

Summer Offerings

2012

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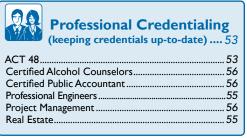


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Welcome to Bucks County Community College!

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.

Act 48 for Educators

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

Bucks' 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.

MADE AVAILABLE BY

UNIVERSITYALLIANCE*

www.uaceonline.com/bucks

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

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.



Learn More

www.ed2go.com/bucks

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.



www.gatlineducation.com/bucks

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.



www.theknowledgebase.org/bucks

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!

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

Allied Health Programs





Allied Health Programs

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.

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Nursing

Nurse Aide Training (100 hours)

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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.

\$749/WHPAH 0300 WB1, W50-W51 & W70

Newtown Campus/WB1/ Classroom: 9 Tu, 7/10-9/4, 4-9:30 pm Clinical: Pennswood Village/ 7 Sa, 8/4-9/22, (no clinical 9/1), 7 am-3:30 pm, (9/22, 7 am-2:30 pm)/ *C. Gillis, R.N.*

Upper Bucks Campus/ W70/ Classroom: W, 6/20, 9:30 am-3 pm & 8 Tu, 6/26-8/14, 9:30 am-3 pm Clinical: Life Quest/ 6 Wed, 7/11-8/15, 1:30-10 pm (Wed, 8/15, 7 am-3:30 pm) & Fri, 8/17, 7 am-2:30 pm)/ S. VanderLoop, R.N. Lower Bucks Campus/ W50/ Classroom: 9 Tu, 6/12-8/7, 9:30 am-3 pm Clinical: HCR Manor Care/ 7 Th, 7/12-8/23, 7 am-3:30 pm/ (8/23, 7 am-2:30 pm), B. Gallagher, R.N.

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W51/ Classroom: 9 Mon, 6/25-8/20, 9:30 am-3 pm Clinical: HCR Manor Care/ 7 Wed, 7/18-8/29, 7 am-3:30 pm/ (8/29, 7 am-2:30 pm), *B. Gallagher, R.N.*

Practical Nursing Program

For more information about this Program call:

Michelle Rue, Director

Practical Nursing Program

215-968-8448, email: ruem@bucks.edu

The Practical Nursing Program is a full-time, twelve month, state approved program beginning annually in July. The curriculum consists of a wide variety of clinical experience, along with classroom instruction. Successful completion of our certificate program prepares you to sit for the National Council Licensure Examination LPN (NCLEX) and become a Licensed Practical Nurse. This program is an excellent stepping stone towards a RN degree, or can provide exciting opportunities working as an LPN in a variety of patient care settings. The first step to admissions is the NLN-PN Pre-Entrance Exam, which is a non-medical, basic math, reading, and science test. Testing for the July 2013 class begins in September, 2012. There is a limited number of testing dates, so call today! The Practical Nursing Program is approved by the Commonwealth of Pennsylvania State Board of Nursing.

To register for the NLN-PN Pre-Entrance Exam, download the form from our website:

http://www.bucks.edu/practical

or email pnursing@bucks.edu with your complete name and address.

You may also call Kim Murray (215-968-8316) or Jeanne Turner-Brady (215-968-8106)

Radiography Program

For information on all Radiography Programs, call: Marie Leodore, Director, Radiography, 215-968-8475 email: leodorem@bucks.edu www.bucks.edu/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) (Ct) (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 See also, PACS (Picture Archiving Communication System) - page 15

For more information: http://www.bucks.edu/radiography/1-year-mri-track or contact Mark Renner at rennerma@bucks.edu or 215-504-8644

Registry Review – Online (40hrs)



Online Registry reviews available for Radiography, Computed Tomography and Magnetic Resonance Imaging tailored to your needs. Online practice exams available. *Staff* \$200/ program is ongoing; contact Marie Leodore for updates.

CT – WRADT 1210 W20/ MRI – WRADT 1211 W20/ Radiography – WRADT 1099 W20

For more information contact:

Marie Leodore, Director, Radiography, 215-968-8475 or leodorem@bucks.edu

Allied Health Certificates

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.

Newtown Campus/ \$1,899 (textbooks included)/ WHPAH 0110 WB1/ 11 Mon & 10 Wed, 6/4-8/15 (no class 7/4), 6-9:30 pm & 1 Sa, 6/16, 9 am-3:30 pm

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 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, 5/29-9/13, 6:30-9:30 pm (9/13, 6:30-8:30 pm)

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

This combined 120-hour course covers all of the topics included in the 80-hour Medical Billing & Coding course 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/ 14 Mon & 16 Wed, 5/23-9/12 (no class 5/28, 7/4 and 9/3), 5:30 pm-9:30 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.

Transition to ICD-10-CM/ICD-10-PCS (60 hrs)

This course is geared towards experienced coders working in the hospital (or large Practice Plans) that have knowledge of ICD-9-CM. This program will focus on the Coding principles for ICD-10. The course will include Introduction of ICD-10, Outpatient Coding and reporting Guidelines, Chapter Specific Guidelines for ICD-10 (chapters 1-21), online Practice exercises, Transition to ICD-10 PCS, includes Coding Guidelines, Code Structure and Definition, Medical and Surgical Related Procedures, Ancillary Procedures.

Online/ \$1,050/ WHPAH 0979 WB20/ 6/11-8/13

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. *AnneMarie Johnson, RN, BSN, CLNC*Online/ \$500/

WHPAH 0975 WB20/ 6/18-8/10

Health Care Informatics Certificate Program (30 hrs)

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 healthcare 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, 6/11-8/1 (no class 7/4), 6:30-8:30 pm

Dementia Care Specialist (32 hrs)

As baby boomers age, the 21st century workforce is challenged to care for an exponentially growing population of persons with dementia. This course provides essential knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting persons with dementia. Nearly all disciplines benefit from Dementia Care Specialists, as do families of persons with dementia. Come away with increased knowledge in how to care for persons with dementia. Expertise in this growing area of human services also enhances your resume.

Online /\$495/ WHPAH 0099 WB30/ 6/4-7/27





Physical Therapy Aide Program (50 hrs)

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, 6/11-8/8 (no class 7/4), 6:30-9:30 pm (8/8, 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. Shuhart, PT, DPT, CSCS, & Ellen Book O'Neill, B.A. Offered Fall, 2012

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 preclinical 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. Staff

Newtown Campus/\$1,599 (textbooks included)/ WHPAH 0701 WB1 / 10 Tu & 10 Th, 6/5-8/9, 6-9:30 pm

EKG/Phlebotomy Technician Hybrid (140 hrs)

This hybrid 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 learn on-line and in the classroom. 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.*

Lower Bucks Campus/ WHPAH 0256 W20/ \$2,999 (textbooks included)

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

Phlebotomy/ 5 Tu & 5 Th, 6/12-7/12, 6-10 pm Exam/ Tu, 7/17, 6-8 pm

EKG/ 4 Tu, 7/24-8/14, 6-9 pm Exam/ Tu, 8/21, 6-8 pm

All other work online.

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 Phle-

Newtown Campus/ WHPAH 0256 WB1/ \$2,999 (textbooks included)/ 11 Mon, 12 Wed & 12 Fri, 5/30-8/20, (no class 7/4) 8:30 am-12:30 pm

botomy course only (\$1,799 - textbooks included).

For more details call Jeanne at 215-968-8106 or

Pharmacy Technician Comprehensive (75 hours)

Kim at 215-968-8316.

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, 6/5-8/28, 9 am-noon Dr. Joseph Urban, B.S. Pharmacy M.B.A., Doctor of Pharmacy

WB2/ 12 Tu & 13 Th, 6/7-8/30, 6:30-9:30 pm Alan Vogenberg, R.Ph., FASCP

Thanatology - Coming Fall 2012

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

- I. The Nature of Loss
- II. The Dying, Terminally Ill Patient
- III. Cultural and Spiritual Issues in Dying
- IV. Preparing for Death
- V. Caring for the Caregiver through Illness and the Aftermath
- VI. Trauma and the Dying Process
- VII. Bereavement, Grief and Mourning

Electives

- A. Dealing With Loss or Death During the Holiday Time
- B. Looking at Dying, Death and Bereavement in Music, Literature, and the Arts Throughout the Ages

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

Gerontology - Coming Fall 2012

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

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

Register Online!

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.

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. Rev. Hannelore Goodwin, M.Msc., Certified Reiki Master Teacher \$105 (includes manual)/ RHEAL 0100 C01-C02 & C70, 6:30-9:30 pm

Newtown Campus C01/3 Tu, 6/5-6/19 C02/ 3 Tu, 9/25-10/9

Upper Bucks Campus/C70/ 3 Tu, 10/16-10/30

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 en-hance your talents. You must attend all classes to receive a Certificate of Completion. Hannelore Goodwin, M.Msc., Certified Reiki Master Teacher

Newtown Campus/\$105/RHEAL 0102 C01/ Fri, 11/9, 6:30-9:30 pm & Sa, 11/10, 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, 6/22, 6-9 pm & Sa, 6/23, 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. 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, 6/9, 9 am-1 pm Approved Hours: 4 (Act 48) ACT 48/

Heartsaver Adult CPR/AED and First Aid

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

Newtown Campus/ \$74 (includes book and card)/ PHPAH 0002 WB1/ Sa, 6/30, 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, 6/16, 9 am-1 pm Approved Hours: 4 (Act 48) 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-WB6 Approved Hours: 6 (Act 48) WB1/ Sa, 6/2, 9 am-3:30 pm WB2/ 2 Wed, 6/6 & 6/13, 6-9 pm WB3/ Sa, 6/23, 9 am-3:30 pm WB4/ 2 Tu, 7/10 & 7/17, 6-9 pm WB5/ 2 Th, 8/2 & 8/9, 6-9 pm WB6/ Sa, 8/25, 9 am-3:30 pm

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/ Th, 6/7 WB2/ Wed, 6/20 ACT 48/

WB3/ Mon, 7/9 WB4/ Wed, 8/1

WB5/ Mon, 8/20



Hypnotherapy

Certified Hypnotherapist / Hypno-Counselor

Online/On Site Hybrid

Please note: All Sunday classes will be held off campus.

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 Mon, 6/4, 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

Who should enroll?

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

Added Benefits Of Certifying through Bucks County Community College

- "FREE" 1-year support
- Hands-on practice with volunteers
- Ability to repeat course as refresher for "FREE" Approx. 500 hrs home, web & class.

Hybrid/\$1,795 paid in full (\$1,995 on easy payment plan)/ WSMCE 5232 C20 Newtown Campus/ Wed-Fri, 6/13-6/15, Mon-Th, 8/13-8/16, 10 am-6:30 pm, & Fri, 8/17, 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)

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

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/ Sun*-Th, 7/15*-7/19, 10 am-6:30 pm & Fri, 7/20, 10 am-3:30 pm *Sun, 7/15 is held off-campus.

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 Mon-Th, 8/20-8/23, 10 am-6 pm, & Fri, 8/24, 10 am-3 pm





Approved By:

Certified Harp Therapist & Certified Master Harp Therapist

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 \$150 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, M.A.*,

Module I: To Soothe The Savage Breast

WSMCE 4005 CA1/ Mon-Th, 7/9-7/12, 9 am-5 pm (Wed, 9 am-9 pm)

Module II: Glimpses Within

WSMCE 4006 CA1/ Mon-Th, 7/16-7/19, 9 am-5 pm (Wed, 9 am-9 pm)

Module III: Working with the Depressed, the Seriously Ill and the Dying

Hospital-Certified Master Harp Therapist.

WSMČE 4007 CA1-CA2/ CA1/ Wed-Su, 6/20-6/24 (Wed, Fri, & Su, 9 am-5 pm; Th & Sa, 9 am-9 pm) CA2/ Wed-Su, 8/1-8/5 (Wed, Fri & Su, 9 am-5 pm; Th & Sa, 9 am-9 pm)

Module IV: Creating Work for Yourself WSMCE 4004 CA1/ Th-Su, 9/13-9/16, 9 am-5 pm (Sa, 9 am-9 pm)

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

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.

Phlebotomy for Healthcare Personnel

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)

Newtown Campus/ \$80/ WHPAH 0331 WB1/ 2 Tu, 6/12-6/19, 6-9 pm

Pharmacology Update for Nurses

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

Newtown Campus/\$105/WHPAH 0559 WB1/ 2 Wed, 7/11 & 7/18, 6-10 pm Approved Hours: 8 (PSNA for Nurses)

Traditional Chinese Medicine NEW for Everyday Living



This 8-hour course is packed full of information: it will help you to acquire basic knowledge about Traditional Chinese medicine, how to self-evaluate and treat minor illnesses using the four modalities, incorporating light exercise to achieve homeostasis (these exercises are not age or physically restricted). You will have an introduction to locating acupuncture points on the body, the theory of Chi (energy) and blood flow throughout the body, basics of Chinese Herbal medicine and the five tastes of Chinese herbs and how their usage relates to the five major organs of the body, the theories on how to treat diseases using Chinese herbs, the basic Chinese herbal formulas for everyday use to help maintain your natural health. Also included in this course is an introduction to Tui Na (Chinese Massage) which includes the four basic hand movements and easy massage techniques for weight loss and facial toning. An introduction to Chi Kung (Chinese Medicine Exercise) will be reviewed with several light movements to help treat or prevent minor disease.

Newtown Campus/\$120 (plus \$25 materials fee paid to instructor)/RHEAL 0140 WB1-WB2/

WB1/2 Tu & 2 Th, 6/19-6/28, 6-8 pm WB2/ 2 Mon & 2 Wed, 8/6-8/15, 9-11 am

PACS (Picture Archiving Communication System)



Join us this Fall!! Combine IT skills with healthcare in a medical imaging environment.

This program also helps prepare students for the Certified Imaging Informatics Professional (CIIP) certification exam.

Register Online!

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.

Green & Sustainable Programs



Green & Sustainable Programs

Certificate in Green Construction	SEPA RWTC20
Green Building, Construction/ Environmental	Sustainable Building Advisor
Remediation16	What is The Green lobs Academy?16
Renewable Energy / Sustainability	,,,

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

Green Jobs ACADEMY

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.

Green Building, Construction/ Environmental Remediation

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, 7/13-7/15, 8 am-6 pm GJA2/ Fri-Su, 10/5-10/7, 8 am-6 pm

Intro to Electric Vehicle Conversion

This course will go over the basics of converting a gas vehicle to an all electric vehicle with a focus on the EV sub-systems. Classes will include considerations in choosing a donor vehicle, a survey of the various systems available, and an overview of the conversion process. Suitable for automotive technicians interested in exploring the potential of this green niche business and for individuals wanting to perform their own conversions.

Green Jobs Academy /\$75 / WTMCO 0500 JA1 Sa, 8/18, 9 am-1 pm

Introduction to Pervious Concrete NEW and Stormwater



Concerned about stormwater management? Learn the basics of Pervious Concrete and how it can help with stormwater problems. Pervious Concrete is a strategy to minimize stormwater run-off through infiltration. Pervious Concrete also takes pressure off overburdened combined stormwater/sanitary sewer systems. . Its use supports national initiatives such as Cool Communities and Low Impact Development and contributes to credits in the LEED rating system for sustainable buildings. Ken Crank Certification: National Ready Mixed Concrete Association's Pervious Concrete Certification

Green Jobs Academy/\$40 (includes text) / WTMCO 0347 GJA1/Tu & Th, 6/5 & 6/7, 6:30-8pm **All Online**



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.

To earn the certificate, you must receive a passing grade in five courses. Courses include: Fundamentals of Green Building Design and Construction, Construction Materials and Processes, Building Green Buildings – The Contractor's Perspective, LEED for New Construction – Applying the Guidelines, and Green Building Commissioning.

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) / 6/25-9/2

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) / 6/25-9/2

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/ \$515 (includes text)/ 6/25-9/2

9/10-11/18

- Green Building Commissioning
- Fundamentals of Green Building Design and Construction

Register Online!

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.

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.

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

Free information sessions:

Please register for XSMCE 1000 C01, C50, C70 Newtown Campus/ C01/ Th, 6/28, 6-7:30 pm Lower Bucks Campus/ C50/ Wed, 9/12, 6-7:30 pm Upper Bucks Campus/ C70/ Sa, 8/25, 10:30 am-noon

Newtown Campus/ \$2,250/ WSMCE 6000 C01 Fri (8:30 am-4:30 pm)& Sa (8:30 am-1:30 pm), 10/12-10/13, 11/9-11/10, 12/14-12/15, 1/11/13-1/12/13, 2/8-2/9, 3/8-3/9, 4/12-4/13, 5/10-5/11 & 6/7-6/8.

Visit our web site for updated information: www.bucks.edu/sba or contact Joan Christianson at christia@bucks.edu.

Testimonial:

This last year, I took a this course at Bucks County Community College, to get an education about ecological issues as related to my chosen trade: Historic Restoration. The class was very well taught, deep with information, and taught by leading professionals in their fields, as well as previous SBA grads. There are multiple presenters for each class, from home owners who learned how to do it themselves, to companies from all over the sustainability arena who are networking to creatively reinvent how industry can serve the environment, as well as its market base. I found it very powerfully inspiring as a motivational tool for change, and have since used what I have learned to rewrite my "how to" book on Historic Restoration- practices, methods, materials, resources, and most significantly, networking! To put a fine point on it, I highly recommend this course! Whatever your interest in sustainability may be, there is useful content in this course. That's just short of saying, "Take this course!". Having successfully completed the course, I am now Nationally and Internationally a Certified Sustainable Building Advisor! Erich DeHaven, CSBA, class of 2010-2011

Renewable Energy / Sustainability - cont'd

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 / \$150/ WTMCO 0450 GJA1 Fri, 8/10, 8 am-5 pm

PV for Public Officials

This course draws from hundreds of PV project lessons to provide a comprehensive review of the procedures required to successfully complete a PV installation inspection. With a focus on lab activities, including equipment installations like an installer would receive. This process-based course will provide participants with the tools to better understand installation and inspections. Topics include project review, code compliance, proper equipment installation, labeling, and inspection. This full-day course includes field examples, equipment demonstrations, and hands-on activities. *Kevin Wright*

Green Jobs Academy/\$99 / WTMCO 0355 GJA1-GJA3/ 8 am-5 pm GJA1 Wed, 5/23 GJA2 Wed, 6/13 GJA3 Wed, 8/1

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 greenrelated 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/\$249 /WTMCO 3570 GJA1 Tu-Fri 6/18-6/21, 8:30 am-5 pm

Biogas & Carbon Capture NEW

This course will enlighten you to the many uses, applications and benefits gained from biogas production. These include electrical power, transportation and sustainable agricultural.

We will also look at how to construct a variety of methane reactors including their inputs which include agricultural waste, municipal waste, sewage treatment sludge, and household food wastes as well as lawn and garden clippings.

The methods of methane production allow carbon dioxide to be isolated and to be ultimately stored for usage. These processes are important because they are used in countless industrial applications. Carbon capture, and the storage of carbon dioxide (CO2) and methane reduce greenhouse gases. Additionally biogas production reduces the waste stream and turns waste into usable energy with all the associated benefits of helping to create sustainable world. Robert Nix

Green Jobs Academy/ \$99/WTMCO 0408 GJA1 Mon-Wed, 7/9-7/11, 5:30-9 pm

Check www.bucks.edu/green or call 215-788-3594 for more information:

- Electrical Vehicle Charging Stations
- BPI Inspector
- Home Health Hazards
- Building Energy Management
- Financing Green Projects

Fall-Winter 2012!

SEPA RWTC



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/ Mon-Fri, 6/4-6/8, 8:30 am-4:30 pm

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/ Mon-Fri, 7/9-7/24, 8:30 am-4:30 pm

Weatherization Energy Auditor Training

The Weatherization Auditor course is designed for those individuals that are already proficient in the skills developed in the Weatherization Installer and crew chief position and are ready to advance their knowledge of building science and develop themselves as Auditors. The "House as a System" concept is reinforced through modules titled "Introduction to Residential Heating Systems", "Combustion Analysis and Retrofit (Oil and Gas)" and "Home Energy Auditing" which are designed to familiarize participants with fundamentals of common residential central space heating systems. Students are taught the difference between oil and gas combustion processes, and will become familiar with the functionality of chimneys, appliance types, operating and safety controls, electricity and fuel delivery.

Green Jobs Academy/ WTMCO 0313 GJA1/ Mon-Fri, 8/6-8/21, 8:30 am-4:30 pm

Workplace & Professional Skills



Workplace & Professional Skills

Business Research Certificate	24
Certificate in eMarketing Essentials	23
Certificate in Social Media for Business	23
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Mobile Marketing Certificate	
Video Marketing Certificate	
Payroll Practice and Management	
Project Management	
Small Business - Online Courses	
Technical Writing	27
Workplace and Professional Certificate Courses	
Workplace Courses	
Workplace - Online Courses	
•	

Workplace and Professional Certificate Courses

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, 6/4-9/17 (no class 9/3), 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).
- III. Code of Ethics: Applicants must sign a Code of Ethics.

Payroll Practice and Management, Fall 2012



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. Vicki M. Lambert, CPP

All online, \$159 per course (plus \$79 textbook) Register for the entire series and pay only \$599 (a 5%+ savings)!

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

Register Online!

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.

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.



www.bucks.edu/LERNclasses

Certificate in eMarketing Essentials



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

Three one month courses, including readings. \$195 each/ take all three for \$495*

Improving Email Promotions Online/ WSMCE 4303 C30/ 6/4-6/29

Boosting Your Web Site Traffic Online/ WSMCE 4304 C30/ 7/2-7/27

Online Advertising

Online/ WSMCE 4305 C30/ 8/6-8/31

Must take all three courses for certificate.

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

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/ 6/4-6/29

Marketing Using Social Media Online/ WSMCE 4301 C30/ 7/2-7/27

Integrating Social Media in Your Organization

Online/ WSMCE 4302 C30/ 8/6-8/31

Must take all three courses for certificate.

New! Video Marketing Certificate





Two one-month courses. \$395 for both (certificate) or \$195 each.

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/ 7/2-7/27

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/ 7/2-7/27

NEW

Mobile Marketing Certificate

Three one-month courses. \$595 for all three. (Must register for all three at the same time to get the bundled price.)

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/ 6/4-6/29

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 smartphone these days. Smart organizations across the globe are investing in building cell phone apps for their businesses. In this fourweek course, we will provide you with stepby-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/ 7/2-7/27

Advanced Mobile Marketing

Get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign. Learn how to promote your app on the web, build a landing page for your app, and advanced tracking of your application usage. Then take home a blueprint for creating guidelines and standards for your mobile marketing effort, and how to measure its success. You will leave this course with the knowledge to implement a mobile marketing plan for your organization.

Online/ \$245/ WSBEN 0217 C30/ 8/6-8/31



Business Research Certificate

NEW

Discover the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision making for your work organization. Get the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making. For business professionals, entrepreneurs, and anyone who needs specific information about a business; or who is in business and needs specific information about a particular topic such as market potential, competitive intelligence, standard industry practice, productivity improvement, etc. This course will give you the specific knowledge you need to succeed in your research quest.

Three one month courses. Certificate available for successful completion. \$495 total for all 3 courses. (Courses cannot be taken individually.)

Online/ \$495/ WSMCE 4330 C30/ 6/4-8/31

Introduction to Business Research

Business Research will provide the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision making. It will also provide the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making. The course is broad based and provides a strong foundation for meeting business research needs. More advanced courses will be available after completion of this foundation course. (6/4-6/29)

Business Statistics

Numbers are vitally important to all types of business decision-making. From budget projections to inventory tracking, business leaders rely on numbers to help them make sound business decisions. How can you make these numbers meaningful to you in your day-to-day planning and decision-making? Learn how to apply and interpret numbers in real-world business ideas in our business statistics course. (7/2-7/27)

Qualitative Business Research

Words are powerful information sources for sound business decisions. As a business leader, you talk to others when you have a question or need to solve a business problem. They provide a richness of information that numbers alone cannot. How can you effectively harness the power of words when you have a need to know something? Learn how to use qualitative methods (information in words) to make the best possible business decisions. (8/6-8/31)



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 preschool children
- · Family Child Care
- Home Visitor

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

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

Please Note: Students must be 18 years of age and have a high school or GED diploma in order to enroll in the CDA program. **Reimbursement:** Anyone who is a member of a Keystone Stars site can apply for a 90% tuition refund and the \$325 assessment fee for the CDA assessment. Please Note: Reimbursement is subject to the availability of funds. Tuition vouchers are available on the Key website **www.pakeys.org** under professional development.

The same book and packet will be used for Part I and Part II.

A materials list will be mailed prior to first class, approximate cost \$90 for text and workbook, \$23 for assessment packet.

For further information please contact Joan Christianson at christia@bucks.edu

CDA Part II

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

Hybrid Online/\$349/

WSMCE 3232 C20/6/6-8/15 (Required orientation at Newtown Campus, Wed, 6/6, 6:30-9:30 pm, plus two on-site classes to be determined) Approved Hours: 60 (Act 48, CDA)

CDA Part I, Fall 2012

CDA Renewal

Teachers, if you wish to renew your CDA Credential you must receive a minimum of 4.5 CEUs for 45 additional hours of coursework in early childhood education. This must be completed within three years of receiving your initial Credential, and every five years thereafter. For further information, please check the Council for Professional Recognition's website at **www.cdacouncil.org.**

Project Management - Classroom

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

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)



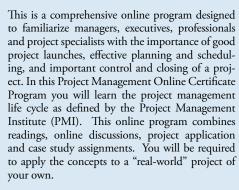
Course I: Project Strategies, Start-Up & Initial Planning (31 hours)

Newtown Campus/ \$479 (plus \$50 textbooks) WSMCE 5403 C01/ 9 Wed, 6/6-8/9 (no class 7/4), 6-9:45 pm ACT 48

Approved Hours: 31 (PMI, Act 48)

Course II: Project Scheduling, Control & Post-Implementation Review (31 hours) Fall, 2012

Project Management - Online



A Certificate of Participation and Professional Development Units (PDUs) are awarded upon completion. Weekly participation online and completion of assignments is required to receive the certificate. Celine Gullace, PMP

Special Note: Successful completion of BCCC Project Management online 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.

Texts required:

 Project Management in Practice 4th edition – ISBN No. 978-0-470-533017; approximate cost: \$87



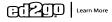
Course 1: Getting Course 1: Getting Started, Initiating a Project and Initial Planning (30 hours) ACT 48 Online/ \$479 (plus \$87 for textbooks)/

WSMCE 5405 C20/ 6/4-7/9 Approved Hours: 30 (PMI, Act 48) Course II: Scheduling, Monitoring/ Controlling and Closing (Post-Implementation) (30 hours)

Online/ \$479 /WSMCE 5406 C20/ 7/30-9/3 Approved Hours: 30 (PMI, Act 48)

Introduction to Microsoft Project 2010

For full description, see page 50 Online/ \$95/ ECOAP 0238 / a new section starts each month; see page 5 for upcoming dates







Microsoft Project 2010 Advanced

Fall 2012

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.

The Technical Writing Certificate Program includes:

- I. Elements of Technical Writing I
- II. Elements of Technical Writing II*
- III. Mathematics & Science for the Technical Writer
- IV. Microsoft Word- Introduction or Intermediate
- V. Microsoft Publisher, QuarkXpress, Adobe In-Design, Photoshop or Illustrator

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.

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 52
- Adobe Photoshop, Level 1 or 2 page 52
- InDesign CS5, Level 1 or 2 page 52
- Introduction to Microsoft Publisher page 50

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, *Martin Goldman* Newtown Campus/ WSERV 0001 C01-C02 C01/ 2 Mon, 7/23-7/30

Chinese Language, Betty L. Tsai Lower Bucks Campus/WSERV 0010 C50/ 2 Mon, 7/9-7/16

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, *Martin Goldman*Newtown Campus/ OSERV 0050 C01/ Mon, 7/16

Chinese Language, Betty L. Tsai Lower Bucks Campus/OSERV 0051 C50/ Wed, 7/11

Register Online!

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.

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.

LSS Green and Black Belt Certification Classes forming in the Fall, 2012.

Attend an information session and learn how Lean Six Sigma could benefit you and your company!

XSMCE 1001 WB1-W50/ Newtown Campus/ WB1/ Th, 7/19, 4-6 pm Lower Bucks Campus/ W50/ Tu, 8/7, 5-7 pm

Call 215-968-8409 to register. For more information, call Emily Evans at 215-504-8695.

Instructor: Anwar El Homsi, Master Black Belt President, Transformation Partners Company





Corporate Sigma

Solutions to today's business problems are often developed with a narrow focus, with the belief that by limiting scope and scale, success will be achieved at a micro or "grass-roots" level. It is important to understand that for the corporation to succeed as a whole, every department of the corporation needs to succeed together. This 2-day program for corporate leaders will introduce you to new tools that combine the power of Six Sigma and Systems Thinking to help you solve today's business problems and help assess the quality and productivity of each department as well as the overall health of your business. These new tools will help you identify areas of your company that require improvement activi-

transformational change across the company. *Anwar El Homsi*

Newtown Campus/ \$595/ WSMCE 5284 WB1/ Tu & Wed, 7/17 & 7/18, 9 am-5 pm Approved Hours: 15 (PMI)

ties and implement projects that result in true

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

Register Online!

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.

Construction Certificates

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 course run every quarter. Fall class dates are 9/10-11/18.

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

Construction Supervisor Certificate in Project Management

- Contract Documents and Construction Law
- · Problem-Solving and Decision-Making
- Project Management for Construction Supervisors

Certificate in Construction Supervisory Technologies

- Planning and Scheduling
- Cost Awareness and Production Control
- Construction Productivity Improvement

See our Certificate in Green Construction - page 17

All Construction Courses

Online/C30/ 6/25-9/2

Introduction to Construction Estimating - Start Anytime

WTMCO 1500 C30/ \$515 (includes text)

Essential Construction Math - Start Anytime

WTMCO 1501 C30/ \$515 (includes text)

Construction Blueprint Reading

WTMCO 1502 C30/\$515 (includes text)

Estimating and Bidding 1

WTMCO 1503 C30/\$515 (includes text)

Estimating and Bidding 2

WTMCO 1504 C30/\$515 (includes text)

Construction Materials and Processes

WTMCO 1505 C30/\$515 (includes text)

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

Construction Course Details

Construction Productivity Improvement

Organize a project with productivity as your goal. Challenge the work process, learn about personnel management, and practice work improvement analysis. Understand workers' abilities and the impact of environmental factors. Complete the course with a discussion of implementing and monitoring the productivity program.

WTMCO 2009 C30/\$415 (plus \$156 for text)

Accident Prevention and Loss Control

Improve the delegation of responsibility for safety, equipment maintenance, and common construction hazards. Learn how to administer an accident prevention program at the job site level and how to handle a job site inspection by a regulatory agency. You will review the documentation, reference materials and advisory services that are available to you as the construction supervisor.

WTMCO 2007 C30/\$415 (plus \$156 for text)

ALL ONLINE - C30/ 6/25-9/2



Project Management for Construction Supervisors

The modern project manager has more information available than ever before and information technology is changing rapidly. Learn how project management roles are changing as innovative contracts, alternate delivery systems, alternative dispute resolution, and creative project financing are increasingly changing how projects are administered. Learn about cost and risk control as well as how to develop and apply policies and procedures.

WTMCO 2008 C30/\$415 (plus \$156 for text)

General & Specialty Contractor Dynamics

Explore the dynamic relationships that exist between construction contractors of all types (general contractors, subcontractors, specialty contractors, material and equipment suppliers) to accomplish the execution of a successful project. This course will help you to understand and recognize the importance of each part of the construction system and how to coordinate the work within the system.

WTMCO 2010 C30/\$415 (plus \$156 for text)

See Also - Green Construction Classes - Page 17

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 certificate must be completed within 2 years. Attendance at 80% of classes is required.

Core Classes: (offered fall and spring)

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

Electives: (choose 2)

- Photoshop CS5 (recommended, page 52)
- Quickbooks (page 49)
- How to Start or Operate Your Own Business (SCORE) (Coming in Fall 2012)
- A drawing or painting class (page 62)
- InDesign CS5 (page 52)

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.

Command Spanish® Language Programs



Command Spanish® Online

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

Online 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

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

Workplace Courses



Selling Yourself NEW

In today's competitive environment, working and non-working professionals need to develop a solid plan to compete and differentiate themselves in the marketplace. This course is designed to help you develop your "personal franchise" by enhancing your resume, cover letter, interviewing skills, and networking aptitude. This course offers the opportunity for you to apply important skill sets designed to enhance your competitive stature in the marketplace. *Todd Logan, M.A.*

Newtown Campus/ \$119 (plus \$25 text)/ WSMCE 6038 C01/ 4 Tu, 6/5-6/26, 6:30-9 pm

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.

Newtown Campus/\$69/ WSBEN 0130 C01-03/ 6:30-9:30 pm

C01/ Wed, 6/6

C02/ Wed, 7/11

C03/Th, 8/2

Signing Agent Training

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

Ronald Long, Esq.

Newtown Campus/\$149/ WSBEN 0131 C01-03/ 6-10 pm

C01/Th, 6/7

C02/ Th, 7/19 C03/ Wed, 8/1

Leadership Skills for Managers

Develop leadership skills using empowerment and coaching relationships. Learn to manage change and diversity to create a productive group. Learn how to:

- Provide the direction to translate the organization's vision into reality
- Lead by example and share power to develop followers, build teams and make the organization successful
- Coach, mentor and reward employees to foster new leaders and build a forward-moving workforce
- Take risks and focus on continuous improvement
- Stay the course in troubled times to manage change and make ethical decisions
- Develop the attitude and mind-set of a successful leader George Haiduck, B.S.

Newtown Campus/ \$299 (includes text)/ WSMCE 3508 C01/5 Wed, 6/6-7/11, 6:30-9:30 pm

AMA American Management Association®

Communication Skills for Managers

Utilize techniques to improve your communication skills by increasing reading, writing, speaking, and listening proficiency. Learn how to:

- Develop and use your listening skills to solve problems, diffuse conflict, teach staff, and be a more productive manager or team leader
- Ask the right type of question to elicit information, encourage a response, or create a relationship
- Learn to plan and deliver successful presentations
- Understand your audience before communicating your ideas in any format
- Discover effective ways to communicate your message
- Use effective language to clearly express ideas in well-constructed letters, proposals, memos, and e-mail

George Haiduck, B.S.

Newtown Campus/ \$299 (includes text)/ WSMCE 3500 C01/5 Wed, 7/18-8/15, 6:30-9:30 pm

AMA American Management Association*

Workplace - Online Courses





Business Coaching Certificate

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. Gain 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/ 6/4-7/27

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/ 6/4-6/29

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/ 6/4-6/29

Supervisory & Leadership Certificate

Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. **Note:** This program has been approved for 32 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute.

Online/ \$395/ WSMCE 4331 C30/ 6/4-7/27

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/ 7/2-7/27

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/ 7/2-7/27

Webinar Planner Certificate



Finally, you can acquire the best professional development in virtual meeting planning. Plus get the option of being recognized for your knowledge by becoming a Certified Virtual Meeting Planner (CVP). Virtual meetings are distance seminars and education featuring audio, slides and video in a synchronous format. They include webinars, webcasts, video casts, two-way web cams, and other audio and video formats. Discover the various synchronous distance meeting formats available and learn about the technology of producing distance meetings. Then get the best instructional techniques on the design and teaching of effective distance or virtual meetings. Lastly, acquire the virtual meeting planning skills involved in budgeting, pricing, and marketing virtual meetings.

Coming Fall, 2012

NEW

Small Business - Online Courses





Cyber Security for Managers

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/ 7/2-7/27

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/ 7/2-7/27

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/ 7/2-7/27

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/ 7/2-7/27

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/ 6/4-6/29

Successful Survey Techniques



Your customers hold the key to your organization's success. Getting to know your customers better means lower costs and better results, including higher retention, more customer satisfaction, more returning customers. Surveys are one of the best ways to find out what your customers want, and how they want it. But too many surveys ask the wrong people the wrong questions. Discover who to survey, what questions to ask, and the key to getting a higher response to your surveys. This hardhitting practical course will yield a huge ROI for your organization. Whether you need to analyze profitability, satisfaction, service or all three, this course will generate thousands of dollars in increased sales, greater efficiency, or more effectiveness. We guarantee it (or your money Course includes a personal FREE critique of one of your surveys!

Online/ \$395/ WSBEN 0218 C30/ 6/4-6/29

See Also... Certificate in eMarketing Essentials - Page 23
Certificate in Social Networking for Business - Page 23

Industrial Training



Industrial Training

Industrial/Mechanical Maintenance Lab......34

Locomotive Engineer & Conductor Basic Training 35

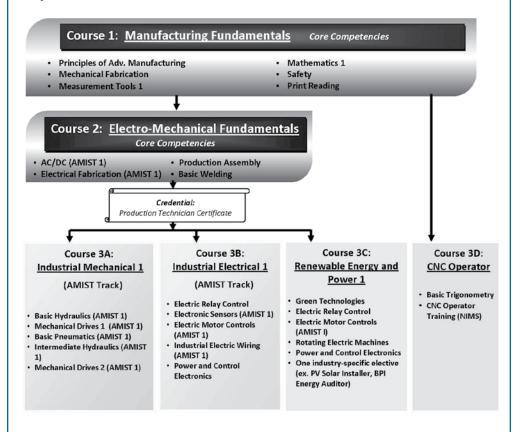
Advanced Manufacturing Lab - Lower Bucks Campus

BCCC's Advanced Manufacturing Lab offers a blended instructional model: on campus in the lab 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.

New programs offered at the Advanced Manufacturing Lab at the Lower Bucks Campus!

Advanced Manufacturing Certificate Programs

Earn Stackable Credentials on your time schedule! Start with the basics – learn manufacturing core competencies to earn a Production Technician Certificate,....



Additional stackable credentials available as part of the Advanced Manufacturing/Integrated Systems Technology (AMIST) credential. OPEN Lab Hours (daytime, evening, and weekend) starting soon!

Contact Emily Evans for more details - 215-504-8695 or evanse@bucks.edu

BCCC was recently recognized as a Gold Partner by the Industrial Maintenance Training Center of PA (IMTC) for providing skills training toward the Advanced Manufacturing Integrated Systems Technology (AMIST 1) Certificatel Read more at www.imtcpa.org.

Individual Course Offerings

Basic Hydraulics

Learn industry—relevant skills including how to: operate, install, analyze performance, and design basic hydraulic systems.

25 hrs (15 hrs-class; 10 hrs-e-learning)

Lower Bucks Campus/ \$530/ WTMCO 1079 W50 & XTMCO 1079 W50, 5 Wed, 7/11-8/8, 5-8 pm Register for both WTMCO 1079 W50 & XTMCO 1079 W50.

DOE for Manufacturing

This 3-day, hands-on workshop will introduce you to the tools and techniques of Design and Analysis of Experiments (DOE). You'll learn how to plan, collect, and interpret data from designed experiments to obtain real-world knowledge to gain a competitive edge. This class is intended for Process & Product Development Engineers and Managers, Technicians, QA staff, and anyone charged with improving processes or products.

Newtown Campus/\$755/ WSMCE 2500 WB1 Tu-Th, 8/7-8/9, 8:30 am-5 pm

Mechanical Drives 1

Covers the fundamentals of mechanical transmission systems used in industry. You will learn industry-relevant skills including how to operate, install, analyze performance, and design basic mechanical transmission systems using chains, v-belts, spur gears, bearings, and couplings. 35 hrs (21 hrs-class; 14 hrs-e-learning)

Lower Bucks Campus/\$855/WTMCO 1064 W50 & XTMCO 1064 W50 7 Fri, 7/13-8/24, 1-4 pm Register for both WTMCO1064 W50 & XTMCO 1064 W50.

AC/DC Electrical Systems

Learn the fundamental concepts of electricity used in many applications, especially control systems with our virtual trainer. Topics include: electrical circuits, electrical measurements, circuit analysis, inductance and capacitance, combination circuits, and transformers. 30 hrs (18 hrs-class; 12 hrs-elearning) Lower Bucks Campus/ \$580

WTMCO 1094 W50 & XTMCO 1094 W50/ 6 Fri, 7/13-8/17, 9 am-noon. Register for both WTMCO 1094 W50 & XTMCO 1094 W50.

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

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

80 hrs (45 hrs class; 35 hrs-e-learning).

Lower Bucks Campus/\$1,435/ WTMCO 1124 W50 & XTMCO 1124 W50/ 8 Tu & 7 Th, 7/10-8/28, 5:30-8:30 pm Register for both WTMCO 1124 W50 & XTMCO 1124 W50.

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

Locomotive Engineer & Conductor Basic Training Program

The Transportation Industry has had a great resurgence and is one of the fastest growing industries in the country today. The highly skilled crafts of Locomotive Engineer and Conductor are in great demand. Whether you are looking for a good salary, job security or a challenging career, the Transportation Industry in the local area and beyond has numerous employment opportunities available. This 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: Newtown Campus/Tu, 9/4 or Mon 9/10, 6:30-8 pm. Register for XTMCO 1150 C01-C02

Newtown Campus/\$359 (plus approx. \$50 text)/WTMCO 1151 C01/7 Sa, 9/22-10/13, 9 am-5:30 pm & 10/20-11/10 (no class 11/3), 9 am-1 pm, & 7 Tu, 10/2-11/13, 6:30-9:30 pm

Drafting/Industrial Design

- AutoCAD® 2012 Essentials page 48
- Revit®Architecture Basics page 48

Business & Industry Customized Training





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

Computer Skills

- AutoCAD
- Database Design and Administration
- Desktop Computer Applications
- Information Technology
- IT Security
- · Microsoft Office
- 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
- · Lean Six Sigma
- Metrics and Measurement
- OSHA Compliance
- PLC Troubleshooting
- 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
- 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



Public Safety Training & Certification



Department Information



Bucks County Community College
Department of Public Safety Training & Certification
located at the Bucks County Public Safety Training
Center (Doylestown)

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 grunmeie@bucks.edu

Earl "Rob" Freese III, M.S., Director of Certification & Curriculum (Interim Executive Director, Public Safety Training & Certification) 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 (Acting Point of Contact for Field Operations Northeast) 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

Information Technology



Information Technology

A+, Networking+, Security+ and Linux+	Desktop Technician/Server Administrator	46
Certifications by CompTIA47	Free Computer Workshop	46
CCNA® Security42	MCTS: Exchange Server 2010	39
Cisco Certified Networking Associate41	Microsoft Certification Upgrades	40
Cisco Certified Security Professional (CCSP)42	Microsoft Certified Professional Developer	45
Cisco Networking Academy41	Microsoft IT Academy	39
Cloud Computing/Virtualization44	Microsoft's Visual Studio	45
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Computer Graphics52	Programming/Web Development	50
Database Administration43	Software Applications	
	Web Design Applications	
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TACADEMY

www.bucks.edu/itacademy

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

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

- Hardware and Software Applications
- Office Administration
- Computer Graphics
- Networking

- Web Development and Design
- Database Administration
- Server Administration
- Cloud Computing/ Virtualization

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

Information Technology Academy/Cisco Networking Academy

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

Call for course information, or to make an appointment for a one-on-one consultation: (215) 968-8132

New classes are now being scheduled. For details call 215-968-8132 or visit www.bucksitacademy.com







Bucks County Community College is an authorized Pearson VUE,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

Microsoft IT Academy

The Microsoft Certified IT Professional (MCITP) certification validates that an individual has the comprehensive set of skills necessary to perform the role as a Microsoft Server Administrator. MCITP 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 MCITP 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, 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/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

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

MCTS: Configuring Windows Server 2008 Network Infrastructure

(Exam 70-642) / 56 Hours

Lower Bucks Campus / \$945 / WITAC 1082 C50/7 Mon & 7 Wed, 9/10-11/12 (no class 9/17, 9/26, 10/1, 10/8, 10/31), 6-10 pm

Pro: Windows Server 2008 Server Administrator (Exam 70-646) / 56 Hours

Lower Bucks Campus / \$945 / WITAC 1084 C50/ 7 Mon & 7 Wed, 11/19–1/16 /2013 (no class 12/24, 12/26, 12/31, 1/2/2013) 6-10 pm

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

Microsoft Certification Upgrades



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 vali-dates 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)

Newtown Campus/ \$1,495 / WITAC 1086 C02/ 10 Mon & 10 Wed, 10/10-12/19 (no class 10/31), 6-10 pm

Cisco Networking Academy

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 $^{\circ}$), is the first step on the Cisco career certification path. This course prepares you for the 640-802 CCNA $^{\circ}$ 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 & C70/ 6-10 pm

Newtown Campus / C01 / 10 Mon & 9 Wed, 6/4-8/13 (no class 7/2, 7/4)

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.

Newtown Campus/ \$940 / WITAC 1012 C01 9 Mon & 8 Wed, 9/10-11/26 (no class 9/17, 9/26, 10/1, 10/31, 11/21), 6-10 pm

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.

Lower Bucks Campus / \$520 / WITAC 1013 C50/ 5 Tu & 4 Th, 6/26–7/31 (no class 7/3, 7/5), 6-10 pm

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.

Lower Bucks Campus / \$520 / WITAC 1014 C50/ 5 Tu & 4 Th, 8/14–9/20 (no class 9/4, 9/6, 9/18,)6-10 pm

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

Cisco classes are now available at all 3 Bucks Campuses!!
Certification Information at www.cisco.com

CCNA® Security

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

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

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

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

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



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 Cisco Routers and Switches (SNRS 642-637) (72 Hours)

Newtown Campus/ \$1,095 /WITAC 1025 C01/ 9 Tu & 9 Th, 6/26–8/30 (no class 7/3, 7/5), 6-10 pm

Securing Networks with ASA Foundation (SNAF 642-617) (72 Hours)

\$1,095 /WITAC 1026 Call our IT Academy for more information 215-968-8132

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.

Newtown Campus \$630 / WITAC 2500 C01/ 8 Sa, 9/15-11/3, 9 am-3:30 pm

MCITP: Database Administrator (Microsoft Certified IT Professional)

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 & C70

Newtown Campus/ C01/ 8 Sa, 11/17–1/26/2013 (no class 11/24, 12/29, 1/5), 9 am-3:30 pm

Upper Bucks Campus / C70/ 6 Tu & 6 Th, 6/26-8/9 (no class 7/3, 7/5), 6-10 pm

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

Exam 70-450: Designing, Optimizing and Maintaining a Database Server Infrastructure using Microsoft SQL server 2008

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

Upper Bucks Campus / \$1,310 /WITAC 2511 C70/ 8 Tu & 12 Th, 8/21-11/8 (no class 9/18, 9/25, 10/2, 11/6), 6-10 pm

Microsoft 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 & C70, 6-10 pm

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)

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

Coming soon SQL Server 2008
Database Developer (70-433 & 70-452)!

Cloud Computing/Virtualization

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 progam 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.

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

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 C02 & C50 / 6-10 pm

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)

Google Cloud (9 Hours)



Cloud technologies are quickly becoming the technology infrastructure for the masses with its broad access points, durability, and utility nature. Learn what is available today on the cloud for general purpose computing such as creation, storage, collaboration, and version control of docu-ments, presentations, and spreadsheets. Start using the cloud today and defer or eliminate that next purchase of computing equipment (desktop, laptop, disk storage, portable storage, backups, etc.). Access the information from anywhere, anytime, with any browser enabled device, and with confidence.

Newtown Campus / \$179 / WCOSY 2800 C02/ 3 Sa, 9/8-9/22, 9am-noon

Introduction to Google's AppEngine (12 Hours)



Learn to quickly build simple web applications for and deploy web sites on the Google Cloud using the Google AppEngine and free hosting service. The Google App Engine is a an exciting new technology that provides a simple framework and basic web tools to build complete web applications. With a complete development stack for building and hosting web applications in AppEngine, a developer writes the application code, tests locally, then uploads to deploy onto the Google Cloud, where the application will reside and run.

Newtown Campus /\$240 / WITAC 2120 C02/ 4 Sa, 10/6-10/27, 9am-noon

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/

Microsoft Certified Professional Developer

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.

Lower Bucks Campus/ \$680 / WITAC 2103 C51/ 6 Tu & 6 Th, 11/8-12/20 (no class 11/22), 6:30-10 pm

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

Newtown Campus/ \$760) / WITAC 2104 C01/ 12 Mon, 9/10-12/17 (no class 9/17, 10/1, 10/8), 6:30-10 pm

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

Register Online!

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.

Information Technology

Computer Fundamentals/Digital Literacy

New Introductory Courses coming this fall!

The new courses will provide you the confidence to succeed in understanding the technology used in today's jobs. In addition you will be prepared for the new Microsoft Technical Associate Certification which validates your fundamental knowledge and confidence using technology.

- WCOSY 0025 Introduction to Personal Computers, 9 Hours, Tuition \$179
- WCOSY 0030 Microsoft Windows 7 Basic, 9 Hours, Tuition \$179
- WCOSY 0031 Microsoft Windows 7 Advanced, 9 Hours, Tuition \$179
- WCOSY 0350 Microsoft Server Fundamentals, 9 Hours, Tuition \$179
- WCOSY 0325 Microsoft Networking Fundamentals, 9 Hours, Tuition \$179
- WCOSY 0310 Microsoft Security Fundamentals, 9 Hours, Tuition \$179

See also: Zoomers Computer Series, page 67.

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 C02, C51 & C71/ 6:30-9:30 pm Newtown Campus/ C02/ Tu, 10/2, Lower Bucks Campus/ C51/ Tu, 9/11 Upper Bucks Campus/ C71/ Mon, 9/10

Desktop Technician/Server Administrator

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 at A+ and Network+ are rec-ommended as part of the student's IT career path. You will have hands-on lab experience, which will include software installation and a brief in-troduction to networking trouble-shooting.

Newtown Campus / \$380 /WITAC 1001 C01/ 3 Tu & 3 Th, 8/21-9/13 (no class 9/4, 9/6), 6-10 pm

PC Repair/Operating Systems

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

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

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

Security+ Certification (64 Hours) ** NEW **



CompTIA Security+ is an international, vendorneutral 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/ \$799/WITAC 0511 C01/ 11 Sa, 9/15-12/1 (no class 11/24), 9 am-3:30 pm



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.

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

Coming soon CompTIA Healthcare IT Technician Certificate

Register Online!

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.

Software Applications

AutoCAD[®]2012 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 2012 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 draw-ings.

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. ACT 48/

\$625/ WCOAP 6064 WB1 & W50

Newtown Campus/WB1/4 Tu & 5 Th, 6/26-7/26 (no class 7/3), 6-10 pm

Lower Bucks Campus/W50/Mon-Fri, 8/6-8/10, 8:30 am-4:45 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.

Newtown Campus/\$745/WCOAP 6068 WB1/ 4 Tu & 5 Th, 8/2-8/30, 6-10 pm Approved Hours: 36 (Act 48, Engineers) [ACT 48]

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, 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/ C71/ 3 Th, 10/4-10/18 Approved Hours: 9 (Act 48, CPA) ACT 48

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 & 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/ 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, create and revise macros, more about customizing reports and maintaining their databases using the tools available within Access. \$240 (plus book fee)/ WCOAP 3034 C01, C50 & C71, 6:30-9:30 pm

Newtown Campus/ C01/ 4 Th, 8/9-8/30

Lower Bucks Campus/ C50/ 4 Tu, 11/27-12/18

Upper Bucks Campus / C71 / 4 Wed., 11/29 - 12/20 Approved Hours: 12 (Act 48, CPA) ACT 48

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 & C71/ 6:30-9:30 pm

Newtown Campus/ C01/ 3 Tu, 6/12-6/26,

Upper Bucks Campus/ C71/ 3 Tu, 10/9-10/23 Approved Hours: 9 (Act 48, CPA) ACT 48

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 & C71/6:30-9:30 pm

Newtown Campus/ C01/ 3 Tu, 7/10-7/24

Upper Bucks Campus/ C71/ 3 Wed, 11/7-11/21 Approved Hours: 9 (Act 48, CPA)

Continued on page 49

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 & C71 / 6:30-9:30 pm

Newtown Campus/ C01/ 3 Tu, 8/7-8/21

Upper Bucks Campus/ C71/ 3 Tu, 12/4-12/18 Approved Hours: 9 (Act 48, CPA) ACT 48/

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, C51 & C71/6:30-9:30 pm

Newtown Campus/ C01/ 1 Tu & 1 Th, 9/11-9/13

Lower Bucks Campus/ C51/ 2 Tu, 11/13-11/20

Upper Bucks Campus/ C71/ 2 Tu, 9/4-9/11 Approved Hours: 6 (Act 48)

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 7/2, 7/4)
Approved Hours: 60 (Act 48)

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 C50 & C71/ 6:30-9:30 pm

Lower Bucks Campus/ C51/ 5 Wed, 10/3-11/7 (no class 10/31)

Upper Bucks Campus /C71/ 5 Th, 8/30-9/27 Approved Hours: 15 (Act 48, CPA) ACT 48/

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, C51 & C71/6:30-9:30 pm

Lower Bucks Campus/ C51/ 2 Wed, 11/28-12/5

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 Approved Hours: 4 (Act 48, CPA)

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

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)

Continued on page 50

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.

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 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)



Introduction to Microsoft Project 2010 (24 Hours)

Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world's most popular project management software. Requirements: Microsoft Windows Vista or XP, Microsoft Project Standard 2010 are required. This software must be installed and fully operational before the course begins. Also required are Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). This course is not suitable for Macintosh

Online/ \$95/ ECOAP 0238 Approved Hours: 24 (Act 48)



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.

Programming/Web Development

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/ WCOSY 6019 C02 & C71/ 6:30-9:30 pm Newtown Campus/ C02/ 4 Th, 9/20-10/11 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 C02/ 12 Tu, 10/9-12/18 (no class 11/22) Approved Hours: 36 (Act 48)

Web Design Applications

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 / WCOAP 6511 C02 & C71 / 6:30-9:30 pm

Newtown Campus/ C02/ 4 Th, 10/25-11/15 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 WCOAP 6511 \$240 / WCOAP 6512 C02, C50 & C71 / 6:30-9:30 pm

Newtown Campus/ C02/ 4 Tu, 11/29-12/20 Lower Bucks Campus/ C50/ 4 Wed, 6/6-6/27 Upper Bucks Campus/ C71/ 4 Mon, 11/5-11/26 Approved Hours: 12 (Act 48)

Flash CS5 Level 1 (15 Hours)

You will learn how to integrate text, images, video and sound into your Web projects, create animations and application interfaces.

\$299 /WCOAP 6040 C50 & C70/ 6:30-9:30 pm

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) [ACT 48]

Flash CS5 Level 2 (15 Hours)

You will learn how to create vector paths, animate shapes, adjust movie clip properties, use Action Script 3.0, and use Adobe Media Encoder CS5 and review project management basics \$299 / WCOAP 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 / WCOAP 6516 C02, C51 & C71/6:30-9:30 pm

Newtown Campus/ C02/ Th, 10/18 Lower Bucks Campus/ C51/ Tu, 10/30 Upper Bucks Campus/ C71/ Mon, 9/24

Register Online!

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Computer Graphics

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/ 6:30-9:30 pm Newtown Campus/ C01/ 4 Mon, 10/22-11/12 Lower Bucks Campus/ C50/ 4 Mon, 6/11-7/9 (no class 7/2)

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.

Prerequisite: Illustrator Level 1 (WCOAP 6011) \$240 /WCOAP 6012 C01 & C50/ 6:30-9:30 pm Newtown Campus/ C01/ 4 Mon, 11/26-12/17 Lower Bucks Campus/ C50/ 4 Mon, 7/16-8/6 Approved Hours: 12 (Act 48) |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).

Upper Bucks Campus/ \$240/RCOAP 6010 C71/ 4 Tu, 10/9-10/30, 6:30-9:30pm Approved Hours: 12 (Act48)

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.

Prerequisite: Experience using Windows or MAC OS. Lower Bucks Campus/ \$240/WCOAP 6020 C50/4 Mon, 8/13-9/10, 6:30-9:30 pm (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.

Prerequisite: Photoshop Basic (WCOAP 6020) is recommended.

Lower Bucks Campus/ \$240/WCOAP 6021 C50/4 Mon, 10/15-11/5, 6:30-9:30 pm 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) 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) Upper Bucks Campus/ C70/ 5 Wed. 11/7-12/12 Approved Hours: 15 (Act 48) |ACT 48|

Professional Credentialing

(keeping credentials up-to-date)



Professional Credentialing

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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.

www.bucks.edu/LERNclasses

Designing Online Instruction

Online/ OCPED 1501 C30/ 5/21-5/25 Approved Hours: 16 (Act 48)

Building Online Communities in Cyberspace

Online/ OCPED 1502 C30/ 7/16-7/20 Approved Hours: 16 (Act 48)

Advanced Teaching Online

Online/ OCPED 1500 C30/ 8/20-8/24

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/ 6/4-6/29 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/ 6/4-6/29 Approved Hours: 16 (Act 48)

Online Learning and Teaching 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/ 6/4-6/29

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/ 7/2-7/27

Approved Hours: 16 (Act 48)



Generational Learning Styles for K-12 Teachers

Regardless of your age, it is always helpful to increase your understanding of how your current students learn and what your future students might need. Your students learn differently than you do. Come find out how to help your students learn more, and discover something new about yourself too! Explore fascinating information on the brain and how each generation has responded to their unique "cohort experience". You will acquire the skills and information needed to facilitate Gen Y and the emerging generation of learners. Understand how your own generational characteristics impact your learning AND your teaching. Come away with our top 20 generational techniques for helping your students learn more.

Online/ \$245/ OCPED 1555 C30/ 7/2-7/27 Approved Hours: 16 (Act 48) ACT 48/

Teaching Ethics to the Middle School Students

Ethics can often be a tricky subject to teach, especially to middle school students who are still early in the process of forming their own moral and ethical codes. Giving them a systematic approach to arrive at ethical decisions will prove beneficial to your students and to your classroom projects and discussions. *Joel Chodoroff, M.Ed.*

Upper Bucks Campus/ \$199/ OCPED 0580 C70/ Mon-Fri, 7/9-7/13, 9 am-noon

For additional Act 48 classes, see

- Fine Arts & Crafts, page 62
- Computer Fundamentals, page 46
- Computer Software Applications, page 48
- Foreign Language, page 59
- Certified Alcohol Counselors, page 56

Look for the Act 48 logo throughout the brochure.

The Creative Classroom: How to Put a New Spin on your Everyday Routine

All teachers can fall into ruts – it is bound to happen over the course of your career. While curriculums and educational buzzwords may change, the daily routines of your classroom often do not. By rethinking the way you do those mundane tasks, you can help make your class more exciting and interesting for everyone involved. *Joel Chodoroff, M.Ed.* Upper Bucks Campus/ \$199/ OCPED 0581 C70/ Mon-Fri, 7/16-7/20, 9 am-noon

The Show Must Go On: A Director's Survival Guide

Participating in a school play can be a wonderful experience for your students, but is often overwhelming to the director! This course provides you with organizational techniques and tips for creating a successful program. Explore the pitfalls and the problems while learning proven tips for consistently successful shows. *Kathleen Gaynor*, *M.Ed*

Newtown Campus/ \$149/ OCPED 0578 C01/ 8 Tu, 6/5-7/31 (no class 7/3), 8-9:30 pm Approved Hours: 12 (Act 48)

Theater Games NEW

Theatre games and activities provide an open ground for your students to connect, communicate, experience, respond, experiment, and discover. They are the best way to build an ensemble, develop skills, and brainstorm ideas in a variety of subject areas. Experience these activities as a student and learn first hand how to facilitate them. *Kathleen Gaynor, M.Ed.*

Newtown Campus/ \$149/ OCPED 0579 C01/ 8 Tu, 6/5-7/31 (no class 7/3), 6-7:30 pm Approved Hours: 12 (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.

ACT 48

Register Online!

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.

More Online Classes for Teaching Professionals

Visit our website at www.ed2go.com/bucks



A new section begins each month:

- June 20
- July 18

- August 15
- September 19

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

Classes are 6 weeks long and are approved for 24 Act 48 hours



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 for more details on what types of courses are approved.

BCCC Continuing Education Courses eligible for Engineering CEUs:

- Construction Classes, page 29
- Green Jobs Academy, page 16
- Lean Six Sigma, page 28
- Project Management, page 26
- DOE for Manufacturing, page 35
- AutoCAD[®] & Revit[®], page 48

Real Estate

Real estate licensees are required to take 14 hours of mandatory continuing education every two year period. The current reporting period will end May 31, 2014. Please watch for new offering for the 2011/2012 season.

Courses will include:

- Real Estate 101: General Practice
- Residential Real Estate
- Commercial Real Estate

- IRC §1031 Tax Deferred Exchanges Of Real And Personal Property
- PA Home Inspection Law
- Real Estate Financing
- Ethics for the Real Estate Professional

For further information, please contact Georgina Taylor, Center for Workforce Development: 215 968 8268 or taylorg@bucks.edu

Certified Alcohol Counselors

Parenting Isn't for Sissies!

How do you promote independence and responsibility? Are you experiencing difficult parenting questions that need answering? Learn techniques 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/ OCOUN 2285 C01/ 4 Tu, 7/10-7/31, 6:30-9:30 pm ACT 48 Approved Hours: 12 (Act 48, CAC)

Be an Advocate, Not a Bystander: Sexual Abuse and Assault in Children and Adolescents

We are continually hearing of more and more cases where children and adolescents are victims of sexual abuse and assault. Unfortunately, adults often become helpless bystanders rather than advocates for these victims. Learn how to be an advocate for children and adolescents who have been, or are at risk of being, sexually abused or assaulted. This course will discuss a range of sexual crimes affecting today's youth (including through the Internet), warning signs of abuse, consequences of abuse, characteristics of pedophiles and other sex offenders, and prevention tips.

Newtown Campus/ \$74/ OCOUN 2286 C01/ 2 Th, 6/14-6/21, 6:30-9:30 pm ACT 48 Approved Hours: 6 (Act 48, CAC)

Project Management

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

For complete description, see page 26.

Newtown Campus/\$479 (plus \$50 textbook fee)/ WSMCE 5403 C01/9 Wed, 6/6-8/9 (no class 7/4), 6-9:45 pm Approved Hours 31 (PMI)

Course II: Project Scheduling, Control & Post-Implementation Review (31 hours) Fall, 2012

Project Management Strategies Online:

For complete description, see page 26

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

(30 hours)

Online/ \$479 (plus \$87 for textbooks)/ WSMCE 5405 C20/ 6/4-7/9 Approved Hours: 30 (PMI)

Course II: Scheduling, Monitoring/ Controlling and Closing (**Post-Implementation**) (30 hours) Online/ \$479 /WSMCE 5406 C20/ 7/30-9/3

Approved Hours: 30 (PMI)

Introduction to Microsoft Project 2010

For complete description, see page 50. Online/ \$95/ ECOAP 0238 / a new section starts each month; see page 5 for upcoming dates

Microsoft Project 2010 Advanced Fall, 2012.

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



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 48
- Excel page 48-49

- Introduction to MS Outlook 2010- page 50
- Quickbooks page 49

Food Service Industry

SERVSAFE® Recertification

Classes in English & Chinese - For complete description, see page 27.

Personal Enrichment



Personal	Enric	hment
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American English as a Second Language	57	Life & Spirituality	61
Children, Youth, & Parenting		Music	
Culinary		Self Help Series by Philip Holder	65
Fine Arts, Crafts		Test Preparation	68
Foreign Language		The Community School	67
General Interest		Zoomers - 50+ Grownups on the Go!	66
Health & Fitness		Zoomers Computer Series	67
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American English as a Second Language

Free Placement Meeting!

Monday, May 14, 2012; 7-9 pm, in the Charles Rollins Center in Newtown (near the cafeteria). No registration needed—just come!

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

- Register early! Get \$20 off each class if you register by May 18!!
- To register, call 215-968-8409
- For ESL information, call 215-968-8413 or send an email to: shadym@bucks.edu
- Classes are 8 weeks long.
- For more English practice, sign up for 2 or more classes!

	Monday	Tuesday	Wednesday	Thursday
Beginning	ESL: All Skills	Writing	ESL: All Skills	Speaking
Intermediate*	ESL: All Skills	Writing	ESL: All Skills	Speaking
Advanced*	ESL: All Skills	Writing	ESL: All Skills	Speaking

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

Beginning ESL

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11	ICA	νιO	VVII	Calli	Pus

ESL Course 1A	Mondays and Wednesdays
LESLA 0006 C01	June 4-July 30 (no class 7/4), 7-9 pm
\$220 (includes text)	For students with very limited English skills

ESL Course 1B	Mondays and Wednesdays
LESLA 0007 C01	June 4-July 30 (no class 7/4), 7-9 pm
\$220 (includes text)	For advanced beginners, all English skills studied

Beginning Conversation Thursdays LESLA 0051 C01 June 7-July 26, 7-9 pm

\$140 (includes text) For high beginning and low intermediate speakers

Lower Bucks Campus

Beginning ESL Tuesdays and Thursdays LESLA 0006 C50 June 5-July 26, 7-9 pm \$220 (includes text)

For students with very limited English skills

continued on page 58

Intermediate ESL	
Newtown Campus	
Intermediate ESL 2A LESLA 0206 C01 \$220 (includes text)	Mondays and Wednesdays June 4-July 30 (no class 7/4), 7-9 pm All English skills studied
Intermediate ESL 2B LESLA 0207 C01 \$220 (includes text)	Mondays and Wednesdays June 4-July 30 (no class 7/4), 7-9 pm All English skills studied
Intermediate Writing LESLA 0205 C01 \$200 (includes text)	Tuesdays June 5-July 24, 6:30-9:30 pm For intermediate writers
Conversation/Culture LESLA 0209 C01 \$140 (includes text)	Thursdays June 7-July 26, 7-9 pm Speaking, cultural exchange, some reading
Intermediate Writing and Speakin	g Mondays and Wednesdays
LESLA 0214 C01 \$220 (includes text)	June 4-July 30 (no class 7/4), 7-9 pm For high intermediate students, to prepare for advanced level
Lower Bucks Campus	
Intermediate ESL LESLA 0206 C50 \$220 (includes text)	Tuesdays and Thursdays June 5-July 26, 7-9 pm All English skills studied

Mondays and Wednesdays June 4-July 30 (no class 7/4), 7-9 pm All English skills studied
Mondays and Wednesdays June 4-July 30 (no class 7/4), 7-9 pm All English skills studied
Mondays June 4-July 30 (no class 7/4), 7-9 pm Pronunciation/accent reduction, speaking
Tuesdays June 5-July 24, 6:30-9:30 pm Practical and formal writing, organization, editing
Tuesdays and Thursdays June 5-July 26, 7-9 pm All English skills studied

continued on page 59

Test Preparation

Lower Bucks Campus

IBT TOEFL Test Preparation ATEST 2502 C50

\$320 (includes text)

Tuesdays & Thursdays

June 5-July 26, 6:30-9:30 pm

Adv. English skills and practice tests for the TOEFL test

Foreign Language

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

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

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

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

Spanish

Carmen Violeta Vicente, B.S Newtown Campus/\$189 (plus \$30 book feesame book for all levels) Approved Hours: 20 (Act 48)

Course I: RLANG 0405 C01/8 Mon, 6/25-8/13, 6-8:30 pm

Course III: RLANG 0407 C01/ 8 Wed, 6/13-8/8 (no class 7/4) 6-8:30 pm

French

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

Norma Van Doren, M.A.

Approved Hours: 20 (Act 48)

Course I: RLANG 0001 C01 8 Tu, 6/5-7/24, 7-9:30 pm

Course II: RLANG 0002 C01 8 Mon, 6/4-7/23, 7-9:30 pm

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)



Italian

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

Newtown Campus/\$225 (plus \$20 book fee, same book for all levels)

Approved Hours: 25 (Act 48)

Course I: RLANG 0209 C01 5 Tu & 5 Th, 6/5-7/5, 7-9:30 pm

Course II:

RLANG 0214 C01 5 Tu & 5 Th, 7/17-8/16, 7-9:30 pm

Mandarin Chinese

Greg Tang, M.S.

Newtown Campus/\$159 (plus \$25 book fee; \$32 CD optional; same book for all levels)

Approved Hours: 16 (Act 48)

Course I: RLANG 0551 C01 8 Th, 6/28-8/16, 7-9 pm

Course II: RLANG 0552 C01 8 Mon, 6/4-7/23, 7-9 pm

German

Irmgard Linnhoff, B.S.

Course II:

Newtown Campus/\$189 (plus \$18 book fee payable to instructor)/ RLANG 0302 C01 8 Tu, 6/5-7/24, 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 II: RLANG 0801 C01

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

Approved Hours: 20 (Act 48)

All texts can be purchased in the Newtown

ACT 48

Campus college bookstore.
For bookstore hours, see: www.bucks.edu/bookstore or call 215-968-8459.

Children, Youth, & Parenting

Drivers' Education

(minimum age 15)
For complete description, see page 68.
Newtown Campus/\$110/ATEST 1510 C01-C02/
9 am-noon
C01/ Mon-Fri, 6/18-6/29

C01/ Mon-Fri, 6/18-6/29 C02/ Mon-Fri, 7/30-8/10



ACT Now! Achieving College Transitions Now

Please join us for this informative session that will help you succeed in college. ACT Now is designed to impact postsecondary education access and retention by improving secondary to post-secondary transition planning for students with physical, learning, visual, hearing and psychological disabilities. ACT Now develops knowledge, skills, and behaviors by delivering transition preparation that will help improve your opportunities for success in College.

Marie Cooper, M.S., & Marge Zipin, M.Ed. Newtown Campus/\$69 (plus \$5 materials fee)/ RCEGN 6608 C01/ 3 Wed, 7/11-7/25, 6-8 pm



Better than ever! This 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 a brochure sent to you or visit our website:.

Register early and plan for a great summer.

See Page 69 for this summer's line up of exciting camps.



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

Music

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 CA1

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 8 Th, 6/7-7/26, 6:30-7:30 pm Approved Hours: 8 (Act 48)

Guitar for the Adult Beginner, continued

This course picks up where "Guitar for the Adult Beginner" leaves off. It's still a class for the beginner and is open to anyone. This class is ideal for returning students as well as those that feel they are not an absolute beginner but not ready for anything too intense. Minimal experience is required. Completion of "Guitar for the Adult Beginner" is not mandatory. Must provide own guitar. *Don Leffler, B.M.*

Newtown Campus/\$89/RMUSC 1169 C01 8 Mon, 6/11-7/30 6:30-7:30 pm Approved Hours: 8 (Act 48)

Beatles 101

From "Here Comes the Sun" to "Blackbird" to "Let it Be', learn how to play and arrange Beatles music on the guitar. Some experience required. This class is ideal for people that have taken "Guitar for the Adult Beginner" and perfect for those that like to sing while playing the guitar. Must provide own guitar. Don Leffler, B.M.

Newtown Campus/\$89/RMUSC 1189 C01 8 Th, 6/7-7/26, 7:45-8:45 pm Approved Hours: 8 (Act 48)

Private Music Lessons

Banjo:

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:

Jeff Baumeister, M.M.

Flute: Carol Carpenter
Guitar: Don Leffler
Thomas Giacabetti
Oboe: Beth Benson
Piano: Elizabeth Crockett

Sanford Bender

Saxophone:Len PierroPercussion:Mark PultorakViolin:Russell HoffmanVoice: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



Life & Spirituality

Accessing Your Intuitive and Creative Self

The answers to all of our questions are within us. Learn to overcome the problems and barriers you may be experiencing and discover your own truthful answers. Dr. Philip Holder has appeared in many magazines, on radio, and on television and can help you understand and perhaps experience this amazing phenomenon. *Philip Holder, PhD*

Newtown Campus/\$35 (plus \$25 materials fee payable to instructor)/ RCEGN 6742 C01 Wed, 6/6, 6:30-9:30 pm

Have You Had a Spiritual Experience?

Many of us have experienced the wonder of a spiritual experience in our daily life. Explore the spiritual significance of dreams, out of body experiences, near death experiences, Soul Travel, experiences with the inner light and sound, experiences with inner guides such as angels, and most importantly, experiences of divine love. Discover active techniques to recognize the presence of divine spirit in your life and tap into this creative life source. *Dr. Peter V. Plumb and Lisa Gage*

Newtown Campus/\$29/ RHEAL 0033 C01 Tu, 7/17, 6:30-9:30 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 ourselves, 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/Tu, 6/19, 6:30-9:30 pm

See Also -

- Reiki, page 12
- Traditional Chinese Medicine for Everyday Living, page 15

Register Online!

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.

Fine Arts, Crafts

Wood Turning For Adults

From tree to bowl, learn to shape a rough piece of wood into a masterpiece you can cherish. In this hands-on intensive workshop, explore ap-propriate tool selection, lathe selection, sharpening, safety, sanding and finishing. In addition to daily demonstrations, you will spend most of your time working on your project, with a separate one-way lathe available for each student. Limited enrollment, so sign up early. *Ed Ryan*

Newtown Campus/\$399 (plus \$50 materials fee payable to instructor)/RFNRT 3311 C01
Mon-Fri, 6/25-6/29, 8:30 am-4 pm
Approved Hours: 35 (Act 48)

Plein Air Painting – Weekend Workshop

Join us for an intensive two day workshop in landscape painting at sites near the college. Working with oil paints, 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. Please bring bag lunch. A materials list is available on request. *Larry Chestnut, B.A.*

Newtown Campus/\$99/RFNRT 2517 C01 2 Sa, 6/9-6/16, 9 am-2 pm Approved Hours: 9 (Act 48)

Alla Prima Painting

The artist Cecilia Beaux was advised by seascape artist Alexander Harrison to take up plein air painting....to help her portrait and figure painting. The idea was to quickly render the subject before the subject moved or the environment changed. Thus, the idea of premier coup or Alla Prima painting began, where a painting is completed in one or two sittings with minimal touch-up. Learn the necessary techniques to complete a painting in a short time period from a still life or a live model. Emphasis will be on quick interpretation, color, technique, and composition. A materials list is available on request. Larry Chestnut, B.A.

Newtown Campus/\$149 (plus approx. \$175 materials) /RFNRT 2526 C01 6 Tu, 6/26-7/31, 6-9 pm Approved Hours: 18 (Act 48)

Fused Glass Jewelry

Create beautiful fused glass jewelry in this fun class. Fused glass is the art of layering glass pieces and then heating to extreme temperatures in the kiln to make a smooth glass piece. We'll create a 2"x10" piece during week one and spend week two cold working our pieces with a saw and grinder to turn that fused 2"x10" piece into multiple pendants and earrings. Week three we'll complete the final touches by wire wrapping, gluing on a finding or drilling a hole for a jump ring. Leanne Purkis Blevins

NEW

Newtown Campus/\$75 (plus \$45 materials fee payable to instructor) /RFNRT 0454 C01 3 Mon, 6/4-6/18, 6:30-9 pm Approved Hours: 7.5 (Act 48)

Learning to Sew... to Finish What you Started

Did you ever start, and then abandon a sewing project because you got frustrated and didn't know how to continue? Now is the time to complete your project! Receive expert instruction and guidance to turn your half-done project into a completed garment that you can be proud of. Students MUST bring their incomplete garment, pattern envelope with all instructions and materials/supplies to first class, including portable sewing machine in good operating order, instruction manual and sewing supplies to every class. No alterations projects please. This course is designed for the advanced beginner to intermediate sewers. Approximate cost of materials \$75 depending on what sewing supplies you own. (A materials list will be mailed before the class begins.) Paula Molino, M.Ed.

Newtown Campus/\$149/RFNRT 5008 C01 4 Mon, 6/4-6/25, 6:30-9:30 pm Approved Hours: 12 (Act 48)

Register Online!

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.



Culinary

Taking the Mystery Out of Indian Cuisine

Chicken Tikki Masala, Aloo Gobi, Curries and more; these sound pretty exotic, but they are easy to make, and so delicious! Discover the mysteries of cooking mouthwatering and healthy South Asian Indian cuisine, with hands-on cooking lessons while learning the cultural background of these regional dishes. Take the fear factor of hot and spicy out of the picture by choosing to make the dishes spicy or non-spicy based on your own individual tastes. You will receive a starter spice pack which you can use at home, along with simple recipe handouts. Demystify this extaordinary cuisine! Note: Some dishes contain nuts. *Gargi Seshadri, M.S.*

Newtown Campus/\$169 (plus \$50 materials fee payable to instructor) /RCULI 4055 C01 6 Wed, 6/6-7/18 (no class 7/4), 6:30-9:30 pm Approved Hours: 18 (Act 48)

Wok 'N Walk Tour of Chinatown Great Mother's Day Gift!

Join Celebrity Chef Joseph Poon and his team on this insider's tour of the history, culture and food of Chinatown. Chef Poon and his team conduct a Chinese calligraphy and writing demonstration, a Chinese vegetable carving lesson and walking tour of the chef's community including stops at a fortune cookie factory, Asian Supermarket with discussion of Chinese herbs, Chinese place of worship, a Chinese bakery and more. 2:30 pm tour followed by meal. *Chef Joe Poon*

PLEASE NOTE: Class will be held at Chef Kitchen at 1010 Cherry Street, 2nd floor, Philadelphia. Directions will be included with confirmation. \$65 (includes meal) /RCULI 2801 CA1 Su, 6/10, 2:30-5:30 pm ACT 48/

General Interest

Let's Get Organized! Series NEW

Leslie Robison has been a professional Organizer since 1999, an Accredited Certified Coach with the ICF, as well as a Certified Professional Organizer in Chronic Disorganization, a Master Trainer and an author of training materials for the Institute for Challenging Disorganization.

Upper Bucks Campus/each workshop \$29, or all four for \$99/ Mondays, 7-9 pm

Beat the Clock with Time Management

Time and attention are increasingly limited as demands increase. Understanding and using time management techniques improves credibility, reduces energy- and focus-stealing stress, and creates better relationships. We'll talk about different ways to view, plan and use time to have more fulfilling and productive days.

RCEGN 6763 C70/Mon, 6/4

Organize My House!

We'll go room by room, developing a plan to organize and maintain every corner of your home. You'll reduce stress, save money and live a better life when your home is under control. Includes how to set up a home office.

RCEGN 6761 C70/Mon, 6/11

What do I do with All these Papers? Paper Clutter Control

Bombarded with paper and electronic information? Papers all over the place? Manage it by developing good systems that reduce overwhelm so you can find what you need, when you need it. RCEGN 6764 C70/Mon, 6/18

Speed Cleaning

Love to waste time cleaning the house? Learn to get it done faster, better and with less effort. No matter how many years you've been cleaning, you'll be amazed at how simple changes can save lots of time.

RCEGN 6765 C70/Mon, 6/25

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.

Home Renovations Series



Does your house need to be renovated, but you don't know where to begin? Here you will learn the fundamentals to get the job done right - by YOU! The first day of each course will be lecture; the second will be a hands-on lab. Feel that sense of pride and accomplishment when you complete a home improvement project on your own! Tools for course will be supplied by instructor. *John Homan, B.S.*

Lower Bucks Campus (Green Jobs Academy for lab hours)/each course \$85, all three for \$234/Wed, 6:30-9:30 pm / Approved Hours each course: 6 (Act 48)

Plumb-In-Luck...Plumbing for the Homeowner

Learn about the residential plumbing system. Working with copper and plastic pipe, learn the process of sweating or solvent welding, and how to properly configure plumbing in your home. \$25 materials fee payable to instructor. RCEGN 5966 C50/2 Wed, 6/6-6/13

Wired! Electrical Wiring for the Homeowner

Learn the basics of electrical wiring; topics include the double pole electrical switch, three-way switch, and GFCI receptacle, ceiling fans, light fixtures, and circuit breaker panels. Hands-on experience will include assembling an electrical board, a GFCI circuit, and a three-wire system. \$25 materials fee payable to instructor. RCEGN 5967 C50/2 Wed, 6/20-6/27

Drywall Installed!

Learn how to install and repair drywall. Methods of repair for cracks, holes and finishing methods will be emphasized. extended edges, adhe-sive patch, and the string method Installation of walls, and ceilings will also be covered as well as the use of the proper tools and materials. \$15 materials fee payable to instructor.

RCEGN 5968 C50/2 Wed, 8/8-8/15

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.I.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

Read Like a Writer

As we read for our own pleasure, or to share at a book club, it can be frustrating when we don't understand everything the author intends. Learn to enjoy reading so much more by discovering the techniques authors employ to hold your interest, and make you want to read the same book time and time again. You'll not only learn what they do but how and why they do it. Learn the difference between plot and story, showing and telling. Learn how the narrator makes or breaks a story. Enjoy dialogue more by noticing the intricacies of it. You'll find that knowing how writing works will greatly increase your enjoyment of reading. *Roman Griffen, Freelance Writer*

Newtown Campus/\$99/RCEGN 1529 C01 ACT 48 6 Wed, 6/6-7/18 (no class 7/4), 7-9 pm Approved Hours: 12 (Act 48)

Write Better...Write Away

Whether you'd like to improve your writing at work, you're looking to write creatively, or want to polish up what goes into your social networking, this class will help rid you of the angst that writing can cause and put you on the "write" track. Learn the parts of speech and how to use words along with proper punctuation to form the perfect sentence. Improve the flow of your sentences to form a concise paragraph and link paragraphs together to form a clear body of writing. Not only will you be able to avoid the most common mistakes but you'll see how to spot your mistakes and correct them before they cause you trouble! *Roman Griffen, Freelance Writer*

Newtown Campus/\$99/RCEGN 1520 C01 6 Wed, 7/25-8/29, 7-9 pm Approved Hours: 12 (Act 48)



Self Help Series by Philip Holder

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 \$25 materials fee payable to instructor)/RHEAL 0047 C01 Tu, 6/26, 6:30-9:30

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 \$25 materials fee payable to instructor)/RHEAL 0046 C01 Th, 6/7, 6:30-9:30 pm

Women's Self Defense

This is NOT a typical "Self Defense Class"; we do not believe that anyone can learn to beat up a 6'2", 250-pound attacker in one easy lesson. Instead, discover the emotional and physical skills and awareness that are vital to provide for your personal protection and sense of well being. You will learn ways to avoid dangerous situations, to reduce the level of threat to a more manageable level if you are confronted by an attacker, to maintain your composure and to manage stress under pressure. Most importantly, find ways to create a window of opportunity for escape. Dr. Philip Holder is a Kung Fu Grandmaster, and has appeared in many magazines and on television teaching and demonstrating numerous aspects of martial arts and self-defense.

Newtown Campus/\$39 (plus \$25 materials fee payable to instructor)/RHEAL 4502 C01 Wed, 6/27, 6:30-9:30 pm

Learn to Dance the Jive!



Come and experience the joy of partner dancing. In just three weeks, you too will learn to dance the ever-popular Jive, as seen on DANCING with the STARS*. It is easy to learn, and fun to do! Singles are welcome. There will be end-of-class practice time. *Margaret Menhardt*

Newtown Campus/RFTNS 6038 C01/\$45 per person; \$89 per couple 3 Th, 6/14-6/28, 7:15-8:15 pm

Tai-Chi Chuan

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

Newtown Campus/\$89/RFTNS 0512 C01 8 Tu, 6/19-8/7, 7-8 pm

Golf

Mad Golfer Golf Club, 114 Street Road, Southampton, PA 18966

Jean Platt Spencer, LPGA Class A Professional (Classes will be held rain or shine.)

Introduction to Golf

You too can be a golfer! You will be introduced to the game of golf, including swing basics and necessary information to create a comfort level on the course.

\$69 (plus \$15 for golf balls and use of facility)/ RFTNS 0012 CA1-CA2 CA1/ 4 Sa, 6/2-6/23, 8:30-9:30 am CA2/ 4 Tu, 6/5-6/26, 5-6 pm

Golf - Spring Tune-up

Tune up your game and get ready for the golf season! \$39 (plus \$10 for golf balls and use of facility)/ RFTNS 0016 CA1 CA1/ 2 Th, 5/17-5/24, 5-6 pm

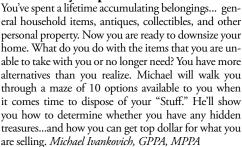
Golf – Two-Hour Refresher

Polish up your game as you enjoy the golf season! \$39 (plus \$10 for golf balls and use of facility)/ RFTNS 0016 CA2-CA3 CA2/ Th 6/7, 5-7 pm CA3/Th 7/12, 5-7 pm

Zoomers - 50+ Grownups o<u>n the Go!</u>

NEW

Home Downsizing in Four Easy Steps



Newtown Campus/\$19/RCEGN 6677 C01 Tu, 6/26, 7-9 pm

Plein Air Painting

The French impressionists changed the face of painting in Europe in the 19th century by discovering the joy of painting plein air (outdoors). Following in the footsteps of Monet, Manet, Renoir, and Boudin, come paint the surrounding landscapes focusing on atmosphere and light. Working in the medium of your choice (Newtown course will focus on Oils) we will explore technique, composition, and color theory. We will initially meet in the classroom to go over equipment and materials, and then paint at various beautiful locations in the area. Each class will explore a different composition and landscape subject. Ongoing critique will be given as the instructor works with each student individually and the class will end with a final group critique. Must provide own transportation. Class will be rescheduled for inclement weather. Various media will be discussed, and materials lists will be provided first day of class. Approx. \$100-\$150 for new materials, but students welcome to bring what they have. \$89/RFNRT 2508 C01 & C70

C01/ Newtown Campus/6 Fri, 6/8-7/20 (no class 6/15), 4-7 pm/ Larry Chestnut, B.A.

C70/ Upper Bucks Campus/6 Tu, 6/5-7/10, 9:30 am-12:30 pm/ *Joan Feiss, A.A.*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/Tu, 6/5, 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 2 Mon & 2 Th, 6/4-6/14, 6:30-9:30 pm

Hand and Foot (Card Game)

This is another fun and easy card game, similar to Canasta. Hand & Foot is becoming very popular and can be played with 2-4 players, in pairs or individually. Bring a friend, and learn something new! *Neilia Makadok, B.S.*

Newtown Campus/\$25 (plus \$2 materials fee payable to instructor)/

RCEGN 5021 C01/ Wed 6/6, 6:30-9:30 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. *Timothy Aufmuth*

Newtown Campus/\$0 / RCEGN 8050 C01 Tu & Wed, 6/19-6/20, 6-10 pm

Lower Bucks Campus/\$0 / RCEGN 8050 C50-C51, 6-10 pm C50/Tu & Wed, 7/24-7/25 C51/Wed & Th, 8/15-8/16

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-C03 C01/Mon, 6/4, 6-10 pm C02/ Mon, 7/9, 6-10 pm C03/ Mon, 8/6, 6-10 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, 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. Gargi Seshadri, M.S.

Newtown Campus/\$49/ RCOSY 8021 C01 3 Wed, 6/13-6/27, 1-3 pm Approved Hours: 6 (Act 48) ACT 48

I Have a Mac Computer – Help! NEW An Introduction to Macintosh Os 10 Lion

Many of you have a Macintosh computer, and find it difficult to learn to navigate in this useful system. This course will show you how to work proficiently in the Mac OS X environment by managing files, customizing your work environment, and creating files using applications. Must know how to turn on a computer and operate a computer mouse before taking this class. Karen Rodriguez, B.A.

Newtown Campus/ \$85 (includes text)/ RCOSY 8025 C01-C02 C01/ 3 Tu, 6/12-6/26, 2-5 pm C02/ 3 Wed, 8/1-8/15, 6-9 pm Approved Hours: 9 (Act 48)



Microsoft Word 2010

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

Newtown Campus/\$99 (includes text and CD)/ RCOAP 8011 C01 4 Tu, 7/10-7/31, 1-4 pm Approved Hours: 12 (Act 48)

Microsoft PowerPoint 2010

MS PowerPoint will allow you to make creative and professional looking presentations. Learn to use fonts and manipulate text, and discover how graphics, tables and charts can enhance the content of the presentation. Explore the use of animations sounds, and transitions. Finally, learn strategies to effectively present to an audience and bring it all together for a final presentation. Gargi Seshadri, M.S.

Newtown Campus/\$79 (includes text and CD)/ RCOAP 8021 C01 ACT 48 4 Th, 7/12-8/2, 1-3 pm Approved Hours: 8 (Act 48)



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

- Culinary Arts
- Computers & Digital Driver's Ed. Photography
- Languages
- Hobbies
- Fitness

 - · Fine Arts & Crafts

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

Fall Classes held September-November

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

Register for classes through Bucks County Community College at 215-968-8409, online at www.bucks.edu/communityschool or fax form from inside back cover to 215-968-8320.

> 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.

Test Preparation

College Entrance Boards Tutoring Course (SAT/PSAT)

Newtown Campus/\$229 /ATEST 1503 C01/ Mon-Th, 7/23-8/2, 9 am-noon

Newtown Campus/ \$259 (plus text)/ ATEST 1502 C01-C07

C01/ 8 Wed, 8/8-10/3 (no class 9/26), 6-9:30 pm C02/ 8 Sa, 8/25-10/27 (no class 9/1, 10/20),

9 am-12:30 pm

C03/ 8 Sa, 9/29-11/17 (no class 10/20), 9 am-12:30 pm C04/ 8 Sa, 11/17-1/19/13 (no class 11/24, 12/29),

9 am-12:30 pm

C05/ 8 Sa, 1/12/13-3/2, 9 am-12:30 pm

C06/ 8 Sa, 3/2-4/278 (no class 3/30), 9 am-12:30 pm

C07/ 8 Sa, 4/6-5/25, 9 am-12:30 pm

Lower Bucks Campus/ \$259 (plus text)/ ATEST 1502 C50/ 8 Tu, 9/11-10/30, 6-9:30 pm

Upper Bucks Campus/\$259 (plus text)/ ATEST 1502 C70/ 8 Mon, 1/7-3/4 (no class 1/21), 6-9:30 pm

Graduate Record Exam Preparation Course (GRE)

George Haiduck, B.S.
Newtown Campus/ \$299 (plus \$30 for texts and computer CD)/ATEST 1521 C01/

8 Mon, 6/4-7/23, 6-9 pm **GMAT Preparation**

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

(A) Q(1)

Online/ \$95/ ETEST 0030

LSAT Preparation - Part 1

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

Online/ \$95 (plus \$19 text; same text for both courses)/ ETEST 0020

LSAT Preparation - Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers.

Online/ \$95 (plus \$19 text; same text for both courses)/ ETEST 0021

IBT TOEFL Test Preparation

Adv. English skills and practice tests for the new TOEFL test

Lower Bucks Campus/\$320/ATEST 2502 C50/ Tu & Th, 6/5-7/26, 7-9 pm



Drivers' Education (minimum age 15)

Hit the road knowing what to look for and how to react. This 30-hour course will cover the Pennsylvania Driver's manual and all phases of defensive driving, including adverse weather conditions, effects of drug and alcohol abuse, and rules of the road. Completion of this course with approved on-the-road driving instruction may make beginner teen drivers eligible for reduced insurance rates. Students do not need a permit or license to begin this class (minimum age 15). Attendance at all classes is required. *Duncan Driving School*

Newtown Campus/\$110/ATEST 1510 C01-C02/9 am-noon

C01/ Mon-Fri, 6/18-6/29 C02/ Mon-Fri, 7/30-8/10

ACT Now!

Achieving College Transitions Now For complete description, see page 60 Marie Cooper, M.S., & Marge Zipin, M.Ed.

Newtown Campus/\$69 (plus \$5 materials fee)/ RCEGN 6608 C01/ 3 Wed, 7/11-7/25, 6-8 pm

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, 6/5-7/17 (no class 7/3)

ATEST 1535 C01 (verbal)/ 6 Th, 6/7-7/19 (no class 7/5)

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 needed 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.

Kids On Campus - Camps 2012



ATTENTION, PARENTS/GUARDIANS

In order to provide for your child's safety, the College does not permit any child on campus without proper supervision. If you find it necessary to drop off your child early, or pick up your child after camp hours, you must register him/her in the BUCKS Extended Hours program as listed below (Newtown Campus only):

7 - 9 am \$38/week (\$32 week of 7/2) 3:30 - 6 pm \$55/week (\$44 week of 7/2) \$70/week (\$56 week of 7/2) am & pm

SUPERVISED ACTIVITIES WILL BE PROVIDED AND ARRANGEMENTS TO REGISTER MAY BE MADE ON A WEEKLY BASIS THROUGH THE SUMMER.

CALL THE TRI-HAMPTON YMCA AT 215-579-6200 FOR DETAILS.

CAMPS AT OUR UPPER BUCKS CAMPUS



JULY 9

ACE (AVIATION CAREER EDUCATION) ACADEMY (ages 10-14)

Nick Walton \$275 / ACHYC 0324 C01

PODCASTING (ages 7-9)

\$249 / RCHYC 5009 C70

STUDY SKILLS FOR SAVVY STUDENTS

(ages 9-12) Half Day Camp - 9 am-noon only! Marie Mueller, M.Ed. \$129 /ATEST 2001 C70



JULY 16

LEGO ANIMATION

(ages 9-12) Kara Chrin, B.A. \$249 (includes all materials/ RCHYC 5031 C70

WIZARDS CAMP (ages 7-9) NEW

Susan Ewart \$249/ RCHYC 5101 C70

PROJECT FASHION (ages 11-14) NEW



Amanda Schreffler, B.S. \$269/ RCHYC 5103 C70

JULY 23

GAME MAKER (ages 11-14)

Staff \$269 /RCOAP 3067 C70

INCREDIBLE EDIBLE ART (ages 9-12)

Allison Farrell, B.S. \$249 /RCHYC 5094 C70

SUPER SUMMER READERS NEW



(ages 7-9) lessica lefferis, M. Ed. \$249/ RCHYC 5969 C70

Please Note: There is no before or after care available at the Upper or Lower Bucks Campuses.

CAMPS AT OUR NEWTOWN CAMPUS



JUNE 18

3D SCULPTURE FOR MULTIDI-MENSIONAL KIDS (ages 7-9)

Jamie Ulkloss, M.Ed. \$284 /RCHYC 5028 C01

CAPTURE THE MOMENT NEW



(ages 10-13) Alexis Amiet \$249 / RCHYC 5430 C01

CREATURE FEATURE (ages 7-9) NEW



Amanda Schreffler, B.S. \$249 / RCHYC 5071 C01

DECATHLON CAMP: TRACK, FIELD & FITNESS (ages 7-13+)

Coach Stephan Harnish, B.S. \$249 /RCHYC 5617 C01

FOTOFUN (ages 10-13)

Stephen Cohen, B.F.A. \$249 / RCHYC 5326 C01

GUARDSTART: LIFEGUARDING TOMORROW (ages 11-14)

Jamie Bintliff \$269 / RCHYC 5632 C01

HELLO FIESTA! (ages 10-13)

Nancy DeCarvalho \$249 / RCHYC 5930 C01

KID KUISINE I (ages 10-13) FULL!

Earl R. Arrowood, CCC, CCE, FMP, AAC, M.Sc. & Chef John Angeline, CEPC, MBA \$324 / RCHYC 5701 C01

LEGO ANIMATION (ages 10-13) FULL!

Kris Fontes, B.F.A., N.B.C.T. \$249 (includes all materials/ RCHYC 5031 C01

LEGO ROBOTICS (ages 10-13) FULL!

Scott Freedman, M. Ed. \$259 (does not include a robot)/ RCHYC 5425 C01

MICROSOFT OVERVIEW NEW



(ages 10-13+) Karen Rodriguez \$249 / RCOAP 3075 C01

MOUNTAIN BIKING / DISC GOLF

(ages 8-16) Barbara Kuronya, B.S. \$267 /RCHYC 5623 C01

POETRY PROJECT (ages 7-9) **NEW**



Susan Ewart \$254 / RCHYC 5017 C01

SEWING BEAUTIFUL BAGS (ages 13+)

Betsy Kruse, M.B.A. \$269 / RCHYC 5080 C01

SKETCHUP: 3D COMPUTER MOD **ELING** (ages 11-13+)

Remy Kass \$249 / RCOAP 3077 C01

SPORTS BANANZA (ages 5-6)

Kathryn Palkovics, B.S. \$249 /RCHYC 5634 C01

UNDER THE BIG TOP (ages 7-9) NEW



Faith Benamy \$269 /RCHYC 5058 C01

UNDER THE SEA (ages 5-6)

Emily Coombs, B.S. \$249 /RCHYC 5925 C01

WANNA BE A STAR - 2 WEEK-CAMP (ages 7-9) FULL!

Kim Hunt, B.A.

\$399 /RCHYC 5010 C01

WELCOME TO BEAR COUNTRY (ages 5-6)

Simrit Khalsa, B.S. \$249 /RCHYC 5927 C01

JUNE 25

AMERICAN GIRL CAMP (ages 7-9) **FÚLL!**

Amy Millar, B.A. \$259 / RCHYC 5089 C01

ART EXPRESSIONS (ages 10-13)

Donna Kutz Ermers, M.F.A. \$254 /RCHYC 5046 C01

AWESOME ARTISTS (ages 7-9)

Jamie Ulkloss, M.Ed. \$279 /RCHYC 5023 C01

BASKETBALL (ages 8-15)

Coaches Ron Chiarolanza & John Senske \$249 / RCHYC 5601 C01

CSI - CRIME SCENE INVESTIGATION **FULL!**

(ages 10-13) Valerie Ciaramella \$249 / RCHYC 5332 C01

DECATHLON CAMP: TRACK, FIELD & FITNESS (ages 7-13+)

Coach Stephan Harnish, B.S. \$249 /RCHYC 5617 C02

DIGGING DINOS (ages 5-6)

Emily Coombs, B.S. \$249 /RCHYC 5926 C01

ENVIRONMENTAL EXPLORERS -PART 2 (ages 10-13) FULL!

\$249 /RCHYC 5305 C01

FABULOUS FISHING (ages 10-13) FULL!

Lou Pollack, M.Ed.

\$289 (includes all materials and transportation)/ RCHYC 5614 C01

GAME MAKER (ages 10-13+) FULL!

Fran Margolis, M.Ed.

\$269 /RCOAP 3067 C01

GET CRAFTY WITH PAPER (ages 10-13)

Chevon Beeco Helms, M.Ed. \$269 / RCHYC 5083 C01

HELLO FIESTA! (ages 10-13)



Nancy DeCarvalho

\$249 / RCHYC 5930 C02

KID KUISINE I (ages 10-13) - FULL!

Earl R. Arrowood, CCC, CCE, FMP, AAC, M.Sc. & Chef John Angeline, CEPC, MBA \$324 / RCHYC 5701 C02

LEGO ANIMATION (ages 7-9) - FULL!

Kara Chrin, B.A.

\$249 / RCHYC 5031 C02

LEGO ROBOTICS (ages 10-13) FULL!

Scott Freedman, M. Ed.

\$259 (does not include a robot)/ RCHYC 5425 C02

MOCK TRIAL (ages 13+)

Diane M. Rice, Esquire \$249 / RCHYC 5724 C01

PAINTING WITH LIGHT NEW



(ages 10-13+) Amanda Schreffler, B.S. \$249 /RCHYC 5096 C01

RECIPE FOR SCIENCE (ages 5-6)

Kathryn Palkovics, B.S. \$249 /RCHYC 5922 C01

ROBOTICS/ROCKETRY I (ages 10-13)

Brad Monti, B.S.& Brian Ulkloss, M.A. \$329 /RCHYC 5428 C01

SCRATCHIT! (ages 7-9)

Stephen Cohen, B.F.A. \$249 / RCHYC 5092 C01

SEUSS ON THE LOOSE (ages 5-6)

Simrit Khalsa, B.S. \$249 /RCHYC 5923 C01

A STITCH IN TIME (ages 7-9)

Betsy Kruse, M.B.A. \$259 /RCHYC 5076 C01

SUPERGYM (ages 5-6)

Erica Hellerstein, B.S. \$249 / RCHYC 5630 C01

ULTIMATE ESCAPES (ages 7-9) FULL!

Edward Obert-Thorn, B.S. \$249 /RCHYC 5329 C01

JULY 2

ADVENTURE GAMES (ages 10-13+)

Erica Hellerstein, B.S. \$269 / RCHYC 5812 C01

ART EXPRESSIONS (ages 5-6)

Donna Kutz Ermers, M.F.A. \$204 /RCHYC 5046 C02

BASEBALL - PITCHING & HITTING CLINIC (ages 7-13)

Stephen Carvin \$199 /RCHYC 5600 C01

DISNEY PRINCES AND PRINCESSES

(ages 5-6)

Lindsay Jenkins, B.S., M.A.. \$204 / RCHYC 5928 C01

DREAMWEAVER (ages 10-13+)

Karen Rodriguez \$199 /RCOAP 3071 C01

FABULOUS FISHING (ages 7-9)

Lou Pollack, M.Ed.

\$239 (includes all materials and transportation)/ RCHYC 5614 C02

INCREDIBLE, EDIBLE EXPERI-MENTS AND KITCHEN MAGIC!

(ages 5-6) Simrit Khalsa, B.S. \$204 /RCHYC 5304 C01

INTRODUCTION TO FLASH (ages 10-13+)

John Sheridan, M.M.

\$199 (includes materials)/RCOAP 3069 C01

KID KUSINE - BAKING I (ages 10-13)

Earl R. Arrowood, CCC, CCE, FMP, AAC, M.Sc. & Chef John Angeline, CEPC, MBA \$289/RCHYC 5710 C01

LEGO ANIMATION (ages 10-13) FULL!

Kara Chrin, B.A.

\$199 (includes all materials/ RCHYC 5031 C03

LET'S GET MOVING! (ages 10-13+) NEW



Gina Ranelli, M.Ed \$245 / RCHYC 5813 C01

MUSICAL THEATER - 3 WEEK CAMP **FULL!** (ages 10-13+)

Kim Hunt, B.A.

\$499 /RCHYC 5049 C01

PODCASTING (ages 7-9)

Staff

\$199 / RCHYC 5009 C01

PROJECT FASHION (ages 10-13+) NEW



(ages 10-13+) Amanda Schreffler

Personal Enrichment

TOTALLY SKATEBOARD (ages 9- 13+)

Barbara Kuronya, B.S. \$244/ RCHYC 5627 C01

TOYS AND SEW MUCH MORE

(ages 7-9) Betsy Kruse, M.B.A. \$209 /RCHYC 5086 C01

ULTIMATE ESCAPES (ages 7-9) FULL!

Edward Obert-Thorn, B.S. \$199 /RCHYC 5329 C02

WIZARDS CAMP (ages 7-9) NEW



Susan Ewart

\$204 / RCHYC 5101 C01 FULL!

JULY 9

AMERICAN GIRL BITTY NEW **EDITION** (ages 5-6)

Amy Millar, B.A.

\$269 / RCHYC 5095 C01

ART EXPRESSIONS (ages 7-9)

Donna Kutz Ermers, M.F.A. \$254 /RCHYC 5046 C03

BOOKS, CRAFTS & GIRLS



(ages 7-9) Emily Nellinger \$249 / RCHYC 5525 C01

CRAFT KALEIDOSCOPE (ages 5-6)

Kathryn Palkovics, B.S.

\$249 (includes materials)/RCHYC 5024 C01

CREATING WORD PICTURES

(ages 10-13) Stephen Cohen, B.F.A. \$249 / RCHYC 5084 C01

CSI - CRIME SCENE INVESTIGATION

(ages 10-13) Denise Reilly, M.Ed. \$249 / RCHYC 5332 C02

DANCE, DANCE, DANCE! (ages 7-9)

Colleen Cunnius, B.S. \$249 / RCHYC 5065 C01

DIGITAL PHOTOGRAPHY (ages 10-13)

Christian Anderson B A \$249 /RCHYC 5423 C01

ENVIRONMENTAL EXPLORERS -PART 2

(ages 10-13) Rebecca Obert-Thorn, M.Ed. \$249 /RCHYC 5305 C02

GO WILD! (ages 5-6)

Becky Evanitsky, M.Ed. \$249 / RCHYC 5915 C01

HOGWARTS (ages 10-13)-FULL! NEW



Valerie Ciaramella \$269 / RCHYC 5102 C01

JAZZ WORKSHOP (ages 10-13+)

Beginners-Intermediate

John Sheridan, M.M. \$274/RCHYC 5035 C01

"KID KUSINE" - BAKING I (ages 10-13) **FULL!**

Earl R. Arrowood, CCC, CCE, FMP, AAC, M.Sc. & Chef John Angeline, CEPC, MBA \$329 /RCHYC 5710 C02

LEGO ANIMATION (ages 10-13)- FULL!

Kris Fontes, B.F.A., N.B.C.T. \$249 / RCHYC 5031 C04

LET'S GET MOVING (ages 10-13+) NEW



Gina Ranelli, M.Ed \$275 / RCHYC 5813 C02

MOCK TRIAL (ages 10-13)

Diane M. Rice, Esquire \$249 / RCHYC 5724 C02

MOUNTAIN BIKING / DISC GOLF

(ages 8-16) Barbara Kuronya, B.S. \$267 /RCHYC 5623 C02

ROBOTICS /ROCKETRY I (ages 10-13)

Brad Monti, B.S. & Brian Ulkloss, M.A. \$329 /RCHYC 5428 C02

SHAKESPEARE'S THEATER NEW



(ages 10-13+) Susan Ewart \$269 / RCHYC 5020 C01

SUPER SUMMER READERS NEW



(ages 7-9) Jessica Jefferis, M. Ed. \$249 / RCHYC 5969 C01

TENNIS, ANYONE?? (ages 9-15)

John Senske

\$249 /RCHYC 5606 C01

ULTIMATE ESCAPES (ages 7-9) FULL!

Edward Obert-Thorn, B.S. \$249 /RCHYC 5329 C03

JULY 16

AMERICAN GIRL CAMP (ages 7-9) JUST ADDED!

Amy Millar, B.A. \$259 / RCHYC 5089 C03

BASKETBALL (ages 8-15)

Coaches Ron Chiarolanza & John Senske \$249 / RCHYC 5601 C02

BEGINNER GOLF HALF DAY CAMP

- 9 AM-NOON ONLY! (ages 5-6)

Mike Duda, US Golf Teaching Federation Certified In-

\$249 (includes all materials, transportation and trip fee)/RCHYC 5622 C01

BEGINNER'S LACROSSE FOR BOYS **& GIRLS** (ages 7-15)

Barbara Kuronya, B.S. \$249 / RCHYC 5624 C01

CLASSY GLASS (ages 7-9)

Stephen Cohen, B.F.A. \$249 /RCHYC 5081 C01

CLAY ANIMATION (ages 10-13+)

Brian Blair, M.A.. & Jamie Ulkloss, M.Ed. \$279 /RCHYC 5032 C01

CREATING DIGITAL MUSIC (ages 10-13+)

John Sheridan, M.M. \$249 /RCHYC 5037 C01

ENVIRONMENTAL EXPLORERS -**PART 1** (ages 7-9)

Rebecca Obert-Thorn, M.Ed. \$249 /RCHYC 5305 C03

GIRLS + SCIENCE = FUN (ages 10-13)

Susan Sciarratta. M.S., P.E., & Gina Ranelli, M.Ed. \$299 /ACHYC 0323 C01

GO WILD! (ages 5-6)

Becky Evanitsky, M.Ed. \$249 / RCHYC 5915 C02

HOGWARTS (ages 10-13) NEW FULL!

Valerie Ciaramella \$269 / RCHYC 5102 C02

INCREDIBLE EDIBLE ART (ages 7-9) FULL! Allison Farrell, B.S.

\$249 /RCHYC 5094 C01

KABOOM! (ages 7-9) FULL!

Laura Belove, B.A. \$269 / RCHYC 5750 C01

MATH MANIA & COMPUTER FUN

(ages 8-13)

Michael Blumberg, M.Ed. & Marie Mueller, M.Ed. \$249 /RCHYC 5413 C01

MOCK TRIAL II (ages 10-15) NEW



Diane M. Rice, Esquire \$275 / RCHYC 5725 C01

PHOTOSHOP FUN (ages 10-13+)

Fran Margolis, M.Ed. \$249/ RCOAP 3078 C01

PINHOLE PHOTOGRAPHY (ages 10-13)

Christian Anderson, B.A. \$279 /RCHYC 5070 C01

RHYTHM OF THE BEAT (ages 10-13)

Simrit Khalsa, B.S. \$249 / RCHYC 5066 C01

SPORTS BONANZA (ages 5-6)

Kathryn Palkovics, B.S. \$249 /RCHYC 5634 C02

SUPERGYM II (ages 7-9)

Erica Hellerstein, B.S. \$249 / RCHYC 5633 C01

UNDERWATER ROVERS (ages 10-13+)

Sharon Haiduck & Stuart Krzywonos, M.S. \$269 /RCHYC 5429 C01

WOODTURNING (ages 10-13+) FULL!

Henry Geisenhoner \$349 RCHYC 5055 C01

JULY 23

NEW ACE (AVIATION CAREER EDUCATION) ACADEMY (ages 10-13)

Nick Walton \$275 / ACHYC 0324 C01

CAMP A CAPPELLA



(ages 10-13+) Remy Kass \$249/ RCHYC 5059 C01

CARDBOARD REGATTA (2 WEEK CAMP)

(ages 10-13) Brian Ulkloss, B.A. \$425 / RCHYC 5338 C01

CLAY ANIMATION

(ages 10-13+) Brian R. Blair, M.A. & Jamie Ulkloss, M. Ed. \$279 /RCHYC 5032 C02

COLLEGE ENTRANCE EXAM PREPA-RATION PROGRAM (PSAT/SAT)

Half Day Camp (2 weeks) Monday-Thursday only; 9 am-noon (ages 13+) George Haiduck, B.S., & Regina O'Neill, M.A. \$249 /ATEST 1503 C01

CREATE A TOTE

(ages 10-13) Betsy Kruse, M.B.A. \$269 / RCHYC 5097 C01

CREATING DIGITAL MUSIC

(ages 10-13+) John Sheridan, M.M. \$249 /RCHYC 5037 C02

DANCE, DANCE, DANCE! (ages 5-6)

Colleen Cunnius, B.S. \$249 / RCHYC 5065 C02

DIGITAL VIDEO (ages 10-13)

Michael Blumberg, M.Ed. \$249 /RCHYC 5422 C01

FABULOUS FISHING (ages 7-9) FULL!

Lou Pollack, M.Ed.

\$289 (includes all materials and transportation)/ RCHYC 5614 C03

Personal Enrichment

FIELD HOCKEY (ages 7-13)

Erica Hellerstein, B.S. \$249 /RCHYC 5629 C01

GET TO KNOW POE! (ages 13+) NEW



Susan Ewart \$249 / RCHYC 5125 C01

GIRLS + SCIENCE = FUN

(ages 10-13)

Susan Sciarratta. M.S., P.E., and Gina Ranelli, M.Ed. \$299 (includes all materials and transportation)/ ACHYC 0323 C02

HOGWARTS (ages 10-13) NEW FULL!



Valerie Ciaramella \$269 / RCHYC 5102 C03

INTRAMURAL SPORTS (ages 10-13)

Barbara Kuronya, B.S. \$249 /RCHYC 5631 C01

LEGO ANIMATION (ages 7-9) FULL

Kris Fontes, B.F.A., N.B.C.T.

\$249 (includes all materials/ RCHYC 5031 C05

RECIPE FOR SCIENCE (ages 5-6)

Kathryn Palkovics, B.S. \$249 /RCHYC 5922 C02

ROBOTIC ARM (ages 13+) NEW



Travis Jovais \$259 / RCHYC 5450 C01

STUDY SKILLS FOR SAVVY STUDENTS HALF DAY CAMP

(ages 7-9 & 10-13)

Simrit Khalsa, B.S. & Marie Mueller, M.Ed. \$129 /ATEST 2001 C01 & 02



STUDENT RACING CHALLENGE JUST ADDED! (ages 10-13)

Brad Monti, B.S.

\$249 /ACHYC 0235 C01

SUPERHEROES AND HEROINES NEW



(ages 5-6) Emily Nellinger \$249 / RCHYC 5930 C01

TENNIS, ANYONE??

(ages 9-15) John Senske

\$249 /RCHYC 5606 C02

TUNES & TAMBOURINES



(ages 7-9) Joanne Naylor, B.M. 269 / RCHYC 5072 C01

UNDERWATER ROVERS



(ages 10-13+) Stuart Krzywonos, M.S. \$269 /RCHYC 5429 C02

FULL!

WOODTURNING

(ages 10-13+) Henry Geisenhoner \$349 /RCHYC 5055 C02

JULY 30

ABCS & 1235 (ages 5-6)

Simrit Khalsa, B.S. \$249 /RCHYC 5913 C01

ASPIRING ACTORS - 2 WEEK CAMP

(ages 10-13) Amanda Lynch

\$375 / RCHYC 5088 C01

BOOKWORMS (ages 10-13)



Jessica Jefferis, M. Ed. \$249 / RCHYC 5970 C01

BUG BONANZA (ages 5-6)

Angela DiCreccio, M.Ed. \$249 / RCHYC 5916 C01

CREATIVE HAIR STYLING & NAIL

CARE (ages 10-13)

Brandee Garnett, Licensed Cosmetology Instructor \$299 /RCHYC 5728 C01

CSI - CRIME SCENE INVESTIGATION (ages 10-13)

Valerie Ciaramella

\$249 / RCHYC 5332 C03

FABULOUS FISHING (ages 10-13)

Lou Pollack M Fd

\$289 (includes all materials and transportation)/ RCHYC 5614 C04

GAME MAKER (ages 10-13+) FULL!

Staff

\$269 /RCOAP 3067 C02

"KID KUISINE - A LA CARTE"

(ages 10-13+)

Earl R. Arrowood, CCC, CCE, FMP, AAC, M.Sc. & Chef John Angeline, CEPC, MBA

\$329 (includes significant food and materials)/ RCHYC 5709 C01

KIDS ON CAMPUS PEER LEADER-SHIP CAMP (ages 10-13+)

Gina Ranelli, M.Ed \$249 / ACHYC 0322 C01

INCREDIBLE EDIBLE ART - NEW

DATE! (ages 10-13) Allison Farrell, B.S.

\$249 /RCHYC 5094 C02

LEGO ANIMATION - FULL!

(ages 10-13)

Kris Fontes, B.F.A., N.B.C.T.

\$249 (includes all materials/ RCHYC 5031 C06



Denise Reilly, M.Ed. \$275 / RCHYC 5501 C01

MATH MANIA & COMPUTER FUN

(ages 8-13)

Michael Blumberg, M.Ed.& Marie Mueller, M.Ed. \$249 /RCHYC 5413 C02

QUILTING (ages 10-13+)

Amy Millar, B.A. \$299 /RCHYC 5079 C01

ROBOTIC ARM (ages 13+) NEW



Travis Jovais \$259 / RCHYC 5450 C02

ROCKETRY II (ages 10-13)

Stuart Kryzwonos, M.S. \$299 /RCHYC 5746 C01

SUPERGYM II (ages 7-9)

Erica Hellerstein, B.S. \$249 / RCHYC 5633 C02

TENNIS, ANYONE?? (ages 9-15)

John Senske

\$249 /RCHYC 5606 C03

NEW WIZARDS CAMP (ages 7-9)

Susan Fwart

\$249 / RCHYC 5101 C02

FULL!

WRITE ON! (ages 7-9)

Lauren Karczewski, B.A., M.Ed. \$249 /RCHYC 5965 C01

AUGUST 6

101 T-SHIRT PROJECTS (ages 10-13+)

Betsy Kruse, M.B.A. \$259 / RCHYC 5098 C01

ADVENTURES IN COMIC CREATION & SCRATCH (ages 10-13)

Kris Fontes, B.F.A., N.B.C.T. **FULL!** \$249 /RCHYC 5068 C01

AMERICAN GIRL CAMP (ages 7-9)

Amy Millar, B.A. \$259 / RCHYC 5089 C02 **FULL!**

BRILLIANT BRIDGE BUILDERS

(ages 10-13+) Brian Ulkloss, B.A. \$259 /RCHYC 5328 C01

BUG BONANZA (ages 5-6)

Becky Evanitsky, M.Ed. \$249 / RCHYC 5916 C02

CREATIVE HAIR STYLING & NAIL

CARE (ages 10-13)

Brandee Garnett, Licensed Cosmetology Instructor \$299 /RCHYC 5728 C02

FLAG FOOTBALL (ages 9-14)

Ron Chiarolanza \$249 / RCHYC 5607 C01

INCREDIBLE EDIBLE ART II NEW



(ages 10-13) Allison Farrell, B.S. \$249 / RCHYC 5099 C01

INLINE SKATING

Half Day Camp - 9 am-noon only! (may be paired with Ultimate Frisbee) (ages 7-16) Barbara Kuronya, B.S. \$125 /RCHYC 5612 C01

KABOOM! (ages 7-9) FULL!

Laura Belove, B.A. \$269 / RCHYC 5750 C02

LEGO ANIMATION (ages 7-9) FULL!

Kara Chrin, B.A.

\$249 (includes all materials/ RCHYC 5031 C07

MICROSOFT OVERVIEW



(ages 10-13+)

Prerequisites: Working knowledge of computers in-cluding file management.

Karen Rodriguez

\$249 / RCOAP 3075 C02

NEWS CAST (ages 10-13)

Michael Blumberg, M.S. \$249 /RCHYC 5741 C01

SKETCHUP: 3D COMPUTER

MODELING (ages 11-13+)

Remy Kass

\$249 / RCOAP 3077 C02

SUPERGYM (ages 5-6)

Erica Hellerstein, B.S. \$249 / RCHYC 5630 C02

TOTALLY HANDS-ON SCIENCE

(ages 10-13) Gina Ranelli, M.Ed. \$249 / RCHYC 5751 C01

TREASURE ISLAND - LIFE AS A

PIRATE (ages 5-6) Simrit Khalsa, B.S.

\$249 /RCHYC 5952 C01

ULTIMATE FRISBEE

Half Day Camp - 12:30-3:30 pm (may be paired with Inline Skating) (ages 7-16) Barbara Kuronya, B.S. \$144 /RCHYC 5611 C01

JUST ADDED!





Stuart Krzywonos, M.S.

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/OPE/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.

If you have a question concerning your evening/weekend class after 4:30 pm, please call the Student Service Center at 215-968-8081.

Staff Waivers

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

• Senior Citizen Policy

Adults 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 for Community School of New Hope-Solebury

Adults 60 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 youcancel your enrollment in a course with a fee of \$50 or more; \$5 for courses less than \$50. The following conditions apply to refunds:

- For All Courses: 100% refund (less withdrawal charge) when you notify the Continuing Education Office at least five (5) working days prior to the course starting date. No refund after this time.
- For Camps: There is a \$25 non-refundable fee for any cancellation. Refunds (less \$25) will be made ONLY when you notify the Continuing Education Office AT LEAST SEVEN (7) DAYS before the first day of camp.
- For Trips: Refund policies vary; please call the Continuing Education Office.
- Ed2Go, ACT Center, Protrain, Gatlin and online construction courses: policies vary. Please call for details
- 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 Developmentat 215-504-8532.

How To Register

Register 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.

Other registration options:

FAX

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

Walk-In

Come in person (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.

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.

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.



Kids On Campus 2012



Better than ever! This 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 a brochure sent to you or visit our website.

Register early and plan for a great summer.

See Page 69 for this summer's line up of exciting camps.



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
- Pennswood Village 1382 Newtown-Langhorne Rd. Newtown, PA 18940 215-968-9110
- Mad Golfer Golf Club 114 Street Road Southampton, PA 18966

Registration Form For Non-Credit Courses - Summer 2012

Please Print				
Name				
Home Address		Birth C	Oate	
City	State _	Zi	Р	
Home Phone	Work Ph	none		
Business Name				
Business Address				
Check if new address				
Email address*				
*May we email you inform	nation about new and special progra	ms?	YesNo	
	ent or is this your first class at Buck			rning
	BCCC brochure	вссс	Wah sita	
How did you hear		Friend/		
about the course (s)?		Other		
, -	e at the request of your employer?			
Do you anticipate being r	eimbursed by your employer?	Yes	No	
box on the back	y code found in the c cover of the brochure			
Senior Citizen	ccommodations, please call 215-968-8463, a	t least one week i	n advance to the start	of class
Course No.	Course Title	Section	ı	Fee
Course 140.	Course ritie	Section	Start Date	1 66
Do not include materials	fees with the registration payment!		Total	
Student I.D.#				_
Check No				_
Credit Card #		Exp. Date		_
Security Code				_
See refund policy on page 7 Make checks payable to: Bucl Return to: Bucks County Co Continuing Educa 275 Swamp Road	ks County Community College ommunity College tion			

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The Security Information Report required by the College and the University Security Information Act of Pennsylvania and the Student Right-To-Know and Campus Security Act of the Federal Government is available at the Office of Security and Safety and other campus locations as well as on the website. Campus Security statistics required by the College and University Security Information Act of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of the Federal government are available at the Office of Security and Safety and other campus locations. Report all emergencies, medical and otherwise, to 215-968-8395.

Newtown, PA 18940

Registration Form For Non-Credit Courses - Summer 2012

Please Print					
Name					
Home Address		Birth C	Birth Date		
City	State_	Zi	Р		
Home Phone	Work Ph	none			
Business Name					
Business Address					
Check if new address]				
Email address*					
*May we email you inform	nation about new and special progra	ms?	YesNo		
	ent or is this your first class at Buck		NewRetu	ırning	
	BCCC brochure	ВССС	Weh site		
How did you hear			Friend/Relative		
about the course (s)?		Other			
Are you taking this cours	e at the request of your employer?	Yes	No		
	reimbursed by your employer?				
Senior Citizen	ccommodations, please call 215-968-8463, a	it least one week i	n advance to the start	of class.	
Course No.	Course Title	Section		Fee	
	200.00000				
				<u> </u>	
Do not include materials fees with the registration payment!			Total		
Student I.D.#				_	
Check No	Check issued by			_	
Credit Card # Exp. Date				_	
Security Code				_	
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