace Professional Skills - page 58
Business Services & Marketing - page 17

Customized Training



- For more information visit: www.bucks.edu/cwd
- For all course offerings, visit: www.bucks.edu/con-ed-courses
- Center for Workforce Development Website: www.bucks.edu/cwd
- For e-mail inquiries, contact: lauren.loeffler@bucks.edu

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

Computer Skills

- AutoCAD, Revit, Solidworks, and Inventor
- Database Design and Administration
- Desktop Computer Applications
- Information Technology
- IT Security
- Microsoft Office
- Network Systems Administration
- Programming Languages
- Web Design

Job-Specific Skills

- Advanced Manufacturing Skills
- Allied Health
- Blueprint Reading
- CNC Machine Operator Training
- CPR/AED/First Aid
- Electro/Mechanical Training
- Energy Efficiency
- HIPAA
- Human Resources
- Hydraulics/Pneumatics
- Industrial/Mechanical Maintenance
- Industrial Safety
- Lean Six Sigma
- Mechanical Drives
- Metrics and Measurement
- OSHA Compliance
- PLC Troubleshooting
- Production Technician
- ServSafe™ and HACCP Certification
- Welding

Professional/Personal Development

- Business Math
- Business Writing
- Change Management
- Courageous Conversations
- Coaching for Professionals
- Command Spanish® Occupation-Specific Spanish
- Communication Skills for the Workplace
- Conflict Resolution
- Customer Service Excellence
- Diversity Awareness
- Effective Meeting Management
- Executive Management
- First Time Supervisor Training
- Interpersonal Communication
- Leadership - Customized Academies
- Negotiation Skills
- Performance Evaluation
- Presentation Skills
- Problem Solving/Decision-making Skills
- Project Management
- Sales Training
- Stress Management
- Teambuilding
- Time Management
- Workplace English as a Second Language
- Workplace Foundation Skills

Industry Partnerships

Partner with Bucks to meet the demands of your industry by addressing employee development, retention and recruitment, connecting people to careers, highlighting best practices, and promoting communication. Let us help you prepare for your future.

Needs Assessment

We can assist you to identify your company's training needs and create a customized training plan for your business. Contact us today for a free consultation with one of our directors.

To learn more about how we can serve you, contact the Center for Workforce Development at:

215-968-8006

cwd@bucks.edu

**Your company may qualify
for free PA State Training
grants - call for information.**



- For more information visit: www.bucks.edu/con-ed-courses
- Continuing Education Website: www.bucks.edu/con-ed
- Center for Workforce Development Website: www.bucks.edu/cwd
- To register, visit: www.bucks.edu/howtoregister, or call 215-968-8409 (Option #1)

Business@Bucks

Look what Bucks is doing with business!

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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:

<http://www.e2campus.com/my/bucks/signup.htm>

The most up-to-date information will also be available on the college's website at: www.bucks.edu

Register Online!

For on-line registration please go to the following website: **www.bucks.edu/howtoregister**
This secure on-line 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.

Aviation

Private Pilot Ground School

Upon course completion, students will be equipped with the necessary knowledge to take the FAA's written exam to become a Private Pilot. Aircraft systems, aerodynamics, flight instruments, navigation, weather, flight planning, regulations, and airspace will all be covered.

Must be 15 years old prior to the start of the class.

Robert W. Lamberti, ATP, CFI/III, MEI, AGI, IGI

Newtown Campus/ \$500/ RCEGN 9000 C01/

Next Offering: Fall 2015

Online Courses for Teaching Professionals

ACT 48

PLEASE NOTE: Not all Ed2Go or LERN courses are eligible for ACT 48 credit. Only courses which are specifically approved for Act 48 credit will be processed. Approved courses are listed in the catalog with an ACT 48 logo. If you have any questions on whether a course is eligible for Act 48 credit, please contact Maryann Brennan (maryann.brennan@bucks.edu or 215-968-8104) before registering for the class.

Certificate in Teaching Adults

This is your invitation to teach others in-person and join in one of the more important functions in life - passing on knowledge and skills to others. It is both an opportunity and a responsibility. This course is for novices or experienced teachers who wish to improve their skills. Students will review both the teaching fundamentals and learn advanced techniques that will enhance their teaching. The lead instructor is author of *How to Teach Adults*, the best-selling book on the subject. The e-book version is included in the course.

Online/ \$295/ ECPED 1505 C30/

Next Offering: Fall, 2015

Approved Hours: 32 (Act 48)



www.bucks.edu/LERNclasses

Look for the logo to quickly Identify other ACT 48 courses in the brochure.



Certificate in Online Teaching

From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, this program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business.

\$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

Online/ ECPED 1500 C30/ 6/1-6/26

Approved Hours: 16 (Act 48)



Designing Online Instruction

Online/ ECPED 1501 C30/ **Next Offering: Fall 2015**

Approved Hours: 16 (Act 48)

Fostering Online Discussion

Online/ ECPED 1503 C30/ 7/6-7/31

*Online Instructor (COI) requires the registrant to take a 50 question exam. The 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.



www.bucks.edu/LERNclasses

ed2go



Visit our website at www.ed2go.com/bucks

A new section begins each month:

- May 20
- June 17
- July 15
- August 19

ed2go

Learn More

For more information on how to register for ed2go classes: ed2go.com/bucks

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

www.bucks.edu/con-ed-courses

Change Grow Succeed

We develop programming to improve the **lives**, **careers**, and **businesses** within our Community.

Come to Bucks if you want to:

- *Engage your passion for learning*
- *Gain skills for fun, or to build your career*
- *Maintain the competitive edge of your workforce*

Certified Public Accountant

Many Bucks Continuing Education courses provide Continuing Professional Education credits for CPAs. For more information on the eligibility of a specific course, please contact Sherry McKinney at: (215) 788-3593 or sherry.mckinney@bucks.edu

Some eligible courses include:

- Access - page 35
- Quickbooks - page 36
- Excel - page 35

Child Development

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.

For further information please contact Maryann Brennan, Director of Continuing Education at: (215) 968-8104 or email maryann.brennan@bucks.edu

FREE Information Session
XSMCE 3230 C01/ Next Offering: Fall 2015

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/

Next Offering: Fall 2015

Approved Hours: 60 (Act 48, CDA)



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/

Next Offering: Fall 2015

Approved Hours: 60 (Act 48, CDA)



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.

Hypnotherapy

For more information on Hypnotherapy and Certified Hypnotherapist & Certified Master Hypnotherapist contact:

Maryann Brennan, Director, Continuing Education
(215) 968-8104 or coned@bucks.edu

Certified Hypnotherapist / Hypno-Counselor

Online/On Site Hybrid

Please note: All classes will be held off campus.

Bucks welcomes you to call Dr. Holder personally at 215-493-1204 for a course description and/or no-obligation enrollment consultation.

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

Who should enroll?

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

Added Benefits of certifying through

Bucks County Community College

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

Approx. 360 hrs home, web & classroom.

Hybrid/\$1,795/ WSMCE 5252 C20

Online/ Sa, 5/30, 10am-1pm, Thu, 6/4, 6:30pm-9:30pm, Sa, 6/13, 10am-1pm, Thu, 6/18, 6:30pm-9:30pm, Sa, 6/27, 10am-1pm, Thu, 7/2, 6:30pm-9:30pm, Sa, 7/11, 10am-1pm, Thu, 7/16, 6:30pm-9:30pm, Sa, 7/25, 10am-1pm, Thu, 7/30, 6:30pm-9:30pm

Practicum/ Sa, 8/8, Sun, 8/9, & Mo, 8/10, 10am-6pm each day

Materials for Basic Certification: \$695 if purchased 10 days in advance (retail value \$939.95). Complete Student Library including all materials for basic & advanced course - \$695 (Retail Value \$1,489.95) Materials purchased through Bodysmart Wellness 215-493-1204 Graduates eligible to enroll in the “Advanced Master Level Hypnotherapy Certification Program”

Instructor: *Dr. Philip Holder*

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

Advanced Master Hypnotherapist / Hypno-Counselor Certification

70 hrs (45 in class/25 home)

Exciting Advanced Course: Regression, Abreaction, Past Lives, Practice Management, Forensic Hypnosis, Pain Management, Hypnosis for Childbirth, Working with Fears & Phobias, Enhancing Intuitive & Creative Ability, Performance Enhancement, Sexual Dysfunction, Hypno-Analysis, Memory Enhancement & more. Set yourself apart from the rest! Call Dr. Holder at 215-493-1204 for details today.

Dr. Philip Holder

Prerequisite: Basic Certification from approved provider Newtown Campus/\$695 for graduates of BodySmart Wellness LLC, The International Medical & Dental Hypnotherapy Association, and Bucks County Community College certificate program; \$1,195 for students with certificates from other training programs

WSMCE 5253 C20/ (Hybrid)

Next Offering: Fall 2015

(Students will have the option of attending the classes at BodySmart Wellness or online via Citrix GoToMeeting. If the student elects to do it online, a volunteer must be with them for each class.)

Certified Hypnotherapy/ Hypno-Counseling Instructor

Attention Certified Hypnotherapists... If you have advanced certification in Hypnotherapy, you may be eligible to become a Certified Hypnotherapy/Hypno-Counseling Instructor with Bodysmart Wellness, LLC, and The International Medical Dental Hypnotherapy Assoc., through Bucks County Community College. No matter where you live, anywhere in the world, you could become part of our team as a certified instructor in this wonderful field in your home area. Call Dr. Holder at 215-493-1204 for details today.

WSMCE 5254 C20/ Online/ \$695/

Next Offering: Fall 2015

(Students will have the option of attending the classes at BodySmart Wellness or online via Citrix GoToMeeting. If the student elects to do it online, a volunteer must be with them for each class.)

Professional Engineers

Continuing professional competency obtained by a licensee should maintain, improve or expand skills and knowledge obtained prior to initial licensure, including law and ethics applicable to the profession, or develop new and relevant skills and knowledge. No credit shall be given for a course in practice building or office management.

Each licensee shall be required to obtain twenty-four PDH units during the biennial renewal period. If a licensee exceeds the requirement in any renewal period, a maximum of twelve PDH units may be carried forward into the subsequent renewal period.

Visit http://www.pdhengineer.com/States/pennsylvania_state_requirements.htm for more details on what types of courses are approved.

Bucks Continuing Education Courses eligible for Engineering CEUs:

- Construction Certificates, page 57
- Advanced Manufacturing, page 56
- Lean Six Sigma, page 27
- Project Management, see below
- AutoCAD® & Revit®, page 37

Project Management



Project Management Classroom

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. *Matthew Tykinski, B.S.*

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

Module 1 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.

Newtown/ \$525 (Plus the \$75 for textbook)/ WSMCE 5403 C01/ (31 Hrs)

Next Offering: Fall 2015



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 the students to incorporate best practices and improve their understanding of the project management process.

Newtown/ \$525 /WSMCE 5404 C01/ (31 Hrs)

Next Offering: Fall 2015



Project Management Online

This comprehensive online program is designed to familiarize managers, executives, professionals and project specialists with the importance of good project launches, effective planning and scheduling, and important control and closing of a project. Participants will learn the project management life cycle. This online course does not require the students to “meet” online at specific times. However, this is not a self-paced course. Every week students are expected to complete specific reading, practice and assignment(s), to post to specific online discussions, and to assess your weekly progress using the weekly quiz. Students can do this at any time during the week as long as assignments are completed by the end of every Sunday. *Celine Gullace, Ph.D., PMP*

Text required:

Project Management in Practice 5th edition – ISBN No. 978-1-118-67466-6; approximate cost: \$158

Module 1: Getting Started, Initiating a Project and Initial Planning

Online/ \$525 (plus \$158 for textbooks)/ (30 Hrs)
WSMCE 5405 C20/ 6/8-7/12



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

Online/ \$525 / (30 Hrs)
WSMCE 5406 C20/ 7/20-8/23



Register Online!

For on-line registration please go to the following website: www.bucks.edu/howtoregister
This secure on-line 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.

See also:

Microsoft Project Basic & Advanced 2010
- See Page 36

Lean Six Sigma

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.

Certification

Lean Six Sigma certification awarded upon successful completion of classroom training, examination, project, and instructor evaluation. **For more information, call Emily Evans at: 215-504-8695.**



Testimonials

- "This course is extremely beneficial to management professionals. Will be put to good use at my work."
E. White, Enterprise Group

Please see our Senior Citizen policy on page 4.

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.

Newtown Campus/ \$2,450/ WSMCE 5274 WB1/
Classes forming in the Fall!

For more information, visit:

www.bucks.edu/academics/cwd/lean6sigma

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)

Newtown Campus/ \$3,100/ WSMCE 5271 WB1/
Classes forming in the Fall!

For more information, visit:

www.bucks.edu/academics/cwd/lean6sigma

ServSafe

SERVSAFE® Certification

This course fulfills the Educational and Testing requirements of the Pennsylvania Department of Agriculture and Bucks, Montgomery, Philadelphia and other regional County Health Departments for Foodservice staff and manager sanitation certification. \$255 (includes course book)

English Language, *Martin Goldman*

Newtown Campus/ WSERV 0001

Next Offering: Fall 2015

Chinese Language, *Betty L. Tsai*

Lower Bucks Campus/WSERV 0010 C50/

2 Mon, 8/31/15 & 9/14/15, 8:30 am – 5:00 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.

\$185 (includes course book)

English Language, *Martin Goldman*

Newtown Campus/ OSERV 0050

Next Offering: Fall 2015

Chinese Language, *Betty L. Tsai*

Lower Bucks Campus/OSERV 0051 C50/

Mo, 8/24/15; 8:30 am – 5:00 pm

See also:

[Culinary for Personal Enrichment - page 42](#)



- For all course offerings visit: www.bucks.edu/con-ed-courses
- IT Academy Website: www.bucks.edu/itacademy
- To register, visit: www.bucks.edu/howtoregister or call 215-968-8409 (Option #1)

The Department of Continuing Education offers computer training through individual courses, certification programs and online learning. This is hands-on learning coupled with instructors who are well-versed in the latest technologies. All Information Technology and computer literacy programs can also be customized for the workplace.

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

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- Front End Web Development, JAVA Programming
- HTML, Java Script & JQuery

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.

Newtown Campus/ \$1400 (plus book fee)/
WITAC 1091 C01/

Look for this course offering in Fall 2015

Pre-requisite: Microsoft Server Fundamentals
WCOSY 0350 or equivalent experience

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/ \$1400 (plus book fee)/
WITAC 1092 C01/ 7 Mon & 7 Wed, 6/1-7/15,
6:00-10:00pm

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/\$1400 (test voucher included)/
WITAC 1093 C01/ 7 Mon & 7 Wed, 7/20-9/2,
6:00-10:00pm

Ordering Textbooks

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

Microsoft's Visual Studio Development Environment

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.

Newtown Campus/ \$985 (plus book fee)/
WITAC 2103 C01/

Look for this course offering in Fal 2015

Advanced Programming using C# (42 Hrs)

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

Newtown Campus/ \$985 (plus book fee)/
WITAC 2104 C01/

Look for this course offering in Fall 2015

Introduction to Web Development Using C# (42 Hrs)

Learn the fundamentals and foundation of ASP.NET, AJAX, ADO.NET & LINQ using C#.

Lower Bucks Campus/ \$985 (plus book fee)/
WITAC 2106 C50/ 12 M, 6/1-8/17, 6:30-10:00pm

Go to www.bucks.edu/ITAcademy for more details and prerequisites.

Register Online!

For on-line registration please go to the following website: **www.bucks.edu/howtoregister**

This secure on-line 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.

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. Prerequisite: Microsoft Database Fundamentals WCOSY 1625 or equivalent experience.

Newtown Campus/ \$960 (plus book fee)/
WITAC 2500 C01/

Look for this course offering in Fall 2015

Microsoft SQL Server 2012 – Querying Microsoft SQL Server (48 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/\$960 (plus book fee)/
WITAC 2501 C01/ WITAC 2501 C01/ 6 Tu & 6
Th, 7/7-8/13, 6:00-10:00pm

Administering Microsoft SQL Server 2012 Databases (48 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 2501

Newtown Campus/ \$960 (plus book fee)/

Look for this course offering in Fall 2015



Implementing a Data Warehouse with Microsoft SQL Server 2012 (48 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 2502

Newtown Campus/ \$960 (plus book fee)/
WITAC 2509 C01/

Look for this course offering in Fall 2015

Microsoft Business Intelligence Solutions

Newtown Campus/ \$995 (plus book fee)/
WITAC 2512 C01/

Look for this course offering in Fall 2015

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 11 g: 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.

Newtown Campus/ \$795 (plus book fee)/
WITAC 2016 C01/

Look for this course offering in Fall 2015



Information Technology Infrastructure Library

ITIL Certification Training (40 Hrs)

This course will introduce students to the Information Technology Infrastructure Library (ITIL); cover the history of service strategy and frameworks; and review the ITIL five core publications.

Look for course offering Fall 2015

Cisco Certifications

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: Networking Fundamentals (76 Hrs)

This first module introduces the student to networking terminology and theory. Topics include an in-depth review of the Open System Interconnection (OSI) model, networking protocols and standards, and IP Addressing. The student will also learn how to build and configure a simple Ethernet network using routers and switches using the Cisco Command Line (CLI) interface.

Lower Bucks Campus/\$1200 (plus book fee)/
WITAC 1011 C50/ 11 Tu & 11 Th, 6/2-8/13,
6:30-10:00pm

Module 2: Routing Protocols and Concepts (68 Hrs)

The second module will explore basic routing protocols from RIP to more advanced protocols like EIGRP and OSPF with the use of Packet Tracer Labs and hands-on labs. Subnetting and Advanced IP addressing will be used to further refine the student's ability to design and configure network equipment.

Upper Bucks Campus /\$945 (plus book fee)/
WITAC 1012 C70/ 9 Tu & 9 Th, 7/14-9/10,
6:00-10:00pm

Module 3: LAN Switching and Wireless2 (36 Hrs)

The third module includes basic and advanced LAN switching concepts, with an introduction to Wireless Technologies. The student will explore LAN design, basic and advanced switch configuration, Virtual Local Area Networks (VLAN), Virtual Trunking Protocol (VTP), and the Spanning Tree Protocol (STP), along with Inter VLAN routing.

Lower Bucks Campus/ \$525 (plus book fee)/
WITAC 1013 C70/

Look for this course offering in Fall 2015

Module 4: Wan Technologies (36 Hrs)

The fourth and final module leading to the Cisco Certified Network Associate (CCNA) certification covers Wide Area Network (WAN) design. Topics include, Point-to-Point (PPP) protocol, Frame Relay, as well introduction to Network Security theory, Access Control Lists (ACL) and the use of the Security Device Manager (SDM). Students will also get an introduction to Virtual Private Networks (VPN), IP Addressing services and network troubleshooting.

Newtown Campus/ \$525 (plus book fee)/
WITAC 1014 C01/

Look for this course offering in Fall 2015

Scheduling information on these courses can be found at: www.bucksitacademy.com or at (215) 968-8132.

Cisco classes are now available at all 3 Bucks Campuses!!

Certification Information at www.cisco.com

CCNA® Security (Cisco IOS Network Security - IINS) (72 Hrs)

IT security is one of 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/ \$1400 (plus book fee)/
WITAC 1016 C01/

Look for this course offering in Fall 2015

****Call our IT Academy for more information: 215-968-8132**

CompTIA Certifications

A+, Networking+, Security+ and Linux+ Certifications by CompTIA

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:

220-801 for CompTIA A+ Essentials

220-802 for CompTIA A+ Practical Application

Upper Bucks Campus/ \$1865 (plus book fee)/(test voucher included)

WITAC 2002 C70/

Look for this course offering in Fall 2015



Network+ Certification (72 Hrs)

Network technicians need to be certified in order to advance in the industry. A certified technician has a much 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: N10-005 for CompTIA Network+ Certification

Newtown Campus/ \$1395 (plus book fee)/(test voucher included)/ WITAC 1005 C01/

Look for this course offering in Fall 2015



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/ \$1195 (plus book fee)/(test voucher included)/ WITAC 0511 C01/

8 Tu & 8 Th, 6/30-8/20, 6:00-10:00pm



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/ \$1395 (plus book fee)/(test voucher included)/ WITAC 2600 C01/

Look for this course offering in Fall 2015



CompTIA Healthcare IT Technician Certificate (30 Hrs)

The typical student for this course is an experienced IT professional who is looking for opportunities in the healthcare industry such as desktop support or tier-1 support. Certificate test: HIT-001Healthcare IT Technician

Prerequisites: CompTIA A+ certification or equivalent knowledge is required with the permission of the program manager/instructor.

\$985 (plus book fee)/(test voucher included)/ WITAC 4020/ C01

Look for course offerings in Fall 2015

See Also -

- [Medical Reimbursement, Coding, and Transcription - Page 13](#)
- [More Healthcare Information Technology Courses - Page 13](#)

Ordering Textbooks

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

Call our IT Academy for more information at: 215-968-8132

Quarterly Information Sessions!

Information Sessions are held at our Newtown campus once a quarter and are free to anyone who attends. Join us to learn about new and updated course offerings from the IT Academy. For session schedule, please visit our website:

<http://www.bucks.edu/academics/cwd/it-academy/it-infosessions/>

Entry Level Programs

Free Computer Workshop (3 Hrs)

Learn about the basic parts and devices connected to your computer.

RCOSY 0016 C01-CA1

Newtown Campus/ C01/ 1 Mon, 6/1, 9:00am-12:00pm

Lower Bucks Campus/ C50/ 1 Mon, 6/1, 9:00am-12:00pm

Upper Bucks Campus/ C70/ 1 Mon, 6/1, 9:00am-12:00pm

Doylestown Campus/CA1/ 1 Mon, 6/1, 6:30-9:30pm

Introduction to Personal Computers (9 Hrs)

Learn about the basic functions and operations of your personal computer.

\$225 (plus book fee)/WCOSY 0025 C01-CA1

Newtown Campus/ C01/ 3 Mon, 6/8-6/22,

9:00am-12:00pm

Lower Bucks Campus/C50/3 Mon, 6/8-6/22,

9:00am-12:00pm

Upper Bucks Campus/ C70/ 3 Mon, 6/8-6/22,

9:00am-12:00pm

Doylestown Campus/ CA1/ 3 Mon, 6/8-6/22, 6:30-9:30pm

Microsoft Windows 8.1 (24 Hrs)

This course teaches the core features and functions of Windows 8.1.

\$320 (plus book fee)/ WCOSY 0034 C50-C70/

Look for this course offering in Fall 2015

Microsoft Gaming Fundamentals (12 Hrs)

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

WCOSY 0352 C50/ 4 Mon, 7/6-7/27, 6:30-9:30pm

Microsoft Server Fundamentals (12 Hrs)

This course teaches the fundamental concepts of Windows Server Administration.

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

WCOSY 0351 C50/ 4 Th, 7/9-7/30, 6:30-9:30 pm

Microsoft Networking Fundamentals (12 Hrs)

This course teaches the fundamental Networking concepts.

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

WCOSY 0326 C50/ 4 Wed, 7/8-7/29, 6:30-9:30 pm

Microsoft Security Fundamentals (12 Hrs)

This course teaches the fundamental Security concepts.

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

WCOSY 0311 C50/ 4 Wed, 8/5-8/26, 6:30-9:30 pm

Microsoft Database Fundamentals (12 Hrs)

This course teaches the fundamentals of Database Administration.

Newtown Campus/ \$225 (plus book fee)/

WCOSY 1626 C01/

Look for this course offering in Fall 2015

Introduction to MAC OS X (9 Hrs)

This course teaches students how to work proficiently in the Mac OS X environment by managing files, customizing their work environment, and creating files.

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

WCOSY 0051 /

Look for course offerings in Fall 2015

See also:

Second Act Computer Series - page 52
Special Interest Technology series - page 51

Please see our new Senior Citizen policy on page 4.

Cloud Computing/Virtualization/Mobile Computing

Google's Android Application Development Essentials (42 Hrs)

Learn the Android Architecture and its Development and Application Environments.

Newtown Campus/\$985/ WITAC 2108/

Look for this course offering in Fall 2015

Advanced Topics for Android Application Development (42 Hrs)

Learn the Android Architecture and its Development and Application Environments.

Newtown Campus/ \$985/ WITAC 2109/ C01

Look for course offerings in Fall 2015

Go to www.Bucks.edu/ITAcademy for more details and prerequisites.

VMware (80 Hrs)



Learn the knowledge and skills needed to operate a VMware ESXi server in a single-server environment.

Newtown Campus/\$2,395/ WITAC 2200/ C01/

Look for this course offering in Fall 2015

Apple iOS

Newtown Campus/\$585/WCOSY 6102/C01/

Look for course offerings in Fall 2015

Check Online for More Courses: bucks.edu/itacademy

Building Websites using Python and Django

Developing for iOS using XCode and Objective-C

Front-End Web Development

Certificate Testing

IT Academy/Cisco Networking Academy/CompTIA Member

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

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, Prometric™ and Certipoint Testing Center

Bucks County Community College is an authorized Pearson VUE, Prometric™ and Certipoint 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:

www.PearsonVUE.com for Certification test offered by Pearson VUE

www.Prometric.com for Certification test offered by Prometric

www.Certiport.com for Certification test offered by Certipoint

or call: 215-968-8068

Register Online!

For on-line registration please go to the following website: **www.bucks.edu/howtoregister**

This secure on-line 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.

Quarterly Information Sessions!

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<http://www.bucks.edu/academics/cwd/it-academy/it-infosessions/>

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:

<http://www.e2campus.com/my/bucks/signup.htm>

The most up-to-date information will also be available on the college's website at: **www.bucks.edu**

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.

Newtown Campus/\$225 (plus book fee)/ WCOAP 3041 C01/ 4 Mon, 6/1-6/22, 6:30-9:30pm
Approved Hours: 12 (Act 48, CPA)



Access Intermediate (12 Hrs)

Learn how to streamline data entry and maintain data integrity, join tables, create flexible queries, modify data, improve forms, customize reports and share data between Access and other applications.

\$225 (plus book fee)/ WCOAP 3042 C01-C70/ 6:30-9:30 pm
Newtown Campus/\$225 (plus book fee)/ WCOAP 3042 C01 / 4 Mon, 6/29-7/20, 6:30-9:30pm
Approved Hours: 12 (Act 48, CPA)



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.

Newtown Campus/\$225 (plus book fee)/WCOAP 3034 C01/ 4 Mon, 7/27-8/17, 6:30-9:30pm
Approved Hours: 12 (Act 48, CPA)



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/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Tu, 6/2-6/23
Lower Bucks Campus/ C50/ 4 Wed, 6/3-6/24
Upper Bucks Campus/ C70/ 4 Mon, 6/1-6/22
Doylestown Campus/ CA1/ 4 Mon, 6/29-7/20
Approved Hours: 12 (Act 48, CPA)



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/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Tu, 6/30-7/21
Lower Bucks Campus/ C50/ 4 Wed, 7/1-7/22
Upper Bucks Campus/ C70/ 4 Mon, 6/19-7/20
Approved Hours: 12 (Act 48, CPA)



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-C70/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Tu, 7/28-8/18
Lower Bucks Campus/ C50/ 4 Wed, 7/29-8/19
Upper Bucks Campus/ C70/ 4 Mon, 7/27-8/17
Approved Hours: 12 (Act 48, CPA)



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-CA1/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Wed, 6/3-6/24
Lower Bucks Campus/ C50/ 4 Th, 6/4-6/25
Upper Bucks Campus/ C70/ 4 Wed, 6/3-6/24
Doylestown Campus/ CA1/ 4 Mon, 7/27-8/17
Approved Hours: 12 (Act 48)



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/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Wed, 7/1-7/22
Lower Bucks Campus/ C50/ 4 Th, 7/2-7/23
Upper Bucks Campus/ C70/ 4 Wed, 7/1-7/22
Approved Hours: 12 (Act 48)



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, 7/29-8/19
Lower Bucks Campus/ C50/ 4 W, 7/30-8/13
Upper Bucks Campus/ C70/ 4 Wed, 7/29-8/19
Approved Hours: 12 (Act 48)



PowerPoint Basics (9 Hrs)

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

\$225 (plus book fee)/ WCOAP 1083 C01-C70/ 6:30-9:30pm
Newtown Campus/ C01/ 3 Th, 6/4-6/18
Lower Bucks Campus/ C50/ 3 Mon, 6/1-6/15
Upper Bucks Campus/ C70/ 3 Th, 6/4-6/18



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.

\$225 (plus book fee)/ WCOAP 1084 C01-C70/ 6:30-9:30pm
Newtown Campus/ C01/ 3 Th, 6/25-7/9
Lower Bucks Campus/ C50/ 3 Mon, 6/22-7/6
Upper Bucks Campus/ C70/ 3 Th, 6/25-7/9



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.

\$375 (plus book fee)/ WCOAP 1612 C01-C70/ 6:30-9:30pm

Newtown Campus/ C01/ 6 Wed, 6/3-7/8 

Lower Bucks Campus/ C50/ 6 Mon, 6/1-7/6

Upper Bucks Campus/ C70/ 6 Tu, 6/2-7/7

Approved Hours: 15 (Act 48, CPA)

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

\$125 (plus book fee)/ WCOAP 1613 C01-C70/ 6:30-9:30pm

Newtown Campus/ C01/ 3 Wed, 7/15-7/29 

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

Upper Bucks Campus/ C70/ 3 Tu, 7/14-7/28

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.

\$125 (plus book fee)/ 

WCOAP 1611 C01-C70/ 6:30-9:30pm

Newtown Campus/ C01/ 2 Wed, 8/5-8/12

Lower Bucks Campus/ C50/ 2 Mon, 8/3-8/10

Upper Bucks Campus/ C70/ 2 Tu, 8/4-8/11

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 2013.

\$245/ WCOAP 3054/ C01-C50, 

Look for course offerings in Fall 2015

Approved Hours: 12 (Act 48, PMI)

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.

\$245/ WCOAP 3052/ C01-C50, 

Look for course offerings in Fall 2015

Approved Hours: 12 (Act 48, PMI)

Web Design Applications

Dreamweaver Basic (12 Hrs)

You will build simple websites and utilize the features of Adobe Dreamweaver. Also you will learn about Adobe Web Communication using Dreamweaver objectives. This course will help you prepare to take the Adobe Certified Associate exam.

Prerequisites: Take the HTML 5 & JavaScript or have equivalent knowledge.

Newtown Campus/\$225 (plus book fee) 
WCOAP 6511/ C01/ 4 Tu, 6/2-6/23, 6:30-9:30pm

Dreamweaver Advanced (12 Hrs)

In this course you will use Adobe Dreamweaver to design and develop web pages in a WYSIWYG environment, but also have the ability to understand and work with the architecture and coding of web pages. You will work in code view, create Cascading Style Sheets, create effective user navigation, work with navigation elements, automate tasks, create forms and author XML based data.

Prerequisites: Dreamweaver Level 1 WCOAP 6511

Newtown Campus/\$225 (plus book fee)/
WCOAP 6512/ C01/ 4 Tu, 6/30-7/14, 6:30-9:30pm



Search Engine Optimization – SEO (3 Hrs)

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

\$95 (plus book fee)/ WCOAP 6516 C50-C70/
Look for course offerings in Fall 2015

Web Development/Programming

Introduction to Programming Using Java (42 Hrs)

Bristol Campus/ \$895 (plus book fee)/

WITAC 2114 C50/ 12 Wed, 6/3-8/19, 6:30-10:00pm

HTML Fundamentals (24 Hrs)

\$320 (plus book fee)/ WCOSY 6048 C01-C70 / 6:30-9:30 pm

Newtown Campus/ C01/ 8 Mon, 6/1-7/20 

Lower Bucks Campus/ C50/ 8 Tu, 6/2-7/21

Upper Bucks Campus/ C70/ 8 Wed, 6/3-7/15

Approved Hours: 24 (Act 48)

JavaScript Fundamentals (24 Hrs)

\$320 (plus book fee)/ WCOAP 6621 C01-C70/ 6:30-9:30pm

Newtown Campus/ C01/ 8 Mon, 7/27-9/14 

Lower Bucks County/ C50/ 8 Tu, 7/28-9/15

Upper Bucks County/C70/ 8 Wed, 7/22-9/9

Approved Hours: 24 (Act 48)

jQuery Fundamentals (18 Hrs)

\$275 (plus text book)/ WCOSY 1616 C50-C70/

Look for course offerings in Fall 2015

Creating Dynamic Website with PHP and MySQL (36 Hrs)

\$585 (plus text book)/ WITAC 3000 C01/

Look for course offerings in Fall 2015

Prerequisite: The HTML 5 & JavaScript OR a general understanding of programming is suggested.

Building Websites using Python and Django (24 hrs)

\$320 (plus text book)/ WCOSY 6100 C01/

Look for this course offering in Fall 2015

Prerequisite: The HTML 5 & JavaScript OR a general understanding of programming is suggested.

Front-End Web Development (24 hrs)

Lower Bucks Campus/\$320 (plus text book)/

WCOSY 6101/C50/ 8 Tu, 7/7-8/25, 6:30-9:30pm

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.

\$630 (plus book fee)/ WCOAP 6064 WB1

Newtown Campus/WB1, 5 Tu, 4 Th, 6/2-6/30, 5:30-9:30 pm

AutoCAD 3D Modeling 2nd Level

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 multi-view drawings. Prerequisites: working knowledge of AutoCAD and Microsoft Windows OS, plus understanding of basic drafting skills and blueprint reading.

Newtown Campus/ \$630 (plus book fee)/

WCOAP 6065 WB1/ 6 Sat, 7/11-8/15, 9:00am-3:30pm

Approved Hours: 36 (Act 48, Engineers)

Autodesk Inventor (36 Hrs)

Autodesk Inventor software serves as a flexible development platform for building specialized mechanical design applications, as well as for interfacing with upstream, downstream, and enterprise applications for manufacturers.

Lower Bucks Campus/\$675 (plus book fee)/

WCOAP 6070 **Classes forming in the Fall!**

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. Pre-requisite: 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/\$750 (plus book fee)/ WCOAP 6068 **Classes forming in the Fall!**

SolidWorks Essentials with 3D Printing



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.

Newtown/\$650 (plus book fee)/ WCOAP

WB1/9 M, 6/1-7/27, 5:30-9:30 pm/36 hrs

Computer Graphics

Adobe Illustrator Basic (15 Hrs)

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

\$395 (plus book fee)/WCOAP 6018 C01-C70/
6:30-9:30pm

Newtown Campus/C01/ 5 Wed, 6/3-7/1 

Lower Bucks Campus/C50/ 5 Tu, 6/2-6/30

Upper Bucks Campus/C70/ 5 Mon, 6/1-6/29

Approved hours: 12 (Act 48)

Adobe Illustrator Advanced (15 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.

\$395 (plus book fee)/ WCOAP 6019 C01-C70/
6:30-9:30pm

Newtown Campus/C01/ 5 Wed, 7/8-8/5 

Lower Bucks Campus/C50/ 5 Tu, 7/7-8/4

Upper Bucks Campus/C70/ 5 Mon, 7/6-8/3

Approved hours: 12 (Act 48)

Adobe InDesign Basic (12 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.

\$395 (plus book fee)/WCOAP 6526 C01-C70/
6:30-9:30pm

Newtown Campus/C01/ 4 Th, 6/4-6/25 

Lower Bucks Campus/C50/ 4 Wed, 6/3-6/24

Upper Bucks Campus/C70/ 4 Wed, 6/3-6/24

Approved hours: 12 (Act 48)

Adobe InDesign Intermediate (12 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.

\$395 (plus book fee)/WCOAP 6527 C01-C70/
6:30-9:30pm

Newtown Campus/C01/ 4 Th, 7/2-7/23 

Lower Bucks Campus/C50/ 4 Wed, 7/1-7/22

Upper Bucks Campus/C70/ 4 Wed, 7/1-7/22

Approved hours: 12 (Act 48)

Adobe InDesign Advanced (12 Hrs)

Learn how to manage long documents, use advanced color and print settings, add interactive elements to documents, prepare documents for electronic distribution, and work with XML.

\$395 (plus book fee)/WCOAP 6528 C01-C70 /
6:30-9:30pm

Newtown Campus/C01/ 4 Th, 7/30-8/20 

Lower Bucks County/C50/ 4 Wed, 7/29-8/19

Upper Bucks County/C70/ 4 Wed, 7/29-8/19

Approved hours: 12 (Act 48)

Adobe Photoshop Basic (12 Hrs)

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

\$395 (plus book fee)/ WCOAP 6020 C01-C70/
6:30-9:30pm

Newtown Campus/C01/ 4 Mon, 6/1-6/22 

Lower Bucks County/C50/ 4 Th, 6/4-6/25

Upper Bucks County/C70/ 4 Tu, 6/2-6/23

Approved hours: 12 (Act 48)

Adobe Photoshop Advanced (12 Hrs)

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

\$395 (plus book fee)/WCOAP 6021 C01-C70,
6:30-9:30pm

Newtown Campus/C01 / 4 Mon, 6/29-7/20

Lower Bucks County/C50/ 4 Th, 7/2-7/23

Upper Bucks County/C70/ 4 Tu, 6/30-7/21

Approved hours: 12 (Act 48)



Computer Forensics Fundamentals

Computer Forensics Fundamentals

What you will learn:

- Understanding the concept of computer forensics and what it means
- The steps involved in the computer forensic process
- Being able to conduct a complete computer forensic analysis
- The hardware & software tools utilized in computer forensics
- The legal issues in computer forensics
- The certifications in the computer forensics field and where are the opportunities

Newtown Campus/\$1,195 (plus book fee)/
WITAC 2113 C01/

Look for this course offering in Fall 2015

Personal Development



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

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

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Language/ESL

Free ESL Placement Meeting!
Monday, May 11, 2015, 6:30-8:30 pm, in the Charles Rollins Center on our Newtown Campus (near the cafeteria). No registration needed—just come!

Which level should you take? Please come to a 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:
<http://www.bucks.edu/about/campus>

- Register early! Get \$20 off each class if you register by May 15, 2015!
- Registration Deadline, May 29, 2015
- 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!

Beginning ESL

Newtown Campus	
ESL Course 1A / \$320 (includes text) LESLA 0009 C01 & C02 For students with limited English, all English skills studied Mondays and Wednesdays C01/ June 8-July 29, 10 am-12:30 pm C02/ June 8-July 29, 7-9:30 pm	ESL Course 1B / \$320 (includes text) LESLA 0010 C01 & C02 For advanced beginners, all English skills studied. Mondays and Wednesdays C01/ June 8-July 29, 10 am-12:30 pm C02/ June 8-July 29, 7-9:30 pm

Intermediate ESL

Newtown Campus	
Intermediate ESL 2A / \$320 (includes text) LESLA 0216 C01 & C02 For students with low intermediate English, all English skills studied Mondays and Wednesdays C01/ June 8-July 29, 10 am-12:30 pm C02/ June 8-July 29, 7-9:30 pm	Intermediate ESL 2B / \$320 (includes text) LESLA 0217 C01 & C02 For students with intermediate English, all English skills studied Mondays and Wednesdays C01/ June 8-July 29, 10 am-12:30 pm C02/ June 8-July 29, 7-9:30 pm
Intermediate ESL 2C / \$320 (includes text) LESLA 0218 C01 & C02 For high intermediate students to prepare for advanced level Mondays and Wednesdays C01/ June 8-July 29, 10 am-12:30 pm C02/ June 8-July 29, 7-9:30 pm	

Advanced ESL

Newtown Campus	
Advanced ESL 3A / \$320 (includes text) LESLA 0317 C01 & C02 All English skills studied Mondays and Wednesdays C01/ June 8-July 29, 10 am-12:30 pm C02/ June 8-July 29, 7-9:30 pm	Advanced ESL 3B / \$320 (includes text) LESLA 0318 C01 & C02 All English skills studied Mondays and Wednesdays C01/ June 8-July 29, 10 am-12:30 pm C02/ June 8-July 29, 7-9:30 pm

Specific Skill Courses

Newtown Campus

Conversation and Pronunciation/\$205 (includes text)

LESIA 0215 C01 & C02

For intermediate to advanced speakers

Thursdays

C01/ June 11-July 30, 10 am-12:30 pm

C02/ June 11-July 30, 7-9:30 pm

All Levels Writing/\$235 (includes text)

LESIA 0500 C01

Writing skills will be taught at each student's own level
Tuesdays

C01/ Feb 17 – May 12 (no classes on 3/17), 7-9 pm

Easy English 3

Build on the language skills you mastered in Easy English 2, as you learn to talk about real-life situations including looking for a job, making a budget, buying a home, and taking care of your health.

Online/ \$99/ EESLA 0207/ **See page 23 for dates**

ed200 | Learn More



Test Preparation

IBT TOEFL Test Preparation

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

Advanced English skills and practice tests for the TOEFL test.

Tuesday and Thursdays

June 9-July 30, 6:30-9:30 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 Tu, 6/2-7/7, 6:30-9 pm

**Course II:** RLANG 0569 C01

6 Tu, 7/28-9/1 6:30-9 pm

Approved Hours: 15 (Act 48)

Italian

David Arcangeli, B.A., B.Th.

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

Course I: RLANG 0209 C01

5 Tu & Th, 6/2-7/9, 7-9:30 pm

**Course II:** RLANG 0214 C50

5 Tu & Th, 7/14-8/20, 7-9:30 pm

Approved Hours: 25 (Act 48)

German

Irmgard Linhoff, M.S.

Newtown Campus/\$200 (plus \$18 book fee payable to instructor)

Course I: RLANG 0301 C01

10 Tu, 6/2-8/4, 7-9pm



Approved Hours: 20 (Act 48)

Advanced Spanish Conversation, Reading and Grammar

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. A textbook will be used to review specific areas of grammar as needed. New and continuing students are welcome! *Maria Perez, M.Ed.*

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

Course I: RLANG 0419 C01

10 Tu, 6/9-8/11, 6:30-8:30 pm



Approved Hours: 20 (Act 48)

Culinary



Wok 'N Walk Tour of Chinatown

Join Chef Joseph Poon for this three hour interactive event beginning with an insider's tour of Chinatown to experience its history, culture and cuisine. Following your two hour tour, you will enjoy lunch in Chinatown. Chinatown visits include a Buddhist Temple, a Chinese bakery, the Asian grocery and more. As seen on "The Tonight Show," "The Ellen DeGeneres Show" & TV Food Network's The Best of..." Named the #1 attraction in Philadelphia Chinatown by Disney's Family Fun magazine.

NOTE: Wok 'N Walk Tours meet at the Chinese Friendship Gate near 10th and Arch Streets in front of the Trocadero Theater.

\$79 (includes meal) /RCULI 2801 CA1
Sat, 7/11, 2:30-5:30pm

Low Sodium Meals **NEW**

Low sodium cooking doesn't have to be tasteless! Embark on a journey of a healthier diet by learning how to create meals with spices and lower sodium products. We will be creating a 3 course meal using all locally grown food. Join us for a healthy and delicious way of cooking. *Marian Bolum*

Newtown Campus/\$49 (plus \$20 materials fee payable to instructor)
RCULI 4170 C01
Tu, 6/23, 6-8:30 pm

Pressure Canning - Vegetables **NEW**

First time being offered! Learn how to Pressure Can Vegetables. Join and learn how to Pressure Can Low Acid vegetables with step by step instructions, along with a discussion on safety, food storage and inventory. Plus we will put them into action and enjoy them a delicious casserole that we will make in class. Class includes recipes, handouts, light meal and a jar to take home. *Marian Bolum*

Newtown Campus/\$49 (plus \$15 materials fee payable to instructor)
RCULI 4171 C01
Tu, 7/14, 6-8:30 pm

Please see our Senior
Citizen policy on page 4.

Pressure Canning – Dry Beans **NEW**

First time being offered! Learn how to Pressure Can Dry Beans. Join and learn how to Pressure Can Low Acid Dry Beans with step by step instructions, along with a discussion on safety, food storage and inventory. Plus we will put them into action and enjoy them a delicious Hummus that we will make in class. Class includes recipes, handouts, light snack and a jar to take home. *Marian Bolum*

Newtown Campus/\$49 (plus \$15 materials fee payable to instructor)
RCULI 4172 C01
Wed, 7/15, 6-8:30 pm

Pressure Canning – Meats **NEW**

First time being offered! Learn how to Pressure Can Meats. Join and learn how to Pressure Can Low Acid meats with step by step instructions, along with a discussion on safety, food storage and inventory. Plus we will put them into action and enjoy them a delicious Tex-Mex Chili that we will make in class. Class includes recipes, handouts, light meal and a jar to take home. *Marian Bolum*

Newtown Campus/\$49 (plus \$15 materials fee payable to instructor)
RCULI 4173 C01
Tu, 7/21, 6-8:30 pm

Food Blogging 101 **NEW**

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. *Award Winning Blogger, Maria Liberati*

Newtown Campus /\$79 /RCULI 4174 C01
3 Wed, 6/3-6/17, 6-8pm

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

Personal Mindfulness



Are You Your Thoughts?

Find out in the 2-hour introduction to Inquiry. Inquiry is a simple, yet powerful way to identify and question any thought that causes stress and suffering in your life. This one-night workshop offers an introduction to The Work of Byron Katie, tools to question your thoughts, and ways to make this meditation practice a natural part of your life. Anyone with an open mind can do The Work. *Jean Kuhn, M.S.Ed.*

Newtown Campus/ \$89/ RHEAL 4507 C01
M-T-W-Th-F, 6/22-6/26, 10 am-12 pm

Spirituality and your Creative Self Workshop NEW

There is a deep connection between our spiritual lives and creativity. Our expressions of creativity, such as writing, painting, playing an instrument and other creative endeavors, can also be an expression of our innermost selves and our relationship with a greater truth. Come to this half day workshop and nurture your creative spirit as we explore and learn how we can grow spiritually by expression through our creative selves. *Rev. Dr. Marianne Morgan*

Newtown Campus/ \$49/ RHEAL 0058 C01 & C02
C01/Thu, 6/18, 6-9 pm
C02/Thu, 8/13, 6-9 pm

Inner Guidance – Tips for Tuning into Your Higher Self

We all have inner guidance. It's the divine speaking to us, to Soul, and it's always present in our lives and with us at all times. Inner guidance is an exceptional spiritual tool. It opens the door of the heart to divine assistance, like having the wisest person in the world at our shoulder, helping us with every decision. Discover your own inner guidance through a series of techniques designed to open us to our divine birthright. This course is open to all, regardless of your spiritual orientation. The techniques are universal yet practical and easy to do. Inner guidance is not just for saints or prophets, it's for anyone who would like to explore how to listen to God. *Lisa Gage*

Newtown Campus/\$59/RCEGN 6778 C01/
2 Thu, 7/9-7/16, 7-9pm

Owning Your Life

Unleash the power that you have within you. Be in the driver's seat of your life. The answer is not always easy, but it is simple. Anyone can do it... "Own your life". As long as you give ownership to forces outside of yourself you cannot control your destiny. Only when you accept responsibility, and cultivate self-truth, can you establish your direction.

Instruction supplied by BodySmart Wellness LLC. under the direction of Philip Holder PhD. Medical Coordinator, BodySmart Wellness LLC

Newtown Campus/ \$79 (CD for \$25 payable to instructor)/ RHEAL 0062 C01/
Thur, 6/25, 6:30-8:30 pm

Trance State and Meditation

The conscious mind is the analytical and rational part of the mind. The subconscious mind is responsible for creativity, perception, intuition, habits, and emotions. The conscious mind is our mental recorder and calculator. Our subconscious mind generates the creative, artistic, and intuitive characteristics that we possess. We live in a "Left Brain" society where emphasis is placed on developing analytical skills. Just like exercising a muscle, that which we exercise will grow stronger. That which we do not will atrophy. *Instruction supplied by BodySmart Wellness LLC. under the direction of Philip Holder PhD. Medical Coordinator, BodySmart Wellness LLC*

Newtown Campus/\$89 (plus \$25 materials fee payable to instructor)

RHEAL 0061 C01/ Thur, 7/9, 6:30-9:30 pm
Approved Hours: 3 (Act 48)

Past Lives: The Theory and the Experience ACT 48

Would you like to know if you are an old spirit, if you have lived a previous life or lives? In many cultures it is believed that our fears and anxieties, our talents and creative abilities, may have their roots in experiences from a previous life. By discovering our past experiences, and how they have led us to where we are now, we can better understand ourselves, our likes, our dislikes, our fears, our goals and our desires. Would you like to know if you are an old spirit, if you have lived a previous life or lives? Regression can be an interesting exciting therapeutic journey within. Note: Please plan to arrive early as doors will be closed to avoid disruption. Under the direction of *Philip Holder, Ph.D.*

Newtown Campus/\$89 (plus \$25 materials fee payable to instructor)/

RHEAL 0032 C01/ Thur, 7/23, 6:30-9:30 pm
Approved Hours: 3 (Act 48)

Couples in Communication ACT 48

Personal differences make life interesting, but can also cause conflict. Destructive arguments leave scars that are difficult to repair. Communication and listening skills are the key. Even arguments can be constructive and help you to better understand your spouse, friends and family if you follow a few simple rules. Participants can gain: The ability to listen effectively, argue productively, resolve conflicts, stay on topic and achieve common goals. Participants will also gain tools to better manage anger and frustration, empathize and to effectively negotiate. This class is a communications class designed primarily for couples but individuals are welcome as well. *Philip Holder, Ph.D.*

Newtown Campus/\$79 (plus \$25 materials fee payable to instructor)/

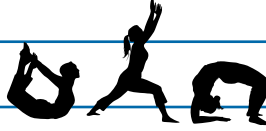
RHEAL 0064 C01/ Thu, 6/11, 6:30-8:30pm

Balance & Self Care: "Is It a Part of Your Daily Routine?"

This workshop will educate the participant on how to plan a balance life after interacting with work life, family, ministry and other commitments on a weekly basis. They will develop goals and objectives on what is necessary to regain strength after depositing into individual spiritual care. The tools you will use is journaling your thought process on paper and music and how it calms the mind, body and soul.

Mr. Kimani Davis, CEO, Transform Agency LLC
Newtown Campus/RHEAL 4508 C01 & C02
C01/Tu, 7/14, 6-9 pm
C02/Tu, 8/11, 6-9 pm

Health & Fitness



Living A Whole Foods Healthy Lifestyle Part II

NEW

In "A Whole Foods Lifestyle Part I, we dove into the dangers of processed foods and the steps to take in transitioning to eating more whole foods. Now we're taking it one step further and diving into creating a more balanced, wellness-centered lifestyle. Join Health Coach and Recreation Therapist, Meghan Oberg, CTRS in 3 hour workshop to gain a better understanding of the role the six dimensions of wellness play in our lives, understand the implications a fast-paced lifestyle has on our health, and become empowered to reclaim that work/life balance! *Meghan Oberg CTRS*

Newtown Campus/\$49 (plus \$5 materials fee payable to instructor) RHEAL 1010 C01
2 Wed, 7/8-7/15, 6-7:30 pm

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. Newly revised course based on the 5th edition of the ACE Personal Trainer Manual.

Newtown Campus/ \$615 (plus approx. \$95 for text*)/ WFTNS 1008 C01/

Next Offering: Fall 2015

*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: 1-888-825-363

See Also:

- **Healing Arts - Page 16**

Zumba Fitness

Dance your way into fitness with this Latin inspired dance style class which combines high energy moves and dance combinations. You will be guided through a series of dance steps such as salsa, meringue, and reggae while incorporating exercises such as squats, and knee lifts. You'll have so much fun doing Zumba, you won't even realize you're working out! *Tara McFillin*
Newtown Campus/\$69 /RFTNS 8010 C01
6 Mon. 6/22-7/27 7-8pm

Wedding and Party Line Dancing

LINE DANCING is very popular at WEDDINGS AND PARTIES, don't be left behind. Even if you never danced before, you will find steps simple and fun to learn, a blast to perform with your friends, it's also a good workout. Join us to learn the WOBBLE, CUPID SHUFFLE, TEMPATIONS CHA-CHA, E-Z BOOGIE, CHILLY CHA-CHA, WIFEY and more. Couples and Singles welcomed. *Margaret Menhardt*

Newtown Campus/ \$59 per person, \$99 per couple/
RFTNS 6055 C01
3 Thu, 5/21-6/4, 7-8pm

Hatha Yoga and Meditation

Align your mind and body with Hatha yoga and meditation. Each class will begin with Hatha yoga, a series of movements (asanas) and breathing techniques (pranayamas), and finish with meditation to allow your mind and body to be fully relaxed. Please bring a yoga mat and wear comfortable clothing. Additional materials are welcomed including blankets, towels, straps and blocks. *Amy Marie Glasgow*

Newtown Campus/ \$69/ RFTNS 0131/ C01 & C02
C01/6 Tu, 6/30-8/4, 5:45-7:15 pm
C02/6 Wed, 6/24-7/29, 6-7:30 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/ \$89/ RFTNS 0512 C01
8 Tu, 6/9-7/28, 7:30-8:30 pm

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

Yoga For Healing Addictive Behavior

Change habitual patterns of behavior with Kundalini Yoga and Meditations that help release blocks, fears, and generational imprinting. Balance the brain to change the cycle of addictive impulses, conquer self-defeating mental attitudes and pave the way to self-love. Handouts include home practice suggestions and nutritional remedies to rebuild systems that have been compromised by addictions, such as drugs, alcohol, food, smoking, depression, codependency, gambling, electronics, work and so on. Techniques are from Yogic Science for Transformation through SuperHealth® Technology. (*Kundalini Yoga as taught by Yogi Bhajan, Ph.D.*) Priscilla Estes, RYT, IKYTA

Newtown Campus/ \$69/ RFTNS 0065 C01
4 Tu, 6/2-6/23, 5:45-7:15 pm

Physical Conditioning Theory: Fact from Fiction

This class will focus on an in-depth analysis of the process of physical conditioning and the products of improved fitness and application to activities of daily living. We will take a broad-based approach to analyzing these concepts and include information for all segments of society, and cover information that may be used in the conditioning of the average person or an elite athlete. Our first step will be to take a brief look at where our society is in terms of fitness, health, and participation in physical activity. We will then analyze the benefits (physically, emotionally, and economically) brought about by being regularly active. This will be followed by an analysis of how the body responds and adapts to physical stress. *Paul J. Minitier*

Newtown Campus/ \$159 (plus \$12 book fee)
RFTNS 8009 C01
6 Wed, 6/17-7/22, 6-8:30pm

SmartShield System (Of Personal Protection)

KNOWLEDGE IS POWER! Learn how to keep yourself and your loved ones safe in our unsettled world one day of training could save your life! We live in an increasingly dangerous world. It seems that law enforcement usually arrives after the fact and is therefore incapable of protecting us the vast majority of the time. Virtually every victim of violent crime was caught unprepared and off guard. We leave our homes for work or recreation; we send our children to school and off to college assuming that someone will be looking out for their safety. That attitude can and has often led to tragedy. In truth... no one is really looking out for you or your children. Personal responsibility and preparedness on each individual's part is essential in our increasingly dangerous world. *Under the direction of Philip Holder, Ph.D.*

Newtown Campus/\$125/ WFTNS 1200 C01/
Next Offering: Fall 2015

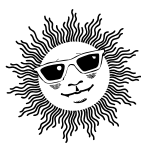
Plan Ahead - We recommend you sign up at least 10 days prior to the first day of class.

Youth, Parents & Teachers

The Lost Art of Play

Teachers and pediatricians are reporting increased incidences of ADHD, physical and occupational therapists are noticing more delays development of motor skills and other milestones, and speech therapists are noticing delays in speech development and absent social skills. What's causing our children's stunted development, and how can we reverse it? Come learn the Lost Nature of Play and gain and understanding of the impact technology, societal demands, and time is having on your child's development. Gain insight into the therapeutic traits inherent in free-play and learn how to support your child in unplugging and getting back to the basics of play as nature intended for improved social, emotional, and physical health! *Meghan Oberg, CTRS*

Newtown Campus/\$49 RCEGN 8654 C01
2 Wed, 7/22-7/29, 6-7:30 pm



Kids On Campus 2015

For more info:
www.bucks.edu/kidsoncampus
kidsoncampus@bucks.edu

Better than ever! Kids on Campus enrichment programs, creative workshops and sports clinics will make your child's summer a learning experience and a fun adventure.

The 2014 Summer brochure is available by calling **215-968-8016**, or emailing rick.snyder@bucks.edu.

REGISTRATION IS ONGOING

To register, visit: www.bucks.edu/howtoregister, or call: 215-968-8409 (Option 1)

Please check periodically as new camps may be added or filled throughout the summer.

For Camp Updates check our site: www.bucks.edu/newcamps

Follow us on facebook: www.facebook.com/kocbucks

AGES 5-6

JUNE 22-26

- Let's Build Something
- Sports Bonanza
- Super Gym

JUNE 29- JULY 2

- Disney Prince and Princesses
- Fairy Tale Discovery
- Incredible, Edible Experiments
- Seuss on the Loose
- Squish Squash Dribble Dab

JULY 6-10

- Color Me Crazy
- Fun with Art
- Recipe for Science
- Time Travelers

JULY 13-17

- Bug Bonanza
- Craft Kaleidoscope
- Discovering Dino's
- Let's build Something
- Playtime Puppet Theatre

JULY 20-24

- Beat the Heat
- Discovering Dino's
- Sports bonanza
- Super Gym
- Time Travelers

JULY 27- 31

- Bug Bonanza
- Discovering Dino's
- Playtime Puppet Theatre
- Recipe for Science
- Treasure Island-Life as a Pirate

AUG 3-7

- A Sticky Kinda Art
- Beat the Heat
- Disney Prince and Princesses
- Sports bonanza
- Time Travelers

AUG 10-14

- Bug Bonanza
- Craft Kaleidoscope

AGES 7-9

JUNE 22-26

- American Girl
- Awesome Artists
- Kaboom
- Lego Animation
- Ultimate Escapes
- Wanna Be a Star-2 weeks

JUNE 29- JULY 2

- Fitness Fun
- Fun with Chemistry
- Keep Calm and Craft On
- Think, Solve, Create
- Totally Skateboard
- Ultimate Escapes
- WeDo Lego Robotic

JULY 6-10

- Basketball
- Decathlon
- Fabulous fishing
- Girls+ Science=Fun
- Home for the Holidays
- Kaboom
- Lego Animation
- Little Lights Yoga
- Mountain Biking/Disc Golf
- Ultimate Escapes

JULY 13-17

- American Girl
- Art Expressions
- Beginner Lacrosse
- Fabulous fishing
- Fun with Chemistry
- Home for the Holidays
- Lego Animation
- Origami Galore and More
- Super Gym II
- Super Summer Readers

JULY 20-24

- Basketball
- Fitness Fun
- Kaboom
- Lego Animation
- Math Mania/ Computer Fun
- Superheroes
- Toys and sew Much More

JULY 27- 31

- Decathlon
- Fabulous Fishing
- Incredible Edible Art
- Lego Animation
- Little Lights Yoga
- Super Gym II
- Tape It to Make It
- Who Dunnit?

AUG 3-7

- Fabulous Fishing
- Fitness Fun
- Incredible Edible Art
- Intramural Sports
- Kaboom
- Lego Animation
- Math Mania/Computer fun
- Superheroes
- WeDo Lego Robotics

AUG 10-14

- Tape It to Make It
- WeDo Lego Robotics
- Who Dunnit?

AGES 10-13

JUNE 22-26

- 101 Ways with a T-shirt
- Astronomy
- Beginner Sewing
- Intro to Scratch
- Junior Lifeguarding
- Keep Calm and Craft On
- Kid Cuisine I
- Kidz Biz
- Lego Animation
- Lego Robotics
- Mountain Biking/Disc Golf
- NASTAR

JUNE 29- JULY 2

- Adventure Games
- Dream House
- Duct Tape Creative Crafts
- Fitness Fun

Continued on page 47

- Flag Football
- Intro to Cross Country/Trail
- Intro to Model railroading
- Kid Cuisine I
- Lego Animation II
- Outdoor Adventure
- Student Racing challenge
- Totally Skateboard

JULY 6-10

- Basketball
- Decathlon
- Environmental Explorers
- Fabulous Fishing
- Financial Whiz Kidz
- Girls+ Science=Fun
- Hogwarts I
- Incredible Edible Art
- Introduction to Flash
- Kid Cuisine Baking II
- Lego Animation
- Lego Animation II
- Mountain Biking/Disc Golf
- Musical Theater-3 weeks
- Planet Pioneers
- Project Fashion
- Tie-Dye to die for

JULY 13-17

- Beginner Lacrosse
- Beginner Sewing
- CSI
- Electronic Excitement
- Environmental Explorers
- Fabulous Fishing
- Hogwarts I
- Incredible Edible Art
- Intro to ALICE 3D
- Jazz Workshop
- Kid Cuisine II
- Lego Animation
- Mock Trial I
- Music & Voice Production
- Outdoor Adventure
- Robotics/Rocketry
- Tennis Anyone?
- Totally Hands on Science

JULY 20-24

- Art Expressions
- Basketball
- Clay Animation
- Creating Digital Music
- CSI
- Fitness Fun
- Game Maker
- Hogwarts II
- Intro to Cross Country/Trail
- Kid Cuisine IV- Iron Cuisine
- Kidz Biz
- Lego Animation
- Lego Robotics
- Music & Voice Production
- Outdoor Adventure
- Project Fashion
- The Great Debaters
- Underwater Rovers
- Video Production
- Wood Turning

JULY 27- 31

- Aspiring Actors (2 weeks)
- Castle Building
- Clay Animation
- Creating Digital Music
- Decathlon
- Digital Video
- Fabulous Fishing
- Game Maker
- Hogwarts III
- Lego Animation
- Mock Trial II
- Music & Voice Production
- Outdoor Adventure
- Robotics/Rocketry i
- Study Skills for Savvy Students
- Tennis Anyone?
- Ultimate Frisbee
- Underwater Rovers
- Volleyball Academy
- Wood Turning

AUG 3-7

- Capture the Moment
- Creative Hair & Nails
- Fabulous Fishing
- Financial Whiz Kidz
- Fitness Fun
- Intramural Sports
- Intro to Cross Country/trail
- Intro to Scratch
- Lego Animation
- Music & Voice Production
- Rocketry II
- Stones and Bones
- Tennis Anyone?
- Volleyball academy

AUG 10-14

- Art Frenzy
- Comic Creation/Game Star Mechanic
- Creative Hair, Nails & Skincare II
- Flag Football
- Intro to ALICE 3D
- NASTAR
- Outdoor Adventure
- Student Racing challenge
- Stuff and Fluff
- Totally Hands on Science

AGES 13+

JUNE 22-26

- 101 Ways with a T-Shirt
- Beginner Sewing
- Intro to Scratch
- Junior Lifeguarding
- Kid Cuisine I
- Kidz Biz
- Mock Trial I
- Mountain Biking/Disc Golf
- NASTAR

JUNE 29- JULY 2

- Dream House
- Duct Tape Creative Crafts
- Fitness Fun
- Intro to Cross Country/Trail
- Intro to Cross Country/Trail
- Kid Cuisine I
- Outdoor Adventure
- Teenage Hair & Skincare
- Totally Skateboard

JULY 6-10

- Art Frenzy
- Basketball
- Decathlon
- Financial Whiz Kidz
- Hogwarts I
- Introduction to Flash
- Kid Cuisine baking II
- Mountain Biking/Disc Golf
- Musical Theater-3 weeks
- Project Fashion

JULY 13-17

- Beginner Lacrosse
- Beginner Sewing
- Electronic Excitement
- Hogwarts I
- Intro to ALICE 3D
- Jazz Workshop
- Kid Cuisine II
- Music & Voice Production
- Outdoor Adventure
- Robotic Arm
- Tennis Anyone?

JULY 20-24

- Basketball
- Clay Animation
- Creating Digital Music
- Fitness Fun
- Hogwarts II
- Intro to Model Railroading
- Kidz Biz
- Music & Voice Production
- Outdoor Adventure
- Project Fashion
- Psyched
- Underwater Rovers
- Wood Turning

JULY 27- 31

- Advanced Art Expressions
- Clay Animation
- Creating Digital Music
- Decathlon
- Hogwarts III
- Mock Trial II
- Music & Voice Production
- Outdoor Adventure
- Tennis Anyone?
- Ultimate Frisbee
- Underwater Rovers
- Video Production
- Volleyball Academy
- Wood Turning

AUG 3-7

- Capture the Moment
- Financial Whiz Kidz
- Fitness Fun
- Intramural sports
- Intro to Cross Country/trail
- Intro to Scratch
- Music & Voice Production
- SAT Prep
- Tennis Anyone?
- Volleyball Academy

AUG 10-14

- Art Frenzy
- Creative Hair, Nails & Skincare II
- Intro to ALICE 3D
- NASTAR
- Outdoor Adventure
- SAT Prep
- Stuff and Fluff



Arts & Leisure

Arts

Getting the Perfect Shot

Let freelance photographer Tom DeLorenzo give you an in-depth look at camera operations, basic photographic technique, and image composition, 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 Tu, 6/2-7/14, 6:30-9:30pm

Informal Photographic Portraiture

Take your photography to the next level and enhance your skills. If you took Getting the Perfect Shot, you will want to take this class. Get more out of your 35mm digital camera, flash and image processing program, while working in tandem with advertising and entertainment photographer, Tom DeLorenzo. Course consists of 3 informal portrait projects that will take you from the idea to completion. Projects: studio, interior locations and exterior locations portraits. All projects to utilize depth-of-field control and motion/panning techniques; on-camera flash synchronizations; and image processing. A basic knowledge of digital capture is suggested. Students should bring their camera, flash and instruction manuals. *Thomas DeLorenzo, AA.*

Newtown Campus/ \$179/ RFNRT 2586 C01
7 Thu, 6/4-7/16, 6:30-9:30pm

Landscape Oil Painting NEW

Students will use reference photos as a springboard for learning the basics of landscape painting. Drawing, color theory, composition, brushwork, painting techniques, and materials will be covered in this six week class. All levels welcomed! A materials list will be mailed prior to class. *Maggie Leiby*

Upper Bucks Campus/\$159/RFNRT 8022 C70
6 Wed, 6/17-7/22, 6-9pm

See Our Floral Design Certificate Program - Page 59

Register Online!

For on-line registration please go to the following website: **www.bucks.edu/howtoregister** This secure on-line 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.

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, 6/25-7/30, 4-7pm

Metal Sculpture NEW

The class introduces students to the process of creating metal sculpture with hand and power tools. Beginners start with basic instruction on tool use and techniques utilized for manipulating metal. Most tools will be provided for beginners to use during the class and the instructor will assist throughout the process, however, there will be a small, tool purchase list, which will be provided, in case the student desires to acquire their own tools and materials. More advanced students are always welcome to take the class too, bring in your designs and ideas. It provides a regular scheduled opportunity to work, get feedback from other artists, and a chance to both learn and share the knowledge you've acquired. *Jon Burns*

Newtown Campus/ \$225 (plus \$50 material fee made payable to instructor)/
RFNRT 3322 C01 & C02
C01/6 Tu, 5/26-6/30, 6-10 pm
C02/6 Tu, 7/14-8/18, 6-10 pm

Stone Carving NEW

The class introduces students to the process of carving stone with hand tools. Beginners start with alabaster, soapstone, or limestone - all fairly soft stones that can be easily carved. Some tools will be provided for beginners to use during the class and the instructor will assist throughout the process, however, there will be a small, tool purchase list, which will be strongly suggested. More advanced students are always welcome to take the class too, bring in your hammer and chisels. It provides a regular scheduled opportunity to work, get feedback from other artists, and a chance to both learn and share the knowledge you've acquired. *Jon Burns*

Newtown Campus/ \$225 (\$30 materials fee made payable to instructor)
RFNRT 3321 C01 & C02
C01/1 Wed, 5/27 & 5 Mon, 6/1-6/29, 6-10 pm
C02/6 Mon, 7/13-8/17, 6-10 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, 6/1-7/20, 6:30-7:30 pm
Approved Hours: 8 (Act 48)

Guitar for the Adult Beginner, Continued

This course picks up where "Guitar for the Adult Beginner" leaves off. Still a class for the beginner, it is also ideal for returning students as well as those who feel they aren't a beginner but aren't ready for anything too intense. Minimal experience is required. Completion of "Guitar for the Adult Beginner" is not mandatory. Must provide own guitar. *Don Leffler, B.M.*

Newtown Campus/ \$99/ RMUSC 1174 C01
6 Mon, 7/27-8/31, 6:30-7:30 pm

Beatles 101

This course 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. Must provide own guitar. *Don Leffler, B.M.*

Newtown Campus/ \$120/ RMUSC 1189/C01
8 Mon, 6/1-7/20 7:45-8:45pm
Approved Hours: 8 (Act 48)

Playing the Djembe Drum, the Tradition Rhythms of West Africa

The Djembe drum is the very popular goblet shaped hand-drum from West Africa. This class will start with the basics of hand drumming stressing technique and clarity of notes. We play multi part African rhythms where each drum plays a different pattern. Together the drummers create rich and interesting percussion music. The most important skill learned is listening to the other instruments and keeping in time, playing together. Playing in a tight drum circle is a transcendent experience and lots of fun with many proven health benefits. Drums are also available for purchase and the rental fee can be applied. *Jim Davidson*

Newtown Campus/\$149 (There is a one-time drum rental fee of \$35, waived if you bring your own full size djembe) (11" head minimum)
RMUSC 1194 C01
4 Tu & 4 Thu, 6/2-6/25, 6-8pm

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 include 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 \$135
- Six one-hour lessons \$255
- Twelve half-hour lessons \$255
- Twelve one hour lessons \$495

Lessons are available for the following instruments:

- | | |
|------------|--------------|
| • Banjo | • Piano |
| • Clarinet | • Saxophone |
| • Flute | • Percussion |
| • Guitar | • Violin |
| • Oboe | • Voice |

For Music Majors

BCCC students enrolled as Music majors (Curriculum Code 1019) must contact Dr. Steven M. Bresnen, Music Area Head, prior to registering for non-credit private music lessons taught via Continuing Education.

Steven.Bresnen@bucks.edu

Literature and Writing

Write This Way

Learn how to construct the perfect sentence, and you'll learn clear and concise writing. In this course you will learn how to view your writing in phrases and clauses and not word for word. This will lead to proper sentence construction, clearer writing, an understanding of the parts of speech, and the proper use of punctuation. *Roman Griffen*

Newtown Campus/ \$69/ RCEGN 1533 C01
7 Wed, 7/15-8/26, 7-9 pm

Browse Courses Online: bucks.edu/con-ed-courses • How To Register: page 5

Lifelong Learning

See Also, New Second Act Courses: Page 51

Special Interest

Breeding Birds of Tyler State Park

This is a field identification class of the birds of Tyler State Park. We will meet in different locations within Tyler State Park and learn the basics of field identification by sight and sound. Students will learn to locate and identify birds by sight and sound in the various habitats. We will be observing nesting birds within the park. It'll be a great time! Bring binoculars, sense of humor and walking shoes. *Jon Sutton*

NOTE: The class will meet at Tyler State Park and more information will be mailed with your confirmation.

Tyler State Park /\$159/ RCEGN 6323 CA1
Mon, Tu, Wed, Thu, Fri, 6/22-7/3, 6:30-8:30am
(rain dates will be made up if necessary)

Wilderness Survival: Land Navigation, Signaling, and Edibles (snares & edible plants)

Gain the knowledge and confidence needed to deal with outdoor survival situations. Sharpen your skills and learn new ones, including: building various snare and traps, identifying tips and strategies for edible plants and land navigation. This program incorporates Native American skills, military survival techniques with a respect for the environment to create a fun and valuable course. *Bob Collins*

Newtown Campus /\$99 (plus \$5 materials fee payable to instructor)/ RCEGN 8809 C01
4 Thu, 7/9-7/30, 5:30-8:00 pm

Wilderness Survival: Shelter, Water, & Fire

Gain the knowledge and confidence needed to deal with outdoor survival situations. Sharpen your skills and learn new ones including: shelter building, water procurement and purification techniques, fire-craft, the psychology of survival, and survival tools and tips for success in survival situations. The program incorporates Native American skills, military survival techniques with a respect for the environment to create a fun and valuable course. *Bob Collins*

Newtown Campus /\$99 (plus \$5 materials fee payable to instructor)
RCEGN 8808 C01/ 4 Wed, 7/8-7/29, 5:30-8:00 pm

My Food, My Way: Sustainability in Your Own Back Yard

Farming is more on our minds these days as we make more conscientious choices about where we buy our groceries, how we cook and what food we eat. This is an introductory course on sustainable farming and gardening practices and techniques. This course will empower students and give them the information, inspiration and skills needed to be more self reliant through growing their own food and improving the health of their families and their community. Students will also learn the basics of beekeeping and having backyard chickens. *Snipes Farm Education Team*

Newtown Campus/ \$89/RCEGN 4700 C01
1 Tu, 7/14, 6-8 pm, 2 Sat, 7/18-7/25, 9 am-12 pm/
Note: class 1 will be held at the Newtown Campus, class 2-3 will be held at Snipes Farm Education Center in Morrisville.

Private Pilot Ground School

Upon course completion, students will be equipped with the necessary knowledge to take the FAA's written exam to become a Private Pilot. Aircraft systems, aerodynamics, flight instruments, navigation, weather, flight planning, regulations, and airspace will all be covered. Must be 15 years old prior to the start of the class.

For more info, see page 22

Be Your Own Boss: How to Turn Your Crafts into Cash

This hands-on course is designed for learners ages 18+. Students will be introduced to some of the most popular ways of marketing and selling crafts without owning or leasing a brick-and-mortar retail store. Learn how to put together a business plan the basic economics of running a business, and how to sell your crafts in stores and in person. Discover some of the most popular venues to sell crafts in Bucks County and learn to use POS software and various merchant services so you can accept all major credit cards without the hassle of leasing a terminal. By the end of the semester, students will be able to actively sell their products as a part-time or full-time entrepreneur. This is a great course for those who are looking for a hobby or a part-time job or even a career change. *Dr. Jessica Kim*

Newtown Campus/ \$165 (includes materials)/
RCEGN 6780 C01/ 7 Wed, 6/3-7/15, 6:30-9:00pm

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/gptt

Newtown Campus/ \$55/ RSBEN 0004 C01
Wed, 6/17, 6:30-9:00 pm

Passion to Profits – How to Start a Profitable Online Business That You Love

Learn how to take your passion, interest, knowledge or experience and turn it into a profitable online business. One that you can start and run with very little money and no special technical skills. If you can browse the internet and manage email then you have all the skills you need to do this. In this 3 hour workshop you will learn step-by-step how to start and run a successful online business. From launching a free website, creating products, attracting customers, to collecting payments safely online. Nothing is left out. Each student will also receive a 50 page step-by-step guide that reviews everything covered in this comprehensive workshop. (In digital form) *Ron Schaffer*

Newtown Campus/\$59/RCEGN 6974 C01 & C02
C01, Thu, 6/18, 6-9pm
C02, Thu, 7/23, 6-9pm

Technology Series

Start a Blog That Matters - Beginners

If you seek to build a blog site that matches your personality and serves a purpose for communicating your unique message, this class is for you. Experienced blogger, Uriah Young, will guide you through the process of blog creation, maintenance, and promotion. This introductory blogging course will focus on utilizing the features offered on blogspot.com.

Learn how to apply templates, create interesting posts, add images, and incorporate multimedia for a blog site you can be proud to say you designed. Prerequisite - Basic file managing knowledge and a grasp of internet browsing. *Uriah Young M.ED.*

Newtown Campus/ \$99/ RCOAP 8048 C01
5 Tu, 6/2-6/30, 6:30-8:30 pm, 6:30-8:30pm

Social Media

Learn to navigate popular social media sites such as Twitter, Facebook, Blogger, Tumblr, LinkedIn, and Pinterest! Participants in this course will learn what each site does best. With social media you can communicate with friends and family, share photos and videos, learn about breaking news as it happens, interact with innovators in a field or your favorite movie star, wake up your inner memoirist, share recipes with cooks around the world, and much, much more. We'll explore resources to enhance your social media experience, and where to go for more information. Social media is here to stay, and it just keeps getting more interesting! *Margaret Montet, M.M., M.L.S.*

Newtown Campus/\$69/RCOAP C01
5 Wed, 8/5-8/19, 6:30-8:30

Second Act - Adults - Age 55+

Options for 55+
These courses may be of interest, but not limited to, those who are 55 or older.

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.

So, whether you're interested in personal enrichment, or a second career, take a look at all the possibilities before you.

America Before Columbus

Pre-Columbian peoples were not intermittently settled in an unspoiled wilderness; rather, there were vast numbers who actively shaped and influenced the geography around them. The Aztec enjoyed running water and impeccably clean streets. Mesoamerican cultures grew corn in a focused breeding process that has been called man's first feat of genetic engineering. Native peoples were not living lightly on the land but were manipulating and managing their world in many ways. We will examine the Maya, Aztec, Inka and many other pre Columbian cultures through interactive talks, PowerPoint presentations, and artifacts. *Matthew Bielecki, B.S., B.A.*

Newtown/ \$89/ RCEGN 8112 C01
4 Thu, 6/25-7/16, 6:30-8:30pm

Six Supreme Court Decisions Which Helped Define American's Constitutional Values

Constitutional decision making by the Supreme Court is an inherently value laden exercise cloaked in legal justification. This course will examine six Supreme Court decisions, together with their immediate progeny, which helped to define American values, both Constitutional and otherwise. American life today would be difficult if not impossible to imagine without the benefit of these six momentous Supreme Court decisions. *Dr. Frank Schwartz*

Pennswood/\$99/RCEGN 8389 CPV1
6 Tu, 6/9-7/14 10am-12pm

Canasta

Socialize and have fun while you play this easy card game. With instruction, you can learn to play quickly, even if you have never played cards before! It can be played with 2-4 players, individually or in pairs. Canasta is a variation of rummy, and with millions of players, is one of the most widely played card games in the country. Enrollment is limited to ensure a successful learning experience. *Neilia Makadok, B.S.*

Newtown Campus/ \$49 (plus \$3 materials fee payable to instructor)/RCEGN 8650 C01
Tu, 5/5, 6-9 pm

Mah Jongg

Originating in China about 2000 years ago, Mah Jongg is an exciting, engaging and fun game using tiles to form hands, much like rummy. Learn to play the American version, using The National Mah Jongg League rules and cards. An experienced educator will explain the basics in simple terms and guide you as you play, learn and enjoy your new skill. Enrollment is limited to ensure a successful learning experience. *Neilia Makadok, B.S.*

Newtown Campus/ \$99 (plus \$11 materials fee payable to instructor)/RCEGN 8652 C01
3 Wed, 5/6-5/20, 6-9 pm

Continued on page 52

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

The Harlem Renaissance

Have you heard of the Cotton Club, the Dark Tower, the Tree of Hope, Bessie Smith, W.C. Handy and Zora Neale Hurston? These and other examples of African American culture flourished in Harlem between World War I and the beginning of the Great Depression. This movement soon went mainstream, influencing American culture at large. Learn about and listen to the exciting music of the 1920's in Harlem with excursions into the art, literature, and dance emerging at the same time. *Margaret Montet, M.M., M.L.S.*

Pennswood/\$69/RCEGN 8706 CPV1
3 Wed, 8/5-8/19 10am-12pm

Skincare and Menopause

Barbara Strampello-Grabosky, Image Consultant, frequent guest lecturer and educator, will demonstrate specific treatments to help keep your skin looking healthy and youthful during menopause. Discover the anti-aging benefits of good skin care, ingredients and techniques which target the unique requirements of skincare during this stage of life. Camouflage makeup will be applied to demonstrate how to conceal imperfections and enhance the skin. This program includes an anti-aging Fabulous Face-lift demonstration. Product purchase is available but not required. A \$10 material fee is payable to the instructor on the first night of class.

*Barbara Strampello-Grabosky, Image Consultant,
Licensed Esthetician*

Newtown Campus/\$59 (plus \$10 material fee payable to instructor/RHEAL 8002 C01/
2 Tu, 6/23-6/30, 6-8 pm

AARP – SMART DRIVER Refresher Class

This is a four-hour refresher course only. You must provide certificate from previous class or a letter from insurance company, or an auto insurance bill indicating driver safety program deduction. 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. *Atty VanHamel*
(NOTE: Please arrive for class at 6:00)

Newtown Campus/ \$0/ RCEGN 8052 C01, C02 & C03
C01/Mon, 6/1, 6-10pm
C02/Mon, 7/6, 6-10pm
C03/Mon, 8/3, 6-10pm

Register Online!

For on-line registration please go to the following website: **www.bucks.edu/howtoregister**
This secure on-line 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.

Options for 55+

These courses may be of interest, but not limited to, those who are 55 or older.

Second Act Computer Series

Do you want to learn or improve computer skills, but have been hesitant to take the plunge? This series is designed for adults ages 50+, taught at your level, at your speed, and addressing issues that we all face in this fast-paced technological world! You too can be “Tech Savvy”!

Where Did My File Go?

Understanding File Management

Learn how to search for files, open and save them, copy and move them, and create and manage folders. No prior computer class required. Mastering electronic file management is a needed foundation to all other computer applications, including MS Office.

Newtown Campus/ \$129/ RCOSEY 8035 C01
C01/ 2 Tu & Thur 6/2, 6/4, 6/9, 6/11; 9-11am

ACT 48

Microsoft Word 2013 – Beginners

Learn to use Microsoft Word to prepare documents for business or personal use and navigate through the program easily. Discover basic editing tools, to insert pictures and stylistic elements into the Word document and much more.

Newtown Campus/\$129 (includes text)
RCOAP 8011 C01

Next Offering: Fall 2015

Approved Hours: 12 (Act 48)

ACT 48

Windows 8.1 for Beginners

This class will provide you with an understanding of how Windows 8.1 works and helps you to gain fluency in the terms used for the new look and feel of this version of the operating system. The focus will be on basic concepts: getting used to the environment, moving back and forth from the desktop to the start screen, accessing desktop applications, using the internet in a new and more improved manner and accessing mail service. There are no prerequisites for this class.

Newtown Campus/ \$149/ RCOSEY 8034 C01/
2 Tu & Thur, 6/2, 6/4, 6/9, 6/11; 11:15am - 1:15pm

Microsoft Excel 2013 for Beginners

MS Excel 2013 will allow students to create and format spreadsheets to manage data for their personal needs. They will be able to manipulate data, figures, and perform calculations to manage their accounting or financial needs. Students will learn editing, formatting, and developing calculations.

Newtown Campus/ \$129/ RCOAP 8045 C01
Next Offering: Fall 2015

Approved Hours: 12 (Act 48)

ACT 48

Please see our Senior
Citizen policy on page 4.

Getting Prepared



College Readiness Skills for Students with ADHD and Asperger's Syndrome

Students who present with Aspergers and ASDs may excel academically through high school however data shows that these bright students have a very high likelihood of dropping out of college due to their challenges around executive function skills, self-advocacy and navigating new social situations. This course designed for students in 11th and 12th grade will provide an overview of the skills necessary to independently manage a successful college career. Ryan Wexelblatt, M.S.S.

Newtown Campus/ \$159 (includes text)/ ACHYC 4025 C01/ **Coming Fall 2015**

Emerging Leaders Boot Camp: **NEW** High School Edition (24 Hrs)

Business@Bucks

Four day intensive workshop focusing on developing the leadership skills high school students need to give them the edge. This is not a lecture based course but an interactive experience focusing on team building, effective communication, business etiquette, leadership styles and more! Workshop includes field trips, motivational speakers and one on one time with young Bucks County leaders in their industries. Perfect for the high school student interested in business, preparing for a leadership role in college, or a young entrepreneur.

Newtown Campus/ \$225 (text included)/ ACHYC 5085 C01/
June 29-July 2, 2015; 9:00am - 3:00pm
Registration deadline 6/19

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
See page 23 for dates.



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
See page 23 for dates.

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 215-788-3594
or Eunice Rush-Day at 215-258-7741**

Cultural Events @ Bucks, 2015

at the Kevin and Sima Zlock Performing Arts Center
(Previously Gateway Auditorium), Newtown Campus

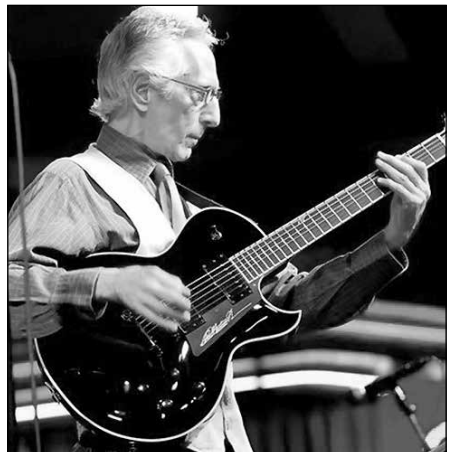
Pat Martino

Thursday, April 23, 7:30 pm
\$24 general public; \$10 students, seniors, and military personnel

Community Day - Bring the Family!

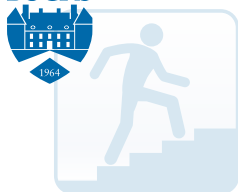
Saturday, April 25, 10 am - 2 pm
Rain or Shine
Free

Tickets: www.bucks.edu/tickets
Info: www.bucks.edu/cultural
Phone: **215.968.8087**





BUCKS



- For more information visit: www.bucks.edu/con-ed-courses
- Center for Workforce Development Website: www.bucks.edu/cwd
- Continuing Education Website: www.bucks.edu/coned
- To register, visit: www.bucks.edu/howtoregister, or call 215-968-8409 (Option #1)

Business@Bucks

Look what Bucks is doing with business!

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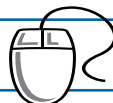
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Command Spanish



Command Spanish® Online

Command Spanish®, Inc. offers innovative e-Training Spanish language programs. All programs are based on the exclusive, revolutionary Language Power-Lock System which unites seven interactive processes to provide contextualized, purposeful learning opportunities.

Online/ \$99

Bucks can also deliver Command Spanish® courses at your workplace. For more information please contact Sherry McKinney at:

215-788-3593 or e-mail:
sherry.mckinney@bucks.edu

Online Spanish Language courses are available in the following fields and more:

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

To sign up for an online course, visit www.commandspanish.com

Industrial Skills



ADVANCED MANUFACTURING TRAINING CENTER

PLC (Programmable Logic Controllers) Troubleshooting A-B SLC 500/RSLOGIX 500 & Siemens S7

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)

Call for availability: 215-968-8364

Testimonial:

Two years ago an employee attended the PLC training course from Bucks. We are very impressed with the progress made and are contemplating sending the majority of Maintenance Staff through this same course.

B. Ferguson, Maintenance Supervisor, Greif, Warminster Steel

Blueprint Reading

Learn to find size and location of dimensions, symbols, math notes, and related welding assembly information shown on a drawing. This course helps develop the range of thinking required to assemble simple components and complex assemblies from welding prints.

Advanced Manufacturing Training Center/\$450/
40 hrs

Call for availability: 215-968-8364

Cad Design Software - Page 37

- AutoCAD® Essentials
- AutoCAD® 3D Modeling
- Revit® Architecture Basics
- Autodesk Inventor
- SolidWorks Essentials

Industrial Hydraulics

Learn the fundamentals of hydraulic systems used in industry. Topics include: hydraulic power systems, basic hydraulic circuits; pressure and flow valves, hydraulic speed control, pressure control circuits, DCV and cylinder applications, relief valve operations, and more.

Advanced Manufacturing Training Center/ \$875.
50 hrs (27 hrs class; 23 hrs e-learning)

Call for availability: 215-968-8364

Locomotive Engineer & Conductor Basic Training Program

The Transportation Industry is one of the fastest growing industries in the country today, and Locomotive Engineers and Conductors are in great demand, locally and nationally.

This 65-hour course is designed to prepare you participants for pre-employment as a Locomotive Engineer, Conductor, Train Dispatcher, Operator or Management Trainee at a public transportation provider or freight railroad. The goal of this course is to increase employment opportunities in the Transportation Industry and prepare participants for a railroad's training academy once employed. Upon completion of this course, Participants will be prepared to interview for positions at commuter or freight railroads across the United States, including but not limited to: NJ Transit, Metro North, Amtrak, LIRR, SEPTA, NS, CSX, CONRAIL, RNB and Short Line Railroads.

Newtown Campus/\$365 (plus approx. \$100 text)/
WTMCO 1151 C01/ **Next Offering: Fall 2015**

Register Online!

For on-line registration please go to the following website: **www.bucks.edu/howtoregister**
This secure on-line 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.

Advanced Manufacturing

**M** ADVANCED
MANUFACTURING
TRAINING CENTER

310 George Patterson Blvd
Suite 108, Bristol, PA

Career Opportunities in Advanced Manufacturing

- 12-week, Metalwork Training Program
- Employer Led, Entry Level
- Gain Skills for Lucrative, In-Demand Fields
- Veterans Strongly Encouraged to Apply

This is a great opportunity to learn new skills in a high-demand field. To learn more, call: 215-968-8364

email: susan.herring@bucks.edu



www.bucks.edu/con-ed-courses

Change Grow Succeed

We develop programming to improve the **lives, careers, and businesses** within our Community.

Come to Bucks if you want to:

- *Engage your passion for learning*
- *Gain skills for fun, or to build your career*
- *Maintain the competitive edge of your workforce*

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:

<http://www.e2campus.com/my/bucks/signup.htm>

The most up-to-date information will also be available on the college's website at: www.bucks.edu

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 on-line construction certificates:

- Construction Estimating
- Construction Practices
- Construction Supervision
- 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 9 classes:

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

*Denotes a course that runs every quarter.

Construction Supervision

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 10 following classes:

- Leadership and Motivation
- Oral and Written Communications
- Accident Prevention and Loss Control
- Contract Documents and Construction Law
- Problem-Solving and Decision-Making
- Project Management for Construction Supervisors
- Planning and Scheduling
- Cost Awareness and Production Control
- Construction Productivity

The following course may be substituted for any of the previously mentioned courses

- General and Specialty Contractor Dynamics

Civil Sitework Construction

Must complete all 4 of the following classes.

- Estimating Civil and SiteWork 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 Sitework:

- Contract Documents and Construction Law
- Planning and Schedule

For more information, contact:

Maryann Brennan, Director, Continuing Education at (215) 968-8104, or coned@bucks.edu

All Online/C30/

Spring Session Dates: 4/6/15 – 6/15/15; Summer Session Dates: June 22- August 28, 2015

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)

In addition to the courses that are offered every quarter, the following courses will be offered during the Spring Session:

April 6 – June 15, 2015 – Spring Session

Oral & Written Communication

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

In addition to the courses that are offered every quarter, the following courses will be offered during the Summer Session:

June 22- August 28, 2015 - Summer Session

Practical Applications of Civil Sitework

ETMCO 1507 C30/ \$440 (plus \$156 text)

Accident Prevention & Loss Control

ETMCO 2007 C30/ \$440 (plus \$156 text)

Project Management for Construction Supervision

ETMCO 2008 C30/ \$440 (plus \$156 text)

Construction Productivity Improvement

ETMCO 2009 C30/ \$440 (plus \$156 text)

General & Specialty Contractor Dynamics

ETMCO 2010 C30/ \$440 (plus \$156 text)

Workplace Professional Skills



Management Certificate

Discover the keys for effectively managing employees. Learn how to: create clear expectations; engage and motivate employees; improve time and productivity; and manage different generations. Learn what motivates each generation at work, what incentives they respond to, and what messages they value.

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

Management Boot Camp

Online/ \$295/ ESMCE 4333

C30/ 6/1-6/26



New 21st Century Strategies for Productivity and Time Management

Online/ \$195/ ESMCE 4337 C30/ 7/6-7/31

Managing Generations in the Workplace

Online/ \$175/ ESMCE 4306 C30/ 6/1-6/26;

C31/ 8/4-8/28

Certificate in Workplace Communication

Come get a comprehensive and intensive preparation with communication skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work. 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

Online/ \$245/ ESMCE 4328 C30/ 6/1-6/26

Negotiation: Get What You Want

Online/ \$195/ ESMCE 4329 C30/ 7/6-7/31

Using Personality Profiles for Better Work Performance

Online/ \$295/ ESMCE 4332 C30/ 6/1-6/26;

C31/ 8/4-8/28



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.*

Approved Hours: 3 (Notary Public)

Newtown Campus/\$79/ WSBEN 0130 C01 & C02 6:30-9:30 pm

C01/ Tu, 7/14

C02/ Tu, 8/11

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.

Prerequisite: You must already be a Notary. *Ronald Long, Esq.*

Newtown Campus/\$155/ WSBEN 0131 C01 & C02/ 6-10 pm

C01/ Thu, 7/23

C02/ Thu, 8/21

Business Coaching Certificate

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. Gain skills in the development, implementation, and support of coaching and mentoring programs. Take home the toolkit to improve employees' performance and create a working environment that will be truly rewarding.

Online / \$395/ ESMCE 4335 / One 2-month course. Only available as a certificate.

Mentoring and Coaching in the Workplace Level 1
C30/ 6/1-6/26

Mentoring and Coaching in the Workplace Level 2
C30/7/6-7/31



Floral Design Certificate Program

The Floral Design Certificate Program is designed for students of ages 18+ with or without experience designing with fresh flowers. All that is required is a shared love of flowers and design and the belief that they have the talent to pursue a career in floral design. Learn the basics from designing with fresh flowers including how to care and condition fresh cut flowers to prolong their life to creating various floral arrangements related to the theme of each course. Students will learn various terminology as well as trends in the flower designing industry.

The curriculum includes 96 hours of classroom instruction in 5 core courses and 3 electives of your choice. This certificate must be completed within two years. Attendance at 80% of classes is required. Classes are offered throughout the year.

Core Classes:

- Basic Floral Design
- Intermediate Floral Design
- Fresh Flowers for Life's Special Occasions
- Modern Floral Design
- The Business of Floral Design

Electives: (choose 3)

Prerequisites: Intro to Basic Floral Design & Basic Floral Design Intermediate

- Advanced Floral Design
- Celebrating the Holidays with Fresh Flowers
- Weddings and Special Occasions
- Gift Giving with Fresh Flowers & Fruits
- Centerpieces for a Sensational Summer
- Tropical Floral Designs

Basic Floral Design

This hands-on course is designed for learners of ages 18+ with or without experience in floral design. Learn the fundamentals of fresh floral design, how to condition and care for fresh flowers, use floral foam, tape, and wire in basic floral design. Create beautiful arrangements for yourself or a friend in many styles including a hand-tied bouquet, a basket design, and small square centerpiece. Students will take home the arrangements they create in class. *Dr. Jessica Kim*

Newtown Campus/ \$199 (Flower cost \$185 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)
RFNRT 5125/ C01/ 7 Mon, 6/1-7/13; 5:30-7:30pm

Intermediate Floral Design

Students will be able to advance their knowledge and skills in floral design, having opportunities to design larger arrangements using more complex techniques. Students will learn to use some of the most common design techniques including mille de fleur, Biedermeier, phoenix, and waterfall designs. Students will take home the arrangements they create in class. *Dr. Jessica Kim*

Newtown Campus/ \$199 (Flower cost \$195 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)
RFNRT 5126/ C01/ 7 Mo, 6/1-7/13; 7:35-9:35pm

Centerpieces for a Sensational Summer

Enjoy the summer with your very own beautiful floral arrangements in vibrant sunshine hues! Learn to create fun floral designs using citrus fruits that float in the vase or even a birdcage spilling with budding blossoms. With each design you make and take home with you, you will be sure to put a smile on your face all your friends' faces who admire your creations! *Dr. Jessica Kim*

Newtown Campus/ \$199 (Flower cost \$185 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)
RFNRT 5129/ C01/ 7 Thu, 6/4-7/16; 5:30-7:30pm

Modern Floral Design

Students will learn to create modern arrangements using the latest styles and trends in contemporary floral design. Students will be exposed to a variety of fresh seasonal flowers and foliage to create their designs. Projects will include rectangle willow design, shallow designer tray arrangement, a modern twist on dozen roses, the pave design, and more.

Dr. Jessica Kim

Newtown Campus/ \$199 (Flower cost: \$185 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)
RFNRT 5130/ C01/ 7 Tu, 6/2-7/14; 7:35-9:35pm

Tropical Floral Designs

Learn to create beautiful fresh arrangements using flowers and foliage from Hawaii, Thailand, and other exotic locations. Some of the fresh ingredients we'll be using include birds of paradise, anthuriums, heliconas, gingers, and orchids of various types! At the end of the course, you'll be able to identify and enjoy some of the most popular flowers and foliage that grow in the tropics. *Dr. Jessica Kim*

Newtown Campus/ \$199 (Flower cost: \$185 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)
RFNRT 5131/ C01/ 7 Tu, 6/2-7/14; 5:30-7:30pm

Floral Design Boot Camp

This one-day workshop is designed especially for those individuals who are interested in learning the basics of floral design but cannot fit a weekly class into their busy schedule. Intended for beginners with little or no prior design experience, students will learn everything from how to shop for fresh flowers to conditioning them once you bring them home. Bring a sack lunch. Choose one of the dates or choose both for more practice!

Dr. Jessica Kim

Newtown Campus/ \$159 (Flower cost: \$165 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)
RFNRT 5128/ C01-C02; 9:30am-3:30pm
C01/ Sa, 5/16
C02/ Sa, 5/30

Fashion Design

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 the program, students will be pre-pared to enter the fashion design industry in the capacity of a design assistant or 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 (page 48)
- A computer-aided design class such as Photoshop or Illustrator (page 38)

For more information, contact:

Maryann Brennan, Director, Continuing Education at (215) 968-8104, or coned@bucks.edu

Fashion Design II

A continuation of Fashion Design I, you will enhance your understanding and skills with an emphasis on merchandising a clothing collection, presentation techniques and building a portfolio. (Materials list will be mailed prior to the start of class.) (Prerequisite: Fashion Design I & Fashion Illustration) *Paula Molino, M.Ed.*

Newtown Campus/ \$205 (plus approx. \$25 materials, and \$90 book fee)/ WSMCE 3711

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. Materials list will be mailed prior to first class; approximate cost \$80. Bring your portable sewing machine to class. *Paula Molino, M.Ed.*

Newtown Campus/\$195 (plus \$40 book fee)/ WSMCE 3713 C01/ 6 Wed, 6/3-7/8, 6:30-9:30 pm

Pattern Drafting I

Students will learn to take measurements and to translate these measurements into a pattern (sloper) that can be used to create any design and create a perfect fit. *Virginia Buck*

Newtown Campus/ \$265 (plus \$20 payable to the instructor)/ WSMCE 3714

Pattern Drafting II

This class will teach students to design and create a garment (skirt, pant, blouse) from existing slopers.

Each student will create a garment (pant, skirt, or blouse) from a basic sloper and learn how design elements, (dart manipulation, sleeves, collars, necklines) translate to the flat pattern. As a final project students will complete a garment from their own designs. *Virginia Buck*

Newtown Campus/\$265 (plus \$20 payable to the instructor)/ WSMCE 3715

Sewing Techniques

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. *Virginia Buck*

Newtown Campus/ \$265 (plus \$20 payable to the instructor)/ WSMCE 3716

Register Online!

For on-line registration please go to the following website: **www.bucks.edu/howtoregister**

This secure on-line 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.

Green Courses

LEED® AP + Building Design & Construction

Discover the real-world application of Green Building Design and Construction practices on LEED projects. Prepare yourself for the LEED AP BD+C accreditation exam that (after passing) will allow you to operate as a successful LEED practitioner on and off job sites.

Online/ \$795/ ETEST 2000
C30/ 6/1-7/24



www.bucks.edu/LERNclasses

LEED® v4 Green Associate Exam Preparation Study Group

This course covers the fundamental concepts of green building and is intended for design, construction and real estate professionals, building owners, or anyone who wants to develop their knowledge in this area. The course will prepare students to earn the LEED Green Associate credential from the Green Building Certification Institute and fulfill the eligibility requirement to sit for the exam. Students examine case studies of LEED certified building projects, concepts of integrated design, third-party verification and the LEED administration process.

Online/ \$695/ ETEST 2001
C30/ 6/1-7/24



www.bucks.edu/LERNclasses

LEED® v4 Accredited Professional for Existing Buildings: Operations + Maintenance Exam Preparation Study Group

The course will prepare students to earn the LEED for Existing Buildings Operations & Maintenance Accredited Professional (LEED AP O+M) credential from the Green Building Certification Institute. This exam tests the knowledge and skills necessary to participate in the operation and maintenance of existing buildings that implement sustainable practices and reduce the environmental impact of a building over its functional life cycle. Please note that experience on a LEED project is an eligibility requirement to sit for this exam. Students examine case studies of LEED for Existing Buildings Operations & Maintenance certified building projects, concepts of integrated design, third-party verification and the LEED administration process.

Online/ \$795/ ETEST 2002
C30/ 6/1-7/24



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.

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
- V. Adobe InDesign, Photoshop or Illustrator

Course I: Elements of Technical Writing I

Newtown Campus/ \$169 (plus \$9 text)/
WSMCE 5475 C01/ **Next Offering: Fall 2015** 

Course II: Elements of Technical Writing II

Newtown Campus/ \$169 (same text as Course I)/
WSMCE 5476 C01/ **Next Offering: Fall 2015**
Approved Hours: 12 (Act 48) 

Course III: Mathematics & Science for the Technical Writer

Newtown Campus/ \$169/ WSMCE 5477 C01/
Next Offering: Fall 2015
Approved Hours: 12 (Act 48) 

Course IV: Choose one of the following

- Introduction or Intermediate Word (online at www.ed2go.com/bucks)
- Basic, Intermediate or Advanced Word - (in class) - page 35

Course V: Choose one of the following

- Adobe Illustrator, Basic or Advanced - page 38
- Adobe Photoshop, Basic or Advanced - page 38
- InDesign, Basic or Advanced - page 38

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



Department Information

Bucks County Community College
Department of Public & Industrial Safety Training & Certification
Operating two sites in Bucks County, Bristol and Doylestown.



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

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 Professional Qualifications Board (Pro Board). The Department of Public Safety Training & Certification offers professional certification in over 45 NFPA (National Fire Protection Association disciplines).

Department of Public and Industrial Safety Training & Certification:

Robert Grunmeier II, Executive Director, Contracted Public and Industrial Safety Training & Certification
robert.grunmeier@bucks.edu

Earl "Rob" Freese III, M.S., Executive Director, Public Safety Training Centers
earl.freese@bucks.edu

Edward Copper, Director of Facility Operations, Lower Bucks Public Safety Training Center (Bristol)
edward.copper@bucks.edu

Fred Hashagen, Director of Facility Operations, Bucks County Public Safety Training Center (Doylestown)
fred.hashagen@bucks.edu

Nick Wuckovich, Director, Field Operations (Western PA Region)
nicholas.wuckovich@bucks.edu

Charles "Chas" Moritz, Assistant Director, Field Operations (Southeast PA Region)
charles.moritz@bucks.edu

Matthew Hatrak, Director, Certification and Curriculum, Field Operations (Northeast PA Region)
matthew.hatrak@bucks.edu

Visit the Department of Public Safety Training & Certification web page at:

www.bucks.edu/publicsafety

SUMMER 2015 CREDIT COURSES



For further information, visit www.bucks.edu/summer

SUMMER 2015 KEY DATES & DEADLINES

SESSION	ONLINE REGISTRATION	WALK-IN REGISTRATION	CLASSES BEGIN	100% REFUND ENDS	50% REFUND ENDS	HOLIDAY	SCHEDULE ADJUSTMENT	WITHDRAWAL	CLASSES END
Session I 6 week	2/25-5/25	5/18-5/19	5/26	5/25*	5/26 - 6/1	NA	5/26 -5/27	6/2 - 6/18	7/2
Session I 12 week	2/25-5/25	5/18-5/19	5/26	5/25*	5/26 - 6/10	7/4	5/26 -5/29	6/11 - 7/14	8/13
Session II 9 week	2/25-6/14	5/18-5/19	6/15	6/14*	6/15 - 6/26	7/4	6/15 - 6/17	6/27 - 7/21	8/13
Session III 6 week	2/25-7/5	6/29-6/30	7/6	7/5*	7/6 - 7/12	NA	7/6 - 7/7	7/13 - 7/29	8/13

*100% refund through day before classes begin for online or faxed drops (Fax: 215-968-8110).

Tuition due date for all 2015 Summer Sessions is April 29, 2015 and at time of registration thereafter.

SUMMER 2015 WALK-IN REGISTRATION

(Advisors available for all dates. Payment is due at time of registration.)

Sessions I and II

Wednesday	May 13	4:00 pm - 7:00 pm	Upper Bucks Campus, Perkasio
Thursday	May 14	4:00 pm - 7:00 pm	Lower Bucks Campus, Bristol
Monday	May 18	10 am - 1 pm & 5 pm - 7 pm	Newtown Campus - Admissions Office
Tuesday	May 19	10 am - 1 pm & 5 pm - 7 pm	Newtown Campus - Admissions Office

Session III

Tuesday	June 23	4:00 pm - 7:00 pm	Upper Bucks Campus, Perkasio
Thursday	June 25	4:00 pm - 7:00 pm	Lower Bucks Campus, Bristol
Monday	June 29	10 am - 1 pm & 5 pm - 7 pm	Newtown Campus - Admissions Office
Tuesday	June 30	10 am - 1 pm & 5 pm - 7 pm	Newtown Campus - Admissions Office

TERMS: Session Summer 1="15/S1"; Summer Session 2="15/S2"; Summer Session 3="15/S3"

TERM	SUBJECT	SEC NAME	SEC SHORT TITLE	LOCATION	DAYS	START TIME	END TIME	START DATE	END DATE
15/S1	Accounting	ACCT-103-E11	Introductory Accounting	Online				05/26/15	07/02/15
15/S1		ACCT-103-E31	Introductory Accounting	Online				05/26/15	08/13/15
15/S1		ACCT-105-E11	Financial Accounting	Online				05/26/15	07/02/15
15/S1		ACCT-105-H12	Financial Accounting	Newtown	TUE	9:00AM	1:00PM	05/26/15	07/02/15
15/S1		ACCT-105-H17	Financial Accounting	Newtown	TTh	6:30PM	9:30PM	05/26/15	07/02/15
15/S1		ACCT-106-E31	Managerial Accounting	Online				05/26/15	08/13/15
15/S1		ACCT-255-E31	Advanced Accounting	Online				05/26/15	08/13/15
15/S1		ACCT-280-N31	Co-op Education: Accounting	Newtown	TBA	TBA	TBA	05/26/15	08/13/15
15/S1	Biology	BIOL-101-HB1	Biological Science I	Bristol	M W	12:30PM	3:25PM	05/26/15	07/02/15
15/S1		BIOL-101-E11	Biological Science I	Online				05/26/15	07/02/15
15/S1		BIOL-101-E12	Biological Science I	Online				05/26/15	07/02/15
15/S1		BIOL-101-E13	Biological Science I	Online				05/26/15	07/02/15
15/S1		BIOL-101-H11	Biological Science I	Newtown	TTh	9:00AM	11:55AM	05/26/15	07/02/15
15/S1		BIOL-101-N11	Biological Science I	Newtown	MTWTh	8:30AM	11:25AM	05/26/15	07/02/15
15/S1		BIOL-101-N12	Biological Science I	Newtown	MTWTh	12:30PM	3:25PM	05/26/15	07/02/15
15/S1		BIOL-101-U11	Biological Science I	Perkasie	MTWTh	12:30PM	3:25PM	05/26/15	07/02/15
15/S1		BIOL-102-E11	Biological Science II	Online				05/26/15	07/02/15
15/S1		BIOL-115-E11	Basic Human Anatomy	Online				05/26/15	07/02/15
15/S1		BIOL-121-E11	Biological Principles I	Online				05/26/15	07/02/15
15/S1		BIOL-181-B11	Anatomy & Physiology I	Bristol	MTWTh	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		BIOL-181-B18	Anatomy & Physiology I	Bristol	MTWTh	6:00PM	9:25PM	05/26/15	07/02/15
15/S1		BIOL-181-E11	Anatomy & Physiology I	Online				05/26/15	07/02/15
15/S1		BIOL-181-E12	Anatomy & Physiology I	Online				05/26/15	07/02/15
15/S1		BIOL-181-E31	Anatomy & Physiology I	Online				05/26/15	08/13/15
15/S1		BIOL-181-E32	Anatomy & Physiology I	Online				05/26/15	08/13/15
15/S1		BIOL-181-H11	Anatomy & Physiology I	Newtown	M W	8:30AM	11:30AM	05/26/15	07/02/15
15/S1		BIOL-181-N11	Anatomy & Physiology I	Newtown	MTWTh	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		BIOL-181-N12	Anatomy & Physiology I	Newtown	MTWTh	12:30PM	3:55PM	05/26/15	07/02/15
15/S1		BIOL-181-N18	Anatomy & Physiology I	Newtown	MTWTh	6:00PM	9:25PM	05/26/15	07/02/15
15/S1		BIOL-181-U11	Anatomy & Physiology I	Perkasie	MTWTh	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		BIOL-182-E31	Anatomy & Physiology II	Online				05/26/15	08/13/15
15/S1		BIOL-182-E32	Anatomy & Physiology II	Online				05/26/15	08/13/15
15/S1		BIOL-182-N11	Anatomy & Physiology II	Newtown	MTWTh	12:30PM	3:55PM	05/26/15	07/02/15
15/S1		BIOL-228-N11	Microbiology	Newtown	MTWTh	9:00AM	12:25PM	05/26/15	07/02/15
15/S1		BIOL-228-N18	Microbiology	Newtown	MTWTh	6:00PM	9:25PM	05/26/15	07/02/15
15/S1	Chemistry	CHEM-101-B18	Chemistry A	Bristol	MTWTh	6:30PM	9:45PM	05/26/15	07/02/15
15/S1		CHEM-101-N11	Chemistry A	Newtown	MTWTh	1:30PM	4:45PM	05/26/15	07/02/15
15/S1		CHEM-101-U11	Chemistry A	Perkasie	MTWTh	9:00AM	12:15PM	05/26/15	07/02/15

For Further Information: bucks.edu/summer

15/S1		CHEM-102-N11	Chemistry B	Newtown	MTWTh	9:30AM	1:15PM	05/26/15	07/02/15
15/S1		CHEM-121-N11	Chemistry I	Newtown	MTWTh	9:00AM	1:00PM	05/26/15	07/02/15
15/S1		CHEM-121-N12	Chemistry I	Newtown	MTWTh	2:00PM	6:00PM	05/26/15	07/02/15
15/S1		CHEM-122-N11	Chemistry II	Newtown	MTWTh	9:00AM	1:00PM	05/26/15	07/02/15
15/S1	Communications	COMM-105-B11	Interpersonal Communication	Bristol	M W	6:30PM	9:40PM	05/26/15	07/02/15
15/S1		COMM-105-E11	Interpersonal Communication	Online				05/26/15	07/02/15
15/S1		COMM-110-B11	Effective Speaking	Bristol	M W	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		COMM-110-B17	Effective Speaking	Bristol	TTh	6:30PM	9:40PM	05/26/15	07/02/15
15/S1		COMM-110-E13	Effective Speaking	Online				05/26/15	07/02/15
15/S1		COMM-110-E14	Effective Speaking	Online				05/26/15	07/02/15
15/S1		COMM-110-E16	Effective Speaking	Online				05/26/15	07/02/15
15/S1		COMM-110-E17	Effective Speaking	Online				05/26/15	07/02/15
15/S1		COMM-110-H15	Effective Speaking	Newtown	TBA	TBA	TBA	05/26/15	07/02/15
15/S1		COMM-110-N11	Effective Speaking	Newtown	M W	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		COMM-110-N12	Effective Speaking	Newtown	TTh	12:30PM	3:40PM	05/26/15	07/02/15
15/S1		COMM-110-N18	Effective Speaking	Newtown	TTh	8:30AM	9:40PM	05/26/15	07/02/15
15/S1		COMM-110-U17	Effective Speaking	Perkasie	TTh	6:30PM	9:40PM	05/26/15	07/02/15
15/S1	Composition	COMP-090-B17	Basic Writing	Bristol	TTh	6:30PM	9:40PM	05/26/15	07/02/15
15/S1		COMP-090-N11	Basic Writing	Newtown	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		COMP-107-B11	Intro to Academic Writing	Bristol	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		COMP-107-N17	Intro to Academic Writing	Newtown	TTh	6:30PM	9:40PM	05/26/15	07/02/15
15/S1		COMP-107-U11	Intro to Academic Writing	Perkasie	M W	12:30PM	3:55PM	05/26/15	07/02/15
15/S1		COMP-110-B11	English Composition I	Bristol	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		COMP-110-B17	English Composition I	Bristol	M W	6:30PM	9:55PM	05/26/15	07/02/15
15/S1		COMP-110-E11	English Composition I	Online				05/26/15	07/02/15
15/S1		COMP-110-E12	English Composition I	Online				05/26/15	07/02/15
15/S1		COMP-110-E13	English Composition I	Online				05/26/15	07/02/15
15/S1		COMP-110-N11	English Composition I	Newtown	M W	12:30PM	3:55PM	05/26/15	07/02/15
15/S1		COMP-110-N12	English Composition I	Newtown	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		COMP-110-U11	English Composition I	Perkasie	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		COMP-111-B17	Engl Composition II	Bristol	TTh	6:30PM	9:40PM	05/26/15	07/02/15
15/S1		COMP-111-E11	Engl Composition II	Online				05/26/15	07/02/15
15/S1		COMP-111-E12	Engl Composition II	Online				05/26/15	07/02/15
15/S1		COMP-111-E13	Engl Composition II	Online				05/26/15	07/02/15
15/S1		COMP-111-E31	Engl Composition II	Online				05/26/15	08/13/15
15/S1		COMP-111-E32	Engl Composition II	Online				05/26/15	08/13/15
15/S1		COMP-111-N11	Engl Composition II	Newtown	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		COMP-111-N12	Engl Composition II	Newtown	TTh	12:30PM	3:40PM	05/26/15	07/02/15
15/S1		COMP-111-N17	Engl Composition II	Newtown	M W	6:30PM	9:55PM	05/26/15	07/02/15
15/S1		COMP-111-U11	Engl Composition II	Perkasie	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		COMP-114-E31	Technical Writing	Online				05/26/15	08/13/15
15/S1		COMP-114-E32	Technical Writing	Online				05/26/15	08/13/15
15/S1		COMP-115-E11	Creative Writing I	Online				05/26/15	07/02/15
15/S1	Computer Science	CISC-100-E31	Digital Literacy	Online				05/26/15	08/13/15
15/S1		CISC-110-E31	Intro to Information Systems	Online				05/26/15	08/13/15
15/S1		CISC-110-N11	Intro to Information Systems	Newtown	TTh	8:30AM	12:40PM	05/26/15	07/02/15
15/S1		CISC-110-N19	Intro to Information Systems	Newtown	TTh	6:00PM	10:15PM	05/26/15	07/02/15
15/S1		CISC-110-U19	Intro to Information Systems	Perkasie	TTh	6:00PM	10:15PM	05/26/15	07/02/15
15/S1		CISC-113-E31	Visual Basic Program'g I	Online				05/26/15	08/13/15
15/S1		CISC-115-N19	Computer Science I	Newtown	TTh	6:30PM	9:15PM	05/26/15	07/02/15
15/S1		CISC-128-E31	Comparative Operating Systems	Online				05/26/15	08/13/15
15/S1		CISC-143-E31	Essentials of Networking	Online				05/26/15	08/13/15
15/S1		CISC-213-E31	Computer Science III (JAVA)	Online				05/26/15	08/13/15
15/S1		CISC-215-E31	Database Des&Appl Devel	Online				05/26/15	08/13/15
15/S1	Criminal Justice	CRJ-110-E11	Introduction to Criminal Law	Online				05/26/15	07/02/15
15/S1		CRJ-210-E11	Terrorism	Online				05/26/15	07/02/15
15/S1	Economics	ECON-111-B11	Principles of Economics: Macro	Bristol	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		ECON-111-E11	Principles of Economics: Macro	Online				05/26/15	07/02/15
15/S1		ECON-111-E12	Principles of Economics: Macro	Online				05/26/15	07/02/15
15/S1		ECON-111-E31	Principles of Economics: Macro	Online				05/26/15	08/13/15
15/S1		ECON-111-N11	Principles of Economics: Macro	Newtown	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		ECON-111-N18	Principles of Economics: Macro	Newtown	TTh	6:30PM	9:40PM	05/26/15	07/02/15
15/S1		ECON-111-U11	Principles of Economics: Macro	Perkasie	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		ECON-112-B11	Principles of Economics: Micro	Bristol	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		ECON-112-E11	Principles of Economics: Micro	Online				05/26/15	07/02/15
15/S1		ECON-112-E12	Principles of Economics: Micro	Online				05/26/15	07/02/15
15/S1		ECON-112-N11	Principles of Economics: Micro	Newtown	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1	Education	EDUC-100-E11	Foundations of Education	Online				05/26/15	07/02/15
15/S1		EDUC-115-E11	Ob/Rec Behavior Young Children	Online				05/26/15	07/02/15
15/S1		EDUC-120-E11	Early Learning & Development I	Online				05/26/15	07/02/15
15/S1		EDUC-200-N11	Integrated Art/Move/Play	Newtown	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		EDUC-210-E11	Computers, Media & the Teacher	Online				05/26/15	07/02/15
15/S1	English as 2nd Lang.	AESL-101-N37	Writing Skls for Intern'l Stds	Newtown	TTh	6:30PM	9:40PM	05/26/15	08/13/15
15/S1		AESL-105-N17	Oral Communication Skls Intern'l	Newtown	M W	6:30PM	9:55PM	05/26/15	07/02/15
15/S1	Foreign Language	AMSL-110-N17	American Sign Language I	Newtown	M W	6:30PM	9:55PM	05/26/15	07/02/15
15/S1		AMSL-110-N18	American Sign Language I	Newtown	TTh	6:30PM	9:40PM	05/26/15	07/02/15
15/S1		FREN-110-N11	Elementary French I	Newtown	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		FREN-110-NM1	Elementary French I	Newtown	MTWTh	8:30AM	11:55AM	05/26/15	06/11/15
15/S1		FREN-111-NM1	Elementary French II	Newtown	MTWTh	8:30AM	11:55AM	06/15/15	07/02/15

15/S1		GRMN-110-N11	Elementary German I	Newtown	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		GRMN-110-N17	Elementary German I	Newtown	M W	6:30PM	9:55PM	05/26/15	07/02/15
15/S1		ITAL-110-E11	Elementary Italian I	Online				05/26/15	07/02/15
15/S1		JPN5-101-N11	Elementary Japanese I	Newtown	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		SPAN-110-B17	Elementary Spanish I	Bristol	TTh	6:30PM	9:40PM	05/26/15	07/02/15
15/S1		SPAN-110-H11	Elementary Spanish I	Newtown	MON	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		SPAN-110-H12	Elementary Spanish I	Newtown	WED	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		SPAN-110-N17	Elementary Spanish I	Newtown	TTh	6:30PM	9:40PM	05/26/15	07/02/15
15/S1	Health Education	HLTH-103-E11	Life and Health	Online				05/26/15	07/02/15
15/S1		HLTH-103-E12	Life and Health	Online				05/26/15	08/13/15
15/S1		HLTH-110-B11	Responding to Emergencies	Bristol	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		HLTH-120-E11	Nutrition	Online				05/26/15	07/02/15
15/S1		HLTH-120-E12	Nutrition	Online				05/26/15	07/02/15
15/S1		HLTH-120-E41	Nutrition	Online				05/26/15	08/13/15
15/S1		HLTH-120N-B17	Nutrition(by Reg'd Dietician)	Bristol	M W	6:30PM	9:55PM	05/26/15	08/13/15
15/S1		HLTH-120N-B18	Nutrition(by Reg'd Dietician)	Bristol	TTh	6:30PM	9:55PM	05/26/15	08/13/15
15/S1		HLTH-120N-E11	Nutrition(by Reg'd Dietician)	Online				05/26/15	07/02/15
15/S1		HLTH-120N-E12	Nutrition(by Reg'd Dietician)	Online				05/26/15	08/13/15
15/S1		HLTH-120N-N11	Nutrition(by Reg'd Dietician)	Newtown	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		HLTH-120N-N17	Nutrition(by Reg'd Dietician)	Newtown	M W	6:30PM	9:55PM	05/26/15	07/02/15
15/S1	History	HIST-111-E11	History of Western Civ I	Online				05/26/15	07/02/15
15/S1		HIST-113-E11	Global History: Ancient/Mediev	Online				05/26/15	07/02/15
15/S1		HIST-146-E31	East Asia	Online				05/26/15	08/13/15
15/S1		HIST-151-B11	U.S. History: Young America	Bristol	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		HIST-151-E11	U.S. History: Young America	Online				05/26/15	07/02/15
15/S1		HIST-151-E31	U.S. History: Young America	Online				05/26/15	08/13/15
15/S1		HIST-151-N11	U.S. History: Young America	Newtown	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		HIST-151-N18	U.S. History: Young America	Newtown	M W	6:30PM	9:55PM	05/26/15	07/02/15
15/S1		HIST-151-U11	U.S. History: Young America	Perkasie	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		HIST-152-B11	U.S. History: Modern America	Bristol	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		HIST-152-E11	U.S. History: Modern America	Online				05/26/15	07/02/15
15/S1		HIST-152-E31	U.S. History: Modern America	Online				05/26/15	08/13/15
15/S1		HIST-152-N11	U.S. History: Modern America	Newtown	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		HIST-152-U11	U.S. History: Modern America	Perkasie	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		HIST-219-E31	Management of Historic Sites	Online				05/26/15	08/13/15
15/S1		HIST-239-E11	Amer Pop Culture: Hist of Rock	Online				05/26/15	07/02/15
15/S1	Hospitality	HRIM-210-N31	H/M/R/I Internship	Newtown	TBA	TBA	TBA	05/26/15	08/13/15
15/S1		HRIM-280-N31	Co-op Education: HRIM	Newtown	TBA	TBA	TBA	05/26/15	08/13/15
15/S1	Humanities	HUMN-112-E11	Humanities II	Online				05/26/15	07/02/15
15/S1		HUMN-112-U11	Humanities II	Perkasie	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		HUMN-120-B18	Survey: World Religions	Bristol	TTh	6:30PM	9:40PM	05/26/15	07/02/15
15/S1		HUMN-120-E11	Survey: World Religions	Online				05/26/15	07/02/15
15/S1		HUMN-120-N11	Survey: World Religions	Newtown	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		HUMN-120-U18	Survey: World Religions	Perkasie	TTh	6:30PM	9:40PM	05/26/15	07/02/15
15/S1		HUMN-125-E11	Religion in America	Online				05/26/15	07/02/15
15/S1	Integration of Knowledge	INTG-285-E31	Creativity	Online				05/26/15	08/13/15
15/S1		INTG-285-H31	Earth in Balance	Newtown	TBA	TBA	TBA	05/26/15	08/13/15
15/S1	Kinesiology (Phys Educ)	KINS-130-N17	Yoga	Newtown	M W	6:30PM	8:45PM	05/26/15	07/02/15
15/S1		KINS-130-U11	Yoga	Perkasie	TTh	12:00PM	2:10PM	05/26/15	07/02/15
15/S1		KINS-133-N17	Archery	Newtown	M W	6:30PM	8:45PM	05/26/15	07/02/15
15/S1	Literature	LITR-205-E11	English Lit to 19th Century	Online				05/26/15	07/02/15
15/S1		LITR-231-E11	American Lit to 1865	Online				05/26/15	07/02/15
15/S1		LITR-232-N17	American Lit from 1865	Newtown	TTh	6:30PM	9:40PM	05/26/15	07/02/15
15/S1		LITR-246-N11	Children's Literature	Newtown	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		LITR-254-E11	World Literature I	Online				05/26/15	07/02/15
15/S1	Management	MGMT-100-B18	Introduction to Business	Bristol	M W	6:30PM	9:45PM	05/26/15	07/02/15
15/S1		MGMT-100-E11	Introduction to Business	Online				05/26/15	07/02/15
15/S1		MGMT-100-E12	Introduction to Business	Online				05/26/15	07/02/15
15/S1		MGMT-100-H11	Introduction to Business	Newtown	TTh	10:30AM	12:30PM	05/26/15	07/02/15
15/S1		MGMT-110-E11	Small Business Management	Online				05/26/15	07/02/15
15/S1		MGMT-120-E11	Business Mathematics	Online				05/26/15	07/02/15
15/S1		MGMT-130-E11	Business Law (LAWS-130)	Online				05/26/15	07/02/15
15/S1		MGMT-160-E31	Risk and Insurance	Online				05/26/15	08/13/15
15/S1		MGMT-180-E11	Legal Environment of Business	Online				05/26/15	07/02/15
15/S1		MGMT-230-E11	Principles of Management	Online				05/26/15	07/02/15
15/S1		MGMT-230-E12	Principles of Management	Online				05/26/15	07/02/15
15/S1		MGMT-230-N11	Principles of Management	Newtown	M W	8:45AM	11:45AM	05/26/15	07/02/15
15/S1		MGMT-280-N31	Co-op Education: Management	Newtown				05/26/15	08/13/15
15/S1	Marketing	MKTG-100-E11	Principles of Marketing	Online				05/26/15	07/02/15
15/S1		MKTG-100-E12	Principles of Marketing	Online				05/26/15	07/02/15
15/S1		MKTG-100-H11	Principles of Marketing	Newtown	TTh	9:00AM	10:30AM	05/26/15	07/02/15
15/S1		MKTG-100-HB8	Principles of Marketing	Bristol	TUE	6:30PM	8:30PM	05/26/15	07/02/15
15/S1		MKTG-110-E11	Personal Selling	Online				05/26/15	07/02/15
15/S1		MKTG-120-E11	Intro to the Fashion Industry	Online				05/26/15	07/02/15
15/S1		MKTG-120-E31	Intro to the Fashion Industry	Online				05/26/15	08/13/15
15/S1		MKTG-280-N31	Co-Op Education: Marketing/Ret	Newtown	TBA	TBA	TBA	05/26/15	08/13/15

15/S1	Mathematics	MATH-089-E11	Fast Track Mathematics	Online				05/26/15	07/02/15
15/S1		MATH-089-E12	Fast Track Mathematics	Online				05/26/15	07/02/15
15/S1		MATH-090-E11	Pre-Algebra	Online				05/26/15	07/02/15
15/S1		MATH-090-N12	Pre-Algebra	Newtown	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		MATH-095-B12	Basic Algebra	Bristol	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		MATH-095-B18	Basic Algebra	Bristol	M W	6:00PM	9:40PM	05/26/15	07/02/15
15/S1		MATH-095-B19	Basic Algebra	Bristol	M W	6:15PM	9:30PM	05/26/15	07/02/15
15/S1		MATH-095-E11	Basic Algebra	Online				05/26/15	07/02/15
15/S1		MATH-095-E31	Basic Algebra	Online				05/26/15	08/13/15
15/S1		MATH-095-N11	Basic Algebra	Newtown	M W	8:30AM	12:10PM	05/26/15	07/02/15
15/S1		MATH-095-N12	Basic Algebra	Newtown	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		MATH-095-B18	Basic Algebra	Newtown	M W	6:00PM	9:40PM	05/26/15	07/02/15
15/S1		MATH-095-U19	Basic Algebra	Perkasie	M W	6:15PM	9:30PM	05/26/15	07/02/15
15/S1		MATH-101-E31	Mathematical Concepts I	Online				05/26/15	08/13/15
15/S1		MATH-101-N11	Mathematical Concepts I	Newtown	M W	8:30AM	12:10PM	05/26/15	07/02/15
15/S1		MATH-101-N19	Mathematical Concepts I	Newtown	TTh	6:15PM	9:30PM	05/26/15	07/02/15
15/S1		MATH-102-E11	Mathematics for Educators I	Online				05/26/15	07/02/15
15/S1		MATH-103-B18	Intermediate Algebra	Bristol	M W	6:00PM	9:40PM	05/26/15	07/02/15
15/S1		MATH-103-E11	Intermediate Algebra	Online				05/26/15	07/02/15
15/S1		MATH-103-E31	Intermediate Algebra	Online				05/26/15	08/13/15
15/S1		MATH-103-N11	Intermediate Algebra	Newtown	M W	12:30PM	4:00PM	05/26/15	07/02/15
15/S1		MATH-103-N12	Intermediate Algebra	Newtown	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		MATH-115-B19	Elementary Statistics	Bristol	TTh	6:15PM	9:30PM	05/26/15	07/02/15
15/S1		MATH-115-E11	Elementary Statistics	Online				05/26/15	07/02/15
15/S1		MATH-115-E12	Elementary Statistics	Online				05/26/15	07/02/15
15/S1		MATH-115-E31	Elementary Statistics	Online				05/26/15	08/13/15
15/S1		MATH-115-N11	Elementary Statistics	Newtown	M W	8:30AM	12:10PM	05/26/15	07/02/15
15/S1		MATH-115-N12	Elementary Statistics	Newtown	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		MATH-115-N18	Elementary Statistics	Newtown	M W	6:00PM	9:40PM	05/26/15	07/02/15
15/S1		MATH-115-U11	Elementary Statistics	Perkasie	M W	8:30AM	12:10PM	05/26/15	07/02/15
15/S1		MATH-117-E31	Finite Math for Business	Online				05/26/15	08/13/15
15/S1		MATH-117-N11	Finite Math for Business	Newtown	M W	8:30AM	12:10PM	05/26/15	07/02/15
15/S1		MATH-118-E31	Business Calculus	Online				05/26/15	08/13/15
15/S1		MATH-118-N11	Business Calculus	Newtown	TTh	8:30AM	12:10PM	05/26/15	07/02/15
15/S1		MATH-120-B18	College Algebra	Bristol	M W	6:00PM	10:35PM	05/26/15	07/02/15
15/S1		MATH-120-E31	College Algebra	Online				05/26/15	08/13/15
15/S1		MATH-120-E32	College Algebra	Online				05/26/15	08/13/15
15/S1		MATH-120-N11	College Algebra	Newtown	M W	8:00AM	12:35PM	05/26/15	07/02/15
15/S1		MATH-120-N12	College Algebra	Newtown	TTh	8:00AM	12:10PM	05/26/15	07/02/15
15/S1		MATH-120-N18	College Algebra	Newtown	M W	6:00PM	10:35PM	05/26/15	07/02/15
15/S1		MATH-120-U12	College Algebra	Perkasie	TTh	8:00AM	12:10PM	05/26/15	07/02/15
15/S1		MATH-122-E31	Trig & Analytic Geometry	Online				05/26/15	08/13/15
15/S1		MATH-122-N12	Trig & Analytic Geometry	Newtown	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		MATH-122-N18	Trig & Analytic Geometry	Newtown	M W	6:00PM	9:40PM	05/26/15	07/02/15
15/S1		MATH-125-N11	Precalculus	Newtown	M W	8:00AM	12:35PM	05/26/15	07/02/15
15/S1		MATH-125-N19	Precalculus	Newtown	TTh	6:00PM	10:10PM	05/26/15	07/02/15
15/S1		MATH-140-E31	Calculus I	Online				05/26/15	08/13/15
15/S1		MATH-140-N12	Calculus I	Newtown	TTh	8:00AM	12:10PM	05/26/15	07/02/15
15/S1		MATH-140-N18	Calculus I	Newtown	M W	6:00PM	10:35PM	05/26/15	07/02/15
15/S1		MATH-141-E31	Calculus II	Online				05/26/15	08/13/15
15/S1		MATH-141-N18	Calculus II	Newtown	M W	6:00PM	10:35PM	05/26/15	07/02/15
15/S1		MATH-141-N19	Calculus II	Newtown	TTh	6:00PM	10:10PM	05/26/15	07/02/15
15/S1		MATH-215-E31	Elem Statistics II	Online				05/26/15	08/13/15
15/S1		MATH-242-E31	Calculus III	Online				05/26/15	08/13/15
15/S1		MATH-250-E31	Differential Equations	Online				05/26/15	08/13/15
15/S1	Medical Assisting	MEDA-220-N31	Medical Assistant Externship	Newtown	TBA	TBA	TBA	05/26/15	08/13/15
15/S1		MEDA-287-N31	Phlebotomy Externship	Newtown	TBA	TBA	TBA	05/26/15	08/13/15
15/S1		MEDA-287-N32	Phlebotomy Externship	Newtown	TBA	TBA	TBA	05/26/15	08/13/15
15/S1	Music	MUSC-101-E11	Introduction to Music	Online				05/26/15	07/02/15
15/S1		MUSC-105-E31	American Music	Online				05/26/15	08/13/15
15/S1		MUSC-106-E11	History of Jazz	Online				05/26/15	07/02/15
15/S1	Nursing	NURS-121-E31	Pharmacology	Online				05/26/15	08/13/15
15/S1	Office Administration	OADM-110-E11	Business Communication	Online				05/26/15	07/02/15
15/S1		OADM-140-E11	Keyboarding/Typing	Online				05/26/15	07/02/15
15/S1		OADM-145-E11	Basic Applic of MS Powerpoint	Online				05/26/15	07/02/15
15/S1		OADM-155-E11	Searching the Web	Online				05/26/15	07/02/15
15/S1	Paralegal/Laws	LAWS-100-E11	Intro: Paralegal Studies	Online				05/26/15	07/02/15
15/S1		LAWS-150-H12	Elder Law	Newtown	WED	6:30PM	9:00PM	05/26/15	07/02/15
15/S1		LAWS-160-N11	Wills, Trusts, & Estates	Newtown	TTh	6:30PM	9:45PM	05/26/15	07/02/15
15/S1		LAWS-220-H12	Legal Research & Writing	Newtown	WED	6:30PM	9:00PM	05/26/15	07/02/15
15/S1	Philosophy	PHIL-105-E11	Critical Thinking	Online				05/26/15	07/02/15
15/S1		PHIL-111-NM1	Ethics	Newtown	MTWTh	8:30AM	11:55AM	05/26/15	06/15/15
15/S1		PHIL-125-E11	Basic Problems of Philosophy	Online				05/26/15	07/02/15
15/S1		PHIL-125-N11	Basic Problems of Philosophy	Newtown	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1	Physics	PHYS-106-E11	Physics A	Online				05/26/15	07/02/15
15/S1		PHYS-106-N11	Physics A	Newtown	MTWTh	9:00AM	12:16PM	05/26/15	07/02/15
15/S1		PHYS-121-E11	Physics I	Online				05/26/15	07/02/15
15/S1		PHYS-121-N18	Physics I	Newtown	MTWTh	6:30PM	9:46PM	05/26/15	07/02/15
15/S1		PHYS-122-E11	Physics II	Online				05/26/15	07/02/15

15/S1	Political Science	POLI-101-B31	Political Internship	Bristol	TBA	TBA	TBA	05/26/15	08/13/15
15/S1		POLI-111-E11	American National Government	Online				05/26/15	07/02/15
15/S1		POLI-111-N11	American National Government	Newtown	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		POLI-120-E11	American State & Local Gov't	Online				05/26/15	07/02/15
15/S1	Psychology	PSYC-100-E11	Psych of Personal Awareness	Online				05/26/15	07/02/15
15/S1		PSYC-100-N11	Psych of Personal Awareness	Newtown				05/26/15	07/02/15
15/S1		PSYC-110-B11	Intro to Psychology	Bristol	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		PSYC-110-E11	Intro to Psychology	Online				05/26/15	07/02/15
15/S1		PSYC-110-E12	Intro to Psychology	Online				05/26/15	07/02/15
15/S1		PSYC-110-E13	Intro to Psychology	Online				05/26/15	07/02/15
15/S1		PSYC-110-N11	Intro to Psychology	Newtown	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		PSYC-110-N12	Intro to Psychology	Newtown	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		PSYC-110-N18	Intro to Psychology	Newtown	M W	6:30PM	9:55PM	05/26/15	07/02/15
15/S1		PSYC-110-U11	Intro to Psychology	Perkasie	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		PSYC-120-E11	Human Sexuality	Online				05/26/15	07/02/15
15/S1		PSYC-120-E11	Human Sexuality	Perkasie	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		PSYC-125-B11	Stress Management	Bristol	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		PSYC-125-E12	Stress Management	Online				05/26/15	07/02/15
15/S1		PSYC-125-E12	Stress Management	Newtown	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		PSYC-125-U11	Stress Management	Perkasie	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		PSYC-160-E11	Addiction & Substance Abuse	Online				05/26/15	07/02/15
15/S1		PSYC-180-E11	Human Growth & Development	Online				05/26/15	07/02/15
15/S1		PSYC-181-E11	Developmental Psych: Life Span	Online				05/26/15	07/02/15
15/S1		PSYC-181-E12	Developmental Psych: Life Span	Online				05/26/15	07/02/15
15/S1		PSYC-181-N11	Developmental Psych: Life Span	Newtown	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		PSYC-181-U11	Developmental Psych: Life Span	Perkasie	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		PSYC-190-B18	Educational Psychology	Bristol	M W	6:30PM	9:55PM	05/26/15	07/02/15
15/S1		PSYC-200-E11	Social Psychology	Online				05/26/15	07/02/15
15/S1		PSYC-280-E11	Psych of Abnormal Behavior	Online				05/26/15	07/02/15
15/S1		PSYC-280-E12	Psych of Abnormal Behavior	Online				05/26/15	07/02/15
15/S1		PSYC-280-N18	Psych of Abnormal Behavior	Newtown	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1	Reading/ Study Skills	READ-089-N11	Fast Track Reading	Newtown	M W	10:30AM	11:45AM	05/26/15	07/02/15
15/S1		READ-090-N11	Intro to College Reading	Newtown	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		READ-110-B11	College Reading & Study Skills	Bristol	M W	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		READ-110-E11	College Reading & Study Skills	Online				05/26/15	07/02/15
15/S1		READ-110-N12	College Reading & Study Skills	Newtown	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1	Science	SCIE-102-B18	Astronomy	Bristol	M W	6:30PM	9:55PM	05/26/15	07/02/15
15/S1		SCIE-102-E11	Astronomy	Online				05/26/15	07/02/15
15/S1	Sociology	SOCI-110-B11	Intro to Sociology	Bristol	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		SOCI-110-E11	Intro to Sociology	Online				05/26/15	07/02/15
15/S1		SOCI-110-E12	Intro to Sociology	Online				05/26/15	07/02/15
15/S1		SOCI-110-E31	Intro to Sociology	Online				05/26/15	08/13/15
15/S1		SOCI-110-N11	Intro to Sociology	Newtown	M W	8:30AM	11:55AM	05/26/15	07/02/15
15/S1		SOCI-110-U11	Intro to Sociology	Perkasie	TTh	8:30AM	11:40AM	05/26/15	07/02/15
15/S1		SOCI-120-E11	Intro to Cultural Anthropology	Online				05/26/15	07/02/15
15/S1		SOCI-160-E11	Marriage & the Family	Online				05/26/15	07/02/15
15/S1		SOCI-230-E11	Contemporary Social Problems	Online				05/26/15	07/02/15
15/S1	Sport Management	SPMT-280-N01	Co-Op: Sport Management	Newtown	TBA	TBA	TBA	05/26/15	08/13/15
15/S1	Visual Arts/ Art History	VAFA-192-E11	Art History After 1450 A.D.	Online				05/26/15	07/02/15
15/S1	Visual Arts/ Fine Arts	VAFA-100-N11	Drawing Fundamentals	Newtown	TTh	12:30PM	5:40PM	05/26/15	07/02/15
15/S1		VAFA-107-H17	Intro: Jewelry/Metalsmithing	Newtown	M W	6:00PM	10:40PM	05/26/15	07/02/15
15/S1		VAFA-111-N11	Drawing Basics	Newtown	M W	12:30PM	5:40PM	05/26/15	07/02/15
15/S1		VAFA-171-N11	Introduction to Painting	Newtown	TTh	12:30PM	5:40PM	05/26/15	07/02/15
15/S1		VAFA-181-N12	Introduction to Ceramics	Newtown	TTh	12:30PM	5:40PM	05/26/15	07/02/15
15/S1	Visual Arts/ Multimedia	VAMM-100-E11	Digital Imaging	Online				05/26/15	07/02/15
15/S1		VAMM-100-N12	Digital Imaging	Newtown	TTh	8:30AM	1:40PM	05/26/15	07/02/15
15/S1		VAMM-110-E11	Web & Interactive Design	Online				05/26/15	07/02/15
15/S1	Visual Arts/Photo	VAPH-110-E11	Digital Photo Fundamentals	Online				05/26/15	07/02/15
15/S1		VAPH-110-N12	Digital Photo Fundamentals	Newtown	M W	12:30PM	5:50PM	05/26/15	07/02/15
15/S1	Women's Studies	WMST-110-E11	Intro to Women's Studies	Online				05/26/15	07/02/15

TERM	SUBJECT	SEC_NAME	SEC_SHORT_TITLE	LOCATION	DAYS	START_TIME	END_TIME	START_DATE	END_DATE
15/S2	Computer Science	CISC-100-E45	Digital Literacy	Online				06/15/2015	08/13/2015
15/S2		CISC-110-E45	Intro to Information Systems	Online				06/15/2015	08/13/2015
15/S2		CISC-110-E46	Intro to Information Systems	Online				06/15/2015	08/13/2015
15/S2		CISC-115-E45	Computer Science I	Online				06/15/2015	08/13/2015
15/S2		CISC-127-E45	Spreadsheet Concepts/Applic	Online				06/15/2015	08/13/2015
15/S2		CISC-201-N28	Managing/Maintaining the PC	Newtown	M W	6:30PM	9:15PM	06/15/2015	08/13/2015
15/S2	Health Education	HLTH-120N-E41	Nutrition(by Reg'd Dietician)	Online				06/15/2015	08/13/2015
15/S2	Journalism	JOUR-175-E41	News Reporting & Writing I	Online				06/15/2015	08/13/2015
15/S2	Mathematics	MATH-095-E45	Basic Algebra	Online				06/15/2015	08/13/2015
15/S2		MATH-101-E45	Mathematical Concepts I	Online				06/15/2015	08/13/2015
15/S2		MATH-115-E45	Elementary Statistics	Online				06/15/2015	08/13/2015

15/S2		MATH-120-E45	College Algebra	Online				06/15/2015	08/13/2015
15/S2		MATH-125-E45	Precalculus	Online				06/15/2015	08/13/2015
15/S2		MATH-141-E45	Calculus II	Online				06/15/2015	08/13/2015
15/S2		MATH-242-E45	Calculus III	Online				06/15/2015	08/13/2015
15/S2	Psychology	PSYC-160-E21	Addiction & Substance Abuse	Online				06/15/2015	08/13/2015
15/S2	Science	SCIE-103-H45	Physical Geology	Newtown	TTH	6:00PM	8:00PM	06/15/2015	08/13/2015
TERM	SUBJECT	SEC_NAME	SEC_SHORT_TITLE	LOCATION	DAYS	START_TIME	END_TIME	START_DATE	END_DATE
15/S3	Accounting	ACCT-105-E51	Financial Accounting	Online				07/06/2015	08/13/2015
15/S3		ACCT-106-E51	Managerial Accounting	Online				07/06/2015	08/13/2015
15/S3		ACCT-106-H51	Managerial Accounting	Newtown	T	9:00AM	1:00PM	07/06/2015	08/13/2015
15/S3		ACCT-106-H57	Managerial Accounting	Newtown	TTH	6:30PM	9:30PM	07/06/2015	08/13/2015
15/S3		ACCT-130-E51	Acct'g Applic for the Computer	Online				07/06/2015	08/13/2015
15/S3	Biology	BIOL-101-E51	Biological Science I	Online				07/06/2015	08/13/2015
15/S3		BIOL-101-E52	Biological Science I	Online				07/06/2015	08/13/2015
15/S3		BIOL-101-H51	Biological Science I	Newtown	TTH	10:00AM	12:00PM	07/06/2015	08/13/2015
15/S3		BIOL-101-N51	Biological Science I	Newtown	MTWTh	1:15PM	4:10PM	07/06/2015	08/13/2015
15/S3		BIOL-102-E51	Biological Science II	Online				07/06/2015	08/13/2015
15/S3		BIOL-102-HB1	Biological Science II	Newtown	M W	12:30PM	3:25PM	07/06/2015	08/13/2015
15/S3		BIOL-115-E51	Basic Human Anatomy	Online				07/06/2015	08/13/2015
15/S3		BIOL-122-E51	Biological Principles II	Online				07/06/2015	08/13/2015
15/S3		BIOL-181-E51	Anatomy & Physiology I	Online				07/06/2015	08/13/2015
15/S3		BIOL-181-N51	Anatomy & Physiology I	Newtown	MTWTh	12:30PM	3:55PM	07/06/2015	08/13/2015
15/S3		BIOL-182-B51	Anatomy & Physiology II	Bristol	MTWTh	8:30AM	11:55AM	07/06/2015	08/13/2015
15/S3		BIOL-182-B58	Anatomy & Physiology II	Bristol	MTWTh	8:00PM	9:25PM	07/06/2015	08/13/2015
15/S3		BIOL-182-E51	Anatomy & Physiology II	Online				07/06/2015	08/13/2015
15/S3		BIOL-182-H51	Anatomy & Physiology II	Newtown	M W	8:30AM	11:30AM	07/06/2015	08/13/2015
15/S3		BIOL-182-N51	Anatomy & Physiology II	Newtown	MTWTh	12:30PM	3:55PM	07/06/2015	08/13/2015
15/S3		BIOL-182-N58	Anatomy & Physiology II	Newtown	MTWTh	6:00PM	9:55PM	07/06/2015	08/13/2015
15/S3		BIOL-182-U51	Anatomy & Physiology II	Perkasie	MTWTh	8:30AM	11:55AM	07/06/2015	08/13/2015
15/S3		BIOL-228-H51	Microbiology	Newtown	TTH	1:00PM	4:25PM	07/06/2015	08/13/2015
15/S3		BIOL-228-H52	Microbiology	Newtown	M W	3:00PM	5:00PM	07/06/2015	08/13/2015
15/S3		BIOL-228-H58	Microbiology	Newtown	M W	6:00PM	8:00PM	07/06/2015	08/13/2015
15/S3		BIOL-228-N51	Microbiology	Newtown	MTWTh	9:30AM	12:25PM	07/06/2015	08/13/2015
15/S3	Chemistry	CHEM-101-H58	Chemistry A	Newtown	W TH	6:30PM	9:55PM	07/06/2015	08/13/2015
15/S3		CHEM-101-N51	Chemistry A	Newtown	MTWTh	9:00AM	12:15PM	07/06/2015	08/13/2015
15/S3		CHEM-101-N52	Chemistry A	Newtown	MTWTh	12:30PM	3:45PM	07/06/2015	08/13/2015
15/S3		CHEM-122-N51	Chemistry II	Newtown	MTWTh	8:00AM	12:00PM	07/06/2015	08/13/2015
15/S3		CHEM-122-N52	Chemistry II	Newtown	MTWTh	2:00PM	6:00PM	07/06/2015	08/13/2015
15/S3	Communication	COMM-105-E51	Interpersonal Communication	Online				07/06/2015	08/13/2015
15/S3		COMM-110-B51	Effective Speaking	Bristol	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		COMM-110-B57	Effective Speaking	Bristol	TTH	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		COMM-110-E51	Effective Speaking	Online				07/06/2015	08/13/2015
15/S3		COMM-110-E52	Effective Speaking	Online				07/06/2015	08/13/2015
15/S3		COMM-110-E53	Effective Speaking	Online				07/06/2015	08/13/2015
15/S3		COMM-110-E54	Effective Speaking	Online				07/06/2015	08/13/2015
15/S3		COMM-110-E55	Effective Speaking	Online				07/06/2015	08/13/2015
15/S3		COMM-110-N51	Effective Speaking	Newtown	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		COMM-110-N57	Effective Speaking	Newtown	M W	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		COMM-110-N58	Effective Speaking	Newtown	TTH	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		COMM-110-U51	Effective Speaking	Perkasie	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		COMM-110-U57	Effective Speaking	Perkasie	TTH	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		COMM-111-E51	Media & Society	Online				07/06/2015	08/13/2015
15/S3	Composition	COMP-090-B51	Basic Writing	Bristol	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		COMP-107-N51	Intro to Academic Writing	Newtown	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		COMP-107-N52	Intro to Academic Writing	Newtown	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		COMP-107-U51	Intro to Academic Writing	Perkasie	M W	12:30PM	3:40PM	07/06/2015	08/13/2015
15/S3		COMP-110-B51	English Composition I	Bristol	M W	12:30PM	3:40PM	07/06/2015	08/13/2015
15/S3		COMP-110-E51	English Composition I	Online				07/06/2015	08/13/2015
15/S3		COMP-110-E52	English Composition I	Online				07/06/2015	08/13/2015
15/S3		COMP-110-N51	English Composition I	Newtown	TTH	12:30PM	3:40PM	07/06/2015	08/13/2015
15/S3		COMP-110-N57	English Composition I	Newtown	M W	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		COMP-110-U51	English Composition I	Perkasie	M W	12:30PM	3:40PM	07/06/2015	08/13/2015
15/S3		COMP-111-B57	Engl Composition II	Bristol	M W	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		COMP-111-E51	Engl Composition II	Online				07/06/2015	08/13/2015
15/S3		COMP-111-E52	Engl Composition II	Online				07/06/2015	08/13/2015
15/S3		COMP-111-E53	Engl Composition II	Online				07/06/2015	08/13/2015
15/S3		COMP-111-N51	Engl Composition II	Newtown	M W	12:30PM	3:40PM	07/06/2015	08/13/2015
15/S3		COMP-111-N52	Engl Composition II	Newtown	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		COMP-111-U51	Engl Composition II	Perkasie	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3	Computer Science	CISC-100-N51	Digital Literacy	Newtown	M W	8:30AM	11:45AM	07/06/2015	08/13/2015
15/S3		CISC-110-B59	Intro to Information Systems	Bristol	TTH	6:00PM	10:15PM	07/06/2015	08/13/2015
15/S3		CISC-110-N59	Intro to Information Systems	Newtown	TTH	6:15PM	10:25PM	07/06/2015	08/13/2015
15/S3		CISC-122-N59	Computer Science II	Newtown	TTH	6:30PM	9:15PM	07/06/2015	08/13/2015
15/S3	Criminal Justice	CRJU-120-E51	Criminal Evidence	Online				07/06/2015	08/13/2015

15/S3	Economics	ECON-111-B51	Principles of Economics: Macro	Bristol	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		ECON-111-E51	Principles of Economics: Macro	Online				07/06/2015	08/13/2015
15/S3		ECON-111-E52	Principles of Economics: Macro	Online				07/06/2015	08/13/2015
15/S3		ECON-111-N51	Principles of Economics: Macro	Newtown	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		ECON-112-B51	Principles of Economics: Micro	Bristol	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		ECON-112-E51	Principles of Economics: Micro	Online				07/06/2015	08/13/2015
15/S3		ECON-112-E52	Principles of Economics: Micro	Online				07/06/2015	08/13/2015
15/S3		ECON-112-N51	Principles of Economics: Micro	Newtown	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		ECON-112-U51	Principles of Economics: Micro	Perkasie	TTH	12:30PM	3:40PM	07/06/2015	08/13/2015
15/S3	Education	EDUC-170-N51	Language & Literacy Develop	Newtown	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3	English as 2nd Lang	AESL-103-N57	Reading Skls for Intern'l Std	Newtown	M W	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3	Foreign Language	AMSL-111-N57	American Sign Lang II	Newtown	M W	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		GRMN-111-N51	Elementary German II	Newtown	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		ITAL-111-E51	Elementary Italian II	Online				07/06/2015	08/13/2015
15/S3		SPAN-111-B57	Elementary Spanish II	Bristol	TTH	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		SPAN-111-N57	Elementary Spanish II	Newtown	TTH	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3	Health Education	HLTH-103-E51	Life and Health	Online				07/06/2015	08/13/2015
15/S3		HLTH-103-E52	Life and Health	Online				07/06/2015	08/13/2015
15/S3		HLTH-110-B58	Responding to Emergencies	Bristol	TTH	6:30PM	9:55PM	07/06/2015	08/13/2015
15/S3		HLTH-120-E52	Nutrition	Online				07/06/2015	08/13/2015
15/S3		HLTH-120N-E51	Nutrition(by Reg'd Dietician)	Online				07/06/2015	08/13/2015
15/S3	History	HIST-112-E51	History of Western Civ II	Online				07/06/2015	08/13/2015
15/S3		HIST-139-E51	The War Years: 1939-45	Online				07/06/2015	08/13/2015
15/S3		HIST-151-B58	U.S. History: Young America	Bristol	M W	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		HIST-151-E51	U.S. History: Young America	Online				07/06/2015	08/13/2015
15/S3		HIST-151-N51	U.S. History: Young America	Newtown	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		HIST-151-U51	U.S. History: Young America	Perkasie	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		HIST-152-B51	U.S. History: Modern America	Bristol	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		HIST-152-E51	U.S. History: Modern America	Online				07/06/2015	08/13/2015
15/S3		HIST-152-N51	U.S. History: Modern America	Newtown	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		HIST-190-E51	African-American History	Online				07/06/2015	08/13/2015
15/S3	Humanities	HUMN-111-E51	Humanities I	Online				07/06/2015	08/13/2015
15/S3		HUMN-120-E51	Survey: World Religions	Online				07/06/2015	08/13/2015
15/S3		HUMN-120-N51	Survey: World Religions	Newtown	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3	Kinesiology (Phys Educ)	KINS-133-N58	Archery	Newtown	M W	6:30PM	8:45PM	07/06/2015	08/13/2015
15/S3	Literature	LITR-206-E51	English Lit 19th-20th Century	Online				07/06/2015	08/13/2015
15/S3		LITR-206-N51	English Lit 19th-20th Century	Newtown	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		LITR-232-E51	American Lit from 1865	Online				07/06/2015	08/13/2015
15/S3		LITR-277-E51	Introduction to Short Fiction	Online				07/06/2015	08/13/2015
15/S3		LITR-277-N57	Introduction to Short Fiction	Newtown	M W	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3	Management	MGMT-100-E51	Introduction to Business	Online				07/06/2015	08/13/2015
15/S3		MGMT-100-E52	Introduction to Business	Online				07/06/2015	08/13/2015
15/S3		MGMT-110-E51	Small Business Management	Online				07/06/2015	08/13/2015
15/S3		MGMT-130-E51	Business Law (LAWS-130)	Online				07/06/2015	08/13/2015
15/S3		MGMT-140-E51	Supervision	Online				07/06/2015	08/13/2015
15/S3		MGMT-180-E51	Legal Environment of Business	Online				07/06/2015	08/13/2015
15/S3		MGMT-190-E51	Intro to Finance	Online				07/06/2015	08/13/2015
15/S3		MGMT-200-E51	Organizational Behavior	Online				07/06/2015	08/13/2015
15/S3		MGMT-230-E51	Principles of Management	Online				07/06/2015	08/13/2015
15/S3		MGMT-230-H58	Principles of Management	Newtown	T	6:30PM	8:30PM	07/06/2015	08/13/2015
15/S3	Marketing	MKTG-100-E51	Principles of Marketing	Online				07/06/2015	08/13/2015
15/S3		MKTG-100-H51	Principles of Marketing	Newtown	TTH	9:00AM	10:30AM	07/06/2015	08/13/2015
15/S3		MKTG-100-HB7	Principles of Marketing	Newtown	W	6:30PM	8:30PM	07/06/2015	08/13/2015
15/S3		MKTG-200-E51	Advertising	Online				07/06/2015	08/13/2015
15/S3	Mathematics	MATH-089-E51	Fast Track Mathematics	Online				07/06/2015	08/13/2015
15/S3		MATH-089-E52	Fast Track Mathematics	Online				07/06/2015	08/13/2015
15/S3		MATH-089-EM1	Fast Track Mathematics	Online				07/27/2015	08/13/2015
15/S3		MATH-090-N51	Pre-Algebra	Newtown	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		MATH-095-B51	Basic Algebra	Bristol	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		MATH-095-B58	Basic Algebra	Bristol	M W	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		MATH-095-E51	Basic Algebra	Online				07/06/2015	08/13/2015
15/S3		MATH-095-N52	Basic Algebra	Newtown	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		MATH-101-E51	Mathematical Concepts I	Online				07/06/2015	08/13/2015
15/S3		MATH-103-B52	Intermediate Algebra	Bristol	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		MATH-103-B59	Intermediate Algebra	Bristol	TTH	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		MATH-103-E51	Intermediate Algebra	Online				07/06/2015	08/13/2015
15/S3		MATH-103-E52	Intermediate Algebra	Online				07/06/2015	08/13/2015
15/S3		MATH-103-N52	Intermediate Algebra	Newtown	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		MATH-103-N58	Intermediate Algebra	Newtown	M W	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		MATH-103-U59	Intermediate Algebra	Perkasie	TTH	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		MATH-105-E51	Mathematics for Educators II	Online				07/06/2015	08/13/2015
15/S3		MATH-115-E51	Elementary Statistics	Online				07/06/2015	08/13/2015
15/S3		MATH-115-E52	Elementary Statistics	Online				07/06/2015	08/13/2015
15/S3		MATH-115-N59	Elementary Statistics	Newtown	TTH	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		MATH-117-N52	Finite Math for Business	Newtown	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		MATH-117-U52	Finite Math for Business	Perkasie	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015

15/S3		MATH-118-N51	Business Calculus	Newtown	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		MATH-120-N51	College Algebra	Newtown	M W	8:00AM	12:10PM	07/06/2015	08/13/2015
15/S3		MATH-120-U51	College Algebra	Perkasie	M W	8:00AM	12:10PM	07/06/2015	08/13/2015
15/S3		MATH-122-N51	Trig & Analytic Geometry	Newtown	M W	8:00AM	11:40AM	07/06/2015	08/13/2015
15/S3		MATH-140-N51	Calculus I	Newtown	M W	8:00AM	12:10PM	07/06/2015	08/13/2015
15/S3		MATH-140-N58	Calculus I	Newtown	M W	6:00PM	10:10PM	07/06/2015	08/13/2015
15/S3		MATH-141-N52	Calculus II	Newtown	TTH	8:00AM	12:10PM	07/06/2015	08/13/2015
15/S3		MATH-260-N59	Linear Algebra	Newtown	TTH	6:15PM	9:30PM	07/06/2015	08/13/2015
15/S3	Medical Assisting	MEDA-120-E51	Medical Terminology	Online				07/06/2015	08/13/2015
15/S3		MEDA-205-E51	Medical Law and Ethics	Online				07/06/2015	08/13/2015
15/S3	Music	MUSC-101-E56	Introduction to Music	Online				07/06/2015	08/13/2015
15/S3		MUSC-103-E56	World Music	Online				07/06/2015	08/13/2015
15/S3		MUSC-105-E56	American Music	Online				07/06/2015	08/13/2015
15/S3		MUSC-106-E56	History of Jazz	Online				07/06/2015	08/13/2015
15/S3	Office Administration	OADM-110-E51	Business Communication	Online				07/06/2015	08/13/2015
15/S3	Paralegal/Laws	LAWS-101-N51	Divorce and Family Law	Newtown	TTH	6:30PM	9:45PM	07/06/2015	08/13/2015
15/S3		LAWS-180-H57	Business Org: Paralegal	Newtown	T	6:30PM	9:00PM	07/06/2015	08/13/2015
15/S3		LAWS-225-E51	Adv Legal Research & Writing	Online				07/06/2015	08/13/2015
15/S3		LAWS-235-H57	Bankruptcy	Newtown	M	6:30PM	9:00PM	07/06/2015	08/13/2015
15/S3	Performance Arts	COMT-101-E51	Introduction to Theatre	Online				07/06/2015	08/13/2015
15/S3	Philosophy	PHIL-125-E51	Basic Problems of Philosophy	Online				07/06/2015	08/13/2015
15/S3		PHIL-125-N51	Basic Problems of Philosophy	Newtown	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3	Physics	PHYS-107-E51	Physics B	Online				07/06/2015	08/13/2015
15/S3		PHYS-107-N51	Physics B	Newtown	M T W R	9:00AM	12:08PM	07/06/2015	08/13/2015
15/S3		PHYS-122-E51	Physics II	Online				07/06/2015	08/13/2015
15/S3		PHYS-122-E52	Physics II	Online				07/06/2015	08/13/2015
15/S3		PHYS-122-N58	Physics II	Newtown	M T W R	6:30PM	9:38PM	07/06/2015	08/13/2015
15/S3	Political Science	POLI-111-E51	American National Government	Online				07/06/2015	08/13/2015
15/S3		POLI-111-N51	American National Government	Newtown	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		POLI-120-E51	American State & Local Gov't	Online				07/06/2015	08/13/2015
15/S3	Psychology	PSYC-100-E51	Psych of Personal Awareness	Online				07/06/2015	08/13/2015
15/S3		PSYC-110-B51	Intro to Psychology	Bristol	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		PSYC-110-E51	Intro to Psychology	Online				07/06/2015	08/13/2015
15/S3		PSYC-110-E52	Intro to Psychology	Online				07/06/2015	08/13/2015
15/S3		PSYC-110-N51	Intro to Psychology	Newtown	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		PSYC-110-N52	Intro to Psychology	Newtown	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		PSYC-110-N58	Intro to Psychology	Newtown	M W	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		PSYC-110-U51	Intro to Psychology	Perkasie	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		PSYC-110-U58	Intro to Psychology	Perkasie	TTH	6:30PM	9:40PM	07/06/2015	08/13/2015
15/S3		PSYC-120-B51	Human Sexuality	Bristol	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		PSYC-120-E51	Human Sexuality	Online				07/06/2015	08/13/2015
15/S3		PSYC-125-N51	Stress Management	Newtown	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		PSYC-181-B51	Developmental Psych: Life Span	Bristol	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		PSYC-181-E51	Developmental Psych: Life Span	Online				07/06/2015	08/13/2015
15/S3		PSYC-190-E51	Educational Psychology	Online				07/06/2015	08/13/2015
15/S3		PSYC-200-E51	Social Psychology	Online				07/06/2015	08/13/2015
15/S3		PSYC-280-E51	Psych of Abnormal Behavior	Online				07/06/2015	08/13/2015
15/S3	Reading/ Study Skills	READ-089-N51	Fast Track Reading	Newtown	M W	12:30PM	1:40PM	07/06/2015	08/13/2015
15/S3		READ-089-N52	Fast Track Reading	Newtown	TTH	10:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		READ-090-N51	Intro to College Reading	Newtown	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		READ-110-N57	College Reading & Study Skills	Newtown	TTH	6:00PM	9:40PM	07/06/2015	08/13/2015
15/S3	Science	SCIE-102-E51	Astronomy	Online				07/06/2015	08/13/2015
15/S3		SCIE-102-E52	Astronomy	Online				07/06/2015	08/13/2015
15/S3	Sociology	SOCI-110-B51	Intro to Sociology	Bristol	M W	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		SOCI-110-E51	Intro to Sociology	Online				07/06/2015	08/13/2015
15/S3		SOCI-110-E52	Intro to Sociology	Online				07/06/2015	08/13/2015
15/S3		SOCI-110-N51	Intro to Sociology	Newtown	TTH	8:30AM	11:40AM	07/06/2015	08/13/2015
15/S3		SOCI-150-E51	Criminology	Online				07/06/2015	08/13/2015
15/S3		SOCI-230-E51	Contemporary Social Problems	Online				07/06/2015	08/13/2015
15/S3	Visual Arts/ Art History	VAFA-193-E56	History of Modern Art	Online				07/06/2015	08/13/2015
15/S3		VAFA-193-N57	History of Modern Art	Newtown	M W	6:30PM	9:30PM	07/06/2015	08/13/2015
15/S3	Visual Arts/ Fine Arts	VAFA-100-N51	Drawing Fundamentals	Newtown	TTH	12:30PM	5:40PM	07/06/2015	08/13/2015
15/S3		VAFA-107-H57	Intro: Jewelry/Metalsmithing	Newtown	TTH	6:00PM	10:40PM	07/06/2015	08/13/2015
15/S3		VAFA-167-N58	Papermaking	Newtown	TTH	6:00PM	11:10PM	07/06/2015	08/13/2015
15/S3		VAFA-181-N51	Introduction to Ceramics	Newtown	TTH	12:30PM	5:40PM	07/06/2015	08/13/2015
15/S3	Visual Arts/ Multimedia	VAMM-110-E51	Web & Interactive Design	Online				07/06/2015	08/13/2015
15/S3		VAMM-100-N51	Digital Imaging	Newtown	TTH	8:30AM	1:40PM	07/06/2015	08/13/2015
15/S3	Visual Arts/Photo	VAPH-110-E51	Digital Photo Fundamentals	Online				07/06/2015	08/13/2015

Registration Form For Non-Credit Courses - Summer 2015

Please Print For more information on how to register, see page 5.

Name _____

Home Address _____ Birth Date _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Business Name _____

Business Address _____

Check if new address ☐

Email address* _____

*May we email you information about new and special programs? _____ Yes _____ No

Are you a returning student or is this your first class at Bucks? _____ New _____ Returning

How did you hear about the course (s)? _____ Bucks brochure _____ Bucks Web site
_____ Newspaper _____ Friend/Relative
_____ TV/Radio _____ Other _____

Are you taking this course at the request of your employer? _____ Yes _____ No

Do you anticipate being reimbursed by your employer? _____ Yes _____ No

Please enter key code found in the box on the back cover of the brochure. _____

Registrant Signature _____

Senior Citizen ☐

If you need disability-related accommodations, please call 215-968-8463, at least one week in advance to the start of class.

Course No.	Course Title	Section	Start Date	Fee
Do not include materials fees with the registration payment!				Total

Student I.D.# _____

Check No. _____ Check issued by _____

Credit Card # _____ Exp. Date _____

Security Code _____

See refund policy on **page 4**.
Make checks payable to: Bucks County Community College
Return to: Bucks County Community College
Continuing Education
275 Swamp Road,
Newtown, PA 18940

Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally-protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, age, religion, disabilities, and military veterans. 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.

The Security Information Report required by the College and the University Security Information Act of Pennsylvania and the Student Right-To-Know and Campus Security Act of the Federal Government is available at the Office of Security and Safety and other campus locations as well as on the website. 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. Report all emergencies, medical and otherwise, to 215-968-8395.



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