Public Safety Training & Certification

Information Technology

Business & Industry
Customized Training

Green & Sustainable Programs

Workplace & Professional Skills

Professional Credentialing (keeping credentials up-to-date)

Information Technology

Personal Enrichment

Industrial Training

Allied Health Programs

Continuing Education

Public Safety Workforce Development

Bucks County Community College

Spring Courses 2012

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We are committed to providing accessible, affordable, convenient educational solutions to help individuals, businesses, healthcare providers, social service agencies, economic and workforce entities, and our public safety partners succeed in our changing world. Widen your range of career-building proficiencies, or learn what you need to enter a new field.

- Gain skills to build your career
- Maintain the competitive edge of your workforce.
- Engage your passion for learning.

**All Certificate Programs**

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**Ordering Textbooks**
Texts required for Continuing Education courses may be ordered from the BCCC Bookstore (www.bucks.edu/bookstore/ 215-968-8459) or from a vendor of your choice.
Buck’s Department of Continuing Education is an approved provider of learning activities required by Act 48. Your hours earned for Act 48 will be reported to the Bureau of Curriculum and Academic Services in Harrisburg by the Department of Continuing Education. You will receive a letter from the college verifying the completion of the Act 48 activity. To check your Act 48 record on the PDE Management System go to www.pde.state.pa.us and click on “Act 48 Reporting System.”

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

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

Online Training
All courses can be taken online from the convenience of your home or office.

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

www.bucks.edu/LERNclasses

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

• Online learning is easy. It’s fun!
• Participate anytime day or evening, from any computer.
• Most courses are offered 4 times a year.
• Classes start the first Monday of the month.

Technical requirements:
• Internet access with Internet Explorer, Firefox, or Safari web browser.
• Audio software such as Windows Media, Real, Quicktime, or Flash.
• Speakers to listen to audio.

For more information, contact Joan Christianson: 215-258-7741 or christia@bucks.edu.

MAKE AVAILABLE BY UNIVERSITY ALLIANCE® CONTINUING EDUCATION

Bucks County Community College partners with Bisk Education’s University Alliance to offer professional certificate programs from the nation’s leading traditional universities and institutions. University Alliance partners include Villanova University, Tulane University, and the University of San Francisco. Since courses are available anywhere in the world, 24/7, students can prepare for today’s most in-demand careers wherever and whenever it’s most convenient.

For more information on courses, please visit: www.uaceonline.com/bucks

www.uaceonline.com/bucks
Online Training - cont’d

All can be taken online from the convenience of your home or office.

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

Ed2go online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Please visit www.ed2go.com/bucks for additional offerings.

Look for the ed2go logo throughout the brochure.

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

For more information, contact Joan Christianson, 215-258-7741 or christia@bucks.edu.

Bucks County Community College, in partnership with Gatlin Education Online Career Training Courses, offers online, open enrollment, self-paced programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Our programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encouraging and motivating you to succeed. Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor’s evaluation of students’ work and computer graded tests. We know you’ll appreciate the quality as well as the convenience of anytime, anywhere.

Visit www.gatlineducation.com/bucks to view a complete list of courses available.
For more information, contact Joan Christianson, 215-258-7741 or christia@bucks.edu.

Looking for affordable, self-paced, online certificate programs that can train you for the latest, in-demand job skills? Bucks in partnership with ProTrain Online is your solution! With online training you have flexible anytime, anywhere learning. Take a look at what we have to offer and start training today!

www.theknowledgebase.org/bucks
Program areas:
Leadership/Management
Trades & Industrial
Internet/Web/Multimedia Design
Desktop Skills
Green/Renewable Energy

For more information, contact Joan Christianson, 215-258-7741 or christia@bucks.edu.

How To Read Course Details

Newtown Campus / $179 / WSMCE 3576 C01 / 2 Sa, 2/14 & 2/21, 8:30 am-1:30 pm

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

**Center for Allied Health**

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARC Lifeguard Training</td>
<td>16</td>
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<tr>
<td>Certified Harp Therapist &amp; Certified Master</td>
<td>15</td>
</tr>
<tr>
<td>Continuing Education for Nurses &amp; Healthcare Professionals</td>
<td>16</td>
</tr>
<tr>
<td>CPR &amp; First Aid Training &amp; Retraining for Healthcare and Community</td>
<td>13</td>
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<tr>
<td>Dementia Care Specialist</td>
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<tr>
<td>Dental Assisting Program</td>
<td>10</td>
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<tr>
<td>EKG/Phlebotomy Technician Comprehensive</td>
<td>10</td>
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<td>Electronic Health Record Management Program</td>
<td>8</td>
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<tr>
<td>Gerontology</td>
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<tr>
<td>Health Care Informatics Certificate Program</td>
<td>9</td>
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<tr>
<td>Hypnotherapy</td>
<td>14</td>
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<tr>
<td>Medical Billing and Coding/Medical</td>
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<tr>
<td>Office Administration</td>
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<tr>
<td>Medical Billing &amp; Coding</td>
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<td>Medical Terminology</td>
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<td>Medical Transcription A to Z</td>
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<tr>
<td>A Premier Home-Study Course</td>
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<td>Nurse Aide Training</td>
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<td>Personal Trainer</td>
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<td>Physical Therapy Aide Program</td>
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<td>Practical Nursing Program</td>
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<td>Radiography</td>
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<td>Reiki</td>
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<td>Thanatology</td>
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<tr>
<td>Toxicology &amp; Health</td>
<td>9</td>
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</table>

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

### Nursing

#### Nurse Aide Training (100 hours)

Approved by the PA Dept of Education

**Requirements PRIOR to registration:** Physical and Two-Step PPD Test, HS Diploma or GED, Assessment Test or Evidence of College Courses, Verification of PA Residency, two Forms of identification, PA Criminal Background Check, FBI Check for those in PA for LESS than two years, Interview with Program Coordinator.

To obtain a registration packet, please contact the Allied Health Office by phone 215-968-8482; pick-up at the Newtown Campus in the Allied Health Building, room 004, or in the lobby of the Upper Bucks or Lower Bucks Campus; email your full name and mailing address to nurseaide@bucks.edu; download a copy of the registration packet from our website: www.bucks.edu/nurseaide (Registration Packet link is on that page)

Online registration is not available for the Nurse Aide Training Program. Students must have all required paperwork and an interview PRIOR to registration. Class size is limited to 10 students. For more information, please contact Nicole Armani, Coordinator, Nurse Aide Training Program at 215-968-8482.

**Newtown Campus**/$749/WHPAH 0300 WB1-WB3

<table>
<thead>
<tr>
<th>Section</th>
<th>Classroom</th>
<th>Clinical</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>WB1</td>
<td>9 Tu, 1/3-2/28, 8:30 am-2 pm</td>
<td>Chandler Hall/ 7 Sa, 1/28-3/10, 7 am-3:30 pm, (3/10, 7 am-2:30 pm)/ C. Gillis, R.N.</td>
<td></td>
</tr>
<tr>
<td>WB2</td>
<td>9 Th, 1/19-3/15, 4:30-10 pm, Clinical: Pennewood Village/ 7 Sa, 2/11-3/24, 7 am-3:30 pm/ (3/24, 7 am-2:30 pm)/Staff</td>
<td></td>
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<tr>
<td>WB3</td>
<td>9 Mon, 2/20-4/16, 9 am-3:30 pm, Clinical: Chandler Hall/ 7 Th, 3/15-4/26, 7:30 am-4 pm/ (4/24, 7:30 am-3 pm)/ R. Gittings, R.N./M. Adams, R.N.</td>
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**Lower Bucks Campus**/$749/WHPAH 0300 W50-W54

<table>
<thead>
<tr>
<th>Section</th>
<th>Classroom</th>
<th>Clinical</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>W50</td>
<td>9 Th, 1/3-2/28, 8:30 am-2 pm</td>
<td>HCR Manor Care/ 7 Sa, 1/28-3/10, 7-3:30 pm/ (3/10, 7 am-2:30 pm), C. Scott, R.N.</td>
<td></td>
</tr>
<tr>
<td>W51</td>
<td>9 Mon, 1/9-3/12, (no class 1/16, 9:30 am-3 pm)</td>
<td>HCR Manor Care / 7 Wed, 2/8-3/21, 7 am-3:30 pm/ (3/14, 7 am-2:30 pm)/ B. Gallagher, R.N.</td>
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</tr>
<tr>
<td>W52</td>
<td>9 Tu, 1/24-3/20, 9:30 am-3 pm</td>
<td>HCR Manor Care/ 7 Th, 2/16-3/29, 7 am-3:30 pm, (3/29, 7 am-2:30 pm)/ B. Gallagher, R.N.</td>
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</tbody>
</table>

**Upper Bucks Campus**/$749/WHPAH 0300 W70

<table>
<thead>
<tr>
<th>Section</th>
<th>Classroom</th>
<th>Clinical</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>W70</td>
<td>9 Tu, 2/14-4/10, 9:30 am-3 pm</td>
<td>Life Quest/ 6 Wed, 3/7-4/11, 1:30-10 pm (Wed, 4/11, 7 am-3:30 pm) &amp; Tu, 4/17, 7 am-2:30 pm)/Sally VanderLoop, R.N.</td>
<td></td>
</tr>
<tr>
<td>W71</td>
<td>9 Th, 3/19-5/14, 9:30 am-3 pm</td>
<td>HCR Manor Care/ 7 Th, 4/11-5/25, 7 am-3:30 pm, (5/23, 7 am-2:30 pm)/ B. Gallagher, R.N.</td>
<td></td>
</tr>
<tr>
<td>W72</td>
<td>9 Tu, 3/27-5/22, 9:30 am-3 pm</td>
<td>HCR Manor Care/ 7 Th, 4/19-7/31, 7 am-3:30 pm, (5/31, 7 am-2:30 pm)/ B. Gallagher, R.N.</td>
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</tbody>
</table>
Radiography Program

For information on all Radiography Programs, call: Marie Leodore, Director, Radiography, 215-968-8475 email: leodorem@bucks.edu
www.bucks.edu/healthcare/radiography

The Radiography Program is a twenty-four month full-time program that will prepare you to enter the field of diagnostic medical imaging. A new class begins each May. 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 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, physician’s offices, mobile x-ray companies, public health, and industry.

Magnetic Resonance Imaging (MRI) Fellowship (810 hrs)

MRI Certification is not exclusive to those who are already professionals in the field. Since 2006, it has been available by the ARRT as a primary training path for both new students and experienced professionals alike. Liability insurance needed (www.hpso.com). For more information visit us on our website: http://www.bucks.edu/media/bcccmedialibrary/pdf/mri-tracks.pdf "This Magnetic Resonance Imaging program is recognized by the American Registry of Radiologic Technologists”
Mark Renner, RT (R) (Ci) (MR)

Newtown Campus/$4,995/WRADT 1208 WB1/
Classroom: Mon, Tu, Wed, 4-8 pm
Clinical: Mon, Tu, Wed, 9 am-3 pm
New classes forming in September 2012

For more information: http://www.bucks.edu/radiography/1-year-mri-track or contact Mark Renner at rennerma@bucks.edu

Registry Review – Online (40hrs)

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

$1,500/ 3/5-4/6/
CT – WRADT 1206 W20/ MRI – WRADT 1207 W20/ Radiography – WRADT 1098 W20

For more information contact:
Marie Leodore, Director, Radiography, 215-968-8475 or leodorem@bucks.edu
**Medical Billing & Coding (80 hours)**

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

Newtown Campus/ $1,899 (textbooks included)/ WHPAH 0110 WB1/ 10 Mon & 10 Wed, 3/5-5/9, 6-9:30 pm & 2 Sa, 3/31 & 4/21, 9 am-3 pm

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

This combined 120-hour course covers all of the topics included in the 80-hour Medical Billing & Coding course and also includes administrative office skills in operational, customer service, patient care, billing and administrative skills. Completion of this course and the suggested practical work experience (6 months to 2 years), should qualify you to sit for the American Academy of Professional Coders (AAPC)-Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. **Crystal Peurifoy, CCS, CPC-H**

Lower Bucks Campus/ $2,599 (textbooks included)/ WHPAH 0130 W50/ 15 Mon & 15 Wed, 2/13-5/23, 8 am-noon

**Electronic Health Record Management Program (95 hrs)**

This 95 hour Electronic Health Record (EH R) Management program will prepare you to understand and use electronic records in a medical practice. Access to health information is changing the ways doctors care for their patients. Doctors now have access to a patient’s medical history, surgeries, allergies to medicines, and recent doctor’s visits all at the press of a button. This recent technology that intertwines health information from a variety of sources is known as an electronic health record. An electronic health record (EH R) includes computerized lifelong healthcare data from a variety of sources where every encounter an individual has with the healthcare system is documented and compiled for quick access. Electronic Health Record professionals are educated in the implementation and management of electronic health information using common electronic data interchange systems such as HL7, CDISC, and DICOM. You will learn through classroom and computer lab training the necessary components consistent with maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record and database.

After the successful completion of this program, you will be prepared to sit for the National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam. **Staff**

Newtown Campus/ $2,299/WHPAH 0329 WB1/ 16 Tu & 16 Th, 2/7-5/24, 6:30-9:30 pm (5/24, 6:30-8:30 pm)

**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/ $1,255/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. A study packet will be mailed after your registration is processed.

**Medical Terminology (40 hrs)**

This medical terminology course is designed for current medical billers and coders in hospitals and doctor’s offices. This course is designed to provide you with an understanding of the “language” used in the medical field with emphasis on the special terminology used in medical billing and coding. Anatomical descriptive terms, names of tissues, organ systems, and the disease processes that are related to each body system will be included. **AnnMarie Johnson, RN, BSN, CLNC**

Online/ $500/ WHPAH 0975 WB20/3/26-5/14
Allied Health Programs – cont’d

Toxicology & Health (45 hrs) *NEW *

Toxic substances are everywhere, in our homes, our workplaces, and our communities. Allied Health professionals may be the ‘first-in-line’ to respond to health complaints and/or emergencies. If you have a basic knowledge about adverse effects of exposure to toxic substances, you will be able to respond more effectively to these incidents and be able to identify exposure to toxic substances more accurately. This course is geared for nurses and healthcare professionals. It will investigate the toxic effects of chemicals upon humans. Basic principles of dose-response relationships, target organ toxicity, and description and characterization of exposure to toxic substances are presented. Dermal, respiratory, developmental, and immune-toxins will be discussed as well as animal and plant toxins, and pesticides. This course emphasizes our day-to-day interaction with chemicals in our homes, workplaces, and community and promotes the development of an informed perspective with respect to the toxicity of these agents. Students will learn how to find and interpret information about toxic substances and effectively evaluate the quality and significance of the information found. Jane Huggins, Ph. D., DABT

Newtown Campus/ $1,299/WHPAH 0579 WB1/ 15 Mon, 2/6-5/14, 6:30-9:30 pm
Application for nursing contact hours submitted to PSNA

Health Care Informatics Certificate Program (30 hrs) *NEW *

Are you looking to enhance your skills and build confidence in patient care information systems? This 30-hour certificate program includes Health Care Informatics. This practicum course is designed for students who have successfully completed the Medical Billing & Coding or Medical Billing & Coding/Office Administration course and wish to apply that knowledge into a practical application. You will integrate your skills in a simulated environment using information technology. You will learn how to use technology to implement processes in the patient care cycle. To prepare you for the medical practice management field, you will be required to demonstrate technical proficiency in managing the work flow of the patient care cycle. This course will prepare you to function effectively in the broad work flow of health information positions in a wide variety of healthcare settings. These settings include: outpatient care, inpatient care, rehabilitation centers, drug and alcohol facilities, health departments, third-party payers, as well as other health care related organizations such as insurance companies, consulting firms and technology companies. Dr. Peter Gillman, PhD.

Newtown Campus/ $1,199/WHPAH 0230 WB1/ 8 Mon & 7 Wed, 3/12-4/30, 6:30-8:30 pm

Physical Therapy Aide Program (50 hrs) *NEW *

This comprehensive 50-hour Physical Therapy Aide Program prepares you for the growing field of Physical Therapy. As a Physical Therapy Aide your general responsibility will be to carry out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, you will be assisting 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. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers and some orthopedic clinics. Staff

Newtown Campus/ $1,399/WHPAH 0277 WB1/ 9 Mon & 8 Wed, 3/5-4/30, 6:30-9:30 pm (4/30, 6:30-8:30 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. It will incorporate extensive in-class and practical learning experiences that will enhance your professional endeavors. After successful completion of the course, you should be well-prepared to sit for the American Council on Exercise Personal Training Exam. Newly revised course based on the 4th edition of the ACE Personal Trainer Manual. Janet K. Shubert, R.S., CSCS & Ellen Book O’Neill, R.A.

Newtown Campus/ $599 (plus approx. $95 for text*)/ WFTNS 1006 C01/ 12 Sa, 2/11-5/5 (no class 4/7), 8 am-1 pm (5/5, 8 am-3 pm)
Approved Hours: 61 (Act 48)
Sample Test for Personal Trainer Certification Exam (www.acefitness.org) Call to order & receive discount: 1-888-825-3636

For more information on the Personal Trainer course, please call 215-968-8409.

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

**Dental Assisting Program (70 hours)**

This 70-hour Dental Assisting Program prepares you for entry level positions in one of the fastest growing health care positions – Dental Assisting. The purpose of this course is to familiarize you with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics – 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 operatory; 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 $150 and is not included as part of the cost of this program. The DANB exam is administered at Pearson Vue Centers.

Newtown Campus/$1,599 (textbooks included) / WHPAH 0701 WB1-WB2
WB1/ 14 Sa, 2/4-5/12 (no class 4/7), 9 am-2:30 pm
WB2/11 Tu & 9 Th, 2/28-5/3, 6-9:30 pm

**Pharmacy Technician Comprehensive (75 hours)**

This 75-hour certificate program prepares you to become a Pharmacy Technician in a pharmacy setting such as hospital, community and compounding. The Pharmacy Technician assists the licensed pharmacist to prepare prescription medications, provide customer service, and perform administrative duties. Some of the topics included are: medical terminology, reading and interpretation prescriptions, generic and brand name drugs. You will also have a review of mathematics that is specific for dosage calculations, the top 200 medications, inventory and billing insurance. Upon successful completion you will be prepared to take the national certification exam by the Pharmacy Technician Certification Board (PTCB). The exam fee is not included in this course. For more information about the national exam, go to www.PTCB.org.

Newtown Campus/ $2,200 (includes books and learning materials) / WHPAH 0273 WB1-WB2
WB1/ 13 Tu & 12 Th, 2/14–5/8, 9 am-noon
Dr. Joseph Urban, B.S. Pharmacy, M.B.A., Doctor of Pharmacy
WB2/13 Tu & 12 Th, 2/21-5/15, 6:30-9:30 pm
Alan Vogenberg, R.Ph., FASCP

**EKG/Phlebotomy Technician Comprehensive (140 hrs)**

This 140-hour 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 physician’s offices. Upon successful completion of these courses you will be eligible to take two separate national certification exams for EKG and Phlebotomy Technician. The cost of the examination is not included in this course.

Gail Dittes, R.N.
It is possible to take the 50 hour EKG course only ($1,399 – textbooks included) or the 90 hour Phlebotomy course only ($1,799 – textbooks included). For more details call Jeanne at 215-968-8106 or Kim at 215-968-8316.

$2,999 (textbooks included)/ WHPAH 0256 WB1 & W50
Newtown Campus/ WB1/ 11 Mon, 12 Wed & 12 Fri, 2/22-5/11, 8:30 am-12:30 pm
Lower Bucks Campus / W50/ 17 Tu & 18 Th, 2/2-5/31, 6-10 pm
### Thanatology

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. Focus areas of the program will include the nature of spirituality in times of crisis and mourning and grief. In recent years, the study of Thanatology has become widely acknowledged and many professionals and caregivers are seeking opportunities that will allow them to develop and enhance their skills in these areas. This 56-hour program, with seven required courses and one elective, 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 and 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**  
Newtown Campus/$174 per course

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>I.</td>
<td>The Nature of Loss</td>
</tr>
<tr>
<td>II.</td>
<td>The Dying, Terminally Ill Patient</td>
</tr>
<tr>
<td>III.</td>
<td>Cultural and Spiritual Issues in Dying</td>
</tr>
<tr>
<td>IV.</td>
<td>Preparing for Death</td>
</tr>
<tr>
<td>V.</td>
<td>Caring for the Caregiver through Illness and the Aftermath</td>
</tr>
<tr>
<td>VI.</td>
<td>Trauma and the Dying Process</td>
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<tr>
<td>VII.</td>
<td>Bereavement, Grief and Mourning</td>
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</tbody>
</table>

#### Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>A.</td>
<td>Dealing With Loss or Death During the Holiday Time</td>
</tr>
<tr>
<td>B.</td>
<td>Looking at Dying, Death and Bereavement in Music, Literature, and the Arts Throughout the Ages</td>
</tr>
</tbody>
</table>

### Required Courses:

- **Course IV: Preparing for Death**  
This class will provide you with issues relevant to the psychological, legal, financial and funeral issues relevant to preparing for death. Advanced directives, patient's wishes and funeral preparations will be reviewed. You will have the opportunity to examine the impact and significance of obituaries, eulogies, epitaphs and memorial services.

  WHPAH 0054 WB1/ Sa, 1/21, 9 am-5 pm

- **Course V: Caring for the Caregiver through Illness and the Aftermath**  
The end of life affects not only the patient, but those who provide care as well. Examine and discover techniques to reduce potentially harmful effects that result in compassion fatigue. Methods to overcome the stressors of care giving are covered.

  WHPAH 0055 WB1/ Sa, 2/11, 9 am-5 pm

- **Course VI: Trauma and the Dying Process**  
Traumatic incidents and unexpected death have a psychological impact on survivors. Co-victims, families and friends of the deceased must learn to cope with traumatic events. Issues dealing with losses, grief and bereavement from traumatic incidents are reviewed.

  WHPAH 0056 WB1/ Sa, 3/10, 9 am-5 pm

- **Course VII: Bereavement, Grief and Mourning**  
This class examines issues influencing grief reaction and bereavement. Bereavement following the death of a parent, child, spouse, or co-victims of suicide, accident or violence requires special attention. Normal and complicated grief are discussed.

  WHPAH 0057 WB1/ Sa, 4/14, 9 am-5 pm

- **Electives**

- **Course B: Looking at Dying, Death and Bereavement in Music, Literature, and the Arts Throughout the Ages**  
Clergy, psychologists, sociologists, and artisans describe the experience of suffering, death and grief as an integral part of humanity. A comprehensive relevance of music and the arts as it relates to death, dying and grief is discussed.

  WHPAH 0072 WB1/ Sa, 5/12, 9 am-5 pm

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

This 42-hour certificate program provides an overview of the aging population in America. It is designed to benefit healthcare practitioners or individuals who work in programs and services for the aging, including nurses, social workers, nursing home administrators, counselors and clergy. This program can also be beneficial to personal caregivers and for people who are interested in exploring the geriatric field. The certificate is awarded upon completion of four required and two elective courses. You may register for an individual course if you do not wish to complete the entire program. Mary Ann DuGan, B.S.

Newtown Campus/ $174 per course

Required Courses

• Course I: Health and Aging
• Course II: Medical Options and Choices in Aging
• Course III: Life Choices as We Age
• Course IV: Memory and Thought in the Aging - Alzheimer's Disease

Electives

• A. The Specifics of Death and Dying
• B. Grandparenting
• C. Spirituality and Sexuality
• D. Identity Theft and other Personal Safety Issues for Older Adults

Required Courses:

Course I: Health and Aging
This course will provide an overview of illnesses and conditions impacting the lives of older adults living in the United States. The class will also review the effects of aging and coping mechanisms of individuals, family and friends as they go through life.

WHPAH 0009 WB1/Sa, 4/28, 9 am-5 pm

Course III: Life Choices as We Age
This course will explore careers, volunteer opportunities, housing, travel programs, finances, healthy living practices, as well as the many positive and exciting options that the aging have in their current lives.

WHPAH 0008 WB1/Sa, 2/25, 9 am–5 pm

Elective

Course B: Grandparenting
This course will analyze Grandparenting in the 21st century. It will include styles, roles, stereotypes, intergenerational programs and family dynamics related to Grandparenting.

WHPAH 0023 WB1/Sa, 3/24, 9 am-5 pm

For more information on Allied Health Programs, visit our website at: www.bucks.edu/alliedhealth

Ordering Textbooks

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

Reiki Level I
Relieve stress, revitalize your body and energize your life with the ancient art of Reiki! A non-invasive, powerful tool for natural healing, Reiki energy transfer can help you eliminate fatigue, tension, and pain, accelerate healing, promote tranquility, and increase awareness. You will learn how to transfer Reiki energy by relieving energy blockages in the body. You must attend all classes to receive a Certificate of Completion.

$105 (includes manual)/RHEAL 0100 C01, C50 & C70, 6:30-9:30 pm

Newtown Campus C01/ 3 Tu, 4/10-4/24, Rev. Hannelore Goodwin, M.Misc., Certified Reiki Master Teacher

Lower Bucks Campus/ C50/ 3 Wed, 4/18-5/2, Gail Dittes, RN, Certified Reiki Master Teacher

Upper Bucks Campus/C70/ 3 Tu, 2/21-3/6, Rev. Hannelore Goodwin, M.Misc., Certified Reiki Master Teacher

Reiki Level II
Take a "Quantum Leap" in Reiki power in Level II! As your Reiki power strengthens, you will learn how to transmit energy over any distance and time, penetrating the time-space barrier. You will apply Reiki to ideas and situations, send Reiki to loved ones, address unwanted habits and enhance your talents. You must attend all classes to receive a Certificate of Completion. Hannelore Goodwin, M.Misc., Certified Reiki Master Teacher

Newtown Campus/$105/RHEAL 0102 C01/ Fri, 4/27, 6:30-9:30 pm & Sa, 4/28, 9 am-5 pm

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 deepening your Reiki practice, and providing Reiki healing attunements. Students MUST have completed both Reiki I and Reiki II to register. Crystal Widmann, Reiki Master/Teacher

Newtown Campus/ $249 ($35 materials fee paid to instructor)/RHEAL 0123 WB1/ Fri, 3/16, 6-9 pm & Sa, 3/17, 9 am-4 pm

CPR & First Aid Training & Retraining for Healthcare and Community

CPR and First Aid courses can be set up on-site at your company location, or at one of the College’s Bucks County locations. For additional information, please contact:

Janet Baker, Director, Allied Health at 215-968-8324 or email: bakerj@bucks.edu.
For Inquiries, call 215-968-8024
To Register Call: 215-968-8409

Heartsaver First Aid
(American Heart Association 2-year certification)
For professionals who need basic first aid for the workplace. Janet Baker, M.Ed.

Newtown Campus/ $59 (includes book & card)/ PHPAH 0001 WB1/ Sa, 2/25, 9 am-1 pm
Approved Hours: 4 (Act 48)

Heartsaver Adult CPR/AED and First Aid
(American Heart Association 2 year certification)
For professionals who need Adult CPR & basic first aid for the workplace. Janet Baker, M.Ed.

Newtown Campus/ $74 (includes book and card)/ PHPAH 0002 WB1/ Sa, 3/10, 9 am-3:30 pm
Approved Hours: 6 (Act 48)

Heartsaver Pediatric CPR & Safety
For parents, grandparents, teachers, day care workers, nannies, and babysitters. Janet Baker, M.Ed.

Newtown Campus/ $59 (includes card & book)/ PHPAH 0005 WB1/ Sa, 4/14, 9 am-1 pm
Approved Hours: 4 (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
$79 (includes book & card)/PHPAH 0003 WB1- WB5/ 9 am-3:30 pm
Approved Hours: 6 (Act 48)
WB1/ Sa, 1/28
WB2/ Sa, 2/18
WB3/ Sa, 3/24
WB4/ Sa, 4/21
WB5/Sa, 5/19

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
$54 (includes card)/PHPAH 0004 WB1-WB5, 6-10 pm
Approved Hours: 4 (Act 48)
WB1/ Wed, 1/25
WB2/ Tu, 2/21
WB3/ Wed, 3/21
WB4/ Tu, 4/17
WB5/ Wed, 5/16

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

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.

Hypnotherapy
Online/On Site Hybrid

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

Learn About It For FREE
Join Dr. Holder for a Free, Fun and Informative demonstration on Wed, 2/1, 7-9 pm. Call 215-968-8409 and register for XSMCE 1050 C01.
BCCC welcomes you to call Dr. Holder personally at 215-295-8062 for a course description and/or no-obligation enrollment consultation.

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

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. 500 hrs home, web & class.

Hybrid/$1,795 paid in full ($1,995 on easy payment plan)/ WSMCE 5232 C20
Newtown Campus/Sa-Mon, 2/18-2/20, Fri-Mon, 4/13-4/16, 10 am-6:30 pm, & Tu, 4/17 10 am-3 pm; all other learning is online

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

Graduates eligible to enroll in the "Advanced Master Level Hypnotherapy Certification Program"
Instructor: Dr. Philip Holder
Certified by The International Association of Counselors & Therapists, International Medical, Dental Hypnotherapy Association, National Guild of Hypnotists, National Association of Transpersonal Hypnotherapists & others. Dr. Holder has won numerous awards for his contributions to hypnotherapy.

Advanced Master Hypnotherapist / Hypno-Counselor Certification
70 hrs (45 in class/25 home)


Prerequisite: Basic Certification from approved provider
Newtown Campus/$695 for graduates of BCCC-Master’s Center certificate program; $1,195 for students with certificates from other training programs/WSMCE 5226 C01/ Wed-Su, 5/30-6/3, 10 am-6:30 pm & Mon, 6/4, 10 am-3:30 pm

Materials for Basic Certification:
- Materials purchased through Master’s Center 215-295-8062
- Graduates eligible to enroll in the “Advanced Master Level Hypnotherapy Certification Program”
- Instructor: Dr. Philip Holder
- Certified by The International Association of Counselors & Therapists, International Medical, Dental Hypnotherapy Association, National Guild of Hypnotists, National Association of Transpersonal Hypnotherapists & others. Dr. Holder has won numerous awards for his contributions to hypnotherapy.

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 Master’s Center (Institute of Hypnosis Sciences, Inc.) 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 215-295-8062 for details today.

Newtown Campus/$995/WSMCE 5235 C01
Th-Su, 3/8-3/11, 10 am-6 pm, & Mon, 3/12, 10 am-3 pm

Approved By:
As seen on national and local TV and in the newspapers
The BEDSIDE HARP Certified Harp Therapist and Certified Master Harp Therapist programs! These dynamic, transformative programs each include a 120-hour mentored internship which may be completed at one of our host hospitals (including Abington Memorial Hospital in Abington, PA; Eastern Regional Medical Center at Cancer Treatment Centers of America in Philadelphia; Robert Wood Johnson University Hospital in Hamilton, and Rahway, NJ; The Valley Hospital in Ridgewood, NJ; and Saint Claire’s Hospital in Denville, NJ) or at any pre-approved medical facility.

If you complete 80% or more of your internship at one of our host hospitals, you will receive the special designation of Hospital-Certified. If you complete 50% or more, you will receive the designation of Hospital Intensive. If you work in one of our host hospitals twenty hours per week for 2 consecutive weeks, you will receive the designation of Internship Intensive.

The first level of certification (Certified Harp Therapist) consists of 310 hours: Modules I through IV, consisting of 134 hours of classroom training, a 36-hour online course on ethics, Module V, consisting of a 128-hour internship and 12 one-on-one contact hours. At registration, tuition for two modules will be due: Module I, to be paid directly to the college; and Module V, for which you will be billed directly by BEDSIDE HARP.

Completion of all of the above is required for the Certified Harp Therapist designation. The Mastery level requires completion of an additional 185 hours including two additional modules: Module VI, a 120-hour internship (payable directly to BEDSIDE HARP) and Module VII, a 17-hour classroom module (payable to the College).

In addition to the classroom and internship portions of both levels of the program, there are required readings, journaling, recordkeeping and other written and oral assignments, as well as repertoire development and a final review. Certification renewal is required every three years after graduation and involves verifying having played in a therapeutic setting for a minimum number of hours, completion of a minimum number of continuing professional units (CPU’s) and a nominal certification renewal fee (currently set at $50).

Prerequisite: Admission by permission of the instructor. An interview by instructor and your submission of an audio tape or CD in which you play ten simple tunes are required.

All sessions will be held in the Bedside Harp Great Room, 6318 Neshaminy Valley Drive, Bensalem, PA/$700 per module (plus one-time materials fee of $100 payable to the instructor) Please note: Payment for Module I to Bucks County Community College due at registration/Team-taught: Led by Edie Eileen Elkan, BA, Hospital-Certified Master Harp Therapist.

Th, Fri, & Su, 9 am-5 pm (includes breakfast & lunch); Sa, 9 am-9 pm (includes a light dinner and a movie)

Module I: To Soothe The Savage Breast
WSMCE 4005 CA1/ 4/19-4/22

Module II: Glimpses Within
WSMCE 4006 CA1/ 5/17-5/20

For more information on Hypnotherapy and Certified Harp Therapist & Certified Master Harp Therapist contact Joan Christianson at (215) 258-7741 or christia@bucks.edu
### ARC Lifeguard Training

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
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<tr>
<td>This class emphasizes preventing accidents, rescue techniques, and caring for the victim after an accident. Upon completion of the class, successful participants will receive certifications in CPR for professional rescuer/AED, Lifeguarding and first aid. CPR pocket mask and class materials are included in class fee. Jamie Bintliff</td>
<td>Tri-Hampton YMCA/$199 (includes all materials)/ PHPAH 1000 CA1/Fri, 5/4, 6-9 pm; Sa &amp; Su, 5/5-5/6 &amp; 5/12-5/13, 8 am-4 pm</td>
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<td>Pre-Requisites: • Must be 15 years old prior to the start of the class • 100 yards front crawl • 100 yards breaststroke • 100 yards elementary backstroke • Tread water 2 minutes – legs only • Timed retrieval of a weight from the bottom of the pool</td>
<td>For more information contact Joan Christianson at 215-258-7741 or <a href="mailto:christia@bucks.edu">christia@bucks.edu</a>.</td>
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### Continuing Education for Nurses & Healthcare Professionals

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

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<tr>
<th>Course Title</th>
<th>Details</th>
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<tr>
<td>Phlebotomy for Healthcare Personnel</td>
<td>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)</td>
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<td>Pharmacology Update for Nurses</td>
<td>This course provides a background review of pharmacology basics, defines the pharmacologic processes used by nurses, reviews the new drugs of 2011, examines under dosing and overdosing, and explores the use of the package insert. Dr. Joseph Urban, R.Ph., MBA</td>
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<td>Approved Hours: 8 (PSNA for Nurses)</td>
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<td>EKG Interpretation: Basic Cardiac Dysrhythmia</td>
<td>This course is designed for nurses, working in telemetry, critical care and trauma, as well as techs working in telemetry units. You will learn concepts that allow for the basic interpretation of EKG rhythms. It will include how to measure and plot EKG rhythm components as well as treatment methods for specific abnormal rhythms. Susan Salley, RN, CCRN, CEN</td>
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<tr>
<td>Nursing Review &amp; Re-Entry into Practice</td>
<td>This includes both classroom instruction and clinical experience designed to prepare nurses (RN’s &amp; LPN’S) for re-entry into practice, and/or a review of contemporary nursing. Joyce Welliver, RN, MSN, CRNP</td>
</tr>
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<td>Requirements: Current PA Nurse’s license, Current Healthcare Provider CPR certification, 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: <a href="http://www.bucks.edu/nursing_review/index.php">http://www.bucks.edu/nursing_review/index.php</a></td>
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<td>Orientation: Newtown Campus/ Wed, 1/11, 6-8 pm</td>
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<td>Classroom: TBD</td>
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<tr>
<td>7 Mon &amp; 6 Wed, 1/23-3/5, 6-10 pm</td>
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<td>Clinical: Lower Bucks Hospital</td>
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<tr>
<td>4 Mon &amp; 4 Wed, 3/7-4/2, 6-10 pm</td>
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<td>Medical Terminology</td>
<td>This six-hour course will teach medical terminology used in all healthcare settings, such as hospitals, nursing homes, rehabilitation and doctor offices. This course is an excellent introduction to a healthcare career. The course will include word parts, word prefix, and abbreviations. This course is designed for Nurse Aides, Unit Secretaries or anyone who wishes to pursue a health career. Ann Marie Johnson, RN, BSN CLNC</td>
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Allied Health Programs

Continuing Education for Nurses and Healthcare Professionals – cont’d

**Diabetes Education for Nurses**
This course is intended for nurses or other interested healthcare professionals who would like to learn the latest information on diabetes management. This course will help you to build upon existing knowledge and study the nature of diabetes in greater depth, including the impact on the patient and the family. It will focus on how to empower patients by incorporating self-management skills and lifestyle changes. You will learn pattern management, treatment protocols including the use of insulin and insulin pumps. **Brenda Schlesinger, MSN, APRN-BC, GNP-BC, CDE**

Newtown Campus/ $59/ WHPAH 0801 WB1/ Sa, 4/21, 9 am-noon
Approved Hours: 3 (PSNA for Nurses)

**Heart Failure and Cardiomyopathy**
This course is geared for Nurses, EMTs, Paramedics and other healthcare professionals, to learn the relationship between heart failure and cardiomyopathy. It will review ischemic and non-ischemic cardiomyopathy as well as various types of cardiomyopathies, symptomatology, and four classifications of heart failure and current treatment modalities from medical management to surgical intervention. **Susan Salley, RN, CCRN, CEN**

Newtown Campus/$59/WHPAH 0556 WB1/ Wed, 4/18, 6-10 pm
Approved Hours: 4 (PSNA for Nurses)

**Neurological Assessment**
This course is geared for Nurses, EMTs, Paramedics and other healthcare professionals, to learn focused, neurological assessment techniques, and review assessment and management techniques for specific neuro-based medical and traumatic emergency care scenarios. **Susan Salley, RN, CCRN, CEN**

Newtown Campus/$59/WHPAH 0558 WB1/ Wed, 5/2, 6-10 pm
Approved hours: 4 (PSNA for Nurses)

**Weigh It Forward: 9-Week Mini Camp**
Work with your personal Health Coach to learn how to lose weight and keep it off. Your Health Coach will formulate your personal calorie count and then teach you the eight secrets of behavior modification so you can finally arrive at a healthy weight. Weigh in each week and benefit from the support of your Continuing Care group, as you go on this 9-week journey together. **Celine Hampion, M.S.H.Ed.**

Newtown Campus/ $129/ RHEAL 0094 WB1/ 9 Th, 2/23-4/19, 5-6:30 pm

**HIPAA - Privacy/Security and Compliance**
Healthcare professionals need to have an awareness of the regulations for privacy and security. Healthcare workers need to keep informed of the latest changes and guidelines. The Health Insurance Portability and Accountability Act (HIPAA) is about insurance portability and fraud and the changes that have evolved in business development. HIPAA involves three segments, 1-Privacy, 2-Security and 3-Transaction sets. The changes include processes, policies, and procedures for all covered entities, including and not limited to providers such as hospitals, and laboratories as well as insurance payers. **Deborah Talone, MBA**

Newtown Campus/$59/WHPAH 0325 WB1/ Wed, 4/4, 6-9 pm
Application for Nursing Contact Hours Submitted to PSNA

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

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Green Building, Construction/ Environmental Remediation .......................... 19
Renewable Energy / Sustainability .......................... 18
SEPA RWTC .......................................................... 23
Sustainable Building Advisor .......................... 20
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For the most up-to-date information, please visit our website: www.bucks.edu/green
For more information please contact the Green Jobs Academy at: 215-788-3594 or email greenjobsacademy@bucks.edu

What is The Green Jobs Academy?

The Green Jobs Academy at Bucks County Community College is an industry-driven public and private partnership. The Green Jobs Academy provides both long and shorter-term training programs geared toward workers looking for new skill sets in the green and sustainability industries. Following are several of the training programs being given through Bucks in 2012.

Residential Building & Construction
“Building the Green Home” Residential Building & Construction training is geared to new construction, and includes aspects of renovation/additions and modular/manufactured housing. Learn the current rating systems and categories and how they are applied. The training discusses these tools in a systematic manner how they apply to energy consumption, high performance building systems, building envelopes, energy efficiency ratings, site environmental impact, water usage and indoor environmental quality. The workshop reviews certification methods and the validation/verification methods of individual systems, such as LEED®, Green Globes®, NAHB®, and Energy Star, RESNET® and HERS®. Attendees are prepared for many of the professional certification tests.
Lisa Grayson Zygmunt, Resource Dynamics/Green Building Education

Green Jobs Academy/$325/WTMCO 3551 GJA1
3 Tu, 3/6-3/20, 6-9 pm (3/20, 6-8 pm)

Commercial Building & Construction
Gain an overall understanding of the Green Building Design and Construction process. This program is for both the contractor and design professional. Presented in a step by step/connect the LEED® dots fashion, this course discusses specific construction concepts applied throughout the building process. The goal of the training is to provide an understanding of the core concepts and the construction principles behind sustainable buildings, show how to integrate green practices and strategies into the construction processes and, to become knowledgeable about the LEED® rating system, as it applies to construction. This workshop qualifies for 7.5 LEED® specific credentialing hours for both BD&C and ID&C disciplines, 8 CES credits for AIA, and 8 PDH units for registered professional engineers.
Lisa Grayson Zygmunt, Resource Dynamics/Green Building Education

Green Jobs Academy/$325/WTMCO 3553 GJA1
3 Tu, 5/1-5/15, 6-9 pm (5/15, 6-8 pm)

$175*/ XTEST 3553 GJA1: Tu, 5/22, 6-8 pm
*Applicant must register directly with Green Advantage at www.greenadvantage.com.
LEED® Green Associate
Take the first step in becoming a LEED Accredited Professional. You will gain an overview of the LEED® Green Associate credentialing process, develop your knowledge of green design, construction and operations, connect sustainability and LEED, and explain the LEED process and the technical and relevant issues of the LEED credit system. The LEED® Green Associate credential is nationally recognized and is intended for professionals who want to demonstrate green building expertise in non-technical fields of practice. This course will prepare you to take the LEED® Green Associate certification exam. Bruce Offner, Resource Dynamics/Green Building Education

Green Jobs Academy/$350 / WTMCO 3550 GJA1
3 Th, 2/2-2/16, 6-9 pm (2/16, 6-8 pm)

Green Entrepreneurship
Tired of working for someone else? Are you thinking about starting your own business and want to have a positive impact on the environment? This course will provide you with a guide to green entrepreneurship and will bring together all of the various aspects needed to build a successful green-related business during challenging economic times. Too many entrepreneurs set out to build their dream company, while overlooking critical components – most notably, their vision, brand, mission, and culture. This course lays out an integrated approach to seamlessly tie together the core values and beliefs of the green-related company; the brand image you want to create; the people aspects of your business (employees, customers, community); the markets you serve; the proper sales approach; the finances; as well as the vision and mission that fuels it all.

You will leave with both the knowledge and confidence to be a green entrepreneur with a comprehensive business plan for your new or existing green business. Robert Lockwood, Princetongreen.org

Green Jobs Academy/$350 / WTMCO 3570 GJA1
15 Tu, 1/24-5/8 (no class 4/3), 7-9:15 pm

Certificate in Green Construction
This program is for those interested in the implementation of sustainable building tools and strategies. It is also recommended for professionals moving into fields that require knowledge of green building or sustainable design, or anyone who recognizes the emerging importance of sustainable design and its impact on our daily life.


Who Should Attend
Professionals in the design and construction industries who are seeking to further their career, including: design professionals, construction consultants, contractors, subcontractors and builders, planners and commissioners, facilities managers and stakeholders, environmental engineers, and decision-makers in the construction field, and anyone interested in getting into the green job market.

For more information, contact Joan Christianson at christia@bucks.edu.

LEED for New Construction: Applying the Guidelines
The Leadership in Energy and Environmental Design (LEED) Green Building Rating System provides a suite of standards for environmentally sustainable construction. Identify and understand the objectives of Sustainable Sites, Water Efficiency, Energy and Atmosphere, Material and Resources, Indoor Environmental Quality, Innovation and Design Process Credits and Prerequisites. Focus on a systematic view of green building, sustainability, Low-Impact Development and Storm Water Issues and study techniques used to reach the goals of LEED in environmental impact, energy, and indoor air quality that pertain to building projects and the community surrounding the project.

WTMCO 3002 C30/$515 (includes text) / 1/16-3/25

Building Green Buildings: The Contractor's Perspective
Today's construction professionals need information that will help them to effectively bid, contract, build and close out green building projects. Explore the green building process from the contractor's and subcontractor's point of view.

WTMCO 3003 C30/$515 (includes text) / 1/16-3/25

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

WTMCO 1505 C30 & C31/$515 (includes text) C30/ 1/16-3/25
C31/ 4/9-6/17

To register call 215-968-8409/FAX 215-968-8320/www.bucks.edu/con-ed
Green Building Commissioning
Building commissioning is a process designed to verify that a building will meet the project design requirements. It is a quality assurance process for the delivery of buildings and building systems. This course will cover the various aspects and requirements of building commissioning through the pre-design phase, design, construction and post-construction phases of a building construction project. You will learn the makeup of the Commissioning Team and the role of scheduling and coordination in the commissioning process. Some of the topics we will study includes verification and testing, documentation, training, systems and ongoing commissioning. The course will stress green building requirements in regards to commissioning with an emphasis on construction operations.
WTMCO 3005 C30/ $515 (includes text)/ 4/9-6/17

Fundamentals of Green Building Design and Construction
Gain an overview of design and construction delivery systems for high performance green buildings. Look at the US Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) in some detail and review other sustainability evaluation systems. This course will focus on LEED-NC (new construction) requirements.
WTMCO 3000 C30/ $515 (includes text)/ 4/9-6/17

Renewable Energy / Sustainability

Sustainable Building Advisor
The Sustainable Building Advisor Institute offers a nine-month certificate training program and exam for working professionals eager to apply sustainable concepts to the buildings they design, construct, and maintain. The Sustainable Building Advisor (SBA) program welcomes a diverse range of students from architecture and planning firms, engineering companies, developers and contractors, government agencies, research institutions, resource conservation organizations, utilities, and environmental consulting organizations.

National Certification
The SBA Certification provides you with tools and resources to accomplish the following:
• Identify and articulate key sustainable building practices and goals
• Analyze the costs and benefits of incorporating sustainable building measures
• Establish competencies in applying LEED™, Built Green™ and other relevant criteria or established guidelines
• Work with designers, architects, builders, operators, and utilities managers to achieve sustainable goals in their projects
• Take a leadership position in their organizations and communities in a rapidly growing field

Professional Credentials
Upon successful completion of the SBA Program and exam, students will earn the designation of Certified Sustainable Building Advisor, CSBA.

In addition, the program has been reviewed and approved by American Institute of Architects (AIA), Green Building Certification Institute (GBCI), and the US Green Building Council (USGBC), and meets the eligibility criteria for LEED Green Associate.


Visit our web site for updated information: www.bucks.edu/sba or contact Joan Christianson at christia@bucks.edu.
Next Class Begins Fall 2012
Renewable Energy / Sustainability – cont’d

NABCEP PV Entry Level Prep Course
This intensive 3 day course prepares individuals with the basic level of electrical knowledge and general understanding of photovoltaics to take the North American Board of Certified Energy Practitioners (NABCEP) PV Entry Level exam. The class will cover the Learning Objectives as provided by NABCEP during the two days and will conclude with a review session and the Entry Level examination on the third day. A certificate of completion for PV Entry Level Prep Course will be granted to those who successfully participate in the course and pass the two hour, 60 question exam. Due to the amount of information to be covered, classes will be limited in size. Class information will be compact and fast paced. This course teaches the fundamentals of photovoltaic systems and design.
Prerequisites include: Understanding of general electrical terms and concepts (voltage, amperage, difference between power and energy), describe the use of a digital multi-meter, calculate simple circuit calculations and describe general safety procedures when working with electric systems. Qualifying electrical background would include completion of a state or federal electrical apprenticeship, Journeyman, or Master electrician licenses.

Green Jobs Academy/TBD /WTMCO 0352 GJA1
For scheduling updates, visit www.bucks.edu/green.

Principles of Sustainability
How do we make sure that we and future generations continue to have access to the same opportunities and quality of life that we do currently? “Sustainability” challenges us to live our lives and make decisions as individuals, organizations and societies to ensure that we can maintain that quality of life. This course will give participants an understanding of the many ways in which the term “sustainability” is defined, misused, and to help people determine what the term “sustainability” means to them personally.
Melissa Miles, Organizer for the Eastern PA Permaculture Guild

Green Jobs Academy/$35/WTMCO 3552 GJA1
Tu, 5/22, 6-9pm

The End of Cheap Oil: Crisis & Opportunity
What can you do to meet the challenges of a post-oil economy? Many experts predict oil production to peak within the next two decades and then, to begin an irreversible decline. Can we find alternatives in time? What can individuals do to transition to a post-oil economy? Explore what oil has meant to human society and what a post-oil age may look like. Find out what possible lifestyle changes can help us meet the challenges of a future without cheap oil.
Melissa Miles, Organizer for the Eastern PA Permaculture Guild

Green Jobs Academy/$35/WTMCO 0602 GJA1
Th, 5/3, 9:30am-12pm

Home Scale Permaculture - Designing YOUR Sustainable Home Landscape
Find out what Permaculture design is and what are the ethics, and principles of Permaculture. You will learn how to put together a long term plan for a sustainable home and landscape – one that takes care of people and the environment at the same time. We’ll demonstrate and practice some of the skills and strategies needed to do a Permaculture design, including mapping, sector and zone analysis
Melissa Miles, Organizer for the Eastern PA Permaculture Guild

Green Jobs Academy /$99 (plus $20 text)/ WTMCO 0401 GJA1
Wed, 4/4, 9 am-4:30 pm
Introduction to Environmental Assessments
Since the 1980 enactment of the Comprehensive Environmental Responsibility and Liability Act (‘CERCLA’), prospective purchasers of real estate have been required to complete an examination of a property’s environmental condition, to benefit from CERCLA’s “innocent landowner defense” against liability for contamination that might be present on the property. A key component in establishing and preserving the innocent landowner defense is the determination of previous ownership and use of the property before acquisition by an environmental professional. In this course the student will be introduced to the basics for completing due diligence inquiries: use of environmental records, maps, and historic aerial photography and for conducting site visits. Michael McCann

Green Jobs Academy / $165 / WTMCO 0472 GJA1
Wed, 3/7, 9 am-3:30 pm

Home Inspection Master Course
The Home Inspection Master Course will provide you with all the tools you need to successfully start your own, very profitable, Home Inspection Business. You will learn about inspecting all aspects of a home including structures, interiors & exteriors, roofs, electrical, plumbing, heating & cooling systems, insulation & ventilation. American Home Inspectors Training Institute (AHIT)

Green Jobs Academy / $1,795 / WTMCO 3600 GJA1 & GJA2
GJA1 / Fri-Su, 1/27-1/29, 8 am-6 pm
GJA2 / Fri-Su, 4/20-4/22, 8 am-6 pm

EPA - HUD Certified Lead RRP Renovator INITIAL Training
EPA-HUD requires that firms doing renovations on pre-1978 housing and child-occupied facilities must be Certified and renovation work be directed by a Certified Renovator (CR). This course meets EPA and HUD requirements for initial certification as an EPA Certified Renovator. You will learn how to determine which regulations are applicable to Certified Firms and Certified Renovators, how to set up of areas to contain dust, how to determine if lead-based paint affects work, verify cleanliness, train non-certified workers, and how to satisfy EPA work guidelines. Effective April 22, 2010, contractors may not perform renovations involving lead paint without proper certification and all renovations must be directed by certified renovators. This course was developed by the Environmental Protection Agency (EPA), in collaboration with the Department of Housing and Urban Development (HUD) to train renovation, repair, and painting contractors how to work safely in housing with lead-based paint and comply with EPA’s Renovate, Repair and Painting (RRP) Rule, and HUD’s Lead Safe Housing Rule (LSHR). This course meets EPA and HUD learning requirements and produces EPA Certified Renovators (CR) authorized to direct renovations in accordance with the Final Rule in pre-1978 homes and child-occupied facilities, perform lead testing with EPA recognized test kits and train non-certified workers. Philip Godshall
Applicable certification: EPA Certified Renovator. Certificate is valid for 5 years.

Green Jobs Academy / $245 / WTMCO 0450 GJA1
GJA1 / Fri, 2/3, 8 am-5 pm
GJA2 / Fri, 4/20, 8 am-5 pm

Check www.bucks.edu/green or call 215-788-3594 for more information:
- Electrical Vehicle Charging Stations
- Financing Green Projects
- Reduce Your Carbon Footprint
- Home Health Hazards
- Building Energy Management
- PV for Inspectors & Public Officials

Coming Summer-Fall 2012!
Become a part of a growing industry. The U.S. Department of Labor states that workers in the green industry have excellent opportunities and faster than average job growth. So, how can you take the first step to create a new career path for yourself?

The Southeastern Pennsylvania Regional Weatherization Training Consortium (SEPA RWTC) is offering free training and the opportunity for certification in the energy efficiency field. This program offers training and certification for Installers, Crew Chiefs, and Energy Auditors.

Training programs run from one (1) week to four (4) weeks, depending on the program. Courses are being offered at various sites in Bucks, Delaware and Montgomery counties.

Free at participating SEPA RWTC Training sites!
Register at www.bucks.edu/green or by calling 215-788-3594.

The SEPA RWTC includes Bucks County Community College’s Green Jobs Academy, Bucks County Technical High School, Middle Bucks Institute of Technology, Delaware County Community College, Delaware County Technical High School, Montgomery County Community College and North Montco Technical Career Center.

Weatherization Installer Training
Participants will gain knowledge about best practices for basic weatherization procedures. The lecture and hands-on experience focus on building science theory and construction technology. The student will learn how to perform weatherization functions, such as insulation, ventilation, weather stripping, sealing and caulking of walls, attics, crawlspaces and how to use hand and power tools. Installer training also includes Lead Safe Weatherization, Crew Safety, OSHA 10 and Weatherization Tactics. Prerequisites: assessment test, physical capabilities test and a valid driver’s license.

Green Jobs Academy/
WTMCO 4101 GJA2-GJA3/ 8:30 am-4:30 pm
Green Jobs Academy/ GJA2/ Mon-Fri, 3/12-3/16
Green Jobs Academy/GJA3/ Mon-Fri, 6/4-6/8

Weatherization Crew Chief Training
The Weatherization Crew Chief course is for those individuals that are already proficient as a Weatherization Installer and are ready to advance their knowledge of building science and develop themselves as supervisors. The “House as a System” concept is reinforced through modules titled Diagnostic Approach to Weatherization, Advanced Weatherization Diagnostics and Baseload Auditing where students practice setting up a Blower Door and using digital pressure gauges to identify and quantify weaknesses in the thermal envelope of a building. Students are taught the importance of both Homeowner and Crew safety during weatherization work and how to respond to emergencies. As a Crew Chief they are the primary contact for the customer and therefore “Customer Service” is an important module where students are taught how to make the customer experience a positive and professional interaction where everyone is satisfied at the end of the job.

Green Jobs Academy/
WTMCO 4104 GJA1-GJA2/ 8:30 am-4:30 pm
Green Jobs Academy/ GJA1/ Mon-Fri, 3/19-4/3
Green Jobs Academy/ GJA2/ Mon-Fri, 6/11-6/26

To register call 215-968-8409/FAX 215-968-8320/www.bucks.edu/con-ed
### AMA Human Resources Certificate

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

Students must complete a total of six courses within 2 years from a combination of required courses and electives. Offerings will vary from semester to semester. For a complete listing of suggested courses of study, please visit our web site at [www.bucks.edu/ama](http://www.bucks.edu/ama)

#### Certificate in Human Resources

The Human Resources Certificate program will prepare you for a broad range of positions in the field of Human Resources. Designed to meet the unique needs of working professionals, this multi-course curriculum will help you enhance and expand your professional knowledge and skills as a Human Resources generalist or specialist.

**Required:**
- Fundamentals of Human Resources
- Fair, Square & Legal: A Manager's Guide to Safe Hiring, Managing & Firing Practices

**Electives:**
Choose any 4 additional courses (choices can be found at [www.bucks.edu/ama](http://www.bucks.edu/ama))

### Fundamentals of Human Resources

Here is a comprehensive and up-to-date guide to virtually every aspect of human resources management from understanding the basic HR functions to using the Web for recruiting and selecting the latest HRIS. Whether new to the profession or a newly promoted professional, you will find all the information and skills you need to do your job and make a positive impact in your organization. *Fredrick D. Tweed, M.S., SPHR*

Newtown Campus/ $299 (includes text)/ WSMCE 3505 C01/ 2 Sa, 4/14-4/21 8:30 am-4:30 pm

### Fair, Square, and Legal: A Manager's Guide to Safe Hiring, Managing, and Firing Practices

Do you know what to do to protect your business, your employees, and yourself from legal liability? Can you defend your actions or those of your employees if you do end up in court? Staying out of trouble is a matter of being prepared. And that's exactly what you'll learn - clear, unambiguous, step-by-step methods of documentation, compliance, and prevention for every business-related action that can raise legal liability. *Fredrick D. Tweed, M.S., SPHR*

Newtown Campus/ $299 (includes text)/ WSMCE 3501 C01/ 2 Sa, 5/12-5/19, 8:30 am-4:30 pm
Certified Bookkeeper

The American Institute of Professional Bookkeepers (AIPB) has established a professional certification, the Certified Bookkeeper credential, a high professional standard for working bookkeepers. By successfully passing tests and covering six subjects, signing a code of ethics, and demonstrating two years of bookkeeping experience, you earn the right to put “CB” after your name.

National Certification distinguishes you from other bookkeepers because it proves that you have met high national standards and demonstrated the ability to handle all the books for a company of up to 100 employees.

Becoming a CB can increase your earning potential and give you an edge in the job market. The U.S. Bureau of Labor Statistics says the Certified Bookkeepers “will have the best job prospects.” A 2005 survey showed that 41% got a promotion or new job because they were certified, 32% got a raise, and 97% of Certified Bookkeepers recommend certification to other bookkeepers.

Sharon deFonteny, B.S.

Newtown Campus-Hybrid/ $1,099 (includes 6 workbooks; $210 additional test fee paid to Prometric Test Center)/
WSMCE 2601 C20/15 Mon, 2/13-5/21, 6:30-9:30 pm (all other learning is online)

This course focuses on preparing you for the national certification exam using six workbooks—one for each subject on the exam:
- Adjusting entries (accruals and deferrals)
- Correction of accounting errors (includes the bank reconciliation)
- Basic book and tax depreciation
- Basic payroll-paying wages, withholding, depositing and reporting taxes using the basic forms (W-2, 941, 940, 8109)
- Recording and costing out merchandise inventory
- Internal controls and fraud prevention

You will be tested on the first 4 subjects at a local Prometric Test Center and on the last 2 subjects in class. As in all certifications, there are minimal ongoing continuing professional education requirements after you are certified.

Requirements
I. Experience: At least 2 years’ full-time experience or the part-time or freelance equivalent, which may be obtained before or after passing the examination.
II. Examination: Candidates must pass a 4-part national examination, including 2 parts given at any Prometric Test Center (there are over 300 nation-wide).

Cultural Programming 2012-2013 Season

- ON-LINE INFORMATION
- Information: leej@bucks.edu
- Ticket Sales for Cultural Programming Events: http://www.bucks.edu/cultural
- Cultural Events Calendar: http://www.bucks.edu/cultural
- Call 215-968-8087 for a brochure

For further information and group sales please contact the Office of Community and Cultural Programming at 215.968.8087

To register call 215-968-8409/FAX 215-968-8320/www.bucks.edu/con-ed
World-Class Online Training Developed by the Nation’s Top Universities

University Alliance

University of San Francisco
All classes begin February 1; a new section begins the first of every month.

Certificate in Internet Marketing
Integrated Online Strategies
Master and manage the practical applications of diverse interactive marketing components — everything from websites and e-newsletters, to organic and paid search, to tracking and reporting. Whether you are new to the world of online marketing or a seasoned interactive pro, you can now sharpen your skills and enhance your expertise with Integrated Online Strategies. In just eight weeks, you’ll come away with knowledge and skills you can apply immediately. And you’ll do it all 100% online, further accelerating your mastery of the Internet medium!

Online/ $1,980 (plus shipping costs of app. $32) / WSMCE 7120 C30

Search Engine Marketing & Usability
Optimize both organic and paid search strategies to maximize web traffic, increase conversion rates and decrease the cost of customer acquisition. Search Engine Marketing & Usability focuses on customer behavior and its implications on website design and search engine marketing. You’ll also learn how the latest rules and regulations of Internet marketing can be leveraged to protect company assets and grow customer relationships, and you’ll review the core components of the Google Advertising Professionals certification exam. By the end of this eight week class, you’ll come away with the AdWords knowledge to become Google-certified.

Online/ $1,980 (plus shipping costs of app. $32) / WSMCE 7122 C30

Advanced Interactive Marketing & Measurement
Gain the powerful, practical, real-world skills you need to become a highly proficient online marketer. In Advanced Interactive Marketing & Measurement, you’ll learn how to develop, implement and evolve your marketing strategy. You’ll also explore leading-edge online marketing techniques and strategic best practices that help you deliver measurable results and maximize every marketing dollar. In addition to this valuable insider advice, you’ll come away with a working knowledge of the core components of the Web Analytics Association certification test. At the end of eight weeks, you’ll be an expert in the areas of Internet marketing and measurement.

Online/ $2,280 (plus shipping costs of app. $32) / WSMCE 7121 C30

Three course bundle: $5,995

Certificate in Contract Management
Essentials of Commercial Contract Management
This online course gives you the tools you need to understand the entire procurement process - from contract definitions and source selection to contract management and administration. Trace best practices of the contracting process from requisitioning through contract closeout and learn the entire commercial contract management process from both the buyers’ and sellers’ perspectives.

Online/ $1,980/ WSMCE 7140 C30

Essentials of Government Contract Management
Now, more than ever, contract management plays a critical role, keeping any organization competitive, fast-paced and globally focused. This course helps you understand the procurement process from contract definition to contract management, including everything from requisitioning to enforcement of contracts to copyrights and patents.

Online/ $1,980/ WSMCE 7141 C30

Mastering Business Skills
This 12-week online course covers the critical bottom-line business skills needed to be a successful contract manager. The course, which is essential in preparing for the business skills section of the NCMA exams, includes a certification preparation section featuring hundreds of test-prep questions for the business skills section of the CFCM and CCCM exams.

Online/ $2,280/ WSMCE 7142 C30

Advanced Contract Management
Expanded to 12 weeks, this course includes a certification preparation section featuring hundreds of test-prep questions for the CFCM and CCCM exams. Updated and expanded lectures cover the contract management process, earned value, terminations, international issues and risk, classification of government property, property management system and liability for loss, damage, destruction or theft.

Online/ $2,280/ WSMCE 7143 C30

Three course bundle: $5,995 - for either Commercial or Government track.

Must register for all three courses at the same time in order to get the bundled price.

www.uaceonline.com/bucks
**Essentials of ROI Methodology**

This eight-week course will teach you how to measure ROI using the exclusive Phillips ROI Methodology™. This introductory course is designed for professionals who need to maximize corporate resources by understanding the return on every dollar spent. Using this methodology will contribute to the financial well-being of the entire organization by ensuring that time and money are invested in ways that benefit the business. The Phillips ROI Methodology™ is more than a mathematical calculation; it is a true measure of program success that identifies monetary benefits and intangible benefits. Successfully implementing the ROI Methodology will have a profound effect on your organization and how you are perceived by senior management. (Hours: 50; Prerequisites: None)

Online/ $1,980 (plus shipping costs of app. $32)/ WSMCE 7101 C30/ (a new section begins the first of every month)

Other courses and programs of study available. For more information please go to www.uaceonline.com/bucks.

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**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*

**Improving Email Promotions**

Online/ WSMCE 4303 C30/ 2/6-3/2

**Boosting Your Web Site Traffic**

Online/ WSMCE 4304 C30/ 3/5-3/30

**Online Advertising**

Online/ WSMCE 4305 C30/ 4/2-4/27

Must take all three courses for certificate.

*Must register for all three courses at the same time in order to get the bundled price.

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**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*

**Introduction to Social Media**

Online/ WSMCE 4300 C30/ 2/6-3/2

**Marketing Using Social Media**

Online/ WSMCE 4301 C30/ 3/5-3/30

**Integrating Social Media in Your Organization**

Online/ WSMCE 4302 C30/ 4/2-4/27

Must take all three courses for certificate.
Child Development Associate Certificate Program (CDA)

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

The Credential is awarded 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 pre-school 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](http://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](http://www.cdacouncil.org).

Please Note: Students must be 18 years of age and have a high school or GED diploma in order to enroll in the CDA program. Reimbursement: Anyone who is a member of a Keystone Stars site can apply for a 90% tuition refund and the $325 assessment fee for the CDA assessment. Please Note: Reimbursement is subject to the availability of funds. Tuition vouchers are available on the Key website [www.pakeys.org](http://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 Joan Christianson at christia@bucks.edu

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<th>CDA Part I</th>
<th>CDA Part II</th>
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| 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, infants through pre-school. **Brigitte Hix, M.A., PQAS Certified**
Hybrid Online/$349/ WSMCE 3231 C20 3/7-5/9
(Required orientation at Newtown Campus, Wed, 3/7, 6:30-9:30 pm, plus two on-site classes to be determined)
Approved Hours: 60 (Act 48, CDA) | 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. **Sandy Anthony, M.A., PQAS Certified**
Lower Bucks Campus/$349/ WSMCE 3232 C50/ 10 Tu & 10 Th, 4/10-6/14, 6:30-9:30 pm.
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](http://www.cdacouncil.org).
Managers, executives and project specialists all know the importance of good project tracking and planning. In the Project Management Certificate Program, you will learn the project management life cycle as defined by the Project Management Institute (PMI). Taught independently of any project management tools, the program combines reading and discussion, presentations and case study workshops with students playing various roles. A Certificate of Participation and Professional Development Units (PDUs) are awarded upon completion. Attendance at all classes is required to receive the certificate. Matthew Tyksinski

Course I: Project Strategies, Start-Up & Initial Planning (31 hours)
Lower Bucks Campus/ $479 (plus $50 textbooks)
WSMCE 5403 C50/ 5 W, 2/15-3/14, 6-9 pm & 4 Sa, 2/18-3/10, 8:30 am-12:30 pm
Approved Hours: 31 (PMI, Act 48)

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

***BCCC is a PMI R.E.P (Registered Education Provider)
### Payroll Practice and Management

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

Each class is designed to take about 40 hours to complete. There are no prerequisites for any of the classes and you are not required to complete the series or to complete the courses in order. You are encouraged to self-select the classes necessary to fulfill your personal learning objectives. Those completing the entire series will be awarded a Certificate of Completion.

**Vicki M. Lambert, CPP**

All online
Register for the entire series and pay only $599 (a 5%+ savings)!

### Microsoft Project 2010 Advanced

Build on the concepts and skills learned in Introduction to Project 2010. 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 2010 outside of class.

* Bruno Ciaralli, M.B.A., PMP

Newtown Campus/ $240 (plus text)/ WCOAP 3054 C01/ 2 Sa, 3/24-3/31, 9 am-4 pm
Approved Hours: 12 (Act 48, PMI)

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### Workplace & Professional Skills

**Project Management – cont’d**

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Technical Writing

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 the rewarding profession. Learn key concepts in and specific techniques necessary for technical communication, and prepare for the challenges facing today's technical writer.

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.

Newtown Campus, 6-9 pm

Course I: Elements of Technical Writing I
Review basic English skills and identify the areas of technical writing that differ from standard writing.
George Haiduck, B.S.
$169 (plus $9 text)/ WSMCE 5475 C01/ 4 Mon, 2/27-3/19, Approved Hours:12 (Act 48)

Course II: Elements of Technical Writing II
Explore new technical writing areas such as proposals and specifications. Write or revise some technical writing within your specialty*. Create technical articles, papers, abstracts and reports using targeted writing exercises in these areas. George Haiduck, B.S.
$169 (same text as Course I)/ WSMCE 5476 C01/4 Mon, 4/2-4/23 Approved Hours: 12 (Act 48)

Course III: Mathematics & Science for the Technical Writer
Review basic mathematical & science concepts, operations and applications necessary for technical writing. Gain a more thorough understanding of math used in the scientific areas including the metric system. You should have a standard four-function calculator. George Haiduck, B.S.
$169 (plus $9 text)/ WSMCE 5477 C01/ 4 Mon, 4/30-5/21 Approved Hours: 12 (Act 48)

Course IV: Choose one of the following (online at www.ed2go.com/bucks)
• Introduction or Intermediate Word 2007
• Introduction to Word 2010

Course V: Choose one of the following
• Adobe Illustrator, Level 1 or 2 - page 59
• Adobe Photoshop, Level 1 or 2 – page 59
• InDesign CS5, Level 1 or 2 - page 59
• Introduction to Microsoft Publisher - page 57

Food Service Industry

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.
$249 (includes course book), 8:30 am-5 pm

English Language, William Rech, FMP/Newtown Campus/ WSERV 0001 C01-C03
C01/2 Sa, 2/11-2/18
C02/2 Sa, 3/17-3/24
C03/2 Sa, 4/21-4/28

Chinese Language, Betty L. Tsai
Lower Bucks Campus/WSERV 0010 C50/ 2 Mon, 2/20-2/27

SERVSAFE® Recertification
This course fulfills the requirements of Bucks Montgomery, and other regional Health Departments for Foodservice staff and manager recertification. Current FDA Food Code with updates, local health laws and industry practices along with HACCP are covered.
$179 (includes course book), 8:30 am-5 pm

English Language, William Rech, FMP/Newtown Campus/ OSERV 0050 C01-C03
C01/ Sa, 1/28
C02/ Sa, 3/3
C03/ Sa, 5/5

Chinese Language, Betty L. Tsai
Lower Bucks Campus/OSERV 0051 C50/ Wed, 2/22

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

Continuous improvement leads to continued success! 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. Lean and Six Sigma are necessary pillars of any continuous improvement process and our program specifically addresses how integrating Lean (making work faster) and Six Sigma (making work better) can help your organization move quickly with higher quality and lower cost. 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.

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. Anwar El Homsi, Master Black Belt; President, Transformation Partners Company

Newtown Campus/ $3,100 (includes text)/ WSMCE 5270 WB1-WB2
WB1/ Mon-Fri, 3/19-3/23 & 4/23-4/27, 8:30 am-5 pm

Weekend Format!
WB2/ 2 Th, 4 Fri & 4 Sa, 3/8-3/10, 3/16-3/17, 4/12-4/14, 4/20-4/21, 8:30 am-5 pm
Approved Hours: 80 (PMI)

See also - DOE for Manufacturing - page 42

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. Anwar El Homsi, Master Black Belt; President, Transformation Partners Company

Prerequisite: Green Belt

Newtown Campus/$3,100 (includes text)/ WSMCE 5271 WB1-WB2
WB1/ Mon-Fri, 5/21-5/25 & 6/25-6/29, 8:30 am-5 pm
Weekend Format!
WB2/ 2Th, 4 Fri & 4 Sa, 5/10-5/12, 5/18-5/19, 6/14-6/16, 6/22-6/23, 8:30 am-5 pm
Approved Hours: 80 (PMI)

Certification
Lean Six Sigma certification awarded upon successful completion of: classroom training, project, and instructor evaluation. Attend an information session: Th, 2/23, 5:30-7 pm.
Call 215-968-8409 to register for XSMCE 1001. 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
- “Acquiring the knowledge that comes with the title of Six Sigma Black Belt has equipped me with new tools that will most definitely help our business. My first project alone could save my company $1.3 million next year. For anyone who is interested in pursuing Six Sigma, I would recommend BCCC.”
  Sean Gibbs, Business Development, Action Manufacturing Company
Bucks County Community College, in partnership with Construction Experts, Inc., offers several online construction certificates:

- Construction Estimating
- Construction Practices
- Construction Supervision (which can be earned after obtaining the following three certificates)
- Supervisor Certificate in Project Management
- On-Site Supervision
- Construction Supervisory Technologies

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

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

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

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

**Construction Practices**
Must complete 8 of the following 9 classes:

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

*These courses run every quarter. Next class dates are: C30/ 1/16-3/25 & C31/ 4/9-6/17

**Construction Supervision**
Who Should Attend?
This certificate program is for construction superintendents, project managers, foremen, estimators, safety directors, field engineers and training directors. It is also for anyone aspiring to become any of the above. This certificate program is available to students all over the world with Internet access. The Certificate in Construction Supervision is issued upon the completion of all nine of the following classes:

**Certificate in On-Site Supervision**
- Leadership and Motivation
- Oral and Written Communications
- Accident Prevention and Loss Control

**Certificate in Project Management**
- Contract Documents and Construction Law
- Problem-Solving and Decision-Making
- Project Management for Construction Supervisors

**Certificate in Construction Supervisory Technologies**
- Planning and Scheduling
- Cost Awareness and Production Control
- Construction Productivity Improvement

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**See our Certificate in Green Construction, page 19.**

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**All Construction Courses**
Online/C30/ 1/16-3/25, C31/ 4/9-6/17

**Introduction to Construction Estimating - Start Anytime**
WTMCO 1500 C30-C31/ $515 (includes text)

**Essential Construction Math - Start Anytime**
WTMCO 1501 C30-C31/ $515 (includes text)

**Construction Blueprint Reading**
WTMCO 1502 C30-C31/ $515 (includes text)

**Estimating and Bidding 1**
WTMCO 1503 C30-C31/ $515 (includes text)

**Estimating and Bidding 2**
WTMCO 1504 C30-C31/ $515 (includes text)

**Construction Materials and Processes**
WTMCO 1505 C30-C31/ $515 (includes text)

For complete descriptions of these courses, see www.bucks.edu/con-ed

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To register call 215-968-8409/FAX 215-968-8320/www.bucks.edu/con-ed
Construction Problem Solving & Decision Making

Most construction supervisors will tell you they spend much of their day solving problems and making decisions. Many of them define their effectiveness based upon their ability to solve problems, yet most construction supervisors have not had any formal training in problem solving and decision making. Untrained construction supervisors can spend way too much time solving problems. Knowledge of the formal process of solving problems and making decisions is essential for the professional construction supervisor.

WTMCO 2003 C30/$415 (plus $156 textbook)

Construction Cost Awareness & Production Control

It is every supervisor’s goal to complete his/her project on budget. Learn the skills necessary for effective control of construction costs at the job site. Study construction cost and apply principles and practices associated with cost awareness and production control to each element of the project. Cost control begins with the estimate and then continues through work and cost analysis, production scheduling, reporting, production control and ends with project evaluation. The information will be studied by solving common construction problems, the consideration of case studies and discussion of common cost control issues.

WTMCO 2006 C30/$415 (plus $156 textbook)

Oral & Written Communication

Communication is multi-faceted. It includes non-verbal communication, listening, inflection, and written communication. Without quality skills in each of these categories you are putting yourself and your career at risk. Become a more effective supervisor by becoming a more effective communicator. You will be able to put these skills to use right away!

WTMCO 2002 C31/$415 (plus $156 textbook)

Testimonial: I wish I had taken this class BEFORE I started my present job. It has been a great help! . . . . Maryann F.

Planning & Scheduling

Planning and scheduling is a primary technical skill required of you as the construction supervisor. Study construction planning and practice preparing a project plan. Through the use of case studies and workshop activities, you will be able to define construction activities, determine activity duration, assemble the activities into a logical construction schedule and communicate the project plan effectively. Explore the use of computers in construction scheduling and some of the popular scheduling programs currently in use.

WTMCO 2005 C31/$415 (plus $156 textbook)

See Also - Green Construction Classes - Page 19
Fashion Design

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

The curriculum includes 96 hours of classroom instruction in five core courses plus two electives of your choice. Each class will require a final project to be presented on the last night of class. This course must be completed within 2 years. Attendance at 80% of classes is required.

**Core Classes:**
- Fashion Design I
- Fashion Design II
- Fashion Illustration
- Basic Garment Construction
- Basic Pattern Making

**Electives:** (choose 2)
- Photoshop CS5 (recommended, page 59)
- Quickbooks (page 57)
- How to Start or Operate Your Own Business (SCORE) (page 39)
- A drawing or painting class (pages 75)
- InDesign CS5 (page 59)

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**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, B.S.*

Newtown Campus/ $189 (plus $40 book fee)/ WSMCE 3713 C01/ 6 Wed, 1/4-2/8, 6:30-9:30 pm

**Basic Pattern Making**

Using flat pattern and draping methods, develop a pattern to sew an original design. (Materials list will be mailed prior to the start of class.) *(Prerequisite - Basic Garment Construction or permission of instructor)* 

*Staff*

Newtown Campus/ $265 (includes some materials; plus $55 book fee)/ WSMCE 3714 C01/ 8 Wed, 4/4-5/23, 6:30-9:30 pm

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**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, B.S.*

Newtown Campus/ $199 (plus approx. $25 materials, and $90 book fee)/ WSMCE 3711 C01/ 6 Wed, 2/15-3/21, 6:30-9:30 pm

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**Ordering Textbooks**

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

To register call 215-968-8409/FAX 215-968-8320/ [www.bucks.edu/con-ed](http://www.bucks.edu/con-ed)
Command Spanish® Language Programs

**Community Spanish: A Survival Guide for English Speakers**
This course is designed to prepare English speaking people to speak and understand small amounts of general and basic Spanish found in most routine interchanges in daily life. It also provides basic cultural information about Spanish-speaking groups to inform and educate English-speakers about unique aspects of Latino culture. This course is designed for people who want an easy and quick way to learn limited amounts of everyday Spanish. No prior knowledge of Spanish is necessary.

Newtown Campus/$149 (includes manual and 2 practice CDs)/WSMCE 0019 WB1
4 Tu, 3/6-3/27, 6-9 pm

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

Newtown Campus/$149 (includes manual and 1 practice CD)/ WSMCE 0008 WB1/ 5 Tu, 5/1-5/29, 6-9 pm

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

Newtown Campus/$184 (light meal will be served, includes manual and 2 practice CDs)/ WSMCE 0010 WB1/ 5 Wed, 5/30-6/27, 6-9 pm
Approved Hours: 15 (Act 48)

**Command Spanish® courses at your workplace:** BCCC can also deliver Command Spanish® courses at your worksite: for more information please contact: Georgina Taylor at 215-968-8268 or e-mail taylorg@bucks.edu

**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 Spanish Language courses are available in the following fields:

- 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

Online - $99
Help Desk Analyst: Tier 1 Support Specialist
The computer support industry is one of the fastest-growing fields, and there is every indication that this growth will continue. This program uniquely prepares you to work as a support specialist by focusing on the business needs of the customer, establishing credibility and trust, and handling the most difficult customer scenarios. You'll learn about problem solving and troubleshooting, team dynamics, and interpersonal communication skills. You'll also get a broad overview of the back-office operations of a support center, and the common industry tools and technologies used in providing exceptional customer support. Upon registering, you're given an initial six months to complete the program.
Online/ $1,495/ GSMCE 0208 C30/ start anytime

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. (Pending State approval.)
Approved Hours: 3 (Notary Public)
Ronald Long, Esq.
$69/ WSBEN 0130 C01-02, C50-51 & C70-71
Newtown Campus/
C01/ Wed, 2/1, 6:30-9:30 pm
C02/ Sa, 3/10, 9 am-noon
Lower Bucks Campus/
C50/ Wed, 3/7, 6:30-9:30 pm
C51/ Sa, 4/14, 9 am-noon
Upper Bucks Campus/
C70/ Sa, 2/4, 9 am-noon
C71/ Wed, 4/4, 6:30-9:30 pm

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.
$149/ WSBEN 0131 C01-02, C50-51 & C70-71
Newtown Campus/
C01/ Wed, 3/28, 6-10 pm
C02/ Sa, 4/28, 8:30 am-12:30 pm
Lower Bucks Campus/
C50/ Wed, 4/25, 6-10 pm
C51/ Sa, 5/12, 8:30 am-12:30 pm
Upper Bucks Campus/
C70/ Sa, 3/31, 8:30 am-12:30 pm
C71/ Wed, 5/9, 6-10 pm

Workplace Courses
Workplace & Professional Skills
To register call 215-968-8409/FAX 215-968-8320/www.bucks.edu/con-ed
Mentoring and Coaching in the Workplace Certificate (Parts I & II)
Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. It has benefits for the employer and employee. Develop skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees’ performance and create the working environment that your employees will find truly rewarding.
Online/ $295/ WSMCE 4323 C30/ 2/6-3/30

Extraordinary Customer Service
Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous!
Online/ $145/ WSMCE 4321 C30/ 2/6-3/2

Designing Successful Webinars
Webinars are a hot new meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization. Then learn the four key strategies to make your webinars more successful. Learn techniques and tips that will make your webinars winners with your audiences.
Online/ $195/ WSMCE 4322 C30/ 3/5-3/30

Advanced Website Strategies
You have a website, but why will your customers want to come back or buy something or take action? Do you really know who you are selling to? Do you know what you want to say to them? Do you know how you want to say it? Discover ways to identify who your ideal audience is. Learn how to create content that is engaging and purposeful. Find out what you want to say to them. Explore where you want to say it. And finally, find out how you want to say it. In one month you will be better equipped to create your own content marketing strategy and create a content-rich website that exceeds the needs of your visitors.
Online/ $195/ WSMCE 4325 C30/ 3/5-3/30

Media Buying Strategies
Discover the marketing planning process to clearly delineate the relationship among marketing and media buying decisions. Marketing functions are examined through case analysis to successfully integrate all elements of the media buying process. The course presents concepts and strategies from a business decision-making perspective. This approach reflects the emphasis on the marketing decisions that business owners are most likely to confront in their marketing operations when meeting with various media outlets and managing their marketing campaigns. Come away with a knowledge of media buying strategies to promote your organization and boost sales and profits.
Online/ $195/ WSMCE 4324 C30/ 3/5-3/30

Mobile Marketing
More than half of U.S. consumers who’ve made purchases on their smartphone have done so in response to a mobile marketing message. Smartphones’ sales will exceed 420 million in 2011. Analysts forecast these sales will surpass 1 billion by the end of 2016. The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones.
Online/ $195/ WSMCE 4326 C30/ 3/5-3/30

Video Marketing
Sight, sound and motion are much more compelling than static words on a page. Video is very hypnotic and it quickly speeds up the “know, like and trust” factor with your audience. In this course you will discover how to use simple online video to quickly bond with your viewer, drive traffic to your website, boost business and build brand awareness. Find out how to shoot simple, effective videos without costly fancy equipment or savvy technical skills. Discover the secrets to creating content that commands attention. Learn how to dominate Google and YouTube with your video and to strategically use YouTube to market your business 24/7 -- even while you sleep.
Online/ $195/ WSMCE 4327 C30/ 3/5-3/30
SCORE - How to Start and Operate Your Own Small Business

Ready to start a new business or revitalize your present one? Let successful small business men & women guide you through the process of creating a business plan; determining your legal, insurance and licensing needs; marketing and sales techniques; how to obtain financing; and MOTIVATION - the real key to success! Each interactive session will be led by a speaker with expertise in that topic.

Members of SCORE (Counselors to America’s Small Business)

$119/ WSBEN 0126 C50 & C70
Lower Bucks Campus/ C50/ 5 Th, 3/1-3/29, 7-9 pm
Upper Bucks Campus/ C70, 4 Tu, 5/1-5/22, 7-9:30 pm

Fitness Business Management

A successful fitness business is about more than burning calories and building muscles. To be competitive in the business world, you need to know about strategic planning, accounting, marketing, human resources, customer relations, and more. The Fitness Business Management Program will prepare you to implement a successful business system in private or commercial health clubs, medically-based fitness facilities, community wellness centers, personal training studios, physical therapy clinics, YMCAs, college centers, recreational settings, or corporate fitness centers. This program, which has been approved by the American College of Sports Medicine, is ideal for allied health and fitness professionals, personal trainers, fitness managers, and entrepreneurs who wish to establish a successful business model to apply to a fitness operation. Upon registering, you’re given an initial six months to complete this program. (200 hours)

Online/ $2,395/ GSBEN 0403 C30/ start anytime

Event Management and Design

Learn to create spectacular special events with the Event Management and Design Online Training Program! This program is split up into two modules: Special Event Management and Special Event Design and Decoration. Each module includes multiple units complete with interactive presentations. Corporate events, weddings, parades, festivals, and more are covered. You’ll learn about the practicalities of planning events and the dazzle of designing them. From permits to pyrotechnics, this program will teach you how to design, plan, implement, and evaluate special events. Upon registering, you’re given an initial six months to complete this program. (300 hours)

Online/ $1,895. GSBEN 0402 C30/ start anytime

Residential Interior Design

If you find that furniture stores make you giddy and your television seems permanently stuck on HGTV, then a career in residential interior design may be for you. This program will give you the basic skills and background you need to start working as a designer in people’s homes. You’ll explore the cornerstones of good design, discover how to plan spaces so that they’re beautiful and functional, and see how interior design has evolved throughout history. In addition, you’ll find out how you can use the elements of design, including materials, color, textiles, lighting, and accessories, to achieve a design concept. Finally, you’ll get a glimpse into the excitement of running your own design business. By the end of the program, you’ll be ready to seek out clients and help them transform their interiors into satisfying spaces. In addition, you’ll be eligible upon completion of this program to take the Residential Interior Designer Exam (RIDE) through the Designer Society of America (DSA). You’ll also receive a free one-year DSA membership, and you may be able to participate in an optional 40-hour internship through DSA (where available) if you meet eligibility requirements. Upon registering, you are given an initial six months to complete this program. (120 hours)

Online/ $1,995/ GSBEN 0515 C30/ start anytime

See Also... Certificate in eMarketing Essentials - Page 27
Certificate in Social Networking for Business - Page 27

To register call 215-968-8409/FAX 215-968-8320/www.bucks.edu/con-ed
Creating Cell Phone Apps for Your Business (non-technical course)

Cell phone apps are the latest way smart businesses are reaching their customers. It seems that nearly everyone is carrying and using a smart phone these days. Smart organizations across the globe are investing in building cell phone apps for their business. In this four week course, we will provide you with step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. The course is ideal for business owners and executives who want to understand how smartphone applications can be inexpensively built and also for technical users who want to understand how to quickly deploy smartphone applications.

Online/ $245/ WSBEN 0211 C30/ 3/5-3/30

Cyber Security

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, intrusion detection/prevention, basic security architecture, introductory forensics, and cyber terrorism. At the end of this course, you will have the knowledge needed to practice safer computing and safe guard your business and work information.

Online/ $245/ WSBEN 0212 C30/ 3/5-3/30

Facebook for Business: Advanced Skills for Businesses and Organizations

Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a page on Facebook and have some basic knowledge of the platform.

Online/ $245/ WSBEN 0213 C30/ 3/5-3/30

Google Analytics

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You’ll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website.

Online/ $195/ WSBEN 0214 C30/ 3/5-3/30

Twitter

Twitter is a hot social media platform these days – and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers – and discover the best ways to create relationships and network with your key constituents. You will find out the best – and easiest – techniques for successful interactions in the Twitterverse.

Online/ $195/ WSBEN 0215 C30/ 3/5-3/30

YouTube for Business

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization.

Online/ $195/ WSBEN 0216 C30/ 3/5-3/30

Entrepreneur Boot Camp

Starting a business is something that all of us have thought about at one time or another. Everyone wants to be their own boss. Yet statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur. 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/ $195/ WSBEN 0210 C30/ 2/6-3/2
BCCCC's Mechanical Maintenance Lab offers a blended instructional model: on campus and online! This integrated approach has proven successful in numerous manufacturing training sites across the country and incorporates industrial quality equipment, troubleshooting emphasis, and task-based, competency-based curriculum. Course hours include a combination of lab and theory. Complete the online elearning theory lessons when and where it's most convenient for you – at home, at work, or anywhere you have access to the internet – and use scheduled lab time for hands on practice and skills assessment with your instructor.

Now offering the following courses at our Lower Bucks Campus!

**Mechanical Maintenance/ Mechatronics Technician Fast Start**
If you are ready to get started in a new career in manufacturing, then consider this gateway course.
It will prepare you to enter the field of mechanical maintenance/mechatronics with basic technical skills plus entry level hands on training using industrial quality trainers in electricity, hydraulics, mechanical drives, and industrial controls. Basic technical skills are developed by following a project from design to completion and testing. Topics include basic concepts of energy efficiency, green technology and sustainability, use of hand tools, use of assorted measuring devices such as calipers, rules, and micrometers, review of shop math and proper use of a calculator, introduction to blueprint reading and interpretation of sketches, drawings, and schematics, OSHA industrial safety, CPR/First Aid, basic electrical and mechanical concepts, including electrical safety.

Lower Bucks Campus/ $3,505/ WTMCO 1063 W50/ Mon-Th, 2/27-4/26, 9 am-3 pm

**Introduction to Industrial Controls**
Learn the basics of industrial controls with this theory and hands-on lab. Topics include: industrial wiring methods, 3-phase power, transformers, sensors, operator interfaces, relay logic, programmable controllers, motors, drives, motor controls, communication, and software.

Lower Bucks Campus/ $355/ WTMCO 1125 W50/ 10 Tu, 1/31-4/3, 5:30-8:30 pm

**PLC (Programmable Logic Controllers) Troubleshooting A-B SLC 500/RSLOGIX 500 and Siemens S7**
Learn programming and troubleshooting of programmable controllers and their use in industrial, commercial, and residential applications. 60 hrs (36 hrs-class; 24 hrs-elearning).

Lower Bucks Campus/ $1,395/ WTMCO 1123 W50 & XTMCO 1123 W50, 12 Tu, 4/10-6/26, 5:30-8:30 pm
Register for both WTMCO 1123 W50 & XTMCO 1123 W50.

**Advanced PLC Programming**
Gain advanced PLC programming experience using the S7 from Siemens. This course will take you through the powerful instruction set of a modern PLC. Topics include: Network communications, conversions, advanced math instructions, PID algorithms, interrupts, strings, and more. S7 PLC and software provided.

**Prerequisites:** Experience working with basic electricity and PLCs; recommend Basic Electricity (WTMCO 1094) or Industrial Controls (WTMCO 1125) and PLC Troubleshooting (WTMCO 1123).

Lower Bucks Campus/ $855/ WTMCO 1121 W50/ 8 Wed, 4/18-6/6, 5-8:45 pm

**Testimonial:**
Two years ago an employee attended the PLC training course from BCCC. 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

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

To register call 215-968-8409/FAX 215-968-8320/www.bucks.edu/con-ed
The Transportation Industry has had a great resurgence and is one of the fastest growing industries in the country today. The highly skilled crafts of Locomotive Engineer and Conductor are in great demand. Whether you are looking for a good salary, job security or a challenging career, the Transportation Industry in the local area and beyond has numerous employment opportunities available. This 65-hour course is designed to prepare you 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 help accelerate your opportunities of employment in the Transportation Industry and also prepare you for a railroad’s training academy once employed. Upon completion of this course, you will be prepared to interview for positions at commuter or freight railroads across the United States.

Mark Mattis, DSLE; Certified Train Service Engineer with 25 years experience

Free information session: Mon, 4/9 or 4/16, 6:30-8 pm. Register for XSMCE 1150 C01-C02

Newtown Campus/$359/ WSMCE 2500 WB1 Tu-Th, 2/28- 3/1, 8:30 am-5 pm

Ordering Textbooks

Texts required for Continuing Education courses may be ordered from the BCCC Bookstore (www.bucks.edu/bookstore/ 215-968-8459) or from a vendor of your choice.
The Center for Workforce Development reaches out to employers in Bucks County. We offer affordable, dynamic, quality training programs customized to meet your company’s needs. Classes can be delivered on site at your location or at one of BCCC’s three campuses. Here’s a sampling of our offerings.

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

**Job-Specific Skills**
- Allied Health
- Blueprint Reading
- CPR/AED/First Aid
- Energy Efficiency/Green Jobs Training
- HIPAA
- Human Resources
- Industrial/Mechanical Maintenance
- Industrial Safety
- ISO Internal Auditing
- Lean Six Sigma
- Metrics and Measurement
- OSHA Compliance
- Real Estate Mandatory Continuing Education
- ServSafe™ and HACCP Certification
- Electrical Pre-Apprenticeship

**Professional/Personal Development**
- Business Math
- Business Writing
- Change Management
- Coaching
- Command Spanish* Occupation-Specific Spanish
- Conflict Resolution
- Customer Service
- Diversity Awareness
- Effective Meeting Management
- Executive Management
- Interpersonal Communication
- Leadership and Supervision
- Multicultural Communication
- Negotiation Skills
- Performance Evaluation
- Presentation Skills
- Problem Solving/Decision-making Skills
- Project Management
- 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 business in the years to come by addressing worker retention and recruitment, connecting people to careers, highlighting best practices, and promoting communication.

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

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

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

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

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

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

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

The professional certification testing offered 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 National Fire Protection Association disciplines.

**Department of Public Safety Training & Certification:**

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

Fredrick A. Hunsinger III, Executive Director Public Safety Training & Certification
hunsinge@bucks.edu

Earl “Rob” Freese III, M.S., Director of Certification & Curriculum
freesee@bucks.edu

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

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

Nick Wuckovich, Assistant Director, Field Operations West
wuckovic@bucks.edu

Charles “Chas” Moritz, Assistant Director, Field Operations Southeast
moritzc@bucks.edu

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

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

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: moritzc@bucks.edu

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

[www.bucks.edu/publicsafety](http://www.bucks.edu/publicsafety)
Information Technology

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Bucks County Community College is an authorized Pearson VUE, PrometricTM and Certiport Testing Center. We provide innovative electronic testing solutions that enhance the performance, reliability, and security of high-stakes testing programs throughout the world.

For more information, 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 Certiport

Please contact the VUE and Prometric Testing Center at 215-968-8068
To register call 215-968-8409/FAX 215-968-8320/www.bucks.edu/con-ed
Microsoft IT Academy

The Microsoft Certified IT Professional (MCTP) certification validates that an individual has the comprehensive set of skills necessary to perform the role as a Microsoft Server Administrator. MCTP certifications build on the technical proficiency measured in the Microsoft Certified Technology Specialist (MCTS) certifications. Therefore, you will earn one or more MCTS certifications on your way to earning an MCTP certification.

Support Technician: Windows 7
This training is designed for IT Professionals who use Windows 7 as a desktop operating system. Individuals should have at least one year of experience in the IT field. In addition the course will prepare a student for the Microsoft Windows 7 Configuration Exam 70-680.

MCTS: Windows 7 – Configuration (Exam 70-680) / 64 Hours
$810 / WITAC 1080 C01, C50, C51 & C70
Newtown Campus/ C01/ 8 Tu & 8 Th, 6/19-8/16 (no class 7/3, 7/5), 6-10 pm
Lower Bucks Campus/C50 / 8 Mon & 8 Wed, 1/23–3/21 (no class 2/20, 3/7), 6-10 pm
Lower Bucks Campus/C51 / 11 Sa, 9/15–12/1 (no class 11/24), 9 am–3:30 pm
Upper Bucks Campus/C70 / 11 Sa., 9/8-11/17, 9am-3:30pm

MCITP: Windows Server 2008
Enterprise Administrator
The enterprise administrator is responsible for the overall IT environment and architecture. The enterprise administrator translates business goals into technology decisions and designs mid-range to long-term strategies.

Prerequisites: WITAC 1080 (Exam 70-680), WITAC 1081 (Exam 70-640), WITAC 1082 (Exam 70-642)
MCTS: Configuring Windows Server 2008 Applications Infrastructure (Exam 70-643) / 56 Hours
$945 / WITAC 1083
MCITP: Windows Server 2008 Enterprise Administrator (Exam 70-647) /56 Hours
$945 / WITAC 1085
Call our IT Academy for more information at: 215-968-8132

MCITP: Windows Server 2008 Administrator
A server administrator is responsible for performing the day-to-day management of the server operating system, testing and deploying server equipment, maintaining and updating the server's software, and performing tier-2 troubleshooting and updates.

MCTS: Configuring Windows Server 2008 Active Directory
(Exam 70-640) / 60 Hours
$945/WITAC 1081 C50 & C70 6-10 pm
Lower Bucks Campus/C50 / 8 Mon & 7 Wed, 4/2–5/21
Upper Bucks Campus/C70 / 8 Mon. & 7 Wed., 1/23-3/19 (no class 2/20, 3/7)

MCTS: Configuring Windows Server 2008 Network Infrastructure
(Exam 70-642) / 56 Hours
$945 / WITAC 1082 C01, C50 & C70 / 6-10 pm
Newtown Campus / C01 / 7 Tue & 7 Thu, 1/24-3/8
Lower Bucks Campus / C50 / 7 Mon & 7 Wed, 9/10-11/12 (no class 9/17, 9/26, 10/1, 10/8, 10/31)
Upper Bucks Campus / C70 / 7 Mon & 7 Wed, 3/26-5/9, 6-10pm

Pro: Windows Server 2008 Server Administrator
(Exam 70-646) / 56 Hours
$945 / WITAC 1084 C50 & C70 / 6-10 pm
Newtown Campus / C01 / 7 Tu & 7 Th, 3/27-5/3, 6-10pm
Lower Bucks Campus / C50 / 7 Mon & 7 Wed, 11/19–1/16 /2013 (no class 12/24, 12/26, 12/31, 1/2/2013)
Upper Bucks Campus / C70 / 7 Mon & 7 Wed, 6/4-7/25 (no class 7/2, 7/4)

MCTS: Exchange Server 2010
Learn about the different versions of Exchange Server. This class will guide you through the process of planning for, designing and deploying an Exchange organization including designing the Active Directory to support Exchange. You will configure Exchange administrative and routing groups, public folder design, and options for securing the Exchange organization.

MCTS: Exchange Server 2010, Configuring, Exam 70-662
WITAC 1017 / $775 / 40 Hours - Call our IT Academy for more information at: 215-968-8132

Please visit our web site www.bucksitacademy.com for additional information on these courses.

Information Technology
Upgrading your MCSE/MCAS Certification to Windows Server 2008 Certification (80 Hours) (Exams 70-649 & 70-648)

Exam 70-649 & 70-648: TS: Upgrading Your MCSE/MCSA on Windows Server 2003 to Windows Server 2008, Technology Specialist: counts as credit toward the following certification(s):
- MCITP: Server Administrator
- MCITP: Enterprise Administrator

MCSE Students
70-649 is an upgrade exam that is a composite of three stand-alone exams: Exams 70-640, 70-642, and 70-643 Exam 70-649 validates the skills that relate to the core technology features and functionality of Windows Server 2008 R2 and builds upon the knowledge base of a Microsoft Certified Systems Engineer (MCSE) on Windows Server 2003.

MCSE Prerequisites:
Exam 70-649 is intended for IT professionals who currently hold an MCSE on Windows Server 2003 certification and work in the complex computing environment of medium to large companies. The MCSE on Windows Server 2003 is a prerequisite for this exam. Without it, your transcript will show that you passed the exam but will not show credit for the resulting certifications.

When you pass Exam 70-649: TS: Upgrading Your MCSE on Windows Server 2003 to Windows Server 2008, Technology Specialist, you complete the requirements for the following certification(s):
- Microsoft Certified Technology Specialist (MCTS): Windows Server 2008 Active Directory Configuration
- Microsoft Certified Technology Specialist (MCTS): Windows Server 2008 Network Infrastructure Configuration
- Microsoft Certified Technology Specialist (MCTS): Windows Server 2008 Application Platform Configuration

MCSA Students
Exam 70-648 is an upgrade exam that is a composite of two stand-alone exams: 70-640 and 70-642. Exam 70-648 validates skills related to the core technology features and functionality of Windows Server 2008 R2, from the existing knowledge base of a Microsoft Certified Systems Administrator (MCSA) on Windows Server 2003.

MCSA Prerequisites:
Exam 70-648 is intended for IT professionals who currently hold an MCSA on Windows Server 2003 certification and work in the complex computing environment of mid-sized to large companies. The MCSA on Windows Server 2003 certification is a prerequisite for this exam. Without it, your transcript will show that you passed the exam but will not show credit for the resulting certifications.

When you pass Exam 70-648: TS: Upgrading from Windows Server 2003 MCSA to, Windows Server 2008, Technology Specializations, you complete the requirements for the following certification(s):
- Microsoft Certified Technology Specialist: MCTS Windows Server 2008 Active Directory Configuration
- Microsoft Certified Technology Specialist: MCTS Windows Server 2008 Network Infrastructure Configuration

TS: Upgrading your MSCE/MCSA on Windows Server 2003 to Windows Server 2008 (80 Hours) $1,495 / WITAC 1086 C01-C02 / 6-10 pm
Newtown Campus / C01 / 10 Mon & 10 Wed, 1/23–4/4 (no class 2/20, 3/7)
Newtown Campus / C02 / 10 Mon & 10 Wed, 10/10–12/19 (no class 10/31)
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 640-802 CCNA® exam.

Module 1: Networking Fundamentals (76 Hours)
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.
$940 / WITAC 1011 C01 & C50/ 6-10 pm
Newtown Campus / C01 / 10 Mon & 9 Wed, 6/4-8/13 (no class 7/2, 7/4)
Lower Bucks Campus / C50 / 10 Tu & 9 Th, 1/24–3/19 (no class 3/8)
Upper Bucks Campus / C70 / 10 Mon & 9 Wed, 9/10 - 12/3 (no class 9/17, 9/26, 10/1, 10/8, 10/31, 11/21)

Module 2: Routing Protocols and Concepts (68 Hours)
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.
$940 / WITAC 1012 C01 & C50 / 6-10 pm
Newtown Campus / C01 / 9 Mon & 8 Wed, 9/10–11/26 (no class 9/17, 9/26, 10/1, 10/31, 11/21)
Lower Bucks Campus / C50 / 9 Tu & 8 Th, 4/10–6/12 (no class 5/29, 5/31)

Module 3: LAN Switching and Wireless2 (36 Hours)
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. $520 / WITAC 1013 C50 & C70 / 6-10 pm
Lower Bucks Campus / C50 / 5 Tu & 4 Th, 6/26–7/31 (no class 7/3, 7/5)
Upper Bucks Campus / C70 / 5 Tu & 4 Th, 2/28–3/29 (no class 3/8)

Module 4: Wan Technologies (36 Hours)
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 List’s (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. $520 / WITAC 1014 C50 & C70 / 6-10 pm
Lower Bucks Campus / C50 / 5 Tu & 4 Th, 8/14–9/20 (no class 9/4, 9/6, 9/18)
Upper Bucks Campus / C70 / 5 Tu & 4 Th, 4/10–5/8
Newtown Campus / C01 / 5 Mon & 4 Wed, 1/23 - 2/22 (no class 2/20)

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

Information Technology
Cisco Certified Security Professional (CCSP®)

CCSP® validates advanced knowledge and skills required to secure Cisco networks. With a CCSP certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats.

This course prepares the student to take the 640-553 Implementing Cisco IOS Network Security (IINS) exam. The CCNA Security certification lays the foundation for job roles such as Network Security Specialist, Security Administrator and Network Security Support Engineer. It is the first step for individuals wishing to obtain their CCSP certification.

Prerequisites: 640-802 CCNA

Newtown Campus/$1,095 / WITAC 1016 C01
9 Tu & 9 Th, 4/10-6/14 (no class 5/29, 5/31), 6-10 pm

Cisco Certified Security Professional (CCSP)

Cisco Certified Security Professional (CCSP®) validates advanced knowledge and skills required to secure Cisco networks. With a CCSP certification, a network professional demonstrates the skills required to secure and manage network infrastructures to protect productivity, mitigate threats, and reduce costs. The CCSP curriculum emphasizes Cisco Router IOS (ISR) and Catalyst Switch security features, Adaptive Security Appliance (ASA), secure VPN connectivity, Intrusion Prevention Systems (IPS), Cisco Security Agent (CSA), Security Enterprise and Device Management, Network Admission Control (NAC) as well as techniques to optimize these technologies in a single, integrated network security solution. In addition, CCSP leverages the new CCNA Security certification as a prerequisite.

Prerequisites: 640-802 CCNA & 640-553 CCNA Security

Securing Networks with ASA Advanced (SNAA 642-647) (72 Hours)
$1,095 / WITAC 1027
Call our IT Academy for more information
215-968-8132

IPS Implementing Cisco Intrusion Prevention System (IPS 642-627) (72 Hours)
$1,095 / WITAC 1028
Call our IT Academy for more information
215-968-8132

Students who complete 642-515 and 642-524 are “ASA Specialists”
Database Administration

Introductory Classes - Introduction to SQL (48 Hours)
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:** Experience with database design would be helpful.

$630 / WITAC 2500 C01, C50 & C70
Newtown Campus / C01 / 8 Sa, 9/15–11/3, 9 am-3:30 pm
Lower Bucks Campus / C50 / 6 Mon & 6 Wed, 1/23–3/5 (no class 2/20), 6-10 pm
Upper Bucks Campus / C70 / 8 Sa, 3/24–5/19 (no class 4/7), 9 am-3:30 pm

Microsoft SQL Server 2008 – Implementation and Maintenance (48 Hours)
Microsoft Certified Technology Specialist (MCTS)
Technology Specialists typically pursue careers as database administrators, database developers, or business intelligence developers.
This course will prepare students to take exam 70-432 - Microsoft SQL Server 2008 – Implementation and Maintenance.

**Prerequisites:** You must have prior networking experience and database design. Introduction to SQL (WITAC 2500) would be an excellent prerequisite for this course.

$760 / WITAC 2510 C01, C50 & C70
Newtown Campus / C01 / 8 Sa, 11/17–1/26/2013 (no class 11/24, 12/29, 1/5), 9 am-3:30 pm
Lower Bucks Campus / C50 / 6 Mon & 6 Wed, 3/19-4/25, 6-10 pm
Upper Bucks Campus / C70 / 6 Tu & 6 Th, 6/26-8/9 (no class 7/3, 7/5), 6-10 pm

Microsft SQL Server 2008 Business Intelligence Development and Maintenance (40 Hours)
In this module, you will learn how to implement SSIS, SSAS, and SSRS solutions. Along with this, the candidate will configure, deploy and maintain SSIS, SSAS and SSRS services.
Exam 70-448: Microsoft SQL Server 2008, Business Intelligence Development and Maintenance

**Prerequisites:** You must have prior networking experience and database design. Introduction to SQL – (WITAC 2500) would be an excellent prerequisite for this course.

$680 / WITAC 2504 C50, C51 & C70, 6-10 pm
Lower Bucks Campus / C51 / 8 Sa., 2/4-3/17
Lower Bucks Campus / C50 / 6 Mon & 4 Wed, 10/15-11/19 (no class 10/31)
Upper Bucks Campus / C70 / 5 Tu & 5 Th, 11/15-12/20 (no class 11/22)

MCITP: Database Administrator (Microsoft Certified IT Professional)

Microsoft SQL Server 2008 – Implementation and Maintenance (48 Hours)

Microsoft Certified IT Professional: Database Administrator (80 Hours)
The premier certification for database server administrators. Database administrators install or configure Microsoft SQL Server and manage or maintain databases or multi-dimensional databases, user accounts, database availability, recovery, and reporting. They also design or implement security or server automation and monitor and troubleshoot SQL Server activity. This course will prepare students to take Exam 70-450

**Prerequisites:** WITAC 2510 Microsoft Certified Technology Specialists in SQL Server 2008

$1,310 / WITAC 2511 C50 & C70 / 6-10 pm
Lower Bucks Campus / C50 / 10 Mon & 10 Wed, 5/7-7/25 (no class 5/28, 5/30, 7/2, 7/4)
Upper Bucks Campus / C70 / 8 Tu & 12 Th, 8/21-11/8 (no class 9/18, 9/25, 10/2, 11/6)

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

**Prerequisite:** WITAC 2500 Introduction to SQL or have experience using SQL

Newtown Campus / $799 / WITAC 2015 C01/ 10 Tu, 10/9-12/18 (no class 11/6), 6-10 pm

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

**Prerequisite:** WITAC 2500 Introduction to SQL or have experience using SQL

Newtown Campus / $799 / WITAC 2015 C01/ 10 Tu, 10/9-12/18 (no class 11/6), 6-10 pm

Upper Bucks Campus / C70 / 8 Sa, 3/24–5/19 (no class 4/7), 9 am-3:30 pm

Coming soon SQL Server 2008 Database Developer (70-433 & 70-452)!
VMware (80 Hours)
This course provides the knowledge and skills needed to operate a VMware ESXi server in a single-server environment. Topics covered include: Virtualization Concepts, Server Configuration, Virtual Machine Management, Networking, Performance Monitoring, and more. This course also includes interactive simulations designed to reinforce many of the lessons learned.

$1,495 / WITAC 2200 C01-C02 & C50 / 6-10 pm

Newtown Campus/ C01/ 11 Tu & 9 Th, 1/24-4/3 (no class 3/8)

Newtown Campus/ C02/ 9 Tu & 11 Th, 9/27-12/13 (no class 10/2, 11/6, 11/22)

Lower Bucks Campus / C50/ 10 Mon & 10 Wed, 6/4- 8/15 (no class 7/2, 7/4)

Introduction to Google Android Programming (42 Hours)
Android is one of the quickest growing technologies in the Smartphone and Tablet markets. It is used for mobile and standalone applications, Internet and Telephony based applications, and map-based applications providing Location Based services using Android’s GPS support. Thousands of Android Apps are available on the Internet and the number is growing daily. This course provides an introduction to the Android Architecture and its Development and Application Environments. The focus is on how to program for Android from a basic introduction to more advanced features, as well as deploying applications to your Android Smartphone or Tablet. This is a hands-on Programming course in a lab environment where you will practice your skills to develop practical experience. Android Emulators will be used to run and test our code - you do not need an Android device for this course.

Newtown Campus / $699/ WITAC 2107 C01/ 12 Mon, 1/23-4/16 (no class 2/20), 6:30-10 pm

Two new courses coming soon:
• Google Cloud - What it is and how to use it
• Google AppEngine - Cloud Development

Monthly Information Sessions!
Information Sessions are held at each campus once a month 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/

To register call 215-968-8409/FAX 215-968-8320/www.bucks.edu/con-ed
**Microsoft’s Visual Studio**

**Introduction to Programming in C# (42 Hours)**
This course is an introduction to Microsoft C# programming and is an entry-level course for students. The course introduces Microsoft’s C# programming language, which is part of Microsoft’s .NET Framework and extensively used in developing Windows and Web-Based applications, as well as games for Windows and Xbox 360. This course provides a solid programming background for the student as a standalone course, or as a foundation for more advanced programming for Web and Database applications using ASP.NET and ADO.NET, game development using Microsoft’s XNA framework, or in preparation for additional study towards the Microsoft Certified Professional Developer examinations.

$680 / WITAC 2103 C01, C50 & C51 / 6:30-10 pm

Newtown Campus/ C01/ 12 Mon, 4/30-7/30 (no class 5/28, 7/2)
Lower Bucks Campus / C50/ 12 Tu, 1/24-4/10
Lower Bucks Campus/ C51/ 6 Tu & 6 Th, 11/8-12/20 (no class 11/22)

**Advanced Programming in C# with Microsoft Visual Studio (42 Hours)**
This course is designed for students already familiar with the fundamentals of C# who are looking for more in depth advanced programming techniques and other key components provided by the .NET Framework. The course will be a mix of instructor-led lecture and hands-on lab exercises in class using Microsoft’s Visual Studio Integrated Development Environment.

**Prerequisite:** Introduction to Programming in C# WITAC 2103 $760) / WITAC 2104 C01 & C50/ 6:30-10 pm

Newtown Campus/ C01/ 12 Mon, 9/10-12/17 (no class 9/17, 10/1, 10/8)
Lower Bucks Campus / C50/ 6 Tu & 6 Th, 4/17-5/24

**Introduction to Web Development using Microsoft Visual Studio with ASP.NET**
This course is designed for students already familiar with the fundamentals of C# who are looking for a concentration in developing Web applications. This course will expand upon the C# language foundation and fundamentals of ASP.NET and focus on various controls available for Web Applications, Designing and Implementing Web Sites, State Management, ASP.NET AJAX, and Database access via ADO.NET and LINQ. The course will be a mix of instructor-led lecture and hands-on lab exercises in class using Microsoft’s Visual Studio Integrated Development Environment.

**Prerequisites:** WITAC 2104 Advanced Programming in C# with Microsoft Visual Studio

Lower Bucks Campus / $760 / WITAC 2106 C50/ 5 Tu & 7 Th, 9/11-10/30 (no class 9/18, 9/25, 10/2), 6:30-10 pm
**Computers 101**

*(Introduction to Personal Computers)*

This course is designed for the beginner or new user who wants to learn the essentials of how to use a personal computer. Course topics include: introduction to computers, identifying peripheral devices, window navigation, the windows desktop, and file management. You will also be introduced to word processing, spreadsheet, and presentation software.

$240 (plus book fee) / RCOSY 0017 C01, C50-51 & C70-71

Newtown Campus/ C01/ 4 Th, 2/9-3/1, 6:30-9:30 pm
Newtown Campus/ C01/ 4 Th, 10/25-11/15 (no class 11/6), 6:30-9:30 pm
Lower Bucks Campus/ C50/ 4 Wed, 4/4-4/25, 6:30-9:30 pm
Lower Bucks Campus/ C51/ 4 Th, 10/4-10/25, 6:30-9:30 pm
Upper Bucks Campus/ C70/ 2 Mon & 2 Wed, 4/16-4/25, 6:30-9:30 pm
Upper Bucks Campus/ C71/ 4 Sa, 10/6-10/27, 9 am-noon
Approved Hours: 12 (Act 48)

**Help Desk Analyst:**

**Tier 1 Support Specialist**

For complete description, see page 37.

Online/ $1,495/ GSMCE 0208 C30/ start anytime

**Computers 102**

Learn how to perform basic maintenance that will improve the performance and reliability of your PC; how to deal with Internet viruses, spam, hoaxes, and pop-ups; and when to upgrade, add memory, or buy a new monitor. You will also learn the basics of web browsers and email programs (including instruction on email attachments.)

**Prerequisites:** Computers 101 (RCOSY 0017) is strongly recommended

$240 /RCOSY 0020 C01-02, C50-51 & C70-71

Newtown Campus/ C01/ 4 Th, 3/15-4/5, 6:30-9:30 pm
Newtown Campus/ C02/ 4 Th, 11/29-12/20, 6:30-9:30 pm
Lower Bucks Campus/ C50/ 4 Tu, 5/1-5/22, 6:30-9:30 pm
Lower Bucks Campus/ C51/ 4 Th,11/29-12/20, 6:30-9:30 pm
Upper Bucks Campus/ C70/ 2 Mon & 2 Wed, 5/7-5/16, 6:30-9:30 pm
Upper Bucks Campus/ C71/ 4 Sa, 12/1-12/22, 9 am-noon
Approved Hours: 12 (Act 48)

**Blogging 101**

For complete description, see page 73.

Newtown Campus/$59 /RCOAP 1076 C01 3 Tu, 4/10-4/24, 7-9 pm
Approved Hours: 6 (Act 48)

**Free Computer Workshop**

**Computer Basics (3 hours)**

In this FREE hands-on workshop, you will gain an understanding of the basic parts of a computer and devices attached to your computer. There will be a brief overview of the Windows Operating System and the Internet. Enrollment is limited.

RCOSY 0016 C01-02, C50-51 & C70-71/ 6:30-9:30 pm
Newtown Campus/ C01/ Th, 1/26, Newtown Campus/ C02/ Tu, 10/2, Lower Bucks Campus/ C50/ Wed, 1/25
Lower Bucks Campus/ C51/ Tu, 9/11
Upper Bucks Campus/ C70/ Mon, 2/13
Upper Bucks Campus/ C71/ Mon, 9/10

**Networking and Computer Fundamentals (24 Hours)**

Mastering the concepts taught in the Networking and Computer Fundamentals course are essential to a successful career in information technology. You will receive an overview of basic application software (Microsoft Office), Networking technologies and protocols (Ethernet, TCP/IP). This course is an excellent foundation for computer certification programs in Microsoft, Cisco and CompTIA. Courses such as A+ and Network+ are recommended as part of the student's IT career path. You will have hands-on lab experience, which will include software installation and a brief introduction to networking troubleshooting.

Newtown Campus/ $380 /WITTAC 1001 C01/ 3 Tu & 3 Th, 8/21-9/13 (no class 9/4, 9/6), 6-10 pm
### A+ Certification (128 Hours)
The A+ Certification Program offers a standard of excellence to the PC support industry. CompTIA A+ program prepares you for certification by providing instruction on 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:** Networking and Computer Fundamentals WITAC 1001 or Basic computer and networking knowledge including file management in a Windows environment

**Certification Tests:**
- 220-701 for CompTIA A+ Essentials
- 220-702 for CompTIA A+ Practical Application

Newtown Campus/ $1,855 /WITAC 2002 C01
22 Sa, 9/15-2/16/2013 (no class 11/24, 12/29, 1/5/2013), 9 am-3:30 pm (3/2, 9 -11 am)

### Network+ Certification (72 Hours)
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:**
- N10-004 for CompTIA Network+ Certification

Newtown Campus/ $1,195 /WITAC 1005 C01
22 Sa, 3/24-5/19 (no class 4/7), 9 am-3:30 pm, & 3 Tu & 3 Th, 5/22-6/14 (no class 5/29, 5/31), 6-10 pm

### Security+ Certification (64 Hours)
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/ C01/ 11 Sa, 9/15-12/1
(no class 11/24)

Lower Bucks Campus/ C50/ 11 Sa, 1/28-4/14
(no class 4/7)

### Linux+ Certification (72 hours)
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/ $899 / WITAC 2600 C01
12 Sa, 1/28-4/21 (no class 4/7), 9 am-3:30 pm

### Coming soon CompTIA Healthcare IT Technician Certificate
Software Applications

Access 2010 Level 1 (9 Hours)
Students will learn the basic components of an Access database, the structure of a database, manage data in tables, design forms and generate reports. $179 (plus book fee)/WCOAP 3030 C01, C50, C70-C71/ 6:30-9:30 pm
Newtown Campus/ C01/ 3 Th, 6/14-6/28
Lower Bucks Campus/ C50/ 3 Tu, 10/9-10/23
Upper Bucks Campus/ C70/ 3 Wed, 1/25-2/8
Upper Bucks Campus/ C71/ 3 Th, 10/4-10/18
Approved Hours: 9 (Act 48, CPA)

Access 2010 Level 2 (9 hours)
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. $179 (plus book fee)/ WCOAP 3031 C01, C50, C70-C71/ 6:30-9:30 pm
Newtown Campus/ C01/ 3 Th, 7/12-7/26
Lower Bucks Campus/ C50/ 3 Th, 11/1-11/15
Upper Bucks Campus/ C70/ 3 Tu, 2/21-3/6
Upper Bucks Campus/ C71/ 3 Th, 11/1-11/15
Approved Hours: 9 (Act 48, CPA)

Access 2010 Level 3 (12 Hours)
Students will learn how to restructure data into appropriate tables, write advanced queries, modify data, improve forms, customize reports and maintain their databases using the tools available within Access. $240 (plus book fee)/ WCOAP 3034 C01, C50, C70-C71/ 6:30-9:30 pm
Newtown Campus/ C01/ 3 Th, 7/12-7/26
Lower Bucks Campus/ C50/ 3 Th, 11/1-11/15
Upper Bucks Campus/ C70/ 3 Tu, 2/21-3/6
Upper Bucks Campus/ C71/ 3 Th, 11/1-11/15
Approved Hours: 12 (Act 48, CPA)

AutoCAD® 2011 Essentials (36 hours)
Are you a new AutoCAD user? If you require comprehensive training to produce 2D drawings in AutoCAD, this course is for you. It incorporates the features, commands, and techniques for creating, editing, and printing 2D drawings with AutoCAD 2011. 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 good working knowledge of PC's and Microsoft Windows is necessary for this class. An understanding of basic drafting skills and blueprint reading is helpful.$625/ WCOAP 6064 WB1, WB2 & W50
Newtown Campus/ WB1/ 6 Sa, 2/25-3/31, 8:30 am-3 pm
WB2/ 5 Mon & 4 Wed, 4/16-5/14, 6-10 pm
Lower Bucks Campus/ W50/ Mon-Fri, 5/14-5/18, 8:30 am-4:45 pm
Approved Hours: 36 (Act 48, Engineers)

AutoCAD® 2011 3D Modeling (2nd Level)
If you are already using AutoCAD for 2D designs but want to add 3D modeling to your list of skills, then this course is for you. Hands-on exercises throughout the course explore creating 3D wire frame models, 3D surface models, and 3D solid models, and making multi-view drawings.
Prerequisites: working knowledge of AutoCAD and Microsoft Windows OS, plus understanding of basic drafting skills and blueprint reading.
Newtown Campus/S625/ WCOAP 6065 WB1/ 6 Sa, 4/14-5/19, 8:30 am-3 pm
Approved Hours: 36 (Act 48, Engineers)

Revit® Architecture Basics
Revit® 2012 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.
Upper Bucks Campus/$745/WCOAP 6068 W70/ 6 Sa, 2/25-3/31, 8:30 am-3 pm
Approved Hours: 36 (Act 48, Engineers)

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

Continued on page 56
Excel 2010 Level 1 (9 Hours)
This course is for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets. $179 (plus book fee)/WCOAP 1535 C01, C50, C70-C71/ 6:30-9:30 pm
Newtown Campus/ C01/ 3 Tu, 6/12-6/26,
Lower Bucks Campus/ C50/
3 Tu, 1/24-2/7
Upper Bucks Campus/ C70/ 3 Mon, 1/23-2/6
Upper Bucks Campus/ C71/ 3 Tu, 10/9-10/23
Approved Hours: 9 (Act 48, CPA)

Excel 2010 Level 2 (9 Hours)
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. Level 2 also covers both PivotTables and the VLOOKUP function $179 /WCOAP 1536 C01, C50, C70-71/6:30-9:30 pm
Newtown Campus/ C01/ 3 Tu, 7/10-7/24
Lower Bucks Campus/ C50/ 3 Tu, 2/21-3/6
Upper Bucks Campus/ C70/ 3 Mon, 2/27-3/12
Upper Bucks Campus/ C71/ 3 Wed, 11/7-11/21
Approved Hours: 9 (Act 48, CPA)

Microsoft Office 2010 Overview (60 Hours)
(Word, Excel & PowerPoint)
Upon completion of this course you will be able to navigate through the features of Microsoft’s Office applications (Word, Excel, PowerPoint). Gain the knowledge to be proficient in word processing, spreadsheets and presentations. Knowledge of these software applications is mandatory in the job market-place. You will also learn how to navigate between applications which include OLE (Object Linking and Embedding), mail merge and other administrative tools. Prerequisites: Working knowledge of computers including file management. (See separate listing for Access 2010 classes) $999 /WCOAP 0104 C50, C70. 6:30-9:30 pm
Lower Bucks Campus/ C50/ 10 Tu & 10 Th, 6/5-8/16 (no class 7/3, 7/5)
Upper Bucks Campus/ C70/ 10 Mon & 10 Wed, 6/4-8/15 (no class 7/12, 7/14)
Approved Hours: 60 (Act 48)

Excel 2010 Level 3 (9 Hours)
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. $179 /WCOAP 1537 C01, C50, C70-71/ 6:30-9:30 pm
Newtown Campus/ C01/ 3 Tu, 8/7-8/21
Lower Bucks Campus/ C50/ 3 Tu, 3/20-4/3
Upper Bucks Campus/ C70/ 3 Mon, 3/26-4/9
Upper Bucks Campus/ C71/ 3 Tu, 12/4-12/18
Approved Hours: 9 (Act 48, CPA)

PowerPoint 2010 Basics and Beyond (6 Hours)
Microsoft Office PowerPoint 2010 enables you to quickly create high-impact, dynamic presentations, while integrating workflow and ways to easily share information. From the Microsoft Office Fluent user interface to the new graphics and formatting capabilities, Office PowerPoint 2010 puts the control in your hands to create great-looking presentations. $119 / WCOAP 1071 C01, C50-51, C70-71/ 6:30-9:30 pm
Newtown Campus/ C01/ 1 Tu & 1 Th, 9/11-9/13
Lower Bucks Campus/ C50/ 2 Tu, 4/17-4/24
Lower Bucks Campus/ C51/ 2 Tu, 11/13-11/20
Upper Bucks Campus/ C70/ 2 Wed 2/22-2/29
Upper Bucks Campus/ C71/ 2 Tu, 9/4-9/11
Approved Hours: 6 (Act 48)

Excel 2010 Level 4 (9 Hours)
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. Level 2 also covers both PivotTables and the VLOOKUP function $179 /WCOAP 1536 C01, C50, C70-71/6:30-9:30 pm
Newtown Campus/ C01/ 3 Tu, 7/10-7/24
Lower Bucks Campus/ C50/ 3 Tu, 2/21-3/6
Upper Bucks Campus/ C70/ 3 Mon, 2/27-3/12
Upper Bucks Campus/ C71/ 3 Wed, 11/7-11/21
Approved Hours: 9 (Act 48, CPA)

Excel 2010 Level 5 (9 Hours)
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. $179 /WCOAP 1537 C01, C50, C70-71/ 6:30-9:30 pm
Newtown Campus/ C01/ 3 Tu, 8/7-8/21
Lower Bucks Campus/ C50/ 3 Tu, 3/20-4/3
Upper Bucks Campus/ C70/ 3 Mon, 3/26-4/9
Upper Bucks Campus/ C71/ 3 Tu, 12/4-12/18
Approved Hours: 9 (Act 48, CPA)

Excel 2010 Level 6 (9 Hours)
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. $179 /WCOAP 1537 C01, C50, C70-71/ 6:30-9:30 pm
Newtown Campus/ C01/ 3 Tu, 8/7-8/21
Lower Bucks Campus/ C50/ 3 Tu, 3/20-4/3
Upper Bucks Campus/ C70/ 3 Mon, 3/26-4/9
Upper Bucks Campus/ C71/ 3 Tu, 12/4-12/18
Approved Hours: 9 (Act 48, CPA)

Excel 2010 Level 7 (9 Hours)
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. $179 /WCOAP 1537 C01, C50, C70-71/ 6:30-9:30 pm
Newtown Campus/ C01/ 3 Tu, 8/7-8/21
Lower Bucks Campus/ C50/ 3 Tu, 3/20-4/3
Upper Bucks Campus/ C70/ 3 Mon, 3/26-4/9
Upper Bucks Campus/ C71/ 3 Tu, 12/4-12/18
Approved Hours: 9 (Act 48, CPA)
QuickBooks Pro/Premier 2010 (15 Hours)
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.
$299 / WCOAP 1606 C01, C50-C51, C70-C71/ 6:30-9:30 pm
Newtown Campus/ C01/ 5 Th, 3/22-4/19
Lower Bucks Campus/ C50/ 5 Wed, 2/1-3/7 (no class 2/15)
Lower Bucks Campus/ C51/ 5 Wed, 10/3-11/7 (no class 10/31)
Upper Bucks Campus /C70/ 5 Th, 4/5-5/3
Upper Bucks Campus /C71/ 5 Th, 8/30-9/27
Approved Hours: 15 (Act 48, CPA)

QuickBooks Payroll Module (6 Hours)
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.
$119 /WCOAP 1607 C01, C50-51 & C70-71/ 6:30-9:30 pm
Newtown Campus/ C01/ 2 Th, 5/3-5/10,
Lower Bucks Campus/ C50/ 2 Wed, 3/14-3/21
Lower Bucks Campus/ C51/ 2 Wed, 11/28-12/5
Upper Bucks Campus/C70/ 2 Th, 5/17-5/24
Upper Bucks Campus/C71/ 2 Mon, 12/10-12/17
Approved Hours: 6 (Act 48, CPA).

QuickBooks: Tips and Tricks – (4 Hours)
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
Newtown Campus/ $79 / WCOAP 1605 C01/ Th, 5/24, 6-10 pm
Approved Hours: 4 (Act 48, CPA)

Introduction to Microsoft Outlook 2010 (24 Hours)
Learn the essentials of Microsoft Outlook 2010 from an expert instructor. Get up and running quickly with the most important aspects of the program, and even create a Google Gmail account for class assignments and personal use.
Online/$95/ ECOAP 0064
Approved Hours: 24 (Act 48, CPA)

Introduction to Microsoft Project 2010 (12 Hours)
For complete description, see page 30
Newtown Campus/ $240/ WCOAP 3054 C01/ 2 Sa, 3/24-3/31, 9 am-4 pm
Approved Hours: 12 (Act 48, PMI)

Microsoft Project 2010 Advanced (12 Hours)
For complete description, see page 30
Bruno Ciaralli, M.B.A., PMP
Newtown Campus/ $240/WCOAP 3052 C01/ 2 Sa, 5/12-5/19, 9 am-4 pm
Approved Hours: 12 (Act 48, PMI)

OpenOffice (30 Hours)
Instead of paying $100’s for Microsoft Office, why not download and learn how to maneuver OpenOffice for free? You are required to bring a 2 Gb USB Flash drive to class. Knowledge of basic word processing skills is recommended.
$470/ WCOAP 7010 C50 & C70/ 6:30-9:30 pm
Lower Bucks/ C50/ 10 Wed, 7/11-9/19 (no class 9/5)
Upper Bucks Campus/ C70/ 10 Tu, 6/5-8/14
Approved Hours: 30 (Act 48)

Introduction to Microsoft Publisher 2007 (24 Hours)
In this hands-on, project-oriented class for beginners, you’ll learn how to design, create, and publish a wide variety of stunning documents using Microsoft Publisher 2007.
Online/$95/ECOAP 0053
Approved Hours: 24 (Act 48)

Software Applications – cont’d
Online classes for Microsoft Access, Excel, and PowerPoint are available at www.ed2go.com/bucks. All courses are $95, 6 weeks in length and a new section begins each month. See page 5 for more information about ed2go dates and registration.
HTML, XHTML & CSS (12 hours)
Learn the basics of creating a web site using HTML. You will also be introduced to XHTML, which is used to develop more standards-compliant web sites for greater efficiency, accessibility, and forward-compatibility. Explore the use of Cascading Style Sheets (CSS) to enhance HTML formatting. This course is recommended for beginners in web site development.
Prerequisites: Working knowledge of computers is highly suggested. You should also have good desktop and file management skills: know how to create and name folders, how to name and save files, open and close applications, navigate to folders to access files, and use Internet browsers.
$240 / WWCOSY 6019 C01-02, C50 & C70-71 / 6:30-9:30 pm
Newtown Campus/ C01 / 4 Tu, 1/26-2/16
Newtown Campus/ C02 / 4 Th, 9/20-10/11
Lower Bucks Campus/ C50 / 4 Mon, 4/9-4/30
Upper Bucks Campus/ C70 / 4 Tu, 1/24-2/14
Upper Bucks Campus/ C71 / 4 Wed, 8/29-9/19
Approved Hours: 12 (Act 48)

Creating a Dynamic Website with PHP and MySQL (36 Hours)
This course takes you through all of the steps to build a product website for a business, using open-source tools that are robust, reliable and free. You will learn how to set up a database, build forms to maintain contents, and build interactive pages that make it easy for your customers to find your products. The code and techniques used here are equally useful for companies with many products, as well as artisans, craftspeople, small retailers, and others with just a few products. They can also be used to create dynamic websites allowing user logins, personalization, processing of forms and email, and much more. Bring a 2 Gig flash drive to class.
Prerequisite: The HTML, XHTML & CSS course (WCOSY 6019) OR a general understanding of programming is suggested.
Newtown Campus/ $580 / WITAC 3000 C01-02/6:30-9:30 pm
C01 / 12 Tu, 2/14-5/8 (no class 3/8),
C02 / 12 Tu, 10/9-12/18 (no class 11/22)
Approved Hours: 36 (Act 48)

Dreamweaver – Level 1 (12 Hours)
You will build simple websites and utilize the features of Adobe Dreamweaver CS5. Also you will learn about Adobe Web Communication using Dreamweaver CS5 objectives. This course will help you prepare to take the Adobe Certified Associate exam.
Prerequisites: Take the HTML, XHTML & CSS WITAC 6019 course or have equivalent knowledge.
$240 / WWC0AP 6511 C01-02, C50 & C70-71 / 6:30-9:30 pm
Newtown Campus/ C01 / 4 Tu, 2/28-3/20,
Newtown Campus/ C02 / 4 Th, 10/25-11/15
Lower Bucks Campus/ C50 / 4 Wed, 5/2-5/23
Upper Bucks Campus/ C70 / 4 Tu, 3/20-4/10
Upper Bucks Campus/ C71 / 4 Wed, 10/3-10/24
Approved Hours: 12 (Act 48)

Dreamweaver CS5 Level 2 (12 Hours)
In this course you will use Adobe Dreamweaver CS5 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 AP elements, automate tasks, create forms and author XML based data.
Prerequisites: Dreamweaver Level 1 WWC0AP 6511 $240 / WWC0AP 6512 C01-02, C50 & C70-71 / 6:30-9:30 pm
Newtown Campus/ C01 / 4 Tu, 4/3-4/24
Newtown Campus/ C02 / 4 Th, 11/29-12/20
Lower Bucks Campus/ C50 / 4 Wed, 6/6-6/27
Upper Bucks Campus/ C70 / 4 Tu, 4/24-5/15
Upper Bucks Campus/ C71 / 4 Mon, 11/5-11/26
Approved Hours: 12 (Act 48)

Flash CS5 Level 1 (15 Hours)
$299 / WWC0AP 6040 C01, C50 & C70 / 6:30-9:30 pm
Newtown Campus/ C01 / 5 Mon, 5/7-6/11 (no class 5/28)
Lower Bucks Campus/ C50 / 5 Mon, 11/12-12/10
Upper Bucks Campus/ C70 / 5 Mon, 6/11-7/16
(no class 7/2)
Approved Hours: 15 (Act 48)

Flash CS5 Level 2 (15 Hours)
$299 / WWC0AP 6041 C01 & C70 / 6:30-9:30 pm
Newtown Campus/ C01 / 5 Mon, 6/25-7/30
(no class 7/2)
Upper Bucks Campus/ C70 / 5 Mon, 7/30-8/27
Approved Hours: 15 (Act 48)

Search Engine Optimization – SEO (3 Hours)
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.
$49 / WWC0AP 6516 C01-02, C50-51 & C70-71 / 6:30-9:30 pm
Newtown Campus/ C01/ Th, 1/8
Newtown Campus/ C02 / Th, 2/8
Lower Bucks Campus/ C50 / Tu, 3/8
Lower Bucks Campus/ C51 / Tu, 4/8
Upper Bucks Campus/ C70 / Mon, 5/8
Upper Bucks Campus/ C71 / Mon, 6/8

Information Technology
Programming/Web Development

Web Design Applications

Dreamweaver – Level 1 (12 Hours)
BCCC - Workforce Development/Continuing Education/Public Safety
Adobe Illustrator CS5 (12 Hours)
These hands-on classes will allow you to create better illustrations, logos, or advertisements for print and or web. Both courses are for participants who want to design with vector (and raster) graphics formats using Illustrator CS5.

Adobe Illustrator CS5 Level 1 (12 Hours)
Explore and customize the Illustrator interface; create a simple illustration; apply basic color; draw paths; work efficiently with text; manipulate layers; import swatches; customize colors with gradient fills and transparency; adjust typography; discover features new to Illustrator CS5, such as the new multiple artboards, transparency in gradients; and much more.

Prerequisites: experience using Windows or MAC
$240/WCOAP 6011 C01, C50 & C70/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Mon, 11/26-12/17
Lower Bucks Campus/ C50/ 4 Mon, 7/16-8/6
Upper Bucks Campus/ C70/ 4 Wed, 2/29-3/21
Approved Hours: 12 (Act 48)

Adobe Illustrator CS5 Level 2 (12 Hours)
You will build on skills covered in Level 1 - manipulate paths; enhance fills and strokes; transform shapes; apply effects and graphic styles; convert raster images to vector art; print illustrations; divide large graphics into slices; optimize artwork for the Web; export artwork in Flash format; insert graphs; discover features new to Illustrator CS5, such as the blob brush tool, simplified clipping masks; and much more.

Prerequisites: Illustrator Level 1 (WCOAP 6011)
$240 /WCOAP 6012 C01, C50 & C70/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Mon, 11/26-12/17
Lower Bucks Campus/ C50/ 4 Mon, 7/16-8/6
Upper Bucks Campus/ C70/ 4 Wed, 2/29-3/21
Approved Hours: 12 (Act 48)

Digital Camera Workshop (12 Hours)
Achieve great picture results! Learn how to use the functions of your digital camera correctly. This class covers f-stops, shutter speeds, ISO, depth of field, composition, white balance, lenses and flash. Your level of comprehension will dramatically increase after using what you’ve learned about your own camera. All types of cameras are welcome! This class is targeted for those who want to understand how their digital camera works. In today’s technology, Digital Cameras have more features than you will ever use. This class will teach you which features you will need, and want to use. Bring camera and instruction manual to class (Mandatory).
$240 / RCOAP 6010 C01, C50, C70-71/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Tu, 1/24-2/14
Lower Bucks Campus/ C50/ 4 Mon, 5/7-6/4 (no class 5/28)
Upper Bucks Campus/ C70/ 4 Wed, 1/30-2/20
Upper Bucks Campus/ C71/ 4 Tu, 10/9-10/30
Approved Hours: 12 (Act 48)

Adobe Photoshop CS5 –Level 1 (12 Hours)
This course will introduce you to the world’s #1 image editing program. Course topics will include screen and print resolutions, calibration, palettes and file formats. Additional topics and skills will include photo restoration and basic image editing techniques.

Prerequisites: experience using Windows or MAC OS.
$240/WCOAP 6020 C01, C50, & C70/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Mon, 2/27-3/19
Lower Bucks Campus/ C50/ 4 Mon, 8/13-9/10 (no class 9/3)
Approved Hours: 12 (Act 48)

Adobe Photoshop CS5 Level 2 (12 Hours)
This class introduces you to the next generation of image editing. Whether you are a seasoned pro or a new user to Photoshop, this class will give you the knowledge, experience, and credentials to compete in the fast paced world of graphic arts. Topics will include general knowledge, using the work area, importing and adjusting images, working with selections, creating and using layers, using masks and channels, managing and correcting color, drawing, editing, painting, and retouching.

Prerequisites: Photoshop Basic (WCOAP 6020) is recommended.
$240/ WCOAP 6021 C01, C50, & C70/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Mon, 4/2-4/23
Lower Bucks Campus/ C50/ 4 Mon, 10/15-11/5
Upper Bucks Campus/ C70/ 4 Tu, 5/1-5/22
Approved Hours: 12 (Act 48)

InDesign CS5
The courses are intended for students who want to explore the basic tools and features of InDesign for creating professional page layout and designs.

InDesign CS5 Level 1 (15 Hours)
Upon the successful completion of the Level 1 course, you will be able to: identify the various elements of the Adobe InDesign interface; design documents; enhance documents with formats, color, and styles; work with page elements; manage objects; work with tables and finalize documents.
$240 / WCOAP 6522 C01 & C70/ 6:30-9:30 pm
Newtown Campus/ C01/ 5 Wed, 6/27-8/1 (no class 7/4)
Lower Bucks / C50 / 5 Th., 1/26 - 2/23
Upper Bucks Campus/ C70/ 5 Wed, 9/19-10/24 (no class 10/31)
Approved Hours: 15 (Act 48)

InDesign CS5 Level 2 (15 Hours)
Upon the successful completion of the Level 2 course, you will be able to handle page elements; manage styles; develop complex paths; import and export data to external files; work with XML files; create dynamic documents; manage long documents; export InDesign files to other formats and adjust print settings.
$240/WCOAP 6523 C01 & C70/ 6:30-9:30 pm
Newtown Campus/ C01/ 5 Wed, 8/15-9/19 (no class 9/5)
Lower Bucks Campus / C50 / 5 Th., 3/8 - 4/5
Upper Bucks Campus/ C70/ 5 Wed, 11/7-12/12
Approved Hours: 15 (Act 48)

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

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.

**Designing Online Instruction**

Online/ OCPED 1501 C30/ 2/6-2/10
Approved Hours: 16 (Act 48)

**Building Online Communities in Cyberspace**

Online/ OCPED 1502 C30/ 3/12-3/16
Approved Hours: 16 (Act 48)

**Advanced Teaching Online**

Online/ OCPED 1500 C30/ 4/16-4/20
Approved Hours: 16 (Act 48)

$195 each, or $495 for all 3 courses (certificate), or $795 to become a Certified Online Instructor* (COI) with all 3 courses.

*Certified 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.

Students with Asperger's Syndrome

Today, every school in America has students who have been diagnosed with Asperger's Syndrome—a neurological disorder on the autism spectrum. The effects of this disorder vary widely, but it is important for every teacher to understand how to recognize behaviors that may indicate Asperger's Syndrome. In this course, you take away strategies for working effectively with Asperger's students. And you will find out how to work effectively with parents to create the most positive learning environments for children and teens with Asperger’s Syndrome. The course is geared for K-12 teachers, but it is also relevant for counselors, faculty in higher education, parents and anyone else interested in understanding this important issue.

Online/ OCPED 1553 C30/ $245/ 3/5-3/30
Approved Hours: 16 (Act 48)

**Gender in the Classroom**

Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits that hurt girls in the workplace.

Discover how girls learn. Take away 10 top tips for helping girls learn more, and the 5 tips to help girls succeed more. Then discover how boys learn. Take away 10 top tips for helping boys learn more, and the 5 tips to help boys succeed more. Get research data not available anywhere else.

Online/ OCPED 1551 C30/ $245/ 3/5-3/30
Approved Hours: 16 (Act 48)

Online Learning for K-12 Teachers

Discover the fascinating world of online learning and teaching. Specifically for K-12 teachers, you will find out why and how your students learn online. Find out about all the wonderful eTools being used, from drag-and-drop games to virtual labs. Then find out how you can begin to use the web in your own teaching. See why web-enhanced courses are being introduced in K-12 schools. Then take home online strategies for helping your students to learn more and preparing them for the workplace.

Online/ OCPED 1552 C30/ $245/ 3/5-3/30
Approved Hours: 16 (Act 48)

Social Media and Online Tools for K-12 Teachers

Get the latest info on why, and how, your students are using social media. Discover the tricks of the trade in using Facebook, Twitter and other social media. Find out how social media is being used in education. Then come away with tips on how you can use social media to help your students learn more. For any teacher interested in social media, from beginners to advanced social networkers.

Online/ OCPED 1550 C30/ $245/ 4/2-4/27
Approved Hours: 16 (Act 48)
Special Offer

For additional Act 48 classes, see

- Fine Arts & Crafts, page 71
- Computer Fundamentals, page 53
- Computer Software Applications, page 55
- Foreign Language, page 68

Look for the Act 48 logo throughout the brochure.

To register call 215-968-8409/FAX 215-968-8320/www.bucks.edu/con-ed
Classes are 6 weeks long and are approved for 24 Act 48 hours

- Creating a Classroom Web Site
- Creating K-12 Learning Materials
- Creating the Inclusive Classroom: Strategies for Success
- Differentiated Instruction in the Classroom
- 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 2007 in the Classroom
- 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
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Spanish in the Classroom
- Teaching Preschool: A Year of Inspiring Lessons
- Teaching Science: Grades 4-6
- Teaching Smarter with SMARTBoards
- Teaching Students With Autism: Strategies for Success
- Teaching Writing: Grades 4-6
- The Creative Classroom
- Understanding Adolescents
- Web 2.0: Blogs, Wikis, and Podcasts

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

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

**BCCC Continuing Education Courses eligible for Engineering CEUs:**

- Construction Classes, page 33
- Green Jobs Academy, page 18
- Lean Six Sigma, page 32
- Project Management, page 29
- DOE for Manufacturing, page 42
- AutoCAD® & Revit®, page 55
Real Estate licensees are required to take 14 hours of mandatory continuing education every two years. Course options are dictated by the number of years licensees have been licensed. The current reporting period will end May 31, 2012.

**Real Estate 101: General Practice, 2010-2012 7-Hour General CE Module**
This course focuses on the duties of the licensee and the terms and conditions of the Pennsylvania Association of Realtors (PAR) Standard Agreement for the Sale of Real Estate and addenda.

$80/OREAL 0016 WB1-WB2, W50, & W70
Newtown Campus/WB1/2 Tu, 1/31-2/7, 9 am-12:30 pm / T. Fenerty
WB2/2 Tu, 5/1-5/8, 6-9:30 pm / D.B. McCoy, Esq.
Lower Bucks Campus/ W50/2 Tu, 2/14-2/21, 9 am-12:30 pm / T. Fenerty
Upper Bucks Campus/ W70/2 Tu, 3/27-4/3, 6-9:30 pm / T. Browning

**Commercial Real Estate, 2010-2012 7-Hour Elective CE Module**
This course covers the intricacies of the contracts related to the sale or purchase of commercial real estate, including Agreement for the Sale of Commercial Real Estate, letters of intent, and leases. Also covered are issues associated with commercial property management. T. Laskowski

$80/OREAL 0009 WB1 & W70
Newtown Campus / WB1/2 Tu, 2/28-3/6, 1-4:30 pm
Upper Bucks Campus/ W70/2 Tu, 5/1-5/8, 1-4:30 pm

**Residential Real Estate, 2010-2012 7-Hour Elective CE Module**
This course covers the documentation, financial, process and procedural requirements to bring closure to the home sale process.

$80/OREAL 0018 WB1, WB2, W50 & W70
Newtown Campus/WB1/2 Tu, 2/28-3/6, 6-9:30 pm / T. Fenerty
Newtown Campus/WB2/2 Tu, 5/15-5/22, 6-9:30 pm / D.B McCoy, Esq.
Lower Bucks Campus/ W50/2 Tu, 3/13-3/20, 9 am-12:30 pm / T. Fenerty
Upper Bucks Campus/ W70/2 Tu, 4/17-4/24, 6-9:30 pm / T. Browning

**Ethics for the Real Estate Professional, 2010-2012 3.5-Hour Elective CE Course**
This course addresses the REALTOR Code of Ethics and how it establishes a professional standard of conduct for real estate licensees. Meet your quadrennial requirement of 3.5 hours of ethics instruction. T. Fenerty

$45/OREAL 0006 WB1, W50, W70/ 9 am-12:30 pm
Newtown Campus/ WB1/ Tu, 3/27
Lower Bucks Campus/ W50/ Tu, 4/10
Upper Bucks Campus/ W70/ Tu, 5/15

**The Meltdown Aftermath: Changes in Residential Mortgage Financing, 2010-2012 3.5-Hour Elective CE Course**
As we have emerged from one of the most momentous periods in mortgage history, this course clarifies the major changes that have been effected to protect consumers and the industry: tighter qualifying standards, risk-based adjustments, revised appraisal standards, changes to PMI, and additional processing requirements, as well as insight on new directions for the mortgage industry. J. Fijalkowski

Newtown Campus/$40/ OREAL 0025 WB1-WB2/ 9 am-12:30 pm
WB1/ Tu, 3/13,
WB2/ Tu, 4/17
Approved Hours: 3.5 (CPA)
The “Skinny” on Eating Disorders: A Rising Problem in Children and Adolescents

Eating disorders are a rising concern among children and adolescents. They are often indicative of serious emotional concerns and family problems that interfere with a student’s education and overall well-being. This class will discuss different types of eating disorders including: Anorexia Nervosa, Bulimia Nervosa, and Binge Eating Disorder. An overview of these disorders, causes and risk factors for these disorders, co-occurring problems, and treatments will be provided. Students will also watch a video on an individual’s struggle with an eating disorder and participate in class discussion about the video. Overall, students will gain an understanding of eating disorders and how to best help individuals with these concerns in one’s classroom.

Dawn Haaz, M.S.
Newtown Campus/ O'COUN 2283 C01/ $39/
Sa, 2/4, 9 am-noon
Approved Hours: 3 (Act 48, CAC)

Say Goodbye to Leave it to Beaver: Understanding Today’s Diverse Families

Today, families are becoming more and more diverse. When working with youth, it is important to recognize that they may come from a variety of families and to be able to help children flourish in these families. Learn about a variety of diverse families today including: single-parent families, stepfamilies, LGBT (lesbian, gay, bisexual & transgendered) families, adoptive families, and interacial families. Develop an understanding of these families, their strengths and challenges, and strategies for working with them. Dawn Haaz, M.S.
Newtown Campus/ O'COUN 2284 C01/ $39/
Sa, 3/31, 9 am-noon
Approved Hours: 3 (Act 48, CAC)

Parenting Isn’t for Sissies!

How do you promote independence and responsibility? Are you experiencing difficult parenting questions that need answering? Learn tech-niques that have been proven to work! Run by a counselor, this group will provide you with a variety of approaches. This discussion is open to counselors, teachers and parents. Flavia Brand, B.A.
Newtown Campus/ $149/ O'COUN 2285 C01/ 4 Tu, 3/6-3/27, 6:30-9:30 pm
Approved Hours: 12 (Act 48, CAC)

Attention Deficit Hyperactive Disorder
ADHD is a common diagnosis in children and adults today. In this course, we’ll discuss the prevalence of ADHD, the symptoms of ADHD, how it manifests itself in children vs. adults, the differences between ADHD and other childhood diagnoses, treatment and prognosis of ADHD, and how to work with schools to develop effective Individual Education Plans. Michael Saraceno, M.B.A., M.A. in Counseling candidate
Newtown Campus/$74/O'COUN 2278 C01/ Sa, 2/25, 9 am-4 pm
Approved Hours: 6 (Act 48, CAC)

Managing Stress
Stress is a reaction we have to external events. In this course, we’ll discuss the latest statistics on stress, sources of stress, personality type and stress, stress and its tie to rumination, a model for managing stress, consequences and effects of stress, and ways of coping with stress. Michael Saraceno, M.B.A., M.A. in Counseling candidate
Newtown Campus/$74/O'COUN 2277 C01/ Sa, 3/17, 9 am-4 pm
Approved Hours: 6 (Act 48, CAC)

Self-Defeating Behaviors
Learn to identify self-defeating behaviors – those behaviors that hold you back both personally and professionally. Identify your own self-defeating behaviors, why they occur and what to do about them. Michael Saraceno, M.B.A., M.A. in Counseling candidate
Newtown Campus/$74/O'COUN 2276 C01/ Sa, 4/21, 9 am-4 pm
Approved Hours: 6 (CAC/Act 48)

Positive Psychology
There is an alternative to thinking about people and the world as needing to be fixed. This new and rapidly growing field of Positive Psychology is shedding light on what makes us happy, the pursuit of happiness, and how we can lead more fulfilling, satisfying lives. We will discuss these ideas and notions that can bring real happiness and inner peace to people. Michael Saraceno, M.B.A., M.A. in Counseling candidate
Newtown Campus/$74/O'COUN 2273 C01/ Sa, 5/19, 9 am-4 pm
Approved Hours: 6 (Act 48, CAC)
### Project Management Strategies Online:

**Course I: Getting Started, Initiating a Project and Initial Planning (30 hours)**
- Online/ $479 (plus $70 for textbooks)/ WSMCE 5405 C20/ 2/13-3/19
- Approved Hours: 30 (PMI)

**Course II: Scheduling, Monitoring/Controlling and Closing (Post-Implementation) (30 hours)**
- Online/ $479 /WSMCE 5406 C20/ 4/16-5/21
- Approved Hours: 30 (PMI)

BCCC is a PMI R.E.P. (Registered Education Provider)

### Introduction to Microsoft Project 2010

For complete description, see page 30.
- Newtown Campus/ $240/WCOAP 3054 C01/ 2 Sa, 3/24-3/31, 9 am-4 pm
- Approved Hours: 12 (Act 48, PMI)

### Microsoft Project 2010 Advanced

For complete description, see page 30.
- Newtown Campus/ $240/WCOAP 3052 C01/ 2 Sa, 5/12-5/19, 9 am-4 pm
- Approved Hours: 12 (Act 48, PMI)

### Certified Public Accountant

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

Eligible courses include:
- Access - page 55
- Excel - page 56
- Introduction to MS Outlook 2010- page 57
- Quickbooks - page 57
- The Meltdown Aftermath (Real Estate), page 63

### Food Service Industry

**SERVSAFE® Recertification**

Classes in English & Chinese

For complete description, see page 31.

### Ordering Textbooks

Texts required for Continuing Education courses may be ordered from the BCCC Bookstore [www.bucks.edu/bookstore/ 215-968-8459](http://www.bucks.edu/bookstore/ 215-968-8459) or from a vendor of your choice.
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. Monday, January 23, 7-9 pm, in the Charles Rollins Center in Newtown, near the cafeteria (No registration needed—just come!) You can also sign up and pay for classes at the meeting! We hope to see you there!

- Register early! Get $20 off each class if you register by January 27!!
- To register, call 215-968-8409
- For ESL information, call 215-968-8413 or send an email to: shadym@bucks.edu
- Classes are 12 weeks long.
- For more English practice, sign up for 2 or more classes!

<table>
<thead>
<tr>
<th>Course</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning</td>
<td>ESL: All Skills</td>
<td>Writing</td>
<td>ESL: All Skills</td>
<td>Speaking</td>
</tr>
<tr>
<td>Intermediate*</td>
<td>ESL: All Skills</td>
<td>Writing</td>
<td>ESL: All Skills</td>
<td>Speaking</td>
</tr>
<tr>
<td>Advanced*</td>
<td>ESL: All Skills</td>
<td>Writing</td>
<td>ESL: All Skills</td>
<td>Speaking</td>
</tr>
</tbody>
</table>

*Additional courses at the intermediate and advanced level, see description below.

**Additional courses at the intermediate and advanced level, see description below.**
# ESL Newtown Campus cont’d

## Intermediate ESL

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate ESL 2A</td>
<td>Monday &amp; Wednesday</td>
<td>1-3 pm</td>
<td>**Daytime</td>
</tr>
<tr>
<td>LESLA 0201</td>
<td>C01</td>
<td>Feb 13-May 7</td>
<td>All English skills studied</td>
</tr>
<tr>
<td>$320 (includes text)</td>
<td>C02</td>
<td>Feb 13-May 7</td>
<td>All English skills studied</td>
</tr>
<tr>
<td>Intermediate ESL 2B</td>
<td>Monday &amp; Wednesday</td>
<td>1-3 pm</td>
<td>**Daytime</td>
</tr>
<tr>
<td>LESLA 0203</td>
<td>C01</td>
<td>Feb 13-May 7</td>
<td>All English skills studied</td>
</tr>
<tr>
<td>$320 (includes text)</td>
<td>C02</td>
<td>Feb 13-May 7</td>
<td>All English skills studied</td>
</tr>
<tr>
<td>Intermediate Writing</td>
<td>Tuesday</td>
<td>1-3 pm</td>
<td>**Daytime</td>
</tr>
<tr>
<td>LESLA 0205</td>
<td>C01</td>
<td>Feb 14-May 7</td>
<td>For intermediate writers</td>
</tr>
<tr>
<td>$200 (includes text)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conversation/Culture</td>
<td>Thursday</td>
<td>1-3 pm</td>
<td>**Daytime</td>
</tr>
<tr>
<td>LESLA 0202</td>
<td>C01</td>
<td>Feb 16-May 10</td>
<td>Speaking, cultural exchange, some reading</td>
</tr>
<tr>
<td>$200 (includes text)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate Writing and Speaking</td>
<td>Monday</td>
<td>1-3 pm</td>
<td>All English skills studied</td>
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<tr>
<td>LESLA 0213</td>
<td>C01</td>
<td>Feb 13-May 7</td>
<td>For high intermediate students, to prepare for advanced level</td>
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<tr>
<td>$340 (includes 2 texts)</td>
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## Advanced ESL

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>Advanced ESL 3A</td>
<td>Monday &amp; Wednesday</td>
<td>1-3 pm</td>
<td>**Daytime</td>
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<tr>
<td>LESLA 0312</td>
<td>C01</td>
<td>Feb 13-May 7</td>
<td>All English skills studied</td>
</tr>
<tr>
<td>$320 (includes text)</td>
<td>C02</td>
<td>Feb 13-May 7</td>
<td>All English skills studied</td>
</tr>
<tr>
<td>Advanced ESL 3B</td>
<td>Monday &amp; Wednesday</td>
<td>1-3 pm</td>
<td>**Daytime</td>
</tr>
<tr>
<td>LESLA 0313</td>
<td>C01</td>
<td>Feb 13-May 7</td>
<td>All English skills studied</td>
</tr>
<tr>
<td>$320 (includes text)</td>
<td>C02</td>
<td>Feb 13-May 7</td>
<td>All English skills studied</td>
</tr>
<tr>
<td>Adv. Pronunciation</td>
<td>Mondays</td>
<td>7-9 pm</td>
<td>**Daytime</td>
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<tr>
<td>LESLA 0307</td>
<td>C01</td>
<td>Feb 13-May 7</td>
<td>Pronunciation/accent reduction, speaking</td>
</tr>
<tr>
<td>$200 (includes text)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Adv. Writing</td>
<td>Tuesdays</td>
<td>7-9 pm</td>
<td>**Daytime</td>
</tr>
<tr>
<td>LESLA 0302</td>
<td>C01</td>
<td>Feb 14-May 1</td>
<td>Practical and formal writing, organization, editing</td>
</tr>
<tr>
<td>$200 (includes text)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Adv. Speaking</td>
<td>Thursdays</td>
<td>7-9 pm</td>
<td>**Daytime</td>
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<tr>
<td>LESLA 0309</td>
<td>C01</td>
<td>Feb 16-May 10</td>
<td>Discussions, interviews, speeches.</td>
</tr>
<tr>
<td>$180</td>
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</table>

## Test Preparation

<table>
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<th>Time</th>
<th>Notes</th>
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<tbody>
<tr>
<td>IBT TOEFL Test Preparation</td>
<td>Monday &amp; Wednesday</td>
<td>7-9 pm</td>
<td>**Daytime</td>
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<tr>
<td>ATEST 2503</td>
<td>C01</td>
<td>Feb 13-May 7</td>
<td>Adv. English skills and practice tests for the new TOEFL</td>
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<td>$320 (includes text)</td>
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continued on page 68
ESL Lower Bucks Classes

**Beginning ESL**

**Beginning ESL**
LES LA 0003
$320 (includes text)

Tuesdays and Thursdays

C50 Feb. 14-May 8 (no class April 5), 7-9 pm

For students with very limited English skills

**Intermediate ESL**

**Intermediate ESL**
LES LA 0201
$320 (includes text)

Tuesdays and Thursdays

C50 Feb. 14-May 8 (no class April 5), 7-9 pm

All English skills studied

**Advanced ESL**

**Advanced ESL 3A**
LES LA 0312
$320 (includes text)

Tuesdays and Thursdays

C50 Feb. 14-May 8 (no class April 5), 7-9 pm

All English skills studied

Foreign Language

**Advanced Arabic**

This is a casual course designed for the moderate Arabic speaker who wants to retain and develop skills in formal and colloquial Arabic, including reading, listening, writing, speaking, and cultural knowledge.

The textbook with its companion website is a great tool that will help review broad areas of grammar and explore different themes in Arabic culture, lifestyles, history and more.

Rania Aisaa d, B.A.

Newtown Campus/$189 (plus $70 text)/ RLANG 0658 C01/ 10 Mon, 3/5-5/7 6:30-8:30 pm

Approved Hours : 20 (Act 48)

**Spanish**

Carmen Violeta Vicente, B.S

Newtown Campus/$189 (plus $30 book fee- same book for all levels)

**Course I:** RLANG 0405 C01/ 8 Wed, 2/15-4/4, 6-8:30 pm

**Course II:** RLANG 0406 C01/ 8 Wed, 4/18-6/6, 6-8:30 pm

**Course III:** RLANG 0407 C01/ 8 Mon, 2/13-4/9 (no class 2/20), 6-8:30 pm

**Course IV:** RLANG 0408 C01/ 8 Mon, 4/23-6/18 (no class 5/28), 6-8:30 pm

Approved Hours: 20 (Act 48)

**French**

Norma Van Doren, M.A.

**Course I:** RLANG 0001 C01
Newtown Campus/$189 (plus $30 book fee)
8 Mon, 2/27-4/16, 7-9:30 pm
Approved Hours: 20 (Act 48)

**Advanced French Conversation, Reading and Grammar**

This is a casual course designed for the moderate French speaker who wants to retain and improve skills in reading, listening, and speaking with an emphasis on pronunciation. You will explore different themes in French culture, politics, lifestyles, headline news, the economy, history and more, with the help of the online magazine France-Amerique. A textbook will be used to review specific areas of grammar as needed. Natalie Paulus, B.S.

Newtown Campus/$189/ RLANG 0050 C01/ 10 Tu, 2/28-5/1, 6:30-8:30 pm
Approved Hours : 20 (Act 48)

**Conversational Japanese**

Whether you want to learn conversational Japanese for travel or just for fun, you’ll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. Guided by a native Japanese instructor, you’ll also gain cultural knowledge only an insider has.

Online/ $95/ ELANG 0500
Approved Hours: 24 (Act 48)
Getting Ready for the Spotlight! An Introduction to Theatre (ages 7-13)

Are you ready for the spotlight? Come get a hands-on introduction to the magical world of theatre! 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. Maria Perez, M.Ed.

Newtown Campus/$189 (plus $15 text)/RLANG 0419 C01/ 10 Tu, 2/28-5/1, 6:30-8:30 pm

Approved Hours: 20 (Act 48)

Italian
Susan Montemurro, B.A.

Course I:
Newtown Campus/$225 (plus $20 book fee)/RLANG 0209 C01
10 Wed, 2/15-4/18, 7-9:30 pm

Course II:
Newtown Campus/$225 (same text as Course I)/RLANG 0214 C01
10 Tu, 2/14-4/17, 7-9:30 pm

Approved Hours: 25 (Act 48)

Mandarin Chinese
Greg Tang, M.S.
Newtown Campus/$159 (plus $25 book fee; $32 CD optional)

Course I: RLANG 0551 C01
8 Mon, 2/27-4/16, 7-9 pm

Approved Hours: 16 (Act 48)

German
Immgard Harkanson, B.S.

Course I:
Newtown Campus/$189 (plus $18 book fee payable to instructor)/RLANG 0301 C01
8 Tu, 2/21-4/10, 7-9:30 pm

Approved Hours: 20 (Act 48)

Brazilian Portuguese
Almerinda Gaskill, B.A.

Newtown Campus/$189 (plus $22 book fee, optional $28 CD)

Course I: RLANG 0800 C01
10 Wed, 2/22-4/25, 6:30-8:30 pm

Approved Hours: 20 (Act 48)

Advanced Spanish Conversation, Reading and Grammar

This is a casual course designed for the moderate Spanish speaker who wants to retain and 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. Maria Perez, M.Ed.

Newtown Campus/$189 (plus $15 text)/RLANG 0419 C01/ 10 Tu, 2/28-5/1, 6:30-8:30 pm

Approved Hours: 20 (Act 48)

ARC Lifeguard Training

For complete description, see page 16.

Jamie Bintliff

Tri-Hampton YMCA/$199 /PHPAH 1000 CA1/Fri, 5/4, 6-9 pm; Sa & Su 5/5-5/6, 8 am-5 pm; Sa, 5/12, 8 am-5 pm; Su, 5/13, 8 am-noon

Approved Hours: 20 (Act 48)

Children, Youth, & Parenting

Getting Ready for the Spotlight! An Introduction to Theatre (ages 7-13)

Are you ready for the spotlight? Come get a hands-on introduction to the magical world of theatre! Learn about theater from every angle including writing, producing, and performing - you will even have the chance to perform in a short piece created by the class itself! Play theatre games and learn to improvise, as well as learn about set and stage design and costuming. This is a great opportunity to explore what goes on backstage as well as what happens onstage. The course will culminate in a live performance for family and friends. The play’s the thing! Kathleen D. Gaynor, M.Ed.

Newtown Campus/$99/RCHYC 0925 C01/ 8 Sa, 3/10-5/5 (no class 4/7), 10 am-noon

Kids On Campus 2012

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

Call 215-968-8409 to have one sent to you or visit our website: www.bucks.edu/kidsoncampus

Register early and plan for a great summer.

Our Brochure will be available in January.

www.bucks.edu/kidsoncampus * kidsoncampus@bucks.edu

To register call 215-968-8409/FAX 215-968-8320/www.bucks.edu/con-ed
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 six 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/$89/RMUSC 1168 C01, C02 C01/8 Mon, 2/27-4/16, 6:30-7:30 pm C02/8 Th, 3/15-5/10 (no class 4/5), 6:30-7:30 pm

Approved Hours: 8 (Act 48)

Fingerpicking Guitar for the Adult Beginner

Might you be the next James Taylor? You have to start somewhere! Discover the “PIMA” method of fingerpicking guitar, along with simple chords, so that you will be able to play simple songs, such as “Blackbird” by the Beatles. You will even gain the confidence to write your own easy songs using chords and finger patterns. Bring your own acoustic guitar. Don Leffler, B.M.

Newtown Campus/$69/RMUSC 1186 C01 6 Mon, 4/30-6/11 (no class 5/28), 6:30-7:30 pm

Approved Hours: 6 (Act 48)

Private Music Lessons

Private instruction is offered by special arrangement with the Music Faculty. For registration and/or information, please call 215-968-8409. The following lessons are available through continuing education:

Banjo: Sanford Bender
Flute: Carol Carpenter
Guitar: Don Leffler, Thomas Giacobetti
Oboe: Beth Benson
Piano: Elizabeth Crockett, Jeff Baumeister, M.M.
Saxophone: Len Pierro
Percussion: Mark Pultorak
Violin: Russell Hoffman
Voice: Charles Smith

Newtown Campus Fees:
• 6 half-hour lessons $129
• 6 one-hour lessons $249
• 12 half-hour lessons $249
• 12 one hour lessons $489

Harmonica for the Adult Beginner

Cool Jazz, soulful Blues, or sitting around the campfire, slip a harmonica in your pocket and bring your music anywhere! Learn to play the harmonica from basic techniques to easy blues harp tunes. In just eight weeks you will learn how to play some simple tunes. No experience reading music necessary. Must provide own diatonic harmonica in the key of C.

Chris Bauer

Newtown Campus/$89 (plus $6 text payable to instructor)/ RMUSC 1195 C01 8 Sa, 3/3-4/28 (no class 4/7), 10-11 am

Approved Hours: 8 (Act 48)

Harp Therapy

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

All sessions will be held at Bedside Harp, 6318 Neshaminy Valley Drive, Bensalem, PA / $399 (plus $125 materials fee payable to instructor)/ Contact Bedside Harp for times and dates. Approved Hours: 8 (Act 48)

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 C0A1

Free Information Session

Bedside Harp, 4802 Neshaminy Boulevard, Suites 3-4, Bensalem, PA 19020, Sa, 2/18, 10 am

Please call 215-968-8409 and register for XSMCE 4000 CA1

Personal Enrichment
Sculpting the Human Figure in Miniature

Take your creativity to another dimension by learning figurative sculpture in miniature! In this relaxed and light-hearted class explore the possibilities of professional quality polymer clay to sculpt detailed human figures. Learn how to break down the seemingly daunting task of creating a figure into simple, cumulative steps. You will develop many skills through the class as you create an 8-9 inch tall human female figure, from face, to armatures (skeletons), to the details such as kneecaps, collarbones, and fingers. Finally, you will work on creating faux glass eyes, painting some details in heat set oil paint, and making a wig of fiber for hair. Whether you are a beginning or advanced art student, you can create an amazing figure using these techniques. There will be tool sets to use while you are in class, but feel free to bring tools if you already have them.  

Molly Stanton, M.S.

Upper Bucks Campus/$209 (plus $20 materials fee)/RFNRT 3307 C70
7 Th, 2/23-4/5, 7-10 pm  
Approved Hours: 21 (Act 48)

Watercolor – Awash with Color

Favorite techniques in four weeks. This course is for the beginner to advanced watercolor artist who wants to achieve sparkling highlights and luscious wet washes in this transparent, luminous medium. Expect a fun and supportive atmosphere as you explore painting washes, glazing, wet into wet, dry-brush and texturing techniques. You are encouraged to bring your own photographic reference materials. Emphasis will be on promoting creativity and the realization and appreciation of the individual vision of each artist. A materials list will be provided.  

Sharon Egan, B.A.

Newtown Campus/$125 (plus approx. $120 for materials)/RFNRT 2522 C01
4 Th, 4/5-4/26, 6:30-9:30 pm  
Approved Hours: 12 (Act 48)

Oil Painting – Express Yourself

Is your inner artist bursting to come forth? With individual attention, you will learn different methods of manipulating oil paints, basic drawing concepts, and develop your own style of painting. The creativity of beginning and more advanced students alike will be drawn out as you concentrate on color theory, color mixing, composition, and special problems in oil painting. Note: Bring whatever materials you have.  

Behroz Salimnejad, M.S.

Newtown Campus/$269 /RFNRT 2501 C01
10 F, 3/2-5/11 (no class 4/6), 7-10 pm  
Approved Hours: 30 (Act 48)

Stained Glass – Not Just For Windows!

Let the light shine through! Learn the basic techniques of glass cutting, foiling, and soldering, or further your skills if you already have some experience. Choose a pattern and make 1 or 2 complete products to take home.  

Dan Burstein

Newtown Campus/$199 (plus $85-95 materials fee payable to instructor)/ RFNRT 0408 C01
8 Fri, 2/24-4/20 (no class 4/6), 6-8:30 pm  
Approved Hours: 20 (Act 48)

Painting from Photographs

Turn your favorite photos into paintings! Create beautiful works of art using the media of your choice: pastel, watercolor, acrylic or oils. Choose your own subject matter from your photo collection: take a photo of a favorite place, person, or possession and learn how to turn it into your own masterpiece. Have fun while learning in an open studio workshop atmosphere. Please bring whatever materials you have.  

Ann Woolsey

Upper Bucks Campus/$175 / RFNRT 2570 C70
8 Tu, 3/6-4/24, 6-9 pm  
Approved Hours: 24 (Act 48)

See also, Plein Air Painting - page 75

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

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Uncover Your Purpose in Life
Are you feeling totally satisfied at the end of the day? Do you always wish that there was more to life than what you are doing now? What impact do you want to have on others? Do you always wonder how others perceive you? Here is your chance to find out! Join me for a seminar for women that will change how you think about yourself and your daily life.
Sherry Shoemaker, CPCC, ACC
Newtown Campus/$29/ RCEGN 4834 C01
Th, 4/26, 6:30-9:30 pm

Separation & Divorce: Your Legal Rights
Confusion. Fear. Anger. Depression. Anxiety. These are all normal emotions for someone who is considering separation and divorce. During separation and divorce, couples must make some of the most important decisions in their lifetime. An Alpha Center Attorney-Mediator will discuss and offer clarity on many of the legal, financial and practical matters that must be considered by both individuals. This informational class will also discuss divorce mediation as an alternative to litigation. Attorney Mediator for Alpha Resource Center
Newtown Campus/$19/ RCEGN 6802 C01
Wed, 5/16, 7-9 pm

Past Lives: the Theory and the Experience
Is it real or is it fantasy? 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 our lives and our likes, our dislikes, our fears, our goals and our desires. During class, Dr. Holder will ask for volunteers who would like to experience a past life regression through hypnosis. Note: Please plan to arrive early as doors will be closed to avoid disruption.
Philip Holder, PhD
Newtown Campus/$35 (plus $25 materials fee payable to instructor) /RHEAL 0032 C01/ Wed, 3/7, 6:30-9:30 pm

Culinary

Living in the Southern Italian Kitchen
Living Italian is living in the kitchen. Come to our ‘cucina’, and learn to prepare the foods and to discover the culture of sunny southern Italy. Every week you will participate in preparing and eating dishes that will delight the senses, as we speak of Italian culture, as well as culture and of love. All new dishes will be presented as we cook, eat, and drink together. ‘Mangia!’ Must be 21 or older to register.
Giuseppe and Gioia Spano
Newtown Campus/$229 (plus $80 food/materials fee payable to instructor) /RCULI 2622 C01
8 Fri, 2/17-4/20 (no class 3/2, 4/6), 6:30-9:30 pm
Approved Hours: 24 (Act 48)

Vegetarian and Gluten-Free Cooking
We no longer live in a “meat and wheat” world! Join us as we explore simple recipes and skills in gluten-free and vegetarian cooking. From appetizers and soups to gluten-free pasta, kids meals and more, discover how easy and fun it can be to plan and prepare nutritious, delicious, healthful meals. As a class finale, you and your ‘team’ will plan a menu, and prepare and serve a meal, using the skills you have learned.
Cynthia Goch, B.A.
Newtown Campus/$199 (plus $95 food/materials fee payable to instructor) /RCULI 3505 C01
7 Fri, 4/27-6/22 (no class 5/25, 6/1), 6:30-9:30 pm
Approved Hours: 21 (Act 48)
Chickens In Your Backyard!
Fresh, natural eggs every day! Explore the basics of raising chickens in an urban/suburban backyard setting. Learn about popular chicken breeds, municipal regulations, chicken housing options, health, safety, nutrition, and egg production, as well as basic coop design and how to properly situate chicken housing in your yard. You will receive additional resources on the web/information on local groups related to backyard chicken raising. Melissa Miles, M.S.
Newtown Campus/$49/RCEGN 5152 C01 Sa, 2/11, 10 am-2 pm
Approved Hours: 4 (Act 48)

How To Build A Deck
Imagine what your life can be with a brand new deck, built for a fraction of the cost, because you did it yourself! By acquiring the necessary skills and techniques, you will learn to build a free-standing or attached deck. Classroom lessons will teach you deck terminology (post, beam, joist, double headers, ledger boards etc.), methods to calculate the correct joist, beam, and post sizes, and present plans (from the first to last step) in building a four(4) or six(6) post standard deck. You will develop your own plans (including a list of materials and cost) for your own personal deck project. Final plans will be reviewed by the instructor with appropriate suggestions to improve the quality of the project. John Homan, B.S.
Lower Bucks Campus/$265 (plus $20 material fees payable to instructor)/RCEGN 6971 C50/6 Wed, 2/22-3/28, 6:30-9:30 pm, and Sa, 3/24, 9 am-noon
Approved Hours: 21 (Act 48)

Writing For Your Life! A Writing Workshop for Anyone Who Loves to Write
Writing is meant to be a joyful form of self-expression. Many of us have a story to express in writing but we can’t get off the ground because we tell ourselves “oh, I can’t spell” or “I just got a ‘C’ in grammar”. Well, it’s time to silence the inner English teacher, the critic living inside your head, and get some writing done! Forget about grammar, punctuation, spelling and sentence structure, and return to the fun and pure joy of creating.
Veteran writer, journalist and author Susan Van Dongen-Grigsby will coach you to overcome the inner editor, allow you to spend some time in creative writing, and help you to facilitate “creative mindfulness” through meditation to help you grow as a writer and a human being. Please bring a notebook/journal and your favorite pen or pencil because this is a low-tech, but high-energy course for creativity. Susan Van Dongen-Grigsby, B.A.
Newtown Campus/$69/RCEGN 1527 C01 4 Tu, 2/14-3/6, 7-9 pm
Approved Hours: 8 (Act 48)

Home Auto Repair and Maintenance!
Are you tired of the high prices you pay at a service station? Come learn the basics of how to service and repair your own car! In this hands-on course, a licensed mechanic will teach you about your car, and show you how to do simple maintenance and repairs, as well as help you to know when to go to a mechanic, how to talk to them, and to estimate the cost of auto repair. You will learn about all major systems of a car, including the engine, fuel, exhaust, electrical, cooling, braking, tires, suspension, and emissions systems. The course will combine in class discussions with parking lot hands-on practice, where you will be able to perform minor repairs on your own car under the supervision of the instructor. John Homan, B.S.
Newtown Campus/$169/RCEGN 6960 C01 3 Wed, 4/11-5/2 (no class 4/25), 6:30-9:30 pm, & 3 Sa, 4/21-5/5, 9 am-noon
Approved Hours: 18 (Act 48)

Free Vacations – Travel Free, and Make Money Doing It!
Would you like FREE vacations! With the current challenging economy, it is so important to learn the inside secrets to free travel. From how to maximize your frequent flyer miles and get “bumped” for a free flight, to travelling as an Air Courier or working as a tour guide or teaching English abroad, you will discover all the tips, and safety and travel advice from an expert “free” traveler. Gina Henry, M.L.M.
Newtown Campus/$29 (plus $15 book fee [retails for $39.95]), payable to instructor)/RCEGN 2032 C01 Th, 5/24, 6:30-9:30 pm

Blogging 101
You too can be a blogger! Bloggers and authors Mary Fran Bontempo and Chrysa Smith will guide you through the basics of setting up a blog, including: blog hosting options, template designs, content and posting, adding images and video, and marketing to your audience. Great for those who would like to set up their own blogs or for teachers interested in setting up a blog for classroom use. Mary Fran Bontempo, B.A., and Chrysa Smith, B.S.
Newtown Campus/$59 /RCOAP 1076 C01 3 Tu, 4/10-4/24, 7-9 pm
Approved Hours: 6 (Act 48)

You’re On the Air. . . How to Really Make it in Voice-Overs
Voice-overs are hot today! You don’t have to be an actor to get voice-over work, but it certainly doesn’t hurt! With such notable talent as Morgan Freeman, Glen Close, and Alec Baldwin lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! In this class you’ll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business! You’ll step up to the microphone to do some practice recording, and best of all, hear the results. Lisa Leonard
Newtown Campus/$29/RSBEN 0005 C01 Sa, 4/14, 9-11 am

To register call 215-968-8409/FAX 215-968-8320/www.bucks.edu/con-ed 73
Dr. Philip Holder is a certified hypnotherapist, meditation master, published author, personal fitness trainer, and Shaolin Kung Fu Grandmaster. He has appeared in numerous magazines, on television, on radio, and is featured in a number of instructional video-tapes and on audio-tape. Let Dr. Holder show you the way to a better life in one of the following workshops. Philip Holder, Ph.D.

Weight Loss, The Easy and Natural Way
Lose weight easily by changing your “relationship” with food. Are you a “comfort eater”, do you make poor food choices, are you unmotivated to exercise or simply eat too much? This is NOT a diet. Hypnosis works by modifying attitudes and eliminating cravings at a subconscious level. It is safe and is as natural as daydreaming.

Newtown Campus/$39 (plus $20 materials fee payable to instructor)/RHEAL 0047 C01
2 Wed, 3/21 & 3/28, 7-8:30 pm

Meditation Made Easy
Meditation is often shrouded in mystery. It is actually a great way to manage stress, increase productivity, develop intuitive and creative powers, reenergize, and improve your quality of life. We will provide simple tools to help you meditate effectively on your own, to reach a deep state of meditation. This is a wonderful opportunity to acquire skills that can benefit you for a lifetime.

Newtown Campus/$39 (plus $20 materials fee payable to instructor)/RHEAL 0046 C01
Wed, 4/11, 6:30-9:30 pm

Ballroom Dancing - Dance the Night Away!
Whether you are preparing for a wedding or you just want to dance like the stars, come learn basic ballroom dance techniques including how to hold your partner, lead, and follow steps, and in no time at all you’ll be dancing the night away. Bring your music selection and we will help you choreograph your first dance. Singles are welcome, but we cannot guarantee you a dance partner. Margaret Menhardt

Newtown Campus/$89 per person; $149 per couple

Foxtrot, Rumba, and Tango
RFTNS 6033 C01/6 Th, 4/12-5/17, 7-8 pm

Party Dances: Salsa and Jive
RFTNS 6033 C02/6 Th, 4/12-5/17, 8:05-9:05 pm

Evening Zumba*
Great for after work! Zumba is a fusion of Latin and International dance rhythms that tones and sculpts your body while burning fat and calories. Enjoy an hour of energizing movements that will transform the way you exercise! Come on, “ditch the workout, join the party!” Wear comfortable workout clothes and sneakers/bring water. Leslie Rothberg, LCSW

Lower Bucks Campus/$59/
RFTNS 0722 C50-C51/5-6 pm
C50/5Mon, 2/27-3/26
C51/5Mon, 4/9-5/7

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-C02
C01/8 Tu, 2/14-4/3, 7-8 pm
C02/8 Tu, 4/17-6/5, 7-8 pm

See Also -
• Weigh it Forward: 9-week Mini Camp, page 17
Zumba® Gold
Zumba® Gold is a fusion of Latin and International dance rhythms that tones and sculpts your body while burning fat and calories. The GOLD class is geared towards the older, active adult who needs a slightly slower pace. It is also geared for anyone that may be recovering from surgery, injuries or just getting back into an exercise program after a long break. Enjoy an hour of energizing movements that will transform the way you exercise! Please wear comfortable clothing and comfortable sneakers, and bring a water bottle to each class. Leslie Robberg, M.S.

Newtown Campus/$39/RFTNS 8004 C01-C02/ 4-5 pm
C01/ 6 Wed, 2/15-3/21
C02/6 Wed, 4/4-5/9

Hamlet Revisited
Let us think again about Hamlet, the person, the Shakespeare play, the symbolic figure. Vandalized by poor performers and bad directors but anointed by great actors and conscientious directors, the play is never less than thrilling to theatre-lovers around the world and through the ages. From our own contemporary perspective, we will confront Hamlet’s question, “What is this quintessence of dust?” Will Bowers, M.A.

Morrisville First Presbyterian Church/$75 (includes book)/RCEGN 8365 CA1
10 Tu, 2/28-5/8 (no class 3/13), 10 am-noon
Approved Hours: 20 (Act 48)

Molière: French Comedies
Molière, funny, philosophical, socially analytical, brought a new theatrical experience to France in the 17th century. From there he captured the attention of audiences everywhere in Europe. We will read “The Misanthrope”, “Tartuffe,” “The Would-be Gentleman,” and some other examples of his exceptional Gallic wit. Caution: this reading may lead to bouts of anxious self-examination. Will Bowers, M.A.

Morrisville First Presbyterian Church/$75 (includes book)/RCEGN 8366 CA1
10 Th, 3/1-5/10 (no class 3/15), 10 am-noon
Approved Hours: 20 (Act 48)

Those Bronte Sisters: Two Great Novels, Two World Views
Explore the life and writings of two exceptional authors, Emily and Charlotte Bronte, examining the sisters and their family, their upbringing, and their times. Then rediscover WUTHERING HEIGHTS and JANE EYRE, looking closely at each novel as literature, family record, and historical document. Finally, examine the striking personal and creative differences between the two sisters, raised in such similar and controlled environments, and how these differences resulted in the radically contrasting world views which formed and colored their two masterpieces. JoEllen Winters, M.A.

Pennswood Village/$75 (includes book)/RCEGN 8377 CPV1
7 Mon, 3/19-4/30, 9:30-11:30 am
Approved Hours: 14 (Act 48)

The World of the Early Twentieth Century through French Film
The experience and impressions of the two World Wars can be very different from a French perspective. Join us as we watch three French films about those challenging times, and delve into the social issues depicted in each, looking at French Film as art and as industry. Films such as La Grande Illusion, L’acompanigatrice, and La Bete Humaine will examine such topics as censorship, propaganda, changing roles of women, and much more. Films will be shown with subtitles or English soundtrack. Norma Van Doren, M.A.

Pennswood Village/$59/ RCEGN 8432 CPV1
5 Th, 2/16-3/15, 1-3:30 pm
Approved Hours: 12.5 (Act 48)

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 a classroom, and then at various outdoor sites weather permitting. Locations will be on and off campus as pre-arranged. A materials list (approx. $100) will be provided on request. You may use supplies you already have. Larry Chestnut, B.A.

Newtown Campus/$89/RFNRT 2508 C01
6 Fri, 4/13-5/18, 1-4 pm
Approved Hours: 18 (Act 48)

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/$25 (plus $2 materials fee payable to instructor)/ RCEGN 5009 C01/ Wed, 3/7, 6:30-9:30 pm

Mah Jongg
Mah Jongg originated in China about 2000 years ago and is an exciting, engaging and fun game using tiles to form hands, much like rummy. You will learn to play the American version, using The National Mah Jongg League rules and card. Let an experienced educator explain the basics in simple terms including setting up, dealing, picking hands, etc., 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/$79 (plus $8 materials fee payable to instructor)/RCEGN 5016 C01
4 Wed, 3/14-4/4, 6:30-9:30 pm

To register call 215-968-8409/FAX 215-968-8320/www.bucks.edu/con-ed
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+, teaching 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”!

Computers for the Terrified – Don’t be Afraid of the Mouse!
Computers are not as intimidating as they seem, once you get the hang of things. Learn how to turn on your computer and how to navigate in a Windows environment, so you’ll be ready to move on to the next challenge.
$39/ RCOASY 8021 C01 & C50
Newtown Campus/C01/ 3 Wed, 3/14-3/28, 10 am-noon/ Gargi Seshadri, M.S
Lower Bucks Campus/C50/ 3 Tu, 3/10, 8 am-4:30 pm/ Timothy Aufmuth

Email – Staying Connected with Family and Friends
Sending an email is a terrific way to communicate with our family and friends. Learn how to create your own email address, send and receive messages, attach and open pictures, and safely stay in touch with those who are dear to you.
$39/ RCOAOAP 8039 C01 & C50
Newtown Campus/C01/3 Tu, 3/6-3/20, 10 am-noon/ Allyson Hilgen
Lower Bucks Campus/ C50/ 3 Wed, 5/2-5/16, 10 am-noon/ Karen Rodriguez, B.A
Approved Hours: 6 (Act 48)

Microsoft Word 2
For those who took the first Microsoft Word course, or those with basic knowledge of this powerful software, this course will continue on with further skills, to prepare documents for business or personal use.
Gargi Seshadri, M.S.
Newtown Campus /$104 (includes text)/ WCOAP 8021 C01
4 Wed, 5/2-5/23, 6:30-9:30 pm
Approved Hours: 12 (Act 48)

Microsoft Excel
MS Excel is software that will allow you to create spreadsheets to manage data for your personal or business needs. Learn to manipulate data and figures, and perform calculations to manage your accounting or financial needs. Karen Rodriguez, B.A.
Lower Bucks Campus/$99 (includes text)/ WCOAP 8049 C50
4 Th, 5/3-5/24, 6:30-9:30 pm
Approved Hours: 12 (Act 48)

Antiques and Collectibles: An Introduction to Evaluating, Appraising, and Establishing Value
Come discover evaluation and appraisal techniques which you can use for personal, legal or insurance purposes. Learn the proper way to investigate and establish value of antiques and collectibles. Then have fun practicing what you have learned as you participate in a “Mock Road Show Event” within the classroom setting. Please bring one item for appraisal. Daniel Worden, M.S.
Newtown Campus/$25/RCEGN 6683 C01
Th, 3/22, 6-9 pm

AARP - Driver Safety Program
This eight-hour classroom course is designed especially for motorists age 50 or older. It covers normal changes in vision, hearing and reaction time, and provides practical techniques to compensate for these changes. The program fosters safer driving practices, continued mobility, and a discount in auto insurance in a majority of states. Please note the fee for the Driver safety program will be $12 for AARP members, AARP ID required, and $14 for non-members, CHECK OR MONEY ORDER TO AARP – NO CASH WILL BE ACCEPTED.
(please bring a bag lunch to Saturday classes.)
Newtown Campus/$0 / RCEGN 8050 C01-C03 C01/Sa, 3/24, 8 am-4:30 pm/ Atty VanHamel
C02/Sa, 4/14, 8 am-4:30 pm, Timothy Aufmuth
C03/Mon & Tu, 5/7 & 5/8, 6-10 pm/ Timothy Aufmuth
Lower Bucks Campus/$0 / RCEGN 8050 C50-C51 C50/Sa, 3/10, 8 am-4:30 pm/ Timothy Aufmuth
C51/Wed &Th, 5/16 & 5/17, 6-10 pm/ Timothy Aufmuth

AARP - Driver Safety Program
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 $12 for AARP members, AARP ID required, and $14 for non-members, CHECK OR MONEY ORDER TO AARP – NO CASH WILL BE ACCEPTED. Atty VanHamel
Newtown Campus/$0/ RCEGN 8052 C01 & C02 C01/Sa, 3/10, 8 am-1 pm
C02/Sa, 5/5, 8 am-1 pm

Zoomers 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+, teaching at your level, and addressing issues that we all face in this fast-paced technological world! You too can be “Tech Savvy”!

Continued on page 77
Microsoft Excel Intermediate
Continue exploring the powerful software, MS Excel, which allows you to create spreadsheets to manage data for your personal or business needs. Learn to manipulate data and figures, and perform calculations to manage your accounting or financial needs.
Gargi Seshadri, M.S.
Newtown Campus/$104 (includes text)/WCOAP 8051 C01/ 4 Wed, 4/4-4/25, 6:30-9:30 pm
Approved Hours: 12 (Act 48)

QuickBooks 2
Learn additional skills in QuickBooks 2011, a bookkeeping software program that helps you automate simple bookkeeping tasks for your business. QuickBooks 1 or demonstrated proficiency required.
Staff
Newtown Campus/$100 (includes text)/WCOAP 8152 C01/ 3 Th, 4/12-4/26, 6-10 pm
Approved Hours: 12 (Act 48)

The Virtual World of Connections - Social Networking
Facebook, Twitter and LinkedIn – you’ve heard them mentioned in the media, your kids and grandkids use them all the time. Now you too can take this hands-on journey into the world of virtual social networking sites. Discover what they can do, how to use them for pleasure or work, and how to avoid pitfalls of safety and compromised privacy. In a safe classroom environment you will create your own accounts and get started on this exploration of the latest way to stay connected.
$39/RCOSY 8024 C01, C50
Newtown Campus/ C01/ 3 Wed, 3/7-3/21, 6:30-8:30 pm/Rob Bruder
Lower Bucks Campus/C50/ 3 Wed, 4/4-4/18, 10 am-noon/ Karen Rodriguez, B.A.
Approved Hours: 6 (Act 48)

Ordering Textbooks
Texts required for Continuing Education courses may be ordered from the BCCC Bookstore (www.bucks.edu/bookstore/ 215-968-8459) or from a vendor of your choice.
Praxis I Test Preparation

The PRAXIS I Series: Academic Skills Assessment is the first step in obtaining teacher certification in PA. It tests students’ abilities in reading, writing, and mathematics. This comprehensive course includes a diagnostic pre-test, an exploration of the three components of the exam, as well as test taking strategies.

George Haiduck, B.S.

Bucks County Community College is an official test site for the Praxis I examinations. Please contact the Office of Testing and Retention at 215-968-8466 for more information on upcoming test dates for the 2011-12 academic year.

Newtown Campus/$144 per course; $250 for both sessions (plus $22 textbook fee; same book for both courses)/6:30-9:30 pm
ATEST 1534 C01 (math)/6 Tu, 2/21-3/27
ATEST 1535 C01 (verbal)/6 Th, 2/23-3/29

GED Test Preparation – FREE

Free Reading, Writing, Math and GED Test Preparation Classes are available at Bucks County Community College’s Lower and Upper Bucks Campuses. Our comprehensive classes strengthen your overall reading, writing, and mathematics abilities, as well as enhance your communication, information processing, problem solving and critical thinking skills – all necessary skills for success in the workplace and in life in general. Classes cover the academic knowledge to pass the five GED test subjects: reading, writing, mathematics, social studies, and science. 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, please call Mary Kay Stoloski at 215-504-8610.

Registration – March 28/ Lower Bucks, 6-9 pm/Upper Bucks, 9 am-noon and 6-9 pm
LBASK 0026 W50, W70 & W71/10 Mon & 11 Wed, 4/2-6/13
Lower Bucks Campus/ W50/ 6-9 pm
Upper Bucks Campus/ W70/ 9 am-noon
W71/6-9 pm
The Community School of New Hope-Solebury

... a proud partner with Bucks County Community College. The Community School has provided exciting courses and travel opportunities since 1978.

Culinary Arts • Computers & Digital Photography
Languages • Hobbies • Fitness • Driver’s Ed.
Fine Arts & Crafts • Travel

Most classes are held at New Hope-Solebury High School.

Spring Classes Begin in March

Please look for our course catalog inserted into your favorite local newspaper in February and March or visit our web site: www.csnhs.org

www.csnhs.org

Register for classes now through Bucks County Community College. See page 81 for details.

 Didn’t receive our course catalog or have questions? Call 215-497-8735 or email: nancylawson@csnhs.org

The Community School of New Hope-Solebury offers continuing education through creative, physical and intellectual opportunities.

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

For Your Information

- **Continuing Education Programs**
  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.

- **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).

- **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/0PE/PPI/HOPE.

- **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.

- **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.

- **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.

- **Emergency Closing**
  We may at times be forced to cancel classes. The most up-to-date information will be available on the college's website at www.bucks.edu. You can also register for BCCC 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. Calls may also be made to the Continuing Education Office (215-968-8409). Information will be provided on the status of our classes. Rescheduling, if necessary, will be done as soon as possible.

- **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.

- **Staff Waivers**
  Adults 65 and over may attend Certificate and Computer classes at 50% off the stated fee plus book 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, online construction classes, Pro-Train, Gatlin, trips, Zoomers courses, and courses offered through the Community School of New Hope-Solebury are exempt from this policy. 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.

- **Senior Citizen Policy**
  Adults 65 and over may register for most courses at a $10 dollar discount per class of $35 or more. However, full tuition is required for some classes and all special workshops, trips, or events. There is no discount on course materials. Proof of age may be required.

- **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, ACT Center, Protrain, Gatlin and online construction courses: policies vary. Please call for details.
5. Community School of New Hope-Solebury: No refunds will be made except for cancelled or filled courses.

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 Assistant Vice President of Continuing Education and Workforce Development at 215-504-8532.
How To Register

1. 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.

2. On-Line
For on-line registration please go to the following website: www.bucks.edu/con-ed
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.

3. Mail-In
Mail form 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.

4. Phone-In
No forms, no lines, call 215-968-8409, Monday-Friday, 8 am-4:30 pm 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.

5. Walk-In
Come in person (8 am-4 pm) 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.

Kids On Campus 2012
Better than ever! Next summer’s enrichment programs, creative workshops and sports clinics will make your child’s summer a learning experience and a fun adventure. Detailed brochures available in January

Call 215-968-8409 to have one sent to you or visit our website: www.bucks.edu/kidsoncampus

Register early and plan for a great summer.
Camp Open House: Saturday, March 10, 10 am-noon
www.bucks.edu/kidsoncampus * kidsoncampus@bucks.edu

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
• Green Jobs Academy
310 George Patterson Blvd.
Suite 108
Bristol, Pennsylvania 19007
• New Hope-Solebury High School
180 West Bridge Street
New Hope, PA 18938
215-497-8735
• First Presbyterian Church of Morrisville
771 N. Pennsylvania Ave.
Morrisville, PA 19067
215-295-4191
• Pennwood Village
1382 Newtown-Langhorne Rd.
Newtown, PA 18940
215-968-9110
• Mad Golfer Golf Club
114 Street Road
Southampton, PA 18966

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

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)?

______ BCCC brochure _______ BCCC 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 81.

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 Vietnam 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.

Please Print

Name ____________________________
Home Address ____________________________
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)? _______BCCC brochure _______BCCC 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 □

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Total

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Check No. ____________________________ Check issued by ____________________________
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Continuing Education
Workforce Development
Public Safety

Your Career, Your Business, Your Family

Ready When You Are
Part Time · Evening · Day · Weekend · Online · On Campus

Look for our many online course options

Kids On Campus
Complete brochure available in January 2012

Community School of New Hope-Solebury Page 79

Continuing Professional Education
for Healthcare Professionals, CPAs, Engineers, Social Workers, Teachers, Alcohol Counselors, Project Managers, Real Estate Agents, and more

Interested in a degree or certificate?
Call our Admissions Office for a credit course brochure at 215-968-8100