



# COMMUNITY & PROFESSIONAL DEVELOPMENT COURSES

**SPRING 2024**  
[bucks.edu/coned](https://bucks.edu/coned)



**BUCKS COUNTY**  
COMMUNITY COLLEGE



Bucks County Community College's Continuing Education Office Staff is available Monday through Friday from 8:30 am-4:30 pm to answer any questions you may have.

Phone: 215-968-8409 • Email: [coned@bucks.edu](mailto:coned@bucks.edu)

You can register for classes by calling the Continuing Office at 215-968-8409 or go to [www.bucks.edu/coned](http://www.bucks.edu/coned).

## EMERGENCY CLOSINGS & INCLEMENT WEATHER

We may at times be forced to cancel classes. Please register for Bucks emergency alert system which will send urgent notifications regarding campus activities to your cell phone and/or email at: [www.bucks.edu/e2](http://www.bucks.edu/e2). The most up-to-date information will also be available on the college's website at [www.bucks.edu](http://www.bucks.edu)

## REFUND POLICY - CONTINUING EDUCATION

There is a \$35 non-refundable withdrawal charge if you cancel your enrollment in a course. The following conditions apply to refunds:

- For all courses: 100% refund (less withdrawal charge) when you notify the Community Education & Professional Certification Department at least five (5) working days prior to the course starting date. No refund after this time.
- For camps: There is a \$35 non-refundable fee for any cancellation. Refunds (less \$35) will be made only when you notify the Community Education & Professional Certification Department at least seven (7) days before the first day of camp.
- Refund Policies vary for online courses including: Ed2Go, LERN, MindEdge and Construction Experts. Please call for details, 215-968-8409.

If you have paid by check, your refund will arrive in approximately 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 Community Education & Professional Certification Department at 215-968-8409

## COURSE CHANGES/CANCELLATIONS

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

## — TABLE OF CONTENTS —

<b>PERSONAL ENRICHMENT</b> .....	1	<b>CAREERS IN THE TRANSPORTATION INDUSTRY</b> .....	15
<b>TEST PREP</b> .....	9	Locomotive Engineer & Conductor Basic Training Program .....	15
<b>PROFESSIONAL DEVELOPMENT</b> .....	10	<b>HEALTHCARE</b> .....	15
Notary .....	10	CPR .....	15
ServSafe .....	10	Certified End of Life Specialist .....	16
Project Management .....	10	Reiki .....	16
Enrolled Agent .....	10	Dental Assistant .....	17
Start Your Own Business .....	11	Pharmacy Technician .....	17
<b>CERTIFICATE PROGRAMS</b> .....	11	<b>ONLINE LEARNING</b> .....	17
Non-Profit Management .....	11	<b>ACT 48 CLASSES</b> .....	18
Esthetics Program .....	11	<b>IT ACADEMY</b> .....	20
Bookkeeping .....	12		
Floral Design .....	12		
Child Development Associate .....	14		
School Age Professional Credential .....	14		
Archaeology Technician .....	15		

**\*\*Next Level Learning: (NL)** These classes are one with academic rigor and includes assignments, assessments, and projects. If you do not wish to complete these requirements, please speak to the instructor. Spaces are limited in these classes.

**[bucks.edu/coned](http://bucks.edu/coned)**

For Continuing Education Policies and Procedures, please visit: [www.bucks.edu/non-credit/non-creditregistrationpolicy](http://www.bucks.edu/non-credit/non-creditregistrationpolicy)

Bucks County Community College is committed to providing equal educational and employment opportunities and does not discriminate against any employee, applicant for employment, student or applicant for admission because of race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

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.



# PERSONAL ENRICHMENT

## Art & Design

### NORMAN F. SIMMS

Join Norman in any or all his art classes. Norman graduated from the Academy of Art with a Master's Degree in Fine Arts. He created dynamic paintings and drawings of various medium. He has exhibited his artworks regionally in Pennsylvania, New Jersey, and New York City. He has received the "Palmer Award for Excellence" at the Trenton City Museum at Ellarslie for his oil painting, "The Artist and his Model". His pastel paintings, "Butterfly Dance", "Reflection", and "Blossom".

To learn more about Norman, you can visit our website at <https://www.bucks.edu/enrichment/artdesign>

### Introduction to Drawing

Did you always want to learn how to draw but didn't feel confident enough to try? Here's your chance! You will learn how to recognize types of edges, lines, and angles; how to recognize proportion and perspective; how to render light, shadow, and highlights by the use of gradations of tone; and how to be creative.

Newtown Campus/\$199/RFNRT 8066 C01  
6 Wed, 1/24 – 2/28, 6 – 8:30pm

### Drawing 2

If you love to draw, this is your class. You will continue to learn how to recognize types of edges, lines, and angles; how to recognize proportion and perspective; how to render light, shadow, and highlights by the use of gradations of tone.

*Prerequisite: Introduction to Drawing 1*

Newtown Campus/\$199/RFNRT 8077 C01  
6 Wed, 3/13 – 4/17, 6 – 8:30pm

### Learning to Paint Still Life and Landscapes

You will gain a working knowledge of the components for creating great fine art (line, shape, color, perspective, proportion, volume, and composition). You will be introduced to various painting styles and techniques used to help you be creative and understand how to express feelings and ideas visually.

Newtown Campus/\$199/RFNRT 8065 C01  
6 Sat, 1/27 – 3/2, 11:30am – 2pm



### Getting the Perfect Shot

Get an in-depth view of camera operation, basic and effects driven photographic technique and image composition. Your instructor, Thomas, will elevate your skills whether you are a beginner or more experienced. Sessions will cover optimum baseline camera set-up, the effects of various settings' influence on your images, design of image content, the influence of color, workflow organization to maintain control of your image files. This is a learn-as-you-go course, designed to fill the gaps in your knowledge and skill base starting from ground zero. The sessions will move at a pace dependent on the class-wide understanding and work accomplished. Each week we will be reviewing student images as a group, learning from each other's work output as well as why and how to elevate the skill sets going forward.

Weather permitting and student interest, some sessions will be scheduled for shooting field trips, any-and-all would be locally based off campus. These field trips are to implement and practice newly acquired shooting techniques. Additionally, we will also visit local photographic exhibitions to expand and encourage each student's intake of the photographic community. Digital camera (fully charged), capture media and operations manual required for all sessions. *Tom DeLorenzo*

Newtown Campus/\$199/RFNRT 2585 C01  
7 Mon, 4/1 – 5/13, 6 – 9pm

### Photoshop for Hobbyists

You will learn how to get what is missing from your digital photos and see how you can move from uninspiring snapshots to dynamic photographs. You will bring new life to your photos through Photoshop proficiency and the technical skills of digital processing. *Tom DeLorenzo*

Newtown Campus/\$259/RFNRT 2599 C01  
8 Thu, 4/4 – 5/23, 6 – 8pm

### Darkroom Photography I

Students learn the basic photographic processes, from making an exposure to making a final print. Students use the camera and darkroom techniques in black and white still photography to explore the visual world. The course is designed to treat photography as a medium of personal expression.

*John Ivanchenko*

Newtown Campus/ \$662/RCEGN 9014 C01  
Mon, 1/17 – 5/10, 1:30 – 6pm

### History of Photography

This survey course covers the history of photography from its invention in 1839 to the present day. Specific artists, movements, and technical histories will be explored, together with some of the relationships between photography and aesthetics, culture, and social history. *K Pollard-Hoffmann*

Online/ \$662/RCEGN 9015 C01  
1/17 – 5/10

NEXT  
LEVEL  
LEARNING

NEXT  
LEVEL  
LEARNING

## Ceramics I



Lectures, demonstrations, and practice introduce students to the historical, cultural, scientific, creative, and expressive basis of ceramics. Developing a personal viewpoint as an outgrowth of the ceramic process is encouraged by emphasizing historical perspectives, design, basic pottery skills, and exploration. *David Bogus*

Newtown Campus/ \$662/RCEGN 9017 C01  
Wed, 1/17 – 5/8, 1:30 – 6pm

## Fine Wood Fundamentals



This studio course focuses on structural, functional, and sculptural properties of wood, together with the traditional studio techniques of professional woodworkers. Emphasis is on a variety of design approaches, the execution of working drawings, and completing wood projects. *Chris Todd*

Newtown campus/ \$662/RCEGN 9023 C01  
Tu, 1/23 – 5/7, 8am – 12:30pm

## Introduction to Jewelry



Students are introduced to the basic techniques necessary for the design and fabrication of jewelry and small three-dimensional metal forms. This course is the foundation for further exploration into jewelry design and metalsmithing as a vehicle for self-expression. *Cris Martino*

Newtown campus/ \$662/RCEGN 9021 C01  
Tu, 1/16 – 5/7, 1:30 – 6pm

## Screen-printing



Students employ screen-printing processes using water-based inks. They explore a variety of techniques, including photo silkscreen, cut paper stencils, direct drawing techniques, color registration, and textile printing. Students also incorporate digital technology to better understand these techniques and develop their individual imagery. *Caren Friedman*

Newtown Campus/ \$662/RCEGN 9018 C01  
Mon, 1/22 – 5/6, 1:30 – 6pm

## Art History After 1450



This survey course covers painting, sculpture, and/or architecture from the Paleolithic period through the age of Gothic cathedrals. Students gain a formal understanding of ancient, classical, and medieval art. They interpret selected examples of Western art using a variety of analytic methodologies, including cultural, religious, social, political, and/or economic context. *R Gabrielle*

Online/ \$662/RCEGN 9019 C01  
1/17 – 5/10

## Graphic Design History



This graphic design survey course covers visual communication since the Middle Ages, focusing on the period from the Arts & Crafts Movement through Postmodernism. Students gain a formal understanding, and they interpret selected examples using a variety of analytic methodologies, including cultural, religious, social, political, and/or economic context. *M Kabbash*

Online/ \$662/RCEGN 9020 C01  
1/17 – 5/10

## History of Modern Art



This survey course covers painting, sculpture, and/or architecture from the late-nineteenth century up to the present. Students gain a formal understanding of major twentieth-century stylistic movements. They interpret selected examples of Modern art using a variety of analytic methodologies, including cultural, religious, social, political, and/or economic context. *Deborah Riccardi*

Online/ \$662/RCEGN 9022 C01  
1/18 – 5/9

## FLORAL ONE-DAY WORKSHOPS

*No experience is necessary.  
All tools and materials will be provided.*

### Fresh Start

During this class we'll create a dried flower design that will enhance your home decor. This arrangement will last you for many months, for maximum value! *Renee Tucci, AIFD, CFD*

Newtown Campus/ \$169 (includes \$70 materials)/  
RFNRT 8080 C01  
Sat, 1/6, 10am – 12pm

### Galentine's Design

Bring your best girlfriend, or three, and learn how to create a fresh flower arrangement in this Make & Take design class. *Renee Tucci, AIFD, CFD*

Newtown Campus/ \$159 (includes \$60 materials)/  
RFNRT 8081 C01  
Tu, 2/13, 6 – 8pm

### Basking in Bulbs

Join in the celebration of the season! We'll be using an abundance of fresh flowers in this design class, perfectly suited for spring! *Renee Tucci, AIFD, CFD*

Newtown Campus/ \$159 (includes \$60 materials)/  
RFNRT 8082 C01  
Thu, 3/28, 6 – 8pm

### Spring Splash

It's time to dress your door with a spring wreath and we're going to show you how to do it! Using dried and faux flowers, you'll leave with a design of your very own. *Renee Tucci, AIFD, CFD*

Newtown Campus/ \$179 (includes \$80 materials)/  
RFNRT 8083 C01  
Sat, 4/13, 10am – 12pm

### Color Crush

It's getting warmer outside, and so is our love for color! Join in as we create a design bursting with the colors of the summer! *Renee Tucci, AIFD, CFD*

Newtown Campus/ \$159 (includes \$60 materials)/  
RFNRT 8084 C01  
Wed, 5/22, 6 – 8pm

## MUSIC

### Guitar for the Adult Beginner

Have you always wanted to learn how to play the guitar! Here is your chance to learn to play chords, simple strumming patterns and easy blues scales to get started. No experience reading music necessary! Must provide own guitar. *Don Leffler, B.M.*

Live Online/\$120/RMUSC 1168 C01  
8 Mon, 1/29 – 3/18, 6 – 7pm

### Playing the Djembe Drum, the Traditional Rhythms of West Africa

#### Level I

The Djembe drum is a goblet shaped hand-drum and is said to have been invented in the 12th Century by the Mandinke tribe in what is now West Africa. It has been played by West Africans for generations forming an integral part of ritualistic life in Mali, Guinea, Senegal and other West African countries. You will learn the basics of hand drumming stressing technique and clarity of notes. Drums are also available for purchase and the rental fee can be applied. Please let us know at the time of registration. *Jim Davidson*

Newtown Campus/\$179/RMUSC 1194 C01  
6 Sat, 2/24 – 4/6 (No class 3/23), 9am – 12pm

#### Level II

You will strengthen the skills learned in the first section and add more advanced rhythms and techniques including: Echauffement variations, call variations, and bell parts moving between rhythm parts. *Jim Davidson*

Newtown Campus/\$179/RMUSC 1198 C01  
6 Sat, 4/13 – 5/18, 9am – 12pm

### Meet the Beatles

The Beatles' music is fun and light-hearted, it is serious and cynical, it is frightening and dark; it embraces many preceding genres of music and spins them afresh. Most know the Beatles' hits, but few know the fascinating story that framed their music. Together, we'll listen to their songs, watch video clips, and hear many interviews tracing their early days in Liverpool, to Beatlemania, to the studio years, and finally to their break-up. Along the way, we'll analyze many of their songs from albums such as Rubber Soul, Revolver, Sgt. Pepper, the White Album and Abbey Road. "The deeper you go, the higher you fly!" *Scott McLaren*

Newtown Campus/\$129/RCEGN 8836 C01-C02  
C01/6 Thu, 1/18 - 2/22, 6:30 - 8:30pm  
C02/6 Thu, 3/7 - 4/18 (no class 3/21), 6:30 - 8:30 pm  
*HyFlex class (zoom) optional for out of area residents.*

### Conversations on Research for Harp Therapists

Our mastery level course on research is a two-part study. At the end of the 12 weeks, we will work collaboratively on putting together an actual research project from conception to formal proposal. *Edie Elkan*

Online/\$350/WSMCE 4021 C20  
January 16 – April 16

## Introduction to Music

NEXT  
LEVEL  
LEARNING

This course is a listening-based survey of Western art music from Gregorian chant to the present, including a study of basic acoustics and musical notation. Subject matter includes representative composers, their lives, times, and works, as well as musical instruments, styles, genres, and forms presented in an historical context. *Steven Bresnen*

Online/ \$662/ RCEGN 9016 C01  
1/17 – 5/10

## CULINARY

### Baking & Decorating

NEXT  
LEVEL  
LEARNING

This course focuses on the ingredients, methods, and kitchen equipment used to create a variety of baked goods, including cakes, cookies, pies, biscuits, muffins, breads, and gluten free and vegan items. You will learn techniques to decorate cakes, cookies, and pastries with artistic expression. *Linda Angeline*

Newtown Campus/ \$662 (Plus \$120 materials)/RCEGN 9004 C01  
Thursday, 1/18 – 5/10, 6 – 9:10pm

### Wedding Cake Assembly and Decoration

NEXT  
LEVEL  
LEARNING

You will learn techniques of wedding cake design, assembly, and construction. Areas of study include choice of number and size of cake tiers; construction of stacked and tiered cakes, buttercream, and fondant decoration; the use of fresh and hand-made edible flowers; and production planning, safe storage, and delivery of wedding cakes. *Susan Megarle*

Newtown Campus/ \$408 (Plus \$80 materials)/RCEGN 9009 C01  
Mon, 3/11 – 5/10, 6 – 9:10pm

## FOREIGN LANGUAGE

### Spanish

Live Online/\$200 (plus \$30 book fee same book for all levels)  
*Carmen Violeta Vicente*

Course I: RLANG 0405 C01  
Tu & Thu, 1/9 – 2/20, 5:30 – 7pm

Course II: RLANG 0406 C01  
Tu & Thu, 2/22 – 4/9 (No class 3/21), 5:30 – 7pm

Course III: RLANG 0407 C01  
Mon & Wed, 1/8 – 2/19, 5:30 – 7pm

Course IV: RLANG 0408 C01  
Tu & Thu, 2/22 – 4/9 (No class 3/21), 7:30 – 9pm

Course VIII: RLANG 0427 C01  
Tu & Thu, 1/9 – 2/20, 7:30 – 9pm

### Advanced Spanish Conversation, Reading and Grammar

For the moderate Spanish speaker to improve skills in reading, listening, and speaking with an emphasis on pronunciation. *Maria Perez, M.Ed.*

Newtown Campus/\$200Course I: RLANG 0419 C01  
10 Tu, 3/19 – 5/21, 6:30-8:30pm

## Mandarin Chinese

This course is designed for students who have little or no Chinese language knowledge. The emphasis of this course is on listening and speaking Chinese. Additionally, the course will integrate Chinese culture into language learning and enhance the practices of Chinese language. *Greg Tang, M.S.*

Newtown Campus/\$170 (plus \$25 book fee; \$32 CD optional; same book for all levels)

Course I: RLANG 0568 C01  
6 Mon, 1/22 – 2/26, 6:30 – 9:00pm

Course II: RLANG 0569 C01  
6 Mon, 3/25 – 4/29, 6:30 – 9:00pm

## Pennsylvania Dutch 1

You will learn the fundamentals of Pennsylvania Dutch language. This will include skills of reading, writing, speaking, listening, thinking, viewing and presenting. *Robert Lusch*

Lower Bucks Campus/\$200

*Zoom option available for out of area students.*

**Level 1:** RLANG 8102 C50  
6 Mon & 6 Thu, 1/22 – 2/29, 8:30 – 10:00pm

**Level 2:** RLANG 8103 C50 & C51 (Prerequisite Level 1)  
C50/ 6 Mon & 6 Thu, 1/22 – 2/29, 6:30 – 8:00pm  
C51/ 6 Mon & 6 Thu, 3/4 – 4/22 (No class 3/18, 3/21 & 4/15),  
8:30 – 10:00pm

**Level 3:** RLANG 8104 C50 (Prerequisite Level 2)  
6 Mon & 6 Thu, 3/4 – 4/22 (No class 3/18, 3/21 & 4/15),  
6:30 – 8:00pm

## ENGLISH AS A SECOND LANGUAGE

**For Spring 2024, all day classes will be in person. All evening classes will be online. All classes (day & evening) are a live class with an instructor.**

ESL provides beginning, intermediate and advanced instruction in listening, speaking, reading, and writing English. Students are grouped by to their current English level after taking the placement test. All new students wishing to take classes must take the placement test before the start of classes. The placement test is online and each student is interviewed by an instructor after taking the test to decide the best class for the student. To take the placement test, go to [www.bucks.edu/enrichment/eslcourses/eslplacementtest](http://www.bucks.edu/enrichment/eslcourses/eslplacementtest).

**CLASSES BEGIN January 31, 2024**

***\*\*Please note that the ESL office has moved from Cottage 3 to Rollins 58 at the Newtown Campus.***

**For ESL information:**

- Email: [esl@bucks.edu](mailto:esl@bucks.edu)
- Website: [www.bucks.edu/esl](http://www.bucks.edu/esl)

## AMERICAN SIGN LANGUAGE

### American Sign Language

ACT 48  
Approved

This class is an introduction to American Sign Language (ASL), one of the primary languages used by the Deaf community in the United States. This class is intended for absolute beginners with no prior knowledge of ASL and will be taught by a Deaf individual. You will be introduced to ASL grammar, Deaf culture, and the history of Deaf culture and ASL. *Deaf-Hearing Communication Center (DHCC)*

Live Online/\$179/ RCEGN 8877 C01  
10 Tu, 1/30 – 4/2, 6:30 – 8:30pm

ACT 48  
Approved

### American Sign Language 2

This is the second level of American Sign Language (ASL) classes. This class is intended for beginners with some prior knowledge of ASL – specifically, students who have already taken and passed ASL I or who have been evaluated into this level (in case of students who already have prior knowledge but didn't take classes with us). In this class, you will continue to learn ASL vocabulary, ASL grammar, Deaf culture, and the history of Deaf culture and ASL. This class is taught by a Deaf individual. *Deaf-Hearing Communication Center (DHCC)*

Live Online/\$179/ RCEGN 8881 C01  
10 Wed, 1/31 – 4/3, 6:30 – 8:30pm

ACT 48  
Approved

### American Sign Language 3

This is the third level of American Sign Language (ASL) classes. This class is intended for beginners with prior knowledge of ASL – specifically, students who have already taken and passed both ASL 1 AND ASL 2 or who have been evaluated into this level (in case of students who already have prior knowledge but didn't take classes with us). In this class, you will continue to learn ASL vocabulary, ASL grammar, Deaf culture, and the history of Deaf culture and ASL. This class will be taught by a Deaf individual. *Deaf-Hearing Communication Center (DHCC)*

Live Online/\$179/ RCEGN 8890 C01  
10 Thu, 2/1 – 4/4, 6:30 – 8:30pm

**ASL classes students need a laptop or desktop computer to join the virtual classes. Tablets and cell phones are not recommended.**

## HISTORY



### The Great Depression

You will learn the causes of the stock market crash of 1929, and the economic and sociological suffering that followed. We will go over the many social programs that the government instituted and discuss their success and failures. We will also look at how art reflected and changed during this time. We will take a deep dive into topics such as the dust bowl, bank runs and failures, the New Deal, and how WWII ultimately ended it all. *David Costello*

Newtown Campus/\$129/RCEGN 8907 C01  
6 Mon, 3/11 – 4/22 (no class 3/18), 6 – 8pm

## 1972 Summer Olympics

NEW

You will learn the glory and the tragedy of the 1972 Summer Olympics. We will go over the triumphs of great athletes like Mark Spitz and Olga Korburt, and the dream that West Germany had of showing them as a peaceful nation, following WWII. We will move on to the controversy of the Men's Basketball Final, and ultimately to the tragic killing of 11 Israeli Olympic Athletes and coaches. *David Costello*

Newtown Campus/\$129/RCEGN 8908 C01  
6 Thu, 2/1 – 3/7, 6 – 8pm

## American Revolution

You will learn the major events, characters, and the local and national impacts they had on the American Revolution. Major topics of discussion will include General George Washington, the Ten Crucial Days, Trenton, Princeton, the occupation and campaign for Philadelphia, and will end with the Monmouth campaign. You will be able to connect and identify the importance of the local region and gain an appreciation for the complexity of the Revolution. *Colin Zimmerman*

Newtown Campus/\$89/RCEGN 8885 C01  
4 Tu, 2/6 – 2/27, 6 – 8pm

## World War I

The First World War was perhaps the most influential war of the 20th century yet has become the most forgotten. This four-part class will explore the causes, innovations, diplomacy, tactics, strategies, and horrors of the “War to End All Wars.” Each class will be specifically geared towards focusing on one of the four years of the war, providing students with a foundational understanding of this very complicated and world-changing conflict. *Colin Zimmerman*

Newtown Campus/\$129/RCEGN 8903 C01  
6 Thu, 3/7 – 4/18 (No class 3/21), 6 – 8pm

## Gettysburg

This class is focused on an in-depth view that will take students through the entirety of the Civil War's most famous battle. Learn about key characters, actions, strategies, and the importance of the battle held both during the war and in memory today. This four-part class will cover the prelude to Gettysburg, the first, second, and the third day. *Colin Zimmerman*

Newtown Campus/ \$89/ RCEGN 9025 C01  
4 Wed, 4/19 – 5/10, 6 – 8pm

## Vietnam in Historical Context

This course offers a look at the Vietnam War through a widely construed lens, looking at the geopolitical origins of the conflict, the military movements that took place during the conflict, the social upheaval and cultural response that the conflict caused in the United States, the effect the war had on the people of southeast Asia, and the legacies of the war in American and Vietnamese society. *Michael Fischer*

Pennswood Village/\$99/RCEGN 9026 CPV1  
5 Wed, 2/7 – 3/6, 3:30 – 5:30pm

## Impeachment of a President

The impeachment of a president is rare in our nation's history. We watch the news and had heard about the possible impeachment of President Trump for the past two years. The course will look at the process of impeachment and how it has operated in the past. *Vance Kincade*

Live Online/ \$129/ RCEGN 8825 C01  
6 Wed, 1/24 – 2/28, 10am – noon

## Civics Education: So, You Think You Know Your Government?

NEW

In this new, 8-week program, you will gain firsthand knowledge about our Constitution, the court system, immigration, criminal and civil cases, and many more aspects of our government that every citizen should know. A rotation of highly distinguished judges and attorneys will lead the weekly classes and highlight a specialized field of the government through a highly accessible, engaging, and interactive forum.

Topics include: Overview of government framework, Voting Rights, Criminal Law, immigration, Civil Litigation, Civil Rights, First Amendment.

Newtown Campus/\$50/RCEGN 9002 C01  
8 Wed, 3/27 – 5/15, 6 – 7:15pm

## Reconstructing the Past: Archaeology through Experimentation

There's more to archaeology than digging a hole. Through experimentation students can explore the past while gaining experience planning and executing projects that have relevance to current evolutionary and archaeological research questions. Through a series of innovative and interesting experiments we'll gain a better understanding of humanity's past technological innovations, inventions, and engineering applications. *Matt Bielecki*

Newtown Campus/ \$229/ WSMCE 9025 C01  
10 Wed, 1/24 – 3/27, 6-8 pm  
Two field days – TBD

## SPECIAL INTEREST

### Thriving in Place: Empowering Seniors to Live Successfully at Home

NEW

This course is designed to empower seniors to maintain their independence and well-being while living in their own homes, covering a range of topics related to health, safety, social engagement, and lifestyle adjustments. You will gain knowledge and skills to enhance their quality of life and ensure they can continue to live and thrive in place with confidence.

*Cindy Caldwell, OTR/L.ECHM*

#### Four Modules include:

- Understanding Living in Place, Home Safety and Modifications
- Wellness and Health Management
- Social Engagement, Community Resources and Support
- Creating a Personal Living-in-Place Plan

Newtown Campus/\$89/RCEGN 8909 C01  
4 Sat, 3/16 – 4/20 (no class 3/23 & 3/30), 9-11am



## How to Travel Free & Make Money Traveling

We're back to our travels! Everything is getting more expensive, so how do we make our travel free? Learn how to find the deep travel discounts motivating us to see the world. If you are retired, changing careers, a student, or someone who likes the idea of making additional income to support your travel dream, this class is for you. World traveler Gina Henry shows you how she has traveled for free to 100 countries and all 50 states. Plus learn important tips on travel safety, trip insurance, affordable retirement opportunities & other inspirational life enhancing strategies. Earn free airline tickets, hotel nights, tours, cruises & more! Volunteer, fun work-vacations, paid travel, teach English, mystery shopping, importing, drop shipping & remote employment opportunities. Gina teaches this online class while she is traveling all over the US & worldwide for free. Tuition includes Gina's 100-page digital book "How to Travel Free & Safely" (a \$39.95 value).

Go to [www.GinaHenry.com](http://www.GinaHenry.com) for more instructor information.

Live Online/\$59 (includes book)/ RCEGN 2032 C01  
Sat, 2/3, 12 – 3pm

## The Secrets of Travel-Hacking Free Air, Hotels & Cash Back

You can earn hundreds of thousands of airline frequent flyer miles and hotel reward points without ever stepping foot on a plane or paying for a hotel and then redeem them for high-value trips. Flights and hotels are typically the most expensive part of your vacation budget. Gina will show you her easy "Beginner Strategy"

then graduate you to more advanced strategies that earn you 1 million+ reward points a year. All the major reward programs will be detailed. Also learn tips for flying business and first class. Gina Henry, founder of Go Global, Inc, has been a professional traveler for over 26 years and earns 15 free airline tickets and dozens of free hotel nights each year. Tuition includes instructors 70-page digital book "The Secrets of Traveling Hacking - Free Air, Hotels & Cash Back" (a \$39.95 value). Go to [www.GinaHenry.com](http://www.GinaHenry.com) for more instructor information.

Live Online/\$59 (includes book)/ RCEGN 2035 C01  
Sat, 2/17, 12 – 3pm

## Building Conservation

The course teaches you to see buildings as ever-decaying artifacts in need of vigilant care. You will learn how to steward historic buildings, with special attention paid to period building materials, construction techniques, mechanisms of deterioration and remediation, the building's relationship to its site, and appropriate standards for intervention. Come to class in-person or on Zoom. Ray Tschoepe

Newtown Campus or Zoom/\$662/RCEGN 9003 C01  
Thursday, 1/18 – 3/7, 6:30 – 9:00pm



## Clinical Neuroscience

You will examine the neurobiological basis of brain disorders across the lifespan, from disorders that typically present in childhood, such as autism, to degenerative conditions of old age, such as Alzheimer's disease. You will learn about diagnostic techniques and current treatments for brain disorders.

Jessica Walcott

Online/\$662/RCEGN 9010 C01  
1/17 – 5/10

## Astronomy

Astronomy provides a survey of our knowledge of the structure, formation, and evolution of Earth, the solar system, the stars, and the galaxies. The course focuses on the logical development of ideas and concepts within the framework of science.

Cristina Ramacciotti

Online/\$662/RCEGN 9011 C01  
2/5 – 5/10



## LITERATURE & FILM

### Memoir Writing

Did you ever wanted to capture your life experiences? The goal in this memoir writing workshop is to depict your life experiences in six short true stories for those who will survive you—and for you to reflect on highlights of your life. Remember you are writing not for publication, but to set the record straight, which should liberate you to honestly explore your life choices and experiences. Jennifer Nelson

Pennswood Village/\$99/RCEGN 8876 CPV1  
6 Tue, 3/5 – 4/16 (No class 4/2), 3 – 5pm

### The Art of Scorsese

Martin Scorsese is considered by many to be the greatest living American filmmaker. From Mean Streets to Running Bull to The Departed, every film is a fascinating distillation of film history as well as personal journey for Scorsese. We'll delve into the technical side of his masterful filmmaking, as well as the themes and messages contained within every movie. Luke Poling

Newtown Campus/\$89/RCEGN 8837 C01  
6 Thu, 1/18 – 2/22, 6:30 – 8pm

### James Bond "007" Vs the World

Ever since 1962, James Bond has been an on-screen challenge to any bad guy aiming to wreak havoc on the world. How has the character of Bond evolved in the ensuing 60 years? Has he evolved? How has the world changed? And how have other filmmakers presented their spies and villains in contrast or in compliment to Bond? From George Smiley to Austin Powers and from agent OSS 117 to Harry Palmer, for six weeks we'll look at Bond and his fellow agents and examine the spy craze of the 60's to a more modern approach to spying. And how much have things changed, and how much have they stayed the same? Luke Poling

Newtown Campus/\$89/RCEGN 8902 C01  
6 Tu, 1/16 – 2/20, 6:30 – 8pm



## Art of Theatrical Cinema



You will examine the art and craft of narrative cinema as it has developed from the beginning of film history to the present. Feature films are analyzed for their visual and story elements as well as their historic, cultural, religious, political and economic context. *Wendy Tumminello*

Online/ \$662/RCEGN 9024 C01  
1/17 – 5/10

## GAMING

### Mah Jongg

Originating in China about 2,000 years ago, Mah Jongg is an exciting, engaging and fun game using tiles to form hands, much like rummy. Learn to play the American version, using The National Mah Jongg League rules and card. *Neilia Makadok, B.S.*

Live Online/ \$97 (includes \$18 material fee)  
RCEGN 8652 C01  
4 Tu, 4/16 – 5/7, 6 – 8pm

*Note: registration for this class will close on Monday April 8th so that students can receive mailed materials.*

Pennswood Village/ \$119 (includes \$18 material fee)  
RCEGN 8652 CPV1  
4 Fri, 1/5 – 1/26, 1 – 3:30pm

## Designing and DIY

### DIY Home Improvement

*Beth Allen*, Do-It-Yourself expert, contractor, and designer returns to teach her popular 5-week course on home improvement and design. This course is ideal for new homeowners, DIY beginners and those with DIY experience as well. Course covers the following topics: Tool basics, painting and design, electric and plumbing basics, weatherization, caulking and walls (fixing and hanging items). On the third class, you will bring your own drill and master its use with Beth's guidance.

Newtown Campus/ \$129/RCEGN 6966 C01  
5 Thu, 3/28 – 4/25, 7 – 9pm

### Sewing for Beginners

This course is for beginner sewers. You will learn all about the sewing machine parts, stitches, fabrics, and much more while creating three sewing projects. You will sew a large travel bag for toiletries, a medium make-up bag and a small jewelry bag. A small materials list will be provided at the time of registration. Bring your own sewing machine or request one when you register. *Judith Hodnett*

Newtown Campus/ \$159 / RCEGN 8910 C01  
4 Tu, 2/20 – 3/12, 6 – 9pm

## Health & Fitness Classes

### Eat Smart & Manage Your Weight

In this class, we'll explore the various popular diets (Keto, Intermittent fasting, gluten-free, lectin-free, Mediterranean, DASH, MIND, Paleo, etc) and compare them with the USDA's MyPlate Healthy Eating model. We'll evaluate these diets for their safety, their effectiveness for weight loss, and the scientific evidence. In addition, CDC guidelines for amounts and types of exercise as well as supplement guidance will be presented. If you just don't know what to eat to lose weight and/or stay healthy, come join us! *Theresa Prior*

Newtown Campus/ \$89/RFTNS 8024 C01  
6 Wed, 3/20 – 4/24, 7 – 8:15pm

### Vinyasa/Hatha Yoga

Want to grow stronger mentally and physically? Whether you're a beginner or advanced student, take your practice to the next level. This class is for everyone! Focus on strength, flexibility and breathing to boost your physical and mental wellness. *Elda Stolaki*

Newtown Campus/ \$89/RFTNS 0141 C01  
6 Mon, 3/4 – 4/15 (No class 3/18), 6:30 – 7:30pm

### Tai Chi

Tai Chi is a gentle slow-moving activity which has been described as "Meditation in Motion". You will be introduced to the Yang 16 form, focusing on the elements of balance, flexibility and range of motion. Class opens with 10 minutes of gentle stretching followed by introduction footwork, posture, body position and hand movement and relaxation. Class concludes with standing meditation and breath control. *Clyde Beury*

Newtown Campus/ \$119/RFTNS 0512 C01& C02  
C01/ 6 Saturdays, 1/27 – 3/2, 10am – 11am  
C02/ 6 Saturdays, 3/16 – 4/27 (No class 3/23), 10am – 11am

Lower Bucks Campus/ \$119/RFTNS 0512 C50 & C51  
C50/ 6 Thu, 1/25 – 2/29, 11am – 12pm  
C51/ 6 Thu, 3/14 – 4/25 (No class 3/21), 11am – 12pm

### Pound Fitness

Instead of listening to music, you become the music in this exhilarating full-body workout that combines cardio, conditioning, and strength training with yoga and Pilates inspired movements. Using Riptix®, lightly weighted drumsticks engineered specifically for exercising, POUND transforms drumming into an incredibly effective way of working out. Designed for all fitness levels, POUND® provides the perfect atmosphere for letting loose, getting energized, toning up and rockin' out! The workout is easily modifiable, and the alternative vibe and welcoming philosophy appeals to men and women of all ages and abilities. Bring your own yoga mat. *Tami Leather*

Newtown Campus/ \$89/RFTNS 8016 C01  
6 Thu, 4/18 – 5/23, 7 – 7:45pm

## Line Dancing

Embrace a healthy lifestyle by learning the basic steps of line dancing so you can showcase your skills at any line dance venue! Line dancing is a great way to build social skills and meet new friends, improve stamina, balance, and cardiovascular endurance, as well as relieve stress through fun and engaging exercise. No dance experience is needed. This course is designed to help build it for you! *Keith & Nicole Riess*

Newtown Campus/\$129/RFTNS 8025 C01  
6 Mon, 1/22 – 2/26, 7 – 9pm

## ACE Personal Trainer Course

This course prepares you for the American Council on Exercise (ACE) Certified Personal Training (CPT) Exam. ACE fitness certifications are NCCA accredited, setting the highest industry standards, and elevating the role of exercise professionals. This course provides the theoretical knowledge and practical, relevant skills needed to design and apply unique exercise programs based on each client's goals, abilities, and needs. Students will gain an understanding of the personal trainer's responsibilities and ethics as well as their role within the healthcare continuum and in allied healthcare-plus the various avenues of career development. Professional responsibilities and legal guidelines will be covered, including the ability to thrive on the business side of personal training. Legal guidelines and business considerations will be addressed, such as legal forms, insurance, record keeping, and risk management that protects clients, stakeholders, and the personal trainer. *Tiffany Fite*

Hybrid/ \$899/ RFTNS 1009 C01  
Online Asynchronous and in-person/Live Zoom  
1/17 – 5/10

*The textbook, exam, and other optional study materials will be addressed on the first day of class and can be purchased after that time.*

## ACE Certified Group Fitness Instructor

This course prepares you for the American Council on Exercise (ACE) Certified Group Fitness Instructor Exam. Evidence-based fundamentals of group fitness are partnered with ACE's signature behavior change philosophy to create compassionate group fitness instructors who empower class participants to live fit and healthy lifestyles. An understanding of the role and scope of a Group Fitness Instructor, exercise and behavior-change principles, and the foundations of movement will be gained. Students will learn how to create choreography and manage the essential parts of a group fitness class, such as designing programs, structuring movements, and developing a class blueprint. Important elements to consider including music, equipment, and apparel will be addressed. Onsite procedures, responsibilities, participant safety, injuries and medical emergencies, basics of nutrition, legal and professional guidelines, and the abundant employment opportunities that exist will be discussed. *Tiffany Fite*

Hybrid/ \$459/ RFTNS 8019 C01  
Online Asynchronous and In-person/Live Zoom  
1/17 – 5/10

*The textbook, exam, and other optional study materials will be addressed on the first day of class and can be purchased after that time.*

**\*\*Also see Reiki I & II on page 16**

NEW

## Pickleball

Dive into the exhilarating world of pickleball, where strategy meets fun and fitness in a fast-paced, addictive game that's taking the sporting world by storm. This dynamic sport, often described as a blend of tennis, badminton, and ping pong, offers players of all ages and skill levels an exciting way to stay active, socialize, and sharpen their competitive edge. *Kevin Emig*

Newtown Campus/\$79/ RFTNS 8023 C01 & C02  
C01/ Tu & Thu, 4/9 – 4/18, 6 – 7:30pm  
C02/ Tu & Thu, 4/23 – 5/2, 6 – 7:30pm

NEW

## COMPUTER CLASSES

### Microsoft Word for Beginners

Unlock the limitless potential of Microsoft Word with our beginner-friendly class! If you're new to Word or just looking to enhance your skills, this is the perfect starting point. Discover the magic of Word's intuitive interface and powerful features as we walk you through every step. By the time you're done with these hands-on activities, you will be able to use Word confidently at home or on the job. *Tom Philip*

Newtown Campus/\$99/WCOAP 8264 C01  
4 Fridays, 4/6 – 4/27, 9 – 11am

### Microsoft Excel for Beginners

Microsoft Excel, the world's leading spreadsheet software, is your key to transforming raw data into actionable insights. Whether you're a business professional, a student, or a data enthusiast, Excel empowers you to analyze, visualize, and make informed decisions like never before. This course not only takes you from the beginner's level EXCEL concepts, but branches into intermediate concepts that will allow you to feel confident in creating professional-looking spreadsheets in a matter of a few weeks. *Tom Philip*

Newtown Campus/\$99/WCOAP 8263 C01  
4 Fridays, 2/17 – 3/9, 9 – 11am

### Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio and make a big difference in the success of your organization by acquiring data analysis skills. Register for all three courses at the same time and pay \$495.

#### Introduction to Data Analysis

Online/\$195/ESMCE 0226 C30  
C30/ 2/5 – 3/1

#### Intermediate Data Analysis

Online/\$195/ESMCE 0227 C30  
3/4 – 3/29

#### Advanced Data Analysis

Online/\$195/ESMCE 0228 C30  
4/1 – 4/26

NEW

NEW

## Digital Literacy



A hands-on course for non-majors dealing with personal computers in a wide variety of settings. Topics include basic computer concepts, computer hardware, operating systems, the Internet, online safety and security, email, computer applications including word processors, spreadsheets, presentation graphics, databases, and the impact of computers on society. *Debra Geoghan*

Online/ \$662/RCEGN 9012 C01  
1/17 – 5/10

## Introduction to Information Systems



This course provides an overview of business information systems. Topics include hardware and software fundamentals, use of software packages, effective use of networks, Internet, and other communication tools, the design of management information systems, as well as the ethical use of computers in business and society. Hands-on experience is provided.

*Brian Johnstone*

Online/ \$662/RCEGN 9013 C01  
1/17 – 5/10

## TEST PREP

### SAT Prep

This course is designed to help students prepare for the NEW digital SAT exam, which will be administered beginning March 2024. The test is adaptive to individual student responses and has a total testing time of 2 hours and 14 minutes with only two sections: Reading & Writing and Math. One session each week will focus on math content and strategies; the other session will review reading strategies and grammar skills.

**Required materials: Scientific or Graphing calculator (not phone app) and Kaplan Digital SAT Total Prep Book (ISBN: 978-1506287287) available on Amazon.**

*Sarah Neill & Jennifer Sayers*

Newtown Campus/\$289/ ATEST 1501 C01

Tues & Thurs, 1/9 – 2/27, 7 – 8:15pm

*HyFlex class (zoom) optional for out of area residents.*

## GRE Prep Series

### GRE Preparation – Part 1 (Verbal)

PART 1 - takes you through all the question types on the verbal reasoning and analytical writing sections, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks.

### GRE Preparation – Part 2 (Quantitative)

PART 2 - features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE's unique new question formats.

For more information on the course and to register visit:  
[www.ed2go.com/bucks/](http://www.ed2go.com/bucks/)

## AARP – SMART DRIVER

### AARP - Driver Safety Program

This eight-hour classroom course is designed especially for motorists age 50 or older. This is a full eight-hour course, with two four-hour sessions. Both sessions are required for certification. Certificates will be distributed at the end of the second day. Please bring a ball-point pen, your driver's license, and AARP Membership card. This class covers normal changes in vision, hearing, and reaction time, and provides practical techniques to compensate for these changes. The program fosters safer driving practices, continued mobility, and a discount in auto insurance in most states. (NOTE: Please arrive 15 minutes prior to class). *James Bodnar*

Lower Bucks Campus/RCEGN 8050 C50-C53

C50/ Wed & Thu, 2/7 & 2/8, 12 – 4pm

C51/ Wed & Thu, 3/13 & 3/14, 1 – 5pm

C52/ Wed & Thu, 4/10 & 4/11, 1 – 5pm

C53/ Wed & Thu, 5/8 & 5/9, 1 – 5pm

### AARP – SMART DRIVER Refresher Class

This is a four-hour refresher course for those who have taken this course within the last 3 years. You must provide a certificate from previous class or a letter from insurance company, or an auto insurance bill indicating driver safety program deduction. If you are unsure if a refresher certificate is what you need, please contact your insurance agent to determine if they will accept this 4-hour course or require you to attend the full 8-hour course. Please bring a ball-point pen, your driver's license, and your AARP Membership card. Certificates will be distributed at the end of the 4-hour class.

### Atty Van Hamel

Newtown Campus/RCEGN 8052 C01-C03

C01/ Sat, 3/9, 9am – 1:00pm

C02/ Sat, 4/13, 9am – 1:00pm

C03/ Sat, 5/11, 9am – 1pm

### James Bodnar

Lower Bucks Campus/RCEGN 8052 C50-C53

C50/ Wed, 2/21, 12 – 4pm

C51/ Wed, 3/27, 1 – 5pm

C52/ Wed, 4/24, 1 – 5pm

C53/ Wed, 5/22, 1 – 5pm

For more information, visit the AARP website at:

<https://www.aarp.org>

PA residents only. \$20 AARP Members/\$25 for Non-Members (payable to AARP by Check or Money Order) NO CASH WILL BE ACCEPTED.

**PA residents only. \$20 AARP Members/\$25 for Non-Members (payable to AARP by Check or Money Order) NO CASH WILL BE ACCEPTED. This is a four-hour refresher course. You must provide a certificate from a previous course or a letter from your insurance company, or an auto insurance bill indicating driver safety deduction.**

**NOTE: Please arrive 15 minutes prior to class. Anyone arriving after the start time will not be admitted into class.**

## PROFESSIONAL DEVELOPMENT

### Notary Training

Learn the powers, duties, and obligations of a Notary, how to become a Notary in Pennsylvania, how to identify clients and keep accurate records. This basic 3-hour course satisfies the requirement for new applicants and renewals. *Ronald Long, Esq.*

**\*\*Newtown/\$89/WSBEN 0130**

C01/ Mon, 1/22, 6 – 9pm

C04/ Mon, 4/8, 6 – 9pm

**\*\*Eligible for PA CLE.**

**Live Online/\$89/WSBEN 0130**

C02/ Mon, 2/5, 6 – 9pm

C03/ Mon, 3/11, 6 – 9pm

**This course is approved by the PA Department of State for the mandatory 3 hours required for the initial and renewal of the Notary Commission in Pennsylvania**

### Notary Signing Agent Training

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

**Newtown/\$159/WSBEN 0131 C01 – C04**

C01/ Sat, 1/27, 9am – 1pm

C02/ Sat, 2/10, 9am – 1pm

C03/ Sat, 3/23, 9am – 1pm

C04/ Sat, 4/13, 9am – 1pm

**Notary Signing Agent is eligible for PA CLE.**

### ServSafe® Food Safety



#### Manager Certification

In this complete 10-hour ServSafe training course you will be prepared to take the official ServSafe Certification exam which will be administered at the conclusion of the course. ServSafe training designed by food service and safety professionals, meets the requirements of state and federal laws and regulations. Individuals who complete the program and pass the accredited certification exam are recognized as Certified Food Safety Managers. This class is delivered in two 4-hour training sessions. The on-line proctored exam, with review will be administered on the third day. The training session includes the exam and book. *Kathy Kausch*

**Newtown Campus/\$235/WSERV 0102 C01-C05**

C01/ Tu & Th, 1/16 & 1/18, 9am – 1pm

Online test 1/23, 9am – 1pm

C02/ Tu & Thu, 2/13 & 2/15, 9am – 1pm

Online test 2/20, 9am – 1pm

C03/ Tu & Th, 3/12 & 3/14, 9am – 1pm

Online test 3/19, 9am – 1pm

C04/ Tu & Th, 4/9 & 4/11, 9am – 1pm

Online test 4/16, 9am – 1pm

C05/ Tu & Th, 5/14 & 5/16, 9am – 1pm

Online test 5/21, 9am – 1pm

### Manager Re-Certification (Review and Test)

**Newtown Campus/\$135**

**WSERV 0103 C01-C05**

C01/Tu, 1/23, 9am – 1pm

C02/Tu, 2/20, 9am – 1pm

C03/Tu, 3/19, 9am – 1pm

C04/ Tu, 4/16, 9am – 1pm

C05/ Tu, 5/21, 9am – 1pm

**Individual proctoring for the 2-hour ServSafe Food Protection Manager Certification Exam is now available! Coordinate your schedule with the proctor at a time that's convenient for you. The online exam is then administered at one of the college's computer labs.**

### Project Management

This course will assist you in augmenting the skills necessary to remain competitive in the project management field and provides an in-depth review of project management principles aligning with the Project Management Institute's A Guide to the Project Management Book of Knowledge - Sixth Edition (PMBOK®). When you complete this course, you will have a good foundation in many aspects of the project management life cycle. This certification recognizes your project management knowledge, skills and abilities and demonstrates your project management expertise and professional experience. This course is designed for managers new to, or just starting in, the project management area, business unit managers, sales force, and marketing & business analysts. Length: 35 hours *James Deiner*

**Please Join us for a Live Online information session to learn more about the course:**

Wednesday, 1/10, 6-8pm (MUST PREREGISTER)

Live Online/XSMCE 9002 C01

**Newtown Campus/WSMCE 5488 C01/\$949**

5 Sat, 1/20 – 2/17, 8:30am – 4:30pm

**PMP and PMBOK are registered marks of the Project Management Institute, Inc.**

### Enrolled Agent

You will learn about various aspects of the Internal Revenue Code, tax preparation/representation and prepare for the Enrolled Agent Exam. An Enrolled Agent is a federally-authorized tax practitioner who has technical expertise in the field of taxation and who is empowered by the U.S. Department of the Treasury to represent taxpayers before all administrative levels – examination, collection, and appeals – of the Internal Revenue Service. Unlike CPAs and tax attorneys, enrolled agents are tested directly by the IRS, and focus exclusively on tax accounting. **There are no prior educational or professional experience prerequisites for this course.** *Natasha Johnson, EA*

**Students who successfully complete the Enrolled Agent Parts I, II, and III may be eligible to earn LE credit for ACCT240 Federal and State Taxes I and ACCT241 Federal and State Taxes II.**

#### Part I – Individuals (8 weeks)

Live Online/\$779 (includes all text and materials)

ATEST 1559 C01

Topics Covered: Preliminary Work and Filing Requirements, Income and Assets, Deductions and Credits, Taxation and Advice, Specialized Returns for Individuals

TBD



Enrolled Agent can't

### Part II – Businesses (10 weeks)

Live Online/\$1,169 (includes all text and materials)

ATEST 1560 C01

10 Mon, 1/22 – 3/25, 6 – 9pm

Topics Covered: Business Entities, Partnerships, Corporations, S Corporations, Business Financial Information, Sales, Credits, and SE Tax, Specialized Returns for Businesses

### Part III – Representation (4 weeks)

Live Online/\$599 (includes all text and materials)

ATEST 1561 C01

4 Mon, 4/1 – 4/22, 6 – 9pm

Topics Covered: Practice and Procedures, Representation before the IRS, Specific Types of Representation, Completion of the Filing Process

**Register for all 3 parts at the same time and pay a total discounted tuition of \$2,179 (all texts and materials included). A savings of over \$350.**

## So, You Want to Start Your Own Business!

Ready to take your great idea, product or service and turn it into a business? You will explore what is involved in creating, starting up and running a small business. We will determine if you have the passion to be an entrepreneur, the steps required to start your business and options for financing your business venture. You will learn how to evaluate your idea, understand your customer, and define exactly what and why people will buy from you. You will learn how to structure and organize your business, business financials, and marketing. *Fred Fisher*

Newtown Campus/\$179/WSMCE 8042 C01

C01/6 Mon, 3/25 – 5/6 (No class 4/22), 6:30 – 8:30pm



## Small Business Management

You will review considerations in establishing and managing a small business venture in today's complex business environment. It promotes the application of the entrepreneurial mindset to issues of management, operations, and control. Also reviewed are legal forms of ownership, financial planning and resources, ethical issues, and the importance of social responsibility.

*Bruce Imber*

Newtown Campus/ \$662/RCEGN 9005 C01

Mon & Wed, 1/17 – 5/10, 9:25am – 10:40am

## Negotiation and Conflict Resolution



You will learn negotiation and conflict resolution in a variety of settings. You will develop a foundational understanding of conflict theory, followed by negotiation and dispute resolution. This course is designed to enhance your negotiation/conflict resolution skills through various exercises, activities, role plays, and self-assessments. *Heather Costello*

Newtown Campus/ \$662/RCEGN 9008 C01

Mon & Wed, 1/17 – 5/10, 10:50am – 12:05pm

# CERTIFICATE PROGRAMS

NEW

## Esthetics Program

In partnership with Upper Bucks County Technical School (UBCTS), Bucks County Community College is excited to announce a new program in Esthetics at the UBCTS campus located in scenic Bedminster Township in Perkasie, PA.

The Bucks County Community College Esthetics Program at UBCTS provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the art of skin care. Upon completion of 300 hours of theory and instruction, graduates of the Esthetics Program should be prepared to take the Pennsylvania State Board Licensing Exam and upon passing, be licensed and qualify for employment in beauty and cosmetic/skincare salons, as a platform artist, and in related businesses. Course instructors will provide students with job placement assistance upon passing the board licensing exam. *Kim Kucas*

The curriculum provides a simulated salon environment that enables students to develop professional and interpersonal skills, and includes coursework and instruction in all phases of professional skincare, product knowledge, and other related topics:

- Anatomy of the Skin, its Diseases and Disorders
- Facial and Body Procedures and Treatments
- Facial Makeup Techniques and Products
- Industry Orientation and Professional Success
- Infection Control
- Spa Therapies

**Please Join us for a FREE Live Online information session to learn more about the course: (MUST PREREGISTER)**

Live Online/XSMCE 9006 C01

Monday, December 18 at 6pm

Upper Bucks County Technical School/\$8,000/WSMCE 9082 CA1

Mon-Fri, 1/16 – 6/20, 6-9pm

## NONPROFIT MANAGEMENT CERTIFICATE

In Partnering with The Nonprofit Center at La Salle University, Bucks County Community College is offering a Certificate in Nonprofit Management. Founded in 1981, The Nonprofit Center at La Salle University's School of Business has educated more than 30,000 staff and board members and completed nearly 2,000 capacity-building consulting projects. Working with nonprofits of virtually every size and mission, it provides professional development, leadership advancement for board and staff, consulting services, on-site group education, jobs website, executive transition services, interim executives, peer support, and an information and referral network.

Understanding Finance for Nonprofits – 1/31/24  
WSMCE 9002 C01

Understanding and Growing Leadership Capacity –  
2/7/24  
WSMCE 9003 C02

Fundamentals of Human Resources – 2/22/24  
WSMCE 9005 C02



Fundamentals of Successful Fundraising – 3 Thu, 4/11 – 4/25  
WSMCE 9008 C02

Discovering the Power of Program Evaluation – 4/26/24  
WSMCE 9010 C02

Communication to Build Relationships, Engagement & Understanding – 5/7 – 5/21  
WSMCE 9009 C02

Building the Board Your Organization Needs – 5/10/24  
WSMCE 9007 C02

Effective Strategic Planning for Today's Nonprofits – 5/15/24  
WSMCE 9004 C01

Mission Critical Marketing – 3 Wed, 6/4 – 6/25 (no class 6/11)  
WSMCE 9006 C02

The Joy of the Sector – *date to be determined.*

- Completion of this non-credit series of classes will result in a Certificate in Nonprofit Management from La Salle's Nonprofit Center, a valuable credential for any nonprofit professional. Each of the classes can also be taken individually. You must complete all 10 classes to receive a certificate.
- Classes are held either Live Online with zoom from 9am – 3pm (full day option), 7-9pm (evening option split over 3 sessions), or on the Newtown Campus from 9am – 4pm.
- Individual classes are \$185 or to receive the certificate \$1,850.
- For description of courses and additional information about the Nonprofit Management Certificate, [www.bucks.edu/career-professional-development/nonprofitmanagement](http://www.bucks.edu/career-professional-development/nonprofitmanagement) or email us at [coned@bucks.edu](mailto:coned@bucks.edu)

### **Bookkeeping Certificate Program (Test Prep)** *If you are interested in transitioning into a bookkeeper position, own a small business, or are a managerial professional needing to enhance your skillset...then this course is for you!*

You will develop an understanding of basic accounting principles and maintaining accurate financial records critical for all business and nonprofit organizations. You will learn to work with general ledger, assets, liabilities, equity accounts, balance sheets, income statements, basic payroll, merchandise inventory, and internal controls and fraud prevention. This program is designed based on the standards established by the American Institute of Professional Bookkeepers (AIPB). This 45-hour course will prepare you for the Certified Bookkeeper (CB) designation which is offered at Prometric Centers. *Natasha Johnson*

**Please Join us for a FREE Live Online information session to learn more about the course: (MUST PREREGISTER)**

Live Online/WSMCE 9034 C01  
Wednesday, 1/3, 6 – 8pm

Upon completing this program, you will understand how to:

- Apply accounting concepts and the basic tools of financial analysis in identifying and correcting errors.
- Understand the difference between cash and accrual accounting concepts.
- Reconcile bank accounts.
- Prepare payroll transactions, form paying wages to depositing and reporting taxes.
- Apply accounting concepts to depreciation transactions, including various methods of calculating depreciation for book and tax purposes.

- Value inventory, record costs, make entries, and report inventory on financial statements.
- Help your company or client use basic internal controls to prevent theft, embezzlement, or check and credit card fraud by employees, customers, or vendors.

### **Bookkeeping Certificate Program (Test Prep)**

Live Online/WSMCE 9033 C01/\$599 (plus \$314 book fee)  
15 Wednesdays, 1/10 – 4/17, 6 – 9pm

*Text: must purchase on own prior to class*

*American Institute of Professional Bookkeepers (AIPB.org)*

### **Certified Bookkeeper Course Series**

<https://aipb.org/bookstore/certified-bookkeeper-course-series-softcover>

*For more information about the Bookkeeping Certificate Program contact [Elena.lydon@bucks.edu](mailto:Elena.lydon@bucks.edu)*

## **Floral Design Certificate Program**



### **Floral Design 1 (Core Class)**

You will be introduced to the basics of floral designing - how to care and condition fresh flowers to prolong their life, floral design terminology, and various design trends and techniques. You will learn to arrange in a variety of vases (including but not limited to glassware, plastic, and basket containers) using a wide range of flowers and foliage. No prior experience necessary. Students should bring a floral knife, bunch cutters, wire cutters and scissors to class. *Heather Towne, AIFD, CFD*

Newtown Campus/\$599 (includes: \$350 materials & book)  
FLORA 1000 C01 & C02

C01/ 5 Thu, 1/11 – 2/8, 6 – 9pm

C02/ 5 Thu, 5/16 – 6/20 (No class 5/30), 6 – 9pm

### **Floral Design 2 (Core Class)**

You will be able to advance your knowledge and skills in floral design with this intermediate course. You will have opportunities to design larger arrangements using more complex techniques. You will learn to use some of the most common design techniques including: mille de fleur, Biedermeier, phoenix, and waterfall designs. *Ron Mulray, AIFD, CFD*

**Prerequisite:** Floral Design 1

Newtown Campus/\$499 (includes: \$250 material)  
FLORA 1001.C01

5 Wed, 2/21 – 3/27 (No class 2/28), 6:30 – 9:30pm

### **Floral Design 3 (Core Class)**

Students will utilize innovative techniques to create advanced floral designs. Designs created in this class will demonstrate applied knowledge of the elements and principles. Creations will focus on Contemporary, European and Asian Design. Students will learn critical thinking skills and how to edit design applications. *Shannon Toal, AIFD, CFD*

**Prerequisite:** Floral Design 1 & 2

Newtown Campus/\$499 (includes \$250 materials)  
FLORA 1002 C01

5 Tu, 4/9 – 5/7, 6 – 9pm

### **Sympathy & Funeral Flowers (Core Class)**

Expand your floral design skills by learning one of the biggest parts of the industry. We will explore all the different ways that floral design is used for funeral and sympathy work. Our designs will be based on the principals and elements of design, and we will be looking at modern trends in sympathy design.

*Renee Tucci, AIFD, CFD*

**Prerequisite:** Floral Design 1 & Floral Design 2

Newtown Campus/\$544 (includes \$295 materials)

FLORA 1004 C01

5 Tu, 1/16 – 2/20 (No class 2/13), 6 – 9pm

### **Principles and Elements (Core)**

How can you balance a floral design with color? What accents can you use to create rhythm? What's the best way to line up the scale of your design for proper proportion? Take a deep dive into the Principles & Elements of design in this course where we'll explore inspirations and refine hands-on floral design applications. *Renee Tucci, AIFD, CFD*

**Prerequisite:** Floral Design 1 & Floral Design 2

Newtown Campus/\$399 (includes \$150 materials)

FLORA 1030 C01

3 Sat, 1/13 – 2/3 (No class 1/27), 9am – 1pm

### **Wedding 1: A Personal Touch (Core)**

From Brides and Grooms, to Moms, Flower Girls and that Great Uncle who's never missed a birthday, we'll walk through the best ways to create all of the personal flowers for the wedding day, along with techniques to add that creative and personal touch for each unique client. All instructors will teach this class.

**Prerequisite:** Floral Design 1 & Floral Design 2

Newtown Campus/\$499 (includes \$250 materials)

FLORA 1014 C01

3 Mon & 2 Thu, 4/1 – 4/15, 6 – 9pm

### **Wedding 2: Ceremony & Celebration (Core)**

We're going to the chapel..and the church, and the Cathedral! Then we'll explore the techniques and mechanics used to create inspiring reception décor. All instructors will teach this class.

**Prerequisite:** Floral Design 1 & Floral Design 2

Newtown Campus/\$499 (includes \$250 materials)

FLORA 1015 C01

2 Mon & 3 Thu, 4/18 – 5/2, 6 – 9pm

### **Master Class: European Structures (Elective)**

Embark on a journey of creativity and sophistication with our Master Floral Design class on European Structures. In this immersive course, you will delve into the art of crafting intricate European-style floral structures, mastering the techniques of binding and banding different materials together to create stunning visual compositions that can be reused for countless occasions.

**Prerequisite:** Floral Design 3

Newtown Campus/\$549 (includes \$300 materials)

FLORA 1038 C01

4 Wed, 1/10 – 1/31, 6:30 – 9:30pm

### **Floral Fundamentals (Elective)**

Let's talk shop! In this lecture series you'll learn about floral and foliage identification, floral sourcing, care and handling, pricing strategies, sales tips, social media musts and much, much more!

*Renee Tucci, AIFD, CFD*

Newtown Campus/\$150

FLORA 1035 C01

4 Mon, 1/22 – 2/12, 6 – 8pm

### **Designing with Spring Bulbs (Elective)**

Bulbs are not just for planting. Explore new and creative ways to design with bulbs. Creations will expose the bulb in several different design styles and applications. *Shannon Toal, AIFD, CFD*

Newtown Campus/\$350 (Includes \$200 materials)

FLORA 1016 C01

4 Tu, 3/5 – 3/26, 6 – 8pm

### **Fit to Be Tied (Elective)**

In this class, we will explore five different techniques of hand-tied bouquets, from European spiral to using an Armature, creating a cascade, hand-tied presentation bouquets and a faux hand-tied bouquet are all fit to be tied. You will expand your knowledge and confidence on hand-tied bouquets for weddings, proms or even just a beautiful arrangement. *Ron Mulray, AIFD, CFD*

**Prerequisite:** Floral Design 1

Newtown Campus/\$399 (includes \$200 materials)

FLORA 1028 C01

4 Wed, 4/3 – 4/24, 6:30 – 9:30pm

### **Business of Flowers (Elective)**

Ready to take your great idea, product or service and turn it into a Floral based business? In this class you will explore what is involved in creating, starting up and running a small Floral business. We will determine if you have the passion to be a entrepreneur, the steps required to start your business and options for financing your business venture. You will learn how to evaluate your idea, understand your customer, and define exactly what and why people will buy from you. By the end of the course, you will be prepared to define and implement the next steps required to start your own Floral business. *Fred Fischer & all floral design instructors*

Newtown Campus/\$389

FLORA 1037 C01

6 Mon, 5/6 – 6/17 (No class 5/27), 6 – 8pm

### **Wearables (Elective)**

Flowers aren't just great to look at, they're fun to wear! Join us in learning the mechanics and techniques of creating floral wearables and jewelry that can be worn around town, or to your next soiree! *Renee Tucci, AIFD, CFD*

Newtown Campus/\$350 (includes \$200 materials)

FLORA 1034 C01

4 Tu, 5/14 – 6/4, 6 – 8pm

*Only one absence permitted in each class in order to receive a certificate of completion. If class is canceled due to weather, the class will be rescheduled in the same week.*

## The Child Development Associate Credential (CDA)

This 120-hour program can be articulated to six college credits for the following two 3-credit courses upon completion of the CDA Credential and matriculation at Bucks County Community College in the Early Childhood Education Program.

EDUC 105 Foundations for Early Learning (PreK-4)

EDUC 120 Early Learning and Development I

### Introduction into CDA Credential – FREE Session

The Early Childhood Education Credential prepares you to become a successful educator of our children during their most important formative years. You will learn the benefits of earning your Child Development Associate (CDA) Credential, identify the qualities needed to be a successful candidate, understand the history, review the 6 Competency Standards, learn the CDA-NAEYC Connection, know the components of the Professional Resource Binder and earn 3 hours toward your CDA Credential.

**Please Join us for a FREE Live Online information session to learn more about the course and the credentialing process.**

Tuesday, 1/16, 7:00 -9pm (MUST PREREGISTER)

Live Online/WSMCE 3260 C01

#### At the information session you will learn

- Why the CDA is the “Best First Step”?
- Steps to prepare, apply and earn your CDA Credential
- What is a Professional Portfolio?
- Advantages of choosing either Face to Face or online learning.

*Attending the information session counts for 3 hours of professional development toward earning the Credential.*

*Instructor: Brigitte Hix, M.A. PQAS Certified Child Development Associate*

The 120 hours of the CDA program will focus on the following subject areas and will prepare you to take the national CDA assessment:

- Subject Area 1: Planning a safe, healthy learning environment.
- Subject Area 2: Advancing physical and intellectual competence.
- Subject Area 3: Support social and emotional development and provide positive guidance.
- Subject Area 4: Building productive relationships with family.
- Subject Area 5: Ensure a well-run and purposeful program.
- Subject Area 6: Maintain a commitment to professionalism.
- Subject Area 7: Observing and recording children's behavior.
- Subject Area 8: Understanding Principles of child development

Lower Bucks Campus/\$1,198

\*\* (HyFlex class optional for out of area residents)

WSMCE 3201 C50

Wednesdays, 1/24 – 4/24, 6:30 – 9:00pm

Please see our website at [www.bucks.edu/cda](http://www.bucks.edu/cda) or contact [coned@bucks.edu](mailto:coned@bucks.edu).

## CDA Renewal

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

## Pennsylvania School Age Professional Credential (SAPC)

This 120-hour program can be articulated to six college credits for the following two 3-credit courses upon completion of the SAPC and matriculation at Bucks County Community College toward the Early Childhood Education: Pre-K to Grade Four associate degree. (If student work is deemed appropriate by our Prior Learning Assessment Department.

EDUC 105 Foundations for Early Learning (PreK-4)

EDUC 130 Early Learning and Development II

**Please Join us for a FREE Live Online information session to learn more about the course and the credentialing process:**

Thursday, 1/18, 7-9pm (MUST PREREGISTER)

Live Online/WSMCE 3261 C01

*Attending the information session counts for 3 hours of professional development toward earning the Credential.*

The School Age Professional Credential prepares you to become a successful educator and provide quality services for children and families. You will learn the benefits of earning your School Age Professional Credential and identify the qualities needed to be a successful candidate, understand the history, review the 6 Competency Standards, learn the CDA-NAEYC Connection, know the components of the Professional Resource Binder and the credentialing process and earn 3 hours toward your School Age Professional (SAPC) Credential.

*Instructor: Brigitte Hix, M.A. PQAS Certified Child Development Associate*

**These 120 hours of the SAPC program will focus on the following subject areas:**

- Subject Area 1: Establishing a safe, healthy out-of-school environment.
- Subject Area 2: Advancing children's physical and intellectual competence.
- Subject Area 3: Supporting Children's social and emotional development.
- Subject Area 4: Building positive and productive relationships with family.
- Subject Area 5: Ensure a well-run and purposeful program.
- Subject Area 6: Maintain a commitment to professionalism.

Lower Bucks Campus// \$1,198

\*\* (HyFlex class optional for out of area residents)

WSMCE 3270 C50; Thursdays, 1/25 - 5/2 (no class 3/21), 6:30 – 9pm

For further information, please see our website at [www.bucks.edu/sapc](http://www.bucks.edu/sapc) or contact [coned@bucks.edu](mailto:coned@bucks.edu). For information about the SAPC Assessment, please go to the PA Keys website at [www.pakeys.org](http://www.pakeys.org).



## The Archaeological Technician Training Program: Part I

*Are you adventurous, curious, and interested in understanding the past?*

Begin your Archaeology Career at Bucks! The Archaeological Technician Training Program is designed to offer you training in the basic practical and theoretical elements of archaeology. Nurture your passion for the past, whether in the classroom, lab, or field, this program provides you with a strong foundation for a career in field archaeology. A major asset to our program is right in your own backyard – The rich history of Bucks County.

You will receive a certificate of completion from Bucks County Community College at the conclusion of Part 1 and 2.

Instructor: **Matt Bielecki, MA Anthropology & Archaeology**

### Part I

Newtown Campus/\$599 (plus 15.95 book fee)

WSMCE 9022 C01

Tu & Thu, 1/23 - 4/4 (no class 3/21)

Field Days: 3/9 & 3/16

For more information about the Archaeology Technician Training Program contact [donna.kirn@bucks.edu](mailto:donna.kirn@bucks.edu) or visit the website: [www.bucks.edu/archaeology](http://www.bucks.edu/archaeology)

*The Archaeological Technician Training Program is versatile in nature and can pair well with many majors. Competencies achieved through the successful completion of the Archaeological Technician Training Program are deemed potentially equivalent to the following Bucks course: SCIE999: Science Core Elective - 4 credits.*

## WANT A NEW CAREER IN THE TRANSPORTATION INDUSTRY?

### Locomotive Engineer & Conductor Basic Training Program

The Transportation Industry has had a great resurgence and is one of the fastest growing industries in the country today.

The highly skilled crafts of Locomotive Engineer and Conductor are in great demand. Whether you are looking for a good salary, job security or a challenging career, the Transportation Industry in the local area and beyond has numerous employment opportunities available. Careers in this field include engineers, conductors, dispatchers, track workers, signal maintainers, ticket agents, technology experts, and others. This course is designed to prepare you for pre-employment as a Locomotive Engineer or Conductor candidate at a public transportation provider or freight railroad. Class is being taught by **Thomas A. Philip, PhD**.

The goal of this course is to help accelerate your chances of employment in the Transportation Industry as a Locomotive Engineer or Conductor and prepare you for a railroad's training academy once employed.



VA



U.S. Department of Veterans Affairs  
Veterans Health Administration

Have you ever wondered what it is like to work in the railroad industry or considered a career in the railroad industry?

Join our **FREE** Live online information session to learn more about the course:

Saturday, 2/3, 9 – 11am (MUST PREREGISTER)  
Live Online/XTMCO 1151 C01

Lower Bucks/\$1,099/WTMCO 1153 C50  
12 Sat, 2/10 - 4/27 (no class on 3/23), 8am – 4 pm

**\*\*Sallie Mae Loan eligible**

HyFlex class (zoom) optional for out of area residents.

## HEALTHCARE

### American Heart Association CPR & First Aid Training Certification Courses

**Please register early for CPR classes because seats are limited and registration will close 1 week prior to the start date.**

#### CPR for Healthcare Providers (BLS) 2-year Certification Course

This course includes Adult, Child, Infant CPR and AED training. It is intended for all Healthcare professionals, nurses, doctors, dentists, therapists, chiropractors, paramedics, EMTs and lifeguards.

Newtown Campus  
\$100 (includes book & eCard)

PHPAH 0003 C01 – C05

C01/ Sat, 1/27, 9 am – 3:30pm  
C02/ Sat, 2/24, 9 am – 3:30pm  
C03/ Sat, 3/23, 9 am – 3:30pm  
C04/ Sat, 4/27, 9am – 3:30pm  
C05/ Sat, 5/18, 9am – 3:30pm

#### CPR for Healthcare Providers (BLS) 2-year Re-Certification Course

This course includes Adult, Child, Infant CPR and AED training. It is a recertification class for healthcare professionals and community members that are current within their 2-year certification cards.

Newtown Campus  
\$80 (includes eCard)

PHPAH 0004 C01 – C05  
C01/ Thu, 1/18, 6 – 10pm  
C02/ Mon, 2/12, 6 – 10pm  
C03/ Wed, 3/13, 6 – 10pm  
C04/ Tu, 4/16, 6 – 10pm  
C05/ Wed, 5/15, 6 – 10pm

## Heartsaver CPR/AED & First Aid

This course is intended for anyone wanting to learn CPR and First Aid or any professionals who may be required to be certified for schools or the workplace. This course includes CPR/AED & First Aid training.

Newtown Campus  
\$100 (includes book and eCard)  
PHPAH 0002 C01  
Sat, 3/9, 9am – 3:30pm

## Heartsaver Pediatric CPR & First Aid

This course is intended for parents, grandparents, teachers, day care workers, nannies, and babysitters. This course includes CPR/AED & First Aid specifically for children and infants.

Newtown Campus  
\$100 (includes book and eCard)  
PHPAH 0014 C01  
Sat, 4/13, 9 am – 3:30pm

## Certified End of Life Specialist Online Course (CEOLS) (30 hrs.)

This immersive online course offers an opportunity to reframe the experience of death from one of fear and sadness, to meaning and connection. You will learn to cultivate a high level of compassion and empathy, and to eliminate factors that may obstruct the delivery of high-quality care and companionship to whomever they serve. *Patty Burgess, CEOLS, Grief Recovery Specialist, Hospice Volunteer, Volunteer Trainer, and End of Life Educator, Author, Speaker*

Online: \$497/ WHPAH 0074 W20  
Students can register at anytime

For more information on course and modules, please visit [bucks.edu/endoflife](https://bucks.edu/endoflife)

## Certified Recovery Specialist/ Certified Family Recovery Specialist Spring '24 Training

This in-person Training is for individuals seeking the Certified Recovery Specialist (CRS) or Certified Family Recovery Specialist (CFRS) credentials. It is designed by the Pennsylvania Certification Board (PCB) to meet the education requirements for certification in this specialty area in the Commonwealth of Pennsylvania only.

To take this Training, you must be an individual with personal, lived recovery experience or have a history of lived experience of being directly impacted by a family member's substance use disorder. All participants will be vetted before being accepted into the Training.

### Requirements

- At least 18 months of continuous personal, lived recovery experience or a family member of someone with a substance use disorder.
- High school diploma or GED
- Attend all weekday training sessions (78 hours)
- Ability to write a minimum 1,000-word essay describing personal experience with recovery and history of sustained recovery
- Submit an application to the Pennsylvania Certification Board, payment of fee, and successful completion of the CRS exam
- Signing of an ethical code of conduct

### Technology requirements

- Be comfortable with computers, computer applications and other technology.
- Be able to complete online homework (12 hours).
- Have access to a laptop or desktop device. Mobile devices such as tablets and smartphones cannot be used.

These requirements listed are detailed in full on PCB's website. If you are interested in this Training or have questions, please contact Becca Rosen at [HYPERLINK bcdactraining@buckscounty.org](mailto:HYPERLINK bcdactraining@buckscounty.org) or 215-444-2710.

This class is scheduled to begin in May 2024 at the Newtown Campus. This is a FREE training.

## Reiki 1

In this enjoyable "hands-on" class, you receive the ability to transmit Reiki Energy to help heal yourself, your family, friends, pets, and plants. Relieve stress, revitalize your body and energize your life with the ancient art of Reiki! A non-invasive, powerful tool for natural healing, Reiki energy transfer can help you eliminate fatigue, tension, and pain, accelerate healing, promote tranquility, and increase awareness. You will learn how to transfer Reiki energy by relieving energy blockages in the body. *Glenda Smith*

Newtown Campus/\$115/RHEAL 0100 C01  
Sat, 4/6, 9am – 6pm

## Reiki 2

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

Newtown Campus/\$139/RHEAL 0102 C01  
Fri, 5/17, 6:30 – 9:30pm & Sat, 5/18, 9:00am – 6:00pm

## Nursing Review & Re-entry into Practice

This 88-hour nursing review course includes classroom instruction, skills sessions, and clinical experience. This course is designed to prepare nurses (RN's & LPN'S) who are interested in re-entering nursing practice (TBD) Requirements needed before clinical experience: Current PA Nurse's license, current Healthcare Provider CPR certification, flu shot, COVID vaccine, professional liability insurance, healthcare insurance, medical clearance, criminal background check by the State Police. All must be provided before clinical experience.

All forms can be found on our website: [bucks.edu/healthcare/conedhealth/nursing-review-re-entry](https://bucks.edu/healthcare/conedhealth/nursing-review-re-entry)

WHPAH 0338 C01/ \$1,350 (plus textbook)

Orientation: Wednesday, 1/17, 6 – 8pm

Classroom: 6 Mon & 5 Wed, 1/22 – 2/26, 6 – 10pm

Skills Review: Wed 2/28, Mon 3/4 & Wed 3/6, 6 – 10pm

Clinical: 4 Mon & 4 Wed, 3/11 – 4/3, 6 – 10pm

**Course Includes: Orientation, Classroom, Skills Review and Clinical**

For more information, please contact [elena.lydon@bucks.edu](mailto:elena.lydon@bucks.edu)

## Dental Assisting Hybrid Program (100 hours)

This 100-hour Dental Assisting Program prepares you for entry-level positions in one of the fastest-growing healthcare 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. Program begins February 27, 2024

**Please check our website for Spring 2024 days and times:**  
[www.bucks.edu/healthcare/dental-assst](https://www.bucks.edu/healthcare/dental-assst)

## Pharmacy Technician

The Pharmacy Technician Certification Program at Bucks County Community College is a comprehensive, 75 hour didactic course. It will prepare students to enter the pharmacy field in hospitals, home infusion pharmacies, and community pharmacies, working under the supervision of a registered Pharmacist. Upon successful completion you will be prepared to take the national certification exam by the Pharmacy Technician Certification Board (PTCB). Program begins March 5, 2024

**Please check our website for Spring 2024 days and times**  
<https://www.bucks.edu/healthcare/pharmacy-tech>



## ONLINE LEARNING

We offer a variety of programs in this flexible and convenient learning format. Join the fast-growing number of students who are taking advantage of online classes. Gain new skills to help advance your career by completing a certificate program or learn a new skill.

Online Learning provides a convenient, standardized and economical approach for students to learn. Students attend class from anywhere - in the office, at home, at school, or on the road, and study at a pace that's right for them.

Bucks' partners with the best online providers so that we can bring you the best programs! Our online partners include: MindEdge, Ed2go, LERN (ugotclass) and Construction Experts.

For a complete listing of all online classes, visit [www.bucks.edu/businesscareer/online/](https://www.bucks.edu/businesscareer/online/)

## MindEdge Professional Certificates

- The right certificate can mean 5%-10% increase to starting salaries.
- Earn an initial certification and keep yours current with CEU, CPE, HCI, SHRM, CFRE, and PDU credits.
- MindEdge courses deliver high levels of learner engagement resulting in learning that lasts.
- MindEdge courses are effective, meet learning objectives, and easy to use.

### MindEdge Courses

- Human Resource Management
- Sustainability Management
- Creativity and Innovation
- International Trade
- Marketing

For more information on the course and to register visit:  
<https://catalog.mindedge.com/bucks>

**MindEdge**  
LEARNING

## U GOT CLASS

For information and course descriptions, go to [LERN.org/ugotclass](https://LERN.org/ugotclass). To register for LERN classes, call 215-968-8409. All LERN classes are held online. For a complete list of classes or to register visit: <https://www.bucks.edu/bucks-online>

- Certificate in Data Analysis
- Certificate in Workplace Communication
- Business Coaching Certificate
- Certificate in Sales
- Certificate in Leadership Development
- Certificate in Learning Styles
- Managing Social Media Platforms Certificate
- Workplace Conflict Solutions Certificate
- Spanish for Medical Professionals



"Information That Works!"

## ED2GO

For a complete list of ed2go classes, visit our website <https://www.ed2go.com/bucks>

### New Career Training Programs:

[www.bucks.edu/businesscareer/online](http://www.bucks.edu/businesscareer/online)

A new section begins each month:

- January 17 • March 13 • May 15
- February 14 • April 17

Classes are 6 Weeks Long

The categories include, but are not limited to:

- Accounting & Finance
- Business
- College Readiness
- Computer Applications
- Design & Composition
- Healthcare & Medical
- Language & Arts
- Personal Development
- Teaching & Education
- Technology
- Writing & Publishing



## Construction Certificates

Bucks, in partnership with Construction Experts, Inc., offers several online construction certificates. Construction Experts classes are organized into a number of certificate programs to help students achieve their educational and career goals. Certificate Programs include:

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



For complete listing of certificates and descriptions, visit <http://constructionclasses.com/online/about-construction-experts-inc/>

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 Expert Courses

(For detailed information, visit

[www.bucks.edu/businesscareer/pro-dev/browsebyindustry/construction-certs](http://www.bucks.edu/businesscareer/pro-dev/browsebyindustry/construction-certs))

Spring Session Dates: January 15 – March 24

- Introduction to Construction – Start Anytime Self- Paced
- Introduction to Concrete – Start Anytime Self- Paced
- Introduction to Construction Estimating - Start Anytime
- Essential Construction Math - Start Anytime
- Construction Blueprint Reading
- Estimating and Bidding 1



- Estimating and Bidding 2
- Construction Materials and Processes
- Construction Equipment and Methods
- Civil Blueprint Reading & Materials
- Estimating Civil & Sitework Construction
- Oral & Written Communications
- Contract Documents & Construction Law
- Planning and Scheduling
- Building Green Buildings

## EDUCATION FOR TEACHERS – ACT 48 APPROVED COURSES

### Act 48 Guidelines:

The PA Department of Education requires that all collegiate courses & non-credit professional education classes that will be used for Act 48 credits are related to an area of the professional educator's assignment or certification.



We are currently offering courses online through our collaboration with Ed2Go. In order to receive Act 48 hours for an Ed2go class, you must complete all 12 lessons in a class. Classes under the category of Teacher Professional Development are approved for Act 48 hours. Please check our website at [www.bucks.edu/businesscareer/educators](http://www.bucks.edu/businesscareer/educators) for the Pennsylvania Department of Education Act 48 Guidelines.

To receive Act 48 hours for a credit or non-credit course or to check if your course qualifies for Act 48 hours, please email [elena.lydon@bucks.edu](mailto:elena.lydon@bucks.edu) before registering.

### Certificate in Teaching Adults

This is your invitation to teach others in-person and join in one of the more important functions in life - passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you. We will give you both the fundamental and advanced information to improve your teaching. Your lead instructor is author of *How to Teach Adults*, the best-selling book on the subject. The e-book version is included in the course.

Online/\$295/ECPED 1505 C30  
2/5/24 – 3/29/24

### Parent Transition from High School to College

You will learn the general transition process from the secondary education system to the higher education system for students. The collaboration of the parents, the student and the IEP team will be discussed with the expectations for students and the new role that parents play when students enter the higher education system. Participants will learn how to effectively plan, prepare students and work together for a successful transition for the adult student. *Jennifer Osinski, M.Ed., M.S.*

Self-Paced Online/\$269/WSMCE 9040 C20  
February 5 - 29



## Effective IEP Writing Core Competencies for College Skills

You will learn the general transition process from the secondary education system to the higher education system for students. The essential core competencies of college will be addressed and how to write effective IEP goals to allow students to gain these skills in addition to fading accommodations and modifications in the IEP for students to have a successful transition to the higher education setting.

Jennifer Osinski, M.Ed., M.S.

Self-Paced Online/\$269/WSMCE 9041 C20  
March 4 - 31

## The Difference Between High School and College IDEA vs ADA

You will learn the general transition differences between the secondary education system to the higher education system for students. Specifically, the differences between Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA). You will learn how each level of education provides support to individuals with disabilities and how to prepare students for the change between the system of entitlement (K-12) to a system of eligibility (higher education).

Jennifer Osinski, M.Ed., M.S.

Self-Paced Online/\$269/WSMCE 9042 C20  
April 1 - 30

## UDL and The Various Learning Styles

You will learn the various learning styles for all students and how presentation of material can address these specific needs. You will also be presented with Universal Design for Learning (UDL) general information, frameworks and how to apply it to their curriculum. You will be provided with an example of how to apply UDL to their educational practices and presentations to make learning accessible for all students and types of learners.

Jennifer Osinski, M.Ed., M.S.

Self-Paced Online/\$269/WSMCE 9043 C20  
May 6 - 31

## Time Management Strategies to Support the Neurodivergent Students to Own their Own Time

This workshop provides an opportunity to discuss the history of the Neurodivergent Thinker, qualifying the relationship between time and executive function skills and a new perspective on time management strategies in the K-12 classroom. Come and discuss the theory of Time Blindness, the strategies you use in your classroom and the new strategies that may change your perception of Time Management.

Deborah Hoelper, M.Ed. BSL-PA

Live Online/\$69/WSMCE 9065 C01 & C02  
C01/ Wed, 2/7, 6:30 - 8:30pm  
C02/ Sun, 2/11, 9 - 11am

## Metacognition Strategies to Support Neurodivergent Students

You will explore the history surrounding neurodiversity and support the participants in developing a definition. The presenter will use video, antidotal stories, and historical timelines as the springboard for discussions. A review of metacognition will be the foundation to introduce universal designed strategies that will support a learner to know more about their learning style and take ownership and agency of "doing better" in course work.

Deborah Hoelper, M.Ed. BSL-PA

Live Online/\$69/WSMCE 9066 C01 & C02  
C01/ Wed, 4/10, 6:30 - 8:30pm  
C02/ Sun, 4/14, 9 - 11am

## Adaptive Technology: Immersive Readers and UDL Supporting a Neurodiverse Learning Community

This workshop provides a history of UD and UDL. The participants will juxtapose the development of UD design and the UDL design with the common goal of removing barriers. The presenter will use video, antidotal stories, and historical timelines as the springboard for discussions. They will explore an example of a UDL resource, Immersive reader and extension Helper Bird that support executive function in neurodiverse classroom and more. The participants will create a classroom activity using Immersive reader and reflect one UDL principle.

Deborah Hoelper, M.Ed. BSL-PA

Live Online/\$69/WSMCE 9070 C01 & C02  
C01/ Wed, 3/6, 6:30 - 8:30pm  
C02/ Sun, 3/10, 9 - 11am



# IT ACADEMY

## MICROSOFT TRAINING

### Excel Basics

\$225/WCOAP 1580

Newtown, Th, 2/8-2/29, 6-9pm

Lower Bucks, Th, 2/5-2/26, 6-9pm

Upper Bucks, W, 2/7-2/28, 6-9pm

### Excel Intermediate

\$225/WCOAP 1581

Newtown, Th, 3/7-3/28, 6-9pm

Lower Bucks, M, 3/4-3/25, 6-9pm

Upper Bucks, W, 3/6-3/27, 6-9pm

### Excel Advanced

\$225/WCOAP 1582

Newtown, Th, 4/4-4/25, 6-9pm

Lower Bucks, M, 4/1-4/22, 6-9pm

Upper Bucks, W, 4/3-4/24, 6-9pm

### Data Analysis with Excel Pivot Tables

\$95/WCOAP 1596

Newtown, Th, 5/2, 5:30-9:30pm

Lower Bucks, M, 5/6, 5:30-9:30pm

Upper Bucks, W, 5/1, 5:30-9:30pm

### Accounting Basics for Non-Accountants

\$95/WCOAP 1701

*Look for course offering this fall.*

### Excel for Accounting

\$995/WCOAP 1702

*Look for course offering this fall.*

Word, PowerPoint Outlook & Access training can be found at: [www.ed2go.com/bucks](http://www.ed2go.com/bucks).  
Type Microsoft Office on the search bar. Classes start each month

## COMPUTER AIDED DESIGN

### AutoCAD Essentials

\$495/WCOAP 6064

Newtown, M, 2/5-4/1, 5:30-9:30pm

### SolidWorks

\$495/WCOAP 6071

Online, W, 2/7-4/3, 5:30-9:30pm

### Revit Architecture Basics

\$495/WCOAP 6068

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

### AutoCAD for Interior Design

\$495/WCOAP 6073

Newtown, W, 2/7-4/3, 5:30-9:30pm

## CYBERSECURITY

### CompTIA Security+

\$895/WITAC 0511

Online, Tu-Th, 2/6-3/28, 5:30-9:30pm

### ISC(2) Cyber Certified (CC)

\$995/WITAC 3075

Online, M-W, 2/5-3/13, 5:30-9:30pm

### Fundamentals of System Security (SSCP)

\$995/WITAC 2118

Online, M-W, 3/18-4/24, 5:30-9:30pm

### Certified Information System Security Professional (CISSP)

\$995/WITAC 2124

Newtown, Th, 2/8-5/9, 6-10pm

### Certified Threat Intelligence Analyst (CTIA)

\$895/WITAC 3091

Newtown, M, 2/5-3/11, 6-10pm

### Certified Chief Information Security Officer (CCISO)

\$1295/WITAC 3090

Newtown, M, 3/18-5/6, 6-10pm

## QUICKBOOKS

### Intuit QuickBooks

\$395/WCOAP 1615

Newtown, M, 2/5-3/25, 6-9pm

Lower Bucks, W, 2/7-3/27, 6-9pm

## CISCO NETWORK ADMINISTRATION

### CCNAv7: Introduction to Networking

\$995/WITAC 1055

Online, Tu-Th, 2/6-4/4, 6-10pm

## DESKTOP SUPPORT

### CompTIA A+ Certification Training

\$2195/WITAC 2002

*Look for course offering this summer.*

### CompTIA Networking+ Certification Training

\$995/WITAC 1005

Online, Sat., 3/9-5/25, 9am-3:30pm

### CompTIA Cloud+

\$795/WITAC 3092

Newtown, M, 5/13-6/17, 6-10pm

## SERVER ADMINISTRATION

### VMware

Newtown, Tu-Th, 3/5-5/2, 5:30-9:30pm

Tuesday online, Thursday on campus

## FULL STACK DEVELOPER – Front End

### Introduction to CSS3 & HTML5

\$105/ECOAP 0261 (Classes start each month)

### Intermediate to CSS3 & HTML5

\$105/ECOAP 0255 (Classes start each month)

### Advanced to CSS3 & HTML5

\$105/ECOAP 0260 (Classes start each month)

### Introduction to JavaScript

\$105/ECOSY 0021 (Classes start each month)

### Responsive Web Design

\$105/ECOSY 0017 (Classes start each month)

### Introduction to jQuery

\$119/ECOSY 0051 (Classes start each month)

## FULL STACK DEVELOPER – Back End

### Introduction to C# Programming

Online/\$105/ECOAP 0285 (Classes start each month)

### Intermediate C# Programming

Online/\$105/ECOAP 0297 (Classes start each month)

### Introduction to JAVA Programming

\$105/ECOSY 0020 (Classes start each month)

### Introduction to JAVA Programming

\$105/ECOSY 0022 (Classes start each month)

### Introduction to Python Programming

Online/\$105/ECOSY 0048 (Classes start each month)

### Introduction to PHP and MySQL

Online/\$105/ECOSY 0040 (Classes start each month)

## DATABASE DEVELOPMENT

### Introduction to SQL Fundamentals

Online classes start each month

# Esthetics Program

Bucks County Community College and Upper Bucks County Technical School (UBCTS) are announcing the first partnership in the institutions' history, teaming up to introduce an Esthetics Program for adults as well as high school seniors who are interested in pursuing a career in the field of esthetics.



Online information session Monday, December 18 at 6 p.m.

This program provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the art of skin care. Upon completion of 300 hours of theory and instruction, graduates of the Esthetics Program should be prepared to take the Pennsylvania State Board Licensing Exam and upon passing, be licensed and qualify for employment in beauty and cosmetic/skincare salons, as a platform artists, and in related businesses. Course instructors will provide students with job placement assistance upon passing the board licensing exam.

## Online information session:

Mon, 12/18/23, 6 - 8pm (MUST PREREGISTER)  
Live Online/XSMCE-9006-C01

WSMCE-9082-CA1

Mon-Thur, 1/16/24 - 6/20/24, 6 - 9pm



For more information,  
visit [bucks.edu/esthetics](https://bucks.edu/esthetics)  
or contact [veronica.drumm@bucks.edu](mailto:veronica.drumm@bucks.edu)



## Community+

Lifelong Learning at Bucks

Community+ Lifelong Learning is a membership-based program for adults 50+ who want to pursue new and interesting educational opportunities while connecting socially with other learning enthusiasts. Enjoy knowledgeable faculty, interactive classes, and exciting lectures and events—all without the pressure of exams or grades!

Lifelong Learning courses encompass a wide range of subjects in the arts, history, current events, DIY, Languages, health and wellness, and more.

The annual membership fee for Community+ Lifelong Learning is \$499/membership year (Valid for one year beginning on enrollment date).

## LIFELONG LEARNING + SO MUCH MORE!

- + Six non-credit personal enrichment classes per membership year\*
- + 25% discount on additional personal enrichment or professional development courses\*
- + Exclusive member-only events
- + Fitness center access during regular operating hours
- + A pair of tickets for two Zlock Performing Arts Center events presented by Bucks County Community College
- + \$10 credit towards additional non-credit classes or future membership fees when you refer a friend who joins Community+
- + Early access to course catalog mailings
- + Much more!

*\*Some exclusions apply, discount doesn't apply to course material fees.*

To learn about the additional  
benefits of the membership visit:  
[bucks.edu/communityplus](https://bucks.edu/communityplus)

# REGISTER NOW!

BUCKS COUNTY COMMUNITY COLLEGE  
275 SWAMP RD.  
NEWTOWN, PA 18940

[bucks.edu/coned](https://bucks.edu/coned)



#BUCKSCCC

## Summer 2024



# KIDS ON CAMPUS

**June 17 – August 9, 2024**

**Camps for ages 5-6, 7-9, 10-12, 13-15**

**We offer a variety of week-long specialty summer camps.**



See our exciting Summer 2024 camp offerings  
this January at [bucks.edu/kidsoncampus](https://bucks.edu/kidsoncampus)