Bucks SMART.
Continuing & Workforce Education
Learning Opportunities for Your Career & Personal Development

Allied Health
Business & Industry
Credentialing
Information Technology
Personal Development
Professional Development
Public & Industrial Safety

Also Inside
Summer Credit/Degree Courses
for new, returning & transfer students
Page 67
Businesses, make us a part of your team!
We offer many services that support your strategic plan and increase your value to your customers.
For More Info, See Page 22

New Continuing Education Program
Coming to Bucks - See Page 60

Professional Residential Home Inspector Training
This all-inclusive course is designed to ensure you understand the proper process of a Home Inspection and current Home Inspection practices.

- Work your own hours
- Be your own boss
- Unlimited income potential

For more information on Home Inspector course, contact 1-855-735-2021

Kids On Campus 2016
Call 215-968-8409 (Option 1) to have a brochure sent to you or visit our website.
www.bucks.edu/kidsoncampus

For the Latest Camp Updates
Check our site: www.bucks.edu/newcamps
Follow us on facebook: www.facebook.com/kocbucks
What’s Inside
Spring 2016

Programs

Allied Health — 8
• CPR & First Aid Training
• Dental Assisting
• EKG/Phlebotomy Technician
• Healing & Massage Modalities
• Mandated Reporting of Child Abuse
• Medical Imaging
• Medical Reimbursement/Coding
• Medical Laboratory Technician Program
• Medical Transcription
• Practical Nursing & Nurse Aide
• Pharmacy Technician
• Physical Therapy Aide

Business & Industry — 18
• Business Services & Marketing
• Customized Training
• Entrepreneurs

Credentia ling — 23
• Aviation
• Child Development
• Enrolled Agent
• Process Training
• ServSafe
• Teaching Professionals

Information Technology — 30
• Certification Testing
• Cisco Certifications
• Cloud/Mobile Computing
• CompTIA Certifications
• Digital Forensics/Security/Red Hat Linux
• IT Infrastructure Library
• Microsoft Certifications
• Office Software
• Productivity Software Training

Personal Development — 40
• Arts & Leisure
• Youth, Parents & Teachers
• Culinary
• Getting Prepared
• Health & Fitness
• Language/ESL
• Lifelong Learning
• Personal Mindfulness
• Special Interest

Professional Development — 56
• Command Spanish
• Construction Certificates
• Fashion and Floral Design Certificates
• Industrial Skills Training
• Workforce Professional Skills

Public Safety — 65

Credit/Degree Courses — 66

Information

General Information — 4
Brochure Key — 7
How To Register — 5
Student Services/Support — 6
Cultural Events — 44
Registration Form — 75

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

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

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

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

Emergency Closures & Inclement Weather
We may at times be forced to cancel classes. Please register for Bucks emergency alert system which will send urgent notifications regarding Campus activities to your cell phone and/or email at: http://www.e2campus.com/mybucks/signup.htm

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

Lifetime Learning Credit
For those beyond the first two years of college, or taking classes part-time to improve or upgrade their job skills, the family will receive a 20% tax credit for tuition and fees you have paid for the course. 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 tuition and fees you have paid for the course.

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

1. For All Courses: 100% refund (less withdrawal charge) when you notify the Continuing Education Office at least five (5) working days prior to the course starting date. No refund after this time.
2. For Camps: There is a $25 non-refundable fee for any cancellation. Refunds (less $25) will be made ONLY when you notify the Continuing Education Office AT LEAST SEVEN (7) DAYS before the first day of camp.
3. For Trips: Refund policies vary; please call the Continuing Education Office.

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
Seniors may attend all other non-credit classes free of charge. Due to the demand for these classes, we can only permit two seniors per class at this discount.

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).
Other registration options:

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

**Walk-In**
Come in person (Monday – Friday 8:30am-4:30pm and beginning June 6, Summer hours: Monday – Thursday 8:30am-4:30pm) to: Bucks County Community College, Continuing Education Office, Cottage 3, 275 Swamp Road, Newtown, PA. Walk-in registrants are advised to call the Continuing Education Office prior to coming to inquire about seat availability.

**Mail-In**
Mail form (page 75) with payment to:
Bucks County Community College,
Continuing Education Office,
275 Swamp Road,
Newtown, PA 18940
A cancelled check serves as receipt of payment. You will receive a parking permit through the mail.

**Phone-In**
No forms, no lines, call 215-968-8409 (Option 1) Monday – Friday 8:30am-4:30pm, and beginning June 6, Summer hours: Monday – Thursday 8:30am-4:30pm and charge the fee to your VISA, MasterCard, American Express or Discover Card. After hours please leave a message on our voice mail. Note: Payment is due at time of registration. Do not include materials fees.

Register Online:  [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)
Secure online registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list. Full payment is due upon registration.

**Regional Sites**

- Bucks County Community College
  - Upper Bucks Campus
  - One Hillendale Drive
  - Perkasie, PA 18944
  - (215) 258-7741
- Bucks County Community College
  - Lower Bucks Campus
  - 1304 Veterans Highway
  - Bristol, PA 19007
  - (267) 685-4800
- Bucks County Community College
  - Newtown Campus
  - 275 Swamp Road
  - Newtown, PA 18940
  - (215) 968-8409
- Advanced Manufacturing Training Center
  - 310 George Patterson Blvd.
  - Suite 109
  - Bristol, PA 19007

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

More Info, and Event Calendar:  [www.bucks.edu/cultural](http://www.bucks.edu/cultural)
Phone: 215.968.8087  
Tickets: [www.bucks.edu/tickets](http://www.bucks.edu/tickets)
Emergency Closings

Make sure to register for Bucks emergency alert system which will send urgent notifications to your cell phone and/or email at:
http://www.e2campus.com/my/bucks/signup.htm
The most up-to-date information will also be available on the college's website at: www.bucks.edu

Child Care
Early Learning Center
215-968-8082 • www.bucks.edu/elc
The Early Learning Center is the child development center serving current or former Bucks students, staff, and faculty. The program is nationally accredited and certified by the PA Keystone STARS system. It is located on the Newtown campus and open for the Fall and Spring semesters. High quality care and education for children 3-5 years of age are provided in a warm, family friendly environment.

Counseling Services
215-968-8189 • counseling@bucks.edu
Our Planning Counselors help you to achieve educational, career, social and personal goals!

Accessibility Office
215-968-8182 (V)
www.bucks.edu/accessibility
Rollins Bldg, Student Services
This office exists to assure access to an equal education for students who identify themselves as having disabilities. Services include: interpreters, test and classroom accommodations, liaison with faculty, academic, career and supportive personal counseling, and assistive technology. Students with a disability that affects functioning and learning should contact this office prior to registering for classes to assure services are available when needed.

Evening/Weekend Support Line
If you have a question concerning your evening/weekend class during off-hours, call the Student Service Center.
215-968-8189 - Evenings after 4:30
215-504-8081 - Saturdays, 8 am-12 pm

Security and Safety
Office of Security and Safety
Cottage 4 • 215-968-8394
Motor Vehicle Regulations
All vehicles operated on all campuses must be registered with the Office of Security and Safety and a permit is required for all parking lots on all campuses. Please note that Bucks County Community College Motor Vehicle Regulations are in effect at all times. Vehicles parked in violation of campus regulations will be ticketed and/or booted.

Parking Permits
A student who drives to campus must park his or her vehicle in student areas only and acquire a parking permit. There is no charge for parking permits and you may register more than one vehicle. Permits are issued at the Office of Security and Safety. In order to obtain a parking permit, please visit www.bucks.edu/parking.
To obtain your permit, you must present:
1. Owner's registration for each vehicle
2. Student or Employee Identification

Tutoring Center
215-968-8218 • www.bucks.edu/tutor
The College provides tutoring in support of select courses to currently enrolled Bucks County Community College students. Tutoring is available at the Newtown, Upper Bucks, Lower Bucks, and Virtual Campuses.

Technology Learning Centers
215-497-8754 • www.bucks.edu/tlc
The Technology Learning Centers provide the following services: one-on-one tutoring, just-in-time tutoring, group tutoring sessions, and assistance with basic computer skills. Students can come to the TLCs as a walk-in or by appointment.
Assistance is available at the Newtown campus, the Upper Bucks Campus and the Lower Bucks Campus. The hours of the TLCs can be found at: www.bucks.edu/tlc
Students can expect assistance with the following: Microsoft Operating Systems and the Office Suite, logins and passwords, Internet browsers, WebCT for online learning, WebMail, and WebAdvisor to find courses, register and check grades, and basic Macintosh features. For further information call: 215-497-8754.

Veterans Stars & Stripes Lounge
Newtown: Charles Rollins Center, 2nd Floor
Lower Bucks: Second Floor
Upper Bucks: First Floor, South Building
These spaces have been set aside to provide a welcoming environment for our veterans and their families.

Emergency Closings
Make sure to register for Bucks emergency alert system which will send urgent notifications to your cell phone and/or email at:
http://www.e2campus.com/my/bucks/signup.htm
The most up-to-date information will also be available on the college's website at: www.bucks.edu
How to Read Course Details

1. Use the main table of contents on page 3 to find the program section that interests you.

2. Detailed tables of contents are on the first page of every section.

3. Find courses beneath categories and sub-categories as indicated.

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

Veterans Approved Courses

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

Act 48 for Educators

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

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

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

Online Training

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

Instructor-facilitated Online Courses - Every course includes an expert instructor.
For more information, contact Director, Continuing Education: 215-968-8104 or coned@bucks.edu.

www.bucks.edu/LERNclasses
Online Courses & Certificates. Get skills for the 21st century. Demonstrate your knowledge. Boost your productivity and your organization’s bottom line.

www.ed2go.com/career

www.ed2go.com/bucks

www.theknowledgebase.org/bucks
Section Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR &amp; First Aid Training</td>
<td>16</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>15</td>
</tr>
<tr>
<td>EKG/Phlebotomy</td>
<td>16</td>
</tr>
<tr>
<td>• EKG/Phlebotomy Technician Hybrid Comprehensive</td>
<td></td>
</tr>
<tr>
<td>• EKG Technician Hybrid</td>
<td></td>
</tr>
<tr>
<td>• Phlebotomy Technician Hybrid</td>
<td></td>
</tr>
<tr>
<td>Healing &amp; Massage Modalities</td>
<td>17</td>
</tr>
<tr>
<td>• Healing Arts</td>
<td></td>
</tr>
<tr>
<td>• Introduction to Ayurveda</td>
<td></td>
</tr>
<tr>
<td>• Reiki Courses - Levels I, II, and III</td>
<td></td>
</tr>
<tr>
<td>• Improving Quality of Life Through Art - Using Therapeutic</td>
<td></td>
</tr>
<tr>
<td>• Based Interventions</td>
<td></td>
</tr>
<tr>
<td>Mandated Reporting of Child Abuse</td>
<td>13</td>
</tr>
<tr>
<td>Medical Reimbursement/Coding and Medical Transcription</td>
<td>14</td>
</tr>
<tr>
<td>• Medical Reimbursement/Coding Specialist Certificate Hybrid</td>
<td></td>
</tr>
<tr>
<td>• Medical Transcription A to Z: A Premier Home-Study Course</td>
<td></td>
</tr>
<tr>
<td>Medical Imaging/Radiography</td>
<td>9</td>
</tr>
<tr>
<td>Medical Laboratory Technician Program (MLT)</td>
<td>13</td>
</tr>
<tr>
<td>Nursing</td>
<td>9</td>
</tr>
<tr>
<td>• Practical Nursing Program</td>
<td></td>
</tr>
<tr>
<td>• One Day NLN-PN Pre-Entrance Exam Review</td>
<td></td>
</tr>
<tr>
<td>• NLN-PN Pre-Entrance Exam Review</td>
<td></td>
</tr>
<tr>
<td>• Nurse Aide Training</td>
<td>10</td>
</tr>
<tr>
<td>• Continuing Education for Nurses and Allied Health Programs</td>
<td></td>
</tr>
<tr>
<td>• Certificate in Perinatal Issues</td>
<td></td>
</tr>
<tr>
<td>• Certificate in Pain Management and Assessment</td>
<td></td>
</tr>
<tr>
<td>• Certificate of Complementary and Integrative Health</td>
<td></td>
</tr>
<tr>
<td>• End of Life Specialist (CEOLS)</td>
<td></td>
</tr>
<tr>
<td>• Dementia for Family Caregivers</td>
<td></td>
</tr>
<tr>
<td>• Diabetes: What Nurses Need to Know?</td>
<td></td>
</tr>
<tr>
<td>• Diabetes: Learn It, Live It, Love the Results</td>
<td></td>
</tr>
<tr>
<td>• Nursing Review &amp; Re-Entry into Practice</td>
<td></td>
</tr>
<tr>
<td>• Phlebotomy for Healthcare Personnel</td>
<td></td>
</tr>
<tr>
<td>• Thanatology</td>
<td></td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>15</td>
</tr>
<tr>
<td>Physical Therapy Aide</td>
<td>14</td>
</tr>
</tbody>
</table>
Radiography Program
Our Radiography Program is now an Associate Degree in Applied Science (AAS) in Radiography.

Medical Imaging

For more information, contact:
Colleen Cardilla, Interim Director - Medical Imaging, 215-968-8353 option 5, email: colleen.cardilla@bucks.edu
www.bucks.edu/radiography

Practical Nursing Program

For more information about the PN Program call:
Michelle Rue, Director
Practical Nursing Program
215-968-8353 Option 2
email: michelle.rue@bucks.edu

You may also contact us at pnursing@bucks.edu with your complete name and address or call 215-968-8353, Option 2.
Check our website for Practical Nursing Information Session dates and information on exams: www.bucks.edu/practical

Nursing

For more information, contact:
Colleen Cardilla, Interim Director - Medical Imaging, 215-968-8353 option 5, email: colleen.cardilla@bucks.edu
www.bucks.edu/radiography

Ordering Textbooks

Texts required for Allied Health courses may be ordered from the Bucks Bookstore (www.bucks.edu/bookstore/ 215-968-8459) or from a vendor of your choice.
For more information about the Nurse Aide Program, please contact Toni McCormick, Coordinator at: 215-968-8353, Option 7, or www.bucks.edu/nurseaide

Requirements PRIOR to registration:

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

To obtain a registration packet, please download a copy of the registration packet from our website, www.bucks.edu/nurseaide or email your full name and mailing address to nurseaide@bucks.edu or contact the Allied Health Office by phone 215-968-8353 Option 7, or pick-up at the Newtown Campus in room 004 of the Allied Health Building, or in the lobby of the Upper Bucks and Lower Bucks campus.

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

Online registration is not available for the Nurse Aide Training Program. Payment in full is required at time of registration.

Class size is limited to 10 students approved by the Pennsylvania Department of Education.
Nursing-cont’d

Janet Baker, Director, Allied Health
215-968-8353 Option 1
email: janet.baker@bucks.edu

Continuing Education for Nurses & Allied Health Programs

Sexual Assault Nurse Examiner (SANE)
This 40 hour training is geared for Registered Nurses and Nurse Practitioners who have an interest in specializing in forensic training in treating sexual assault victims. This program will provide content in all areas pertaining to the care of sexual assault victims. The program will be consistent with the standards of practice by the International Association of Forensic Nurses (IAFN). Cheyenne Rothermel, MSN, BSN, CEN, PLNC, SANE-A

For more information contact: Janet Baker, Director, Allied Health, janet.baker@bucks.edu 215 968 8324
Newtown Campus/5500/WHPAH 0591 WB1, 2Mon/3Wed, 5/9, 5/11, 5/16, 5/18, 5/23, 8 am - 6 pm
This activity has been submitted to PA State Nurses Association for approval to award contact hours. PA State Nurses Association is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Nursing Review & Re-Entry into Practice
This includes both classroom instruction and clinical experience designed to prepare nurses (RN’s & LPN’S) for re-entry into practice, and/or a review of contemporary nursing. Joyce Welliver, RN, MSN, CRNP
Requirements: Current PA nurse’s license, current healthcare provider CPR certification, flu shot, professional liability insurance, healthcare insurance and medical clearance, criminal background check by the State Police. All must be provided before clinical experience. All forms can be found on our website: http:/tiny.cc/nursingreview

$1,305 (plus textbook)/ WHPAH 0310 WA1
Returning Fall 2016

Thanatology - Returning Fall 2016
This certificate program is designed to provide you with a basic understanding of issues related to loss, but especially those related to dying, death, and the resultant bereavement whether the death is a result of a long-standing chronic illness, an acute condition, or a traumatic incident.
This 63-hour program, with nine required courses, will benefit the professional and personal caregiver. At the conclusion of the course, you will have developed:
• Knowledge of the research relevant to dying, death, and bereavement
• Understanding the practical approaches relevant to dealing with death and dying
• Comprehension of the significance of spiritual, cultural, and ethnic diversity and their influence on an individual’s understanding of dying, death, and bereavement.
Kimberly L. Rabago, MSW

Dementia Care (32 Hrs) NEW
Online/$495 /EHPAH 0099 /W30 & W31
LERN www.bucks.edu/LERNclasses

Dementia for Family Caregivers (16 Hrs) NEW
Online/$149/EHPAH 0100 / W30 & W31
LERN www.bucks.edu/LERNclasses

Gerontology - Coming Fall 2016

Phlebotomy for Healthcare Personnel (6 Hrs)
This course is designed as an introduction to, and review of, the basic skills of phlebotomy and a review for returning healthcare workers. This course will include the latest NAACLS guidelines and competencies necessary to provide a continuum of care. Emphasis will be on the fundamental theory and techniques of drawing blood samples as well as safety awareness, proper laboratory practices, and professionalism. Gail Donegan, BS, MT, (ASCP)

Newtown Campus/ 85$/WHPAH 0331 WB1/ 2 Tues, 6/7 & 6/14, 6-9 pm

Certified End of Life Specialist (CEOLS) (30 Hrs) NEW
This immersive online course offers an opportunity to reframe the experience of death from one of fear and sadness, to meaning and connection. Students will learn to cultivate a high level of compassion and empathy, and to eliminate factors that may obstruct the delivery of high quality care and companionship to whomever they serve. Suitable for personal caregivers, and those seeking to work in healthcare or senior markets in any capacity.
Patty Burgess, CEOLS, Grief Recovery Specialist, Hospice Volunteer, Volunteer Trainer, and End of Life Educator, Author, Speaker

Online/ $497/ WHPAH 0074 WB20/ Registration anytime between June to August. MUST be completed by August 24.
For more information on course and modules, please visit bucks.edu/endoflife

Refer to page 25 for Ed2Go section start dates and more info on Ed2Go classes

See Also:
Personal Mindfulness Courses - Page 44
Health and Fitness Courses - Page 45
Certificate in Perinatal Issues (20 Hrs)
Online/$189/EHPAH 0101
20 ANCC Contact Hours Approved for Nurses
Start Dates: 5/18, 6/15, 7/13, 8/17

Certificate in Pain Management and Assessment (12 Hrs)
Online/$209/EHPAH 0102
12 ANCC Contact Hours Approved for Nurses
Start dates: 5/18, 6/15, 7/13, 8/17

Certificate of Complementary and Integrative Health (24 Hrs)
Today's healthcare system is evolving in its approach
Online/ $259/ EHPAH 0103
12 ANCC Contact Hours Approved for Nurses and Massage Therapists
Start Dates: 5/18, 6/15, 7/13, 8/17

Diabetes: What Nurses Need to Know?
This 9 hour course is intended to inform RNs and LPNs about understanding the background physiology, acute and chronic challenges of diabetes, and the differences between Type 1 and Type 2 diabetes. We will investigate how to encourage basic nutrition and eating out for those with diabetes. Medications, physical activity, acute and chronic complications, blood glucose monitoring, sick day management, and how to create a positive attitude toward daily living will be addressed. Helping those with diabetes initiate goals is an important part of the conclusion of this course. René E. Goldbahn MS-DEDM, RN, BSN, CDE
Newtown Campus/$135/WHPAH 5110 WB1, 3 Thur, 6/30, 7/7, 7/14, 6:30-9:30 pm
This activity has been submitted to PA State Nurses Association for approval to award contact hours. PA State Nurses Association is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.

Diabetes: Learn It, Live It, Love the Results
This is a 9 hour program to inform those in the community about understanding the background physiology, and challenges of diabetes, and the differences between Type 1 and Type 2 diabetes. We will investigate how to encourage basic nutrition and eating out for those with diabetes. Medications, physical activity, acute and chronic complications, blood glucose monitoring, sick day management, and how to create a positive attitude toward daily living will be addressed, as depression often is present with those with diabetes. We will address the feelings associated with having diabetes. We will be investigating Pattern Management and what do the blood glucose numbers mean in relation to daily living. Helping those with diabetes initiate goals is an important part of the conclusion of this course. René E. Goldbahn MS-DEDM, RN, BSN, CDE
Newtown Campus/$135/WHPAH 5111 WB1, 3 Wed, 6/29, 7/6, 7/13, 6:30-9:30 pm

Medical Assistant Certification Review
This 24 hour review course is designed to assist Medical Assistant candidates in preparing to take the Medical Assistant certification exam. This course reviews the core national medical assistant topics specific to the CMA (AAMA), RMA (AMT), and the CMA (AMT) exams. Lashawn Fisher, MSHA
Newtown Campus/$360/ (plus textbook)
WHPAH 3022 WB1/ 6 Tu, 5/17-6/21, 12 – 4 pm

Ed2Go: Medical Assisting Programs

Medical Assistant Certification Review
This 24 hour review course is designed to assist Medical Assistant candidates in preparing to take the Medical Assistant certification exam. This course reviews the core national medical assistant topics specific to the CMA (AAMA), RMA (AMT), and the CMA (AMT) exams. Lashawn Fisher, MSHA
Newtown Campus/$360/ (plus textbook)
WHPAH 3022 WB1/ 6 Tu, 5/17-6/21, 12 – 4 pm

Eat for Health Challenge
This 7 week group lecture series covers several topics to assist you in learning the basics of eating nutrient-dense diet. The weekly topics include:
• Introduction to Eating Healthy
• Hunger & Food Addiction
• Magical/Mythical Protein
• Emotional Factors in Weight Loss & Health
• Nutritarian vs. Vegetarian
• The Skinny about Fats
• Nutritarian Cooking Secrets
Crystal Widmann, MS, NCC, Reiki Master, Certified Nutrition Education Trainer, Certified Personal Trainer
Newtown Campus/ $139 (plus textbook)
WHPAH 0042 WB1/ 7 Wed. 7/12 - 8/23, 7 – 8:30 pm

Medical Assistant Certification Review
This 24 hour review course is designed to assist Medical Assistant candidates in preparing to take the Medical Assistant certification exam. This course reviews the core national medical assistant topics specific to the CMA (AAMA), RMA (AMT), and the CMA (AMT) exams. Lashawn Fisher, MSHA
Newtown Campus/$360/ (plus textbook)
WHPAH 3022 WB1/ 6 Tu, 5/17-6/21, 12 – 4 pm

Ed2Go: Medical Assisting Programs

Medical Assistant Certification Review
This 24 hour review course is designed to assist Medical Assistant candidates in preparing to take the Medical Assistant certification exam. This course reviews the core national medical assistant topics specific to the CMA (AAMA), RMA (AMT), and the CMA (AMT) exams. Lashawn Fisher, MSHA
Newtown Campus/$360/ (plus textbook)
WHPAH 3022 WB1/ 6 Tu, 5/17-6/21, 12 – 4 pm

Eat for Health Challenge
This 7 week group lecture series covers several topics to assist you in learning the basics of eating nutrient-dense diet. The weekly topics include:
• Introduction to Eating Healthy
• Hunger & Food Addiction
• Magical/Mythical Protein
• Emotional Factors in Weight Loss & Health
• Nutritarian vs. Vegetarian
• The Skinny about Fats
• Nutritarian Cooking Secrets
Crystal Widmann, MS, NCC, Reiki Master, Certified Nutrition Education Trainer, Certified Personal Trainer
Newtown Campus/ $139 (plus textbook)
WHPAH 0042 WB1/ 7 Wed. 7/12 - 8/23, 7 – 8:30 pm

Medical Assisting Programs
Medical Assistants work in medical practices and ambulatory healthcare settings and are trained in administrative and clinical duties. The administrative duties include maintaining patient records, processing medical insurance and reimbursements, managing electronic health records and medical office procedures. Clinical duties include preparing and assisting with patient examinations, performing laboratory tests, procedures and diagnostic testing, and assisting the healthcare provider with outpatient procedures.

Medical Assistant Associate Degree
This 64 credit degree program can be completed in 2 years. This program includes administrative and clinical training. Graduates of this program are eligible to take the Registered Medical Assistant (RMA) Exam.

Medical Assistant Certificate
This 37 credit certificate includes administrative and clinical training. Graduates of this program are eligible to take the Registered Medical Assistant (RMA) Exam.

Medical Assistant: Administrative
This 25 credit certificate include training for keeping patient records, medical insurance and reimbursement, electronic health records and medical office management. Graduates of this program are eligible to take the Certified Medical Administrative Specialist (CMAS) Exam.

See also: pages 66 to 74
Visit bucks.edu/fall for other degree/credit programs.

Ed2Go: Medical Assisting Programs

Medical Assisting Programs
Medical Assistants work in medical practices and ambulatory healthcare settings and are trained in administrative and clinical duties. The administrative duties include maintaining patient records, processing medical insurance and reimbursements, managing electronic health records and medical office procedures. Clinical duties include preparing and assisting with patient examinations, performing laboratory tests, procedures and diagnostic testing, and assisting the healthcare provider with outpatient procedures.

Medical Assistant Associate Degree
This 64 credit degree program can be completed in 2 years. This program includes administrative and clinical training. Graduates of this program are eligible to take the Registered Medical Assistant (RMA) Exam.

Medical Assistant Certificate
This 37 credit certificate includes administrative and clinical training. Graduates of this program are eligible to take the Registered Medical Assistant (RMA) Exam.

Medical Assistant: Administrative
This 25 credit certificate include training for keeping patient records, medical insurance and reimbursement, electronic health records and medical office management. Graduates of this program are eligible to take the Certified Medical Administrative Specialist (CMAS) Exam.

See also: pages 66 to 74
Visit bucks.edu/fall for other degree/credit programs.

Ed2Go: Medical Assisting Programs

Medical Assisting Programs
Medical Assistants work in medical practices and ambulatory healthcare settings and are trained in administrative and clinical duties. The administrative duties include maintaining patient records, processing medical insurance and reimbursements, managing electronic health records and medical office procedures. Clinical duties include preparing and assisting with patient examinations, performing laboratory tests, procedures and diagnostic testing, and assisting the healthcare provider with outpatient procedures.

Medical Assistant Associate Degree
This 64 credit degree program can be completed in 2 years. This program includes administrative and clinical training. Graduates of this program are eligible to take the Registered Medical Assistant (RMA) Exam.

Medical Assistant Certificate
This 37 credit certificate includes administrative and clinical training. Graduates of this program are eligible to take the Registered Medical Assistant (RMA) Exam.

Medical Assistant: Administrative
This 25 credit certificate include training for keeping patient records, medical insurance and reimbursement, electronic health records and medical office management. Graduates of this program are eligible to take the Certified Medical Administrative Specialist (CMAS) Exam.

See also: pages 66 to 74
Visit bucks.edu/fall for other degree/credit programs.
Medical Laboratory Technicians (MLTs) play a key role on the healthcare team, providing information to physicians for decisions about diagnoses and monitoring treatment. They perform analyses, evaluate normal and abnormal results, and correlate the results with disease states. They are also involved with maintenance of complicated, precise, automated and manual equipment, and quality assurance.

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

The program will include three semesters of medical laboratory courses and supervised and mentored at assigned clinical affiliation sites. Visit our website www.bucks.edu/mlt for admission requirements. Program begins every May.

Online registration is not available for the Medical Laboratory Technician.

Tuition: $15,000.00

Curriculum includes:
• Introduction to Medical Laboratory
• Clinical Chemistry
• Immunohematology
• Diagnostic Microbiology
• Hematology
• MLT Capstone
• MLT Clinical Rotations

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

More information on Act 31 can be viewed at the following link: tinyurl.com/act31information
Medical Reimbursement, Coding & Medical Transcription

Janet Baker, Director, Allied Health
215-968-8353 option 1
email: janet.baker@bucks.edu

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

Self-Study/ $1,299/ XHPAH 0227 HS1
For questions about this program, email the instructor at info@medtranscription.com

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

Medical Reimbursement/Coding Specialist Certificate Hybrid (180 Hrs)
This program is for those with little or no prior work experience in the field. It will prepare you for a career such as: Medical Coding Technician, Medical Coder, Practice Operations staff, Claims Management Specialist, Practice Manager. This course includes, Medical Terminology, ICD-10, CPT for procedures, HIPAA, and Health Insurance. It will prepare the student for a rewarding career in physician offices, hospitals, and ambulatory surgery centers. Crystal Peurifoy, CCS, CPC-H
Lower Bucks Campus/$2,520 (plus textbooks, AAPC membership, practice exams, and CPC certification exam)/ WHPAH 2508 W20/
Orientation: Mon, 6/6, 5 - 9 pm
Class: 11 Mon, 6/13 -8/29, 5 - 9 pm (no class 7/4)
All other work online

Physical Therapy Aide

Janet Baker, Director, Allied Health
215-968-8353 option 1
email: janet.baker@bucks.edu

Physical Therapy Aide Hybrid Program (50 Hrs)
This 50-hour Physical Therapy Aide Program enables you to master all the skills you need to begin a career as a physical therapy aide. You will learn about what physical therapy entails, identify the responsibilities of a PT aide, and develop a working knowledge of applied anatomy, pathology, biomechanics and medical terminology. You will learn about range of motion, exercise, stretching, posture, transfers, modalities and vital signs. Special topics include total hip replacement, supporting amputees, traumatic brain injury and stroke. As a Physical Therapy Aide you will assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. This program will prepare you to pursue an entry-level position as a PT aide in a variety of environments from healthcare facility, nursing home, hospital, sports rehabilitation center, to orthopedic clinics.
Dr. Leena Guptha, D.O., M.B.A.
Newtown Campus/$1,405 (plus textbook)/ WHPAH 0278 W20/ 6/7-8/23
Classroom: 7 Tu, 6/7, 6/14, 6/28, 7/12, 7/26, 8/16 & 8/23, 5-9:15 pm,
All other work completed online

Kinesiology and Sports Studies

Transfer Majors
• Exercise Science
  Exercise Science, our newest major, prepares students for careers in exercise physiology, athletic training or pre-occupational therapy. Look for EXSC 200 Biomechanics, a course that introduces students to the mechanical principles of physical activity and exercise.
• Sport Management
  Sport Management is a major that introduces students to sport industry careers such as professional sport administrator, facility manager, or sporting good sales. It includes content in management, leadership, communication and motivation.
• Teacher Education
  The Kinesiology and Sport Studies teacher education track prepares those who are interested in teaching K-12 physical education in public schools.

Discover More Options

See also: pages 66 to 74          Visit bucks.edu/fall for other degree/credit programs.

Bucks: Continuing Education  ·  Workforce Development  ·  Public Safety

14
Dental Assisting Program (100 Hrs)
This 100-hour Dental Assisting Program prepares you for entry level positions in one of the fastest growing health care positions—Dental Assisting. Administrative aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical aspects include: introduction to oral anatomy; dental 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 $175 and is not included as part of the cost of this program. The DANB exam is administered at Pearson Vue Centers.

Newtown Campus/ $2,300/ (plus textbook)/ WHPAH 3000
Pharmacy Technician
Janet Baker, Director, Allied Health
at: 215-968-8353, Option 1
or email: janet.baker@bucks.edu

Pharmacy Technician Comprehensive (75 Hrs)
The Pharmacy Technician assists the licensed pharmacist to prepare prescription medications, provide customer service, and perform administrative duties. Some of the topics included are: medical terminology, reading and interpretation of prescriptions, generic and brand name drugs. Upon successful completion you will be prepared to take the national certification exam by the Pharmacy Technician Certification Board (PTCBA). The exam fee is not included in this course. For more info on the exam, go to www.PTCB.org.

Newtown Campus/ $2,205 (plus textbook)/ WHPAH 0273 WB1-WB2
WB1/12 Tu & 13 Th, 6/2 – 8/25, 6:30-9:30 pm,
Dr. Joseph Urban, B.S. Pharmacy, M.B.A., Doctor of Pharmacy
WB2/13 Tu & 12 Th, 6/7 – 8/30, 9 am - noon
Alan Vogenberg, R.Ph., FASCP

Pharmacy Technician Certification Board Review
This 9 hour course is designed to prepare Pharmacy Technicians for the PTCB Exam. The course is a review of material required for Technicians who desire National Certification. Topics included will be: Pharmacy calculations, brand/generic names, controlled substances, drug classification, aseptic technique (laminar flow hoods), calculations (retail, compounding, and parenteral), HIPAA, practice exams and much more. This class is intended for students that have completed the Pharmacy Technician Program and are interested in pursuing the national certification. Bring your own textbook or Reference Guide for Pharmacy Technician Exam 2015/2016 Edition by Manan Shroff, ISBN# 978-1-940835-01-3 Krishna Publication, Inc. Alan Vogenberg, R.Ph, FASCP
Newtown Campus/ $135/WHPAH 0274 WB1-WB2
WB1, 3 Mon, 6/13, 6/20, 6/27, 6:30-9:30 pm
WB2, 3 Wed, 8/3, 8/10, 8/17, 9:00 am-12:00 pm

Dental Assisting - Resumes Fall 2016
Janet Baker, Director, Allied Health
at: 215-968-8353, Option 1
or email: janet.baker@bucks.edu

Neuroscience Transfer Major
Neuroscience examines brain structure and function in health and disease from a multidisciplinary perspective. The neuroscience major at Bucks, one of the first in the country at the community college level, provides an excellent foundation for careers in health care, academic and pharmaceutical research, or fields ranging from education to economics that have been transformed by our growing understanding of the relationship between the brain and behavior.

See also: pages 66 to 74
Visit bucks.edu/fall for other degree/credit programs.
CPR and First Aid Courses

CPR and First Aid courses can be set up on-site at your company location, or at one of the College’s Bucks County locations. To register, call: 215-968-8409 (Option 1).

For more information please contact:
Janet Baker, Director, Allied Health at: 215-968-8353, Option 1 or email: janet.baker@bucks.edu

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

Newtown Campus/ $70 (includes book & card)/ PHPAH 0001 WB1 & WB2
WB1/ Sa, 5/14, 9 am-1 pm
Approved Hours: 4 (Act 48)

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

Newtown Campus/ $90 (includes book & card)/ PHPAH 0002 WB1/ 2 Tu, 6/21 & 6/28*, 6-9 pm
Approved Hours: 6 (Act 48)

Heartsaver Pediatric CPR & First Aid
For parents, grandparents, teachers, day care workers, nannies, and baby sitters. Janet Baker, M.Ed.

Newtown Campus/ $90 (includes book & card)/ PHPAH 0014 WB1/ 2 Mon, 7/18 & 7/25*, 6-9 pm
Approved Hours: 6 (Act 48)

CPR, First Aid Training & Safety

CPR for Healthcare Providers - Certification
(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/ $90 (includes book & card)/ PHPAH 0003 WB1- WB5/
WB1/Wed, 6/1 & 6/8*, 6-9 pm
WB2/ Sa, 6/4, 9 am - 3:30 pm
WB3/ Sa, 6/25, 9 am - 3:30 pm
WB4/ Tu, 7/12 & 7/19*, 6-9 pm
WB5/Thur, 8/4 & 8/11*, 6-9 pm
Approved Hours: 6 (Act 48)

CPR Recertification for Healthcare Providers & Community
(Adult, Child, Infant CPR and AED training, 2 year certification) Janet Baker, M.Ed
Prerequisite: Must have a current CPR card.

Newtown Campus/ $70 (includes card)/ PHPAH 0004 WB1- WB5/ 6-10 pm
WB1/ Mon, 6/6
WB2/ Wed, 6/15
WB3/ Thur, 7/7
WB4/ Wed, 7/27
WB5/ Wed, 8/10
Approved Hours: 6 (Act 48)

* Must attend both sessions
Reiki Level III-Advanced Reiki Training
Deepen your Reiki practice; receive three additional cleansing symbols, learn about the seven chakras and how they are related to Reiki cleansing treatments, the use of crystals in your Reiki practice, learn techniques for providing Reiki healing attunements. Students MUST have completed both Reiki I and Reiki II to register.
Crystal Widmann, Reiki Master Teacher
Newtown Campus/ $290 (includes $35 materials fee) / RHEAL 0123 WB1/
Fri, 8/26, 6-9 pm & Sa, 8/27, 9 am-4 pm

Introduction to Ayurveda (7 Hrs)
Ayurveda is known as the “sister science” to Yoga. Ayurveda focuses on prevention of disease through living in harmony with nature. It employs a number of approaches, such as nutrition, herbs, and lifestyle to strengthen and purify the body, mind, and spirit which will help to increase harmony with the environment. The purpose of this course is to gain introductory knowledge of how to live an Ayurvedic lifestyle and will include information on Ayurvedic theory including the three constitutions, Ayurvedic diet, Ayurvedic use of herbs, and Ayurvedic self-care.
Crystal Widmann, Reiki Master Teacher
Newtown Campus/ $105 (includes $10 for food/herbs)/ OHEAL 0131 WB1/
2 Mon, 7/11 & 7/18, 6-9:30 pm

Improving Quality of Life Through Art - Using Therapeutic Art Based Interventions
This course will teach you how to think creatively and how to implement the creative thought with the medical need of the patient. We will learn how these interventions can be modified to meet the need of every single patient in order to provide the best care possible, enhancing our medical knowledge and in turn helping us, the Healthcare Professionals become better-rounded in our field.
Irina Segal, PhD, C.E.L.S., OTA
Newtown Campus/ $159/WSMCE 5141
6 Wed. 6/1-7/6, 7:45-9:45

For additional information on Reiki III, and Introduction to Ayurveda, contact:
Janet Baker, Director, Allied Health, at:
215-968-8324 / email: janet.baker@bucks.edu

For additional information on Improving Quality of Life Through Art, contact:
Donna Kirn 215-497-8729
donna.kirn@bucks.edu

Ordering Textbooks
Texts required for Allied Health courses may be ordered from the Bucks Bookstore (www.bucks.edu/bookstore/ 215-968-8459) or from a vendor of your choice.
Dynamic, affordable, quality training programs designed to help you move your business forward. We are dedicated to meeting your specific needs to help your businesses grow and thrive in our area. Seminars, single or series courses and certificate programs are available. Call today for more details about how we can support you.

- Unless otherwise noted, for further information on the following courses, please contact Continuing Education at 215-968-8411
- For all course offerings, visit: www.bucks.edu/con-ed-courses
- To register, visit: www.bucks.edu/howtoregister, or call 215-968-8409 (Option #1)

**Certificate in Business Writing**

**Discover the keys to successful writing for the workplace.** Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill.

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

- **Business Research Certificate**
- **Certificate in Business Writing**
- **Effective Copywriting**
- **Writing News and Press Releases**
- **Certificate in Non-Profit Administration**

**Business Services and Marketing**

**Business Research Certificate**

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

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

**Courses cannot be taken individually.**

Online/ $495/ ESMCE 4330 C30

**Coming in Fall 2016**

- **Section 1:** Introduction to Business Research
- **Section 2:** Business Statistics
- **Section 3:** Qualitative Business Research

**Nonprofits**

- **Certificate in Non-Profit Administration**

**Entrepreneurs**

- **Entrepreneurship Certificate**
- **Entrepreneurship Finance Certificate**

**Certificate in Business Writing**

**Business Writing**

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill.

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

**Effective Copywriting**

Online/ $195/ ESMCE 0230 C30/ 7/5-7/29

**Writing News and Press Releases**

Online/ $195/ ESMCE 0232 C30/ 8/1-8/26
Certificate in Data Analysis

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

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

Introduction to Data Analysis
Online/ $195/ ESMCE 0226 C30/ 6/6-7/1
Intermediate Data Analysis
Online/ $195/ ESMCE 0227 C30/ 7/5-7/29
Advanced Data Analysis
Online/ $195/ ESMCE 0228 C30/ 8/1-8/26

Certificate in Customer Service

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

Two one-month courses. Available separately or as a certificate.

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

Keys to Customer Service
Online/ $145/ ESMCE 4312 C30/ 6/6-7/1

Extraordinary Customer Service
Online/ $145/ ESMCE 4321 C30/ 7/5-7/29

Certificate in eMarketing Essentials

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

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

Improving Email Promotions
Online/ ESMCE 4303 C30/ 6/6-7/1
Boosting Your Web Site Traffic
Online/ ESMCE 4304 C30/ 7/5-7/29
Online Advertising
Online/ ESMCE 4305 C30/ 8/1-8/26

Social Media for Business Certificate

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

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

Introduction to Social Media
Online/ ESMCE 4300 C30/ 6/6-7/1
Marketing Using Social Media
Online/ ESMCE 4301 C30/ 7/5-7/29
Integrating Social Media in Your Organization
Online/ ESMCE 4302 C30/ 8/1-8/26

www.bucks.edu/LERNclasses
Nonprofits

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

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

Revenue Generation for Nonprofits
Online/ $495/ ESMCE 4340 C30/ 6/6-7/29
Program Evaluation for Nonprofit Professionals
Online/ $245/ ESMCE 4341 C30/ 8/1-8/26

www.bucks.edu/LERNclasses

See Also:
Workplace Professional Skills - page 60
Business Services & Marketing - page 18

Business Studies
Degree and Certificate Programs

- Want to be an Entrepreneur? Small Business Management Program
- Need credits for the CPA Exam? Accounting & Taxation Certificate

See also: pages 66 to 74 Visit bucks.edu/business for all Business Studies Programs.
Entrepreneurs

For more info on all Entrepreneur Programs, email: coned@bucks.edu

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

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

Entrepreneur Boot Camp
At the end of this course, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage your new business.

Online one month course / $195 / ESBEN 0210 C30/ 6/6-7/1

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

Online one month course / $195/ ESBEN 0219 C30/ 7/5-7/29

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

Online one month course / $195 / ESBEN 0222 C30/ 8/1-8/26

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

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

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

Online/ $195/ ESBEN 0225 C30/ 6/6-7/1

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

Online/ $195/ ESBEN 0224 C30/ 7/5-7/29

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

Online/ $195/ ESBEN 0226 C30/ 8/1-8/26

Browse Courses Online: bucks.edu/con-ed-courses · How To Register: page 5
The Center for Workforce Development supports employers in Bucks County. We offer affordable, dynamic, high-value training programs customized to meet your company's needs. Classes can be delivered on-site at your location or at one of BCCC's three campuses. Here's a sampling of our offerings.

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

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

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

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

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

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

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

Aviation
- Private Pilot Ground School

Certified Public Accountant

Child Development
- Child Development Associate
- CDA Parts I and II
- CDA Renewal

Enrolled Agent
- Special Enrollment Examination (SEE) Prep
- Tax Planning for Small Business Owners

Professional Engineers

Process Training
- Lean Six Sigma

ServSafe
- ServSafe Certification
- ServSafe Recertification

Teaching Professionals - Online Courses
- ACT 48
- ed2go
- Certificate in Online Teaching
- Certificate in Teaching Adults

Emergency Closings/ Inclement Weather

We may at times be forced to cancel classes. Please register for Bucks emergency alert system which will send urgent notifications regarding Campus activities to your cell phone and/or email at:

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

The most up-to-date information will also be available on the college’s website at:

www.bucks.edu

Register Online!

For online registration please go to the following website: www.bucks.edu/howtoregister

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

Browse Courses Online: bucks.edu/con-ed-courses · How To Register: page 5
PLEASE NOTE: Not all Ed2Go or LERN courses are eligible for ACT 48 credit. Only courses which are specifically approved for Act 48 credit will be processed. If you are taking courses for Act 48 hours, you must complete all lessons, quizzes, and exams. Approved courses are listed in the catalog with an ACT 48 logo. If you have any questions on whether a course is eligible for Act 48 credit, please contact the Continuing Education Department at 215-968-8413 or email at coned@bucks.edu before registering for the class.

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

Online/ $295/ ECPED 1505 C30/ Approved Hours: 32 (Act 48)

Next Offering in September 2016

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

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

Advanced Teaching Online
Online/ ECPED 1500 C30/ 6/6-7/1
Approved Hours: 16 (Act 48)

Designing Online Instruction
Online/ ECPED 1501 C30/ 5/9-5/20
Approved Hours: 16 (Act 48)

Fostering Online Discussion
Online/ ECPED 1503 C30/ 7/5-7/29
*Online Instructor (COI) requires the registrant to take a 50 question exam. The registrant will have their students evaluate one of their online courses, and the Chair of the LERN Faculty Advisory Board will critique one of the registrant’s online courses.

www.bucks.edu/LERNclasses

Online Courses for Teaching Professionals

Aviation

Private Pilot Ground School
Upon course completion, students will be equipped with the necessary knowledge to take the FAA’s written exam to become a Private Pilot. Aircraft systems, aerodynamics, flight instruments, navigation, weather, flight planning, regulations, and airspace will all be covered. Must be 18 years old prior to the start of the class.

Robert W. Lamberti, ATP, CFII, MEI, AGI, IGI

Next Offering Fall 2016

www.bucks.edu/LERNclasses
Visit our website at www.ed2go.com/bucks

A new section begins each month:

- May 18
- June 15
- July 13
- August 17

Classes are 6 Weeks Long

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

Real Estate Training No Longer Offered

We are no longer offering Continuing Education courses for licensed realtors. Realtors seeking Continuing Education credits should contact their local Real Estate Board.

Certified Public Accountant

Many Bucks Continuing Education courses provide Continuing Professional Education credits for CPAs. For more information on the eligibility of a specific course, please contact Sherry McKinney at: (267) 685-4883 or sherry.mckinney@bucks.edu

Some eligible courses include:

- Access - page 36
- Excel - page 36
- Quickbooks - page 37

Browse Courses Online: bucks.edu/con-ed-courses · How To Register: page 5
CDA Part I
These first 60 hours of the CDA program will focus on Professionalism in Childcare; principles of child development and learning; and the physical, intellectual, social and emotional development of children and infants through pre-school, and observation and growth and development of children from birth through 8 years. Brigitte Hix, M.A., PQAS Certified
Hybrid Online/ $365/ WSMCE 3231 C20/ 6/15-8/23
Required orientation at Newtown Campus, Wed, 6/15, 6:30-9:30pm, plus two additional onsite classes; Wed, 7/13 & Wed. 8/17
Approved Hours: 60 (Act 48, CDA)

CDA Part II
The second 60 hours of the CDA program will prepare you to take the national CDA assessment, and will focus on Planning a Safe, Healthy, Learning Environment; Observation of Young Children; Working with Families; and Program Management. This program is non-sequential; CDA Part I is not required to register for this course. Brigitte Hix, M.A., PQAS Certified
Hybrid Online/ $365/ WSMCE 3232 C20/ 6/15-8/23
Required orientation at Newtown Campus, Wed, 6/15, 6:30-9:30pm, plus two additional onsite classes; Wed, 7/13 & Wed. 8/17
Approved Hours: 60 (Act 48, CDA)

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

CDA Exam Prep Course
Review your 120 hours of Professional Education; organize your professional portfolio; complete the application process; review and practice exam material; understand the steps needed to maintain your certificate.
Newtown Campus/$79/ATEST 3002 C01/ Sat., 6/25, 8:30 am - 12:30 pm

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

For further information please contact the Continuing Education Department at 215-968-8409 (option #1) or email at coned@bucks.edu.

FREE Information Session
XSMCE 3230 C01/ Wed, 5/25/16; 6:30-8:00
Enrolled Agent

For more information on Enrolled Agents contact:
For further information please contact the Continuing Education Department at 215-968-8409 (option #1) or email at coned@bucks.edu

Special Enrollment Examination Prep

Enrolled Agents

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

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

Part I – Individuals (6 weeks)

Newtown Campus/ $684 (includes all text and materials)
ATEST 1554 C30
Instructor: TBD
Class Dates & Time: 6 Wed, 5/18/16 – 6/22/16; 6:00pm - 9:00pm
Topics Covered:
• Preliminary Work and Filing Requirements
• Income and Assets
• Deductions and Credits
• Taxation and Advice
• Specialized Returns for Individuals

Part II – Businesses (8 weeks)

Newtown Campus/ $815 (includes all text and materials)
ATEST 1555 C30
Instructor: TBD
Class Dates & Time: 8 Wed, 6/29/16 – 8/17/16; 6:00pm - 9:00pm
Topics Covered:
• Business Entities
• Partnerships
• Corporation
• S Corporations
• Business Financial Information
• Sales, Credits and SE Tax
• Specialized Returns for Businesses

Part III – Representation (2 weeks & Review)

Newtown Campus/ $479 (includes all text and materials)
ATEST 1556 C30
Instructor: TBD
Class Dates & Time: 2 Wed, 8/24/16 – 8/31/16; 6:00pm - 9:00pm
Review Class: 9/7/16 (For Parts 2 & 3); 6:00pm - 9:00pm
Topics Covered:
• Practice and Procedures
• Representation Before the IRS
• Specific Types of Representation
• Completion of the Filing Process

Register for all 3 parts at the same time and pay a total discounted tuition of $1669.00 (all texts and materials included). A savings of over $300.

Tax Planning for Small Business Owners

How do you start a small business? What are the different forms of doing business? What expenses are deductible? What are the requirements for hiring employees? What are the retirement plans available to small business owners. This course will explore tax planning aspects of owning and operating a small business. Specific topics include starting and operating a small business, hiring employees and retirement plan alternatives for small business owners. Natasha Johnson, EA & Joni Cappuccio, CPA EA MST
Newtown Campus/$99/WSBEN 0136 C01
Class Dates & Time:
4 Thu, 6/2-6/23, 6-8 pm

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

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 Bucks.”
  Sean Gibbs, Business Development, Action Manufacturing Company

Please see our Senior Citizen policy on page 4.
SERVSAFE® Certification
This course fulfills the Educational and Testing requirements of the Pennsylvania Department of Agriculture and Bucks, Montgomery, Philadelphia and other regional County Health Departments for Foodservice staff and manager sanitation certification. $255 (includes course book)
English Language, Martin Goldman
Newtown Campus/ WSERV 0001
C01/ 2 Sa, 6/11 & 6/18; 8:30am-5:00pm

SERVSAFE® Recertification
This course fulfills the NEW TESTING requirements of Bucks, Montgomery, and other regional Health Departments for Foodservice staff and manager recertification. Course includes 5 hours of review and updates before the REQUIRED included test. $185 (includes course book)
English Language, Martin Goldman
Newtown Campus/ OSERV 0050
C01/ 1 Sa, 6/25; 8:30am-5:00pm
Chinese Language, Betty L. Tsai
Lower Bucks Campus/OSERV 0051 C50/
Mon, 5/16/16; 8:30am-5:00pm

Register Online!
For online registration please go to the following website: www.bucks.edu/howtoregister
This secure online registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

Communication Studies Program
Transfer Major
The Communication Studies transfer major is designed for students who want to explore various subject areas in the communication field without immediately committing to any one area of concentration. Students can explore diverse areas such as speech communication, theatre, video production, journalism, public relations, mass communication, advertising and marketing, and film, within the context of a well-balanced liberal arts curriculum.
The Department of Continuing Education offers computer training through individual courses, certification programs and online learning. This is hands-on learning coupled with instructors who are well-versed in the latest technologies. All Information Technology and computer literacy programs can also be customized for the workplace.

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

### Section Contents

<table>
<thead>
<tr>
<th>Certificate Testing</th>
<th>35</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Academy/Cisco Networking Academy/CompTIA</td>
<td>Pearson VUE &amp; Certiport Testing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cisco Certifications</th>
<th>33</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Certified Networking Associate</td>
<td>CCNA® Security (Cisco IOS Network Security - IINS)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cloud/Mobile Computing</th>
<th>35</th>
</tr>
</thead>
<tbody>
<tr>
<td>VMware</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CompTIA Certifications</th>
<th>34</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, Networking+, Security+ and Linux+ Certifications</td>
<td>CompTIA Server + Certification</td>
</tr>
<tr>
<td>CompTIA Healthcare IT Technician Certificate</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Digital Forensics/Security/Red Hat Linux</th>
<th>39</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Forensics Fundamentals</td>
<td>Red Hat</td>
</tr>
<tr>
<td>Ethical Hacking</td>
<td>IBM AIX Basics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Software Development</th>
<th>32</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Visual Studio Development Environment</td>
<td></td>
</tr>
<tr>
<td>Introduction to Programming Using C#</td>
<td></td>
</tr>
<tr>
<td>Advanced Programming using C#</td>
<td></td>
</tr>
<tr>
<td>Software Development Using JAVA Enterprise Edition</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Microsoft Certifications</th>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administering Windows Server 2012</td>
<td>Database Administration</td>
</tr>
<tr>
<td>Configuring Windows Server 2012</td>
<td></td>
</tr>
<tr>
<td>Configuring Advanced Windows Server 2012</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Productivity Software</th>
<th>36</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD Design Software</td>
<td></td>
</tr>
<tr>
<td>AutoCAD® Essentials</td>
<td>Free Computer Workshop</td>
</tr>
<tr>
<td>AutoCAD 3D Modeling 2nd Level</td>
<td>Microsoft Windows 10</td>
</tr>
<tr>
<td>Revit®/Architecture Basics</td>
<td>Excel Basic to Advanced</td>
</tr>
<tr>
<td>Autodesk Inventor</td>
<td>Microsoft Project Basic to Advanced</td>
</tr>
<tr>
<td>SolidWorks Essentials with 3D Printing</td>
<td>PowerPoint Basic to Advanced</td>
</tr>
<tr>
<td>Computer Graphics</td>
<td>QuickBooks</td>
</tr>
<tr>
<td>Adobe Illustrator Basic to Advanced</td>
<td>Word Basic to Advanced</td>
</tr>
<tr>
<td>Adobe InDesign Basic to Advanced</td>
<td></td>
</tr>
<tr>
<td>Adobe Photoshop Basic to Advanced</td>
<td></td>
</tr>
<tr>
<td>Office Software</td>
<td></td>
</tr>
<tr>
<td>Access Basic to Advanced</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Productivity Software</th>
<th>38</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Development/Programming</td>
<td></td>
</tr>
<tr>
<td>Building Websites with Python &amp; Django</td>
<td></td>
</tr>
<tr>
<td>Creating a Dynamic Website with PHP and MySQL</td>
<td></td>
</tr>
<tr>
<td>Front End Web Development, JAVA Programming</td>
<td></td>
</tr>
<tr>
<td>HTML, JavaScript &amp; jQuery</td>
<td></td>
</tr>
</tbody>
</table>
Microsoft Certifications

Installing and Configuring Windows Server 2012 Exam 70-410 (56 Hrs)
This course is designed to teach students to install and configure servers, configure server roles and features, configure Hyper-V, deploy and configure core network services, install and administer Active Directory, and create and manage Group Policy.

Newtown Campus/ $1295 (plus book fee)/ WITAC 1091 C01/
Look for this course offering in Fall 2016
Pre-requisite: Prior experience working in IT or completing the CompTIA Server+ course

Administering Windows Server 2012 Exam 70-411 (56 Hrs)
This course is designed to teach students to deploy, manage, and maintain servers, configure file and print services, configure network services and access, configure a Network Policy Server Infrastructure, Configure and manage Active Directory, Configure and manage Group Policy.

Newtown Campus/ $1295 (plus book fee)/ WITAC 1092 C01/
Look for this course offering in Fall 2016

Microsoft SQL Server 2012 T-SQL Fundamentals (48 Hrs)
You will be introduced to the concepts involved in designing and using a database management system. Learn key concepts - the basic structures of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.

Lower Bucks Campus/ $795 (plus book fee)/ WITAC 2500 C50/
Look for this course offering in Fall 2016

Microsoft SQL Server 2012 – Querying Microsoft SQL Server (54 Hrs)
This course will prepare students to take exam 70-461 - Querying Microsoft SQL Server 2012.
Prerequisites: Introductory Classes- Microsoft SQL Server 2012 T-SQL Fundamentals WITAC 2500

Newtown Campus/ $895 (plus book fee)/ WITAC 2513 C01/
Look for this course offering in Fall 2016

Configuring Advanced Windows Server 2012 Services Exam 70-412 (56 Hrs)
This course is designed to teach students to configure and manage high availability, configure file and storage solutions, implement business continuity and disaster recovery, configure network services, configure the Active Directory Infrastructure, configure identity and access solutions.

Newtown Campus/ $1295 (plus book fee)/ WITAC 1093 C01/ 7 Mon, 7 Wed, 6/6-7/25 (no class 7/4), 6-10PM

Administering Microsoft SQL Server 2012 Databases (54 Hrs)
This course is intended for students to learn how to perform installation, maintenance and configuration task, setup databases, make the systems operate efficiently, setup backups and security.
Prerequisites: Microsoft SQL Server 2012 – Querying Microsoft SQL Server WITAC 2513

Newtown Campus/ $895 (plus book fee)/ WITAC 2514 C01/
Look for this course offering in Fall 2016

Implementing a Data Warehouse with Microsoft SQL Server 2012 (54 Hrs)
Students will focus on hands-on work creating business intelligence (BI) solutions including data cleansing, Extract Transform Load (ETL), and Data Warehouse implementation.
Prerequisites: Administering Microsoft SQL Server 2012 Databases WITAC 2514

Newtown Campus/ $895 (plus book fee)/ WITAC 2515 C01/ 7 Mon, 7 Wed, 6/27-8/15 (no class 7/4), 6-10pm

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

Oracle Database Fundamentals (48 Hrs)
This course will provide basic understanding of an Oracle database administrator’s skills. The course will help prepare you for Oracle Certification. The course lectures and studies are focused on Oracle 11g and the Oracle Certified Associate (OCA). It covers topics relevant to the certification exam, 1Z0-052, Oracle 11 g: Database Administration I. You will get an understanding of simple UNIX commands, database architecture, software installation, database creation, storage management, schemas, security, data concurrency, network, data moving, backup and recovery.
Prerequisite: WITAC 2500 Introduction to SQL or have experience using SQL, some experience with Unix/Linux recommended.
Newtown Campus/ $795 (plus book fee)/ WITAC 2016 C01/
Look for this course offering in Fall 2016

Microsoft Business Intelligence Solutions (56 Hrs)
Newtown Campus/ $895 (plus book fee)/ WITAC 2512 C01/
Look for this course offering in Fall 2016

Software Development

Microsoft’s Visual Studio Development Environment

Introduction to Programming Using C# (42 Hrs)
Learn the basics of Microsoft’s C# programming language used extensively in developing Windows and Web based applications and games.
Lower Bucks Campus/ $795 (plus book fee)/ WITAC 2103 C50/
Look for this course offering in Fall 2016

Advanced Programming using C# (42 Hrs)
Learn advanced programming techniques and key components provided by the .NET Framework.
Newtown Campus/ $795 (plus book fee)/ WITAC 2104 C50/ 12 Tue, 5/31-8/16, 6:30-10pm
Go to www.bucks.edu/ITAcademy for more details and prerequisites.

Software Development Using JAVA Enterprise Edition

Introduction to Programming Using Java (42 Hrs)
Bristol Campus/ $795 (plus book fee)/ WITAC 2114 C50/
Look for this course offering in Fall 2016

Advanced Programming using JAVA and JAVA Enterprise Edition (42 Hrs)
Bristol Campus/ $795 (plus book fee)/ WITAC 2115 C50/ 12 W, 6/1 - 8/17, 6:30-10pm

Ordering Textbooks

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

Register Online!

For online registration please go to the following website: www.bucks.edu/howtoregister
This secure online registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.
Cisco Certifications

Cisco Certified Networking Associate

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

Module 1: Introduction to Networks (70 Hrs)
The course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, you will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes/certifications.

Upper Bucks Campus/ $1195 (plus book fee)/ WITAC 1051 C01/ 9 Tu, 9 Th, 6/7-8/4, 6-10pm

Module 2: Routing and Switching Essentials (70 Hrs)
This course describes the architecture, components, and operations of routers and switches in a small network. You learn how to configure a router and a switch for basic functionality. By the end of this course, you will be able to con-figure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

Upper Bucks Campus/ $995 (plus book fee)/ WITAC 1052 C70

Look for this course offering in Fall 2016

Module 3: Scaling Networks (52 Hrs)
This course describes the architecture, components, and operations of routers and switches in a large and complex network. You will learn how to configure and troubleshoot routers and switches for advanced functionality. By the end of this course, you will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. You will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.

Upper Bucks Campus/ $795 (plus book fee)/ WITAC 1053 C70/ 6 Mon, 7 Wed, 6/27-8/10 (no class 7/4), 6-10pm

Module 4: Connecting Networks (52 Hrs)
This course discusses the WAN technologies and network services required by converged applications in a complex network. The course allows you to understand the selection criteria of network devices and WAN technologies to meet network requirements. You will learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. You will also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network.

Upper Bucks Campus/ $795 (plus book fee)/ WITAC 1054 C70/ 6 Mon, 7 Wed, 8/22-10/5 (no class 9/5), 6-10pm

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

CCNA® Security (Cisco IOS Network Security - IINS) (72 Hrs)
IT security is one the fastest growing specialties in the world and is in high demand. As networks grow and become more complex, companies rely heavily on IT security professionals to secure systems, data and services. Well trained IT security engineers are hard to find and recently many news organizations have reported that the demand for these skills is going to skyrocket. CCNA Security is a great way to learn valuable security skills.

CCNA* Security validates associate-level knowledge and skills required to secure Cisco networks. With a CCNA Security certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats. Prerequisites: 640-802, or 200-120 CCNA

Newtown Campus/ $1295 (plus book fee)/ WITAC 1016 C01/

Look for this course offering in Fall 2016

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

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

A+ Certification (128 Hrs)
The A+ Certification Program offers a standard of excellence to the PC support industry. CompTIA A+ program prepares you for certification by teaching system configuration, installation, upgrades, diagnosis, repair, preventive maintenance, and safety of vendor neutral PC Hardware. Many high-tech companies require their support staff to be certified. Prerequisite: Basic computer and networking knowledge including file management in a Windows environment.

Certification Tests:
220-801 for CompTIA A+ Essentials
220-802 for CompTIA A+ Practical Application

Lower Bucks Campus/ $2,040 (plus book fee) (test voucher included)/ WITAC 2002 C50/ 14 Mon, 18 Wed, 6/6-9/28 (no class 7/4, 9/5), 6-10pm

Network+ Certification (72 Hrs)
Network technicians need to be certified in order to advance in the industry. A certified technician has a much better chance of finding work in the industry. Whether you’re looking to upgrade your skills, advance your career, or start a career in networking, the Network+ certification course is for you.
Prerequisite: Basic computer knowledge including file management in a Windows environment.

Certification Test: N10-005 for CompTIA Network+ Certification

Newtown Campus/ $1295 (plus book fee) (test voucher included)/ WITAC 1005 C01/ Look for this course offering in Fall 2016

Security+ Certification (64 Hrs)
CompTIA Security+ is an international, vendor-neutral certification that demonstrates competency in network security; compliance and operational security; threats and vulnerabilities; application, data and host security; access control and identity management; and cryptography. CompTIA Security+ provides the knowledge of security concepts, tools and procedures to react to security incidents.

Certification Test: SY0-301 for CompTIA Security+ Certification

Newtown Campus/ $1195 (plus book fee)/ (test voucher included) WITAC 0511 C01/ 8 Tu, 8 Thurs, 7/5-8/25, 6-10pm

Linux+ Certification (72 Hrs)
CompTIA Linux+ validates the fundamental knowledge and skills required of a Linux Administrator. The course will cover system architecture, GNU and UNIX commands, user interfaces and desktops, Linux installation and package management. Students who take this course and the certification test will also attain the LPIC-1 certification.
Certification test: LX0-101 covers system architecture; Linux Installation and package management; GNU and Unix commands; devices, Linux file systems, and file system hierarchy standards. LX0-102 covers shells, scripting and data management; user interfaces and desktops; administrative tasks; essential system services; networking fundamentals and security.

Newtown Campus/ $1295 (plus book fee)/ (test voucher included) WITAC 2600 C01/ Look for this course offering in Fall 2016

CompTIA Healthcare IT Technician Certificate (30 Hrs)
The typical student for this course is an experienced IT professional who is looking for opportunities in the healthcare industry such as desktop support or tier-1 support. Certificate test: HIT-001 Healthcare IT Technician
Prerequisites: CompTIA A+ certification or equivalent knowledge is required with the permission of the program manager/instructor.

Online/ $595 (plus book fee) (test voucher included)/ WITAC 4020 C20/ Look for this course offering in Fall 2016

CompTIA Server+ Certification (40 Hrs)
CompTIA Server+ validates your skills with the most commonly used server and storage systems in the IT industry. This certification demonstrates an impressive knowledge base that narrows the skills gap and provides the hands-on experience that businesses need.

Newtown Campus/ $750 (plus book fee) (test voucher included) WITAC 2017 C01/ Look for this course offering in Fall 2016

Quarterly Information Sessions!
Information Sessions are held at our Newtown campus once a quarter and are free to anyone who attends. Join us to learn about new and updated course offerings from the IT Academy. For session schedule, please visit our website: http://www.bucks.edu/academics/cwd/it-academy/it-infosessions/

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

Member of: Microsoft IT Academy  
Cisco Networking Academy  
VMware IT Academy  
CompTIA Member

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

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

New classes are now being scheduled.  
www.bucksitacademy.com

Check Online for More Courses:  
bucks.edu/itacademy

- Building Websites using Python and Django  
- Developing for iOS using XCode and Objective-C  
- Front-End Web Development

Please see our new Senior Citizen policy on page 4.

VMware (80 Hrs)

Learn the knowledge and skills needed to operate a VMware ESXi server.

We teach a full VCP course supporting the configuration and management of a robust / full HA/DRS ESXi cluster with SAN technology

Newtown Campus/ $1895 (plus book fee)/ WITAC 2200 C01/ 
Look for this course offering in Fall 2016

Quarterly Information Sessions!

Information Sessions are held at our Newtown campus once a quarter and are free to anyone who attends. Join us to learn about new and updated course offerings from the IT Academy. For session schedule, please visit our website: 
http://www.bucks.edu/academics/cwd/it-academy/it-infosessions/

Emergency Closings/ Inclement Weather

We may at times be forced to cancel classes. Please register for Bucks emergency alert system which will send urgent notifications regarding Campus activities to your cell phone and/or email at: 
http://www.e2campus.com/my/bucks/signup.htm

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

For online registration please go to the following website: www.bucks.edu/howtoregister

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

Authentication

Register Online!

Certificate Testing

Pearson VUE and Certiport Testing Center

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 info, please visit: 
www.PearsonVUE.com for Certification test offered by Pearson VUE 
www.Certiport.com for Certification test offered by Certiport 
or call: 215-968-8068

Information Technology
Free Computer Workshop (3 Hrs)
WCOAP 0004 C01-C70/ 6:30-9:30 pm
Look for this course offering in Fall 2016

Access Basic (12 Hrs)
Students will learn the basic components of an Access database, the structure of a database, manage data in tables, design forms and generate reports.
Newtown Campus/ $225 (plus book fee)/ WCOAP 3041 C01/
Look for this course offering in Fall 2016

Access Intermediate (12 Hrs)
Learn how to streamline data entry and maintain data integrity, join tables, create flexible queries, modify data, im-prove forms, customize reports and share data between Access and other applications.
Newtown Campus/ $225 (plus book fee)/ WCOAP 3042 C01/
Look for this course offering in Fall 2016

Access Advanced (12 Hrs)
Students will learn how to restructure data into appropriate tables, write advanced queries, create and revise macros, more about customizing reports and maintaining their databases using the tools available within Access.
Newtown Campus/ $225 (plus book fee)/ WCOAP 3034 C01/
Look for this course offering in Fall 2016

Excel Basic (12 Hrs)
This course is for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Of-fice Excel worksheets.
$225 (plus book fee) / WCOAP 1580 C01-C70/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Tu, 6/7-6/28
Lower Bucks Campus/ C50/ 4 Tu, 6/7-6/28
Upper Bucks Campus/ C70/ 4 Tu, 6/7-6/28
Doylestown Campus/ CA1/ 4 Mon, 6/13-7/11 (no class 7/4)
Approved Hours: 12 (Act 48, CPA)

Excel Intermediate (12 Hrs)
Learn to use advanced formulas and work with various tools to analyze data in spreadsheets, organize tab-le data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.
$225 (plus book fee) / WCOAP 1581 C01-C70/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Tu, 7/5-7/26
Lower Bucks Campus/ C50/ 4 Tu, 7/5-7/26
Upper Bucks Campus/ C70/ 4 Tu, 7/5-7/26
Doylestown Campus/ CA1/ 4 Mon, 7/18-8/8
Approved Hours: 12 (Act 48, CPA)

Excel Advanced (12 Hrs)
Learn the specialized features of Excel. You will learn the power of Pivot Tables, Charting, OLE (Object Linking and Em-bedding). You will gain the skills necessary to create macros, audit worksheets, import and export data and publish worksheets on the Web as well as PivotTables and the VLOOKUP function.
$225 (plus book fee)/ WCOAP 1582 C01-C70/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Tu, 8/2-8/23
Lower Bucks Campus/ C50/ 4 Tu, 8/2-8/23
Upper Bucks Campus/ C70/ 4 Tu, 8/2-8/23
Doylestown Campus/ CA1/ 4 Tu, 8/15-9/12 (no class on 9/5)
Approved Hours: 12 (Act 48, CPA)

Data Analysis using Excel Pivot Tables (4 Hrs)
Upon successful completion of this course students will be able to use Excel 2013 advanced Pivot Table Functionality to analyze their raw data. They will be able to prepare data for Pivot Table reporting, create Pivot Tables from various data sources, analyze data using Pivot Tables and work with Pivot Charts.
$95 (plus book fee)/ WCOAP 1596 C01-C70/ Look for this course offering in Fall 2016

Microsoft Windows 10 (9 Hrs)
$195 (plus book fee)/ WCOSY 0035 C01-C50/ 6:30-9:30pm
Newtown Campus/C01/
Look for this course offering in Fall 2016

Word Basics (12 Hrs)
Learn to create, navigate and save; insert and delete; format paragraphs; headers, footers and margins; create hyper-links; use undo and redo; insert graphics and clip art and more in Word documents.
$225 (plus book fee)/ WCOAP 0164 C01-C70/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 W , 6/8-6/29
Lower Bucks Campus/ C50/ 4 W, 6/9-6/30
Upper Bucks Campus/ C70/ 4 W, 6/9-6/30
Doylestown Campus/ CA1/ 4 Tu, 6/14-7/12 (no class 7/5)
Approved Hours: 12 (Act 48)

Word Intermediate (12 Hrs)
Learn to work with fields and perform a mail merge; use styles and outlines; how to format tables; insert SmartArt di-agrams; work with shapes; format text graphically; format a document by adding sections, columns, and design ele-ments such as watermarks and themes; Track Changes and prepare documents for sharing and exporting.
$225 (plus book fee)/WCOAP 0165 C01-C70/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 W, 7/6-7/27
Lower Bucks Campus/ C50/ 4 Th, 7/7-7/27
Upper Bucks Campus/ C70/ 4 Th, 7/7-7/27
Doylestown Campus/ CA1/ 4 Tu, 7/11-8/9
Approved Hours: 12 (Act 48)
QuickBooks Payroll Module (9 Hrs)
Learn how to process payroll in the most popular accounting program today. Through this hands-on class you will learn how to set up payroll, process paychecks, and get familiar with the screen elements. Navigating with QuickBooks is a breeze.
Prerequisite: QuickBooks Pro/Premier class (WCOAP 1606) or have good working knowledge of QuickBooks
$155 (plus book fee)/ WCOAP 1613 C50-70/ 6:30-9:30 pm
Lower Bucks Campus/ C50/ 3 Mo, 7/25-8/8
Upper Bucks Campus/ C70/3 Mo, 6/13-6/27

QuickBooks: Tips and Tricks (6 Hrs)
Learn how to customize your work space, statements and reports; How to “fix” or correct past data entry transactions; generate trial balances and other reports for your Accountant. Prerequisite: Working knowledge of QuickBooks or attended QuickBooks Fundamentals Course
$125 (plus book fee)/ WCOAP 1611 C50-C70/ 6:30-9:30pm
Lower Bucks Campus/ C50/ 2 Mo, 8/15-8/22
Upper Bucks Campus/ C70/ 2 Mo, 7/11-7/18

Introduction to Microsoft Project (12 Hrs)
If you are a current Project Manager or Administrator, or see this as your next career step, this course is for you! Learn the basic functions and features of this powerful project management tool. Prerequisite: Experience with Microsoft WORD and EXCEL (or equivalent) ; some experience on a project team or completion of a course in the fundamentals of Project Management; students must have access to a computer with MS Project.
$225/ WCOAP 3054/ C01-C70,
Look for this course offering in Fall 2016

Microsoft Project Advanced (12 Hrs)
Build on the concepts and skills learned in Introduction to Project. Topic coverage includes baseline and interim plans, analysis of project statistics, project file formatting, custom views, and exchanging project data. Prerequisite: Completion of a basic level course in MS Project (any version); access to a computer with MS Project.
$225/ WCOAP 3052/ C01-C70,
Look for this course offering in Fall 2016
Web Development/Programming

HTML Fundamentals (24 Hrs)
$299 (plus book fee)/ WCOSY 6048 C50 / 9am – 12 noon
Look for this course offering in Fall 2016
Approved Hours: 24 (Act 48)

JavaScript Fundamentals (24 Hrs)
$299 (plus book fee)/ WCOAP 6621 C50 / 9am – 12 noon
Look for this course offering in Fall 2016
Approved Hours: 24 (Act 48)

jQuery Fundamentals (18 Hrs)
$235 (plus text book)/ WCOSY 1616 C50 / 6:30-9:30pm
Look for this course offering in Fall 2016

Creating Dynamic Website with PHP and MySQL (36 Hrs)
$495 (plus text book)/ WTTAC 3000 C01/ 6-10pm
Look for this course offering in Fall 2016
Prerequisite: The HTML & JavaScript OR a general understanding of programming is suggested.

Building Websites using Python and Django (24 hrs)
$299 (plus text book)/ WCOSY 6100 C01 / 6:30-9:30pm
Look for this course offering in Fall 2016
Prerequisite: The HTML 5 & JavaScript OR a general understanding of programming is suggested.

Front-End Web Development (24 hrs)
$299 (plus text book)/ WCOSY 6101 C50/ 6:30-9:30pm
Lower Bucks Campus/ C50/ 8 W, 6/8-7/27

CAD Design Software

AutoCAD® Essentials (36 Hrs)
This course incorporates the features, commands, and techniques for creating, editing, and printing 2D drawings with AutoCAD. You will learn skills that can be used in all disciplines of AutoCAD, and specifically Engineering. Hands-on exercises throughout the course explore how to create 2D production drawings. Prerequisite: A working knowledge of PC’s and Microsoft Windows is necessary. An understanding of basic drafting skills and blueprint reading is helpful.
$495 (plus book fee)/ WCOAP 6064
Newtown Campus/ C01/ 9 Tu, 6/7-8/2, 6-10pm

AutoCAD 3D Modeling 2nd Level (36 Hrs)
For those familiar with AutoCAD, this course incorporates the features, commands, and techniques used to create, edit, and print 3D drawings with AutoCAD. Hands-on exercises used throughout the course encourage students to explore and create 3D wire frame, surface, and solid models, and make multi-view drawings. Prerequisites: working knowledge of AutoCAD and Microsoft Windows OS, plus understanding of basic drafting skills and blueprint reading.
$495 (plus book fee)/ WCOAP 6065 C01-C70
Look for this course offering in Fall 2016

Autodesk Inventor (36 Hrs)
Autodesk Inventor software serves as a flexible development platform for building specialized mechanical design applications, as well as for interfacing with upstream, downstream, and enterprise applications for manufacturers.
Newtown Campus/ $495 (plus book fee)/ WCOAP 6070 C01/ 9 Mo, 6/6-8/8
(no class on 7/4), 6-10pm

Revit®Architecture Basics (36 Hrs)
Revit is a parametric 3D modeling software that works the way architects and designers think. This course will introduce you to Building Information Modeling (BIM) and the tools for parametric design and documentation. You will quickly gain an understanding of how Revit can enhance your project designs by communicating your ideas faster and easier. The course will cover the concepts and introduce Revit tools to create a schematic design from construction documentation to design visualization. Pre-requisite: A working knowledge of computers, MS Windows, and previous experience in architectural design, drafting, or engineering is necessary. No previous CAD experience is necessary.
$495 (plus book fee)/ WCOAP 6068 C01/
Newtown Campus/ 9 Th, 6/9 – 8/4, 6-10pm

AutoCad Architecture 2016 (40 Hrs)
This is an Entry level instructional course consisting of how to use the AutoDesk drafting software with a specific focus on Architectural drafting.
$495 (plus book fee)/ WCOAP 6069 C01
Look for this course offering in Fall 2016

Bucks: Continuing Education • Workforce Development • Public Safety
Adobe Acrobat DC (12 Hrs)
Learn the ins-and-outs of Acrobat DC.
$225 (plus book fee)/WCOAP 6029 C01/ 6:30-9:30pm
Look for this course offering in Fall 2016

Adobe Illustrator CC Level 1 (9 Hrs)
Learn simple illustrations, applying basic colors, drawing paths, work with text, manipulate layers, swatches and more.
$195 (plus book fee)/WCOAP 6038 C01-C70/ 6:30-9:30pm
Look for this course offering in Fall 2016

Adobe Illustrator CC Level 2 (9 Hrs)
Learn advanced techniques working with paths, masks, fills, and strokes. Learn how to use transformation tools, envelopes, filters, effects, and graphic styles, to convert raster images to vector art manage color settings, color separations, and print specification.
$195 (plus book fee)/WCOAP 6039 C01-C70/ 6:30-9:30pm
Look for this course offering in Fall 2016

Adobe InDesign CC Level 1 (9 Hrs)
Learn how to create documents, place text and graphics, use objects, work with master pages, create custom colors, print documents and export documents to PDF.
$195 (plus book fee)/WCOAP 6536 C01
Newtown Campus/ 3 Wed, 6/8-6/22, 6:30-9:30pm

Adobe InDesign CC Level 2 (9 Hrs)
Learn how to import and edit text, add special characters, setup alternate layouts and templates, use object libraries and snippets, create tints, gradient swatches, and vector paths, and create tables.
$195 (plus book fee)/WCOAP 6537 C01
Newtown Campus/ 3 Wed, 7/6-7/20, 6:30-9:30pm

Digital Camera Workshop (12 Hrs)
Achieve great picture results! Learn how to use the functions of your digital camera correctly.
$225 (plus book fee)/WCOAP 1700 C01/ 6:30-9:30pm
Look for this course offering in Fall 2016

Photoshop CC Level 1 (9 Hrs)
Learn how to use print resolutions, calibration, palettes and file formats.
$195 (plus book fee)/WCOAP 6042 C01-C70/ 6:30-9:30pm
Newtown Campus/ C01/ 3 Tu, 6/7-6/21
Lower Bucks Campus/ C50/ 3 Wed, 6/8-6/22
Upper Bucks Campus/ C70/ 3 Th, 6/9-6/23

Photoshop CC Level 2 (9 Hrs)
Learn to use work areas, importing and adjusting images, working with selections and layers, correcting colors, editing and retouching.
$195 (plus book fee)/WCOAP 6043 C01-C70/ 6:30-9:30pm
Newtown Campus/ C01/ 3 Tu, 7/5-7/26
(no class 7/19)
Lower Bucks Campus/ C50/ 3 Wed, 7/6-7/27
(no class 7/20)
Upper Bucks Campus/ C70/ 3 Th, 7/7-7/28
(no class 7/21)

IBM AIX Basics (40 Hrs)
This course will cover the basics of the AIX operating system. After completion students should be able to use common AIX commands and utilities, manage files and directories, write simple shell scripts and customize the AIX environment.
$599 (plus book fee)/ WITAC 2113 C01
Newtown Campus/ 5 Tu, 5 Th, 6/14 – 7/14, 6-10pm

Red Hat Certified Systems Administrator (90 Hrs)
Topics covered are Linux commands, configuration of users & groups, file system management & rights, deploying virtual machines, operating system security, managing firewall settings, package installation & management, networking, and troubleshooting.
Newtown Campus/$1,395 (plus book fee)/ WITAC 2601 C01/ Look for this course offering in Fall 2016

Computer Forensics Fundamentals (56 Hrs)
What you will learn:
• Understanding the concept of computer forensics and what it means
• The steps involved in the computer forensic process
• Being able to conduct a complete computer forensic analysis
• The hardware & software tools utilized in computer forensics
• The legal issues in computer forensics
• The certifications in the computer forensics field and where are the opportunities
Newtown Campus/$1,195 (plus book fee)/ WITAC 2113 C01/ Look for this course offering in Fall 2016

Ethical Hacking (56 Hrs)
Learn the basic set of skills and knowledge to scan, test, and secure a network infrastructure and systems.
Newtown Campus/$1,295 (plus book fee)/ WITAC 4036 C01/ Look for this course offering in Fall 2016

Information Technology
Personal Development

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

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

## Section Contents

### Arts & Leisure

<table>
<thead>
<tr>
<th>Arts</th>
<th>48</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metal Carving</td>
<td>48</td>
</tr>
<tr>
<td>Oil Painting</td>
<td>48</td>
</tr>
<tr>
<td>Photography</td>
<td>48</td>
</tr>
<tr>
<td>Screen Play Writing</td>
<td>48</td>
</tr>
<tr>
<td>Stone Carving</td>
<td>48</td>
</tr>
<tr>
<td>Drawing</td>
<td>50</td>
</tr>
<tr>
<td>Japanese Papermaking</td>
<td>50</td>
</tr>
<tr>
<td>Watercolor</td>
<td>50</td>
</tr>
</tbody>
</table>

### Music

<table>
<thead>
<tr>
<th>Music</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beatles</td>
<td>50</td>
</tr>
<tr>
<td>Guitar Courses</td>
<td>50</td>
</tr>
<tr>
<td>Piano Master Class</td>
<td>50</td>
</tr>
<tr>
<td>Private Music Lessons</td>
<td>50</td>
</tr>
</tbody>
</table>

### Culinary

- Food Blogging 101
- Preserving the Harvest – Home Canning

### Getting Prepared

- GMAT Preparation
- GED® Test Preparation – FREE
- Law School Admission Test (LSAT) Preparation Course
- PAPA on line test prep
- Paralegal Certification Preparation
- SAT/GRE Prep Courses

### Health & Fitness

- Dance Classes
- Personal Training
- Tai Chi
- Women’s Self Defense Workshop
- Blended Lifeguard Course

### Language/ESL

#### English as a Second Language

- Beginning, Intermediate, and Advanced
- Test Preparation

#### Foreign Language

- Mandarin Chinese, Italian, Elementary Arabic I

### Lifelong Learning

#### Special Interest

- Gaming
- Financial
- Astronomy
- Getting Paid to Talk
- Archaeology/History
- Private Pilot Ground School

#### Second Act - Ages 50+

- AARP Smart Driver Refresher Course
- Music
- History
- How-To Game Workshops
- Second Act - Computer Series

### Personal Mindfulness

- Yoga for the Mind: The work of Byron Katie

### Youth, Parents & Teachers

Kids on Campus Summer

Camps at a Glance
Free ESL Placement Meeting!
Monday, May 16, 2016, 6:30-8:30 pm, in the Charles Rollins Center on our Newtown Campus (near the cafeteria). No registration needed—just come!

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

• Register early! Get $20 off each class if you register by May 20, 2016!
• Registration Deadline, May 27, 2016
• Registrations will not be accepted after the third class
• To register, call 215-968-8409 (Option #1)
• For ESL information, call 215-497-8729 or send an email to: donna.kirn@bucks.edu
• Classes are 8 weeks long.
• For more English practice, sign up for 2 or more classes!

Language/ESL

Newtown Campus

ESL Course 1A / $320 (includes text)
LESLA 0009 C01 & C02
For students with limited English, all English skills studied
Mondays and Wednesdays
C01/June 6-August 1, (no classes on July 4th) 10am-12:30 pm
C02/June 6-August 1, (no classes on July 4th) 7-9:30 pm

ESL Course 1B / $320 (includes text)
LESLA 0010 C01 & C02
For advanced beginners, all English skills studied.
Mondays and Wednesdays
C01/June 6-August 1, (no classes on July 4th) 10am-12:30 pm
C02/June 6-August 1, (no classes on July 4th) 7-9:30 pm

Intermediate ESL

Newtown Campus

Intermediate ESL 2A / $320 (includes text)
LESLA 0216 C01 & C02
For students with low intermediate English, all English skills studied
Mondays and Wednesdays
C01/June 6-August 1, (no classes on July 4th) 10am-12:30 pm
C02/June 6-August 1, (no classes on July 4th) 7-9:30 pm

Intermediate ESL 2B / $320 (includes text)
LESLA 0217 C01 & C02
For high intermediate students to prepare for advanced level
Mondays and Wednesdays
C01/June 6-August 1, (no classes on July 4th) 10am-12:30 pm
C02/June 6-August 1, (no classes on July 4th) 7-9:30 pm

Advanced ESL

Newtown Campus

Advanced ESL 3A / $320 (includes text)
LESLA 0317 C01 & C02
All English skills studied
Mondays and Wednesdays
C01/June 6-August 1, (no classes on July 4th) 10am-12:30 pm
C02/June 6-August 1, (no classes on July 4th) 7-9:30 pm

Advanced ESL 3B / $320 (includes text)
LESLA 0318 C01 & C02
All English skills studied
Mondays and Wednesdays
C01/June 6-August 1, (no classes on July 4th) 10am – 12:30 pm
C02/June 6-August 1, (no classes on July 4th) 7-9:30 pm

Browse Courses Online: bucks.edu/con-ed-courses   ·   How To Register: page 5
### Specific Skill Courses

#### Newtown Campus

**Conversation and Pronunciation/$200**  
(includes text)  
LESLA 0215 C01 & C02  
For intermediate to advanced speakers  
Thursdays  
C01/June 9-July 28, 10am – 12:30 pm  
C02/June 9-July 28, 7-9:30 pm

**Intermediate to Advanced Writing/$200**  
(includes text)  
LESLA 0504 C01  
Intermediate to advanced students  
Tuesdays  
C01/June 7-July 26, 10am – 12:30 pm  
C02/June 7 - July 26, 7-9:30 pm

#### Test Preparation

**IBT TOEFL Test Preparation**  
Newtown Campus/ $385 (includes text)/ ATEST 2502 C01  
Advanced English skills and practice tests for the TOEFL test.  
Tuesdays & Thursdays  
C01/June 7-July 28, 6:30-9:30 pm

### Foreign Language

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

#### Mandarin Chinese

*Greg Tang, M.S.*  
Newtown Campus/$170 (plus $25 book fee; $32 CD optional; same book for all levels)  
**Course I:** RLANG 0568 C01  
6 Tues, 6/7-7/12, 6:30-9 pm  
**Course II:** RLANG 0569 C01  
6 Tues 8/2-9/6, 6:30-9 pm  
Approved Hours: 15 (Act 48)

#### Intermediate to Advanced Writing/$200**  
(includes text)  
LESLA 0504 C01  
Intermediate to advanced students  
Tuesdays  
C01/June 7-July 26, 10am – 12:30 pm  
C02/June 7 - July 26, 7-9:30 pm

#### Italian

*David Arcangeli, B.A. B. Th*  
Newtown Campus/ $235 (plus $20 book fee, same book for all levels)  
**Course I:** RLANG 0209 C01  
5 Tu & 5 Th, 6/7-7/7, 7-9:30  
**Course II:** RLANG 0214 C01  
5 Tu & 5 Th, 7/12-8/11, 7-9:30

**Elementary Arabic I**  
*Bryant Davis, B.A. Arabic Studies*  
Newtown Campus/$259 (plus $33 book fee)  
**Course I:** RLANG 0802 C01  
10 Tu & 10 Th, 6/7-8/11, 6:30-8:00 pm  
Elementary Arabic with practice in listening, speaking, reading and writing standard Arabic in order to acquire vocabulary, structures, and knowledge of Arabic Cultures.

**Advanced Spanish Conversation, Reading and Grammar**  
*Maria Perez, M.Ed.*  
Newtown Campus/$200 (plus $15 book fee)  
**Course I:** RLANG 0419 C01  
10 Tu, 6/7-8/9, 6:30-8:30 pm  
Approved Hours: 20 (Act 48)  
For the moderate Spanish speaker to improve skills in reading, listening, and speaking with an emphasis on pronunciation. You will explore different themes in Hispanic culture, politics, lifestyles, headlines, news, history, traveling and more. A textbook will be used to review specific areas of grammar as needed. New and continuing students are welcome!
Plan Ahead

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

Business Studies

Degree and Certificate Programs

- Hospitality is the #2 industry in Bucks County. Now is the time! We have the programs!
  - Hospitality and Tourism Management
  - Chef Apprenticeship
  - Culinary Arts
  - Meeting, Convention & Event Planning
- Fall offerings in Bread Making, Vegetarian Cuisine, International Cuisine and Pastries

Discover More Options

See also: pages 66 to 74

Visit bucks.edu/business for all Business Studies Programs.

Personal Development

Food Blogging 101

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

Newtown Campus/$79 /RCULI 4174 C01
3 Sat, 6/4-6/18, 9-11am

Preserving the Harvest – Everything you need to know about Home Canning Preserving

Join Marian Bolum, a Certified Master Food Preserver and owner of Farm to Jars and learn everything you need to know on how to Preserve the Season. These two classes will cover everything from canning jams and jellies to pickles and soups. The classes will include step by step instructions on how to use a Pressure Canner and Boiling Water Bath Canner along with a discussion on safety and storage. We will be using the Pressure Canner to preserve a homemade delicious soup, where you can control the sodium, preservatives and additives. By the end of the two classes, you will have the confidence to start preserving your own food and be ready to start filling your pantry with locally grown food that you can enjoy all year. Marian Bolum

Newtown Campus/$99 (includes $30 materials fee)
RCULI 4177 C01
2 Fri, 5/13-5/20, 6-8:30pm

Please see our Senior Citizen policy on page 4.

Plan Ahead - We recommend you sign up at least 10 days prior to the first day of class.
Yoga For the Mind: The Work of Byron Katie

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

Newtown Campus/ $89/ RHEAL 4510 C01
Mon-Fri, 6/13-6/17, 10am-12pm

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

Register Online!

For online registration please go to the following website: www.bucks.edu/howtoregister

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

Cultural Events @ Bucks 2016

For updates throughout the Spring and Summer:

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

Series Show - Tom Lawton Sextet
April 20, 2016
Style: Jazz

Student Show - BCCC Jazz Orchestra
May 5, 2016
Style: Student Music

Student Show - Film Festival
May 4, 2016
Style: Student Film

Student Show - Drama Club
May 6 & 7, 2016
Style: Student Theater
Personal Trainer
Do you have a passion for exercise, health and fitness? This course will provide you with the necessary skills and knowledge to become a successful Personal Trainer. After successful completion of the course, students should be well-prepared to sit for the American Council on Exercise Personal Training exam. Newly revised course based on the 5th edition of the ACE Personal Trainer Manual. Gary Rubin, ACE CPT & Functional Training Specialist
Next offering FALL 2016

Tai-Chi Chuan
The study of Tai-Chi is a beautiful way to relieve stress, and has been proven to promote a healthy mind and body. Learn the first 20 movements of the Yang Short Form, along with warm-up exercises that can be practiced anytime, anywhere. David Briggs, A.A.
Newtown Campus/ $79/ RFTNS 0512 C01 8 Tu, 6/7-7/26, 7:00-8:00 pm

Women’s Self Defense Workshop
Students will learn techniques of self-defense, pertaining to armed and unarmed assaults. They will learn methodologies that are designed to improve their awareness and their understanding of an assault. They will learn psychological aspects of the relationship between a predator and a potential victim. In addition, they will learn strategies to improve their chances of surviving an attack by using their natural tools, as well as their environment. Moreover, participants will learn preventive measures. Please wear comfortable clothing. Jon Nichols is a certified instructor under Daniel Inosanto (teacher and student of Bruce Lee). Jon is also certified under Grandmaster Surachai Sirisute (founder of the Thai Boxing Association of the USA). Amy Nichols is a certified instructor in various martial arts disciplines.
Newtown Campus/ $39/RFTNS 6061/ C01 & C02 C01/Sat, 6/18, 9:30-11:30 am C02/Sat, 7/16, 9:30-11:30 am

Texas Two Step and Bachata
THE TEXAS TWO STEP: A fast traveling circle dance, popular with dancers who enjoy country music. The steps are not much different from an ordinary walking step. It is easy to learn and a blast to perform. It can’t be a PARTY without the romantic, sizzling BACHATA. It can be danced to most Latin and slow romantic tunes on a small dance floor, perfect for weddings. All Couples and Singles welcomed. Margaret Menhardt
Newtown Campus/ $69 per person, $119 per couple/ RFTNS 6063/C01 5 Thu, 5/12-6/9 7-8 pm

Blended Learning Lifeguard Course
Students will learn skills needed to attain American Red Cross Lifeguarding Certification. This will include water skills, classroom skills, CPR and AED certifications. Students must successfully complete all course requirements and pass both written and practical exams for certification that is good for 2 years. Emergency Care Health & Safety - Lori Sullivan Students will be tested on the swimming skills on the first day of class. You will have to complete:
• 300 yard swim using front crawl or breast stroke
• Tread Water for two minutes
• retrieve a 10lb object from 7-10 foot of water
Please be advised, there is a $35 fee paid through the American Red Cross. Next Offering Fall 2016

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

See Also:
• Healing Arts - Page 17
Youth, Parents & Teachers

Kids On Campus 2016

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

The 2016 Summer brochure is available by calling 215-968-8016, or emailing rick.snyder@bucks.edu.

For Camp Updates check our site: www.bucks.edu/newcamps
Follow us on facebook: www.facebook.com/kocbucks

AGES 5-6

JUNE 27-JULY 1
• Discovering Dino's
• Fun with Art
• Sports Bonanza
• Super Gym
• Under the Sea Discovery

JULY 5-8
• Disney Prince and Princesses
• Seuss on the Loose
• Under the Sea Discovery

JULY 11-15
• A Sticky Kinda Art
• Color Me Crazy
• Discovering Dino's
• Recipe for Science

JULY 18-22
• Craft Kaleidoscope
• Soccer Stars
• Squish Squash Dribble Dab
• Treasure Island Life as a Pirate

JULY 25-29
• Beat the Heat
• Discovering Dino's
• Recipe for Science
• Super Gym
• Treasure Island Life as a Pirate

AUGUST 1-5
• Bug Bonanza
• Dance Dance Dance
• Discovering Dino's
• Let's get Lost in Space
• Recycled Crafts
• Sports Bonanza

AUG 8-12
• Beat the Heat
• Craft Kaleidoscope
• Time Travelers

AUGUST 15-19
• Fairy Tale Discovery
• Let's get Lost in Space
• Sports Bonanza

AGES 7-9

JUNE 27-JULY 1
• American Girl
• Awesome Artists
• Basketball
• Engineering with K'nex
• Fitness Fun

• Totally Hands on Science (Earth-Shaking)
• Ultimate Escapes
• Wanna Be A Star 2 weeks

JULY 5-8
• American Girl
• Art fun with Printmaking
• Keep Calm and Craft On
• Soccer Stars
• Think, Solve, Create
• Totally Hands-on Science (Biology and aquatics)
• Totally Skateboard
• Ultimate Escapes
• WeDo Lego Robotics

JULY 11-15
• American Girl
• Art Expressions
• Fabulous Fishing
• Lego Animation
• Minecraft World
• Mountain Biking/Disc Golf
• Origami Galore & More
• Think, Solve, Create
• Totally Hands-on Science (Physics and Chemistry)
• Ultimate Escapes

JULY 18-22
• American Girl
• Basketball
• Beginner Lacrosse
• Decathlon
• Fabulous Fishing
• Just Jewelry
• Lego Animation
• Minecraft World
• Mountain Biking/Disc Golf
• Robotics/Rocketry
• Totally Hands on Science (Physics and Chemistry)

AUGUST 15-19
• Fabulous Fishing
• Just Jewelry
• Tape It to Make It
• WeDo Lego Robotics
• Who Dunnit?

AGES 10-13

JUNE 27-JULY 1
• Art Fun with Printmaking
• Aspiring Young Entrepreneurs
• Basketball
• Beginner Sewing I
• Exploring Astronomy
• Intro to Model Railroading
• Intro to Scratch
• Junior Lifeguarding
• Keep Calm and Craft On
• Kid Kuisine Basic
• Lego animation II
• Minecraft World
• Mountain Biking/Disc Golf
• Robotics/Rocketry
• Totally Hands On Science (Physics and Chemistry)

JULY 5-8
• Adventure Games
• Art Fun with Printmaking
• Beginner Sewing I
• Bridge Building
• Dream House
• DYT Hair and Skincare
• Flag Football
• Intro to Cross Country/Trail
• Intro to Scratch

Continued on page 47
- Kid Kuisine Baking (Basic)
- Lego Animation II
- Outdoor Adventure
- Totally Skateboard
- 101 Ways with a T-Shirt

**JULY 11-15**
- Babysitting Made Easy
- Beginner Sewing II
- Build it…with Wood
- Electronic Excitement
- Engineering with K’nex
- Environmental Explorers
- Fabulous Fishing
- Hogworts I
- Incredible Edible Art
- Intro to Flash/Edge Animation
- It’s Your Move
- Lego Robotics
- Mountain Biking/Disc Golf
- Musical Theater 3 weeks
- Robotic Arm
- Scratch II
- Soccer Stars
- Student Racing Challenge
- Tennis Anyone?

**JULY 18-22**
- Art Expressions
- Aspiring Young Entrepreneurs
- Basketball
- Beginner Lacrosse
- Capture the Moment
- Clay Animation
- CSI
- Decathlon
- Environmental Explorers
- Fabulous Fishing
- Fitness Fun 2
- Gamemaker
- Hogworts I
- Incredible Edible Art
- Intro to Alice 3D
- Jazz Workshop
- Lego Robotics
- Mock trial I
- Music & Voice Production
- Outdoor adventure
- Project Fashion
- Study Skills 1/2day
- Totally Hands-on Science B/A
- Underwater Rovers

**JULY 25-29**
- Aspiring Actors (2 weeks)
- Clay Animation
- CSI
- Digital Video
- Environmental Explorers
- Fabulous Fishing
- Hogworts II
- Jazz Workshop 2
- Kid Kuisine Advanced “A La Carte”
- Intro to Cross Country/Trail
- Project Fashion
- Creative Hair Styling & Nail Care
- Build it…with Wood
- Capture the Moment
- Comic Creation/Gamestar Mechanic
- Creative Hair, Nails and Skincare II
- Fabulous Fishing
- Flag Football
- Intro to Alice 3D
- Lego Robotics
- NASTAR
- Outdoor adventure
- Staff and Fluff II
- Totally Hands-on Science (Biology and Aquatics)
- Woodturning

**AGES 13+**

**JUNE 27-JULY 1**
- Aspiring Young Entrepreneurs
- Basketball
- Beginner sewing I
- Junior Lifeguarding
- Kid Kuisine Basic
- Mountain Biking/Disc Golf

**JULY 5-8**
- Beginner Sewing I
- Dream House
- DIY Hair & Skin Care
- Flag Football
- Outdoor Adventure
- Tennis Anyone?
- Totally Hands-on Science(Earth Shaking)
- Woodturning

**JULY 11-15**
- Babysitting Made Easy
- Beginner Sewing II
- Electronic Excitement
- Intro to Flash/Edge Animation
- Mock Trial I
- Mountain Biking/Disc Golf
- Musical Theater 3 weeks
- Robotic Arm
- Tennis Anyone?

**JULY 18-22**
- Aspiring Young Entrepreneurs
- Basketball
- Beginner Lacrosse
- Capture the Moment
- Clay Animation
- Decathlon
- Fitness Fun 2
- Intro to Alice 3D
- Jazz Workshop
- Music & Voice Production
- Outdoor Adventure
- Project Fashion
- Psych Ed
- Underwater Rovers
- Video Production

**JULY 25-29**
- Advanced Art Expressions
- Clay Animation
- Jazz Workshop 2
- Kid Kuisine Advanced “A La Carte”
- Mock Trial II
- Music & Voice Production
- Tennis Anyone?
- Volleyball Academy
- Woodturning

**AUGUST 1-5**
- A Cappella Camp (2 week camp)
- Art Frenzy
- Babysitting Made Easy
- Creating Digital Music
- Decathlon
- Fabulous Fishing
- Fitness Fun 2
- Hogworts III
- Lego Robotics
- Music & Voice Production
- Outdoor Adventure
- Rocketry II
- Stuff and Fluff
- Tennis Anyone?
- The Great Debaters
- Ultimate Frisbee-1/2 am
- Woodturning

**AUGUST 8-12**
- App Design
- Build it…with Wood
- Creating Digital Music
- Creative Hair Styling & Nail Care
- Digital Video
- Fabulous Fishing
- Intramural Sports
- Intro to Cross Country/Trail
- It’s Your Move
- Just Jewelry
- Lego Robotics
- Music & Voice Production
- Outdoor adventure
- Project Fashion
- Student Racing Challenge
- Staff and Fluff II

**AUGUST 15-19**
- Build it…with Wood
- Capture the Moment
- Comic Creation/Gamestar Mechanic
- Creative Hair, Nails and Skincare II
- Fabulous Fishing
- Flag Football
- Intro to Alice 3D
- Lego Robotics
- NASTAR
- Outdoor adventure
- Staff and Fluff II
- Totally Hands-on Science (Biology and Aquatics)
- Woodturning

**AGES 13+**

**JUNE 27-JULY 1**
- Aspiring Young Entrepreneurs
- Basketball
- Beginner sewing I
- Junior Lifeguarding
- Kid Kuisine Basic
- Mountain Biking/Disc Golf

**JULY 5-8**
- Beginner Sewing I
- Dream House
- DIY Hair & Skin Care
- Flag Football
- Outdoor Adventure
- Tennis Anyone?
- Totally Hands-on Science(Earth Shaking)
- Woodturning

**AUGUST 1-5**
- Babysitting Made Easy
- Beginner Sewing II
- Electronic Excitement
- Intro to Flash/Edge Animation
- Mock Trial I
- Mountain Biking/Disc Golf
- Musical Theater 3 weeks
- Robotic Arm
- Tennis Anyone?
Getting the Perfect Shot

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

Newtown Campus/ $179/ RFNRT 2585 C01
7 Tu, 6/7-7/19, 6:30-9:30pm

Informal Photographic Portraiture

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

Newtown Campus/ $179/ RFNRT 2586 C01
7 Thu, 6/9-7/21, 6:00-9:00pm

Screenwriting

A movie is only great if it has a great blueprint – the screenplay. You will learn about the craft of screenwriting, how to write for the BIG screen, and how to get your work read by industry professionals. Taught by Anthony Stitt who is a Graduate of UCLA Professional Screenwriting Program; Grand prize winner for Best Screenplay at 2011 Philadelphia Film Festival and signed several screenplay deals. Newtown Campus/ $99/ RFNRT 0457 C01
4 Wed, 6/15-7/7, 6:30-8:30 pm

Oil Painting Techniques for Beginners

Lower Bucks Campus

Students will learn oil painting techniques for a variety of subject matter including still lifes, landscapes and portraits. No prior experience is necessary and students of all skill levels are welcome. Students will examine the visual elements of painting such as color, light, line, shape, space, texture and composition. The course is designed to improve students visual vocabulary and handling of materials through a combination of classroom assignments and homework projects. Note: Please bring whatever supplies you have and a supply list will be given out the first night of class. Richard Gabriele, M.F.A.

Lower Bucks/ $159/ RFNRT 8027 C50, 6 Wed, 5/25-6/29, 6:30-9:30pm

Landscape Oil Painting

Upper Bucks Campus

This is an introductory class in the study of landscape painting in oil. Students will be introduced to ways of simplifying the various shapes observed in the landscape, identifying light and shadow masses, how to achieve Arial perspective, observing and recording value relationships, creating texture, color harmony, identifying a focal point, and the use of various compositional tools employed to create a pleasing unified pictorial presentation. Drawing, painting techniques, brushwork, and materials will all be discussed. Reference photos will be used. The individual needs of each student will be addressed in a relaxed and welcoming atmosphere. All Levels Welcomed! Note: Please bring whatever supplies you have and a supply list will be given out the first night of class. Maggie Leiby

Upper Bucks Campus/$159/RFNRT 8022 C70
6 Thu, 6/2-7/7, 6-9pm

Watercolor – Basics & Beyond

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

Newtown Campus/ $159/ RFNRT 2530 C01
7 Tu, 6/7-7/12, 6:00-9:00pm

Drawing From Life

Lower Bucks Campus

This course offers students the opportunity to develop fundamental drawing skills as well as awareness of visual vocabulary such as light, tone, line, texture, space and composition. The goal is to build proficiency in describing form, light and space with charcoal and graphite on paper. Subjects to be drawn include the figure, still life, landscape and interiors. Coursework includes both classroom assignments and homework assignments. Students will be required to purchase supplies. Richard Gabriele, M.F.A.

Lower Bucks/ $159/ RFNRT 8032 C50
6 Wed, 7/6-8/10, 6:30-9:30pm
Plein Air Painting

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

Note: Please bring whatever supplies you have and a supply list will be given out the first day of class.

Larry Chestnut

Newtown Campus/ $159/ RFNRT 2508 C01
6 Thu, 5/26-6/30, 3:30-6:30 pm

Metal Sculpture

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

Jon Burns

Newtown Campus/ $299 (plus $50 material fee made payable to instructor)/ RFNRT 3324 C01
8 Wed, 5/25-7/27 (no class 6/15 & 7/6), 6-10 pm

Japanese Papermaking

Learn how to make authentic sheet of Japanese paper! Students will learn how to cook and beat kozo and gampi fibers and then create translucent sheets of paper using the traditional “Nagashisuki” method. No previous experience necessary!

Caren Friedman

Newtown Campus/ $99 (plus $20 materials fee made payable to instructor)/ RFNRT 0721 C01
Sat, 6/4, 10 am -4 pm
Sun, 6/5, 10 am-4 pm

With its highly accomplished faculty and excellent facilities, Bucks offers program of studies in Fine Arts, Art and Art History, Fine Woodworking, Graphic Design, Photography, Multimedia, and Cinema Video. Courses support transfer students, as well as community members interested in developing their skills and personal vision.
Guitar for the Adult Beginner
The less experienced you are the better! Learn to play chords and simple strumming patterns as well as easy blues scales and get started playing the guitar. In just eight weeks you will learn how to play some simple songs such as “Back In Black” by AC/DC, “Bad Moon Rising” by CCR, or “Iron Man” by Black Sabbath. No experience reading music necessary! Must provide own guitar. Don Leffler, B.M.
Newtown Campus/$120/ RMUSC 1168 C01
8 Mon, 5/2-6/27, (no classes on 5/30), 6:30-7:30 pm
Approved Hours: 8 (Act 48)

Fingerpicking Guitar for the Adult Beginner
It’s a guitar course for adults that have always wanted to play guitar like James Taylor or the Beatles but thought it would be too hard. No experience necessary! Don Leffler, B.M.
Newtown Campus/$120/RMUSC 1505 C01
8 Mon, 7/11-8/29, 6:30-7:30 pm
Approved Hours: 8 (Act 48)

Beatles 101
It’s a course that focuses completely on learning how to play and arrange Beatles music on the guitar. Some experience required. This class is ideal for people that have taken “Guitar for the Adult Beginner” and perfect for those that like to sing while playing the guitar. Don Leffler, B.M.
Newtown Campus/$120/RMUSC 1189/ C01
8 Mon, 5/2-6/27, (no classes 5/30) 7:45-8:45 pm
Approved Hours: 8 (Act 48)

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

Harp Therapy
Newtown Campus Fees:
• Six half-hour lessons $175
• Six one-hour lessons $350
• Twelve half-hour lessons $350
• Twelve one hour lessons $700
Lessons are available for the following instruments:
• Banjo
• Clarinet
• Flute
• Guitar
• Oboe
• Saxophone
• Percussion
• Violin
• Voice
• Trombone/Euphonium

Register Online!
For online registration please go to the following website:
www.bucks.edu/howtoregister
This secure online registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

Music Program
Transfer Major
The Music transfer major replicates the freshman and sophomore years of the baccalaureate degree. Moreover, affordable tuition, esteemed educators and convenient location provide an exceptionally attractive educational value.

Play or sing in a Bucks Music ensemble and earn college credit. Contact arts@bucks.edu.
Financial Success
This class will help you develop the skills needed to be financially stable. No matter what stage you are in life, it’s never too early or too late to start making your money work for you. Ever wish you could take that dream vacation or retire rich? This course will provide you with the information and know how to get your financial life on track. When you have a clear path of how to reach your goals, nothing can set you back. Let’s start planning for your future like you have never planned before! Alison Frey, M.A.
Newtown Campus/ $139/ RPFPL 0277 C01
6 Tu, 6/21-8/2 (no class 7/12), 6:30-9 pm

Debt Reduction: Breaking Free from Debt
Ever feel like you’re tied down by the debts you owe? This way of life is no longer a requirement. Become one of the few that learn to live without debt. This class will allow you to demystify assumptions of debt, identify the best debt payoff plan according to your needs, and help you to build wealth after debt. Just think about what you can do with your money if it’s not already assigned to someone else. Alison Frey, M.A.
Newtown Campus/ $139/ RPFPL 0278 C01
6 Thu, 6/23-8/4 (no class 7/14), 6:30-9 pm

Astronomy’s New Horizons
Have you ever looked to the heavens in amazement at the expanse and beauty of the night sky? Then consider yourself an astronomer! Join us in this dynamic program that studies our solar system, our galaxy, and beyond. Discover the mysteries of our planetary neighborhood, and share the excitement of recent discoveries in space exploration that deepen our understanding of the universe and its origins. The course will cover the cosmos, from the earliest observers to the most recent triumphs in space exploration, from the edge of black holes to the mysteries of gravitational waves. Our universe is an astonishing place full of awe and wonderment, so join us as we embark on a journey of astronomical discovery! Andrea Mangold, M.Ed
Pennsylvania Village/ $89/ RCEGN 8551 CPV1
4 Tu, 7/12-8/2, 10 am–12 pm (Senior Discount does not apply)

The Great Bone Wars
During the 19th century the science of paleontology was still in its infancy. Two men, Edward Drinker Cope and Othniel Charles Marsh fought to discover and name as many extinct species as possible. Their rivalry damaged their reputations, careers and threatened the very validity of paleontology in America. We’ll explore this tumultuous time in science through lectures, discussions, documents and fossils. Matthew Bielecki, B.S.B.A.
Pennsylvania Village/$89/RCEGN 8115 CPV1
4 Wed, 6/8-6/29, 10:30 am–12:30 pm (Senior Discount does not apply)

Beneath the Streets: Examining Urban Archaeology
Every City has a story. Oftentimes these stories are lost in time. But through archeology we can rediscover them and gain insight about the people who influenced the geography, history and character of the American city. Our journey begins in prehistory and end in modernity. This hands-on class offers PowerPoint lectures, discussions and a variety of artifacts to examine. Matthew Bielecki, B.S.B.A.
Newtown Campus/$89/RCEGN 8116 C01
4 Thu, 6/9-6/30, 6:30-8:30 pm (Senior Discount does not apply)

The Civil War
This course will explain the causes of the Civil War and some of the pivotal Battles of the war. Particular emphasis will be placed on the Antietam and Gettysburg Campaigns. John S. Benson, Esquire (See in Second Act, page 52)

Easybridge – An Introduction to Duplicate Bridge
“Bridge is the world’s greatest game of the mind!” Do you like to have fun? Meet new people? Want to keep your brain sharp? Bridge is stimulating and challenging and provides the ideal setting for socializing and making new friends. If you have never played before, this is the class for you. You will be playing bridge right from the first lesson. Classes will be held at Ami Bridge, 340 East Maple Avenue, Suite 102, Langhorne, PA
Barbara Patterson, certified ACBL Instructor
Ami Bridge/ $99/ RCEGN 5012 CA1 & CA2
CA1/ 6 Fri, 6/10-7/15, 1-3 pm
CA2/ 6 Fri, 7/22-8/26, 1-3 pm

Sees Also:
• Second Act - Page 52
• The Civil War - Page 52

See Also, New Second Act Courses: Page 52

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

Intermediate Duplicate Bridge

Intermediate Duplicate Bridge is designed for players looking to practice bridge and improve their game. Not designed for the absolute beginner but for the intermediate or improving player. This course gives basic introduction to the standard bidding conventions used on bridge websites as well as duplicate clubs. Classes will be held at Ami Bridge, 340 East Maple Avenue, Suite 102, Langhorne, PA.

Barbara Patterson, certified ACBL Instructor

Ami Bridge/ $99/ RCEGN 5014 CA1 & CA2
CA1/ 6 Fri, 6/10-7/15, 3-5 pm
CA2/ 6 Fri, 7/22-8/26, 3-5 pm

Getting Paid to Talk: Making Money with Your Voice

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

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

Newtown Campus/ $55/ RSBEN 0004 C01
Mo, 8/8, 6:30-9:00 pm

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

Second Act - Adults - Age 55+

Just as every play has a second act, each of us enters a unique phase in our second half of life. More and more adults over 55 are seeking rewarding learning experiences and new skills. Studies show that adults who continue to learn can live longer, be more effective, and have a stronger sense of well-being.

The Civil War

This course will explain the causes of the Civil War and some of the pivotal Battles of the war. Particular emphasis will be placed on the Antietam and Gettysburg Campaigns.

John S. Benson, Esquire

Newtown Campus/ $99/ RCEGN 8393 C01
6 Wed, 6/8-7/13, 6:30-8:30 pm

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 partnerships. 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/ $39 (plus $3 material fee payable to instructor)/RCEGN 8650 C01
C01/Tu, 5/3, 6-9 pm

Mah Jongg

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

Neilia Makadok, B.S.

Newtown Campus/ $79 (plus $11 material fee payable to instructor)/RCEGN 8652 C01
3 Wed, 5/9-5/23, 6-9 pm

American Music from the Revolutionary War through the 1920s

Gain a new perspective on American history by listening to and learning about American popular, sacred, and serious art music from the Colonial Era through the 1920s. Special attention will be paid to the influence of war music from “Yankee Doodle” and early military bands of the Revolutionary War, through popular songs of the Civil War, and precursors of jazz from World War I.

Margaret Montet, M.M., M.L.S.

Pennswood Village/ $69 / RMUSC 8011 CPV1/ 6 Wed, 7/27-8/10, 10am - 12 pm

AARP –SMART DRIVER Refresher Class

The four-hour classroom refresher course 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 most states. Check with your agent to confirm this course qualifies you for the discount. Participants are eligible to attend provided that they have already completed an 8-hour AARP Driver Safety Course within 3 years. Participants should bring with them a copy of their AARP Certificate of course completion to the Instructor on the day of the class.

Please note the fee for the Driver safety Program will be $15 for AARP members (AARP ID required) and $20 for non-members. Check or money orders to AARP prepaid. Raymond Rauanheimo

Newtown Campus/ $0/ RCEGN 8052 C01-C03
C01/Mon, 6/6, 6-10 pm
C02/ Mon, 7/11, 6-10 pm
C03/ Mon, 8/8, 6-10 pm

For a more detailed class description: www.voicecoaches.com/gptt
Second Act Computer Series - Returning Fall 2016
Do you want to learn or improve your computer skills, but have been hesitant to take the plunge? This series is designed for adults ages 55+ and addresses issues that we all face in this fast-paced technological world!

- Where Did My File Go?
- Microsoft Word 2013 - Beginners
- MS Office Suite 2013
- Microsoft Excel 2013 for Beginners
- Windows 8.1 for Beginners
  …and more

Please see our Senior Citizen policy on page 4.

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

Language and Literature
Associate Degree Programs

- Better than a book group--- Take a college literature class.
- Discover the exciting world of print and online journalism. Get real-world experience working for The Centurion, the college’s student newspaper and website.
- Immerse yourself in another culture. Take a foreign language or sign language college class.

See also: pages 66 to 74  Visit bucks.edu/fall for other degree/credit programs.
Emergency Closings/ Inclement Weather

We may at times be forced to cancel classes. Please register for Bucks emergency alert system which will send urgent notifications regarding Campus activities to your cell phone and/or email at:

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

The most up-to-date information will also be available on the college’s website at:

www.bucks.edu

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

Come to Bucks if you want to:

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

www.bucks.edu/con-ed-courses

Change
Grow
Succeed

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

Come to Bucks if you want to:

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

www.bucks.edu/con-ed-courses

Personal Development
Plan Ahead

Getting Prepared

PAPA / Core Reading & Writing Test Prep
This ONLINE course will prepare students in Education majors for the Math, Reading and Writing sections of the PAPA test. Based on the student's performance on the diagnostic test, the student will receive “personalized” instruction which focuses on the student's weak areas. Through instructional videos, slide shows, animations, and practice of numerous PAPA test-type questions, a student can achieve mastery in the topics and skills covered on the PAPA exam. The course instructor will follow each student's progress, check in regularly with students, and provide guidance and additional resources as needed. This course is entirely self-paced; students take as little or as much time as they need (within the timeframe of the course) to prepare for the PAPA exam. Alison Schnaudt
Newtown Campus/$199/ ATEST 1545 C30
6/1-8/10

College Entrance Boards PREP Course (SAT/PSAT)
Alison Schnaudt
Next offerings in Fall 2016

Graduate Record Exam Preparation Course (GRE)
William Meiers
Next offerings in Fall 2016

Paralegal Certification Preparation
This course provides a review and preparation for testing for the National Paralegal Certification Exam. This course will acquaint the student with the subjects and testing methodology found on the Certified Legal Assistant/Certified Paralegal Exam administered by the National Association of Legal Assistants. Chris Little-Simcox JD
Newtown Campus/$500/ ATEST 1546 C01
9 Sat, 7/9-9/3, 9:30am-2:30 pm

Law School Admission Test (LSAT) Preparation Course
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills.
Online/ ETEST 0020 / Part 1
Online/ ETEST 0021/ Part 2
See page 24 for dates.

GMAT Preparation
Applying to graduate business and management schools usually means taking the GMAT. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types.
Online/ ETEST 0030
See page 24 for dates.

GED® Test Preparation – FREE
Free GED® Test Preparation Classes are available at Bucks County Community College’s Lower and Upper Bucks Campuses. Classes cover the academic knowledge needed to pass the GED® test subjects. Our comprehensive classes strengthen your communication, information processing, problem solving, and critical thinking skills as well – necessary skills for success in the workplace and in life in general. The General Education Development (GED®) credential, earned by passing the GED® tests, is nationally recognized by U.S. employers, colleges, and universities. Classes are free to Pennsylvania residents 18 years of age and older. Funding is provided through the Pennsylvania Department of Education.
For more information on GED, please call: Bridget Hughes at 267-685-4884 or Julia Sonnenschein at 267-685-4822

Paralegal Certification

NEW

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

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

## Section Contents

### Command Spanish
57

### Construction Certificates
58
- Construction Supervision
- Construction Estimating
- Construction Practices
- Civil Sitework Construction

### Industrial Skills
57
- Locomotive Engineer & Conductor Basic Training

### Workplace Professional Skills
60
- Business Coaching Certificate
- Certificate in Workplace Communication
- Management Certificate
- Notary Signing Agent Training
- Notary Training
- Project Management
- Professional Residential Home Inspector Training
- Improving Quality of Life Through Art

#### Fashion Design
63
- Basic Garment Construction
- Fashion Design
- Fashion Illustration
- Sewing Techniques

#### Floral Design Certificate Program
62
- Basic Floral Design
- Centerpieces for a Sensational Summer
- Floral Design Exam
- Weddings & Special Occasions

#### Green Courses
64
- LEED® Prep Courses

#### Project Management
61
- Technical Writing

#### Technical Writing Certificate Program
64
Online Spanish Language courses are available in the following fields and more:
• General Interest – Community, Workplace
• Business & Industry – Financial Institutions, Construction Supervisors, Real Estate Sales
• Medical – Hospital Nurses, Medical Office Nurses, Physicians, and Pharmacy Personnel
• Education – School Teachers and Administrators, Library Personnel
• Law Enforcement, Corrections, and Probation: Law Enforcement Officers

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

Command Spanish® Online

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

Online/ $99

Bucks can also deliver Command Spanish® courses at your workplace. For more information please contact Sherry McKinney at:
267-685-4883 or e-mail: sherry.mckinney@bucks.edu

Industrial Skills

Locomotive Engineer & Conductor Basic Training Program

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

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

For more information, please call the Continuing Education Office at 215-968-8409 (option #1).

Cad Design Software - Page 38

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

Fire Science

Occupational Majors

• Fire Science graduates have career opportunities in code enforcement, investigation, and public safety administration. Enter into these exciting fields by earning your Fire Science Degree at Bucks.
• Fire Science: convenient, growing, and now online. Are you ready for the challenge?
• The firefighter promotion process can be very competitive. Bucks can help you gain that edge by earning your degree in Fire Science.

See also: pages 66 to 74
Visit bucks.edu/current for other degree/credit programs.
Advanced Manufacturing

Bucks County Community College’s Advanced Manufacturing Training Center offers a blended instructional model: on site 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 and competency-based curriculum. Course hours include a combination of lab and theory. Complete the online e-learning 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.

Advanced Manufacturing/Industrial skills courses are offered throughout the year based upon demand.

If you are an employer looking to up-skill your current workforce, we will work with you to customize a course to meet your needs. Call us.

Below is a sampling of our offerings.

• Introduction to Manufacturing
• Blueprint Reading
• CNC Machine Operator Training
• Electro/Mechanical Training
• Basic Electricity
• Hydraulics/Pneumatics
• Industrial/Mechanical Maintenance
• Mechanical Drives
• PLC Troubleshooting
• Welding
• Metrics and Measurement

For availability, or to register your interest in a particular area, contact us at 267-685-4884 or email: bridget.hughes@bucks.edu

Construction Certificates

Bucks County Community College, in partnership with Construction Experts, Inc., offers several online construction certificates:

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

Workplace Benefits

• Be better prepared to succeed at your profession
• Learn from experts in various fields of construction
• Advance within your current trade or transition into a new career

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

For complete descriptions and updates to certificate requirements, see: www.constructionclasses.com

Continued on page 59
Construction Estimating
This courseware provides an excellent overview of basic and advanced principles of construction estimating and bidding in the construction industry.

Must complete 5 of the following 6 classes:
• Introduction to Construction Estimating
• Essential Construction Math
• Construction Blueprint Reading* 
• Estimating and Bidding 1*
• Estimating and Bidding 2* 
• Construction Materials and Processes*

Construction Practices
Must complete 8 of the following 10 classes:
• Introduction to Construction Estimating*
• Essential Construction Math*
• Construction Blueprint Reading*
• Estimating and Bidding 1*
• Estimating and Bidding 2*
• Construction Materials and Processes*
• Contract Documents and Construction Law
• Planning and Scheduling
• Construction Productivity and Cost Management (Note: This course will be offered in 2016. It combines Cost Awareness and Production Control and Construction Productivity)

*Denotes a course that runs every quarter.

Construction Supervision
Emphasis in Civil Site Work
This certificate program is for construction superintendents, project managers, foremen, estimators, safety directors, field engineers and training directors. It is also for anyone aspiring to become any of the above. This certificate program is available to students all over the world with Internet access.

Must complete all of the 8 following classes:
• Leadership and Motivation
• Oral and Written Communications
• Problem-Solving and Decision Making
• Contract Documents and Construction Law
• Planning and Scheduling 
• Construction Productivity and Cost Management
• Construction Equipment and Methods
• Practical Applications of Civil Construction

Construction Supervision – Emphasis in Building
Must complete all of the 8 following classes:
• Leadership and Motivation
• Oral and Written Communications
• Problem-Solving and Decision Making
• Contract Documents and Construction Law
• Planning and Scheduling
• Construction Productivity and Cost Management
• Building Green Buildings
• Construction Project Management

Civil Sitework Construction
Must complete all 4 of the following classes.
• Estimating Civil and SiteWork Construction
• Construction Materials and Processes
• Construction Equipment and Methods
• Practical Applications of Civil Construction

Choose one of the following courses to complete the Certificate in Civil Sitework:
• Contract Documents and Construction Law
• Planning and Schedule

Construction Project Management
Must complete all 5 of the following classes.
• Construction Project Management
• Contract Documents and Construction Law
• Construction Equipment and Methods
• Planning and Schedule
• Building Green Buildings: The Contractor's Perspective

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

All Online/C30/ 
Summer Session Dates: 6/20/16 – 8/26/16

Introduction to Construction Estimating - Start Anytime
ETMCO 1500 C30/ $540 (includes text)
Essential Construction Math - Start Anytime
ETMCO 1501 C30/ $540 (includes text)
Construction Blueprint Reading
ETMCO 1502 C30/ $540 (includes text)
Estimating and Bidding 1
ETMCO 1503 C30/ $540 (includes text)
Estimating and Bidding 2
ETMCO 1504 C30/ $540 (includes text)
Construction Materials and Processes
ETMCO 1505 C30/ $540 (includes text)
Construction Equipment and Methods
ETMCO 1506 C30/ $540 (includes text)
Estimating Civil and Site Work Construction
ETMCO 1508 C30/ $540 (includes text)
Oral & Written Communication
ETMCO 2002 C30/ $440 (plus $156 text)
Contract Documents and Construction Law
ETMCO 2004 C30/ $440 (plus $156 text)
Planning and Scheduling
ETMCO 2005 C30/ $440 (plus $156 text)
Building Green Buildings: The Contractors Perspective
ETMCO 3003 C30/ $540 (includes text)

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

Practical Applications of Civil Construction
ETMCO 1507 C30/ $540 (includes text)
Civil Blueprint Reading and Materials
ETMCO 1509 C30/ $540 (includes text)
Leadership and Motivation
ETMCO 2001 C30/ $440 (plus $156 text)
Construction Problem Solving and Decision Making
ETMCO 2003 C30/ $440 (plus $156 text)
Construction Productivity and Cost Management
ETMCO 2006 C30/ $440 (plus $156 text)
Construction Project Management
ETMCO 3006 C30/ $540 (includes text)

Continued on page 60
Professional Development

Professional Residential Home Inspector Training
This all-inclusive course is designed to ensure you understand the proper process of a Home Inspection and current Home Inspection practices. This hands-on approach will familiarize you with the systems of a building and how the systems work as a whole. Common construction methods will be covered illustrating common issues and concerns. This course also explains correct report terminology and writing along with the Standards of Practice (SOP). In addition to learning how to perform a proper and professional Home Inspection, you will also leave with a thorough understanding of how to start and grow your business. Scott Newcomer. For additional information contact All American Training Institute at 1-855-735-2021

Newtown Campus/$2,995 (includes all books required for course)/WSMCE 0116 C01
Meets daily starting Saturday, 7/16 through Saturday, 7/23, 8 am–6 pm.
80 Hours (includes 5 real inspections on local homes)

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

Newtown Campus/$159/ WSBEN 0131 C01 - C04
C01-C04/ 6:30 pm-9:30 pm
C01/ Thu, 5/5
C02/ Thu, 5/12
C03/ Thu, 5/19
C04/ Thu, 5/26
C05/ Thu, 6/2
C06/ Thu, 6/9
C07/ Thu, 6/16
C08/ Thu, 6/23

Business Coaching Certificate
Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. Gain skills in the development, implementation, and support of coaching and mentoring programs. Take home the toolkit to improve employees' performance and create a working environment that will be truly rewarding.
Online / $395/ ESMCE 4335 / One 2-month course. Only available as a certificate.

Notory Coaching Certificate
Newtown Campus/$395/ ESMCE 4335 C30/ 8/1-8/26

Notory Coaching Certificate
Newtown Campus/$395/ ESMCE 4335 C30/ 8/1-8/26

Management Boot Camp
Online/ $295/ ESMCE 4333 C30/ 6/6-7/1

New 21st Century Strategies for Productivity and Time Management
Online/ $195/ ESMCE 4337 C30/ 7/5-7/29

Managing Generations in the Workplace
Online/ $175/ ESMCE 4306 C30/ 8/1-8/26

Certificate in Workplace Communication
Come get a comprehensive and intensive preparation with communication skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work.
Three one month online courses. Take all 3 courses for $595. Must complete all 3 classes for certificate. Must register for all 3 classes at the same time to get the bundled price.

Conflict Management
Online/ $245/ ESMCE 4328 C30/ 6/6-7/1

Negotiation: Get What You Want
Online/ $195/ ESMCE 4329 C30/ 7/5-7/29

Using Personality Profiles for Better Work Performance
Online/ $295/ ESMCE 4332 C30/ 8/1-8/26

Management Certificate
Discover the keys for effectively managing employees. Learn how to: create clear expectations; engage and motivate employees; improve time and productivity; and manage different generations. Learn what motivates each generation at work, what incentives they respond to, and what messages they value.
Take all 3 one-month, online courses for $595 (Must complete all 3 classes for certificate. Must register for both classes at the same time to get the bundled price).

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

Newtown Campus/$84/ WSBEN 0130 C01-C08
C01-C08/ 6:30 pm-9:30 pm
C01/ Thu, 5/5
C02/ Thu, 5/12
C03/ Thu, 5/19
C04/ Thu, 5/26
C05/ Thu, 6/2
C06/ Thu, 6/9
C07/ Thu, 6/16
C08/ Thu, 6/23

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

Newtown Campus/$159/ WSBEN 0131 C01 - C04
C01-C04/ 6-10 pm
C01/ Thu, 5/5
C02/ Thu, 5/12
C03/ Thu, 5/19
C04/ Thu, 5/26
C05/ Thu, 6/2
C06/ Thu, 6/9
C07/ Thu, 6/16
C08/ Thu, 6/23

Business Coaching Certificate
Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. Gain skills in the development, implementation, and support of coaching and mentoring programs. Take home the toolkit to improve employees' performance and create a working environment that will be truly rewarding.
Online / $395/ ESMCE 4335 / One 2-month course. Only available as a certificate.

Mentoring and Coaching in the Workplace Level 1
C30/ 6/6-7/29
Mentoring and Coaching in the Workplace Level 2
C30/ 8/1-8/26

Certificate in Workplace Communication
Come get a comprehensive and intensive preparation with communication skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work.
Three one month online courses. Take all 3 courses for $595. Must complete all 3 classes for certificate. Must register for all 3 classes at the same time to get the bundled price.

Conflict Management
Online/ $245/ ESMCE 4328 C30/ 6/6-7/1

Negotiation: Get What You Want
Online/ $195/ ESMCE 4329 C30/ 7/5-7/29

Using Personality Profiles for Better Work Performance
Online/ $295/ ESMCE 4332 C30/ 8/1-8/26
Project Management Classroom
This Project Management Certificate Program will assist students in augmenting the skills necessary to remain competitive in the project management field. When students complete this program, they will have a good foundation in the many aspects of the project management life cycle. The intended audience this program is project managers, business unit managers, sales force, marketing and business analysts. Matthew Tyksinski, B.S.

Module I: Project Strategies, Start-Up & Initial Planning
Module I covers the process of initial discovery to produce a project proposal, present the proposal to the customer, and refine the proposal content to form the basis of a project contract, plus introduction to initial planning.

Coming in Fall 2016

Module II: Scheduling, Monitoring/Controlling and Closing (Post-Implementation) Prerequisite: Module I
Module II takes the project proposal through the Organizational and Operational Phases, building the project plan and addressing potential changes throughout the project. Content includes the change management that is inherent in every project. The experiences and lessons learned from participating in the case study workshops will assist the students to incorporate best practices and improve their understanding of the project management process.

Next Offering Fall 2016

Project Management Online – Next Offering: Fall 2016
This comprehensive online program is designed to familiarize managers, executives, professionals and project specialists with the importance of good project launches, effective planning and scheduling, and important control and closing of a project. Participants will learn the project management life cycle. This online course does not require the students to “meet” online at specific times. However, this is not a self-paced course. Every week students are expected to complete specific reading, practice and assignment(s), to post to specific online discussions, and to assess your weekly progress using the weekly quiz. Students can do this at any time during the week as long as assignments are completed by the end of every Sunday. Celine Guillec, Ph.D., PMP

Text required:

Module 1: Getting Started, Initiating a Project and Initial Planning
Initiating a Project and Initial Planning
Online/ $525 (plus $158 for textbooks)/ (30 Hrs)
WSMCE 5405 C20/

Module II: Scheduling, Monitoring/Controlling and Closing (Post-Implementation)
Online/ $525 / (30 Hrs)
WSMCE 5406 C20/

See also:
Microsoft Project Basic & Advanced 2010
- See Page 37

Health Care Professionals

Improving Quality of Life Through Art - Using Therapeutic Art Based Interventions
This course will teach you how to think creatively and how to implement the creative thought with the medical need of the patient. We will learn how these interventions can be modified to meet the need of every single patient in order to provide the best care possible, enhancing our medical knowledge and in turn helping us, the Healthcare Professionals become better-rounded in our field. Irina Segal, PhD, C.E.L.S., OTA

Newtown Campus/$159/WSMCE 5141 C01
6 Wed. 6/1-6/29, 7:45-9:45 pm

Register Online!
For online registration please go to the following website: www.bucks.edu/howtoregister
This secure online registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.
The Floral Design Certificate Program is designed for students of ages 18+ with or without experience designing with fresh flowers. All that is required is a shared love of flowers and design and the belief that they have the talent to pursue a career in floral design. The curriculum includes 160 hours of classroom instruction in 7 core courses and 3 electives of your choice. This certificate must be completed within two years. Attendance at 80% of classes is required. Classes are offered throughout the year.

**Core Classes:**
- Basic Floral Design
- Intermediate Floral Design
- Weddings and Special Occasions
- Sympathy and Funeral Flowers
- Modern Floral Design
- Fresh Flowers for Life's Special Occasions
- The Business of Floral Design

**Electives: (choose 3)**

**Prerequisites:** Intro to Basic Floral Design & Basic Floral Design Intermediate
- Advanced Floral Design
- The Business of Floral Design II
- Celebrating the Holidays with Fresh Flowers I
- Celebrating the Holidays with Fresh Flowers II
- Centerpieces for a Sensational Summer
- Tropical Floral Designs

**Basic Floral Design**
Students will be introduced to the basics of floral designing—how to care and condition fresh flowers to prolong their life, floral design terminology, and various design trends and techniques. Students will learn to arrange in a variety of vases (including but not limited to glassware, plastic, and basket containers) using a wide range of flowers and foliage. Students will take home two beautiful arrangements for each class we meet. No prior experience necessary.  

Dr. Jessica Kim

Newtown Campus/ $384 (includes flower cost of $185)
WSMCE 5125/ C01 & C02
C01/ 4 Tu, 5/24-6/14, 6-10 pm
C02/4 Wed, 7/16-7/27, 6-10 pm

$25 optional designer kit which includes tools and supplies may be purchased through the Registration Office.

**Weddings and Special Occasions**
Students will be introduced to the latest trends and styles in designing flowers for weddings and special occasions. Students will learn to create floral designs popular for weddings and special occasions such as proms and parties. Projects include making boutonnieres and corsages, head wreaths, bridal bouquets, table centerpieces (low and tall), altar arrangements and more. Dr. Jessica Kim

Newtown Campus/ $434
WSMCE 5127/ C01
C01/4 Wed, 5/25-6/15, 6-10 pm

**Centerpieces for a Sensational Summer**
Enjoy the summer with your very own beautiful floral arrangements in vibrant sunshine hues! Whether your entertaining friends in your backyard or enjoying some much needed relaxation time in your home, you will be sure to have fun designing unique centerpieces using the freshest flowers and fruits of the season. Learn to create fun floral designs using citrus fruits that float in the vase or even a tall centerpiece using some of the most beautiful tropical flowers. With each design you make and take home with you, you will be sure to put a smile on your face for learning to create something new and to put a smile on all of your friend's faces who admire your creations! Dr. Jessica Kim

Newtown Campus/ $414 (includes flower cost of $215)
WSMCE 5129/ C01
C01/4 Thu, 5/26-6/16, 6-10 pm

**Floral Design Certificate Exam**
This examination serves as the final step in completing the requirements for the floral design certificate program. Those taking this exam will be asked to demonstrate their floral design knowledge and skills through a written test as well as 5 design tasks. Be sure to have taken all the re-quired and elective courses before registering to take this exam. Please bring to the exam all your floral design tools and supplies. Fresh flowers, foliage, and containers will be provided. Dr. Jessica Kim

Newtown Campus/ $214 (includes flower cost of $135)
ATEST 3001/ C01 & C02
C01/Mon, 5/23, 6-10 pm
C02/ Mon, 6/6, 6-10 pm
The Fashion Design Certificate program is designed for students who share a love of fashion and design and feel that they have the talent to pursue a career in design. Students will enhance their own design skills, translate concepts onto paper, and eventually into actual garments. At the completion of the program, students will be prepared to enter the fashion design industry in the capacity of a design assistant or part of a product development team.

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

Electives: (choose 2)
- Pattern Drafting II (prerequisite: Basic Garment Construction & Pattern Drafting I)
- Sewing Techniques I (prerequisite: Basic Garment Construction)
- Sewing Techniques II (prerequisite: Sewing Techniques I)
- A drawing or painting class (pages 48 & 49)
- A computer-aided design class such as Photoshop or Illustrator (page 39)

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

Check for Fall 2016 for additional Fashion Design Courses being offered

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

Newtown Campus/ $290 (includes $25 material fee)/ WSMCE 3715 C01/ 8 Wed, 6/1-7/20; 6:30-9:30pm

Register Online!
For online registration please go to the following website: www.bucks.edu/howtoregister
This secure online registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.
LEED® AP + Building Design & Construction

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

Online/ $795/ ETEST 2000
C30/ 6/6-7/29
LERN www.bucks.edu/LERNclasses

LEED® v4 Green Associate Exam Preparation Study Group

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

Online/ $695/ ETEST 2001
C30/ 6/6-7/29
LERN www.bucks.edu/LERNclasses

Technical Writing

Technical Writing Certificate Program

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

The Technical Writing Certificate Program includes:

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

Course I: Elements of Technical Writing I
Newtown Campus/ $169 (plus text)/ WSMCE 5475 C01
Approved Hours: 12 (Act 48)

Course II: Elements of Technical Writing II
Newtown Campus/ $169 (plus text)/ WSMCE 5476 C01
Approved Hours: 12 (Act 48)

Course III: Mathematics & Science for the Technical Writer
Newtown Campus/ $169 (plus text)/ WSMCE 5477 C01/ 4 Mon, 5/9-6/6, (no class 5/30), 6-9pm
Approved Hours: 12 (Act 48)

Course IV: Choose one of the following
- Introduction or Intermediate Word (online at www.ed2go.com/bucks)
- Basic, Intermediate or Advanced Word - (in class) - pages 35 & 36

Course V: Choose one of the following
- Adobe Illustrator, Basic or Advanced - page 39
- Adobe Photoshop, Basic or Advanced – page 39
- InDesign, Basic or Advanced - page 39

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.

Next Technical Writing Offering in Fall 2016
The Bucks County Public Safety Training Center, located in Doylestown, and the Lower Bucks Public Safety Training Center, located in Bristol, are a partnership between the County of Bucks and Bucks County Community College. The Public Safety staff provides international, national, and state level fire, rescue, emergency medical, and hazardous materials training at both facilities and off-site locations, along with an Associate Degree in Fire Science.

The professional certification testing offered has been examined and accredited by the National Professional Qualifications Board (Pro Board). The Department of Public Safety Training & Certification offers professional certification in over 45 NFPA (National Fire Protection Association disciplines).

Department of Public and Industrial Safety Training & Certification:

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

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

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

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

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

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

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

Visit the Department of Public Safety Training & Certification web page at:
www.bucks.edu/publicsafety
Flexible Learning Opportunities

Our Virtual Campus offers both hybrid and online classes

**What Are Hybrid Courses?**

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

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

**What are Online (eLearning) Courses?**

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

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

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

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

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

Contact the Virtual Campus office at virtual@bucks.edu or 215.968.8052. They have tools to help you decide.

Details about all of our eLearning and hybrid offerings can be found on the Virtual Campus website at www.bucks.edu/welcome.
### SUMMER 2016 KEY DATES & DEADLINES

<table>
<thead>
<tr>
<th>SESSION</th>
<th>ONLINE REGISTRATION</th>
<th>WALK-IN REGISTRATION</th>
<th>CLASSES BEGIN</th>
<th>100% REFUND ENDS</th>
<th>50% REFUND ENDS</th>
<th>HOLIDAY</th>
<th>SCHEDULE ADJUSTMENT</th>
<th>WITHDRAWAL END</th>
<th>CLASSES END</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session III 6 week</td>
<td>2/15-7/4</td>
<td>6/27-6/28</td>
<td>7/5</td>
<td>7/4*</td>
<td>7/5 - 7/11</td>
<td>NA</td>
<td>7/5 - 7/6</td>
<td>7/12 - 7/28</td>
<td>8/11</td>
</tr>
</tbody>
</table>

*100% refund through day before classes begin for online or faxed drops (Fax: 215-968-8110).
2016 Summer Tuition due dates: Session I 4/27/16; Session II 5/25/16; Session III 6/15/16, and at time of registration thereafter.

### SUMMER 2016 WALK-IN REGISTRATION

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

**Sessions I and II**
- Monday May 16 4 pm - 7 pm Newtown – Admissions Office (Linksz Pavilion)
- Tuesday May 17 4 pm - 7 pm Newtown – Admissions Office (Linksz Pavilion)

**Session III**
- Monday June 27 4:00 pm - 7:00 pm Newtown – Admissions Office (Linksz Pavilion)
- Tuesday June 28 4:00 pm – 7:00 pm Newtown – Admissions Office (Linksz Pavilion)

Access all info on this page and more at: [www.bucks.edu/summer](http://www.bucks.edu/summer)

---

**CAMPUS CODES:**
- LBC = Lower Bucks Campus
- NEW = Newtown Campus
- UBC = Upper Bucks Campus
- ONL = Online

For Further Information: bucks.edu/spring
<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING</td>
<td>ACCT-103</td>
<td>Introductory Accounting</td>
<td>ONL</td>
</tr>
<tr>
<td>ACCOUNTING</td>
<td>ACCT-105</td>
<td>Financial Accounting</td>
<td>NEW ONL</td>
</tr>
<tr>
<td>ACCOUNTING</td>
<td>ACCT-106</td>
<td>Managerial Accounting</td>
<td>ONL</td>
</tr>
<tr>
<td>ACCOUNTING</td>
<td>ACCT-250</td>
<td>Auditing</td>
<td>ONL</td>
</tr>
<tr>
<td>ACCOUNTING</td>
<td>ACCT-255</td>
<td>Advanced Accounting</td>
<td>ONL</td>
</tr>
<tr>
<td>ACCOUNTING</td>
<td>ACCT-280</td>
<td>Co-op Education: Accounting</td>
<td>NEW</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>BIOL-101</td>
<td>Biological Science I</td>
<td>NEW LBC UBC ONL</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>BIOL-102</td>
<td>Biological Science II</td>
<td>ONL</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>BIOL-115</td>
<td>Basic Human Anatomy</td>
<td>ONL</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>BIOL-121</td>
<td>Biological Principles I</td>
<td>ONL</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>BIOL-181</td>
<td>Anatomy &amp; Physiology I</td>
<td>NEW LBC UBC ONL</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>BIOL-182</td>
<td>Anatomy &amp; Physiology II</td>
<td>NEW ONL</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>BIOL-228</td>
<td>Microbiology</td>
<td>NEW UBC</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>CHEM-101</td>
<td>Chemistry A</td>
<td>NEW LBC UBC</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>CHEM-102</td>
<td>Chemistry B</td>
<td>NEW</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>CHEM-121</td>
<td>Chemistry I</td>
<td>NEW</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>CHEM-122</td>
<td>Chemistry II</td>
<td>NEW</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>COMM-105</td>
<td>Interpersonal Communication</td>
<td>LBC ONL</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>COMM-110</td>
<td>Effective Speaking</td>
<td>NEW LBC UBC ONL</td>
</tr>
<tr>
<td>COMPOSITION</td>
<td>COMP-090</td>
<td>Basic Writing</td>
<td>LBC</td>
</tr>
<tr>
<td>COMPOSITION</td>
<td>COMP-107</td>
<td>Intro to Academic Writing</td>
<td>NEW LBC</td>
</tr>
<tr>
<td>COMPOSITION</td>
<td>COMP-108</td>
<td>Intro: Acad. Reading &amp; Writing</td>
<td>NEW</td>
</tr>
<tr>
<td>COMPOSITION</td>
<td>COMP-110</td>
<td>English Composition I</td>
<td>NEW LBC ONL</td>
</tr>
<tr>
<td>COMPOSITION</td>
<td>COMP-111</td>
<td>Engl Composition II</td>
<td>NEW LBC ONL</td>
</tr>
<tr>
<td>COMPOSITION</td>
<td>COMP-114</td>
<td>Technical Writing</td>
<td>ONL</td>
</tr>
<tr>
<td>COMPOSITION</td>
<td>COMP-115</td>
<td>Creative Writing I</td>
<td>ONL</td>
</tr>
<tr>
<td>COMPUTER SCIENCE</td>
<td>CISC-100</td>
<td>Digital Literacy</td>
<td>ONL</td>
</tr>
<tr>
<td>COMPUTER SCIENCE</td>
<td>CISC-110</td>
<td>Intro to Information Systems</td>
<td>NEW UBC ONL</td>
</tr>
<tr>
<td>COMPUTER SCIENCE</td>
<td>CISC-113</td>
<td>Visual Basic Program I</td>
<td>ONL</td>
</tr>
<tr>
<td>COMPUTER SCIENCE</td>
<td>CISC-115</td>
<td>Computer Science I</td>
<td>NEW</td>
</tr>
<tr>
<td>COMPUTER SCIENCE</td>
<td>CISC-128</td>
<td>Comparative Operating Systems</td>
<td>ONL</td>
</tr>
<tr>
<td>COMPUTER SCIENCE</td>
<td>CISC-143</td>
<td>Essentials of Networking</td>
<td>ONL</td>
</tr>
<tr>
<td>COMPUTER SCIENCE</td>
<td>CISC-213</td>
<td>Computer Science III (JAVA)</td>
<td>ONL</td>
</tr>
<tr>
<td>COMPUTER SCIENCE</td>
<td>CISC-215</td>
<td>Database Des&amp;Appi Devel</td>
<td>ONL</td>
</tr>
<tr>
<td>CRIMINAL JUSTICE</td>
<td>CRJL-110</td>
<td>Introduction to Criminal Law</td>
<td>ONL</td>
</tr>
<tr>
<td>CRIMINAL JUSTICE</td>
<td>CRJL-160</td>
<td>Intro to Juvenile Justice</td>
<td>ONL</td>
</tr>
<tr>
<td>CRIMINAL JUSTICE</td>
<td>CRJL-210</td>
<td>Terrorism</td>
<td>ONL</td>
</tr>
<tr>
<td>CRIMINAL JUSTICE</td>
<td>CRJL-280</td>
<td>Co-op Education: Criminal Just</td>
<td>NEW</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td>ECON-111</td>
<td>Principles of Economics: Macro</td>
<td>NEW LBC UBC ONL</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td>ECON-112</td>
<td>Principles of Economics: Micro</td>
<td>NEW ONL</td>
</tr>
<tr>
<td>EDUCATION</td>
<td>EDUC-100</td>
<td>Foundations of Education</td>
<td>ONL</td>
</tr>
<tr>
<td>EDUCATION</td>
<td>EDUC-160</td>
<td>Intro to Exceptionalities</td>
<td>ONL</td>
</tr>
<tr>
<td>EDUCATION</td>
<td>EDUC-170</td>
<td>Language &amp; Literacy Develop</td>
<td>NEW</td>
</tr>
<tr>
<td>COURSE CODE</td>
<td>COURSE TITLE</td>
<td>Offered Format</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>AMSL-110</td>
<td>American Sign Language I</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>SPAN-110</td>
<td>Elementary Spanish I</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>GRMN-110</td>
<td>Elementary German I</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>ITAL-110</td>
<td>Elementary Italian I</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>JPNS-101</td>
<td>Elementary Japanese I</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>HLTH-103</td>
<td>Life and Health</td>
<td>NEW ONL</td>
<td></td>
</tr>
<tr>
<td>HLTH-120</td>
<td>Nutrition</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>HLTH-120N</td>
<td>Nutrition(by Reg’d Dietician)</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>HITT-280</td>
<td>Health Info Tech Externship</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>HITT-285</td>
<td>Medical Coding/Billing Ext</td>
<td>OC</td>
<td></td>
</tr>
<tr>
<td>HIST-111</td>
<td>History of Western Civ I</td>
<td>UBC ONL</td>
<td></td>
</tr>
<tr>
<td>HIST-113</td>
<td>Global History: Ancient/Mediev</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>HIST-146</td>
<td>East Asia</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>HIST-151</td>
<td>U.S. History: Young America</td>
<td>NEW LBC UBC ONL</td>
<td></td>
</tr>
<tr>
<td>HIST-152</td>
<td>U.S. History: Modern America</td>
<td>NEW LBC ONL</td>
<td></td>
</tr>
<tr>
<td>HIST-203</td>
<td>Internship for Hist Preserv</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>HIST-207</td>
<td>H.A.B.S. Survey Workshop</td>
<td>OC</td>
<td></td>
</tr>
<tr>
<td>HIST-219</td>
<td>Management of Historic Sites</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>HIST-239</td>
<td>Amer Pop Culture: Hist of Rock</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>HRIM-210</td>
<td>H/M/R/I Internship</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>HRIM-280</td>
<td>Co-op Education: HRIM</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>HUMN-112</td>
<td>Humanities II</td>
<td>UBC ONL</td>
<td></td>
</tr>
<tr>
<td>HUMN-120</td>
<td>Survey: World Religions</td>
<td>NEW LBC ONL</td>
<td></td>
</tr>
<tr>
<td>HUMN-125</td>
<td>Religion in America</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>INTG-285</td>
<td>Food &amp; Society</td>
<td>NEW ONL</td>
<td></td>
</tr>
<tr>
<td>INTG-285</td>
<td>Beauty</td>
<td>NEW ONL</td>
<td></td>
</tr>
<tr>
<td>JOUR-175</td>
<td>News Reporting &amp; Writing I</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>KINS-110</td>
<td>Tennis</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>KINS-130</td>
<td>Yoga</td>
<td>UBC</td>
<td></td>
</tr>
<tr>
<td>KINS-133</td>
<td>Archery</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>KINS-179</td>
<td>Field Hockey &amp; Soccer</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>LAWS-100</td>
<td>Intro: Paralegal Studies</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>LAWS-140</td>
<td>Civil Practice/Litigation Proc</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>LAWS-220</td>
<td>Legal Research I</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>LAWS-255</td>
<td>Ethics for the Paralegal</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>LAWS-260</td>
<td>Computers in the Law Office</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>LITR-205</td>
<td>English Lit to 19th Century</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>LITR-231</td>
<td>American Lit to 1865</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>LITR-232</td>
<td>American Lit from 1865</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>LITR-246</td>
<td>Children’s Literature</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>LITR-254</td>
<td>World Literature I</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>LITR-277</td>
<td>Introduction to Short Fiction</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>AESL-101</td>
<td>Writing Sks for Intern’l Sds</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>AESL-103</td>
<td>Reading Sks for Intern’l Sd</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>MGMT-100</td>
<td>Introduction to Business</td>
<td>LBC ONL</td>
<td></td>
</tr>
<tr>
<td>MGMT-110</td>
<td>Small Business Management</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MGMT-120</td>
<td>Business Mathematics</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MGMT-130</td>
<td>Business Law (LAWS-130)</td>
<td>NEW ONL</td>
<td></td>
</tr>
<tr>
<td>MGMT-135</td>
<td>Business Communic. (OADM-110)</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MGMT-140</td>
<td>Supervision</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MGMT-160</td>
<td>Insurance and Risk Management</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MGMT-180</td>
<td>Legal Environment of Business</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MGMT-230</td>
<td>Principles of Management</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MGMT-280</td>
<td>Co-op Education: Management</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>MARKETING</td>
<td>Course Code</td>
<td>Course Title</td>
<td>Location</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------</td>
<td>---------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>MKTG-100</td>
<td>Principles of Marketing</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MKTG-110</td>
<td>Personal Selling</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MKTG-120</td>
<td>Intro to the Fashion Industry</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MKTG-280</td>
<td>Co-Op Education: Marketing/Ret</td>
<td>NEW</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH-089</td>
<td>Fast Track Mathematics</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MATH-090</td>
<td>Pre-Algebra</td>
<td>NEW ONL</td>
<td></td>
</tr>
<tr>
<td>MATH-095</td>
<td>Basic Algebra</td>
<td>NEW LBC</td>
<td></td>
</tr>
<tr>
<td>MATH-101</td>
<td>Mathematical Concepts I</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MATH-102</td>
<td>Mathematics for Educators I</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MATH-103</td>
<td>Intermediate Algebra</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MATH-115</td>
<td>Elementary Statistics</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MATH-117</td>
<td>Finite Math for Business</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MATH-118</td>
<td>Business Calculus</td>
<td>NEW ONL</td>
<td></td>
</tr>
<tr>
<td>MATH-120</td>
<td>College Algebra</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MATH-122</td>
<td>Trig &amp; Analytic Geometry</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MATH-125</td>
<td>Precalculus</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>MATH-140</td>
<td>Calculus I</td>
<td>NEW ONL</td>
<td></td>
</tr>
<tr>
<td>MATH-141</td>
<td>Calculus II</td>
<td>NEW ONL</td>
<td></td>
</tr>
<tr>
<td>MATH-242</td>
<td>Calculus III</td>
<td>ONL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEDICAL ASSISTING</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDA-120</td>
<td>Medical Terminology</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MEDA-220</td>
<td>Medical Assistant Externship</td>
<td>OC</td>
<td></td>
</tr>
<tr>
<td>MEDA-287</td>
<td>Phlebotomy Externship</td>
<td>OC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MUSIC</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC-101</td>
<td>Introduction to Music</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MUSC-103</td>
<td>World Music</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MUSC-106</td>
<td>History of Jazz</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>MUSC-107</td>
<td>Amer Pop Culture: Hist of Rock</td>
<td>ONL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFICE ADMINISTRATION</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>OADM-140</td>
<td>Keyboarding/Document Process’g</td>
<td>ONL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHILOSOPHY</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL-105</td>
<td>Critical Thinking</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>PHIL-111</td>
<td>Ethics</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>PHIL-125</td>
<td>Basic Problems of Philosophy</td>
<td>NEW ONL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHYSICS</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS-106</td>
<td>Physics A</td>
<td>NEW ONL</td>
<td></td>
</tr>
<tr>
<td>PHYS-121</td>
<td>Physics I</td>
<td>NEW ONL</td>
<td></td>
</tr>
<tr>
<td>PHYS-122</td>
<td>Physics II</td>
<td>ONL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POLITICAL SCIENCE</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLI-101</td>
<td>Political Internship</td>
<td>LBC</td>
<td></td>
</tr>
<tr>
<td>POLI-111</td>
<td>American National Government</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>POLI-120</td>
<td>American State &amp; Local Gov’t</td>
<td>ONL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PSYCHOLOGY</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC-100</td>
<td>Psych of Personal Awareness</td>
<td>NEW ONL</td>
<td></td>
</tr>
<tr>
<td>PSYC-105</td>
<td>Intro to Group Dynamics</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>PSYC-110</td>
<td>Intro to Psychology</td>
<td>NEW UBC</td>
<td></td>
</tr>
<tr>
<td>PSYC-120</td>
<td>Human Sexuality</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>PSYC-125</td>
<td>Stress Management</td>
<td>NEW UBC</td>
<td></td>
</tr>
<tr>
<td>PSYC-180</td>
<td>Human Growth &amp; Development</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>PSYC-181</td>
<td>Developmental Psych: Life Span</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>PSYC-200</td>
<td>Social Psychology</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>PSYC-280</td>
<td>Psych of Abnormal Behavior</td>
<td>NEW ONL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>READING/STUDY SKILLS</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>READ-089</td>
<td>Fast Track Reading</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>READ-090</td>
<td>Intro to College Reading</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>READ-110</td>
<td>College Reading &amp; Study Skills</td>
<td>NEW LBC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REAL ESTATE</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>REAL-101</td>
<td>Real Estate Fundamentals</td>
<td>ONL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCIENCE</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCIE-102</td>
<td>Astronomy</td>
<td>LBC ONL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIOLOGY</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI-110</td>
<td>Intro to Sociology</td>
<td>NEW LBC</td>
<td></td>
</tr>
<tr>
<td>SOCI-120</td>
<td>Intro to Cultural Anthropology</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>SOCI-160</td>
<td>Marriage &amp; the Family</td>
<td>ONL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPORTS MANAGEMENT</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPMT-200</td>
<td>Intro to Sports Management</td>
<td>ONL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VISUAL ARTS: ART HISTORY</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAFA-192</td>
<td>Art History After 1450 A.D.</td>
<td>ONL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VISUAL ARTS: CINEMA/VIDEO</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>VACV-140</td>
<td>Digital Video Editing</td>
<td>NEW</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VISUAL ARTS: FINE ARTS</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAPA-100</td>
<td>Drawing Fundamentals</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>VAPA-111</td>
<td>Drawing Basics</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>VAPA-171</td>
<td>Introduction to Painting</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td>VAPA-181</td>
<td>Introduction to Ceramics</td>
<td>NEW</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VISUAL ARTS: PHOTOGRAPHY</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAPH-110</td>
<td>Digital Photo Fundamentals</td>
<td>NEW ONL</td>
<td></td>
</tr>
<tr>
<td>VAPH-151</td>
<td>Introduction to Photography</td>
<td>NEW ONL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEB DESIGN &amp; MULTIMEDIA</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAMM-100</td>
<td>Digital Imaging</td>
<td>ONL</td>
<td></td>
</tr>
<tr>
<td>VAMM-110</td>
<td>Web &amp; Interactive Design</td>
<td>ONL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WOMEN’S STUDIES</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMST-110</td>
<td>Introduction to Gender Studies</td>
<td>ONL</td>
<td></td>
</tr>
</tbody>
</table>
## SUMMER SESSION 2 - 6/13/16 – 8/11/16

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPUTER SCIENCE</td>
<td>CISC-100</td>
<td>Digital Literacy</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>CISC-110</td>
<td>Intro to Information Systems</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>CISC-115</td>
<td>Computer Science I</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>CISC-127</td>
<td>Spreadsheet Concepts/Applic</td>
<td>ONL</td>
</tr>
<tr>
<td>HEALTH EDUCATION</td>
<td>HLTH-120</td>
<td>Nutrition</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>HLTH-120N</td>
<td>Nutrition(by Reg’d Dietician)</td>
<td>ONL</td>
</tr>
<tr>
<td>HISTORY</td>
<td>HIST-114</td>
<td>Global History: Modern World</td>
<td>ONL</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>MATH-095</td>
<td>Basic Algebra</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>MATH-101</td>
<td>Mathematical Concepts I</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>MATH-115</td>
<td>Elementary Statistics</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>MATH-120</td>
<td>College Algebra</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>MATH-125</td>
<td>Precalculus</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>MATH-141</td>
<td>Calculus II</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>MATH-215</td>
<td>Elem Statistics II</td>
<td>ONL</td>
</tr>
<tr>
<td>PHYSICS</td>
<td>PHYS-121</td>
<td>Physics I</td>
<td>ONL</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>PSYC-160</td>
<td>Addiction &amp; Substance Abuse</td>
<td>ONL</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>SCIE-103</td>
<td>Physical Geology</td>
<td>NEW</td>
</tr>
</tbody>
</table>

For Further Information: bucks.edu/spring
<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING</td>
<td>ACCT-103</td>
<td>Introductory Accounting</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>ACCT-105</td>
<td>Financial Accounting</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>ACCT-106</td>
<td>Managerial Accounting</td>
<td>NEW ONL</td>
</tr>
<tr>
<td></td>
<td>ACCT-130</td>
<td>Acct’g Appl. for the Computer</td>
<td>ONL</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>BION-101</td>
<td>Biological Science I</td>
<td>NEW ONL</td>
</tr>
<tr>
<td></td>
<td>BION-102</td>
<td>Biological Science II</td>
<td>LBC ONL</td>
</tr>
<tr>
<td></td>
<td>BIOS-115</td>
<td>Basic Human Anatomy</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>BIOS-122</td>
<td>Biological Principles II</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>BIOS-181</td>
<td>Anatomy &amp; Physiology I</td>
<td>NEW ONL</td>
</tr>
<tr>
<td></td>
<td>BIOS-182</td>
<td>Anatomy &amp; Physiology II</td>
<td>NEW LBC UBC</td>
</tr>
<tr>
<td></td>
<td>BIOS-228</td>
<td>Microbiology</td>
<td>NEW</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>CHEM-101</td>
<td>Chemistry A</td>
<td>NEW</td>
</tr>
<tr>
<td></td>
<td>CHEM-122</td>
<td>Chemistry II</td>
<td>NEW</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>COMM-105</td>
<td>Interpersonal Communication</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>COMM-110</td>
<td>Effective Speaking</td>
<td>NEW LBC UBC</td>
</tr>
<tr>
<td></td>
<td>COMM-111</td>
<td>Media &amp; Society</td>
<td>ONL</td>
</tr>
<tr>
<td>COMPOSITION</td>
<td>COMP-107</td>
<td>Intro to Academic Writting</td>
<td>NEW UBC</td>
</tr>
<tr>
<td></td>
<td>COMP-108</td>
<td>Intro: Acad. Reading &amp; Writing</td>
<td>LBC</td>
</tr>
<tr>
<td></td>
<td>COMP-110</td>
<td>English Composition I</td>
<td>NEW LBC UBC</td>
</tr>
<tr>
<td></td>
<td>COMP-111</td>
<td>Engl. Composition II</td>
<td>NEW LBC UBC</td>
</tr>
<tr>
<td>COMPUTER SCIENCE</td>
<td>CISC-100</td>
<td>Digital Literacy</td>
<td>NEW LBC</td>
</tr>
<tr>
<td></td>
<td>CISC-110</td>
<td>Intro to Information Systems</td>
<td>NEW</td>
</tr>
<tr>
<td></td>
<td>CISC-122</td>
<td>Computer Science II</td>
<td>NEW</td>
</tr>
<tr>
<td>CRIMINAL JUSTICE</td>
<td>CRJ-120</td>
<td>Criminal Evidence</td>
<td>ONL</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td>ECON-111</td>
<td>Principles of Economics: Macro</td>
<td>NEW LBC ONL</td>
</tr>
<tr>
<td></td>
<td>ECON-112</td>
<td>Principles of Economics: Micro</td>
<td>NEW UBC ONL</td>
</tr>
<tr>
<td>FOREIGN LANGUAGE</td>
<td>AMSL-111</td>
<td>American Sign Lang II</td>
<td>NEW</td>
</tr>
<tr>
<td></td>
<td>ITAL-111</td>
<td>Elementary Italian II</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>SPAN-110</td>
<td>Elementary Spanish I</td>
<td>LBC</td>
</tr>
<tr>
<td></td>
<td>SPAN-111</td>
<td>Elementary Spanish II</td>
<td>NEW</td>
</tr>
<tr>
<td>HEALTH EDUCATION</td>
<td>HLTH-103</td>
<td>Life and Health</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>HLTH-120</td>
<td>Nutrition</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>HLTH-120N</td>
<td>Nutrition(by Reg’d Dietician)</td>
<td>ONL</td>
</tr>
<tr>
<td>HISTORY</td>
<td>HIST-112</td>
<td>History of Western Civ II</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>HIST-139</td>
<td>The War Years: 1939-45</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>HIST-151</td>
<td>U.S. History: Young America</td>
<td>NEW LBC ONL</td>
</tr>
<tr>
<td></td>
<td>HIST-152</td>
<td>U.S. History: Modern America</td>
<td>NEW LBC ONL</td>
</tr>
<tr>
<td></td>
<td>HIST-190</td>
<td>African-American History</td>
<td>ONL</td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>HUMN-111</td>
<td>Humanities I</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>HUMN-120</td>
<td>Survey: World Religions</td>
<td>NEW ONL</td>
</tr>
<tr>
<td>KINESIOLOGY</td>
<td>KINS-133</td>
<td>Archery</td>
<td>NEW</td>
</tr>
<tr>
<td>LAW/PARALEGAL</td>
<td>LAWS-101</td>
<td>Divorce and Family Law</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>LAWS-150</td>
<td>Elder Law</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>LAWS-180</td>
<td>Business Org: Paralegal</td>
<td>NEW ONL</td>
</tr>
<tr>
<td></td>
<td>LAWS-225</td>
<td>Legal Research II</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>LAWS-240</td>
<td>Torts for the Paralegal</td>
<td>NEW</td>
</tr>
<tr>
<td>LITERATURE</td>
<td>LITR-206</td>
<td>English Lit 19th-20th Century</td>
<td>NEW ONL</td>
</tr>
<tr>
<td></td>
<td>LITR-232</td>
<td>American Lit from 1865</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>LITR-277</td>
<td>Introduction to Short Fiction</td>
<td>NEW</td>
</tr>
<tr>
<td>MANAGEMENT</td>
<td>MGMT-100</td>
<td>Introduction to Business</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>MGMT-110</td>
<td>Small Business Management</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>MGMT-130</td>
<td>Business Law (LAWS-130)</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>MGMT-135</td>
<td>Business Communic. (OADM-110)</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>MGMT-180</td>
<td>Legal Environment of Business</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>MGMT-200</td>
<td>Organizational Behavior</td>
<td>ONL</td>
</tr>
<tr>
<td></td>
<td>MGMT-230</td>
<td>Principles of Management</td>
<td>LBC ONL</td>
</tr>
<tr>
<td></td>
<td>MGMT-260</td>
<td>Project Management</td>
<td>ONL</td>
</tr>
<tr>
<td>MARKETING</td>
<td>MKTG-100</td>
<td>Principles of Marketing</td>
<td>LBC ONL</td>
</tr>
<tr>
<td></td>
<td>MKTG-200</td>
<td>Advertising</td>
<td>ONL</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Delivery Schedule</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>MATH-089</td>
<td>Fast Track Mathematics</td>
<td>ONL.</td>
<td></td>
</tr>
<tr>
<td>MATH-090</td>
<td>Pre-Algebra</td>
<td>NEW.</td>
<td></td>
</tr>
<tr>
<td>MATH-095</td>
<td>Basic Algebra</td>
<td>NEW LBC ONL.</td>
<td></td>
</tr>
<tr>
<td>MATH-101</td>
<td>Mathematical Concepts I</td>
<td>ONL.</td>
<td></td>
</tr>
<tr>
<td>MATH-103</td>
<td>Intermediate Algebra</td>
<td>NEW LBC UBC ONL.</td>
<td></td>
</tr>
<tr>
<td>MATH-105</td>
<td>Mathematics for Educators II</td>
<td>ONL.</td>
<td></td>
</tr>
<tr>
<td>MATH-115</td>
<td>Elementary Statistics</td>
<td>NEW ONL.</td>
<td></td>
</tr>
<tr>
<td>MATH-117</td>
<td>Finite Math for Business</td>
<td>NEW UBC.</td>
<td></td>
</tr>
<tr>
<td>MATH-118</td>
<td>Business Calculus</td>
<td>NEW.</td>
<td></td>
</tr>
<tr>
<td>MATH-120</td>
<td>College Algebra</td>
<td>NEW UBC.</td>
<td></td>
</tr>
<tr>
<td>MATH-122</td>
<td>Trig &amp; Analytic Geometry</td>
<td>NEW.</td>
<td></td>
</tr>
<tr>
<td>MATH-140</td>
<td>Calculus I</td>
<td>NEW.</td>
<td></td>
</tr>
<tr>
<td>MATH-141</td>
<td>Calculus II</td>
<td>NEW.</td>
<td></td>
</tr>
<tr>
<td>MATH-250</td>
<td>Differential Equations</td>
<td>NEW.</td>
<td></td>
</tr>
<tr>
<td>MATH-260</td>
<td>Linear Algebra</td>
<td>NEW.</td>
<td></td>
</tr>
<tr>
<td>MATH-250</td>
<td>Linear Algebra</td>
<td>NEW LBC ONL.</td>
<td></td>
</tr>
<tr>
<td>MATH-117</td>
<td>Finite Math for Business</td>
<td>NEW UBC.</td>
<td></td>
</tr>
<tr>
<td>MATH-118</td>
<td>Business Calculus</td>
<td>NEW.</td>
<td></td>
</tr>
<tr>
<td>MATH-120</td>
<td>College Algebra</td>
<td>NEW UBC.</td>
<td></td>
</tr>
<tr>
<td>MATH-122</td>
<td>Trig &amp; Analytic Geometry</td>
<td>NEW.</td>
<td></td>
</tr>
<tr>
<td>MATH-140</td>
<td>Calculus I</td>
<td>NEW.</td>
<td></td>
</tr>
<tr>
<td>MATH-141</td>
<td>Calculus II</td>
<td>NEW.</td>
<td></td>
</tr>
<tr>
<td>MATH-250</td>
<td>Differential Equations</td>
<td>NEW.</td>
<td></td>
</tr>
<tr>
<td>MATH-260</td>
<td>Linear Algebra</td>
<td>NEW.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Delivery Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDA-120</td>
<td>Medical Terminology</td>
<td>ONL.</td>
</tr>
<tr>
<td>MEDA-205</td>
<td>Medical Law and Ethics</td>
<td>ONL.</td>
</tr>
<tr>
<td>MUSC-101</td>
<td>Introduction to Music</td>
<td>ONL.</td>
</tr>
<tr>
<td>MUSC-103</td>
<td>World Music</td>
<td>ONL.</td>
</tr>
<tr>
<td>MUSC-106</td>
<td>History of Jazz</td>
<td>ONL.</td>
</tr>
<tr>
<td>MUSC-107</td>
<td>Amer Pop Culture: Hist of Rock</td>
<td>ONL.</td>
</tr>
<tr>
<td>COMT-101</td>
<td>Introduction to Theatre</td>
<td>ONL.</td>
</tr>
<tr>
<td>PHIL-125</td>
<td>Basic Problems of Philosophy</td>
<td>NEW ONL.</td>
</tr>
<tr>
<td>PHYS-107</td>
<td>Physics B</td>
<td>NEW LBC ONL.</td>
</tr>
<tr>
<td>PHYS-122</td>
<td>Physics II</td>
<td>NEW ONL.</td>
</tr>
<tr>
<td>POLI-120</td>
<td>American State &amp; Local Gov't</td>
<td>ONL.</td>
</tr>
<tr>
<td>PSYC-100</td>
<td>Psych of Personal Awareness</td>
<td>ONL.</td>
</tr>
<tr>
<td>PSYC-110</td>
<td>Intro to Psychology</td>
<td>NEW LBC ONL.</td>
</tr>
<tr>
<td>PSYC-120</td>
<td>Human Sexuality</td>
<td>LBC ONL.</td>
</tr>
<tr>
<td>PSYC-125</td>
<td>Stress Management</td>
<td>LBC.</td>
</tr>
<tr>
<td>PSYC-160</td>
<td>Addiction &amp; Substance Abuse</td>
<td>UBC.</td>
</tr>
<tr>
<td>PSYC-181</td>
<td>Developmental Psych: Life Span</td>
<td>LBC ONL.</td>
</tr>
<tr>
<td>PSYC-190</td>
<td>Educational Psychology</td>
<td>ONL.</td>
</tr>
<tr>
<td>PSYC-200</td>
<td>Social Psychology</td>
<td>ONL.</td>
</tr>
<tr>
<td>PSYC-280</td>
<td>Psych of Abnormal Behavior</td>
<td>ONL.</td>
</tr>
<tr>
<td>READ-089</td>
<td>Fast Track Reading</td>
<td>NEW.</td>
</tr>
<tr>
<td>READ-090</td>
<td>Intro to College Reading</td>
<td>NEW.</td>
</tr>
<tr>
<td>READ-110</td>
<td>College Reading &amp; Study Skills</td>
<td>NEW LBC.</td>
</tr>
<tr>
<td>REAL-102</td>
<td>Real Estate Practice</td>
<td>ONL.</td>
</tr>
<tr>
<td>SCIE-102</td>
<td>Astronomy</td>
<td>ONL.</td>
</tr>
<tr>
<td>SOCI-110</td>
<td>Intro to Sociology</td>
<td>NEW LBC UBC ONL.</td>
</tr>
<tr>
<td>SOCI-150</td>
<td>Criminology</td>
<td>ONL.</td>
</tr>
<tr>
<td>VAFA-192</td>
<td>Art History After 1450 A.D.</td>
<td>NEW.</td>
</tr>
<tr>
<td>VAFA-193</td>
<td>History of Modern Art</td>
<td>ONL.</td>
</tr>
<tr>
<td>VAFA-100</td>
<td>Drawing Fundamentals</td>
<td>NEW.</td>
</tr>
<tr>
<td>VAFA-107</td>
<td>Intro: Jewelry/Metalsmithing</td>
<td>NEW.</td>
</tr>
<tr>
<td>VAFA-111</td>
<td>Drawing Basics</td>
<td>NEW.</td>
</tr>
<tr>
<td>VAMM-100</td>
<td>Digital Imaging</td>
<td>ONL.</td>
</tr>
<tr>
<td>VAMM-110</td>
<td>Web &amp; Interactive Design</td>
<td>ONL.</td>
</tr>
<tr>
<td>VAPH-110</td>
<td>Digital Photo Fundamentals</td>
<td>ONL.</td>
</tr>
<tr>
<td>VAPH-151</td>
<td>Introduction to Photography</td>
<td>NEW.</td>
</tr>
</tbody>
</table>

For Further Information: bucks.edu/spring
For current listings of courses and sections visit bucks.edu/register.

If you cannot find what you are looking for, call 215-968-8100 or an academic department.

Arts ........................................ (215) 968-8425
Business Studies ............................. (215) 968-8227
Kinesiology and Sport Studies ............ (215) 504-8537
Language and Literature ................. (215) 968-8150
Professional Studies: Allied Health and Nursing (215) 968-8106
Science, Technology, Engineering and Math (215) 968-8305
Social and Behavioral Sciences ........... (215) 968-8270
Registration Form For Non-Credit Courses - Summer 2016

Please Print

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

Name ______________________________________

Home Address __________________________________________

City ___________________________ State ___________ Zip ___________

Home Phone ___________________________ Work Phone ______________________

Business Name _______________________________________

Business Address ______________________________________

Check if new address □

Email address* ____________________________

*May we email you information about new and special programs? ______Yes _______No

Are you a returning student or is this your first class at Bucks? ______New ______Returning

How did you hear about the course(s)?

______Bucks brochure  ______Bucks Web site

______Newspaper  ______Friend/Relative

______TV/Radio  ______Other ______________________

Are you taking this course at the request of your employer? ______Yes _______No

Do you anticipate being reimbursed by your employer? ______Yes _______No

Please enter key code found in the box on the back cover of the brochure. ___________________________

Registrant Signature ___________________________

Senior Citizen □

If you need disability-related accommodations, please call 215-968-8463, at least one week in advance to the start of class.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Section</th>
<th>Start Date</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Do not include materials fees with the registration payment!

Student I.D.# ___________________________

Check No. ___________________________ Check issued by ___________________________

Credit Card # ___________________________ Exp. Date ___________________________

Security Code ___________________________

See refund policy on page 4.

Make checks payable to: Bucks County Community College

Return to:  Bucks County Community College

Continuing Education

275 Swamp Road,

Newtown, PA  18940

Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally-protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, age, religion, disabilities, and military veterans. The college provides reasonable accommodations for persons with disabilities in accordance with the Americans With Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at 215-968-8090. The EEO Office is located in Room 130, Tyler Hall.


Browse Courses Online: bucks.edu/con-ed-courses  ·   How To Register: page 5 75
Continuing & Workforce Education
Part-Time · Evening · Day · Weekend · Online · On Campus
May-August 2016
bucks.edu/con-ed-courses

Look for our many online course options

Consider our Various Certification Opportunities

Continuing Professional Education
for Entrepreneurs, Healthcare Professionals, Teachers, IT Professionals, Project Managers, Advanced Manufacturing, Engineers, and more

Interested in a College degree or certificate? Visit bucks.edu/summer, or call 215-968-8000.