

A Summer to Remember

The summer is almost here... finally you'll have time to recharge. It's also a beautiful opportunity to enrich yourself, or learn a new skill. Make this summer **stand out** by spending some of it at Bucks.

We're ready when you are -

Part Time, Evening, Day, Weekend, Online, On Campus!

Courses held on-site in Newtown, Upper Bucks, and Lower Bucks.

To find out more about our regional sites, see **page 73**.

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Looking Ahead to Fall 2011

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Act 48 for Educators

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

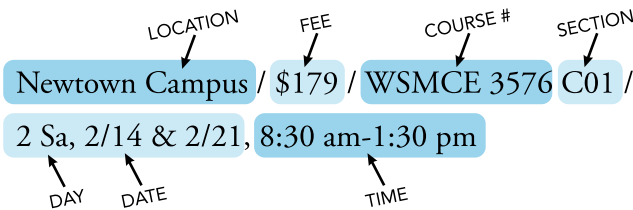
Bucks’ Department of Continuing Education is an approved provider of learning activities required by Act 48. Your hours earned for Act 48 will be reported to the Bureau of Curriculum and Academic Services in Harrisburg by the Department of Continuing Education. You will receive a letter from the college verifying the completion of the Act 48 activity. To check your Act 48 record on the PDE Management System go to www.pde.state.pa.us and click on “Act 48 Reporting System.”



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

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

How To Read Course Details



Online Training

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

Just look for
the online
mouse icon.



Tutorial Self-Paced Courses



The ACT Center™ is an online training and testing environment. We offer hundreds of online courses to better prepare individuals to meet the challenges of the constantly changing workplace environment and to help businesses keep their workforces competitive. We offer courses in Management, Safety, Sexual Harassment, Basic Office Skills, Basic Computer Skills, GED courses, and many more. Classes can be taken anytime and anywhere that there is internet access. To browse the entire catalog visit: www.bucks.edu/act.

For more information on setting up training for businesses or taking individual courses contact:

Owen Forrest
Phone: 215-968-8132
Email: forresto@bucks.edu

Instructor-facilitated Online Courses

Every course includes an expert instructor.



www.bucks.edu/LERNclasses

Online Courses and Certificates Skills for the 21st Century

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

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

Technical requirements:

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

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

MADE AVAILABLE BY

UNIVERSITYALLIANCE®

CONTINUING EDUCATION

www.uaceonline.com/bucks

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

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



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

More Instructor-facilitated Online Courses

Every course includes an expert instructor.



Learn More

www.ed2go.com/bucks

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

Requirements:

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

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



www.gatlineducation.com/bucks

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

Visit www.gatlineducation.com/bucks to view a complete list of courses available.

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



www.theknowledgebase.org/bucks

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

Program areas:

Leadership/Management

Trades & Industrial

Internet/Web/Multimedia Design

Desktop Skills

Green/Renewable Energy

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

Center for Allied Health



Unless otherwise noted, for further information on the following courses, please contact:

Janet Baker, Director, Allied Health, at 215-968-8324

email: bakerj@bucks.edu. For more in-depth information visit our website: www.bucks.edu/healthcare.

To register call 215-968-8409.

Center for Allied Health

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Dental Assisting Program (70 hours)

This 70-hour Dental Assisting Program prepares you for entry level positions in one of the fastest growing health care positions – Dental Assisting. The purpose of this course is to familiarize you with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics – Administrative aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical aspects include: introduction to oral anatomy; dental operator; dental equipment; introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas.

Additionally, this course is designed to prepare you to sit for the DANB Radiology Health and Safety Examination (RHS). The Commonwealth of Pennsylvania requires that any dental office employee who will be performing radiological procedures as auxiliary personnel (other than a licensed dentist or dental hygienist) must take and pass the DANB Radiology Health and Safety Examination (RHS) and register with the State. The cost of this exam is \$150 and is not included as part of the cost of this program. The DANB exam is administered at Pearson Vue Centers. *Lisa Jones, EFDA*

Newtown Campus/\$1,599 (textbooks included)/
WHPAH 0701 WB1
10 Tu & 10 Th, 6/7-8/11, 6-9:30 pm

Medical Billing & Coding (80 hours)

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

Newtown Campus/ \$1,899 (textbooks included)/
WHPAH 0110 WB1/ 10 M & 11 W, 6/6-8/17
(no class 7/4), 6-9:30 pm & 1 Sa, 6/18, 9 am-4 pm

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

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

Lower Bucks Campus/ \$2,599 (textbooks included)/
WHPAH 0130 W50/ 15 M & 15 W, 6/6-9/21
(no class 7/4 or 9/5), 5:30-9:30 pm

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

Do you want a career with flexible hours and solid income? Medical Transcription is your answer! This self-study course is an in-depth, self-paced curriculum developed for anyone desiring to begin an exciting career as a medical transcriptionist. The program is open entry/open exit. You may begin at any time. There is no time limit for completion; the average time is approximately 6 months.
Self Study/ \$1,255/XHPAH 0227 HS1

For questions about this program, email the instructor at info@medtranscription.com
To register for this program, please call 215-968-8409. A study packet will be mailed after your registration is processed.

EKG/Phlebotomy Technician Comprehensive (140 hrs)

This 140-hour certificate program prepares you to become an EKG & Phlebotomy Technician. You will learn medical terminology, vital signs, patient care skills, how to perform a 12 lead EKG, interpretation of cardiac strips, venipuncture, blood draw collection, and safety. You will be prepared to work in a variety of healthcare settings such as: hospitals, clinics, cardiac rehabilitation centers, laboratories, donation facilities, and physician's offices. Upon successful completion of these courses you will be eligible to take two separate national certification exams for EKG and Phlebotomy Technician. The cost of the examination is not included in this course. *Gail Dittes, R.N.*

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

\$2999 (textbooks included)/ WHPAH 0256 WB1 & W50

Newtown Campus/ WB1/ 11 M, 12 W & 12 F,
5/16-8/8, 8:30 am-12:30 pm (no class 5/30 & 7/4)

Lower Bucks Campus/W50/
18 Th & 17 Tu, 6/2-9/29, 6-10 pm

Practical Nursing Program

For more information about this Program call:
Michelle Laskey, Director
Practical Nursing Program
215-968-8448, email: laskeym@bucks.edu

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

To register for the NLN-PN Pre-Entrance Exam, download the form from our website, www.bucks.edu/practical or email pnursing@bucks.edu with your complete name and address, **or call Kim Murray (215-968-8316) or Jeanne Turner-Brady (215-968-8106)**

Courses for Primary Care Givers (Nurses Aides, Home Health Workers)

Nurse Aide Training (100 hours)

Approved by the PA Dept of Education

Requirements: HS Diploma or GED, Criminal Background Check, Physical and 2 step PPD Test, an Assessment Test or Evidence of College Courses, an FBI Check for anyone who has been a resident of Pennsylvania for LESS than two years. An information packet must be completed prior to registration. The packet can be picked up at the Newtown Campus in the Allied Health Building room 004, or on Lower Bucks Campus or Upper Bucks Campus in the front lobby; or by mail, telephone, or e-mail your full name and mailing address to nurseaide@bucks.edu, Nurse Aide Training Program or call 215-968-8482. The information packet can also be printed from our website at:

<http://www.bucks.edu/nurseaide/reg.php>

Online registration is not available for Nurse Aide students, must submit paperwork and make an appointment with Nurse Aide Coordinator prior to registration. **Class size is limited to 10 students. All paperwork must be completed prior to admission into the program.**

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

WB1/ Classroom: 9 Tu, 5/3-6/28, 4-9:30 pm
Clinical: HCR Manor Care/ 7 Sa, 5/28-7/16,
(no clinical 7/2) 7 am-3:30 pm, (7/16, 7 am-2:30 pm)/ *C. Gillis/M. Adams*

WB2/ Classroom: 9 Tu, 7/5-8/30, 4-9:30 pm,
Clinical: Pennswood Village/ 7 Sa, 7/30-9/17, (no clinical 9/3) 7 am-3:30 pm (9/17, 7 am-2:30 pm)/
C. Gillis, R.N

Lower Bucks Campus/\$749/WHPAH 0300 W50-W51

W50/ Classroom: 9 M, 6/6-8/8, 9 am-2:30 pm,
(no class 7/4)
Clinical: HCR Manor Care/ 7 Th, 6/30-8/11,
7-3:30 pm/ (8/11, 7 am-2:30 pm), *S. Pilon, R.N.*

W51/ Classroom: 9 W, 7/6-8/31, 4-9:30 pm
Clinical: HCR Manor Care / 7 Sa, 7/30-9/17, (no clinical 9/3) 7 am-3:30 pm, (9/17 7 am-2:30 pm)/
staff

Upper Bucks Campus/\$749/WHPAH 0300 W70- W71
W70/ Classroom: 9 W, 5/11-7/6, 9:30 am-3 pm
Clinical: Life Quest/ 7 F, 6/3-7/15, 7 am-3:30 pm
(7/15, 7 am-2:30 pm)/*S. Pilon, R.N.*

W71/ Classroom: 9 Tu, 6/7-8/2, 9:30 am-3 pm
Clinical: Life Quest/ 7 Sa, 7/9-8/20, 7 am-3:30 pm
(8/20, 7 am-2:30 pm)/ *S. Pilon, R.N.*

Pharmacy Technician
Comprehensive (75 hours)

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

Newtown Campus/ \$2,200 (includes books and learning materials)/

WHPAH 0273 WB1-WB2

WB1/ 13 Tu & 12 Th, 6/7-8/30, 9 am-noon
Dr. Joseph Urban, B.S. Pharmacy, M.B.A., Doctor of Pharmacy

WB2/ 13 Tu & 12 Th, 5/17-8/9, 6:30-9:30 pm
Alan Vogenberg, R.Ph., FASCP

CPR & First Aid Training & Retraining for Healthcare and Community

CPR and First Aid courses can be set up on-site at your company location, or at one of the College's Bucks County locations. For additional information, please contact: **Janet Baker, Director, Allied Health** at 215-968-8324 or email: bakerj@bucks.edu. Call 215-968-8024 for all other inquiries.

Heartsaver First Aid

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

Newtown Campus/ \$59 (includes book & card)/
PHPAH 0001 WB1/ Sa, 5/28, 9 am-1 pm
Approved Hours: 4 (Act 48)



Heartsaver Adult CPR/AED and First Aid

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

Newtown Campus/ \$74 (includes book and card)/
PHPAH 0002 WB1/ Sa, 6/11, 9 am-3:30 pm
Approved Hours: 6 (Act 48)



Heartsaver Pediatric CPR & Safety

For parents, grandparents, teachers, day care workers, nannies, and babysitters. *Janet Baker, M.Ed.*

Newtown Campus/ \$59 (includes card & book)/
PHPAH 0005 WB1/ Sa, 6/18, 9 am-1 pm
Approved Hours: 4 (Act 48)



CPR for Healthcare Providers - Certification

(Includes Adult, Child, Infant CPR and AED training, American Heart Association 2-year certification)
For all Healthcare professionals, nurses, doctors, dentists, chiropractors, paramedics, EMTs and lifeguards. *Janet Baker, M.Ed.*



Newtown Campus
\$74 (includes book & card)/PHPAH 0003 WB1- WB6
Approved Hours: 6 (Act 48)
WB1/ Sa, 6/4, 9 am-3:30 pm
WB2/ Sa, 6/25, 9 am-3:30 pm
WB3/2 W, 6/8 & 6/15, 6-9 pm
WB4/2 M, 7/11 & 7/18, 6-9 pm
WB5/ 2 W, 8/10 & 8/17, 6-9 pm
WB6/ Sa, 8/27, 9 am-3:30 pm

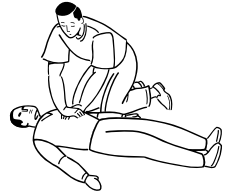
CPR Recertification for Healthcare Providers & Community

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

Newtown Campus
\$49 (includes card)/PHPAH 0004 WB1-WB5
Approved Hours: 4 (Act 48)



WB1/ W, 6/1, 6-10 pm
WB2/ M, 6/20, 6-10 pm
WB3/ W, 7/13, 6-10 pm
WB4/ W, 8/3, 6-10 pm
WB5/ M, 8/22, 6-10 pm



Center for Allied Health

- Gerontology
- Thanatology
- Personal Trainer
- Reiki – Levels I, II & III
- Nursing Review and Re-Entry into Practice

Coming Fall 2011!

Continuing Education for Nurses & Healthcare Professionals

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

Introduction to Ayurveda

NEW

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 Wilmann, Reiki Master/Teacher*

Newtown Campus/\$89 /RHEAL 0131 WB1/
(\$10 paid to instructor for food/herbs)
M & W, 7/18 & 7/20, 6-9:30 pm

Breaking Down Barriers for Achieving Inclusion in the 21st Century

NEW

This course is geared toward nurses, social workers, and other interested healthcare professionals. Disability Studies emerging on college and university campuses is a powerful influence on policy and practice in regards to people with disabilities (PWD). Disability Studies (DS) have evolved as a means of addressing how disabled people have been treated traditionally and how they continue to be treated. DS looks at breaking down barriers that limit individuals with disabilities from full participation in their communities and in general society rather than placing blame on the disabled individual or believing he or she is sick and in need of a cure to be “fixed”. *Marlene Chait, Ed.D.*

Newtown Campus/ \$79 / OHPAH 0200 WB1/
W, 6/15, 8:30 am-4:30 pm
Approved Hours: 7 (Act 48)



Phlebotomy for Healthcare Personnel

This course is designed as an introduction to 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 practice, and professionalism.

Gail Donegan, BS, MT, (ASCP)

Newtown Campus/ \$65/ WHPAH 0317 WB1/
W, 6/1, 6-10 pm
Application for Nursing Contact Hours Submitted to PSNA

Pharmacology Update for Nurses

This course provides a background review of pharmacology basics, defines the pharmacologic processes used by nurses, reviews the new drugs of 2010, examines under dosing and overdosing, and explores the use of the package insert.

Dr. Joseph Urban, R.Ph., MBA

Newtown Campus/\$105/WHPAH 0559 WB1/
2 W, 7/6-7/13, 6-10 pm
Approved Hours: 8 (PSNA for Nurses)

Art Forms in Nature: Scientific and Medical Illustration

NEW

For complete description, see page 57.

Caryn S. Babaian, M.S., M.Ed. (Art Forms in Nature)

Newtown Campus/\$69/RFNRT 2564 C01
Sa, 5/21, 8:30 am-3 pm
Approved Hours: 6 (Act 48)



Radiography Program

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

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

Offered in Fall 2011

Computed Tomography – Theory (44 hours)

This CT Certificate Program is designed for experienced medical imaging professionals seeking to enter the field of computed tomography. The didactic and clinical content is structured to meet the content requirements of the American Registry of Radiologic Technologies (ARRT) Post-primary Registry Exam in CT, and will help professionals prepare for the examination. Didactic courses are delivered two evenings a week for a total of 4 hours weekly to accommodate the working adult student. This certificate helps to prepare students for the American Registry of Radiologic Technologists' (ARRT) post-primary registry examination in CT, as well as for entry-level CT positions. It is intended for ARRT registered imaging professionals only. *Mark Renner, RT, CT, MR*

** Students are responsible to provide clinical experience
 Newtown Campus/ \$1,500 (plus \$150 book and learning materials fee)/

Magnetic Resonance Imaging Theory (44 hours)

This MRI Certificate Program is designed for experienced medical imaging professionals seeking to enter the field of MRI. The didactic content is structured to meet the content requirements of the American Registry of Radiologic Technologists (ARRT) Post-primary Registry Exam in MRI, and will help professionals prepare for the examination. Didactic courses are delivered on weekend hours to accommodate the working adult student. This certificate helps to prepare students for the American Registry of Radiologic Technologists' (ARRT) post-primary registry examination in MRI, as well as for entry-level MRI positions. It is intended for ARRT registered imaging professionals only. *Mark Renner, RT, CT, MR*

Lower Bucks Campus/ \$1,500
 (plus \$150 book fee)

The primary pathway to MRI certification by ARRT opened January 1, 2006

Bucks County Community College is pleased to announce its new Magnetic Resonance Imaging program recognized by the American Registry of Radiologic Technologists®

Hypnotherapy

Certified Hypnotherapist / Hypno-Counselor

Online/On Site Hybrid



Phase 1: Learn at Home

Phase 2: Polish Your Skills In The Classroom

Learn About It For **FREE**

Join Dr. Holder for a Free, Fun and Informative demonstration on Tu, 5/24, 7-9 pm.

Call 215-504-8668 and register for XSMCE 1050 C01.

BCCC welcomes you to call Dr. Holder personally at 215-295-8062 for a course description and/or no-obligation enrollment consultation.

Learn To Hypnotize

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

Who should enroll?

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

Added Benefits Of Certifying Through Bucks County Community College

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

Aprox. 500 hrs home, web & class.

Location: “Your Home & Newtown Campus”

Tuition: only \$1,795 paid in full/\$1,995 on easy payment plan

WSMCE 5232 C20

Newtown Campus/ W-F, 6/1-6/3 and M-Th, 8/15-8/18, 10 am-6 pm & F, 8/19, 10 am-3 pm; all other learning is online

Materials for Basic Certification: \$395 if purchased 10 days in advance (retail value \$939.95). Complete Student Library including all materials for basic & advanced course \$795

(Retail Value \$1,489.95) Verify current material costs when enrolling. Materials purchased through Master’s Center 215-295-8062

Graduates Eligible to enroll in the “Advanced Master Level Hypnotherapy Certification Program”

Instructor: *Dr. Philip Holder*

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

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

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

Dr. Philip Holder

Prerequisite: Basic Certification from approved provider

Newtown Campus/\$695 for graduates of BCCC-Master’s Center certificate program; \$1,195 for students with certificates from other training programs/WSMCE 5226 C01/

M-F, 7/25-7/29, 10 am-6:30 pm & Sa*, 7/30, 10 am-3:30 pm

*Saturday class will be off campus

Attention Certified Hypnotherapists... If you have advanced certification in Hypnotherapy, you may be eligible to become a Certified Hypnotherapy/Hypno-Counseling Instructor with Master’s Center (Institute of Hypnosis Sciences, Inc.) and the International Medical Dental Hypnotherapy Assoc., through Bucks County Community College. No matter where you live, anywhere in the world, you could become part of our team as a certified instructor in this wonderful field in your home area. Call Dr. Holder at 215-295-8062 for details today.

**Newtown Campus/\$995/WSMCE 5235 C01
M-Th, 8/1-8/4, 10 am-6 pm, & F, 8/5, 10 am-3 pm**

Approved By:



Certified Harp Therapist & Certified Master Harp Therapist

As seen on national and local TV and in the newspapers

The BEDSIDE HARP Certified Harp Therapist and Certified Master Harp Therapist programs! These dynamic, transformative programs each include a 120 hour mentored internship which may be completed at one of our host hospitals (including Abington Memorial Hospital in Abington, PA; Robert Wood Johnson University Hospital in Hamilton, NJ; and Rahway and The Valley Hospital in Ridgewood, NJ) or at any pre-approved medical facility. If you complete 80% or more of your internship at one of our host hospitals, you will receive the special designation of Hospital-Certified.

The first level of certification (Certified Harp Therapist) consists of 250 hours: Modules I through IV, consisting of 110 hours of classroom training, and Module V, consisting of a 128 hour internship and 12 one-on-one contact hours. **At registration, tuition for two modules will be due: Module I, to be paid directly to the college; and Module V, for which you will be billed directly by BEDSIDE HARP.**

Completion of five modules (four classroom and one 120-hour mentored internship module) is required for the Certified Harp Therapist designation. The Mastery level requires completion of two additional modules: Module VI, an additional 120-hour mentored internship (payable directly to BEDSIDE HARP) and Module VII, a 24-hour classroom module (payable to the College).

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

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

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

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



Module I: To Soothe The Savage Breast Fall 2011

Module II: Glimpses Within WSMCE 4006 CA1/ 5/12-5/15

*Module III: Working with the Depressed, the Seriously Ill and the Dying WSMCE 4008 CA1/ 6/8-6/12

Module IV: Creating Work for Yourself WSMCE 4004 CA1/ 9/15-9/19

*different schedule: W, F, & Su, 9 am-5 pm; Th & Sa, 9 am-9 pm

2011 Summer Intensive

Module I: Tu-F, 6/21-6/24, 9 am- 5pm (W, 9 am-9 pm; includes light dinner and a movie)/ WSMCE 4005 CA1

Module II: Tu-F, 7/5-7/8, 9 am- 5pm (W, 9 am-9 pm; includes light dinner and a movie)/ WSMCE 4006 CA2

Module III: M-F, 7/25-7/29, 9 am- 5pm (W & F, 9 am-9 pm; includes light dinner and a movie)/ WSMCE 4008 CA2

In advance of the program deadlines:

By May 1, 2011, all application materials, including the tape or cd must have been submitted to Bedside Harp. Registration and full payment must be made for three modules to Bucks County Community College. Full payment for Module V (internship module) and materials fee to Bedside Harp. Processing must at least be started at the host hospital at which you wish to play all or some of your hours.

Green Training



NEW

Green Training

Coming This Fall!.....	17	Renewable Energy / Sustainability.....	16
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Please watch our website for our most recent program additions.
www.bucks.edu/green

For more information please contact the Green Jobs Academy at:
215-788-3594 / email: greenjobsacademy@bucks.edu

Green Jobs ACADEMY

What is The Green Jobs Academy?

The Green Jobs Academy at Bucks County Community College is an industry-driven public and private partnership. The Green Jobs Academy provides both long and shorter-term training programs geared toward workers looking for new skill sets in the green and sustainability industries. Following are several of the training programs taking place at Bucks in 2011.

Green Building, Construction/ Environmental Remediation

EPA - HUD Certified Lead RRP Renovator INITIAL Training

Effective April 22, 2010, contractors may not perform renovations involving lead paint without proper certification and all renovations must be directed by certified renovators.

This course was developed by the U.S. Environmental Protection Agency (EPA), in collaboration with the Department of Housing and Urban Development (HUD) to train renovation, repair, and painting contractors how to work safely in housing with lead-based paint and comply with EPA's Renovate, Repair and Painting (RRP) Rule, and HUD's Lead Safe Housing Rule (LSHR).

This course meets EPA and HUD learning requirements and produces EPA Certified Renovators [CR] authorized to direct renovations in accordance with the Final Rule in pre-1978 homes and child-occupied facilities, perform lead testing with EPA recognized test kits and train non-certified workers.

Philip Godshall, Principal Instructor, NCHH

Applicable certification: EPA Certified Renovator, valid for 5 years.

\$245/ WTMCO 0450 W70 and JA1
Upper Bucks Campus/ W70/ M, 5/23, 8 am-5 pm
Green Jobs Academy/ JA1/ M, 6/13, 8 am-5 pm

EPA - HUD Certified Renovator REFRESHER Training Model

Do you want to become a Certified Remodeler or is your Certified Renovator (CR) certification about to expire? This course is for individuals that have current certification in an acceptable lead related discipline and want to expand their certifications to include Certified Remodeler (CR) or renew their certification which is required every five years.

This course was developed by the EPA, in collaboration with the HUD to train renovation, repair, and painting contractors how to work safely in housing with lead-based paint and comply with EPA's Renovate, Repair and Painting [RRP] Rule, and HUD's Lead Safe Housing Rule (LSHR).

This course meets EPA and HUD learning requirements and produces EPA Certified Renovators (CR) authorized to direct renovations in accordance with the Final Rule in target housing and child-occupied facilities, perform lead testing with EPA recognized test kits and train non-certified workers.

Philip Godshall, Principal Instructor, NCHH

Applicable certification: Certificate of Training

Prerequisite: Proof of current certification in an acceptable lead discipline required for acceptance of registration; must bring documentation to class.

Green Jobs Academy/\$145/WTMCO 0451 JA1
M, 6/20, 8 am-noon

Continued on page 15

EPA – HUD Certified Lead Dust Sampling Technician Training

As of April 22, 2010 all dust sampling technicians must be trained and certified in accordance with EPA's Renovate, Repair, Painting Program Final Rule (RRP), and HUD's Lead Safe Housing Rule.

The EPA and HUD have produced this course to teach individuals how to conduct non-abatement lead dust clearance testing to determine if a work area has been sufficiently cleaned of lead dust after renovation, repair, painting and, is safe for re-occupancy. Upon completion of renovation activity, EPA's RRP Rule requires a visual cleaning verification by a certified renovator or, third party clearance testing by a Certified Lead Dust Technician, Certified Lead-based Paint Inspector or a Certified Risk Assessor.

This course meets EPA and HUD learning requirements and produces Certified Lead Dust Sampling Technicians [LDST] to perform clearance testing under EPA's RRP Rule and most properties covered by HUD's LSH rule.

Philip Godshall, Principal Instructor, NCHH

Applicable certification: Certificate of Completion serves as your certification as a LDST.

Prerequisites: Beneficial that the student has a current certification in an acceptable lead discipline.

\$245/ WTMCO 0460 JA1 & W70/ 8 am-5 pm

Green Jobs Academy/ JA1/ M, 6/27

Upper Bucks Campus/ W70/ M, 6/6

Low-Tech Remediation of Contaminated Garden Soil

Soils in urban areas are contaminated with higher levels of heavy metals than those located in rural areas. Heavy metal contamination brings potential health risk from consumption of home-grown vegetables and fruit in urban backyard environments, which is an environmental problem that needs an environmentally safe and economically feasible solution. This course will provide participants with the ability to determine if their soil may be contaminated and provide them with various low-cost, low-tech methods of removing some common contaminants from urban and suburban soils.

Melissa Miles, Organizer for the Eastern PA Permaculture Guild

Upper Bucks Campus/\$78/WTMCO 0405 W70

F, 6/24, 9 am-3 pm

LEED® Green Associate

This course will provide an overview of the LEED® Green Associate credentialing process; the first step in obtaining a LEED AP (Accredited Professional) specialization. The course is designed to develop your knowledge base and skills for understanding green design, construction and operations, connect sustainability and LEED, understand the technical and relevant issues of the LEED credit system, and understand the LEED process.

Lisa Grayson Zygmunt, Resource Dynamics/Green Building Education

Green Jobs Academy/\$350 /WTMCO 3550 JA1

F, 6/10, 8 am-5 pm

Training the Non-Certified Worker in Lead Safe Work Practices

Are you a contractor concerned about meeting EPA lead training requirements for all your non-certified workers? Under the new EPA Renovate, Repair, Painting Program Final Rule, certified renovators are required to train all non-certified workers that are working in pre-1978 housing and child-occupied facilities. Get all your non-certified workers trained in one day! This course meets EPA learning requirements and produces trained non-Certified workers to work under a Certified Renovator (CR). Special emphasis will be placed on the practical skills and activities of lead safe work practice using hands-on instruction. *Philip Godshall, Principal Instructor, NCHH*

Certification: Certificate of Training.

Prerequisites: None

Green Jobs Academy/\$145/ WTMCO 0455 JA1

M, 6/20, 1-5 pm

Hazardous Site Remediation & Preliminary Assessments

As environmental liability grows, there is a great demand for consulting companies to complete environmental evaluations as part of real estate transactions. Preliminary Assessment/Phase 1 Site Assessment is the first step in the process of determining whether contamination may exist at a site. This course will familiarize students with the minimum standard for environmental due diligence in the commercial real estate industry and provide an understanding of how to complete preliminary assessments/site assessments using the American Society for Testing and Materials standards and NJDEP Technical Requirements for Site Remediation. Students will learn to identify sources of environmental record, conduct site interviews and site reconnaissance and to complete a site assessment report. *Michael McCann*

Newtown Campus/\$165/ WTMCO 0471 WB1

F, 6/24, 9 am-4 pm

Residential Building & Construction

"Building the Green Home" is presented by highly experienced and certified trainers representing the residential industry. This curriculum is industry specific to new construction, but also contains aspects of renovation/additions and modular/manufactured housing. Current ratings systems, the categories of rating systems and tools are explored. It also affords an understanding of the prescriptive systems that assign points to various conservation features, computational systems which use tools to estimate energy consumption and performance systems that assess the energy efficiency ratings based on past fuel consumption. The extent of field validation/verification of individual systems and tools is discussed. An overview of the use and implementation of home energy rating systems; LEED®, Green Globes®, NAHB®, Energy Star®, RESNET®, HERS® is also included. The Residential program can adequately prepare the attendee for many of the industry's certification tests.

Lisa Grayson Zygmunt, Resource Dynamics/Green Building Education

Green Jobs Academy/\$325/WTMCO 3551 JA1

F, 6/17, 8 am-5 pm

Continued on page 16

Online/ C30/ 6/27-9/3

**LEED for New Construction:
Applying the Guidelines**

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

WTMCO 3002 C30/\$515 (includes text)

**Building Green Buildings:
The Contractor's Perspective**

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

WTMCO 3003 C30/\$515 (includes text)

Renewable Energy / Sustainability**Principles of Sustainability** NEW

The need for sustainable paths of development and management has become increasingly important. It challenges us to live our lives and make decisions as individuals, organizations and societies so that we make sure that future generations have access to the same opportunities and quality of life that we do. This course will give participants an understanding of the many ways in which the term sustainability is defined, has been misused, and help them to determine what the term means to them.

Melissa Miles, Organizer for the Eastern PA Permaculture Guild

Upper Bucks Campus/\$35/WTMCO 3552 W70/
Tu, 6/21, 6-9 pm

**Choices for Sustainable Living –
Implementing Sustainable Practices in
the Workplace & Home** NEW

The goal of a sustainable society is popular, but difficult to define. Explore the meaning of sustainability. Consider the ties between lifestyle choices and their impact on the Earth. Learn about steps that can be taken to move towards ecologically sustainable organizations, lifestyles, and communities.

Melissa Miles, Organizer for the Eastern PA Permaculture Guild

Green Jobs Academy/\$99/WTMCO 0407 JA1
Sa, 7/9, 9 am-3 pm

**The End of Cheap Oil:
Crisis & Opportunity** NEW

Many experts predict oil production to peak within the next two decades and then, to begin an irreversible decline. Can we find alternatives in time? What can individuals do to transition to a post-oil economy? Explore what the oil interval has meant to human society and what a post-oil age may look like, and the possible lifestyle adaptations that can help us meet the challenges the future may bring.

Melissa Miles, Organizer for the Eastern PA Permaculture Guild

Upper Bucks Campus/\$99/WTMCO 0600 W70/
2 Th, 6/9-6/16, 6-9 pm

**Fundamentals of Closed Loop
Geothermal Heat Pump Systems** NEW

This 3-hour course is intended to provide participants with general understanding of Closed Loop Geothermal Heat Pumps and the associated benefits in using such systems. It is also designed to inform the homeowner of the duties, responsibilities and requirements associated with the installation of a Closed Loop Geothermal Heat Pump system on their property.

Nathan Guedalia & Ronald A. Long, Esq.

Green Jobs Academy/\$75 /WTMCO 0650 JA1
W, 6/22, 2-5 pm

NABCEP Exam Prep-Solar Thermal Systems NEW

This 40-hour hands-on training prepares students to be competent designers, installers, and troubleshooters of solar thermal systems, including solar water heating and solar pool heating. The course follows the Task Analysis for the national American Board of Certified Energy Practitioners (NABCEP) installer certification. *Jeff Gilbert, NABCEP PV Solar & Thermal*

Prerequisites: Please note application must be made directly to NABCEP to sit for the certification exam. Please consult www.nabcep.org/certification/solar-thermal-installer-certification for more detailed information.

Green Jobs Academy/\$1,290 / WTMCO 0651 JA1
M-F, 6/27-7/1, 8 am-4:30 pm

**Renewable Energy... Wind Power... Is
it for You?**

This 2-hour introductory class is designed to provide an overview of the feasibility and application of Wind Technology for businesses, homeowners, municipal officials, facilities managers, code officials, schools, churches, farm owners and managers, and others. You will learn how to evaluate and determine the costs and benefits of different wind turbine installations. Topics include: Site assessment, product types (vertical and horizontal turbines), power development and demands, turbine installation, and maintenance and repairs. *Ron Long, Nathan Guedalia*

WTMCO 0343 W70-JA1/ \$35/2-5 pm
Upper Bucks Campus/ W70/W, 6/8
Green Jobs Academy/JA1/ W, 6/15

Continued on page 17

An Introduction to Biogas Biology and Technology

Participants will learn the biology of anaerobic digestion, its place in nature, and some of its potential in striving toward sustainability; materials appropriate for digestion and biological parameters crucial to care and maintenance of healthy digesters; alternative uses of biogas and digester effluents; design alternatives which have been developed around the world; and some of the benefits and possibilities for integrating digesters with other biological production systems, eg., greenhouses, etc.

Robert Hamburg, Omega-Alpha Recycling Systems

Green Jobs Academy/\$99/WTMCO 0406 JA1
M, 7/11, 9 am-2 pm

Hands-on EV Conversion Workshop

Six-day, hands-on course will give participants direct experience converting an existing Internal combustion engines (ICE) vehicle to battery-electric drive. Suitable for individuals wanting to perform their own conversions, automotive technology teachers, and technicians interested in exploring potential of this green niche business. Please visit www.bucks.edu/green for the latest information regarding this course.

Jenny Isaacs, Bucks County Renewables

Middle Bucks Institute of Technology/\$620
WTMCO 0501 MBA1

M-F, 7/25-7/30, 8:30 am-4 pm

Sustainable Building Advisor

New Program begins October 2011

Do you want to learn how to contribute to a more sustainable built environment? Are you interested in engaging clients or others in your workplace to make more environmentally responsible building decisions? Are you eager to connect with a network of professionals in the building industry committed to furthering the green building movement? Then the SBA course is the right course for you!

The SBA course is unique and exceptional in that it offers:

- In-person instruction and interaction with fellow students in the building, design, and environmental professions
- Local experts as guest instructors, who bring regional knowledge and information resources to the course
- Field trips to exemplary projects
- Hands-on, interactive experiences tailored to adult learners
- Professional accreditation as a Certified Sustainable Building Advisor, upon completion of the course and exam
- Rated as a 400 Level Mastery Course

There are no limitations to who can take the course, and there are no prerequisites. Many students have building, design, or environmental backgrounds, though the course is accessible to a wide range of professionals in many different industries, including engineering, government, research, resource conservation, utilities, and consulting. You must be able to commit to meet the course requirements, including attendance at all nine course sessions (two full days per session, Friday (8:30 am-4:30 pm) and Saturday (8:30 am-1:30 pm), once a month).

Local and National Certification Examination Requirements

To receive local certification, students will be required to demonstrate understanding and competencies of the course material through participation in small group project presentations and written papers. Presentation and written papers will be scored on a pass-fail basis.

SBA Program students who receive passing scores on their written papers and project presentation are eligible to take the National Sustainable Building Advisory Program certification examination. This examination consists of 200 true/false and multiple choice questions taken online. A minimum passing score of 70% entitles students to use the designation C.S.B.A. (Certified Sustainable Building Advisor) after their names on business cards, resumes and other appropriate professional documents. *David V. Hartke, M.B.A., A.I.A.*

Newtown Campus/\$2,250/WSMCE 6000 C01

F & Sa, / 10/21-10/22, 11/18-11/19, 12/16-12/17, 1/20/12-1/21/12, 2/17-2/18, 3/16-3/17,
4/20-4/21, 5/18-5/19 & 6/8-6/9

For more information please visit our web site: www.bucks.edu/sba.

Attend a FREE information session on Wednesday, August 10, 5:30-6:30 pm at Newtown Campus.

Please register for XSMCE 1000 C01

Coming This Fall!

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

- Weatherization/ Energy Efficiency
- First Year Electrical Apprentice Training, see www.bucks.edu/green for the most up-to-date information.

Certificate Programs



Certificate Programs

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AMA Human Resources Certificate!

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

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

Certificate in Human Resources

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

Required:

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

Electives:

Choose any 4 additional courses (choices can be found at www.bucks.edu/ama)

Successful Interviewing: Techniques for Hiring, Coaching, and Performance Management Meetings

Here is the course that can turn non-interviewers into good interviewers - and good interviewers into great interviewers. Whether you're a general manager or human resources specialist, the fact is that you do some interviewing (formally or informally) virtually every day. This course will help you sharpen such skills as open-ended questioning, active listening, and reading body language - all essential in a variety of management situations. You'll learn to apply these techniques to 12 types of business interviews, from hiring and coaching to assessment and termination. You'll even gain practice in dealing with interviewees who are nervous, aggressive, overly talkative, evasive, or otherwise challenging. Managers will also appreciate the wealth of real-life dialogs that highlight this broad-based and highly useful course. *Fredrick D. Tweed, M.S., SPHR*

Newtown/ \$299 (includes text)/
WSMCE 3539 C01/ 5 W, 5/25-6/29 (no class
6/15), 6-9 pm

Performance Appraisals: Strategies for Success

Performance appraisals are a critical tool for aligning employee performance with the goals of the organization. They also provide a key point of contact between managers and their people. Learn how you can make the performance appraisal process deliver maximum value to both the organization and employees. Assessments, diagrams and checklists help you gain a thorough understanding of the performance appraisal process and your role at every stage. Real-world scenarios illustrate common situations and let you listen in on sample conversations. Clear, step-by-step instructions help you write the performance review document and prepare for the critical face-to-face meeting. Throughout the course, exercises give you the opportunity to apply what you learn directly to your own performance appraisal situation. *Michael Saraceno, M.B.A.*

Newtown Campus/ \$299 (includes text)/
WSMCE 3538 C01/ 5 W, 7/6-8/3, 6:30-9:30 pm

Certified Bookkeeper - Next Class Begins September, 2011

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

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

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

Sharon deFonteny, B.S.

Newtown Campus/ \$1099 (includes 6 workbooks; \$200 additional test fee paid to Prometric Test Center)/

WSMCE 2601 C01/ Fall, 2011

Cultural Programming 2011 - 2012 Season

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

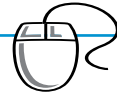
A Day for All Women



Mark your calendar for A Day for All Women Conference to be held on Saturday, November 5.

Co-sponsored by the Bucks County Commissioners' Advisory Council for Women and Bucks County Community College, the Conference will continue to serve the needs of women for its 28th year. Join us for a day of renewed energy, education and networking opportunities!

If you did not attend last year's conference and wish to be placed on our mailing list, please call 215-968-8140



University Alliance

World-Class Online Training Developed by the Nation's Top Universities

University of San Francisco

MADE AVAILABLE BY
UNIVERSITYALLIANCE®
CONTINUING EDUCATION

All classes begin June 1; a new section begins the first of every month.

Certificate in Internet Marketing

Integrated Online Strategies

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

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

Search Engine Marketing & Usability

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

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

Advanced Interactive Marketing & Measurement

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

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

Certificate: Take all three get a discount and earn a certificate!

Certificate in Supply Chain Management

Functional Perspective of Supply Chain Management

Whether you're just entering the field of supply chain management, preparing to transition into a new role or hoping to move into a senior-level position, your perspective is critical to your success. Learn to see the world from a supply chain manager's view — and make key business decisions based on that perspective — in Functional Perspective of Supply Chain Management.

Online/ \$1,980 (plus shipping costs of app. \$32)/ WSMCE 7130 C30

Tactical Implementation of Supply Chain Management

Delving into detailed tactics and tools, Tactical Implementation of Supply Chain Management teaches professionals how to apply, fine-tune and successfully implement the concepts introduced in Functional Perspective of Supply Chain Management. By the end of this course, participants will be fully versed in the procurement and operations aspects of supply chain management and well equipped to set up and run a supply chain in any industry.

Online/ \$2,280 (plus shipping costs of app. \$32)/ WSMCE 7131 C30

Strategic Best Practices of Supply Chain Management

Don't just manage your supply chain — master it. In Strategic Best Practices of Supply Chain Management, you'll study best-in-class business practices and key trends impacting the supply chain of the future. Detailed case studies impart insider tips on how to drive continuous improvement, while hands-on simulations illustrate the impact of your decisions throughout the product lifecycle. By the end of this course, you'll possess the skills and knowledge to optimize your supply chain and help your organization achieve unprecedented synergy, efficiency and cost savings.

Online/ \$2,280 (plus shipping costs of app. \$32)/ WSMCE 7132 C30

Classes begin June 1.

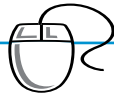
A new section begins the first of each month.

Take all three courses for only \$5,995; a \$545 savings!

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

www.uaceonline.com/bucks

University Alliance - cont'd



NEW

World-Class Online Training Developed by the Nation's Top Universities

VILLANOVA UNIVERSITY

Essentials of ROI Methodology

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

Online/ \$1,980 (plus shipping costs of app. \$32)/WSMCE 7101 C30/ 6/1 (a new section begins the first of every month)

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



www.bucks.edu/LERNclasses

Certificate in eMarketing Essentials



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

Three one month courses, including readings.

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

Improving Email Promotions

Online/ WSMCE 4303 C30/ 6/6-7/1

Boosting Your Web Site Traffic

Online/ WSMCE 4304 C30/ 7/5-7/29

Online Advertising

Online/ WSMCE 4305 C30/ 8/8-9/2

Must take all three courses for certificate.

Certificate in Social Media for Business



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

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

Introduction to Social Media

Online/ WSMCE 4300 C30/ 6/6-7/1

Marketing Using Social Media

Online/ WSMCE 4301 C30/ 7/5-7/29

Integrating Social Media in Your Organization

Online/ WSMCE 4302 C30/ 8/8-9/2

Must take all three courses for certificate.

Child Development Associate Certificate Program (CDA)

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


The Credential is awarded for three childcare settings:

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

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

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

The same book and packet will be used for Part I and Part II.
A materials list will be mailed prior to first class, approximate cost \$90 for text and workbook, \$23 for assessment packet.
For further information please contact Marcia Shady at shadym@bucks.edu

CDA Part I	CDA Part II
<p>These first 60 hours of the CDA program will focus on Professionalism in childcare; Principles of Child Development and Learning; and the Physical, Intellectual, Social and Emotional Development of children, infants through pre-school. <i>Brigitte Hix, M.A., PQAS Certified</i></p> <p>Hybrid Online /\$349/ WSMCE 3231 C20/ 6/3-8/12, (Required orientation at Newtown Campus, F, 6/3, 6:30-9:30 pm, plus two on-site classes to be determined)</p> 	<p>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.</p> <p>CDA Part II will be offered in the Fall 2011. Please check our website at www.bucks.edu/cda for the latest listings.</p>

Project Management

Managers, executives and project specialists all know the importance of good project tracking and planning. In the Project Management Certificate Program, you will learn the project management life cycle as defined by the Project Management Institute (PMI). Taught independently of any project management tools, the program combines reading and discussion, presentations and case study workshops with students playing various roles.

A Certificate of Participation and Professional Development Units (PDUs) are awarded upon completion. Attendance at all classes is required to receive the certificate. *Matthew Tyksinski*

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

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

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

Newtown Campus/ \$529 (includes text and all materials)

WSMCE 5403 C01/ 9 W, 5/25-7/20, 6-9:45 pm

Approved Hours: 31 (PMI)

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

Fall 2011



Project Management - Online



This is a comprehensive online program 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. In this Project Management Online Certificate Program you will learn the project management life cycle as defined by the Project Management Institute (PMI). This online program combines readings, online discussions, project application and case study assignments. You will be required to apply the concepts to a "real-world" project of your own.

A Certificate of Participation and Professional Development Units (PDUs) are awarded upon completion. Weekly participation online and completion of assignments is required to receive the certificate. *William Stieber, Ph.D.*

Special Note:

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

Texts required:

- Project Management Planning, scheduling & controlling projects - ISBN No. 978-0-470-11124-6
- The Fast Forward MBA in Project Management -Third Edition - ISBN No. 978-0-470-24789-1



Next Class Begins Fall, 2011

Introduction to Microsoft Project 2007

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: how to create a new project file, create and modify task lists, create a Work Breakdown Structure, and work with task relationships. You'll also learn how to create resource calendars, work with different project views and tables, and more.

Prerequisite: Experience with office productivity software such as Microsoft WORD and EXCEL (or equivalent) and some understanding of the role of the Project Manager and the Project Team.

Bruno Ciaralli, M.B.A., PMP

Newtown Campus/ \$240/WCOAP 3054 C01/

2 M & 2 W, 7/11-7/20, 6:30-9:30 pm

Approved Hours: 12 (Act 48, PMI)



Microsoft Project 2007 Advanced

Build on the concepts and skills learned in Introduction to Project 2007. Topic coverage includes baseline and interim plans, analysis of project statistics, project file formatting, custom views, and exchanging project data.

Bruno Ciaralli, M.B.A., PMP



Newtown Campus/ \$240/WCOAP 3052 C01/

1 Tu & 3 Th, 8/2-8/18 (no class 8/9 or 8/16),

6:30-9:30 pm

Approved Hours: 12 (Act 48, PMI)

Payroll Practice and Management - Next Series Begins Sept, 2011

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

Each class is designed to take about 30 hours to complete. There are no prerequisites for any of the classes and you are not required to complete the series or to complete the courses in order. You are encouraged to self-select the classes necessary to fulfill your personal learning objectives. Those completing the entire series will be awarded a Certificate of Completion.

Vickie Lambert, CPP

All online/\$159 per class
(includes all materials);
Register for the entire series and
pay only \$599 (a 5%+ savings)!



Course I: Wage & Hour Law

Gain knowledge and skills in federal wage and hour law as it pertains to payroll preparation. Learn the areas of payroll that are covered by federal wage and hour laws and those that are not.

Course II: Taxation & Compensation

Gain knowledge and skills in federal and state payroll taxation. Learn what taxes are required to be withheld from the employee and those which the employer must pay directly.

Course III: Fringe Benefits & Taxation

Gain knowledge and skills in understanding the basics of fringe benefits, including legal requirements, taxation, and reporting.

Course IV: Payroll Management & Year End Reporting

Gain knowledge and skills in managing a payroll department. Learn how to write department procedure manuals, handle IRS notices, and research payroll regulations using the Internet.

Technical Writing - Core Courses Offered Spring, 2012

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

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

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- Overview or Advanced
- V. Microsoft Publisher, QuarkXpress, Adobe InDesign, Photoshop or Illustrator

Course IV: Choose one of the following

(online at www.ed2go.com/bucks)

Introduction, Intermediate or Advanced Word 2003
Introduction or Intermediate Word 2007

Course V: Choose one of the following

Adobe Illustrator, Level 1 or 2 - page 46

Adobe Photoshop, Basic or Advanced – page 46

InDesign CS5 - page 46

Introduction to Microsoft Publisher - page 44

Nonprofit Management - In Partnership with PANO

Nonprofit organizations play a dynamic and integral role in our communities. Crucial to the success of any organization are the knowledge, tools and skills needed to grow in an ever-changing environment. The Office of Continuing Education at Bucks County Community College is pleased to partner with the Pennsylvania Association of Nonprofit Organizations (PANO) and its Standards for Excellence® Program. This partnership is the first of its kind in Pennsylvania to incorporate the Standards into nonprofit curriculum. The Standards for Excellence® is an ethics and accountability code that strengthens nonprofit organizational management by establishing ways to assess and improve program operations, governance, human resources, financial management, fundraising and more so that the organization is ethical and accountable.

These courses offer learning opportunities current to staff and managers of small to mid-sized nonprofit organizations who wish to advance their skills and mission. There are three core courses required of all participants. Electives totaling a minimum of 36 hours will complete the certificate.

Prerequisite: A minimum of three years nonprofit experience or completion of Nonprofits for the Novice (summer session) is suggested prior to enrolling in this program.



Required Courses:

- Leadership Skills for Managers (15)
- Board Development (9)
- Fiscal Accountability and Ethics (12)

Electives:

- Grant Writing (18)
- Fundraising and Donor Development (18)
- Fundamentals of Human Resources (15)
- Strategic Planning (18)
- 501(c)(3) and Bylaws (9)
- Program Development and The Client (9)
- Managing Volunteers (6)
- Marketing Basics (6)
- Public Policy and Public Affairs (6)
- Technology for Nonprofits (12)

Nonprofits for the Novice

Are you thinking about starting a community nonprofit organization? Or, have you just been elected development director of a local service group or sports association and have no clue as to what that responsibility entails? Well, there's no need to reinvent the wheel. This 40-hour seminar series will help you start a new organization or assist you in the position that you already hold. This is a great opportunity to learn how to run a community nonprofit in a non-threatening venue. You will learn who should be on the board, how to structure and manage a board, fiscal responsibilities, supervising volunteers and many other issues relating to service organizations.

Online /\$360/WSMCE 5366 C20 / 6/6-7/18

Approved Hours: 40 (CPA)

Jackie Liney, M.Ed. & Mary Anne Crockett, M.B.A.

Session 1: Introduction to the World of Nonprofits
This first session outlines the basics of the world in which the nonprofit group operates. You will learn for certain whether you want to enter this exciting and rewarding field despite obstacles that you are bound to face.

Session 2: Nonprofits and Dollars and Cents
You will learn that despite all the good work that you do, the most important thing you and your board must do is getting dollars and cents to flow so that you can actually do your work.

Session 3: Operation Management and Program Execution

Now that you've got the dollars and cents, how do you run the organization?

Session 4: Nonprofits and Fiscal Management
An overview on budgeting models, budget management, restricted and unrestricted funding will be provided.

Session 5: Nonprofits - Maintenance and Growth
Survival of your organization may rely on your ability to think out of the box! This session examines how to keep your organization fresh, vibrant and lively.

Lean Six Sigma

Continuous improvement leads to continued success! Learn why organizations from manufacturing to healthcare to financial institutions are seeking out green and black belts to help their companies grow. Many organizations pursue either Lean or Six Sigma as a means to meet their customers demanding challenges. Our approach combines the speed of Lean with the power of Six Sigma to achieve process optimization. Speed, quality, and cost are the components that drive the success of any organization. Lean Six Sigma works on all three simultaneously. Lean and Six Sigma are necessary pillars of any continuous improvement process and our program specifically addresses how integrating Lean (making work faster) and Six Sigma (making work better) can help your organization move quickly with higher quality and lower cost. Sign up now to learn how to implement the tools of LSS and see how you can help your business succeed.

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

Corporate Sigma

Solutions to today's business problems are often developed with a narrow focus, with the belief that by limiting scope and scale, success will be achieved at a micro or "grass-roots" level. It is important to understand that for the corporation to succeed as a whole, every department of the corporation needs to succeed together.

This 2-day program for corporate leaders will introduce you to new tools that combine the power of Six Sigma and Systems Thinking to help you solve today's business problems and help assess the quality and productivity of each department as well as the overall health of your business. These new tools will help you identify areas of your company that require improvement activities and implement projects that result in true transformational change across the company. *Anwar El Homs*

Newtown Campus/ \$595/ WSMCE 5284 WB1/
Th & F, 7/14-7/15, 9 am-5 pm
Approved Hours: 15 (PMI)



LSS Green and Black Belt Certification Classes forming for Fall 2011

Attend an information session:

Newtown Campus/Th, 7/28, 4-6 pm.

Call 215-504-8668 to register for XSMCE 1001.

For more information,

call Emily Evans at: 215-504-8695.

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

Testimonials

- "Acquiring the knowledge that comes with the title of Six Sigma Black Belt has equipped me with new tools that will most definitely help our business. My first project alone could save my company \$1.3 million next year. For anyone who is interested in pursuing Six Sigma, I would recommend BCCC."

Sean Gibbs, Business Development, Action Manufacturing Company

- "Taking the Lean Six Sigma course at BCCC was enjoyable and energizing. I will be able to apply the concepts shared in class to enhance my career and personal life. Special thanks to Anwar El-Homs for breathing new life into Six Sigma."
Michael Quinn, General Motors Corporation

DOE for Manufacturing

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

Lower Bucks Campus/ \$750/ WSMCE 2500 W50/
Tu-Th, 7/19-7/21, 9 am-5 pm



Construction Certificates

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

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

Workplace Benefits

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

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

Construction Estimating

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

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

Construction Practices

Must complete 8 of the following 9 classes:

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

*These courses run every quarter. Next class dates are

- C30/ 6/27-9/3

Construction Supervision

Who Should Attend?

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

Certificate in On-Site Supervision

- Leadership and Motivation
- Oral and Written Communications
- Accident Prevention and Loss Control

Construction Supervisor Certificate in Project Management

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

Certificate in Construction Supervisory Technologies

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

All Construction Courses

Online/C30/ 6/27-9/3

Introduction to Construction Estimating - Start Anytime

WTMCO 1500 C30/\$515 (includes text)

Essential Construction Math - Start Anytime

WTMCO 1501 C30/ \$515 (includes text)

Construction Blueprint Reading

WTMCO 1502 C30/\$515 (includes text)

Estimating and Bidding 1

WTMCO 1503 C30 /\$515 (includes text)

Estimating and Bidding 2

WTMCO 1504 C30/\$515 (includes text)

Construction Materials and Processes

WTMCO 1505 C30/\$515 includes text)

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

Certificate Programs

Construction Course Details

Contract Documents & Construction Law

Develop an understanding of the relationship between contract documents and the construction process. Explore contractual relationships, legal roles and responsibilities, and contract types. Study legal issues including regulatory issues, liens, bonds, insurance, and how standardized forms are used. General conditions clauses that affect levels of decision-making authority, project close-out and the superintendent's role as agent of the contractor will be studied. You will study legal issues that can result in construction disputes including differing site conditions, time and schedule impacts, change orders and changed conditions. You will also study contract dispute resolution including negotiations, alternative dispute resolutions, and litigation of disputes.

WTMCO 2004 C30/\$415 (plus \$156 textbook)

Oral & Written Communication

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

WTMCO 2002 C30/\$415 (plus \$156 textbook)

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

Planning & Scheduling

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

WTMCO 2005 C30/\$415 (plus \$156 textbook)

ALL ONLINE

C30/ 6/27 - 9/3

See Also - Green Construction Classes - **Page 16**

Fashion Design - Core Courses Begin Fall, 2011

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

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

Core Classes:

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

Electives: (choose 2)

- Photoshop CS5 (recommended, page 46)
- Quickbooks (page 44)
- How to Start or Operate Your Own Business (SCORE) (Fall, 2011)
- A drawing or painting class (pages 57)
- InDesign CS5 (page 46)

Food Service Industry

SERVSAFE Certification

This course fulfills the Educational and Testing requirements of Bucks Montgomery, Philadelphia and other regional Health Departments for Food-service staff and manager certification.

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

English Language, *William Rech, FMP*
Newtown Campus/ WSERV 0001 C01-C02
C01/ 2 M, 6/20-6/27
C02/ 2 M, 7/18-7/25

Chinese Language, *Kuo-Yuan Tsai*
Lower Bucks Campus/WSERV 0010 C50/
2 M, 6/13-6/20

SERVSAFE® Recertification

This course fulfills the requirements of Bucks Montgomery, and other regional Health Departments for Foodservice staff and manager re-certification. Current FDA Food Code with updates, local health laws and industry practices along with HACCP are covered.

\$179 (includes course book), 8:30 am-5 pm

English Language, *William Rech, FMP*
Newtown Campus/ OSERV 0050 C03 (from
spring) & C01
C03/ Sa, 5/14
C01/ M, 7/11

Chinese Language, *Kuo-Yuan Tsai*
Lower Bucks Campus/OSERV 0051 C50/
W, 6/15

Small Business/Entrepreneur

Entrepreneur Boot Camp

Starting a business is something that all of us have thought about at one time or another. Everyone wants to be their own boss. Yet statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur. At the end of this course, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage your new business.

Online/ WSBEN 0210 C30/ \$195/ 6/6-7/1

Practical Math for the Workplace

Business owners and managers will find this course particularly beneficial in providing a clear and understandable insight into the basic mathematical skills and processes needed to perform financial tasks required in the workplace. This course provides a basic foundation for understanding the practical applications of mathematics in common workplace activities.

Online/ WSMCE 4320 C30/ \$145 / 6/6-7/1



See Also... Certificate in eMarketing Essentials - **Page 21**
Certificate in Social Networking for Business - **Page 21**

Career Development/Employment

Command Spanish® Language Programs

Online Programs

The following is a partial list of online Command Spanish® courses. The fee is \$99 per course, approximate time for completion is 14 hours (course remains open for 120 days). To register for online courses, visit www.CommandSpanishOnline.com



Online - \$99

Online Spanish Language courses are available in the following fields:

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

For more information, please call Georgina Taylor, BCCC Center for Workforce Development, 215 968 8268 or email taylorg@bucks.edu, or visit Command Spanish® online at: www.CommandSpanishOnline.com

In addition to the above e-Training programs, BCCC is offering the following face-to-face courses:

Spanish for Travelers

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

Newtown Campus/\$149

(includes manual and 1 practice CD)/

WSMCE 0008 WB1/ 5 Tu., 5/3-5/31, 6-9 pm

Spanish for School Administrators, Teachers, and Support Staff

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

Newtown Campus/\$184 (light meal will be served, includes manual and 2 practice CD's)/

WSMCE 0010 WB1/ 5 W, 6/22-7/20, 6-9 pm

Approved Hours: 12 (Act 48)

See Also -

eMarketing Essentials – **Page 21**

Social Media for Business – **Page 21**

ENCORE Career Institute - for ages 50+ Re-tooling for the future! Explore, Energize, Excel!

Are you ready to retrain for your Encore Career? Whether you have been laid off, are returning to work, changing careers, or finding that retirement is not an option, you will need to explore potential strategies as you reconsider employment in your later years.

Come join a group of like-minded, 50-plus learners who are looking to re-tool, retrain, or re-enter the workforce. Receive free specialized support, career workshops, and networking opportunities.

For information about becoming a part of our Institute please call 215-968-8030 or email encore@bucks.edu.

Let Bucks help you discover the best career for you, and provide the training so that you will be well on your way to developing the 21st century skills needed for a rewarding Encore career!

Please see the Zoomers Section on **page 62** for Personal Interest courses you may enjoy.

Industrial Training

Industrial/Mechanical Maintenance Lab - Lower Bucks Campus

BCCC's Mechanical Maintenance Lab offers a blended instructional model: on campus and online! This integrated approach has proven successful in numerous manufacturing training sites across the country and incorporates industrial quality equipment, troubleshooting emphasis, and task-based, competency-based curriculum. Course hours include a combination of lab and theory. Complete the online theory lessons when and where it's most convenient for you – at home, at work, or anywhere you have access to the internet – and use scheduled lab time for hands on practice and skills assessment with your instructor.

Now offering the following courses at our Lower Bucks Campus!

NEW

Mechanical Drives 1

Covers the fundamentals of mechanical transmission systems used in industry. You will learn industry-relevant skills including how to operate, install, analyze performance, and design basic mechanical transmission systems using chains, v-belts, spur gears, bearings, and couplings.

Lower Bucks Campus/\$855/WTMCO 1061 W50
7 labs; W, 7/6-8/17, 5-8 pm
(as scheduled w/ Instructor)

Avg. time for course completion - 35 hrs

PLC (Programmable Logic Controllers) Troubleshooting A-B SLC 500/RSLOGIX 500 and Siemens S700

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

Lower Bucks Campus/\$1,395/WTMCO 1120 W50/
12 Labs, Tu, 6/7-8/30 (no class 7/5) 9am-noon
(as scheduled w/ Instructor)

Avg. time for course completion - 60 hrs

Introduction to Industrial Controls

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

Lower Bucks Campus/ \$355/ WTMCO 1125 W50/
10 Tu, 7/5-9/6, 5:30-8:30 pm

Basic Hydraulics

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

Lower Bucks Campus/ \$530/ WTMCO 1074 W50
5 Labs: Tu, 6/14-7/19, 5-8 pm (as scheduled w/
Instructor)

Avg. time for course completion - 25 hrs

Basic Electricity

Learn the fundamental concepts of electricity used in many applications, especially control systems with our virtual trainer. Topics include: electrical circuits, basic measurements of voltage, resistance and current in series and parallel circuits, and application of Ohm's Law and Kirchhoff's voltage and current laws.

Lower Bucks Campus/ \$580/
WTMCO 1092 W50/6 Labs:
7/8-8/12, 9 am-noon (as scheduled w/ Instructor)
Avg. time for course completion - 30 hrs

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

Locomotive Engineer & Conductor Basic Training Program

The Transportation Industry has had a great resurgence and is one of the fastest growing industries in the country today. Whether you are looking for a good salary, job security or a challenging career, the Transportation Industry in the local area and beyond has numerous employment opportunities available. This 65-hour course is designed to prepare you for pre-employment as a Locomotive Engineer, Conductor, Train Dispatcher, Operator or Management Trainee at a public transportation provider or freight railroad. The goal of this course is to help accelerate your opportunities of employment in the Transportation Industry and also prepare you for a railroad's training academy once employed. Upon completion of this course, you will be prepared to interview for positions at commuter or freight railroads across the United States.

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

Next session begins September 24; Free information sessions: September 6 or September 12.

Industrial Training

AutoCAD® 2011 Essentials (36 hours)

Are you a new AutoCAD user? If you require comprehensive training to produce 2D drawings in AutoCAD, this course is for you. It incorporates the features, commands, and techniques for creating, editing, and printing 2D drawings with AutoCAD 2011. You will learn skills that can be used in all disciplines of AutoCAD, and specifically Engineering. Hands-on exercises throughout the course explore how to create 2D production drawings.

Prerequisite: A good working knowledge of PC's and Microsoft Windows is necessary for this class. An understanding of basic drafting skills and blueprint reading is helpful.

\$605 (includes text)

WCOAP 6064 WB1, W50, W70

Approved Hours: 36 (Act 48)

Newtown Campus

WB1/ 12 Tu, 6/14-9/13 (no class 7/5 or 9/6),
7-10 pm

Lower Bucks Campus/ W50/ M-F, 7/18-7/22,

8 am-4 pm

Upper Bucks Campus/ W70/M-F, 8/1-8/5,

8 am-4 pm

AutoCAD® 2011 3D Modeling (2nd Level)

If you are already using AutoCAD for 2D designs but want to add 3D modeling to your list of skills, then this course is for you. Hands-on exercises throughout the course explore creating 3D wire frame models, 3D surface models, and 3D solid models, and making multi-view drawings.

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

\$605 (includes text)/ WCOAP 6065 W50-W70/

8 am-4 pm

Lower Bucks Campus/ W50/ M-F, 7/25-7/29

Upper Bucks Campus/ W70/ M-F, 8/8-8/12

Approved Hours: 36 (Act 48)

DOE for Manufacturing

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

Lower Bucks Campus/ \$750/ WSMCE 2500 W50/

Tu-Th, 7/19-7/21, 9 am-5 pm

First Year Electrical Apprentice Training

Get started with Bucks in Fall 2011!

While state and local requirements determine the exact duration of training, during a four- to five-year period, an employed apprentice electrician will receive at least 8,000 hours of on-the-job training and a minimum of 576 hours of related technical instruction covering topics such as:

- Safety, First Aid, and CPR
- Mechanical Skills
- Electrical Skills
- Electrical Theory
- Codes and Standards
- Residential, Commercial, and Industrial Wiring
- Fire Alarm, Signaling, and Life Safety Systems
- Lighting Systems
- Transformers
- Motors and Control
- Electrical Troubleshooting

Prerequisites: Applicants for apprentice positions generally must be at least 18 years old and have earned a high school diploma or equivalent. Special training offered in the U.S. Armed Forces or post-secondary technical schools is also beneficial. Successful applicants must be able to meet certain physical requirements and demonstrate mechanical aptitude.

For more information, please visit: www.bucks.edu/green
or contact us by email at: greenjobsacademy@bucks.edu.



Business and Industry Services

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

Computer Skills

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

Job-Specific Skills

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

Professional/Personal Development

- Business Math
- Business Writing
- Change Management
- Coaching
- Command Spanish® Occupation-Specific Spanish
- Conflict Resolution
- Customer Service
- Diversity Awareness
- Effective Meeting Management
- Executive Management
- Interpersonal Communication
- Leadership and Supervision
- Multicultural Communication
- Negotiation Skills
- Performance Evaluation
- Presentation Skills
- Problem Solving/Decision-making Skills
- Project Management
- Sales Training
- Stress Management
- Teambuilding
- Time Management
- Workplace English as a Second Language
- Workplace Foundation Skills

Industry Partnerships

Partner with Bucks to meet the demands of your business in the years to come by addressing worker retention and recruitment, connecting people to careers, highlighting best practices, and promoting communication.

Needs Assessment

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

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

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

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

To learn more about how we can serve you, contact the Center for Workforce Development 215-968-8006 or [cwg@bucks.edu](mailto:cwd@bucks.edu)



Public Safety

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

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

The professional certification testing offered has been examined and accredited by the National Professional Qualifications Board (Pro Board). The Department of Public Safety Training & Certification offers professional certification in over 40 National Fire Protection Association disciplines.

Department of Public Safety Training & Certification:

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

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

Earl "Rob" Freese III, M.S., Director of Certification & Curriculum
freeseec@bucks.edu

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

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

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

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

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

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



**For a course schedules, registration and information on certification or national certification exams, contact the Staff at 215-340-8417 or 1-888-BUCKS 77.
For e-mail inquiries, contact: moritzc@bucks.edu**

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

www.bucks.edu/publicsafety

Information Technology



Information Technology

A+ /Net+ Certification by CompTIA	42	Database Administration	39
CCNA® Security	38	Microsoft Certified Professional Developer	40
Cisco Certified Networking Associate	37	Microsoft IT Academy	36
Cisco Certified Security Professional (CCSP)	38	Programming/Web Development	45
Computer Graphics	46	Software Applications	43
Computer Literacy	41	Web Design Applications	45

www.bucksitacademy.com

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

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

- Hardware and Software Applications
- Office Administration
- Computer Graphics
- Networking
- Web Development and Design

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

Information Technology Academy/Cisco Networking Academy

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

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



For more information on how to register for ACT Center classes see **page 4**.

New classes are now being scheduled.

For details call 215-968-8132 or visit www.bucksitacademy.com



Bucks County Community College is an authorized Pearson VUE and Prometric™ Testing Center. Pearson VUE provides innovative electronic testing solutions that enhance the performance, reliability, and security of high-stakes testing programs throughout the world. Pearson VUE is the only authorized Cisco certification testing provider.

For more information, please visit
www.vue.com.

Prometric is the leading worldwide provider of comprehensive technology-based testing and assessment services. Its comprehensive suite of services, including test development, test delivery and data management capabilities, allows clients to develop and launch global testing programs, as well as accurately measure program results and data.

For more information, please visit
www.prometric.com.

Please contact the VUE and Prometric Testing Center at 215-968-8068

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

Microsoft IT Academy

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

MCITP: Windows Server 2008 Administrator

A server administrator is responsible for the operations and day-to-day management of an infrastructure of servers for an enterprise organization. Windows server administrators manage the infrastructure, Web, and IT application servers. The Windows server administrators use scripts and batch files written by others or those that they occasionally write themselves to accomplish tasks on a regular basis. They conduct most server management tasks remotely by using Terminal Server or administration tools installed on their local workstation.

MCTS: Windows Server 2008 Active Directory Configuration
(Exam 70-640)
WITAC 1081 / \$945 / 60 Hours

MCTS: Windows Server 2008 Network Infrastructure Configuration
(Exam 70-642)
WITAC 1082 / \$945 / 56 Hours

Pro: Windows Server 2008, Server Administrator
Exam 70-646
WITAC 1084 / \$945 / 56 Hours

MCITP: Windows Server 2008 Enterprise Administrator

The enterprise administrator is responsible for the overall IT environment and architecture. The enterprise administrator translates business goals into technology decisions and designs mid-range to long-term strategies.

MCTS: Windows 7 – Configuration
(Exam 70-680)
WITAC 1080 / \$810 / 64 Hours

MCTS: Windows Server 2008 Active Directory Configuration
(Exam 70-640)
WITAC 1081 / \$945 / 60 Hours

MCTS: Windows Server 2008 Network Infrastructure Configuration
(Exam 70-642)
WITAC 1082 / \$945 / 56 Hours

MCTS: Windows Server 2008 Applications Infrastructure Configuration
(Exam 70-643)
WITAC 1083 / \$945 / 56 Hours

MCITP: Enterprise Administrator
(Exam 70-647)
WITAC 1085 / \$945 / 56 Hours

MCTS:Exchange Server 2007

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

MCTS:Exchange Server 2007, Configuring, Exam 70-236
WITAC 1017 / \$775 / 40 Hours

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

Cisco Certified Networking Academy

Cisco Certified Networking Associate

These CCNA courses will provide you with a thorough understanding of the pathways, protocols and devices that make up a network. These are indispensable skills for security, infrastructure, server as well as desktop engineers. Cisco Certified Network Associate (CCNA®), is the first step on the Cisco career certification path. This course prepares you for the 640-802 CCNA® exam. (fees include books/materials/lab fees)

Module 1: Networking Fundamentals

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

Newtown Campus / \$940 / WITAC 1011 C01/
76 Hours

10 M & 9 W, 6/13-8/22, 6-10 pm (no class 7/4, 7/6)

Module 2: Routing Protocols and Concepts

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

Newtown Campus / \$940 / WITAC 1012 C01
/68 Hours/ 9 M & 8 W, 8/29-10/31, (no class
9/5, 9/7), 6-10 pm

Module 3: LAN Switching and Wireless2

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

Lower Bucks Campus / \$520 / WITAC 1013 C50/
36 Hours
5 T & 4 Th, 7/12-8/9, 6-10 pm

Module 4: Wan Technologies

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

Lower Bucks Campus / \$520 / WITAC 1014 C50
36 Hours
5 Tu & 4 Th, 8/16-9/13, 6-10 pm

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

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

CCNA® Security

CCNA® Security (Cisco IOS Network Security - IINS)

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

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

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

Prerequisites: 640-802 CCNA

\$1,095/WITAC 1016/72 Hours

(fees include books/materials/ lab fees)

Newtown Campus / C01 / 9 Tu & 9 Th, 6/21-8/23 (no class 7/5), 6-10 pm

Cisco Certified Security Professional (CCSP)

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

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

642-504 SNRS Securing Networks with Cisco Routers and Switches

\$1,095/WITAC 1025/72 Hours

642-524 SNAF Securing Networks with ASA Foundation

\$1,095/WITAC 1026/72 Hours

642-515 SNAA Securing Networks with ASA Advanced

\$1,095/WITAC 1027/72 Hours

642-533 IPS Implementing Cisco Intrusion Prevention System (IPS)

\$1,095/WITAC 1028/72 Hours

Students who complete 642-515 and 642-524 are "ASA Specialists"

Database Administration

Introductory Classes - Introduction to SQL

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

Prerequisite: Experience with database design would be helpful.

Lower Bucks Campus/ \$630 (includes books, materials, lab fees) / WITAC 2500 C50/ 48 Hours
6 M & 6 W, 6/20-8/3, 6-10 pm (no class 7/4, 7/6)

MCITP: Database Administrator (Microsoft Certified IT Professional)

Microsoft SQL Server 2008 – Implementation and Maintenance

Microsoft Certified Technology Specialist (MCTS)

Technology Specialists typically pursue careers as database administrators, database developers, or business intelligence developers.

This course will prepare students to take exam 70-432 - Microsoft SQL Server 2008 – Implementation and Maintenance.

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

\$760 (includes books, materials, lab fees) /
WITAC 2510 / 48 Hours

Microsoft Certified IT Professional: Database Administrator

The premier certification for database server administrators. Database administrators install or configure Microsoft SQL Server and manage or maintain databases or multi-dimensional databases, user accounts, database availability, recovery, and reporting. They also design or implement security or server automation and monitor and troubleshoot SQL Server activity.

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

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

\$1,310 (includes books, materials, lab fees) /
WITAC 2511/ 80 Hours

MCITP: Business Intelligence Developer 2008 (Microsoft Certified IT Professional)

Microsoft SQL Server 2008 Business Intelligence Development and Maintenance

In this module, the candidate will learn how to implement SSIS, SSAS, and SSRS solutions. Along with this, the candidate will configure, deploy and maintain SSIS, SSAS and SSRS services.

Exam 70-448: Microsoft SQL Server 2008, Business Intelligence Development and Maintenance

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

Upper Bucks Campus/ \$680 (includes books, materials, lab fees)/ WITAC 2504 C70/
40 hours/ 5 Tu & 5 Th, 5/3-6/9, 6-10 pm

MCITP: Business Intelligence Developer 2008

In this module, candidate will learn how to design and manage reports, design data mining models, administer a BI solution, design the BI architecture, design and deploy SSIS packages, and design an analysis services database.

Exam 70-452: Designing a Business Intelligence Infrastructure Using Microsoft SQL Server 2008

Prerequisites: WITAC 2504 MCTS: SQL Server 2008, Business Intelligence Development, and Maintenance

Now offering Oracle Database Administration training.

For more information and current course schedule, please email: itacademy@bucks.edu or call 215-968-8132.

Microsoft Certified Professional Developer

Introductory and Level 1 Programming

Introduction to Programming in C#

This course is an introduction to Microsoft C# programming and is an entry-level course for students planning to take the Microsoft Certified Professional Developer examinations, test numbers 70-505, 70-536, and 70-562. The course introduces Microsoft's C# programming language, which is part of Microsoft's .NET Framework and extensively used in developing Windows and Web-Based applications, as well as games for Windows and Xbox 360. This course provides a solid programming background for the student as a standalone course, or as a foundation for more advanced programming for Web and Database applications using ASP.NET and ADO.NET, game development using Microsoft's XNA framework, or in preparation for additional study towards the Microsoft Certified Professional Developer examinations.

\$680 (includes books, materials, lab fees) / WITAC 2103 / 42 Hours

Advanced Programming in C#

This course is designed for students already familiar with the fundamentals of C# who are looking for more in depth advanced programming techniques as well as preparing for the MCTS Exam 70-536 – Microsoft .NET Framework Application Development Foundation. This examination is one of the preliminary exams required for Microsoft Certified Professional Developer. This course will expand upon the C# language foundation and explore advanced topics such as Input/Output, Collections and Generics, Threading, Installation and Configuration of Applications, Systems Management, Application Security and other key components provided by the .NET Framework. The course will be a mix of instructor-led lecture and hands-on lab exercises in class using Microsoft's Visual Studio Integrated Development Environment.

Exam 70-536 – Microsoft .NET Framework Application Development Foundation

\$760 (includes books, materials, lab fees) / WITAC 2104 / 42 Hours

Level 2 Programming

Windows Programming in C#

This course is designed for students already familiar with the fundamentals of C# who are looking for a concentration in developing Windows applications as well as preparing for the MCTS Exam 70-505 – Microsoft .NET Framework Windows Forms Application Development. This examination is one of the Intermediate exams required for Microsoft Certified Professional Developer. This course will expand upon the C# language foundation and explore advanced topics such as Windows Forms management, Graphic Controls, and Database processing via Microsoft's ActiveX Data Objects (ADO.NET), XML processing, and other key components provided by the .NET Framework. The course will be a mix of instructor-led lecture and hands-on lab exercises in class using Microsoft's Visual Studio Integrated Development Environment.

Exam 70-505 – Microsoft .NET Framework Windows Forms Application Development

\$760 (includes books, materials, lab fees) / WITAC 2105 / 42 Hours

Introduction to Web Development with ASP.NET

This course is designed for students already familiar with the fundamentals of C# who are looking for a concentration in developing Web applications as well as preparing for the MCTS Exam 70-562 – Microsoft .NET Framework – ASP.NET Application Development. This examination is one of the Intermediate exams required for Microsoft Certified Professional Developer. This course will expand upon the C# language foundation and fundamentals of ASP.NET and focus on various controls available for Web Applications, Designing and Implementing Web Sites, State Management, ASP.NET AJAX, and Database access via ADO.NET and LINQ. The course will be a mix of instructor-led lecture and hands-on lab exercises in class using Microsoft's Visual Studio Integrated Development Environment.

Exam 70-562 – Microsoft .NET Framework – ASP.NET Application Development

\$760 (includes books, materials, lab fees) / WITAC 2106 / 42 Hours

Computer Literacy

Microsoft Business Certification

This program consists of three modules: Word, Excel, and Business Applications Using Word and Excel 2007. The first two modules, Word 2007 and Excel 2007, focus on the content and skills required for proficiency in Word 2007 and Excel 2007. The third module, Business Applications Using Word and Excel 2007, provides you with an opportunity to practice skills learned in the first two modules while integrating and applying those skills to tasks in demand in the workplace. These modules are designed to help prepare those individuals interested in taking the MCAS certification tests in Word and Excel.

Note for those whose goal is to gain the MCAS Microsoft Business Certification: Candidates for the MCAS exams should have significant hands-on experience creating business deliverables with Microsoft Office Word and Excel. These exams are performance-based and require individuals to perform a series of tasks using Microsoft Word 2007.

MCAS Module 1: Word 2007

This module goes beyond the basics of Microsoft Office Word 2007, with focus on increasing the complexity of Word documents. Topics include creating customized efficiency tools, and adding customized lists, tables, charts, and graphics to documents. These skills will allow you to efficiently produce high-quality, effective, and sophisticated documents. This course will help you prepare for the Microsoft Certified Application Specialist exam for Microsoft Word 2007. This course was designed for persons who can create and modify standard business documents in Microsoft Word 2007, and who need to learn how to use Microsoft Word 2007 to create or modify complex business documents as well as customized Word efficiency tools.

Prerequisites: Knowledge of Windows, basic to intermediate level of proficiency with Word, file management, and keyboarding.

Lower Bucks Campus /\$840 (includes books, materials, lab fees) / WITAC 1065 C50/ M-Th, 6/6-6/29, 9 am-noon

MCAS Module 2: Excel 2007

In this module, you will use Microsoft Office Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas, which will allow the data to be analyzed in a variety of formats. The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, and analyze data. In addition, this module will be helpful for persons who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets to prepare for the Microsoft Certified Application Specialist exam for Microsoft Excel 2007.

Prerequisites: Knowledge of Windows, basic to intermediate level of proficiency with Excel, file management, and keyboarding.

Lower Bucks Campus \$840 (includes books, materials, lab fees) / WITAC 1066 C50 / M-Th, 7/6-8/1, 9 am-noon

MCAS Module 3: Business Applications Using Word and Excel 2007

In this module, you will have the opportunity to practice skills learned in the first two modules while integrating and applying those skills to tasks in demand in the workplace. This module is designed to help prepare those individuals interested in taking the performance-based MCAS certification tests in Word and Excel. In addition, the module will include an overview of some of the basic functions of other Microsoft Office applications such as PowerPoint and Access and how they integrate with Word and Excel. Opportunity to upgrade keyboarding skills is also included.

Prerequisites: Knowledge of Windows, basic to intermediate level of proficiency with Word & Excel, file management, and keyboarding. Completion of MCAS Modules 1 and 2.

\$840 / WITAC 1067 (includes books, materials, lab fees)

Continued on page 42

Computer Literacy - cont'd

**Computers 101
(Introduction to Personal Computers)**

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

\$240 / RCOSY 0017 C01, C50 & C70

Approved Hours: 12 (Act 48)

Newtown Campus /

C01/ 2 M & 2 W, 6/13-6/22, 6:30-9:30 pm

Lower Bucks Campus /

C50/ 2 Tu & 2 Th, 6/14-6/23, 1-4 pm



Upper Bucks Campus /

C70/ 2 M & 2 W, 7/11-7/20, 9:30 am-12:30 pm

Computers 102

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

Prerequisites: Computers 101 (RCOSY 0017) is strongly recommended



\$240/RCOSY 0020 C50 & C70

Approved Hours: 12 (Act 48)

Lower Bucks Campus / C50/ 2 Tu & 2 Th,

6/28-7/12 (no class 7/5), 1-4 pm

Upper Bucks Campus / C70/ 2 M & 2 W, 7/25-8/3,

9:30 am-12:30 pm

Networking and Computer Fundamentals

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

\$380 (includes books, materials, lab fees) /

WITAC 1001 / Hours 24

Free Computer Workshop

Computer Basics

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

Newtown Campus/ RCOSY 0016 C01-C02/

9 am-noon

C01/ W, 6/15

C02/ W, 8/17

PC Repair/Operating Systems

A+ /Net+ Certification by CompTIA

A+ Certification

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

Certification Tests:

220-701 for CompTIA A+ Essentials

220-702 for CompTIA A+ Practical Application

\$1,855(includes books, materials & lab fees)/

WITAC 2002 / Hours 128

Network+ Certification

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. (72 hours) **Prerequisite:** Basic computer knowledge including file management in a Windows environment.

Certification Tests:

N10-004 for CompTIA NETWORK+ Certification

\$1,195 / (includes books, materials & lab fees)/

WITAC 1005 / Hours 24

Software Applications

AutoCAD® Essentials (36 Hours) 2011

Are you a new AutoCAD user? If you require comprehensive training to produce 2D drawings in AutoCAD, this course is for you. It incorporates the features, commands, and techniques for creating, editing, and printing 2D drawings with AutoCAD 2011. You will learn skills that can be used in all disciplines of AutoCAD, and specifically Engineering. Hands-on exercises throughout the course explore how to create 2D production drawings.

Prerequisite: A good working knowledge of PC's and Microsoft Windows is necessary for this class. An understanding of basic drafting skills and blueprint reading is helpful.

\$605 (includes text)

WCOAP 6064 WB1, W50, W70

Approved Hours: 36 (Act 48)



Newtown Campus / WB1/ 12 Tu, 6/14-9/13
(no class 7/5, 9/6), 7-10 pm

Lower Bucks Campus / W50/ M-F, 7/18-7/22,
8 am-4 pm

Upper Bucks Campus / W70/ M-F, 8/1-8/5, 8 am-4 pm

AutoCAD 3D Modeling (2nd Level) 2011

If you are already using AutoCAD for 2D designs but want to add 3D modeling to your list of skills, then this course is for you. It incorporates the features, commands, and techniques used to create, edit, and print 3D drawings with AutoCAD 2008. Hands-on exercises throughout the course explore creating 3D wire frame models, 3D surface models, and 3D solid models, and making multi-view drawings.

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

\$605 (includes text)

WCOAP 6065 W50, W70

Approved Hours: 36 (Act 48)

Lower Bucks Campus / W50/ M-F, 7/25-7/29,
8 am-4 pm

Upper Bucks Campus / W71/ W70, M-F, 8/8-8/12,
8 am-4 pm

**Access 2007 - Basic**

Newtown Campus/ \$179 (includes books, materials & lab fees) / WCOAP 3030 C01/

2 M & 1 W, 7/11-7/18, 6:30-9:30 pm

Approved Hours: 9 (Act 48, CPA)

**Access 2007 - Intermediate**

Newtown Campus/\$179 WCOAP 3031 C01/

2 M & 1 W, 7/20-7/27, 6:30-9:30 pm

Approved Hours: 9 (Act 48, CPA)

**Advanced Access 2007 (and then some)**

In this 12-hour course students will share Access data with other applications, use VBA to automate a business process and create and modify a database switchboard. This course is also for students who want to adapt Access applications to a web-based environment.

Newtown Campus/ \$240/ WCOAP 3034 C01/
2 M & 2 W, 8/1-8/10, 6:30-9:30 pm

Approved Hours: 12 (Act 48, CPA)

**Excel 2007 - Basic**

\$179/WCOAP 1535 C01, C50, C70/ 6:30-9:30 pm

Approved Hours: 9 (Act 48, CPA)

Newtown Campus / C01/ 2 Tu & 1 Th, 6/7-6/14

Lower Bucks Campus/ C50/ 2 M & 1 W, 7/25-8/1

Upper Bucks Campus / C70/ 2 W & 1 M, 7/6-7/13

**Excel 2007 - Intermediate**

\$179/WCOAP 1536 C01, C50, C70/ 6:30-9:30 pm

Approved Hours: 9 (Act 48, CPA)

Newtown Campus / C01/ 2 Tu & 1 Th, 6/21-6/28

Lower Bucks Campus/ C50/ 2 M & 1 W, 8/8-8/15

Upper Bucks Campus / C70/ 2 W & 1 M, 7/18-7/25

**Excel 2007 - Advanced Features**

This course is for students who want to know the specialized features of Excel. You will learn the power of Pivot Tables, Charting, OLE (Object Linking and Embedding). You will gain the skills necessary to create macros, audit worksheets, import and export data and publish worksheets on the Web.



\$179/WCOAP 1537 C01, C50, C70/ 6:30-9:30 pm
Approved Hours: 9 (Act 48, CPA)

Newtown Campus / C01/ 2 Tu & 1 Th, 7/12-7/19

Lower Bucks Campus/ C50/ 2 M & 1 W, 8/22-8/29

Upper Bucks Campus / C70/ 2 M & 1 W, 8/1-8/8

PowerPoint 2007 Basics and Beyond

Microsoft Office PowerPoint 2007 enables users to quickly create high-impact, dynamic presentations, while integrating workflow and ways to easily share information. From the Microsoft Office Fluent user interface to the new graphics and formatting capabilities, Office PowerPoint 2007 puts the control in your hands to create great-looking presentations

Newtown Campus / \$119 / WCOAP 1071 C01 /
6:30 - 9:30 pm

2 M, 6/6-6/13, 6:30-9:30 pm

Approved Hours: 6 (Act 48)



Continued on page 44

Microsoft Office 2007 Overview (Word, Excel & PowerPoint)

Upon completion of this course you will be able to navigate through the features of Microsoft's Office applications (Word, Excel, PowerPoint). Gain the knowledge to be proficient in word processing, spreadsheets and presentations. Knowledge of these software applications is mandatory in the job marketplace. You will also learn how to navigate between applications which include OLE (Object Linking and Embedding), mail merge and other administrative tools. Prerequisites: Working knowledge of computers including file management. (See separate listing for Access 2007 classes)

Newtown Campus/\$999/WCOAP 0104 C01/
5 M & 5 W, 6/27-8/3 (no class 7/4, 7/6), 9 am-3:30 pm
Approved Hours: 60 (Act 48)



Introduction to Microsoft Outlook 2007

Learn the essentials of Microsoft Outlook 2007 from an expert instructor. Get up and running quickly with the most important aspects of the program, and even create a Google Gmail account for class assignments and personal use.

Online/\$95/ ECOAP 0063
Approved Hours: 24 (Act 48, CPA)



Introduction to Microsoft Project 2007

For complete description, see page 23
Newtown Campus/ \$240/WCOAP 3054 C01/
2 M & 2 W, 7/11-7/20, 6:30-9:30 pm
Approved Hours: 12 (Act 48, PMI)



Microsoft Project 2007 Advanced

For complete description, see page 23
Bruno Ciaralli, M.B.A., PMP

Newtown Campus/ \$240/WCOAP 3052 C01/
1 Tu & 3 Th, 8/2-8/18, (no class 8/9, 8/16) 6:30-9:30 pm
Approved Hours: 12 (Act 48, PMI)



OpenOffice

Instead of paying \$100's for Microsoft Office, why not download and learn how maneuver OpenOffice for free. Students are required to bring a 2 Gb USB Flash drive to class. Knowledge of basic word processing skills is recommended.

\$470 (includes books, materials & lab fees)/
WCOAP 7010 / 30 Hours/ Fall, 2011

Introduction to Microsoft Publisher 2007

In this hands-on, project-oriented class for beginners, you'll learn how to design, create, and publish a wide variety of stunning documents using Microsoft Publisher 2007.

Online/\$95/ECOAP 0053
Approved Hours: 24 (Act 48)



QuickBooks Pro/Premier 2009 Comprehensive

Lower Bucks Campus/ \$299 / WCOAP 1606 C50/
2 Th & 2 Tu, 7/7-7/19, 6-9:45 pm
Approved Hours: 15 (Act 48, CPA)



QuickBooks Payroll Module

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 very easily, process paychecks, and get familiar with the screen elements. Navigating with QuickBooks is a breeze.

Prerequisite: Student should have taken the QuickBooks Comprehensive class (WCOAP 1606) or have good working knowledge of QuickBooks

Lower Bucks Campus/ \$119/WCOAP 1607 C50 /
Tu & Th, 7/26-7/28, 6:30-9:30 pm
Approved Hours: 6 (Act 48, CPA).



QuickBooks: Tips and Tricks - Advanced

Lower Bucks Campus/ \$79 / WCOAP 1605 C50 /
Th, 7/21, 6-10 pm
Approved Hours: 4 (Act 48, CPA)



ed2go | Learn More

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

Information Technology Academy/Cisco Networking Academy

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

For IT certification information and current course schedule, please email: itacademy@bucks.edu or call 215-968-8132.

Programming/Web Development

HTML, XHTML & CSS

Learn the basics of creating a web site using HTML. You will also be introduced to XHTML, which is used to develop more standards-compliant web sites for greater efficiency, accessibility, and forward-compatibility. Explore the use of Cascading Style Sheets (CSS) to enhance HTML formatting. This course is recommended for beginners in web site development.

Prerequisites: Working knowledge of computers is highly suggested. Students should also have good desktop and file management skills: know how to create and name folders, how to name and save files, open and close applications, navigate to folders to access files, and use Internet browsers.

\$240 (includes books/materials/lab fees)/WCOSY 6019 C01, C50 & C70/ 6:30-9:30 pm
Approved Hours: 12 (Act 48)

Newtown Campus/C01/ 2 Tu & 2 Th, 6/7-6/16

Lower Bucks Campus/ C50/ 2 M & 2 W, 6/6-6/15

Upper Bucks Campus/C70/ 2Tu & 2Th, 7/26-8/4

Creating a Dynamic Website with PHP and MySQL

This course takes you through all of the steps to build a product website for a business, using open-source tools that are robust, reliable and free. You will learn how to set up a database, build forms to maintain contents, and build interactive pages that make it easy for your customers to find your products.

The code and techniques used here are equally useful for companies with many products, as well as artisans, craftspeople, small retailers, and others with just a few products. They can also be used to create dynamic websites allowing user logins, personalization, processing of forms and email, and much more. **Bring a 2 Gig flash drive to class.**

Prerequisite: The HTML, XHTML & CSS course (WCOSY 6019) OR a general understanding of programming is suggested.

\$580 (includes books, materials & lab fees) / WITAC 3000 / Approved Hours: 36 (Act 48)/ Fall, 2011

Web Design Applications

Dreamweaver CS5 - Basic

Learn how to use Dreamweaver to create, design and update Web Pages. You will modify page properties, define headings and paragraphs, create list and special characters. Add links within a site, create anchors and specify external links. Create and format tables. Create basic forms. Use images as links and create image maps. You will also gain an overview of HTML and web standards.

Prerequisites: Knowledge of the internet is useful.

\$240 (includes books/materials/lab fees)/ WCOAP 6511 C01, C50 & C70
Approved Hours: 12 (Act 48)

Newtown Campus/C01/3 W, 7/6-7/20, 6-10 pm

Lower Bucks Campus/C50/ 2 M & 2 W, 6/20-6/29, 6:30-9:30 pm

Upper Bucks Campus/C70/2 Tu & 2 Th, 8/9-8/18, 6:30-9:30 pm

Dreamweaver CS5 - Advanced

This course is designed for students who not only use Adobe Dreamweaver CS5 to design and develop web pages in a WYSIWYG environment, but also have the ability to understand and work with the architecture and coding of web pages. We will work in code view, create Cascading Style Sheets, create effective user navigation, work with AP elements, automate tasks, create forms and author XML based data.

Prerequisites: You should have completed WCOAP 6511 (Dreamweaver Basic) and WCOSY 6019 (HTML, XHTML & CSS) or possess equivalent knowledge.

\$240 (includes books/materials/lab fees)/ WCOAP 6512 C01, C50 & C70
Approved Hours: 12 (Act 48)

Newtown Campus/C01/3 W, 7/27-8/10 6-10 pm

Lower Bucks Campus/C50/2 M & 2 W, 7/11-7/20, 6:30-9:30 pm

Upper Bucks Campus/C70/2 Tu & 2 Th, 8/23-9/1, 6:30-9:30 pm

Fall 2011

Flash CS5 - Basic

\$299 (includes books, materials & lab fees) / WCOAP 6040
Approved Hours: 15 (Act 48)

Flash CS5 - Advanced

\$299 (includes books, materials & lab fees) / WCOAP 6041
Approved Hours: 15 (Act 48)

SEO (Search Engine Optimization)

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

\$49 (includes books, materials & lab fees) / WCOAP 6516

Computer Graphics

Adobe Illustrator CS5

These hands-on classes will allow students to create better illustrations, logos, or advertisements for print and or web. Both courses are for participants who want to design with vector (and raster) graphics formats using Illustrator CS5.

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

Prerequisites: experience using Windows or MAC

Newtown Campus/\$240/WCOAP 6011 C01/
3 Th, 6/2-6/16, 6-10 pm
Approved Hours: 12 (Act 48)



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

Prerequisite: Illustrator Level 1 (WCOAP 6011)

Newtown Campus/\$240/WCOAP 6012 C01/
3 Th, 6/23-7/7, 6-10 pm
Approved Hours: 12 (Act 48)



Digital Camera Workshop

Achieve great picture results! Learn how to use the functions of your digital camera correctly. Class covers f-stops, shutter speeds, ISO, depth of field, composition, white balance, lenses and flash. Your level of comprehension will dramatically increase after using what you've learned about your own camera. All types of cameras are welcome!

This class is targeted for those students who want to understand how their digital camera works. In today's technology Digital Cameras have more features than you will ever use. This class will teach you which features you will need, and want to use. Bring camera and instruction manual to class (Mandatory).

\$240 (includes books, materials & lab fees)/
RCOAP 6010 C01, C50, C70
Approved Hours: 12 (Act48)



Newtown Campus / C01 /4 W, 6/1-6/22
6:30-9:30 pm

Lower Bucks Campus/ C50/ 2 Tu & 1 Th, 8/2-8/9,
6-10 pm

Upper Bucks Campus/ C70. 2 Tu & 2 Th, 6/7-6/16,
6:30-9:30 pm

Adobe Photoshop CS5 (PC) - Basic

This course will introduce PC users to the world's #1 image editing program. Course topics will include screen and print resolutions, calibration, palettes and file formats. Additional topics and skills will include photo restoration and basic image editing techniques.

Prerequisite: Experience in Windows and word processing.

\$240/WCOAP 6020 C01, C50 & C70
Approved Hours: 12 (Act 48)



Newtown Campus/C01/3 Tu, 7/12-7/26, 6-10 pm

Lower Bucks Campus / C50/ 2 Th & 1 Tu, 8/11-8/18, 6-10 pm

Upper Bucks Campus/C70/2 Tu & 2 Th, 6/21-6/30, 6:30-9:30 pm

Adobe Photoshop CS5 (PC) - Advanced

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

Prerequisite: Photoshop Basic (WCOAP 6020) is recommended.

\$240/WCOAP 6021 C01, C50 & C70
Approved Hours: 12 (Act 48)



Newtown Campus/C01/ 1Tu & 2Th, 8/2-8/11,
6-10 pm (no class 8/9)

Lower Bucks Campus / C50/ 2 Tu & 1 Th, 8/23-8/30, 6-10 pm

Upper Bucks Campus/C70/2 Tu & 2 Th, 7/12-7/21, 6:30-9:30 pm

InDesign CS5 for MAC

This course is intended for students who want a foundation in desktop publishing utilizing InDesign CS5. Throughout, a special focus is given to preparing documents for print and electronic publishing. Hands-on exercises will enable you to explore and customize the InDesign interface; work efficiently with text, tables, objects and graphics; assess the importance of correct color management; remember time saving tips and techniques; discover the features new to InDesign CS5, such as the new Adobe Bridge file browser, object styles, snippets, and smarter text handling; and much more.

Newtown Campus/\$630/WCOAP 6521 C01/
5 Tu & 5 Th, 6/7-7/14, (no class 7/5 or 7/7) 6:30-9:30 pm
Approved Hours: 30 (Act 48)



Continuing Professional Education



Continuing Professional Education

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ACT 48



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.

Advanced Teaching Online

Online/ OCPED 1500 C30/ 5/9-5/13
Approved Hours: 16 (Act 48)

Designing Online Instruction

Online/ OCPED 1501 C30/ 7/18-7/22
Approved Hours: 16 (Act 48)

Building Online Communities in Cyberspace

Online/ OCPED 1502 C30/ 8/22-8/26
Approved Hours: 16 (Act 48)

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

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

www.bucks.edu/LERNclasses



"Information That Works"™

Drama in the Classroom



Drama in the classroom puts your students at the center of the learning process. It can be used across the curriculum to deepen the entire learning process. Help your students develop creative thinking, improve their ability to communicate and express themselves both verbally and non-verbally, and develop trust with one another. Drama provides an open forum for the student and teacher to connect, communicate, experience, respond, experiment, and discover. Drama is already occurring naturally in the elementary classroom but there is a much greater potential. This workshop will help you to expand the practices you may already use, learn how to integrate drama into various areas in throughout the curriculum, and learn the variety of purposes dramatic exercises provide within the education setting. *Kathleen Gaynor, M.Ed.*

Newtown Campus/ \$159 (includes text)/
OCPED 0575 C01

M & Tu, 6/27-6/28, 9 am-3:30 pm
Approved Hours: 12 (Act 48)



Breaking Down Barriers for Achieving Inclusion in the 21st Century



For complete description, see page 10.
Marlene Chait, Ed.D.

Newtown Campus/ \$79 / OHPAH 0200 WB1/

W, 6/15, 8:30 am-4:30 pm
Approved Hours: 7 (Act 48)



Social Media and Online Tools for K-12 Teachers

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

Online/ OCPED 1550 C30/ \$245/ 7/5-7/29

Approved Hours: 16 (Act 48)



Gender in the Classroom

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

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

Online/ OCPED 1551 C30/ \$245/ 6/6-7/1

Approved Hours: 16 (Act 48)



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

Online Learning for K-12 Teachers

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

Online/ OCPED 1552 C30/ \$245/ 6/6-7/1
Approved Hours: 16 (Act 48)



Spanish for School Administrators, Teachers, and Support Staff

For complete description, see page 30

Newtown Campus/\$184 (light meal will be served, includes manual and 2 practice CD's)/

WSMCE 0010 WB1/5 W, 6/22-7/20, 6-9 pm

Approved Hours: 15 (Act 48)



For additional Act 48 classes, see

- Fine Arts & Crafts, page 57
- Computer Literacy, page 43
- Foreign Language, page 54



Look for the Act 48 logo throughout the brochure.

Teacher Enrichment in Computer Science TECS

Are you asked to integrate technology into your classroom? Do you struggle find creative ways to do so? Do you find the tools expansive and confusing? Are you comfortable with the 4 Cs of Technology Integration? (Communication, Computing, Critical Thinking, and Creativity) Join us at our fifth Annual TECS Workshop. Meet with Faculty members from Bucks County Community College and colleagues from K-12 schools in the region. Learn about engaging ideas and projects, network with other teachers, enrich yourself and earn 12 Act 48 hours.

Sessions include: Free Stuff, Robotics, Security, Social Networking, SmartBoards/Smart Ideas, Information Literacy, Kidspiration, PhotoStory, Adaptive Technology, and more.

This workshop is approved by CSTA (Computer Science Teachers Association).

Newtown Campus/\$25/ OCPED 4013 C01/
W & Th, 6/29 & 6/30, 8:30 am-3:30 pm
Approved Hours: 12 (Act 48)



For more information contact Debra Geoghan,
Department of Math, Science & Technology,
email: computers@bucks.edu



More Online Classes for Teaching Professionals

Visit our website at www.ed2go.com/bucks

A new section begins each month:

- May 18
- June 15

- July 20
- August 17

ed2go | Learn More

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

- Creating a Classroom Web Site
- Creating K-12 Learning Materials
- Creating the Inclusive Classroom: Strategies for Success
- Differentiated Instruction in the Classroom
- Easy Classroom Podcasting
- Guided Reading and Writing: Strategies for Maximum Student Achievement
- The Differentiated Instruction & Response to Intervention Connection
- Guided Reading: Strategies for the Differentiated Classroom
- Microsoft Power Point 2007 in the Classroom
- Microsoft Word 2007 in the Classroom
- Response to Intervention: Reading Strategies That Work
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Singapore Math: Number Sense and Computational Strategies
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Spanish in the Classroom
- Teaching Adult Learners
- Teaching Smarter with SMART Boards
- Teaching Science: Grades 4-6
- Teaching Students With Autism: Strategies for Success
- Teaching Writing: Grades 4-6
- The Creative Classroom
- Understanding Adolescents
- Web 2.0: Blogs, Wikis, and Podcasts


ed2go | Learn More

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

Certified Alcohol Counselors


Introduction to Addiction Counseling

Interested in helping other, giving back and making it your profession? Have you considered a career in addiction counseling? Perhaps, you are currently in the field and are looking for what else is out there to help in your chosen profession. This course will help you explore this interesting and always changing field and provide you with an understanding of the disease; types of addictions; and progression of the disease. *Flavia Brand, B.A.*

Newtown Campus/ \$109/ OCOUN 2282 C01/
3 Tu, 6/14-6/28, 6:30-9:30 pm
Approved Hours: 9 (Act 48, CAC) 


Accountability – The Mindset for the New Millennium

Learn how to develop a more accountable mindset. Define responsibility vs accountability and discuss the difference between internal and external locus of control, and the payoff / price for being the “victim”. List the excuses used to stay inside your comfort zone and identify how to create a more accountable relationship with coworkers and clients. *Michael Saraceno, M.B.A., M.A. in Counseling*

Newtown Campus/ \$74/ OCOUN 2281 C01 /
Sa, 8/27, 9 am-4 pm
Approved Hours: 6 (Act 48, CAC) 


Cultural Competence

Cultural competence refers to an ability to interact effectively with people of different cultures. Cultural competence comprises four components: awareness of one's own cultural world view, attitude towards cultural differences, knowledge of different cultural practices and world views, and cross-cultural skills. Developing cultural competence results in an ability to understand, communicate with, and effectively interact with people across cultures. Learn how to work more effectively with special populations as students or clients. *Michael Saraceno, M.B.A., M.A. in Counseling*

Newtown Campus/ \$74/ OCOUN 2280 C01 /
Sa, 6/4, 9 am-4 pm
Approved Hours: 6 (Act 48, CAC) 

Assert Yourself!

Assertiveness isn't about being aggressive, or always getting your own way. It's about standing up for yourself, constructively. This course explains what it means to assert yourself, and how you can learn to do it. *Michael Saraceno, M.B.A., M.A. in Counseling*

Newtown Campus/ \$74/ OCOUN 2279 C01 /
Sa, 5/21, 9 am-4 pm
Approved Hours: 6 (Act 48, CAC) 

Continuing Education Requirements for Professional Engineers

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

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

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

BCCC Continuing Education Courses eligible for Engineering CEUs:

- Construction Classes, page 27
- Green Jobs Academy, page 14
- Six Sigma, page 26
- Project Management, page 23

For Payroll Professionals

Garnishments: Complete and In-Depth

Dealing with garnishments can cause some of the most stressful and emotional situations that can be encountered in payroll. Not only are there severe penalties for violations of compliance rules, making sure that they are handled correctly can help relieve the emotional pressure that can surround individual orders. The reality is that all of the people and entities involved in these situations expect action from the payroll department. And it is up to the payroll department to catch and correct any errors that have been made by anyone along the way!

This in-depth course focuses on the requirements to compliantly and effectively handle garnishment orders and withholding. Federal and state requirements are covered as well as specific issues such as what to do if there is more than one withholding order and which order has priority? What if there is not enough money to comply with the order? What do I do with the arrears? *Vicki Lambert, CPP*

Online/\$159/ WSMCE 5325 C20/ 6/6-6/27

Project Management

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

For complete description, see page 23.

Newtown Campus/\$529

(includes text and all materials)/

WSMCE 5403 C01/ 9 W, 5/25-7/20, 6-9:45 pm

Approved Hours 31 (PMI)

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

Fall 2011



Project
Management
Institute

Introduction to Microsoft Project 2007

For complete description, see page 23.

Newtown Campus/ \$240/WCOAP 3054 C01/

2 M & 2 W, 7/11-7/20, 6:30-9:30 pm

Approved Hours: 12 (Act 48, PMI)

Microsoft Project 2007 Advanced

For complete description, see page 23.

Newtown Campus/ \$240/WCOAP 3052 C01/

1 Tu & 3 Th, 8/2-8/18 (no class 8/9 or 8/16),

6:30-9:30 pm

Approved Hours: 12 (Act 48, PMI)

Certified Public Accountant

Many BCCC Continuing Education courses provide Continuing Professional Education credits for CPAs. For more information on the eligibility of a specific course, please contact:

Georgina Taylor, 215-968-8268 or taylorg@bucks.edu.

Eligible courses include:

Access - page 43

Excel - page 43

Introduction to MS Outlook 2007- page 44

Quickbooks - page 44

Real Estate

Real Estate licensees are required to take 14 hours of mandatory continuing education every two years. The current reporting period will end May 31, 2012.

Real Estate 101: General Practice, 2010-2012 7-Hour General CE Module

This course focuses on the duties of the licensee and the terms and conditions of the Pennsylvania Association of Realtors (PAR) Standard Agreement for the Sale of Real Estate and addenda. *T. Fenerty*

Newtown Campus/\$80/ OREAL 0016 WB1/

2 Tu, 7/12-7/19, 9 am-12:30 pm

Residential Real Estate, 2010-2012 7-Hour Elective CE Module

This course covers the documentation, financial, process and procedural requirements to bring closure to the home sale process. *T. Fenerty*

Newtown Campus/\$80/OREAL 0018 WB1/

2 Tu, 8/2-8/9, 9 am-12:30 pm

Ethics for the Real Estate Professional, 2010-2012 3.5-Hour Elective CE Course

This course addresses the REALTOR Code of Ethics and how it establishes a professional standard of conduct for real estate licensees. Meet your quadrennial requirement of 3.5 hours of ethics instruction. *T. Fenerty*

Newtown Campus/\$45 /OREAL 0006 WB1/

Tu, 8/16, 9 am-12:30 pm

Personal Development



Personal Development

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Children, Youth, & Parenting	54	Music	56
Culinary	56	Self Help Series by Philip Holder	60
Fine Arts, Crafts	57	Test Preparation	63
Flex - Foreign Language Program for Children	55	Zoomers - 50+ Grownups on the Go!	
Foreign Language	54	Keep Young, Keep Learning	62
General Interest	59	Zoomers Computer Series	62
Health & Fitness	61		
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American English as a Second Language

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 also sign up and pay for classes at the meeting!!! Monday, May 16, 7-9 pm, in the Charles Rollins Center in Newtown! (No registration needed—just come!) See you there!

- Register early! Get \$20 off each class if you register by May 20!!
- To register, call 215-968-8409; for ESL information, call 215-497-8736 or mouline@bucks.edu.
- Classes are 8 weeks long.
- For more English practice, sign up for 2 or more classes!

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

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

Newtown Campus

Beginning ESL

ESL Course 1A LESLA 0006 \$220 (includes text)	Mondays and Wednesdays, June 6-August 1 (no class July 4) C01/ 7-9 pm **Evening For students with very limited English
ESL Course 1B LESLA 0007 \$220 (includes text)	Mondays and Wednesdays, June 6-August 1 (no class July 4) C01/ 1-3 pm **Daytime C02/ 7-9 pm **Evening For advanced beginners, all skills studied
ESL Writing I LESLA 0053 \$135 (includes text)	Tuesdays, June 7-July 26 C01/ 7-9 pm For high beginning and low intermediate writers
Beginning Conversation LESLA 0051 \$135 (includes text)	Thursdays, June 9-July 28 C01/ 7-9 pm For high beginning and low intermediate speakers

continued on page 52

ESL Newtown Campus cont'd	
Intermediate ESL	
Intermediate ESL 2A LESLA 0206 \$220 (includes text)	Mondays and Wednesdays, June 6-August 1 (no class July 4) C01/ 7-9 pm **Evening All English skills studied
Intermediate ESL 2B LESLA 0207 \$220 (includes text)	Mondays and Wednesdays, June 6-August 1 (no class July 4) C01/ 1-3pm **Daytime. C02/ 7-9 pm **Evening All skills studied
Intermediate Writing LESLA 0208 \$135 (includes text)	Tuesdays C01/ June 7-July 26, 7-9 pm For intermediate writers
Conversation/Culture LESLA 0209 \$135 (includes text)	Thursdays C01/ June 9-July 28, 7-9 pm Speaking, cultural exchange, some reading
Advanced ESL	
Advanced ESL 3A LESLA 0314 \$220 (includes text)	Mondays and Wednesdays, June 6-August 1 (no class July 4) C01/ 1-3 pm **Daytime C02/ 7-9 pm **Evening All skills studied
Advanced ESL 3B LESLA 0315 \$220 (includes text)	Mondays and Wednesdays, June 6-August 2 (no class July 4) C01/ 7-9 pm **Evening All skills studied
Adv. Pronunciation LESLA 0316 \$135 (includes text)	Mondays, June 6-August 1 (no class July 4) C01/ 7-9 pm Pronunciation/accent reduction, speaking
Adv. Writing LESLA 0311 \$135 (includes text)	Tuesdays, June 7-July 26 C01/ 7-9 pm Practical and formal writing, organization, editing
Adv. Speaking LESLA 0304 \$110	Thursdays, June 9-July 28 C01/ 7-9 pm Discussions, interviews, speeches.
Test Preparation	
IBT TOEFL Test Preparation ATEST 2503 \$220 (includes text)	Mondays and Wednesdays, June 6-August 1 (no class July 4) C01/ 7-9 pm Adv. English skills and practice tests for the new TOEFL

continued on page 53

ESL Lower Bucks Classes

Intermediate ESL

Conversation/Culture

LESLA 0209

\$135 (includes text)

Thursdays

C50/ June 9-July 28, 7-9 pm

Speaking, cultural exchange, some reading

ESL Upper Bucks Classes

Intermediate ESL

Conversation/Culture

LESLA 0209

\$135 (includes text)

Thursdays

C70/ June 9-July 28, 7-9 pm

Speaking, cultural exchange, some reading

Literature and Writing

2009 Bucks County Poet Laureate Bernadette McBride is teaching two NEW writing courses!

It's Time to Get that Short Story Written!

NEW

Do you have a story to tell? This course will tap into and expand your creative impulse with interesting and stimulating ways to get your thoughts from inside your head and heart to the page. Clear language, tight focus, and strong imagery are what will draw readers to your work and help you share your passion with others. *Bernadette McBride, M.A., Writer and Poet (2009 Poet Laureate of Bucks County)*

Newtown Campus/\$119 (plus \$13 text)/RCEGN 1523 C01

6 Tu, 5/24-6/28, 7-9 pm

Approved Hours: 12 (Act 48)

Poetry Writing

NEW

Have you always loved writing poetry? We'll look at the various forms of poetry, provide writing exercises, focus on editing, complete several polished poems, and discuss how to submit work for publication. Learn clear, effective ways to express your creative impulse, get the sense of accomplishment that comes through writing, gain insight into the craft of writing good, contemporary poetry, and participate in workshoping, collaborating on the work of others. *Bernadette McBride, M.A., Writer and Poet (2009 Poet Laureate of Bucks County)*

Newtown Campus/\$119 (plus \$13 text)/RCEGN 1522 C01

6 Tu, 7/5-8/9, 7-9 pm

Approved Hours: 12 (Act 48)

Write Better...Write Away

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

Newtown Campus/\$119/RCEGN 1520 C01

7 W, 6/22-8/3, 7-9 pm

Approved Hours: 14 (Act 48)



Foreign Language



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

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

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

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

French

Norma Van Doren, M.A.

Newtown Campus/\$189 (plus \$30 book fee)

Approved Hours: 20 (Act 48)



Course I: RLANG 0001 C01

8 M, 6/20-8/15 (no class 7/4), 7-9:30 pm

Course III: RLANG 0003 C01

8 Tu, 6/28-8/16, 7-9:30 pm

Italian

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

Lower Bucks Campus/\$225 (plus \$20 book fee)

Approved Hours: 25 (Act 48)



Course I: RLANG 0209 C50

10 Th, 6/9-8/11, 7-9:30 pm

Mandarin Chinese

Greg Tang, M.S.

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

Approved Hours: 16 (Act 48)



Course I: RLANG 0551 C01

8 M, 6/6-8/1 (no class 7/4), 7-9 pm

Course III: RLANG 0553 C01

8 Tu, 6/21-8/9, 7-9 pm

Spanish

Approved Hours: 20 (Act 48)



Course I:

Newtown Campus/\$189 (plus \$30 book fee)

RLANG 0405 C01/ *Carmen Violeta Vicente, B.S.*

8 M, 5/23-7/25 (no class 5/30, 7/4), 6-8:30 pm

Upper Bucks Campus/\$219 (includes \$30 book fee)

RLANG 0405 C70/ *Anabelle Morales, Ph.D.*

8 W, 6/1-7/20, 6:30-9 pm



Course III:

Newtown Campus/\$189 (plus \$30 book fee)

RLANG 0407 C01/ *Carmen Violeta Vicente, B.S.*

8 W, 6/22-8/10, 6-8:30 pm

Conversational Japanese

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

Online/ \$95/ ELANG 0500

Approved Hours: 24 (Act 48)



ed2go

Learn More

All texts can be purchased in the college bookstore. For bookstore hours, see - <http://www.bucks.edu/life/bookstore/index.php>

Children, Youth, & Parenting

Hip-Hop Dance for Preteens (ages 9-12)

Yo Yo, 'sup! Hear the music playing, and get ready to feel the beat as you discover the hottest steps in Hip-Hop! Whether you've never tried dancing before or you just want to learn more, come discover why so many kids are into this fun, energetic dance. You'll learn various hip-hop styles, rhythm, flexibility, strength and structure all while having fun and enjoying a good workout! Please wear loose comfortable clothing and athletic shoes, no jeans or sandals please. *Meredith Puente*

Newtown Campus/\$89/RCHYC 2101 C01

4 M & 4 W, 7/11-8/3, 5:30-6:30 pm

ACT Now!

For Complete Description, see page 63.

Marie Cooper, M.S., & Marge Zipin, M.Ed.

Newtown Campus/ \$69 (plus \$10 materials fee)/

RCEGN 6608 C01/ 3 W, 7/6-7/20, 6-8 pm

So You Want to Dance! Modern Dance for Pre-teens (ages 9-12)

Picture yourself performing on the hit TV show "So You Think You Can Dance"! The kind of dancing done by the TV judge and choreographer Mia Michaels is modern dance. Be prepared to take off your shoes and strut your stuff in this fun class where you will learn different modern styles, rhythm, flexibility, strength and structure, all while having fun, and enjoying a good workout! Please wear loose comfortable clothes. Dancing will be done barefoot. *Meredith Puente*

Newtown Campus/\$89/RCHYC 2102 C01

4 M & 4 W, 7/11-8/3, 7:15-8:15 pm

Flex - Foreign Language Program for Children

In its 16th Year

Bucks County Community College, in cooperation with YOUR LOCAL SCHOOL, is pleased to offer the Foreign Language EXperience Program.

While the first letter in FLEX stands for “Foreign,” we like to say it stands for “Fun!”

Your children will be learning to speak a foreign language through the use of pictures, songs, games, and a wide variety of activities designed to stimulate their interest and to address multiple learning styles. They will not only be introduced to vocabulary and phrases in the target language, but also to the culture of some of the places where that language is used.

Bucks County Community College’s FLEX Program now serves over 60 public and private elementary schools throughout Bucks County and surrounding areas. Foreign Language Instruction takes place at your child’s school and is available:

- beginning in February for Spring classes, in October for Fall classes
- in Spanish, French, German, Italian and/or Chinese
- before school or after school
- at beginning, intermediate, and advanced levels



Nihaō?



Come Va?



Wie Geht's?

Flyers will be sent home for regular registration in most schools running a program. (Please note, some school districts do not allow paper flyers.)

Please visit our website at www.bucks.edu/flex for further information.

**Registration Deadline for fall classes is September 23, 2011.
Registration for spring classes begins in January, 2012.**

To find out more, and to see what’s being offered at your school:

Go to our web site: www.bucks.edu/flex and choose course offerings.

Online registration is preferred.

Registration is also available by fax, mail, or walk-in.

Visit www.bucks.edu/flex for details or email shadym@bucks.edu for more information.



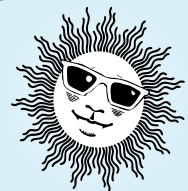
¿Qué Pasa?



Comment Ça Va?

Here’s What Parents are saying about Kids on Campus:

- Great selection of interesting camps
- Camps focus on a single topic of interest; my kids learn something while having fun.
- Talented and enthusiastic staff
- Safe environment; well-supervised (good ratio of staff to students)
- Good facilities; get a “campus” experience (feel grown up)
- One week offerings; flexibility
- Easy drop off & pick up
- Affordable; good value



A complete listing of summer camps begins on page 64.

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

Music

Guitar for the Adult Beginner

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

Newtown Campus/\$69/RMUSC 1163 C01
6 M, 6/13-7/25 (no class 7/4), 6:30-7:30 pm
Approved Hours: 6 (Act 48)



You Can Play the Banjo!

Banjo music can bring back happy memories of merry waltzes, strutting mummies, and rollicking breakdowns, and it can also bring you to tears with haunting ballads. Discover basic finger picking techniques and chord progressions on the five-string banjo, and learn to play old favorites such as Oh Susannah, Wayfaring Stranger, and Pretty Polly. Please bring your own banjo and fingerpicks, and be prepared for some toe-tapping good times! (Four-string banjos are also acceptable.) *Sanford Bender, M.A.*

Newtown Campus/\$139 (plus \$18 book fee)/
RMUSC 1148 C01
8 Th, 6/9-7/28, 7-9 pm
Approved Hours: 16 (Act 48)



Playing the Blues

Great Blues musicians Eric Clapton, B.B. King, and Stevie Ray Vaughan each have their own unique style. Discover various techniques such as bends, slurs, and trills, and learn to create and perform solos, as you bring the blues to your own guitar. Previous guitar experience required, must provide own guitar. *Don Leffler, B.M.*

Newtown Campus/\$69/RMUSC 1187 C01
6 M, 7/18-8/22, 6:30-7:30 pm
Approved Hours: 6 (Act 48)



Private Music Lessons

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

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

Newtown Campus Fees:

- 6 half-hour lessons \$129
- 6 one-hour lessons \$249
- 12 half-hour lessons \$249
- 12 one hour lessons \$489



Culinary

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

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

PLEASE NOTE: Class will be held at Chef Kitchen at 1010 Cherry Street, 2nd floor, Philadelphia. Directions will be included with confirmation.
\$59 (includes meal) /RCULI 2801 CA1
Su, 6/5, 2:30-5:30 pm



Fine Arts, Crafts



Art Forms in Nature: Scientific and Medical Illustration NEW

Living systems, from micro to macro systems throughout the planet are all interconnected. Discover the forms and shapes seen in nature and the human body as you learn to create scientific and medical illustrations. Science educators, those with interest in anatomy, biology, medicine, and more, will learn to convey knowledge through art for complex topics such as physiology, evolution, and ecology. Included in the course will be a brief discussion of anatomy and art history, drawing techniques, a nature walk, a microscopic drawing session, all culminating in a final piece of art based on your background or area of interest. A materials list will be provided prior to class.

Caryn S. Babaian, M.S., M.Ed. (Art Forms in Nature)

Newtown Campus/\$69/RFNRT 2564 C01

Sa, 5/21, 8:30 am-3 pm

Approved Hours: 6 (Act 48) ACT 48

Plein Air Painting – Weekend Workshop

Join us for an intensive two day workshop in landscape painting at sites near the college. Working with oil paints, you will be instructed in color, design, layout, perspective, techniques, and use of materials, and other topics determined by student interest. We will initially meet in a classroom, and then at various outdoor sites weather permitting. Please bring bag lunch. A materials list is available on request. *Larry Chestnut, B.A.*

Newtown Campus/\$99/RFNRT 2517 C01

2 Sa, 5/14-5/21, 9 am-2 pm

Approved Hours: 9 (Act 48) ACT 48

Alla Prima Painting

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

Newtown Campus/\$149 (plus approx. \$175 materials) /RFNRT 2526 C01

6 Tu, 7/12-8/16, 6-9 pm

Approved Hours: 18 (Act 48) ACT 48

Secret Techniques of the Old Masters

Oil painting is an extremely versatile medium with a long history dating back to the mid-fourteen hundreds. Discover forgotten painting techniques such as grisaille, glazing, scumbling, etc., and develop a deeper understanding of the materials that were used. Learn to prepare wooden panels and stretch canvas, and find out what it means to paint like the "old masters"! A materials list will be provided prior to class. *David Rivera, M.F.A.*

Newtown Campus/\$199 (plus approx. \$175 materials) /RFNRT 2528 C01

8 Th, 5/19-7/21 (no class 6/2 or 7/7), 6:30-9:30 pm

Approved Hours: 24 (Act 48) ACT 48

Capturing a Likeness in a Portrait NEW

Portrait painting is one of the most expressive and difficult subjects to master. Beginning and intermediate artists will learn to achieve an accurate likeness of the model, and emphasize expression and character through good drawing, color, composition, and lighting. You will learn about basic skeletal anatomy to better understand how to construct facial features. Underpainting and glazing will be explored to develop various color effects. A materials list will be provided prior to class.

David Rivera, M.F.A.

Newtown Campus/\$169 (plus approx. \$175 materials) /RFNRT 4001 C01

8 W, 6/8-8/10 (no class 7/6 or 7/13),

6-8:30 pm

Approved Hours: 20 (Act 48) ACT 48

Oil and Acrylic Painting with an Emphasis on Color and Design

Experience the thrill of understanding how to mix just the right value in color to produce light, texture, movement or drama in your paintings. Learn a simple way of capturing what you see in forms, movement, and aesthetics placed into the reality of your own work. Designed for the beginning and continuing student who wants to explore aspects of composition and hue usage based on Joseph Albers theories, and varied personal design choices. Technical aspects will be demonstrated step by step each day that include paint mixing, applications and material use.

Choices of subject allow a range from still life, photos, and personal imaginative whimsy. Examination of our process will draw from historical, changing styles and thought, and class interaction in a relaxed studio environment. *Debby Souders, M.F.A.*

Newtown Campus/ RFNRT 2527 C01/ \$199 (plus \$35 for materials)/ M-Th, 7/11-7/14,

9 am-3:30 pm

Approved Hours: 24 (Act 48) ACT 48

Continued on page 58

Wood Turning For Adults

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

Newtown Campus/\$399 (includes all materials)/
RFNRT 3311 C01
M-F, 6/20-6/24, 8:30 am-4:30 pm
Approved Hours: 35 (Act 48)



Ribbed or Mellon Basket

Flo Schadler returns with another basket style for you to learn. Using all natural materials, learn to weave your own ribbed basket, while discussing the history of basket making and its various designs. Discover the use of various basket-making tools, and learn basic basket weaving techniques. You are invited to bring your own unique weaving materials to include in the basket design if you wish, to enhance your creation. Beginning and repeat students are welcome. Materials list will be provided prior to class. *Florence Schadler, B.S.*

Newtown Campus/\$49 (plus \$30 materials fee payable to instructor)/ RFNRT 0443 C01
3 F, 7/15-7/29, 7-9 pm
Approved Hours: 6 (Act 48)



Life & Spirituality



Separation & Divorce: Your Legal Rights

Confusion. Fear. Anger. Depression. Anxiety. These are all normal emotions for someone who is considering separation and divorce. During separation and divorce, couples must make some of the most important decisions in their lifetime. An Alpha Center Attorney-Mediator will discuss and offer clarity on many of the legal, financial and practical matters that must be considered by both individuals. This informational class will also discuss divorce mediation as an alternative to litigation. *Attorney Mediator for Alpha Resource Center*

Newtown Campus/\$19/ RCEGN 6802 C01
W, 6/15, 7-9 pm

Have you had a Spiritual Experience?

So many of us have spiritual experiences in our daily lives, and we may not even recognize them as such. Come explore the spiritual significance of dreams, out of body experiences, near death experiences, Soul Travel, inner light and sound, inner guides such as angels, masters or inner voices, knowingness and especially experiences of divine love. Discover active techniques to recognize the presence of divine spirit in everyone's life, and to tap into this creative life source. *Peter Plumb D.C., Lisa Gage*

\$19/RHEAL 0033 C01-C50
Newtown Campus/ C01/Tu, 6/7, 6:30-8:30 pm
Lower Bucks Campus/ C50/ Th, 6/30, 6:30-8:30 pm

Accessing Your Higher Self

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

Newtown Campus/\$35 (plus \$25 materials fee payable to instructor)/ RCEGN 6742 C01
W, 6/22, 6:30-9:30 pm

Past Lives: the Theory and the Experience

Is it real or is it fantasy? Would you like to know if you are an old spirit, if you have lived a previous life or lives? In many cultures it is believed that our fears and anxieties, our talents and creative abilities, may have their roots in experiences from a previous life. By discovering our past experiences, and how they have led us to where we are now, we can better understand ourselves, our likes, our dislikes, our fears, our goals and our desires. During class, Dr. Holder will ask for volunteers who would like to experience a past life regression through hypnosis. Note: Please plan to arrive early as doors will be closed to avoid disruption. *Philip Holder, PhD*

Newtown Campus/\$35 (plus \$25 materials fee payable to instructor) /RHEAL 0032 C01
W, 6/29, 6:30-9:30 pm

Couples in Communication (How to Fight Fairly)

NEW

Personal differences make life interesting, but can also cause conflict. Destructive arguments leave scars that are difficult to repair. Communication and listening skills are the key. Even arguments can be constructive, help you better understand friends and family, gain the ability to resolve conflicts, manage anger & frustration, and empathize and negotiate, if you follow a few simple rules. This class is a communications class, designed primarily for couples but individuals are welcome. *Philip Holder, PhD*

Newtown Campus/\$35 per couple, \$19 per individual/RCEGN 4836 C01
W, 5/25, 7-9 pm

General Interest

Plumbing for the Homeowner

NEW

Concerned about your bills in this time of economic uncertainty? Learn to handle many of your own plumbing problems from drips to floods. This hands-on course is for beginners who want to learn such things as sweating copper pipe, using different plumbing fittings, working with drain systems and venting systems, working with plastic pipe and cast iron, how to install drain valves, faucets, water closets, and many more plumbing projects. This course will pay for itself the first time you DON'T need a plumber! *John Homan*

Lower Bucks Campus/\$225 (plus \$10 materials fee payable to instructor)/RCEGN 6718 C50
6 Th, 5/26-6/30, 6:30-9:30 pm

Choices for Sustainable Living - Implementing Sustainable Practices in the Workplace & Home

NEW

The goal of a sustainable society is popular, but difficult to define. Explore the meaning of sustainability. Consider the ties between lifestyle choices and their impact on the Earth. Learn steps that can be taken to move towards ecologically sustainable organizations, lifestyles, and communities.

Melissa Miles, Organizer for the Eastern PA Permaculture Guild

Green Jobs Academy/\$99/WTMCO 0407 JA1
Sa, 7/9, 9 am-3 pm

Homeowner's Haven

Welcome to Homeowner's Haven! You will learn the fundamentals needed to get the job done right - by YOU! Feel that sense of pride and accomplishment when you complete a home improvement project on your own! *John Homan*

Lower Bucks Campus/\$39 per course; \$245 for all 7 courses

Plumb-In-Luck...for the Homeowner

Working with copper/plastic pipe, sweating copper pipe, solvent welding plastic pipe, and installing drainage systems.

RCEGN 6710 C50/
W, 6/15, 6:30-9:30 pm

Wired!

Installing an electrical switch, three-way switch, a GFCI receptacle, a ceiling fan, and a light fixture. Course: RCEGN 6711 C50/
W, 6/22, 6:30-9:30 pm

Drywall Installed!

Learn how to install and repair drywall. RCEGN 6712 C50/
W, 6/29, 6:30-9:30 pm

Painting to Perfection

Interior and exterior painting RCEGN 6713 C50/
W, 7/6, 6:30-9:30 pm

The Complete Working with Concrete Course

Working with concrete, reinforcement techniques, and finishing RCEGN 6714 C50/
W, 7/13, 6:30-9:30 pm

Install Tiles!

Learn to install flexible and ceramic tiles. RCEGN 6715 C50/
W, 7/20, 6:30-9:30 pm

The Grand Opening: Doors and Windows

Learn to install windows and doors, including framing techniques, exact replacement, and finishing. RCEGN 6716 C50/
W, 7/27, 6:30-9:30 pm

Continued on page 60

Canasta

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

Neilia Makadok, B.S.

Newtown Campus/\$29 (plus \$2 materials fee payable to instructor)/
RCEGN 5009 C01/ Tu, 5/17, 6:30-9:30 pm

Mah Jongg

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

Newtown Campus/\$115 (plus \$8 materials fee payable to instructor)/RCEGN 5016 C01
4 W, 5/18-6/8, 6:30-9:30 pm

How to Analyze a Film

NEW

Is film art? Film Theorist Christian Metz wrote, "The cinema is difficult to explain because it is easy to understand." We all go to the movies. Film has been a fixture of American entertainment and popular culture for over a century. However, only a minority believes that the study of film should be taken as seriously as the works of Michelangelo or Dostoevsky. Discover the critical tools used to analyze films, breakdown how films are assembled and determine how the cinema is both defined by and defines our society. We will watch and discuss the works of cinema's master storytellers such as Godard and Hitchcock, and learn the unique language of film and deconstruct the choices filmmakers utilize to narrate their distinct tales. *Ann Casano, M.A.*

Newtown Campus/\$99/RCEGN 1555 C01
5 Tu, 7/12-8/9, 6:30-9 pm
Approved Hours: 15 (Act 48)



Self Help Series by Philip Holder

Dr. Philip Holder is a certified hypnotherapist, meditation master, published author, personal fitness trainer, and Shaolin Kung Fu Grandmaster. He has appeared in numerous magazines, on television, on radio, and is featured in a number of instructional video-tapes and on audio-tape. Let Dr. Holder show you the way to a better life in one of the following workshops. *Philip Holder, Ph.D.*

Weight Loss, The Easy and Natural Way

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

Newtown Campus/\$39 (plus \$20 materials fee payable to instructor)/RHEAL 0047 C01
2 Tu, 8/9-8/16, 7-8:30 pm

Stress Management

All energy isn't positive or pleasant, and being tense (e.g. someone with caffeine nerves) doesn't feel good. Unlock your creative energy instead, which can make you relaxed, peaceful, and calm. Discover the tools to reduce the effects of stress, gain new energy & vitality, achieve personal goals, obtain peace of mind, and increase happiness.

Newtown Campus/\$39 (plus \$20 materials fee payable to instructor)/RHEAL 0092 C01
2 Th, 7/7-7/14, 7-8:30 pm

Meditation Made Easy

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

Newtown Campus/\$39 (plus \$20 materials fee payable to instructor)/RHEAL 0046 C01
M, 6/27, 6:30-9:30 pm

Health & Fitness



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. *Thomas Stanley*

Newtown Campus/\$89/RFTNS 0512 C01
8 Tu, 6/28-8/16, 7-8 pm

Mat Pilates



What a wonderful way to relax! Learn proper breathing technique, exercise principles and benefits of Mat Pilates, while performing exercises that target your abdominals, back and legs. Class finishes with five minutes of quiet meditation. Please bring mat and dress comfortably in loose clothing.

Debra Brockett B.S./WITS Certified Personal Trainer

Lower Bucks Campus/\$49/RFTNS 0125 C50
4 Tu, 5/24-6/14, 6:30-7:30 pm

Lower Bucks Campus/\$69/RFTNS 0126 C50
6 Tu, 6/28-8/2, 6:30-7:30 pm

Strength Training



Learn proper form and strength training techniques exercises for each major muscle group (legs, back, chest, shoulders, triceps, biceps and abdominals). Learn the importance of stretching, warming up and cooling down. Please bring a mat, bottle of water and light weights (2 lbs, 3lbs, 5 lbs depending on fitness level). Wear sneakers and dress comfortably in lightweight, non-restrictive clothing that allow for movement.

Jose Torres, B.S. /IFA Certification

Newtown Campus/\$89/RFTNS 0601 C01
8 W, 5/18-7/6, 5:30-6:30 pm

Debra Brockett B.S./WITS Certified Personal Trainer

Lower Bucks Campus/\$69/
RFTNS 0603 C50
6 Th, 6/30-8/4, 6:30-7:30 pm

Golf

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

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

Introduction to Golf

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

\$69 (plus \$15 for golf balls and use of facility)/
RFTNS 0012 CA1-CA3
CA1/ 4 Sa, 6/4-6/25, 9-10 am
CA2/ 2 W, 7/6-7/13, 3 :30-5 :30 pm
CA3/ 2 W, 6/8-6/15, 10 am-noon

A Day for All Women



Mark your calendar for A Day for All Women Conference to be held on Saturday, November 5.

Co-sponsored by the Bucks County Commissioners' Advisory Council for Women and Bucks County Community College, the Conference will continue to serve the needs of women for its 28th year. Join us for a day of renewed energy, education and networking opportunities!

If you did not attend last year's conference and wish to be placed on our mailing list, please call 215-968-8140

Zoomers - 50+ Grownups on the Go! Keep Young, Keep Learning

AARP - Driver Safety Program

This eight-hour classroom course is designed especially for motorists age 50 or older. It covers normal changes in vision, hearing and reaction time, and provides practical techniques to compensate for these changes. The program fosters safer driving practices, continued mobility, and a discount in auto insurance in a majority of states. Please note the fee for the Driver safety program will be \$12 for AARP members, AARP ID required, and \$14 for non-members, CHECK OR MONEY ORDER TO AARP – NO CASH WILL BE ACCEPTED.
Timothy Aufmuth

Newtown Campus/\$0 / RCEGN 8050 C01
W & Th, 7/20-7/21, 6-10 pm

Lower Bucks Campus/\$0/ RCEGN 8050 C50
W & Th, 8/17-8/18, 6-10 pm

AARP - Driver Safety Program

Refresher Class

This is a four-hour refresher course only. Students must provide certificate from previous class or a letter from insurance company, or an auto insurance bill indicating driver safety program deduction. Please note the fee for the Driver safety program will be \$12 for AARP members, AARP ID required, and \$14 for non-members, CHECK OR MONEY ORDER TO AARP – NO CASH WILL BE ACCEPTED.
Atty VanHamel

Newtown Campus/\$0/ RCEGN 8052 C01
M, 7/11, 6-10 pm

Zoomers Computer Series



Microsoft Excel

MS Excel is a software that will allow you to create spreadsheets to manage data for your personal or business needs. Learn to manipulate data and figures, and perform calculations to manage your accounting or financial needs.

Gargi Seshadri, M.S.

Newtown Campus/\$95 (includes text and CD)/
RCOAP 8019 C01
4 Tu, 7/5-7/26, 9 am-noon
Approved Hours: 12 (Act 48)



Computers for the Terrified – Don't be Afraid of the Mouse!

Computers are not as intimidating as they seem, once you get the hang of things. Learn how to turn on your computer and how to navigate in a Windows environment, so you'll be ready to move on to the next challenge.

Gargi Seshadri, M.S.

Newtown Campus/\$59 /RCOSY 8021 C01
3 Th, 5/19-6/2, 10 am-noon
Approved Hours: 6 (Act 48)



Microsoft Word

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

Gargi Seshadri, M.S.

Newtown Campus/\$95 (includes text and CD)/
RCOAP 8011 C01
4 Th, 7/7-7/28, 9 am-noon
Approved Hours: 12 (Act 48)





Test Preparation

College Entrance Boards Tutoring Course (SAT/PSAT)

ATEST 1503 C01/ \$229 (includes book)

Newtown Campus
M-Th, 8/1-8/11, 9 am-noon

Newtown Campus / \$259 (includes book)/
ATEST 1502 C01-C07

C01/ 8 W, 8/3-9/21, 6-9:30 pm
C02/ 8 Sa, 8/26-10/29 (no class 9/3 or 10/8), 9 am-12:30 pm
C03/ 8 Sa, 9/24-11/18 (no class 10/8), 9 am-12:30 pm
C04/ 8 Sa, 11/12-12/1/12 (no class 11/26, 12/24, 12/31), 9 am-12:30 pm
C05/ 8 Sa, 1/14/12-3/3/12, 9 am-12:30 pm
C06/ 8 Sa, 3/3-4/28 (no class 4/7), 9 am-12:30 pm
C07/ 8 Sa, 3/24-5/19 (no class 4/7), 9 am-12:30 pm

Upper Bucks Campus / \$259 (includes book)/
ATEST 1502 C70
8 M, 1/9/12-3/5/12 (no class 1/16), 6-9:30 pm

Lower Bucks Campus / \$259 (includes book)/
ATEST 1502 C50
8 Tu, 9/13-11/1, 6-9:30 pm


Graduate Record Exam Preparation Course (GRE)

George Haiduck, B.S.

Newtown Campus/ \$299 (includes textbook and computer CD)/ATEST 1521 C01/8 M, 6/6-8/1 (no class 7/4), 6-9 pm

GMAT Preparation

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

Online/ \$95/ ETEST 0030  | [Learn More](#)

Law School Admission Test Preparation Course

Stuart Burd, Esq.

Newtown Campus/\$299 (includes textbook)/
ATEST 1522 C01/ 4 Sa, 8/20-9/17 (no class 9/3), 9 am-3 pm

IBT TOEFL Test Preparation

Adv. English skills and practice tests for the new TOEFL

Newtown Campus/\$220/ATEST 2503 C01/
Tu & Th, 6/7-7/28, 7-9 pm

Drivers' Education (minimum age 15)

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

Newtown Campus/\$110/ATEST 1510 C01-C02
C01/ M-F, 6/20-7/1, 9 am-noon
C02/ M-F, 8/1-8/12, 9 am-noon

Praxis I Test Preparation

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

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

Newtown Campus/\$144 per course; \$250 for both sessions

ATEST 1532 C01 (math)/ 6 Tu, 5/31-7/5, 6:30-9:30 pm

ATEST 1533 C01 (verbal)/ 6 Th, 6/2-7/7, 6:30-9:30 pm

ACT Now!

Achieving College Transitions Now

Don't let a disability stand in the way of a successful college experience. Plan now for a smooth transition from high school to higher education. Learn what services and accommodations are available and how you can access them. Become your own advocate! If you have a learning, physical, psychological or other disability that can affect your functioning in school, this course may be for you. *Marie Cooper, M.S., & Marge Zipin, M.Ed.*

Newtown Campus/ \$69 (plus \$10 materials fee)/
RCEGN 6608 C01/ 3 W, 7/6-7/20, 6-8 pm

Kids On Campus - Camps 2011



ATTENTION, PARENTS/GUARDIANS

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

7 - 9 am	\$38/week (\$32 week of 7/5)
3:30 - 6 pm	\$55/week (\$44 week of 7/5)
am & pm	\$70/week (\$56 week of 7/5)

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

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

CAMPS AT OUR UPPER BUCKS CAMPUS



JULY 11

GAME MAKER

(Ages 12-15)
Fran Margolis, M.Ed.
\$249 /RCOAP 3067 C70

MONET THROUGH FRIDAY

(Ages 10-13)
Kara Chrin, B.A.
\$269/RCHYC 5093 C70

MOVIE MOTION ZOETROPE: CARTOON ANIMATION

(Ages 8-11)
Debby Souders, M.F.A.
\$269/ RCHYC 5315 C70

JULY 18

LEGO ANIMATION

(Ages 10-13)
Kara Chrin, B.A.
\$249/ RCHYC 5031 C70

SUPERGYM

(Ages 7-10)
Jendi Korpi, B.A.
\$249/ RCHYC 5630 C70

JULY 25

MONET THROUGH FRIDAY

(Ages 10-13)
Kara Chrin, B.A.
\$269/RCHYC 5093 C71

PODCASTING

(Ages 7-10)
Fran Margolis, M.Ed.
\$249/ RCHYC 5009 C70

CAMPS AT OUR LOWER BUCKS CAMPUS



JULY 18

CAMP INVENTION

Ages 8-11
Rebecca Obert-Thorn, M.Ed.
\$150/ RCHYC 5805 C50



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



CAMPS AT OUR NEWTOWN CAMPUS

JUNE 20

3D SCULPTURE FOR MULTIDIMENSIONAL KIDS

(Ages 10-13)
Jamie (Snyder) Ulkloss, M.Ed.
\$264 /RCHYC 5028 C01

AMERICAN GIRL CAMP

(Ages 10-13)
Amy Millar, B.A.
\$259 /RCHYC 5089 C01

AUTOCAD

(Ages 11-13+)
Michael Coyle, B.A.
\$249 /RCOAP 3072 C01

CRAFT KALEIDOSCOPE

(Ages 5-6)
Kathryn Palkovics, B.S.
\$249 /RCHYC 5024 C01

DECATHLON CAMP: TRACK, FIELD & Fitness

(Ages 7-13+)
Coach Stephan Harnish, B.S.
\$249 /RCHYC 5617 C01

FOTOFUN NEW

(Ages 10-13)
Stephen Cohen, B.F.A.
\$249 / RCHYC 5326 C01

KID KUISINE I - FILLED

(Ages 10-13)
Earl R. Arrowood, CCC, CCE, FMP, AAC, M.S. & Chef John Angeline, CEPC
\$324 / RCHYC 5701 C01

LEGO ANIMATION - FILLED

(Ages 10-13)
Kara Chrin, B.A.
\$249 / RCHYC 5031 C01

MOUNTAIN BIKING / DISC GOLF

(Ages 7-13+)
Barbara Kuronya, B.S.
\$267 /RCHYC 5623 C01

PAPER PULP PAINTING NEW

(Ages 10-13)
Dana Nelson-Hipps, B.S.
\$274 / RCHYC 5091 C01

ROVING REPORTERS

(Ages 10-13)
Mary Lou Tantum, M.Ed.
\$249 / RCHYC 5321 C01

SEWING BEAUTIFUL BAGS

(Ages 10-13+)
Betsy Kruse, M.B.A.
\$264 /RCHYC 5080 C01

WANNA BE A STAR - 2 WEEK CAMP - FILLED

(Ages 7-9)
Kim Hunt, B.S.
\$399 /RCHYC 5010 C01

WELCOME TO BEAR COUNTRY

(Ages 5-6)
Kellyann Geddes, M.Ed.
\$249 /RCHYC 5927 C01

JUNE 27

AWESOME ARTISTS - FILLED

(Ages 7-9)
Jamie Ulkloss, M.Ed.
\$259 /RCHYC 5023 C01

BASKETBALL

(Ages 8-15)
Coaches Ron Chiarolanza & John Senske
\$249/ RCHYC 5601 C01

CREATIVE HAIR STYLING & NAIL CARE

(Ages 10-13)
Brandee Garnett, Licensed Cosmetology Instructor
\$299 /RCHYC 5728 C01

CSI - CRIME SCENE INVESTIGATION

(Ages 10-13)
Denise Reilly, M.Ed.
\$249 /RCHYC 5332 C01

DECATHLON CAMP: TRACK, FIELD & FITNESS

(Ages 7-13+)
Coach Stephan Harnish, B.S.
\$249 /RCHYC 5617 C02

DIGITAL PHOTOGRAPHY

(Ages 10-13)
Christian Anderson, B.A.
\$249 /RCHYC 5423 C01

ENVIRONMENTAL EXPLORERS

(Ages 10-13)
Rebecca Obert-Thorn, M.Ed.
\$249 /RCHYC 5305 C01

FABULOUS FISHING - FILLED

(Ages 10-13)
Lou Pollack, M.Ed.
\$289/ RCHYC 5614 C01

GAME MAKER- FILLED

(Ages 10-13)
Fran Margolis, M.Ed.
\$249 /RCOAP 3067 C01

GET CRAFTY WITH PAPER

(Ages 10-13)
Chevon Beeco Helms, M.Ed.
\$269/ RCHYC 5083 C01

Personal Development

"KID KUISINE II" - INTERMEDIATE

(Ages 10-13)

Earl R. Arrowood, CCC, CCE, FMP, AAC, M.S. &

Chef John Angeline, CEPC

\$324 /RCHYC 5708 C01

LEGO ANIMATION - FILLED

(Ages 7-9)

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

\$249/ RCHYC 5031 C02

LEGO ROBOTS - FILLED

(Ages 10-13)

Scott Freedman, M. Ed.

\$259 / RCHYC 5425 C01

MOCK TRIAL

(Ages 10-13)

Diane M Rice, Esquire

\$249 / RCHYC 5724 C01

MOVIE MOTION ZOETROPE: CARTOON ANIMATION

(Ages 10-13)

Debby Souders, M.F.A.

\$269 / RCHYC 5315 C01

RECIPE FOR SCIENCE

(Ages 5-6)

Kathryn Palkovics, B.S.

\$249 /RCHYC 5922 C01

SEUSS ON THE LOOSE

(Ages 5-6)

Simrit Khalsa, B.S.

\$249 /RCHYC 5923 C01

SUPERGYM

(Ages 5-6)

Erica Hellerstein, B.S.

\$249 / RCHYC 5630 C01

TOYS AND SEW MUCH MORE

(Ages 7-9)

Prerequisite: Stitch in Time and some basic machine and hand sewing.

Betsy Kruse, M.B.A.

\$259 /RCHYC 5086 C01

ULTIMATE ESCAPES

(Ages 7-9)

Edward Obert-Thorn, B.S.

\$249 /RCHYC 5329 C01

JULY 5 (4-DAY WEEK)

ADVENTURE GAMES

(Ages 10-13+)

Erica Hellerstein, B.S.

\$269 (INCLUDES ALL MATERIALS)/ RCHYC 5812 C01

A STITCH IN TIME

(Ages 7-9)

Betsy Kruse, M.B.A.

\$209 /RCHYC 5076 C01

BASEBALL - PITCHING & HITTING CLINIC

(Ages 7-13)

Coaches Lou Palkovics & Michael Palkovics

\$199 (includes all materials)/RCHYC 5600 C01

DISNEY PRINCES AND PRINCESSES

(Ages 5-6)

Lindsay Jenkins, M.A.

\$204 /RCHYC 5928 C01

FABULOUS FISHING

(Ages 7-9)

Lou Pollack, M.Ed.

\$239 / RCHYC 5614 C02

GUARDSTART: LIFEGUARDING TOMORROW

(Ages 11-14)

Prerequisites: Swim the front crawl for 25 yards continuously while breathing to the front or side.

Tread water for one (1) minute using arms and legs.

Submerge and swim a distance of 10 feet underwater.

Jamie Bintliff

\$219 / RCHYC 5632 C01

INCREDIBLE, EDIBLE EXPERIMENTS AND KITCHEN MAGIC!

(Ages 5-6)

Simrit Khalsa, B.S.

\$204 /RCHYC 5304 C01

INTRODUCTION TO FLASH

(Ages 10-13+)

John Sheridan, M.M.

\$199 /RCOAP 3069 C01

"KID KUISINE" - BAKING II

(Ages 10-13)

This is a continuation of Kid Kuisine Baking I.

Earl R. Arrowood, CCC, CCE, FMP, AAC, M.Sc., and Chef

John Angeline, CEPC

\$289 /RCHYC 5711 C01

LEGO ANIMATION

(Ages 10-13)

Kara Chrin, B.A.

\$199 / RCHYC 5031 C03

MUSICAL THEATER - 3 WEEK CAMP

(Ages 10-13+)

Kim Hunt, B.S.

\$499 /RCHYC 5049 C01

PAPER MAKING

(Ages 7-9)

Dana Nelson-Hipps, B.S.

\$224 / RCHYC 5090 C01

PODCASTING

(Ages 7-9)

Fran Margolis, M.Ed.

\$199 /RCHYC 5009 C01

NEW

NEW

NEW

NEW

NEW

ROCKETRY II

Prerequisite: Rocketry I
(Ages 10-13)
Brian Ulkloss, M.A.
\$249/RCHYC 5746 C01

SKETCHUP: 3D COMPUTER MODELING NEW

(Ages 10-13+)
Michael Coyle, B.A.
\$199 / RCOAP 3077 C01

TOTALLY SKATEBOARD

(Ages 9-13+)
Barbara Kuronya, B.S.
\$244 /RCHYC 5627 C01

ULTIMATE ESCAPES

(Ages 7-9)
Edward Obert-Thorn, B.S.
\$199 /RCHYC 5329 C02

JULY 11

AMERICAN GIRL CAMP

(Ages 7-9)
Amy Millar, B.A.
\$259 /RCHYC 5089 C02

ART EXPRESSIONS

(Ages 7-9)
Donna Kutz Ermers, M.F.A.
\$254 /RCHYC 5046 C01

CREATING WORD PICTURES

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

CSI - CRIME SCENE INVESTIGATION FILLED

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

DIGITAL PHOTOGRAPHY

(Ages 10-13)
Christian Anderson, B.A.
\$249 /RCHYC 5423 C02

ENVIRONMENTAL EXPLORERS

(Ages 7-9)
Rebecca Obert-Thorn, M.Ed.
\$249 /RCHYC 5305 C02

GO WILD!

(Ages 5-6)
Becky Evanitsky, M.Ed.
\$249 /RCHYC 5915 C01

JAZZ WORKSHOP

(Ages 10-13+)
Mark Pultorak, M.M., & John Sheridan, M.M.
\$274 (includes materials)/RCHYC 5035 C01

KABOOM! - FILLED

(Ages 7-9)
Laura Belove, B.A.
\$269 / RCHYC 5750 C01

"KID KUISINE II" - INTERMEDIATE

(Ages 10-13)
Prerequisite: "Kid Kuisine I" You must have successfully completed the basic course or have taken the Intermediate course last summer to be eligible to participate in this course.
Earl R. Arrowood, CCC, CCE, FMP, AAC, M.S. &
Chef John Angeline, CEPC
\$324 /RCHYC 5708 C02

LEGO ANIMATION - FILLED

(Ages 10-13)
Kris Fontes, B.F.A., N.B.C.T.
\$249 RCHYC 5031 C04

MOCK TRIAL

(Ages 13+)
Diane M Rice, Esquire
\$249 (includes all materials)/ RCHYC 5724 C02

MOUNTAIN BIKING / DISC GOLF

(Ages 7-13+)
Barbara Kuronya, B.S.
\$267 /RCHYC 5623 C02

ROBOTICS/ROCKETRY I

(Ages 10-13)
Brad Monti, B.S. & Brian Ulkloss, M.A.
\$329 /RCHYC 5428 C01

SPORTS BONANZA NEW

(Ages 5-6)
Kathryn Palkovics, B.S.
\$249 /RCHYC 5634 C01

TENNIS, ANYONE??

(Ages 9-15)
John Senske
\$249/RCHYC 5606 C01

WOODTURNING

(Ages 10-13)
Ed Ryan
\$349 /RCHYC 5055 C01

JULY 18

ART EXPRESSIONS

(Ages 10-13)
Donna Kutz Ermers, M.F.A.
\$254 /RCHYC 5046 C02

BASKETBALL

(Ages 8-15)
Coaches Ron Chiarolanza & John Senske
\$249 / RCHYC 5601 C02



Personal Development

BEGINNER'S LACROSSE FOR BOYS & GIRLS

(Ages 7-13+)

Barbara Kuronya, B.S.

Requirement for boys & girls:
stick and mouth guard;

Boys also need lacrosse gloves

All equipment must be regulation. Please call Endurance Sports for all equipment questions (215-369-0225).

\$249 /RCHYC 5624 C01

BEGINNER GOLF

Half Day Camp - 9 am-noon only!

(Ages 5-6)

Mike Duda, US Golf Teaching Federation Certified Instructor

\$249 /RCHYC 5622 C01

BUG BONANZA

(Ages 5-6)

Becky Evanitsky, M.Ed.

\$249 / RCHYC 5916 C01

CLASSY GLASS

(Ages 7-9)

Stephen Cohen, B.F.A.

\$249 /RCHYC 5081 C01

CLAY ANIMATION

(Ages 10-13+)

Brian Blair, M.A.. & Jamie Snyder Ulkloss, M.Ed.

\$279 /RCHYC 5032 C01

CREATING DIGITAL MUSIC

(Ages 10-13+)

John Sheridan, M.M.

\$249 /RCHYC 5037 C01

INCREDIBLE EDIBLE ART

(Ages 7-9) - **FILLED**

Allison Farrell, B.S.

\$249 /RCHYC 5094 C01

MATH MANIA & COMPUTER FUN

(Ages 8-13)

Michael Blumberg, M.Ed.& Marie Mueller, M.Ed.

\$249 /RCHYC 5413 C01

Attention, Parents/Guardians

If you find it necessary to drop off your child early, or pick up your child after camp hours, you must register him/her in the BUCKS Extended Hours program as listed below

(Newtown Campus only):

7 - 9 am	\$38/week	(\$32 week of 7/5)
3:30 - 6 pm	\$55/week	(\$44 week of 7/5)
am & pm	\$70/week	(\$56 week of 7/5)

Supervised activities will be provided and arrangements to register may be made on a weekly basis through the summer.

For details, call the Tri-Hampton YMCA at: 215-579-6200

PHOTOSHOP FUN - **FILLED**

(Ages 10-13+)

Fran Margolis, M.Ed.

\$249/ RCOAP 3078 C01

ULTIMATE ESCAPES

(Ages 7-9)

Edward Obert-Thorn, B.S.

\$249 /RCHYC 5329 C03

WOODTURNING

(Ages 10-13)

Ed Ryan

\$349 /RCHYC 5055 C02

JULY 25

ADVANCED WOODTURNING

(Ages 12-13+)

Christopher Benner, A.A.

Prerequisite: Advanced Woodturning is available to students entering grade 8 or above, who have completed at least one week of the standard woodturning camp. \$338 /RCHYC 5056 C01

CASTLES

(Ages 10-13).

Michale Johnson, M.Ed.

\$249 / RCHYC 5334 C01

CLAY ANIMATION

(Ages 10-13+)

Brian Blair, M.A.. & Jamie Snyder Ulkloss, M.Ed.

\$279 /RCHYC 5032 C02

CREATING DIGITAL MUSIC

(Ages 10-13+)

John Sheridan, M.M.

\$249 /RCHYC 5037 C02

DANCE! DANCE! DANCE!

(Ages 5-6)

Colleen Cunnius, B.S.

\$249/ RCHYC 5065 C01

DIGITAL VIDEO

(Ages 10-13).

Michael Blumberg, M.Ed.

\$249 /RCHYC 5422 C01

DREAMWEAVER

(Ages 10-13+)

Staff

\$249 (includes all materials)/RCOAP 3071 C01

DIGGING DINOS

(Ages 5-6)

Emily Coombs, B.S.

\$249 /RCHYC 5926 C01

ENVIRONMENTAL EXPLORERS

(Ages 7-9)

Rebecca Obert-Thorn, M.Ed.

\$249 /RCHYC 5305 C03



FABULOUS FISHING

(Ages 10-13)
Lou Pollack, M.Ed.
\$289 / RCHYC 5614 C03

FIELD HOCKEY

(Ages 7-13)
Erica Hellerstein, B.S.
\$249 /RCHYC 5629 C01

INTRAMURAL SPORTS

(Ages 10-13)
Barbara Kuronya, B.S.
\$249 /RCHYC 5631 C01

LEGO ANIMATION - FILLED

(Ages 7-9)
Kris Fontes, B.F.A., N.B.C.T.
\$249 / RCHYC 5031 C05

QUILTING

(Ages 10-13+)
Amy Millar, B.A.
\$299 /RCHYC 5079 C01

RECYLED REMBRANDTS

(Ages 10-13)
Betsy Kruse, M.B.A.
\$249 /RC2HYC 5082 C01

TENNIS, ANYONE??

(Ages 9-15)
John Senske
\$249 /RCHYC 5606 C02

SCRATCHIT!

NEW

(Ages 7-9)
Stephen Cohen, B.F.A.
\$249 / RCHYC 5092 C01

STUDY SKILLS FOR SAVVY STUDENTS

HALF DAY CAMP - 9 AM-NOON ONLY!
(Ages 7-9)
Simrit Khalsa, B.S.
\$129 /ATEST 2001 C01
(Ages 10-13)
Marie Mueller, M.Ed.
\$129 /ATEST 2001 C02

AUGUST 1

ABCs & 123s

(Ages 5-6)
Simrit Khalsa, B.S.
\$249 /RCHYC 5913 C01

ASPIRING ACTORS- 2 WEEK CAMP

FILLED

(Ages 10-13)
Laura Mikulski, B.A.
\$375 /RCHYC 5088 C01

CARDBOARD REGATTA

NEW

(Ages 10-13)
Brian Ulkloss, B.A.
\$249 / RCHYC 5337 C01

COLLEGE ENTRANCE EXAM PREPARATION PROGRAM (PSAT/SAT)

Half Day Camp (2 weeks)
George Haiduck, B.S., & Regina O'Neill, M.A.
\$249 / ATEST 1503 C01

CSI - CRIME SCENE INVESTIGATION

(Ages 10-13)
Denise Reilly, M.Ed.
\$249 /RCHYC 5332 C03

DIGITAL DESIGN

NEW

(Ages 12-13+)
Michael Coyle, B.A.
\$249 / RCOAP 3073 C01

FABULOUS FISHING

(Ages 7-9)
Lou Pollack, M.Ed.
\$289 / RCHYC 5614 C04

GAME MAKER - FILLED

(Ages 10-13+)
Fran Margolis, M.Ed.
\$249 /RCOAP 3067 C02

KID KUISINE IV - "IRON KUISINE!"

(Ages 12-13+)
Students MUST have taken ALL prior courses in order to continue with this course.
Earl R. Arrowood, CCC, CCE, FMP, AAC, M.S. & Chef John Angeline, CEPC
\$324 /RCHYC 5712 C01

KIDS ON CAMPUS PEER LEADERSHIP CAMP

NEW

(Ages 10-13)
Gina Ranelli, M.Ed.
\$249 / ACHYC 0322 C01

KABOOM!

(Ages 7-9)
Laura Belove, B.A.
\$269 / RCHYC 5750 C02

LEGO ANIMATION

(Ages 10-13)
Kris Fontes, B.F.A., N.B.C.T.
\$249 /RCHYC 5031 C06

MATH MANIA & COMPUTER FUN

(Ages 8-13)
Michael Blumberg, M.Ed. & Marie Mueller, M.Ed.
\$249 /RCHYC 5413 C02

SUPERGYM II

NEW

(Ages 7-9)
Erica Hellerstein, B.S.
\$249 / RCHYC 5633 C01

TENNIS, ANYONE??

(Ages 8-15)
John Senske
\$249 /RCHYC 5606 C03

Personal Development

UNDER THE SEA - FILLED

(Ages 5-6)
Emily Coombs, B.S.
\$249 /RCHYC 5925 C01

WRITE ON!

(Ages 7-9)
Lauren Hannigan, B.A.
\$249 /RCHYC 5965 C01

AUGUST 8

ADVENTURES IN COMIC CREATION & SCRATCH

(Ages 10-13)
Kris Fontes, B.F.A., N.B.C.T.
\$249 /RCHYC 5068 C01

BEGINNER GOLF

(Ages 5-6)
Half Day Camp - 9 am-noon only!
Mike Duda, US Golf Teaching Federation Certified Instructor
\$249 /RCHYC 5622 C02

BRILLIANT BRIDGE BUILDERS

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

DANCE! DANCE! DANCE!

(Ages 7-9)
Colleen Cunnius, B.S.
\$249 /RCHYC 5065 C02

INLINE SKATING

Half Day Camp - 9 am-noon only!
(Ages 7-13+)
Requirements: Each participant will be required to have a skate with a rear brake, a helmet, and protective gear (elbow, wrist and knee pads). There are absolutely no exceptions to these requirements. Toy skates not allowed. If you do not have the necessary equipment, the clinic instructor for an extra charge will provide it for you.
Barbara Kuronya, B.S.
\$125 /RCHYC 5612 C01

NEW

LEGO ANIMATION - FILLED

(Ages 7-9)
Kara Chrin, B.A.
\$249 /RCHYC 5031 C07

LET'S GET GROWING

(Ages 7-9)
Susan Allison, M.A.
\$269 (includes all materials) /RCHYC 5316 C01

NEW

NEWS CAST

(Ages 10-13)
Michael Blumberg, M.S.
\$249 /RCHYC 5741 C01

TIME TRAVELERS

(Ages 10-13)
Amy Millar, B.A.
\$269 /RCHYC 5500 C01

TOTALLY HANDS-ON SCIENCE

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

SUPERGYM

(Ages 5-6)
Erica Hellerstein, B.S.
\$249 /RCHYC 5630 C02

TREASURE ISLAND - LIFE AS A PIRATE

(Ages 5-6)
Simrit Khalsa, B.S.
\$249 /RCHYC 5952 C01

ULTIMATE FRISBEE

Half Day Camp - 12:30-3:30 pm
(may be paired with Inline Skating)
(Ages 7-13+)
Barbara Kuronya, B.S.
\$144 /RCHYC 5611 C01



CAMP STORE

New! Kids On Campus merchandise for sale at the college bookstore. Hoodies, hats, water bottles, and lanyards

Three ways to order:

- **Preorder during the spring**
- **Order Monday morning at the tent; pick up Monday afternoon.**
- **Visit the bookstore in the Rollins Center, Monday through Thursday, 8:30 am-4 pm**

Additional information available on our website: www.bucks.edu/kidsoncampus





The Community School of New Hope-Solebury

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

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

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

Fall Semester Held September-November

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

www.csnhs.org

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

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

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

For Your Information

• Continuing Education Programs

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

• Tax Deduction

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

• Lifetime Learning Credit

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

• Employer Tuition Assistance

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

• Course Closures/Cancellations

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

• Verification of Enrollment

A parking permit will be sent to registrants before class begins. This mailing will include your enrollment confirmation. Please feel free to call us at 215-968-8409.

• Inclement Weather Closing

Inclement weather may at times force cancellation of classes. The most up-to-date information will be available on the college's website at www.bucks.edu. Other sources of information include local or Philadelphia radio stations; listen for announcements listing Bucks County Community College or code #760 (day and weekend classes), or code #2760 (evening classes), for the Newtown campus and Lower Bucks campuses, or call the College's main number at 215-968-8000. For Upper Bucks Campus the code is #759 (day and weekend classes), or code #2759 (evening classes), or call 215-258-7700. Calls may also be made to the Continuing Education Office (215-968-8409). Information will be provided on the status of our classes. Rescheduling, if necessary, will be done as soon as possible.

• Continuing Education Units

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

• Staff Waivers

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

• Senior Citizen Policy

Adults 65 and over may attend Certificate and Computer classes at 50% off the stated fee plus book fees. Please call for appropriate books/materials costs before registering. Due to the demand for these classes, we can only permit two seniors per class at this discount. Seniors may attend all other non-credit classes free of charge on a space-available basis. Note: ACT Center, ed2go, online construction classes, ProTrain, Gatlin, trips, Zoomers courses, and courses offered through the Community School of New Hope-Solebury are exempt from this policy. You will receive a course confirmation upon registration. However, if the class fills (with the exception of computer classes), you will be called and given the option to either pay for the class or to withdraw. Please note that it is the student's responsibility to pay materials and book fees. Please use registration form and check box regarding senior citizen status.

• Senior Citizen Policy for Community School of New Hope-Solebury

Adults 60 and over may register for most courses at a \$10 dollar discount per class of \$35 or more. However, full tuition is required for some classes and all special workshops, trips, or events. There is no discount on course materials. Proof of age may be required.

• Refund Policy

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

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

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

If you are not completely satisfied with our program, please contact the Executive Director of Continuing Education at 215-504-8578.

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

How To Register

1. FAX

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

2. On-Line

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

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

3. Mail-In

Mail form with payment to:
Bucks County Community College,
Continuing Education Office,
275 Swamp Road,
Newtown, PA 18940

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

4. Phone-In

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

5. Walk-In

Come in person (8 am-4 pm) to:
Bucks County Community College,
Continuing Education Office, Cottage 3,
275 Swamp Road, Newtown, PA.
Walk-in registrants are advised to call the Continuing Education Office prior to coming to inquire about seat availability.



Kids On Campus 2011

June 20-August 12, 9 am-3:30 pm

See page 64!

Better than ever! This summer's enrichment programs, creative workshops and sports clinics will make your child's summer a learning experience and a fun adventure. Detailed brochures available in January

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

Register early and plan for a great summer.



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

Regional Sites

- Bucks County Community College
Upper Bucks Campus
One Hillendale Drive
Perkasie, PA 18944
215-258-7741
- Bucks County Community College
Lower Bucks Campus
1304 Veterans Highway
Bristol, PA 19007
267-685-4800
- Green Jobs Academy
310 George Patterson Blvd.
Suite 108
Bristol, Pennsylvania 19007
- New Hope-Solebury High School
180 West Bridge Street
New Hope, PA 18938
215-497-8735
- First Presbyterian Church of Morrisville
771 N. Pennsylvania Ave.
Morrisville, PA 19067
215-295-4191
- Pennswood Village
1382 Newtown-Langhorne Rd.
Newtown, PA 18940
215-968-9110
- Mad Golfer Golf Club
114 Street Road
Southampton, PA 18966

Registration Form For Non-Credit Courses - Summer 2011

Please Print

Name _____

Home Address _____ Birth Date _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Business Name _____

Business Address _____

Check if new address _____

Email address* _____

*May we email you information about new and special programs? _____ Yes _____ No

Are you a returning student or is this your first class at Bucks? _____ New _____ Returning

How did you hear about the course (s)?
 _____ BCCC brochure _____ BCCC Web site
 _____ Newspaper _____ Friend/Relative
 _____ TV/Radio _____ Other _____

Are you taking this course at the request of your employer? _____ Yes _____ No

Do you anticipate being reimbursed by your employer? _____ Yes _____ No

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

Registrant Signature _____

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

Course No.	Course Title	Section	Start Date	Fee
Do not include materials fees with the registration payment!				Total

Student I.D.# _____

Check No. _____ Check issued by _____

Credit Card # _____ Exp. Date _____

Security Code _____

See refund policy on **page 72**.

Make checks payable to: Bucks County Community College

Return to: Bucks County Community College

Continuing Education

275 Swamp Road,

Newtown, PA 18940

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

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

Registration Form For Non-Credit Courses - Summer 2011

Please Print

Name _____

Home Address _____ Birth Date _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Business Name _____

Business Address _____

Check if new address _____

Email address* _____

*May we email you information about new and special programs? _____ Yes _____ No

Are you a returning student or is this your first class at Bucks? _____ New _____ Returning

How did you hear about the course (s)?
 _____ BCCC brochure _____ BCCC Web site
 _____ Newspaper _____ Friend/Relative
 _____ TV/Radio _____ Other _____

Are you taking this course at the request of your employer? _____ Yes _____ No

Do you anticipate being reimbursed by your employer? _____ Yes _____ No

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

Registrant Signature _____

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