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Continuing  
Education  
Workforce  
Development  
Public Safety



Bucks County  
Community College

## Programs



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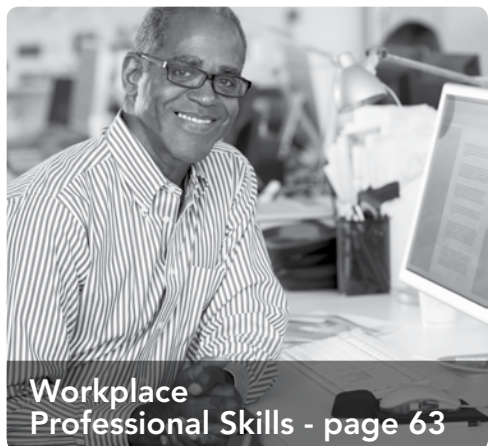
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# Join us Online!

View Courses Online: [bucks.edu/con-ed-courses](http://bucks.edu/con-ed-courses)

Get Updates, or Request Info: [bucks.edu/coned-info](http://bucks.edu/coned-info)



View Course Offerings Online



## Continuing Education on Facebook

Visit, [facebook.com/bucks.coned](http://facebook.com/bucks.coned)

### Other Program Facebook Pages:

- IT Academy - [facebook.com/bucks.itacademy](http://facebook.com/bucks.itacademy)
- Medical Imaging - [facebook.com/bucks.rad](http://facebook.com/bucks.rad)
- Practical Nursing - [facebook.com/bucks.pn](http://facebook.com/bucks.pn)



## Kids On Campus 2015

Kids on Campus 2014 was a huge success!

Come back in 2015 for creative workshops and sports clinics that will make your child's summer a learning experience and a fun adventure.

Call **215-968-8409** to have a brochure sent to you or visit our website.

[www.bucks.edu/kidsoncampus](http://www.bucks.edu/kidsoncampus)



### For Camp Updates

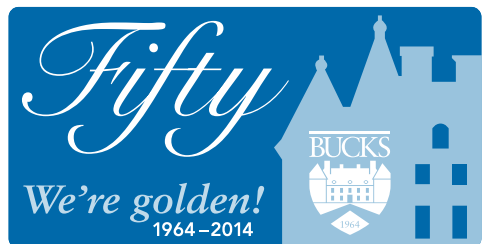
follow us on facebook: [www.facebook.com/kocbucks](http://www.facebook.com/kocbucks)

or check our site: [www.bucks.edu/newcamps](http://www.bucks.edu/newcamps)

## It's the College's 50th Anniversary!

Join us at [bucks.edu/50](http://bucks.edu/50)

- Sign the Guestbook
- Check out Historical Photos and Timeline
- Learn About Upcoming 50th Anniversary Events



## Businesses, make us a part of your team!

We offer many services that support your strategic plan and increase your value to your customers.

For More Info, See Page 24



W CENTER FOR  
WORKFORCE  
DEVELOPMENT



# General Information

## Age Requirements for Taking Courses

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

## Continuing Education Units

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

## Course Changes/Cancellations

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

## Emergency Closings & Inclement Weather

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

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

The most up-to-date information will also be available on the college's website at: [www.bucks.edu](http://www.bucks.edu)

## Employer Tuition Assistance

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

## Lifetime Learning Credit

For those beyond the first two years of college, or taking classes part-time to improve or upgrade their job skills, the family will receive a 20% tax credit for the first \$10,000. The credit is available for net tuition and fees (less grant aid) paid for post-secondary enrollment after June 30, 1998. The credit is available on a per-taxpayer (family) basis. For further information, please consult your tax advisor or visit <http://www.ed.gov/offices/OPE/PPI/HOPE>.

## Parking Permits & Verification of Enrollment

A parking permit will be sent to registrants before class begins. This mailing will include your enrollment confirmation and textbook or materials information. Please feel free to call us at 215-968-8409.

## Plan Ahead

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

## Returned Checks

Students whose checks are returned to the College due to insufficient funds or other clearing issues, will be assessed a bad check fee of \$25 for each occurrence.

## Refund Policy

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

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

If you have paid by check, your refund will arrive in three weeks. Visa, MasterCard, American Express or Discover payments will be credited to your account. If you are not completely satisfied with our program, please contact the Director of Continuing Education, Maryann Brennan at 215-968-8104.

## Sallie Mae Loans

If you require assistance paying for courses and/or certification programs in full, please consider applying for a Sallie Mae loan. Contact Sallie Mae directly by phone 1-888-272-5543 or visit their website to get approved [www.salliemae.com](http://www.salliemae.com). Please use the non-credit school code 98 when applying for a loan.

## Staff Waivers

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

## Senior Citizen Policy

Adults who are 65 and over and Bucks County residents, may attend Certificate and Computer classes at 50% off the stated fee, plus books/materials fees. Please call for appropriate books/materials costs before registering. Due to the demand for these classes, we can only permit two seniors per class at this discount. Seniors may attend all other non-credit classes free of charge on a space-available basis. **Note:** ed2go, LERN, Harp & Hypnotherapy & related classes, online construction classes, ProTrain, Gatlin, trips, Aviation, Chinese American Cuisine, Oil Painting Classes, Djembe Drums, and Second Act courses are exempt from this policy. **Senior Citizen registration will begin one week prior to the start date of each class.** You will receive a course confirmation upon registration. However, if the class fills (with the exception of computer classes), you will be called and given the option to either pay for the class or to withdraw. Please note that it is the student's responsibility to pay materials and book fees. Please use registration form and check box regarding senior citizen status.

## Tax Deduction

You can receive a tax deduction for all expenses of continuing management education (including registration fees, travel, meals and lodging) undertaken to maintain and improve professional skills. (Treasury Registration 1-625 Coughlin vs. Commissioner, 203F2d307).

## Regional Sites

- Bucks County Community College  
Upper Bucks Campus  
One Hillendale Drive  
Perkasie, PA 18944  
(215) 258-7741
- Bucks County Community College  
Lower Bucks Campus  
1304 Veterans Highway  
Bristol, PA 19007  
(267) 685-4800
- Bucks County Community College  
Newtown Campus  
275 Swamp Road  
Newtown, PA 18940  
(215) 968-8409
- Advanced Manufacturing Training Center  
310 George Patterson Blvd.  
Suite 108  
Bristol, PA 19007

## How to Register

### Register Online: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)

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

#### Other registration options:

##### FAX

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

##### Walk-In

Come in person (8:30 am-4 pm) to:  
Bucks County Community College,  
Continuing Education Office, Cottage 3,  
275 Swamp Road, Newtown, PA.

Walk-in registrants are advised to call the Continuing Education Office prior to coming to inquire about seat availability.

##### Applying for Sallie Mae Loans

If you require assistance paying for courses and/or certification programs in full, please consider applying for a Sallie Mae loan. Contact Sallie Mae directly by phone 1-888-272-5543 or visit their website to get approved [www.salliemae.com](http://www.salliemae.com). Please use the non-credit school code 98 when applying for a loan.

##### Mail-In

Mail form (**page 67**) with payment to:

Bucks County Community College,  
Continuing Education Office,  
275 Swamp Road,  
Newtown, PA 18940

A cancelled check serves as receipt of payment. You will receive a parking permit through the mail.

##### Phone-In

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

**Registration form on  
page 67.**

## Cultural Programming

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

**For this years big event, see ad on page 47.**

More Info, and Event Calendar: [www.bucks.edu/cultural](http://www.bucks.edu/cultural)

Phone: **215.968.8087**

Tickets: [www.bucks.edu/tickets](http://www.bucks.edu/tickets)

# Student Services/Support

## Child Care

### Early Learning Center

215-968-8082 • [www.bucks.edu/elc](http://www.bucks.edu/elc)

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

## Counseling Services

215-968-8189 • [counseling@bucks.edu](mailto:counseling@bucks.edu)

Our Planning Counselors help you to achieve educational, career, social and personal goals!

## disAbility Services

215-968-8182 (V)

[www.bucks.edu/disability](http://www.bucks.edu/disability)

### Rollins Bldg, Student Services

This office exists to assure access to an equal education for students who identify themselves as having disabilities. Services include: interpreters, test and classroom accommodations, liaison with faculty, academic, career and supportive personal counseling, and assistive technology. Students with a disability that affects functioning and learning should contact this office prior to registering for classes to assure services are available when needed.

## Evening/Weekend Support Line

If you have a question concerning your evening/weekend class during off-hours, call the Student Service Center.

215-968-8189 - Evenings after 4:30

215-504-8081 - Saturdays, 8 am-12 pm

## Security and Safety

### Office of Security and Safety

Cottage 4 • 215-968-8394

### Motor Vehicle Regulations

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

### Parking Permits

A student who drives to campus must park his or her vehicle in student areas only and acquire a parking permit. There is no charge for parking permits and you may register more than one vehicle. Permits are issued at the Office of Security and Safety. In order to obtain a parking permit, please visit [www.bucks.edu/parking](http://www.bucks.edu/parking). To obtain your permit, you must present:

1. Owner's registration for each vehicle
2. Student or Employee Identification

### Emergencies

Report ALL emergencies, medical and otherwise to Security and Safety at 215-968-8395 or on campus Ext. 8911.

## Evening Shuttle Service

A shuttle runs between 6-11 pm on Monday -

Thursday nights shuttling students to and from the parking lots to a drop off area behind Penn and Founders Halls.

## Campus Crime Information

Campus security statistics required by the College and University Security Information Act of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of the Federal government are available at the Office of Security and Safety and other campus locations, and on the web at: [www.bucks.edu/security/SecurityReport.pdf](http://www.bucks.edu/security/SecurityReport.pdf)

A daily log of reported complaints, statistical data and the Security Information Report are also published on the College's website at: [www.bucks.edu/security](http://www.bucks.edu/security)

## Tutoring Center

215-968-8218 • [www.bucks.edu/tutor](http://www.bucks.edu/tutor)

The College provides tutoring in support of select courses to currently enrolled Bucks County Community College students. Tutoring is available at the Newtown, Upper Bucks, Lower Bucks, and Virtual Campuses.

## Technology Learning Centers

215-497-8754 • [www.bucks.edu/tlc](http://www.bucks.edu/tlc)

The Technology Learning Centers provide the following services: one-on-one tutoring, just-in-time tutoring, group tutoring sessions, and assistance with basic computer skills. Students can come to the TLCs at a walk-in or by appointment.

Assistance is available at the Newtown campus, the Upper Bucks Campus and the Lower Bucks Campus. The hours of the TLCs can be found at:

[www.bucks.edu/tlc](http://www.bucks.edu/tlc)

Students can expect assistance with the following: Microsoft Operating Systems and the Office Suite, logins and passwords, Internet browsers, WebCT for online learning, WebMail, and WebAdvisor to find courses, register and check grades, and basic MacIntosh features. For further information call: 215-497-8754.

## Veterans Stars & Stripes Lounge

Newtown: Charles Rollins Center, 2nd Floor

Lower Bucks: Second Floor

Upper Bucks: First Floor, South Building

These spaces have been set aside to provide a welcoming environment for our veterans and their families.

## Emergency Closings

Make sure to register for Bucks emergency alert system which will send urgent notifications to your cell phone and/or email at:

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

The most up-to-date information will also be available on the college's website at: [www.bucks.edu](http://www.bucks.edu)

# Brochure Key

## Help Finding Content

1

Use the main table of contents on **page 2** to find the program section that interests you.

2

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

3

Find courses beneath categories and sub-categories as indicated.

Section Category

Section Sub Category

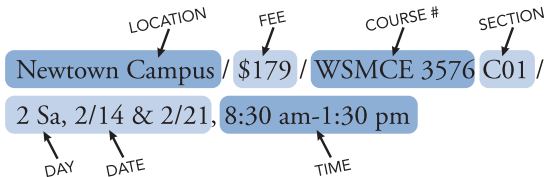
Course Title

Course Description...

4

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

## How to Read Course Details



## Veterans Approved Courses

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



## Act 48 for Educators

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



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

For more Act 48 information contact Assistant to the VP of Continuing Education: 215-504-8602 [www.bucks.edu/act48](http://www.bucks.edu/act48)

## Online Training

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



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



[www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

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



Learn More

Look for the ed2go logo throughout the brochure.

A new section begins each month:  
Sept. 17, Oct. 15, Nov. 12, Dec. 10

[www.ed2go.com/bucks](http://www.ed2go.com/bucks)



[www.gatlineducation.com/bucks](http://www.gatlineducation.com/bucks)



[www.theknowledgebase.org/bucks](http://www.theknowledgebase.org/bucks)



- Unless otherwise noted, for further information on the following courses, please contact Allied Health at 215-968-8025.
- For more information visit: [www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)
- Allied Health Website: [www.bucks.edu/alliedhealth](http://www.bucks.edu/alliedhealth)
- To register, visit: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister), or call 215-968-8409 (Option #1)

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## Medical Imaging

Customized Courses also available.

For more info on all Medical Imaging Programs:

**Marie Leodore, Director - Medical Imaging,**  
(215) 685-4821,  
email: [marie.leodore@bucks.edu](mailto:marie.leodore@bucks.edu)  
[www.bucks.edu/radiography](http://www.bucks.edu/radiography)

### Radiography Program

The **Radiography Program** is a twenty-three month, full-time program that will prepare you to enter the field of diagnostic medical imaging. A new class begins each May. Application packet deadline is November 30th of each year for the upcoming May class. Classroom activities, laboratory, and clinical activities assist in learning radiography. Patient care, radiation protection, and technical skills are emphasized throughout the curriculum. Current clinical sites are Grand View Hospital, St. Mary Medical Center, Aria Healthcare System Hospitals, Lower Bucks Hospital, Abington Lansdale Hospital, Rothman Institute, Children's Hospital, Mercer Bucks Orthopedics, Phoenixville Hospital, and Tri State Imaging. You will receive a certificate at the successful completion of the program and will be eligible to sit for the examination given by the American Registry of Radiologic Technologists. Upon passing the examination, you can become a registered Radiographer or Radiologic Technologist and may work in a variety of settings: hospitals, clinics, physicians' offices, mobile x-ray companies, public health, and industry.

Tuition \$14,450 + Books



### Registry Review (40 Hrs)

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

\$200/ program is ongoing; contact Marie Leodore at [marie.leodore@bucks.edu](mailto:marie.leodore@bucks.edu) for updates.

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

Check us out online at: [www.bucks.edu/radiography](http://www.bucks.edu/radiography)



### Dental Radiography Test Prep Online (144 Hrs)

Are you a dental assistant wanting to expand into dental radiography? This 144-hour online course will enable you to sit for the Radiation Health Safety (RHS) portion of the CDA/DANB examination. Meeting M/W/F, online in the evenings for 4-hour sessions lasting 12 weeks. *Marie Leodore*

Text: Dental Radiography: Principles and Techniques 4th Edition by Iannucci  
Online/ \$499/ WRADT 1214 W20/ **Spring 2015**  
Class online Tue/Thu

### Mammography Online:

Online/\$2000/WRADT 1202 W20/ **Spring 2015**

### CT Online:

Online/\$2000/WRADT 1206 W20/ **Spring 2015**

### MRI Online

Online/\$2000/WRADT 1207 W20/ **Spring 2015**



## Nursing

### Practical Nursing Program

The Practical Nursing Program is a full-time, twelve month, state approved program beginning annually in July. The curriculum consists of a wide variety of clinical experience, along with classroom instruction. Upon successful completion of our certificate program, students are prepared to sit for the National Council Licensure Examination LPN (NCLEX) and become a Licensed Practical Nurse. This program is an excellent stepping stone towards a RN degree or can provide exciting opportunities working as a LPN in a variety of patient care settings. The first step to admission is the NLN-PN Pre-Entrance Exam, which is a non-medical, basic Math, Reading, and Science test. There are a limited number of testing dates, so register today!

For more information about the PN Program call:

**Michelle Rue, Director**  
**Practical Nursing Program**

**215-968-8448, email: [michelle.rue@bucks.edu](mailto:michelle.rue@bucks.edu)**

**Approved by the Commonwealth of Pennsylvania State Board of Nursing.**

Registration information for the NLN-PN Pre-Entrance Exam, is available on our website:  
[www.bucks.edu/practical](http://www.bucks.edu/practical)

You may also contact us at [pnursing@bucks.edu](mailto:pnursing@bucks.edu) with your complete name and address or call 215-968-8025, Option 2.



### NLN-PN Pre Entrance Exam Review (51 Hrs)

The first step to admission in the Practical Nursing Program is taking the NLN-PN Pre-Entrance Exam. This course will review the basic Math, English and Science skills needed to help you be successful on the exam and pursue your goal of becoming a Practical Nurse. *Staff*

Text: Review Guide for LPN/LVN Pre-Entrance Exam 3rd Edition By National League of Nurses/ Jones & Bartlett Publishers

Newtown Campus/\$229 (plus text)/  
ATEST 0056 N01/

9 Mon, 8 Wed, 9/29 - 11/24, 6-9 pm

Check our website, [www.bucks.edu/practical](http://www.bucks.edu/practical) for details

For more information about the NLN-PN Pre-Entrance Exam Review, call:

**Michelle Rue, Director**  
**Practical Nursing Program, 215-968-8448**  
**email: [michelle.rue@bucks.edu](mailto:michelle.rue@bucks.edu)**

Check our website for Practical Nursing Information Session dates.

[www.bucks.edu/practical](http://www.bucks.edu/practical)

## Nurse Aide Training Program (130 Hrs)

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

**To obtain a registration packet,** please download a copy of the registration packet from our website, [www.bucks.edu/nurseaide](http://www.bucks.edu/nurseaide) or email your full name and mailing address to [nurseaide@bucks.edu](mailto:nurseaide@bucks.edu) or contact the Allied Health Office by phone 215-968-8025 Option 3, or pick-up at the Newtown Campus in room 004 of the Allied Health Building, or in the lobby of the Upper Bucks and Lower Bucks campus.

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

Online registration is not available for the Nurse Aide Training Program. Payment in full is required at time of registration. **Class size is limited to 10 students.**

**Approved by the Pennsylvania Department of Education**

**For more information about the Nurse Aide Program, please contact Denise McCardle, Assistant Director at : 215-968-8482, or email: [denise.mccardle@bucks.edu](mailto:denise.mccardle@bucks.edu)**

**Nurse Aide Training Class times and details:**

**Upper Bucks Campus/** \$929 (includes two textbooks)/WHPAH 0302 W70/ *Sally VanderLoop, R.N.*

**See our website for class times and dates:**

[www.bucks.edu/nurseaide](http://www.bucks.edu/nurseaide)

**Newtown Campus/\$929** (includes two textbooks)/WHPAH 0302 WB1 - WB4

**WB1/ Class:** 11 Wed, 9/10 – 11/19, 9:30 am-2 pm, 3 Th, 9/11 – 9/25, 2:30 am- 1 pm

**Clinical:** Pennswood Village/ 8 Th, 10/2 – 11/20, 7am-3:30pm, (11/20, 7am–2:00pm)/ *J. Thomas R.N.*

**WB2/ Class:** 11 Mon, 9/22 – 12/1,

5 pm – 10:30 pm, 3 Fri, 9/26 – 10/10, 5 pm – 9:30 pm

**Clinical:** Pennswood Village/ 8 Sat, 10/18 – 12/13, 7 am-3:30 pm, (no clinical 11/29) (12/13, 7 am–2:30 pm)/ *M.A. Adams R.N. & L. Hesson, R.N.*

**WB3/ Class:** 11 Tues, 9/23 – 12/9, 8:30 am- 2 pm, 3 Thu, 9/25 – 10/9 (no class 11/11), 8:30 am - 1 pm

**Clinical:** Pickering Manor / 8 Thu 10/16 – 12/11, 7 am-3:30 pm, (no clinical 11/27) (12/11, 7 am-2:30 pm)/ *C. Gillis R.N.*

**WB4/ Class:** 3 Fri, 10/3 – 10/17, 6 pm – 10 pm;

11 Sun, 10/5 – 12/21 (no class 11/30), 9am- 2:30pm

**Clinical:** Pickering Manor/ 8 Sat 10/25 – 12/20, 7am-3:30pm, ( 12/20, 7am-2:30 pm) (no clinical 11/29)/ *S. Choudhry, R.N.*

**Lower Bucks Campus/** \$929 (includes two textbooks)/ WHPAH 0302 W50, W51 & W52

**W52/ Class:** 3 Wed, 9/3 – 9/17, 9:30 am-2 pm ;

11 Mon, 9/8 – 11/17 9:30 am-3 pm,

**Clinical:** HCR Manor Care/ 8 Wed, 9/24 – 11/19 (no clinical 11/12), 8 am- 4:30 pm, ( 11/19, 8 am-3:30 pm) *B. Gallagher, R.N.*

**W53/ Class:** 11 Thu, 9/11 -11/20, 4 pm - 9:30 pm, 3 Sat, 9/13 – 9/27, 9:30 am-2 pm

**Clinical:** HCR Manor Care/ 8 Sat, 10/4 – 11/22, 7 am-3:30 pm, ( 11/22, 7 am–2:30 pm)/ *C. Scott R.N.*

**W 54/Class:** 11 Tue, 10/7 – 12/16, 9:30 am – 3 pm,

3 Thu, 10/9 – 10/23, 9:30 am-2 pm

**Clinical:** HCR Manor Care/ 7 Thu, 10/30 – 12/18, 8 am - 4:30 pm; 1 Wed, 12/17, 8am – 4:30pm, (No clinical 11/27) ( 12/18 8 am– 3:30 pm), *B. Gallagher R.N.*

## Emergency Closings/ Inclement Weather

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

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

The most up-to-date information will also be available on the college's website at: [www.bucks.edu](http://www.bucks.edu)

## Ordering Textbooks

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

## Continuing Education for Nurses

For more info, contact Janet Baker,  
Director, Allied Health, at: 215-968-8324  
email: [janet.baker@bucks.edu](mailto:janet.baker@bucks.edu)

## Nursing Review &amp; Re-Entry into Practice

This includes both classroom instruction and clinical experience designed to prepare nurses (RN's & LPN'S) for re-entry into practice, and/or a review of contemporary nursing. *Joyce Welliver, RN, MSN, CRNP*  
Requirements: Current PA nurse's license, current healthcare provider CPR certification, flu shot, professional liability insurance, healthcare insurance and medical clearance, criminal background check by the State Police. All must be provided before clinical experience. All forms can be found on our website: [http://www.bucks.edu/nursing\\_review/index.php](http://www.bucks.edu/nursing_review/index.php).

\$1,305 (plus textbook)/ WHPAH 0310 WA1  
Orientation: Newtown Campus/ Wed, 9/10, 6-8 pm  
Classroom: Lower Bucks Campus/ 6 Mon & 5 Wed, 9/15 – 10/20, 6-10 pm  
Skills Review: Newtown Campus/ Wed & Mon, 10/22 & 10/27, 6-10 pm  
Clinical: St Mary Medical Center/ 4 Mon & 4 Wed, 10/29 – 11/24, 6-10 pm

## Thanatology

This certificate program is designed to provide you with a basic understanding of issues related to loss, but especially those related to dying, death, and the resultant bereavement whether the death is a result of a long-standing chronic illness, an acute condition, or a traumatic incident.

This 63-hour program, with nine required courses, will benefit the professional and personal caregiver. At the conclusion of the course, you will have developed:

- Knowledge of the research relevant to dying, death, and bereavement
- Understanding the practical approaches relevant to dealing with death and dying
- Comprehension of the significance of spiritual, cultural, and ethnic diversity and their influence on an individual's understanding of dying, death, and bereavement.

*Kimberly L. Rabago, MSW*

## Required Courses

- I. The Nature of Loss - 9/13
- II. The Dying, Terminally Ill Patient - 10/11
- III. Cultural and Spiritual Issues in Dying - 11/8
- IV. Preparing for Death
- V. Caring for the Caregiver through the Illness and Aftermath
- VI. Trauma and the Dying Process - 9/6
- VII. Bereavement, Grief and Mourning
- VIII. Dealing With Loss or Death During the Holiday Time - 12/13
- IX. Looking at Dying, Death and Bereavement in Music, Literature, and the Arts Throughout the Ages

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

Newtown Campus/\$179 per course/ 9 am-5 pm

For more info on courses & electives, see [bucks.edu/thanatology](http://bucks.edu/thanatology)

## Phlebotomy for Healthcare Personnel (6 Hrs)

This course is designed as an introduction to, and review of, the basic skills of phlebotomy and a review for returning healthcare workers. This course will include the latest NAACLS guidelines and competencies necessary to provide a continuum of care. Emphasis will be on the fundamental theory and techniques of drawing blood samples as well as safety awareness, proper laboratory practices, and professionalism. *Gail Donegan, BS, MT, (ASCP)*  
Text: *So You're Going to Collect a Blood Specimen: An Introduction to Phlebotomy 13th Edition* (2010) by F. Kiechle

Newtown Campus/ \$85/ WHPAH 0331 WB1/  
2 Wed, 10/1 & 10/8, 6-9 pm

Hemodialysis Technician Program (75 Hrs) 

This course will teach you the essentials needed to begin your career in Dialysis. As a Dialysis Technician, you will enter this exciting and fast-paced world with all the knowledge and confidence needed to thrive. There are many employment opportunities all around the USA and the skills learned can be utilized anywhere. With almost 400,000 people on dialysis in the US alone, there is a great need for dialysis technicians. With our aging population, there will be an even greater need for professional dialysis staff. The major dialysis companies offer great benefits and many advancement opportunities. The ideal student will love working with patients and being part of a strong team. Become part of the front line by providing quality life sustaining treatments to our ESRD/Dialysis population. *Dr Jason Kaplan, DC, RN*

Newtown Campus/ \$2205 (plus textbooks)/  
WHPAH 0590 WB1/ 13 Tu & 12 Th, 9/23 - 12/18,  
6:30 pm-9:30 pm (no class 11/27)

## Ordering Textbooks

Texts required for all Allied Health courses, including **Text+Course Connect Package**, may be ordered from the Bucks Bookstore ([www.bucks.edu/bookstore](http://www.bucks.edu/bookstore), 215-968-8459) or from a vendor of your choice. If buying textbooks elsewhere, Course Connect access will have to be purchased separately.

## Medical Billing, Coding & Transcription

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

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

Self-Study/ \$1,299/ XHPAH 0227 HS1

**For questions about this program, email the instructor at [info@medtranscription.com](mailto:info@medtranscription.com)**

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



### Medical Reimbursement/Coding Specialist Certificate Hybrid (180 Hrs)

This program is for those with little or no prior work experience in the field. It will prepare you for a career such as: Medical Coding Technician, Medical Coder, Practice Operations staff, Claims Management Specialist, Practice Manager. This course includes, Medical Terminology, ICD-9, CPT for procedures, HIPAA, and Health Insurance. It will prepare the student for a rewarding career in physician offices, hospitals, and ambulatory surgery centers.

*Crystal Peurifoy & Linda James*

Lower Bucks Campus/\$2,520 (plus textbooks, AAPC membership, practice exams, and CPC certification exam)/ WHPAH 2501 W20/

**Orientation:** Mon, 9/15, 5 pm-9 pm,

**Class:** Mon, 9/22-12/1, 5pm-9pm, All other work online

## Healthcare Information Technology Courses

As the nation moves toward industry-wide adoption of electronic health records (EHRs), the Bureau of Labor Statistics expects a shortage of about 50,000 qualified health IT workers to meet the needs of hospitals and healthcare affiliates. The Certified Healthcare Technology Specialist (CHTS) competency exams allow professionals and employers to capitalize on new technologies, procedures and careers.

**For more information:**

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

**or email: [janet.baker@bucks.edu](mailto:janet.baker@bucks.edu)**

**or visit: [bucks.edu/alliedhealth](http://bucks.edu/alliedhealth)**

### Electronic Health Record and Practice Management Specialist Hybrid (180 Hrs)

This program is for those with little or no experience in the field. It will prepare you for a career such as: Electronic Health Record Specialist, Practice Manager, HIT Implementation Specialist, Medical Records Technician, Medical Receptionist, Practice Operations staff, Medical Biller, Claims Management Specialist. This course includes management of health information systems, organization of health databases, integration of health databases, and ambulatory surgery centers. *Beth Schindele*

Newtown Campus/ \$2520 (plus textbook, practice exams and NHA CEHRS certification exam)  
WHPAH 2505 W20/

**Orientation:** Mon, 9/15, 8 am-12 pm,

**Class:** 12 Fri, 9/19 – 12/12 (no class 11/27)

8 am-12 pm, All other work online

### See Also -

- [Medical Reimbursement/Coding - See above on this page](#)
- [More Healthcare Information Technology Courses - Page 40](#)

### Ordering Textbooks

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

## Physical Therapy Aide

### Physical Therapy Aide Program (50 Hrs)

This 50-hour Physical Therapy Aide Program enables you to master all the skills you need to begin a career as a physical therapy aide. You will learn about what physical therapy entails, identify the responsibilities of a PT aide, and develop a working knowledge of applied anatomy, pathology, biomechanics and medical terminology. You will learn about range of motion, exercise, stretching, posture, transfers, modalities and vital signs. Special topics include total hip replacement, supporting amputees, traumatic brain injury and stroke. As a Physical Therapy Aide you will assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. This program will prepare you to pursue an entry-level position as a PT aide in a variety of environments from healthcare facility, nursing home, hospital, sports rehabilitation center, to orthopedic clinics. *Dr. Leena Gupta, D.O., M.B.A.*

Newtown Campus/\$1,405 (plus textbook)/  
WHPAH 0277 WB1/ 12 Mon, 9/15-12/1, 5-9 pm,  
& 1 Mon, 12/8, 5-7 pm

#### For more information:

**Janet Baker, Director, Allied Health**  
at: 215-968-8324  
or email: [janet.baker@bucks.edu](mailto:janet.baker@bucks.edu)  
or visit: [bucks.edu/alliedhealth](http://bucks.edu/alliedhealth)

## Pharmacy Technician

### Pharmacy Technician Comprehensive (75 Hrs)

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

Text: The Pharmacy Technician, 5th Edition 2013, by Perspective Press & Pharmacy Calculations, 5th Edition 2013, by Mary F. Powers & Janet B. Wakelin

Newtown Campus/\$2,205 (plus textbook)/  
WHPAH 0273 WB1-WB2

WB1/ 13 Tu & 12 Th, 9/16 – 12/11, 6:30-9:30 pm  
(no class 11/27)/ *Dr. Joseph Urban, B.S. Pharmacy, M.B.A., Doctor of Pharmacy*

WB2/ 13 Tu & 12 Th, 9/23 – 12/18, 9 am-noon (no class 11/27)/ *Alan Vogenberg, R.Ph., FASCP*



## Dental Assistant

### Dental Assisting Program (100 Hrs)

This 100-hour Dental Assisting Program prepares you for entry level positions in one of the fastest growing health care positions – Dental Assisting. Administrative aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical aspects include: introduction to oral anatomy; dental operator; dental equipment; introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas.

Additionally, this course is designed to prepare you to sit for the DANB Radiology Health and Safety Examination (RHS). The Commonwealth of Pennsylvania requires that any dental office employee who will be performing radiological procedures as auxiliary personnel (other than a licensed dentist or

dental hygienist) must take and pass the DANB Radiology Health and Safety Examination (RHS) and register with the State. The cost of this exam is \$175 and is not included as part of the cost of this program. The DANB exam is administered at Pearson Vue Centers.

Newtown Campus/ \$2,300/ (plus textbook)/  
WHPAH 3000 WB1 & WB2

WB1/ 18 Tu & 16 Th, 9/9-1/15/15, (no class 11/27, 12/25, 12/30 & 1/1/15), 6:30-9:30 pm (1/15, 6:30-7:30pm) *Lisa Jones, EFDA*

WB2/20 Sa, 9/13 – 2/14/15, (no class 11/29, 12/27, 1/3), 9am-2:30pm, *Debra DiSandro, RDA, EFDA*

## CPR, First Aid Training & Safety

### CPR and First Aid Courses

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

**For more information please contact:**

**Janet Baker, Director, Allied Health at:**  
**215-968-8324 or email:**  
**janet.baker@bucks.edu**

### Heartsaver Adult CPR/AED and First Aid

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

Newtown Campus/ \$85 (includes book & card)/  
 PHPAH 0002 WB1/ Sa, 10/4, 9 am-3:30 pm  
 Approved Hours: 6 (Act 48)



### Heartsaver Pediatric CPR & First Aid

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

Newtown Campus/ \$85 (includes book & card)/  
 PHPAH 0014 WB1/ Sa, 11/1, 9am-3:30 pm  
 Approved Hours: 6 (Act 48)



### CPR for Healthcare Providers - Certification

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

Newtown Campus/ \$85 (includes book & card)/  
 PHPAH 0003 WB1- WB4/ 9am - 3:30pm  
 WB1/ Sa, 9/13  
 WB2/ Sa, 10/18  
 WB3/ Sa, 11/8  
 WB4/ Sa, 12/6  
 Approved Hours: 6 (Act 48)



### CPR Recertification for Healthcare Providers & Community

(Includes Adult, Child, Infant CPR and AED training, 2 year certification) *Janet Baker, M.Ed.*  
 Prerequisite: Must have a current CPR card.

Newtown Campus/ \$65 (includes card)/  
 PHPAH 0004 WB1- WB4, 6-10 pm  
 WB1/ Wed, 9/10  
 WB2/ Tu, 10/14  
 WB3/ Wed, 11/12  
 WB4/ Tu, 12/9  
 Approved Hours: 4 (Act 48)



## EKG Phlebotomy Technician

**For more information:**

**Janet Baker, Director, Allied Health at: 215-968-8324**  
**or email: janet.baker@bucks.edu**  
**or visit: bucks.edu/alliedhealth**

### EKG/Phlebotomy Technician Hybrid Comprehensive (150 Hrs)

This 150-hour hybrid certificate program prepares you to become an EKG & Phlebotomy Technician. You will learn medical terminology, vital signs, patient care skills, how to perform a 12 lead EKG, interpretation of cardiac strips, venipuncture, blood draw collection, and safety. You will be prepared to work in a variety of healthcare settings such as: hospitals, clinics, cardiac rehabilitation centers, laboratories, donation facilities, and physicians' offices. Upon successful completion of these courses you will be eligible to take two separate national certification exams for EKG and Phlebotomy Technician. The costs of the examinations are not included in this course. For more information about the exam go to [www.nhanow.com](http://www.nhanow.com). *Gail Dittes, R.N.*

Newtown Campus/ \$3,005 (plus text and course connect package & NHA Exam)/  
 WHPAH 0261 W20/ 11Sa, 9/6 – 12/5  
 (no class 10/11 & 11/29), 9 am – 3:00 pm;  
 Review and NHA exam/ 12/6, 9am – 2 pm  
 All other work online; 7 hours per week.

**It is possible to take the 90-hour Phlebotomy or 60-hour EKG course only:**

### Phlebotomy Technician Hybrid (90 Hrs)

Newtown Campus/\$1819 (plus text and course connect package & NHA Exam)/ WHPAH 0257  
 W20/ 5 Sa, 9/6 – 10/4, 9 am – 3 pm;  
 6 Sa, 10/18-11/ 22, 12:30 pm-3 pm;  
 1 Sa, 12/6, 12 pm-2 pm, NHA Exam  
 All other work online; 7 hours per week the first 5 weeks and 1 hour per week 10/18 – 12/5

### EKG Technician Hybrid (60 Hrs)

Newtown Campus/\$1399 (plus text and course connect package & NHA Exam)/ WHPAH 0257  
 W20/ 6 Sa, 10/18 – 11/22, 9 am – 12 pm;  
 1 Sa, 12/6, 9 am – 11:30 am,  
 NHA Exam  
 All other work online; 6 hours per week  
 10/18 – 12/5



## Healing & Massage Modalities

### Healing Arts

Unless otherwise noted, for more information on Healing Arts Courses, please contact:

Director, Continuing Education at:  
215-968-8104 or email:  
coned@bucks.edu

### Harp Therapy

#### Certified Harp Therapist & Certified Master Harp Therapist

These transformative programs each include a 130-hour mentored internship which may be completed at one of our host or pre-approved hospitals throughout the tri-state area.

Level I consists of 310 hours: Modules I-IV, consisting of 134 hours of classroom training, and a 36-hour on-line course on ethics. Module V, consists of a 128-hour internship and 12 one-on-one contact hours. Tuition for two modules will be due at registration: Module I, paid directly to the college; Module V, billed directly by BEDSIDE HARP.

Completion of all of the above is required for the Certified Harp Therapist designation. The Mastery level requires an additional 185 hours plus two additional modules: Module VI, consisting of 120-hour internship (payable to BEDSIDE HARP), and Module VII, a 17-hour classroom module (payable to the College). Prerequisite: Admission by permission of the instructor. An interview by instructor and submission of an audio tape or CD in which you play ten simple tunes are required.

\$725 per module (plus one-time materials fee of \$200 payable to the instructor) Please note: Payment for Module I to Bucks County Community College is due at registration.

All sessions will be held in the Bedside Harp Great Room, 6318 Neshaminy Valley Drive, Bensalem, PA/\$725 per module (plus one-time materials fee of \$200 payable to the instructor) Please note: Payment for Module I to Bucks County Community College due at registration

Team-taught: Led by *Edie Eileen Elkan, M.A., Hospital-Certified Master Harp Therapist*

#### Module I: To Soothe the Savage Breast

WSMCE 4010 CA1/

#### Module II: Glimpses Within

WSMCE 4011 CA1/

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

WSMCE 4012 CA1/

#### Module IV: Creating Work for Yourself

WSMCE 4013 CA1/ Sa, Su, 9/6 & 9/7; 9:30am-5:30pm, Fri, 9/12; 9:30am-5:30pm, Sa, 9/13; 2pm-9pm & Su, 9/14; 9:30am-5:30pm

### Conversations on Ethics for Harp Therapists

This course will explore the ethical dilemmas inherent in the field of harp therapy. Using the text, *The Ethics of Touch*, by Ben E. Benjamin, Ph.D. and *Cherie Sohlen-Moe*, you will learn key terms, read codes of ethics for other fields, understand the concepts of self-accountability, values, ethical dilemmas and core psychological concepts. Areas to be highlighted are: Boundaries, Dynamics of Effective Communication, Dual Relationships, and Business Ethics. *Edie Eileen Elkan, B.A., M.A.*

Online/\$325/WSMCE 4020 C20/ 9/22/14-12/22/14

### FREE Mindfulness-Based Stress Reduction Program (MBSR) Orientation/Interview Session

Session Orientation/Intake is a pre-requisite for taking the 8-week MBSR course. Should you wish to take the course but are unable to attend the session, please call 215-752-7599 no later than 9/26/14 to schedule a telephone interview/orientation. *Edie Eileen Elkan, MA, HCMHT*

Newtown / XSMCE 4024 C01 / Sa, 9/20/14, 9:30-Noon (Registration necessary)

### Mindfulness-Based Stress Reduction Program (MBSR) (27 Hrs)

Mindfulness Based Stress Reduction, developed by Jon Kabat-Zinn at UMass Medical School over 30 years ago, is the most widely researched meditation program in the world. Mindfulness is a way of learning to relate directly to whatever is happening in your life, a way of taking charge of your life, a way of doing something for yourself that no one else can do for you—consciously and systematically working with your own stress, pain, illness, and the challenges and demands of everyday life. *Edie Eileen Elkan, MA, HCMHT*

Newtown Campus/ \$500/ WSMCE 4024 C01 (plus \$30 materials fee paid directly to instructor) 8 Sa, 10/11/14-12/13/14; 9:30-Noon plus full-day Sa, 11/22/14; 9:30am-4:30pm

Continued on page 16

See also: [Hypnotherapy, page 29](#)

## Reiki Courses

### Reiki Level I

Relieve stress, revitalize your body and energize your life with the ancient art of Reiki! A non-invasive, powerful tool for natural healing, Reiki energy transfer can help eliminate fatigue, tension, and pain, accelerate healing, promote tranquility, and increase awareness. Learn how to transfer Reiki energy by relieving energy blockages in the body. All classes must be attended to receive a Certificate of Completion. *Glenda R. Smith, Certified Reiki Master Teacher*

RHEAL 0100 / \$115 (includes manual)/  
C01 & C70; 6:30-9:30pm  
C01/ Newtown Campus/ 3 Thu, 9/18-10/2;  
C70/ Upper Bucks Campus /3 Thu, 10/30-11/13

### Reiki Level II

Take a “Quantum Leap” in Reiki power in Level II! Students will learn how to transmit energy over any distance and time, penetrating the time-space barrier, apply Reiki to ideas and situations, send Reiki to loved ones, address unwanted habits and enhance your talents. All classes must be attended to receive a Certificate of Completion.

RHEAL 0102 / \$115 (includes manual) /C01 & C70  
C01/ Newtown Campus/ Fri, 12/12; 6:30-9:30pm  
& Sa, 12/13, 9am-6pm  
C70/ Upper Bucks Campus/ 4Wed 11/5-12/3  
(no class 11/26), 6:30-9:30pm  
*Glenda R. Smith, Certified Reiki Master Teacher*

**For more information on Harp Therapy, Mindfulness courses, and Reiki Levels I and II,**

**call: (215) 968-8104  
or email [coned@bucks.edu](mailto:coned@bucks.edu)**

### Reiki Level III – Advanced Reiki Training

Deepen your Reiki practice; receive three additional cleansing symbols, learn about the seven chakras and how they are related to Reiki cleansing treatments, the use of crystals in your Reiki practice, learn techniques for providing Reiki healing attunements. Students MUST have completed both Reiki I and Reiki II to register. *Crystal Widmann, Reiki Master Teacher*

Newtown Campus/ \$255 (plus \$35 materials fee paid to instructor)/RHEAL 0123 WB1/  
Fri, 11/7, 6-9 pm & Sa, 11/8, 9 am-4 pm

**For additional info on Reiki III, contact:**

**Janet Baker, Director, Allied Health, at :  
215-968-8324 / email: [janet.baker@bucks.edu](mailto:janet.baker@bucks.edu)**

### Introduction to Ayurveda (7 Hrs)

Ayurveda is known as the “sister science” to Yoga. Ayurveda focuses on prevention of disease through living in harmony with nature. It employs a number of approaches, such as nutrition, herbs, and lifestyle to strengthen and purify the body, mind, and spirit which will help to increase harmony with the environment. The purpose of this course is to gain introductory knowledge of how to live an Ayurvedic lifestyle and will include information on Ayurvedic theory including the three constitutions, Ayurvedic diet, Ayurvedic use of herbs, and Ayurvedic self-care. *Crystal Widmann, Reiki Master/Teacher*

Newtown Campus/\$95 (plus \$10 paid to instructor for food/herbs)/OHEAL 0131 WB1/  
2 Tu, 10/7 & 10/14, 6-9:30 pm

**See Also:**

**[Personal Mindfulness Courses - Page 48](#)  
[Health and Fitness Courses - Page 49](#)**

[www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)

# Change Grow Succeed

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

**Come to Bucks if you want to:**

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



## Massage Modalities

For more information on Massage Modalities, please contact:

**Janet Baker, Director, Allied Health**  
at: 215-968-8324  
or email: [janet.baker@bucks.edu](mailto:janet.baker@bucks.edu)  
or visit: [bucks.edu/alliedhealth](http://bucks.edu/alliedhealth)

### Continuing Education Programs for Licensed Massage Therapists

Two-day seminar - 16 CE credits approved by NCBTMB. Massage seminars require that students must already be massage therapists or Physical Therapists. There are no prerequisites for Reflexology - all are welcome to register.

All manuals and certificates will be provided and equipment will be available for use at the seminar. Students should bring with them for massage seminars: massage table, set of sheets, face cradle cover, large bath towel, 2 hand towels, large bed pillow.

### The Art of Hot Stone Massage (16 CE's)

This course is for experienced massage therapists. "Nature's Healing Stone Therapy" seminar teaches the art of safely handling hot massage stones in a full body protocol. It incorporates many massage techniques and essential oils to create a very relaxing and therapeutic treatment. The seminar begins with the history of stone therapy, contraindications, the care and cleaning of the stones, and equipment needed for stone massage. The workshop continues with demonstrations and guided hands-on work for the students. This two-day seminar allows students to become efficient in the handling of the stones in a full body hot stone protocol and learn how the stones can enhance every massage technique with some advanced techniques. *Pat Mayrhofer*

Newtown Campus/\$395/ OHEAL 0100 WB1/  
Sa, 9/27 & Su, 9/28, 9 am-6 pm

### Basic Reflexology (16 CE's)

Learn how to perform a Basic Reflexology session taught by an expert instructor. You will learn the Ingham method of Reflexology as well the history and benefits. This 16-hour course offers hands-on learning. Increase your income with reflexology as a wonderful stand-alone treatment or as an add-on to a massage, facial, pedicure or manicure. You do not need to be a Massage Therapist to take this course. *Debbie McKayle*

Students should bring: 1 set of sheets, 2 pillows, 2 hand towels.

Newtown Campus/\$350/ OHEAL 0103 WB1/  
Sa, 10/4 & Su, 10/5, 9am-6pm

### Senior Massage (6 CE's)

**NEW**

Learn how massage can be used as a positive tool to aid and give support to the older adult with the best massage strokes and level of pressure to provide Tender Loving Care. The varied levels of the aging process will be explained as well as contraindications and physiological changes of the aging body. There will be full massage techniques dealing with varied conditions demonstrated along with good communication skills easy for seniors to comprehend. You will learn how massage provides positive effects of on various health issues. *Carrie Wiedemann*

Newtown Campus/\$199/OHEAL 0114 WB1/  
Sa, 9/20, 9 am – 4 pm

### Hot Stone Reflexology (8 CE's)

**NEW**

Hot stones help to create the ultimate reflexology event. Experience how the heat and energy from the stones quickly open the reflex pathways with little or no discomfort to the client. This technique allows the practitioner to work more deeply with little or no effort, and more importantly saving the practitioner's thumbs as well. Learn the proper handling, pressure, temperature, and care and cleaning of the massage stones. This exciting class will transform a traditional reflexology treatment to something extraordinary. Save your thumbs, earn more, and acquire 8 CE credits through this one-day class on this powerful reflexology protocol. Facilitated by an expert instructor this class requires basic knowledge of reflexology. *Debbie McKayle*

Newtown Campus/\$225/OHEAL 0116 WB1/  
Sa, 11/1, 9 am – 6 pm

### Clinical Acupressure 1: Basic Applications (24 CE's) for LMT's and Nurses

This workshop teaches how to use acupressure to balance and energize the whole body and specific parts, as well as address symptoms. In addition, you will also receive a clinical handbook and study guide with more than 70 specific acupressure formulas for specific body parts and conditions. Appropriate for clinical applications. This workshop is ideal for professionals with hands-on experience. Non-experienced practitioners should consider taking an introductory course such as the SEVA/Stress Release workshop or seek approval from the instructor. *Missy Oleaga, LMT*

- 24 CEUs:
- Massage Therapists (NCBTMB)
- Acupuncturists (NCCAOM)
- Asian Bodywork Therapists (NCCAOM)
- Nurses (AHNA)

Newtown Campus/ \$595/OHEAL 0110 WB1/  
Thur-Sun, 9/25 – 9/28, 9 am-3:30 pm

Continued on page 18

## Clinical Acupressure 2: **NEW** Meridians (32 CE's) For LMT and Nurses

This workshop is an intensive overview of the energetic meridian system used in Chinese Medicine, with a special focus on how to recognize, locate, and access these meridians in clinical practice. The purpose of this program is to provide an understanding of the Chinese meridian system, the energetic flow in the body and the chakras so that health care professionals, including nurses, can expand their health and healing repertoire for their patients/clients, their friends and family, and themselves; to see the body as more than a collection of physical symptoms and parts. The Western model of illness is expanded to include a holistic vision of the individual and the different paths to healing. *Missy Olega, LMT*

Newtown Campus/\$725 /OHEAL 0115 WB1/  
5 days, Wed-Sun, 10/22 – 10/26, 9 am -3:30 pm

## Acupressure for Self Care Seva **NEW** Stress Release Part 1 (3 Hrs) For LMT's and Nurses

This three hour class teaches an acupressure protocol (The Seva Stress Release) that can be used for self-care, addressing a wide range of needs, including general relaxation and well-being or extreme shock and stress. This workshop does not require previous bodywork experience. Anyone can learn this simple but effective way to help themselves. This dynamic and interactive workshop allows the participant to fully experience the Seva Stress release through demonstration and hands-on practice. Workshop participants learn a unique touch method, various effective acupoints and how to use this protocol for self-care. In this workshop participants learn about the healing and transforming power of acupressure, practice techniques to use for self-care, learn Chak-ra Tai Chi, and take home skills they can use for the rest of their life. *Missy Olega, LMT*

Newtown Campus/\$65 /OHEAL 0118 WB1/  
Mon, 10/6, 9 am- 12 pm

## Seva Stress Release: Part 2 **NEW** (3 Hrs) For LMT and Nurses

**Prerequisite: Seva Stress Release: Part One**  
This is part two of our introductory training. Our special form of acupressure touch is reviewed, and students learn to give acupressure to others. The Seva Stress Release is demonstrated and practiced in two new ways: seated in chairs and lying comfortably on massage tables. After taking modules one and two, students have enough information and skill to practice easily on themselves, as well as with family and friends. These two modules (or a complete 6 hour Seva Stress Release workshop) comprise the pre-requisite for taking any of the remaining Acupressure for Anyone workshops. *Missy Olega, LMT*

Newtown Campus/\$65 /OHEAL 0119 WB1/  
Mon, 10/6, 12:30-3:30 pm

## Aromatherapy (16 CE's) **NEW**

Learn a multilayered approach to health. Gain a deeper understanding of Aromatherapy and how to utilize essential oils at home and/or professionally. Become proficient in the use of 21 essential oils. Make an aromatic cream blend, room spray, sinus inhaler, massage oil, bath salts, hand sanitizer and more. Discover how essential oils are used to maintain health, treat acute and chronic pain and reduce stress. *Ann Lohr*

Newtown Campus/\$350 /OHEAL 0117 WB1/  
Sa./Su, 11/15 & 11/16, 9 am – 6 pm

## Introduction to Thai Massage (14 Hrs)

This weekend workshop is designed to introduce the beginner with some of the foundations of Thai massage. Key points will be reviewed on benefits, contraindications, body awareness and self-care. You will be taught a mini 60 minute routine that includes: techniques for feet, legs, hara, upper body, head and face. The training will move at a steady pace. Be ready to work and be worked on. Please be mentally and physically prepared, take notes and follow along in the handouts. There will be time for discussion, questions and practice. *Barbara Panno LMT, RTT*

Newtown Campus/\$275/ OHEAL 0113 WB1/  
Sa, Su, 9/20 - 9/21, 9 am-5 pm

## Traditional Thai Massage, **NEW** Level 1, Basic, Front Position (28 CE's)

This course is designed to provide you with the fundamental tools to perform the Front Position of a traditional northern style Thai Massage.

You will learn how to give a full-body treatment with the client mostly supine. You will be shown how to perform individual movements in a flowing, rhythmic routine, addressing most major muscle groups and joints in the body. We will develop and strengthen balance, focus, and good body mechanics. In this work, both the giver and the receiver benefit from the session. This course is open to anyone interested in learning this "Ancient Healing Way." *Barbara Panno, LMT, RTT*

Newtown Campus/\$475/ OHEAL 0120 WB1/  
2 Sa & 2 Su, 10/18 -10/26, 9 am-5 pm

## Introduction to Holistic Health **NEW** Series (3 Hrs/Course; 18 Hrs/Series)

Whether you are a healthcare provider or a consumer you can learn more about a range of holistic therapies through this series of classes. You can take the whole series and receive a certificate of attendance or sign up for individual classes. These introductory classes provide you with a broad understanding of these therapies and to stay current with emerging trends. The ability to understand the many types of therapies available is essential to providing safe, effective care in any setting. This series is relevant for nurses, nurse's aides, social workers, occupational therapists, recreation therapists, physical therapists, physical therapy aides, respiratory therapists, psychologists, marriage and family therapists, dieticians, educators, personal care assistants, chiropractors, physical fitness professionals, as well as consumers wishing to learn more. *Dr. Leena Gupta, D.O., M.B.A.*

Newtown Campus/\$59 per course

OHEAL 1000/Mon, 9/15, 1-4 pm  
Week 1: Tai Chi & Feng Shui

OHEAL 1001/Mon, 9/29, 1-4 pm  
Week 2: Ayurveda, Aromatherapy & Reflexology

OHEAL 1002/Mon, 10/13, 1-4 pm  
Week 3: Nutrition, Herbalism & Detoxification Therapy

OHEAL 1003/Mon, 10/27, 1-4 pm  
Week 4: Chakra System, Shiatsu & Cranio-Sacral Therapy

OHEAL 1004/Mon, 11/10  
Week 5: Self-Care, Stress Management & Guided Imagery

OHEAL 1005/Mon, 12/8, 1-4 pm  
Week 6: Natural Health Philosophy, Hydrotherapy & Manual Therapy

## Self-Care for Healthcare Professionals

### The Art of Holistic Living for Healthcare Professionals (Taking Care of Yourself Naturally) (6 Hrs)

Through the art of holistic living, healthcare providers will begin a healing journey and exploration into the many natural ways to support and maintain our health while embracing and expanding our human potential. Utilizing these simple health principles, we will develop a holistic approach to health and wellbeing. This course will include breathing techniques, holistic nutrition, meditation, spending time in nature, and harmonizing relationships with self and others. *Jeremy Harlow*

Newtown Campus/\$130/OHEAL 1006 WB1/  
Fri, 10/3, 9 am- 4: 30 pm

### Applying Mental Health Practices in the Workplace (9 hrs) NEW

This course is geared toward healthcare personnel and anyone interested in learning more about mental health. The course is designed to help participants become more comfortable and competent when working with individuals experiencing psychological distress. Participants will obtain a greater understanding of the basic principles of mental illness and recovery, develop ways to improve communication to foster positive relationships, and learn about basic therapeutic techniques such as Motivational Interviewing, Psychodynamic psychotherapy, and Positive Psychology into their daily activities at work. Participants will learn how to recognize a psychiatric crisis and implement basic intervention techniques to ensure everyone's safety. You will be able to convey hope and foster a better quality of life to those affected by mental illness. *John Brodt MS, CPRP*

Newtown Campus/\$125/OHEAL 1020 WB1/  
3 Thu, 10/2 – 10/16, 6 pm - 9 pm

### QiGong for the Healthcare Professional (An Introduction to Mind Body Medicine) (6 Hrs)

This course is to provide a clear understanding and an experiential practice of Qigong. Through the study of specific Qigong exercises the participant will develop a state of well-being in mind and body that will help to foster success both in the workplace as well as in the individual's personal life. Healthcare providers can apply these practices to their personal and professional career. *Jeremy Harlow*

Newtown Campus/\$130/OHEAL 1007 WB1/  
Fri, 11/14, 9 am – 4:30 pm

### Self-Care for the Caregiver (6 Hrs) NEW

This course is designed to assist healthcare workers and individuals who provide social, medical, holistic, or other supportive services to individuals in need. Helping others is one of the most effective ways to boost our own internal happiness and self-worth. However, if you do not keep your own internal battery charged you may find that you are not as effective at work, feel increasingly annoyed or depressed, and care less about quality of the services you are delivering. It is not uncommon for people in the helping professions to experience compassion fatigue or burnout as it is sometimes called. Fortunately there are many techniques that can be used to help ensure that you are able to deliver excellent supportive care without compromising your own emotional and mental health. This course will cover a variety of ways to invite happiness into your life that will help you become more successful with helping those in need. Participants will learn stress management strategies such as guided imagery and relaxation techniques, complete a self-inventory of their supports, and examine what their strengths are and how to incorporate them into all areas of life. *John Brodt MS, CPRP*

Newtown Campus/\$85/OHEAL 1021 WB1/  
2 Thu, 11/6 & 11/13, 6 pm - 9 pm

#### See Also:

[Personal Mindfulness Courses - Page 48](#)  
[Health and Fitness Courses - Page 49](#)

## Emergency Closings/ Inclement Weather

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

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

The most up-to-date information will also be available on the college's website at:  
[www.bucks.edu](http://www.bucks.edu)



Dynamic, affordable, quality training programs designed to help you move your business forward. We are dedicated to meeting your specific needs to help your businesses grow and thrive in our area. Seminars, single or series courses and certificate programs are available. Call today for more details about how we can support you.

- Unless otherwise noted, for further information on the following courses, please contact Continuing Education at [215-968-8104](tel:215-968-8104)
- For more information visit: [www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)
- To register, visit: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister), or call [215-968-8409](tel:215-968-8409) (Option #1)

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## Business Services and Marketing

### Business Research Certificate

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

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

**Courses cannot be taken individually.**

Online/ \$495/ ESMCE 4330 C30/



- **Section 1:** Introduction to Business Research, 9/2-9/26
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- **Section 3:** Qualitative Business Research, 11/3-11/28

### Certificate in Data Analysis

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

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



#### Introduction to Data Analysis

Online/ \$195/ ESMCE 0226 C30/ 9/2-9/26

#### Intermediate Data Analysis

Online/ \$195/ ESMCE 0227 C30/ 10/6-10/31

#### Advanced Data Analysis

Online/ \$195/ ESMCE 0228 C30/ 11/3-11/28

## Cyber Security for Managers

Cyber security issues are all around us and reach nearly every part of our business and work, from on-line banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism.

At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information.

Online/ \$245/ ESMCE 0229 C30/ 10/6-10/31

 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

## Certificate in Customer Service

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

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

\$145 per course or \$245 for certificate.


**Must register for both classes at the same time to get the bundled price.**

### Keys to Customer Service

Online/ \$145/ ESMCE 4312 C30/ 9/2-9/26

### Extraordinary Customer Service

Online/ \$145/ ESMCE 4321 C30/ 10/6-10/31

 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

## Certificate in eMarketing Essentials

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

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

**Must take all three courses for certificate.**

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

### Improving Email Promotions


Online/ ESMCE 4303 C30/9/2-9/26

### Boosting Your Web Site Traffic

Online/ ESMCE 4304 C30/ 10/6-10/31

### Online Advertising

Online/ ESMCE 4305 C30/ 11/3-11/28

 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

## Video Marketing Certificate

Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up on page one of Google searches. When done correctly, video can tell a story, and stories connect people. Video also leads to an emotional 'trigger' that plain text cannot do.

Two one-month courses. \$245 each/ take both (certificate) for \$395 Must take both courses for certificate.


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

### Video Marketing

Online/ \$245/ ESMCE 4327 C30/ 9/2-9/26

### YouTube for Business

Online/ \$245/ ESMCE 0216 C30/ 10/6-10/31

 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

## Certificate in Social Media for Business

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

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

Must take all three courses for certificate.

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

### Introduction to Social Media


Online/ ESMCE 4300 C30/ 9/2-9/26

### Marketing Using Social Media

Online/ ESMCE 4301C30/ 10/6-10/31

### Integrating Social Media in Your Organization

Online/ ESMCE 4302 C30/ 11/3-11/28

 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

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## Ordering Textbooks

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

## Register Online!

For on-line registration please go to the following website: **[www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)** This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

## Managing Social Media Platforms Certificate

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

\$195 each/ take all three for \$495 Must take all three courses for certificate.

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

### Twitter

Online/ ESMCE 0215 C30/ 9/2-9/26

### Facebook for Business

Online/ ESMCE 0213 C30/ 10/6-10/31

### LinkedIn for Business

Online/ ESMCE 0223 C30/ 11/3-11/28

## Mobile Marketing Certificate

Get step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. Gain the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign.

Three one-month courses. \$195 each/ take all three for \$595 Must take all three courses for certificate.

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

### Introduction to Mobile Marketing

Online/ \$195/ ESMCE 4326 C30/ 9/2-9/26

### Creating Cell Phone Apps for Your Business (non-technical course)

Online/ \$245/ ESMCE 0211 C30/ 10/6-10/31

### Advanced Mobile Marketing

Online/ \$245/ ESMCE 0217 C30/ 11/3-11/28

 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

## Nonprofits

### Certificate in Non-Profit Administration

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

\$245 each / take both courses for \$595 Must take both courses for certificate.

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

### Revenue Generation for Nonprofits

Online/ \$495/ ESMCE 4340 C30/ 9/2-10/24

### Program Evaluation for Nonprofit Professionals

Online/ \$245/ ESMCE 4341 C30/ 11/3-11/28

 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

## Entrepreneurs

### Entrepreneurship Certificate

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

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

### Entrepreneur Boot Camp

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

Online one month course / \$195 / ESBEN 0210 C30/ 9/2-9/26

### The Business Plan

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

Online one month course / \$195/ ESBEN 0219 C30/ 10/6-10/31

### Entrepreneurial Marketing

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

Online one month course / \$195 / ESBEN 0222 C30/ 11/3-11/28



**For more info on all Entrepreneur Programs:**

call: (215) 504-8532

email: coned@bucks.edu

**Funding Your Business** 

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

Online/ \$195/ ESBEN 0223 C30/ 11/3-11/28 **Cash is King** 

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

Online/ \$195/ ESBEN 0224 C30/ 10/6-10/31 **Google +**

Google+ has surpassed Twitter to become the second largest social network next to Facebook. Discover the best ways to use this popular and emerging social media platform to raise your online profile, and connect with current and potential new contacts. You'll learn the advantages of using Google+, how it can help your organization to engage existing users and grow your base, and techniques for using the platform to create relationships, and expand your reach and knowledge in particular subject matter areas.

Online/ \$195/ ESMCE 0221 C30/ 11/3-11/28 **Google Analytics**

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

Online/ \$195/ ESMCE 0214 C30/ 10/6-10/31 **See Also:**

Workplace Professional Skills - page 63

Business Services &amp; Marketing - page 20

**Instagram for Business** 

With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We'll also explore Dos and Don'ts of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An android or iOS device is needed to take full advantage of the exercises in this class.

Online/ \$195/ ESMCE 0224 C30/ 9/2-9/26 **Marketing with Images**

People love interacting with pictures on social media! They are the most popular and engaging posts on Facebook. Stay current with the latest new sites and changes in trends.

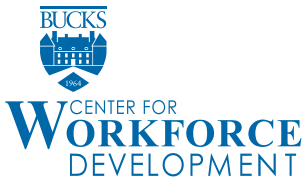
Then learn how to identify what images work for your business goals. Discover new sources for photos and images and learn how to quickly and easily edit them to suit your marketing objectives. Learn what different social sites are best image sharing and how to maximize each site for a specific business goal. You will leave class with a new set of tools and a road map to supercharge your marketing campaign.

Online/ \$195/ ESMCE 0225 C30/ 10/6-10/31 **Certificate in Customer Research**

Your customers hold the key to the future success of your organization. You can find out what your customers know by engaging and interacting with your customers. Find out how to get feedback, information and even answers from your customers. With our low and no cost methods of customer research, you will discover new techniques for collecting information that will improve your organization's products or services, promotion and marketing, and even bottom line finances. Whether you work in a for-profit or nonprofit environment, our 8 stage needs assessment model will give you a step by step proven approach to researching and selecting new services, products or activities.

Online/ \$395/ ESMCE 0220 C30/ 9/2-10/24 *It's the College's 50th Anniversary!*Join us at [bucks.edu/50](http://bucks.edu/50)*Fifty**We're golden!*  
1964-2014

# Customized Training



- For more information visit: [www.bucks.edu/cwd](http://www.bucks.edu/cwd)
- For all course offerings, visit: [www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)
- Center for Workforce Development Website: [www.bucks.edu/cwd](http://www.bucks.edu/cwd)
- For e-mail inquiries, contact: [lauren.loeffler@bucks.edu](mailto:lauren.loeffler@bucks.edu)

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

### Computer Skills

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

### Job-Specific Skills

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

### Professional/Personal Development

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

## Industry Partnerships

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

## Needs Assessment

We can help you assess your company's training needs and create a customized training plan for your business. Contact us today for a free consultation with one of our directors.

*To learn more about how we can serve you, contact the Center for Workforce Development at:*

**215-968-8006**

**[cwd@bucks.edu](mailto:cwd@bucks.edu)**

**Your company may be eligible for free PA State Training grants - call for information.**





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

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### Emergency Closings/ Inclement Weather

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

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

The most up-to-date information will also be available on the college's website at: [www.bucks.edu](http://www.bucks.edu)

### Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)  
This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

## Aviation

### Private Pilot Ground School

Upon course completion, students will be equipped with the necessary knowledge to take the FAA's written exam to become a Private Pilot. Aircraft systems, aerodynamics, flight instruments, navigation, weather, flight planning, regulations, and airspace will all be covered.

Must be 15 years old prior to the start of the class.

*Robert W. Lamberti, ATP, CFI/III, MEI, AGI, IGI*

Newtown Campus/ \$500/ RCEGN 9000 C01/

8 Mon, 9/29-11/17; 6:30-9:30pm

### FREE information session, Newtown Campus

Mon, 9/15, 6:30-8:00pm

Call 215-968-8401 (option 1) and register for XCEGN 9001 C01

Have your questions answered and learn about careers which require a pilot's license.

## Online Courses for Teaching Professionals

### ACT 48


**PLEASE NOTE:** Not all Ed2Go or LERN courses are eligible for ACT 48 credit. Only courses which are specifically approved for Act 48 credit will be processed. Approved courses are listed in the catalog with an ACT 48 logo. If you have any questions on whether a course is eligible for Act 48 credit, please contact Michael Andal ([michael.andal@bucks.edu](mailto:michael.andal@bucks.edu) or 215-504-8602) **before** registering for the class.

### 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. This course is for novices or experienced teachers who wish to improve their skills. Students will review both the teaching fundamentals and learn advanced techniques that will enhance their teaching. The lead instructor is author of *How to Teach Adults*, the best-selling book on the subject. The e-book version is included in the course.

Online/ \$295/ ECPED 1505 C30/ 9/2-10/24  
Approved Hours: 32 (Act 48)



 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

Look for the logo to quickly identify other ACT 48 courses in the brochure.



### Certificate in Online Teaching

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

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

### Advanced Teaching Online

Online/ ECPED 1500 C30/9/2-9/26

Approved Hours: 16 (Act 48)



### Designing Online Instruction


Online/ ECPED 1501 C30/ 10/13-10/24

Approved Hours: 16 (Act 48)

### Fostering Online Discussion

Online/ ECPED 1503 C30/ 11/3-11/28

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


 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

### Gender in the Classroom

Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits that hurt girls in the workplace. Discover the differences between learning styles of girls and boys. Take away 10 top tips for helping both genders become more efficient learners and 5 tips to help both be more successful in the classroom and workplace. Get research data not available anywhere else.

Online/ ECPED 1551 C30/ \$145/ 10/6-10/31  
Approved Hours: 16 (Act 48)



 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

ed2go



Visit our website at [www.ed2go.com/bucks](http://www.ed2go.com/bucks)

A new section begins each month:

- Sept. 17
- Oct. 15
- Nov. 12
- Dec. 10

**ed2go** | Learn More

For more information on how to register for ed2go classes: [ed2go.com/bucks](http://ed2go.com/bucks)

## Classes are 6 Weeks Long

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

[www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)

# Change Grow Succeed

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

**Come to Bucks if you want to:**

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

### Certified Public Accountant

Many Bucks Continuing Education courses provide Continuing Professional Education credits for CPAs. For more information on the eligibility of a specific course, please contact Sherry McKinney at: (215) 968-8359 or [sherry.mckinney@bucks.edu](mailto:sherry.mckinney@bucks.edu)

#### Eligible courses include:

- Access - page 38
- Quickbooks - page 39
- Excel - page 38

### Child Development

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

The Credential is awarded to individuals who are working in, or wish to work in any of three childcare settings:

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

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

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

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

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

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

**For further information please contact Maryann Brennan, Director of Continuing Education at: (215) 968-8104 or email [coned@bucks.edu](mailto:coned@bucks.edu)**

#### FREE Information Session

XSMCE 3230 C01/ Wed, 9/17/14; 6:30-8:00pm

#### CDA Part I

These first 60 hours of the CDA program will focus on Professionalism in Childcare; principles of child development and learning; and the physical, intellectual, social and emotional development of children and infants through pre-school, and observation and growth and development of children from birth through 8 years.

Hybrid Online/ \$365/ WSMCE 3231 C20/ 10/6-12/14  
Required orientation at Newtown Campus, Mon, 10/6, 6:30-9:30pm, plus two additional onsite classes 11/3 & 12/8, *Brigitte Hix, M.A. PQAS Certified*  
Approved Hours: 60 (Act 48, CDA)

Classroom/ \$365/WSMCE 3231 C01/10 Mon, 9/15-11/17 and 10 Wed, 9/17-11-19, 6:30-9:30pm  
*Ellen Price Maloy*  
Approved Hours: 60 (Act 48, CDA)



#### CDA Part II

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

\$365/ WSMCE 3232

**Next offering: Spring 2015**

Approved Hours: 60 (Act 48, CDA)



#### CDA Renewal

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

## Hypnotherapy

For more information on Hypnotherapy and Certified Hypnotherapist & Certified Master Hypnotherapist contact:

**Maryann Brennan, Director, Continuing Education**  
(215) 968-8104 or [coned@bucks.edu](mailto:coned@bucks.edu)

### Certified Hypnotherapist / Hypno-Counselor

#### Online/On Site Hybrid

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

- Phase 1: Learn at Home
- Phase 2: Polish Your Skills in the Classroom

Learn About It For FREE

Join Dr. Holder for a free, fun and informative demonstration in Fall 2014, Monday, Sept. 15th, 7-9pm  
Call 215-968-8409 (Option #1) & register for XSMCE 1050 C01

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

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

#### Who should enroll?

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

#### Added Benefits of certifying through Bucks County Community College

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

Approx. 360 hrs home, web & classroom.

Hybrid/\$1,800 paid in full (\$1,995 on easy payment plan)/ WSMCE 5232 C20

Online/ Sa, 9/27, 10-11am; Sa, 10/4, 10am-12pm; Wed, 10/8, 6:30-8:30pm; Sa, 10/25, 10am-1pm; Wed, 10/29, 6:30-8:30pm; Wed, 11/5, 6:30-8:30pm; Sa, 11/15, 10am-12pm; Sa, 11/22, 10am-12pm

Last 3 days at BodySmart Wellness, Tu, Wed, Thu, 12/6-12/8, 10am-6pm

**Materials for Basic Certification:** \$595 if purchased 10 days in advance (retail value \$939.95). Complete Student Library including all materials for basic & advanced course - \$795 (Retail Value \$1,489.95) Verify current material costs when enrolling. Materials purchased through Master's Center 215-295-8062

Graduates eligible to enroll in the “Advanced Master Level Hypnotherapy Certification Program”  
Instructor: *Dr. Philip Holder*

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

### Advanced Master Hypnotherapist / Hypno-Counselor Certification

**70 hrs (45 in class/25 home)**

Exciting Advanced Course: Regression, Abreaction, Past Lives, Practice Management, Forensic Hypnosis, Pain Management, Hypnosis for Childbirth, Working with Fears & Phobias, Enhancing Intuitive & Creative Ability, Performance Enhancement, Sexual Dysfunction, Hypno-Analysis, Memory Enhancement & more. Set yourself apart from the rest! Call Dr. Holder at 215-295-8062 for details today.

*Dr. Philip Holder*

Prerequisite: Basic Certification from approved provider

Newtown Campus/\$699 for graduates of BCCC-Master's Center certificate program; \$1,199 for students with certificates from other training programs

WSMCE 5226 C01/ **Next Offering: Fall 2014**

### Certified Hypnotherapy/ Hypno-Counseling Instructor

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

*It's the College's 50th Anniversary!*  
Join us at [bucks.edu/50](http://bucks.edu/50)



## Professional Engineers

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

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

Visit [http://www.pdhengineer.com/States/pennsylvania\\_state\\_requirements.htm](http://www.pdhengineer.com/States/pennsylvania_state_requirements.htm) for more details on what types of courses are approved.

### Bucks Continuing Education Courses eligible for Engineering CEUs:

- Construction Certificates, page 62
- Advanced Manufacturing, page 61
- Lean Six Sigma, page 31
- Project Management, see below
- AutoCAD® & Revit®, page 38

## Project Management



### Project Management Classroom

This Project Management Certificate Program will assist students in augmenting the skills necessary to remain competitive in the project management field. When students complete this program, they will have a good foundation in the many aspects of the project management life cycle. The intended audience this program is project managers, business unit managers, sales force, marketing and business analysts. *Matthew Tyksinski, B.S.*

#### Module I: Project Strategies, Start-Up & Initial Planning

Module 1 covers the process of initial discovery to produce a project proposal, present the proposal to the customer, and refine the proposal content to form the basis of a project contract, plus introduction to initial planning.

Newtown/ \$525 (Plus the \$75 for textbook)/ WSMCE 5403 C01/ (30 Hrs)  
5 Wed, 9/17-10/15, 6-9pm  
4 Sa, 9/20-10/18 (no class 10/4) 8:30am-12:30p...



#### Module II: Scheduling, Monitoring/Controlling and Closing (Post-Implementation) Prerequisite: Module I

Module II takes the project proposal through the Organizational and Operational Phases, building the project plan and addressing potential changes throughout the project. Content includes the change management that is inherent in every project. The experiences and lessons learned from participating in the case study workshops will assist the students to incorporate best practices and improve their understanding of the project management process.

Newtown/ \$525 /WSMCE 5404 C01/ (30 Hrs)  
5 Wed, 11/5-12/10 (no class 11/26), 6-9pm  
4 Sa, 11/8-12/6 (no class 11/29) 8:30am-12:30pm



### Project Management Online

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

Text required:

Project Management in Practice 5th edition – ISBN No. 978-1-118-67466-6; approximate cost: \$158

#### Module 1: Getting Started, Initiating a Project and Initial Planning

Online/ \$525 (plus \$158 for textbooks)/ (30 Hrs)  
WSMCE 5405 C20/ 9/15 - 10/20



#### Module II: Scheduling, Monitoring/Controlling and Closing (Post-Implementation)

Online/ \$525 / (30 Hrs)  
WSMCE 5406 C20/ 11/1 - 12/3



## Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)  
This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

### See also:

Microsoft Project Basic & Advanced 2010  
- See Page 39

## Lean Six Sigma

Learn why organizations from manufacturing to healthcare to financial institutions are seeking out green and black belts to help their companies grow. Many organizations pursue either Lean or Six Sigma as a means to meet their customers demanding challenges. Our approach combines the speed of Lean with the power of Six Sigma to achieve process optimization. Speed, quality, and cost are the components that drive the success of any organization. Lean Six Sigma works on all three simultaneously. Sign up now to learn how to implement the tools of LSS and see how you can help your business succeed.

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

### Certification

Lean Six Sigma certification awarded upon successful completion of classroom training, examination, project, and instructor evaluation. **For more information, call Emily Evans at: 215-504-8695.**

### Green Belt Certification

Candidates are selected because of their process knowledge and experience. Green Belts learn how to apply the tools, analyze data, and prepare reports. Topics include: VSM, VOC, VOD, DMAIC, MSA, ANOVA, Lean and Six Sigma metrics, and much more.

Newtown Campus/ \$2,450/ WSMCE5274 WB1/5  
Th, 5 Sat, 9/11, 9/13, 9/18, 9/20, 9/25, 9/27, 10/2, 10/4, 10/9, 10/11, Th-6-10pm, Sat-8:30 am-5 pm

For more information, visit:  
[www.bucks.edu/academics/cwd/lean6sigma](http://www.bucks.edu/academics/cwd/lean6sigma)

### Black Belt Certification

Candidates are accepted into the Black Belt Program after successful completion of the Green Belt program. This training provides a much higher level examination of the various LSS quality tools and methodologies required to function in this role. Prior Green Belts interested in completing the Black Belt program will attend a 2-hour orientation meeting prior to starting their first class.

**Prerequisite:** Green Belt certification (or passing of Green Belt qualification exam)

Newtown Campus/ \$3,100/ WSMCE 5271 WBi/  
5 Tu, 5 Th, 5 Sat, 10/28, 10/30, 11/1, 11/4, 11/6, 11/8, 11/11, 11/13, 11/15, 11/18, 11/20, 11/22, 12/2, 12/4, 12/6, Tu/Th-6-10 pm, Sat-8:30 am-5 pm

For more information, visit:  
[www.bucks.edu/academics/cwd/lean6sigma](http://www.bucks.edu/academics/cwd/lean6sigma)



### Testimonials

- "This course is extremely beneficial to management professionals. Will be put to good use at my work."  
E. White, Enterprise Group

Please see our Senior Citizen policy on page 4.

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

## ServSafe

### SERVSAFE® Certification

This course fulfills the Educational and Testing requirements of the Pennsylvania Department of Agriculture and Bucks, Montgomery, Philadelphia and other regional County Health Departments for Foodservice staff and manager sanitation certification. \$255 (includes course book)

English Language, *William Rech*

Newtown Campus/ WSERV 0001 C01 - C03  
C01/ 2 Sa, 9/20 & 9/27; 8:30 am -5:00 pm  
C02/ 2 Sa, 10/18 & 10/25; 8:30 am -5:00 pm  
C03/ 2 Sa, 12/6 & 12/13; 8:30 am -5:00 pm

Chinese Language, *Betty L. Tsai*

Lower Bucks Campus/WSERV 0010 C50/  
2 Mon, 12/8 & 12/15, 8:30 am – 5:00 pm

### See also:

Culinary for Personal Enrichment - page 46

### SERVSAFE® Recertification

This course fulfills the NEW TESTING requirements of Bucks, Montgomery, and other regional Health Departments for Foodservice staff and manager recertification. Course includes 5 hours of review and updates before the REQUIRED included test.

\$185 (includes course book)

English Language, *William Rech*

Newtown Campus/ OSERV 0050 C01  
C01/ Sa, 11/8; 8:30 am -5:00 pm

Chinese Language, *Betty L. Tsai*  
Lower Bucks Campus/OSERV 0051 C50/  
Mo, 12/1; 8:30 am – 5:00 pm



- For all course offerings visit: [www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)
- IT Academy Website: [www.bucks.edu/itacademy](http://www.bucks.edu/itacademy)
- To register, visit: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister) or call 215-968-8409 (Option #1)

The Department of Continuing Education offers computer training through individual courses, certification programs and online learning. This is hands-on learning coupled with instructors who are well-versed in the latest technologies. All Information Technology and computer literacy programs can also be customized for the workplace.

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

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## Microsoft Certifications



### Installing and Configuring Windows Server 2012 Exam 70-410 (56 Hrs)

This course is designed to teach students to install and configure servers, configure server roles and features, configure Hyper-V, deploy and configure core network services, install and administer Active Directory, and create and manage Group Policy.

Newtown Campus/ \$1400 (plus book fee)/  
WITAC 1091 C01/

Pre-requisite: Microsoft Server Fundamentals  
WCOSY 0350 or equivalent experience

**Look for this course offering in Spring 2015**

### Administering Windows Server 2012 Exam 70-411 (56 Hrs)

This course is designed to teach students to deploy, manage, and maintain servers, configure file and print services, configure network services and access, configure a Network Policy Server Infrastructure, Configure and manage Active Directory, Configure and manage Group Policy.

Newtown Campus/ \$1400 (plus book fee)/  
WITAC 1092 C01/

**Look for this course offering in Spring 2015**

### Configuring Advanced Windows Server 2012 Services Exam 70-412 (56 Hrs)

This course is designed to teach students to configure and manage high availability, configure file and storage solutions, implement business continuity and disaster recovery, configure network services, configure the Active Directory Infrastructure, configure identity and access solutions.

Newtown Campus/\$1400 (test voucher included)/  
WITAC 1093 C01/ 8 T & 8 Th, 9/9-11/6,  
6:30-10:00pm (no class 9/23, 9/25)

## Ordering Textbooks

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

## Microsoft's Visual Studio Development Environment

### Introduction to Programming Using C# (42 Hrs)

Learn the basics of Microsoft's C# programming language used extensively in developing Windows and Web based applications and games.

Newtown Campus/ \$985 (plus book fee)/  
WITAC 2103 C01/ 12 M, 9/8-11/24, 6:30-10:00pm

### Advanced Programming using C# (42 Hrs)

Learn advanced programming techniques and key components provided by the .NET Framework.

Newtown Campus/ \$985 (plus book fee)/  
WITAC 2104 C01/

**Look for this course offering in Spring 2015**

### Introduction to Web Development Using C# (42 Hrs)

Learn the fundamentals and foundation of ASP.NET, AJAX, ADO.NET & LINQ using C#.

Newtown Campus/ \$985 (plus book fee)/  
WITAC 2106 C01/

**Look for this course offering in Spring 2015**

**Go to [www.bucks.edu/ITAcademy](http://www.bucks.edu/ITAcademy) for more details and prerequisites.**

## Check Online for More Courses this Fall: [bucks.edu/itacademy](http://bucks.edu/itacademy)

Building Websites using Python and Django  
Developing for iOS7 using XCode and Objective-C  
Front-End Web Development

## Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)  
This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

## Database Administration

### Introductory Classes - Microsoft SQL Server 2012 T-SQL Fundamentals (48 Hrs)

You will be introduced to the concepts involved in designing and using a database management system. Learn key concepts - the basic structures of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. Prerequisite: Microsoft Database Fundamentals WCOSY 1625 or equivalent experience.

Newtown Campus/ \$960 (plus book fee)/  
WITAC 2500 C01/

**Look for this course offering in Spring 2015**

### Microsoft SQL Server 2012 – Querying Microsoft SQL Server (48 Hrs)

This course will prepare students to take exam 70-461 - Querying Microsoft SQL Server 2012.

Prerequisites: Introductory Classes- Microsoft SQL Server 2012 T-SQL Fundamentals WITAC 2500

Newtown Campus/\$960 (test voucher included)/  
WITAC 2501 C01/

**Look for this course offering in Spring 2015**

### Administering Microsoft SQL Server 2012 Databases (48 Hrs)

This course is intended for students to learn how to perform installation, maintenance and configuration task, setup databases, make the systems operate efficiently, setup backups and security.

Prerequisites: Microsoft SQL Server 2012 – Querying Microsoft SQL Server WITAC 2501

Newtown Campus/ \$960 (plus book fee)/  
WITAC 2502 C01/ 8 Sat, 9/13-11/8  
(no class 10/4), 9:00am-3:30pm



### Implementing a Data Warehouse with Microsoft SQL Server 2012 (48 Hrs)

Students will focus on hands-on work creating business intelligence (BI) solutions including data cleansing, Extract Transform Load (ETL), and Data Warehouse implementation

Prerequisites: Administering Microsoft SQL Server 2012 Databases WITAC 2502

Newtown Campus/ \$960 (plus book fee)/  
WITAC 2509 C01/ 8 Sat, 12/6/14-2/7/15 (no class 12/27, 1/3), 9:00am-3:30pm

### Oracle Database Fundamentals (48 Hrs)

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

Prerequisite: WITAC 2500 Introduction to SQL or have experience using SQL, some experience with Unix/Linux recommended.

Newtown Campus/\$795 (plus book fee)/  
WITAC 2016 C01/  
14 Mon, 9/8-12/8, 6:30-10:00pm



### What is a Microsoft Certified Technology Specialist (MCSA)?

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

### Quarterly Information Sessions!

Information Sessions are held at our Newtown campus once a quarter and are free to anyone who attends. Join us to learn about new and updated course offerings from the IT Academy. For session schedule, please visit our website:

<http://www.bucks.edu/academics/cwd/it-academy/it-infosessions/>

## Cisco Certifications

### Cisco Certified Networking Associate

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



#### Module 1: Networking Fundamentals (76 Hrs)

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

Lower Bucks Campus/\$1200 (plus book fee)/ WITAC 1011 C50

12 Mon & 10 Wed, 9/15-12/3 (no class 9/24, 11/26), 6:30-10:00pm

#### Module 2: Routing Protocols and Concepts (68 Hrs)

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

Newtown Campus /\$945 (plus book fee)/ WITAC 1012 C01

11 Mon & 10 Wed, 9/8-11/17 (no class 9/24), 6:30-10:00pm

#### Module 3: LAN Switching and Wireless (36 Hrs)

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

Upper Bucks Campus/ \$525 (plus book fee)/ WITAC 1013 C70/ 6 Tu & 5 Th, 9/16-10/23 (no class 9/25), 6:30-10:00pm

#### Module 4: Wan Technologies (36 Hrs)

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

Upper Bucks Campus/ \$525 (plus book fee)/ WITAC 1014 C70/ 6 Tu & 5 Th, 11/4-12/11 (no class 11/27), 6:30-10:00pm

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

**Cisco classes are now available at all 3 Bucks Campuses!!**

Certification Information at [www.cisco.com](http://www.cisco.com)

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

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

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

Prerequisites: 640-802, or 200-120 CCNA

Newtown Campus/ \$1400 (plus book fee)/ WITAC 1016 C01/

**Look for this course offering in Spring 2015**

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

## CompTIA Certifications

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

#### A+ Certification (128 Hrs)

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

#### Certification Tests:

220-801 for CompTIA A+ Essentials

220-802 for CompTIA A+ Practical Application

Newtown Campus/ \$1865 (plus book fee)/(test voucher included)

WITAC 2002 C01/ 22 Sat, 9/13/14-3/7/15 (no class 10/4, 11/29, 12/27, 1/3/2015), 9:00am- 3:30pm

#### Network+ Certification (72 Hrs)

Network technicians need to be certified in order to advance in the industry. A certified technician has a much better chance of finding work in the industry. Whether you're looking to upgrade your skills, advance your career, or start a career in networking, the Network+ certification course is for you.

Prerequisite: Basic computer knowledge including file management in a Windows environment.

Certification Test: N10-005 for CompTIA Network+ Certification

Lower Bucks Campus/ \$1395 (plus book fee)/(test voucher included)/WITAC 1005 C50/

**Look for this course offering in Spring 2015**



#### Security+ Certification (64 Hrs)

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

Certification Test: SY0-301 for CompTIA Security+ Certification

\$1195 (plus book fee)/(test voucher included)/WITAC 0511 C01-C50/9:00am- 3:30pm

Bristol Campus/C50/ 11 Sat, 9/13-12/6 (no class 10/4, 11/29)

#### Linux+ Certification (72 Hrs)

CompTIA Linux+ validates the fundamental knowledge and skills required of a Linux Administrator. The course will cover system architecture, GNU and UNIX commands, user interfaces and desktops, Linux installation and package management. Students who take this course and the certification test will also attain the LPIC-1 certification.

Certification test: LX0-101 covers system architecture; Linux Installation and package management; GNU and Unix commands; devices, Linux file systems, and file system hierarchy standards.

LX0-102 covers shells, scripting and data management; user interfaces and desktops; administrative tasks; essential system services; networking fundamentals and security.

Newtown Campus/ \$1395 (plus book fee)/(test voucher included)/ WITAC 2600 C01/

12 Sat, 9/13-12/13 (no class 10/4, 11/29), 9:00am- 3:30pm



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

## Computer Forensics Fundamentals

### Computer Forensics Fundamentals

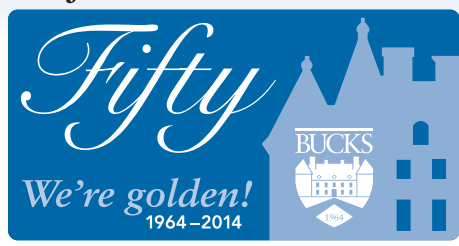
What you will learn:

- Understanding the concept of computer forensics and what it means
- The steps involved in the computer forensic process
- Being able to conduct a complete computer forensic analysis
- The hardware & software tools utilized in computer forensics
- The legal issues in computer forensics
- The certifications in the computer forensics field and where are the opportunities

Newtown Campus/\$1,195 (plus book fee)/ WITAC 2113 C01

16 Wed, 9/10-1/21 (no class 9/24, 11/26, 12/24, 12/31), 6:30-10:00pm

*It's the College's 50th Anniversary!*  
Join us at [bucks.edu/50](http://bucks.edu/50)



## Entry Level Programs

### Free Computer Workshop (3 Hrs)

Learn about the basic parts and devices connected to your computer.  
RCOSY 0016 C01-C70

Newtown Campus/ C01/ 1 Tu, 9/9, 6:30-9:30 pm  
Lower Bucks Campus/ C50/ 1 Mon, 9/8, 6:30-9:30 pm  
Upper Bucks Campus/ C70/ 1 Wed, 9/10, 6:00-9:00 pm

### Comprehensive File Management (12 Hrs)

This class will focus and concentrate on the subject of managing the file system and becoming comfortable and self-sufficient in working with files (e.g. copying, moving, opening, saving, and finding files) on any computer and much more.

\$198 (instructor will provide material) / WCOSY 0041 C01, C70

Newtown Campus/ C01/ 4 Tu, 9/16-10/7, 6:30-9:30pm  
Lower Bucks Campus/ C50/ 4 Mon, 9/15-10/6, 6:30-9:30 pm  
Upper Bucks Campus/ C70/ 4 Wed, 9/17-10/15 (no class 9/24), 6:00-9:00 pm

### Microsoft Windows 8.1 (24 Hrs)

This course teaches the core features and functions of Windows 8.1.

\$320 (plus book fee)/ WCOSY 0034 C01-C70/

Newtown Campus/ C01/ 8 Tu, 10/21-12/9, 6:30-9:30pm  
Lower Bucks Campus/ C50/ 8 Mon, 10/20-12/8, 6:30-9:30pm  
Upper Bucks Campus/ C70/ 8 Wed, 10/22-12/17, 6:00-9:00pm

### Microsoft Server Fundamentals (12 Hrs)

This course teaches the fundamental concepts of Windows Server Administration.

Newtown Campus/ \$225 (plus book fee)/ WCOSY 0351 C01/ 4 Wed, 10/15-11/5, 6:30-9:30 pm

Please see our new Senior Citizen policy on page 4.

### Microsoft Networking Fundamentals (12 Hrs)

This course teaches the fundamental Networking concepts.

Newtown Campus/ \$225 (plus book fee)/WCOSY 0326 C01  
4 Wed, 9/10-10/8 (no class 9/24), 6:30-9:30 pm

### Microsoft Security Fundamentals (12 Hrs)

This course teaches the fundamental Security concepts.

Newtown Campus/\$225 (plus book fee)/WCOSY 0311 C01/ 4 Wed, 11/12-12/10 (no class 11/26) 6:30-9:30 pm

### Microsoft Database Fundamentals (12 Hrs)

This course teaches the fundamentals of Database Administration.

Newtown Campus/ \$225 (plus book fee)/ WCOSY 1626 C01/  
2 Mon & 2 Wed, 12/8-12/17, 6:30-9:30pm

### Introduction to MAC OS X (9 Hrs)

This course teaches students how to work proficiently in the Mac OS X environment by managing files, customizing their work environment, and creating files.

\$225 (plus book fee)/  
WCOSY 0051 C01 & C70/  
Newtown Campus/ 3 Mon, 12/1-12/15  
Upper Bucks Campus/C70/ 3 Th, 9/11-10/2 (no class 9/25)

#### See also:

Second Act Computer Series - page 57  
Special Interest Technology series - page 55

#### Options for 55+

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

## Cloud Computing/Virtualization/Mobile Computing

### Google's Android Application Development Essentials (42 Hrs)

Learn the Android Architecture and its Development and Application Environments.

Newtown Campus/\$985/ WITAC 2108/ C01  
12 Th, 9/11-12/11 (no class 9/25, 11/27),  
6:30-10:00pm

### Advanced Topics for Android Application Development (42 Hrs)

Learn the Android Architecture and its Development and Application Environments.

Look for course offerings in Spring 2015

Go to [www.Bucks.edu/ITAcademy](http://www.Bucks.edu/ITAcademy) for more details and prerequisites.

### VMware (80 Hrs)



Learn the knowledge and skills needed to operate a VMware ESXi server in a single-server environment.

Newtown Campus/\$2,395/ WITAC 2200/ C01  
13 Tu & 10 Th, 9/9-12/2 (no class 9/25, 11/27),  
6:30-10:00pm

### Check Online for More Courses this Fall: [bucks.edu/itacademy](http://bucks.edu/itacademy)

Building Websites using Python and Django  
Developing for iOS7 using XCode and Objective-C  
Front-End Web Development

## Office Software

### AutoCAD® Essentials (36 Hrs)

This course incorporates the features, commands, and techniques for creating, editing, and printing 2D drawings with AutoCAD. You will learn skills that can be used in all disciplines of AutoCAD, and specifically Engineering. Hands-on exercises throughout the course explore how to create 2D production drawings.

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

\$630 (plus book fee)/ WCOAP 6064 C01-C70

Newtown Campus/ C01/ 12 Tu, 9/9-11/25,

6:30-9:30 pm

Bristol Campus/ C50/ 6 Sat, 10/18-11/22,

9:00am- 3:30pm

Upper Bucks Campus/ C70/ 11 Mon, 10/6-12/15,

5:30-9:30pm



### AutoCAD 3D Modeling 2nd Level

For those familiar with AutoCAD, this course incorporates the features, commands, and techniques used to create, edit, and print 3D drawings with AutoCAD hands-on exercises throughout the course explore creating 3D wire frame models, 3D surface models, 3D solid models, and making multi-view drawings. Prerequisites: working knowledge of AutoCAD and Microsoft Windows OS, plus understanding of basic drafting skills and blueprint reading.

\$630 (plus book fee)

**Look for course offerings in Spring 2015**

Approved Hours: 36 (Act 48, Engineers)



### Revit®Architecture Basics (36 Hrs)

The course covers the concepts and introduces Revit tools to create a schematic design from construction documentation to design visualization. Prerequisite: A working knowledge of computers, MS Windows, and previous experience in architectural design, drafting, or engineering is necessary. No previous CAD experience is necessary.

Newtown Campus/\$750 (plus book fee)/ WCOAP 6068 C01

6 Sat, 11/1-12/20 (no class 11/29, 12/6), 9:00am- 3:30pm

Approved Hours: 36 (Act 48, Engineers)



### Autodesk Inventor (36 Hrs)

Autodesk Inventor software serves as a flexible development platform for building specialized mechanical design applications, as well as for interfacing with upstream, downstream, and enterprise applications for manufacturers.

Bristol Campus/\$675 (plus book fee)/ WCOAP 6070 C50

12 Wed, 9/10-12/10 (no class 9/24, 11/26), 6:30-9:30pm

### Access Basic (12 Hrs)

Students will learn the basic components of an Access database, the structure of a database, manage data in tables, design forms and generate reports.

Newtown Campus/\$225 (plus book fee)/ WCOAP 3041

C01/ 4 Wed, 9/10-10/8 (no class 9/24), 6:30-9:30pm

Approved Hours: 12 (Act 48, CPA)



### Access Intermediate (12 Hrs)

Learn how to streamline data entry and maintain data integrity, join tables, create flexible queries, modify data, improve forms, customize reports and share data between Access and other applications.

\$225 (plus book fee)/ WCOAP 3042 C01-C70/ 6:30-9:30 pm

Newtown Campus/\$225 (plus book fee)/ WCOAP 3042 C01

4 Wed, 10/15-11/5, 6:30-9:30pm

Approved Hours: 12 (Act 48, CPA)



### Access Advanced (12 Hrs)

Students will learn how to restructure data into appropriate tables, write advanced queries, create and revise macros, more about customizing reports and maintaining their databases using the tools available within Access.

Newtown Campus/\$225 (plus book fee)/WCOAP 3034 C01

4 Wed, 11/12-12/10 (no class 11/26), 6:30-9:30pm

Approved Hours: 12 (Act 48, CPA)



### Excel Basic (12 Hrs)

This course is for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel worksheets.

\$225 (plus book fee) / WCOAP 1580 C01-C70/ 6:30-9:30 pm

Newtown Campus/ C01/ 4 Mon, 9/8-9/29

Lower Bucks Campus/ C50/ 4 Tu, 9/9-9/30

Upper Bucks Campus/ C70/ 4 Tu, 9/9-9/30

Approved Hours: 12 (Act 48, CPA)



### Excel Intermediate (12 Hrs)

Learn to use advanced formulas and work with various tools to analyze data in spreadsheets, organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

\$225 (plus book fee)/ WCOAP 1581 C01-C70/ 6:30-9:30 pm

Newtown Campus/ C01/ 4 Mon, 10/6-10/27

Lower Bucks Campus/ C50/ 4 Tu, 10/7-10/28

Upper Bucks Campus/ C70/ 4 Tu, 10/7-10/28

Approved Hours: 12 (Act 48, CPA)



### Excel Advanced (12 Hrs)

Learn the specialized features of Excel. You will learn the power of Pivot Tables, Charting, OLE (Object Linking and Embedding). You will gain the skills necessary to create macros, audit worksheets, import and export data and publish worksheets on the Web as well as Pivot Tables and the VLOOKUP function.

\$225 (plus book fee)/ WCOAP 1582 C01-C70/ 6:30-9:30 pm

Newtown Campus/ C01/ 4 Mon, 11/3-11/24

Lower Bucks Campus/ C50/ 4 Tu, 11/4-11/25

Upper Bucks Campus/ C70/ 4 Tu, 11/4-11/25

Approved Hours: 12 (Act 48, CPA)




Continued on page 39

**Word Basics (12 Hrs)**

Learn to create, navigate and save; insert and delete; format paragraphs; headers, footers and margins; create hyperlinks; use undo and redo; insert graphics and clip art and more in Word documents.

\$225 (plus book fee)/ WCOAP 0164 C01-C70/  
6:30-9:30 pm

Newtown Campus/ C01/ 4 Tu, 9/9-9/30 

Lower Bucks Campus/ C50/ 4 Th, 9/11-10/9 (no class 9/25)


Upper Bucks Campus/ C70/ 4 Th, 9/11-10/9 (no class 9/25)

Approved Hours: 12 (Act 48)

**Word Intermediate (12 Hrs)**

Learn to work with fields and perform a mail merge; use styles and outlines; how to format tables; insert SmartArt diagrams; work with shapes; format text graphically; format a document by adding sections, columns, and design elements such as watermarks and themes; Track Changes and prepare documents for sharing and exporting.

\$225 (plus book fee)/WCOAP 0165 C01-C70/  
6:30-9:30 pm

Newtown Campus/ C01/ 4 Tu, 10/7-10/28 

Lower Bucks Campus/ C50/ 4 Th, 10/16-11/6


Upper Bucks Campus/ C70/ 4 Th, 10/16-11/6

Approved Hours: 12 (Act 48)

**Word Advanced (12 Hrs)**

Learn to add interactive elements such as forms and content from other applications; to save a file as a web page; how to use document references such as citations, indexes, and tables of contents; how to customize the ribbon, create macros, use building blocks, and inserting subdocuments; record and copy macros, to create and modify VBA modules; control Word objects in the Visual Basic Environment; the fundamentals of VBA programming through creating control structures, designing VBA forms, and debugging programs.

\$225 (plus book fee)/ WCOAP 0166 C01-C70/  
6:30-9:30 pm

Newtown Campus/ C01/ 4 Tu, 11/4-11/25 

Lower Bucks Campus/ C50/ 4 Th, 11/13-12/11  
(no class 11/27)


Upper Bucks Campus/ C70/ 4 Th, 11/13-12/11  
(no class 11/27)

Approved Hours: 12 (Act 48)

**PowerPoint Basics (9 Hrs)**

Microsoft Office PowerPoint enables you to quickly create high-impact, dynamic presentations, while integrating workflow and ways to easily share information.

Newtown Campus/\$225 (plus book fee)/ WCOAP 1083 C01  
4 Th, 9/11-10/2 (no class 9/25), 6:30-9:30 pm

Approved Hours: 9 (Act 48) 

**PowerPoint Advanced (9 Hrs)**

The advanced course builds on the skills and concepts taught in PowerPoint Basic. Students will apply themes and templates, and will work with SmartArt graphics and tables.

Newtown Campus/\$225 (plus book fee)/ WCOAP  
1084 C01


3 Th, 10/9-10/23, 6:30-9:30pm

Approved Hours: 9 (Act 48)


**QuickBooks Fundamentals (15 Hrs)**

Learn to setup a new company, work with chart of accounts, customer and vendor lists, handle cash, accounts receivable and payable. QuickBooks has the most comprehensive tools for fast and easy financial management to help your business achieve better results.

\$375 (plus book fee)/ WCOAP 1606 C01-C70/  
6:30-9:30pm

Newtown Campus/ C01/ 5 Tu, 11/4-12/2 

Lower Bucks Campus/ C50/ 5 Th, 9/11-10/16 (no class 9/25)

Upper Bucks County/ C70/ 5 Mon, 9/8-10/6


Approved Hours: 15 (Act 48, CPA)

**QuickBooks Payroll Module (6 Hrs)**

Learn how to process payroll in the most popular accounting program today. Through this hands-on class you will learn how to set up payroll, process paychecks, and get familiar with the screen elements. Navigating with QuickBooks is a breeze.

Prerequisite: QuickBooks Pro/Premier class (WCOAP 1606) or have good working knowledge of QuickBooks

\$125 (plus book fee)/ WCOAP 1607 C01-C70/  
6:30-9:30pm

Newtown Campus/ C01/ 2 Tu, 12/9-12/16 


Lower Bucks Campus/ C50/ 2 Th, 10/23-10/30

Upper Bucks Campus/ C70/ 2 Mon, 10/13-10/20

**QuickBooks: Tips and Tricks (6 Hrs)**

Learn how to customize your work space, statements and reports; How to “fix” or correct past data entry transactions; generate trial balances and other reports for your Accountant.

\$125 (plus book fee)/

WCOAP 1611 C01-C70/ 6:30-9:30pm 

Newtown Campus/ C01/ 1 Wed & 1 Th, 12/17-12/18

Lower Bucks Campus/C50/ 2 Mon, 11/6-11/13

Upper Bucks Campus/C70/ 2 Mon, 10/27-11/3

**Introduction to Microsoft Project (12 Hrs)**

If you are a current Project Manager or Administrator, or see this as your next career step, this course is for you! Learn the basic functions and features of this powerful project management tool. Prerequisite: Experience with Microsoft WORD and EXCEL (or equivalent) ; some experience on a project team or completion of a course in the fundamentals of Project Management; students must have access to a computer with MS Project 2010.

\$245/ WCOAP 3054/ C01-C50, 6:30-9:30pm 

Newtown Campus/C01/ 4 Tu, 9/9-9/30

Lower Bucks Campus/C50/ 4 Tu, 11/4-11/25 

Approved Hours: 12 (Act 48, PMI)


**Microsoft Project Advanced (12 Hrs)**

Build on the concepts and skills learned in Introduction to Project. Topic coverage includes baseline and interim plans, analysis of project statistics, project file formatting, custom views, and exchanging project data. Prerequisite: Completion of a basic level course in MS Project (any version); access to a computer with MS Project.

\$245/ WCOAP 3052/ C01-C50, 6:30-9:30pm

Newtown Campus/C01/ 4 Tu, 10/7-10/28

Lower Bucks Campus/C50/ 2 Tu & 2 Th,  
12/2-12/11

Approved Hours: 12 (Act 48, PMI) 




## Healthcare Information Technology Courses

### CompTIA Healthcare IT Technician Certificate (30 Hrs)

The typical student for this course is an experienced IT professional who is looking for opportunities in the healthcare industry such as desktop support or tier-1 support. Certificate test: HIT-001Healthcare IT Technician

Prerequisites: CompTIA A+ certification or equivalent knowledge is required with the permission of the program manager/instructor.

\$985 (plus book fee)/(test voucher included)/ WIT-AC 4020/ C01

Look for course offerings in Spring 2015

#### See Also -

- Medical Billing and Coding - Page 12
- More Healthcare Information Technology Courses - Page 12

### PACS – Picture Archiving and Capture System

#### Certified PACS Technical Associate (48 Hrs)

This course provides professionals with a tool to master the IT component of the PACS System Associate skills that are required to support a PACS system.

Hybrid/ \$785 (test voucher included) /WITAC 4000 C20

Look for course offerings in Spring 2015

#### Certified PACS Associate Clinical (75Hrs)

This course provides professionals with the tools to master the clinical component of the PACS system.

Hybrid/ \$1195 (test voucher included) / WITAC 4001 C20

Look for course offerings in Spring 2015

### Ordering Textbooks

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

## Certificate Testing

### IT Academy/Cisco Networking Academy/CompTIA Member

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

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

New classes are now being scheduled.  
[www.bucksitacademy.com](http://www.bucksitacademy.com)



### Pearson VUE, Prometric™ and Certiport Testing Center

Bucks County Community College is an authorized Pearson VUE, Prometric™ and Certiport Testing Center. We provide innovative electronic testing solutions that enhance the performance, reliability, and security of high-stakes testing programs throughout the world. For more info, please visit:

**www.PearsonVUE.com** for Certification test offered by Pearson VUE

**www.Prometric.com** for Certification test offered by Prometric

**www.Certiport.com** for Certification test offered by Certiport

or call: 215-968-8068

### Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)  
This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

### Quarterly Information Sessions!

Information Sessions are held at our Newtown campus once a quarter and are free to anyone who attends. Join us to learn about new and updated course offerings from the IT Academy. For session schedule, please visit our website:

<http://www.bucks.edu/academics/cwd/it-academy/it-infosessions/>



## Graphics & Web Courses

### Web Development/Programming

#### HTML 5 & JavaScript

Learn the basics of creating a web site using HTML. You will also be introduced to XHTML, which is used to develop more standards-compliant web sites for greater efficiency, accessibility, and forward-compatibility. Explore the use of Cascading Style Sheets (CSS) to enhance HTML formatting. This course is recommended for beginners in web site development. Prerequisites: Working knowledge of computers is highly suggested. You should also have good desktop and file management skills: know how to create and name folders, how to name and save files, open and close applications, navigate to folders to access files, and use Internet browsers.



#### HTML Fundamentals (24 Hrs)

\$320 (plus book fee)/ WCOSY 6048 C50, C70/ 6:30-9:30pm

Lower Bucks Campus/ C50/ 1 Mon & 7 Tu, 11/4-12/16 (1 Mon class 12/15)

Upper Bucks Campus/ C70/ 3 Mon & 5 Wed, 11/12-12/17 (Mon Classes 12/1, 12/8, 12/15, no class 11/26)

Approved Hours: 24 (Act 48)



#### JavaScript Fundamentals (24 Hrs)

\$320 (plus book fee)/ WCOAP 6621 C50-C70/ 6:30-9:30pm

Lower Bucks County/ C50/ 8 Tu, 9/9-10/28

Upper Bucks County/C70/ 8 Wed, 9/10- 11/5 (no class 9/24)

Approved Hours: 24 (Act 48)



#### Creating a Dynamic Website with PHP and MySQL (36 Hrs)

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

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

Prerequisite: The HTML 5 & JavaScript OR a general understanding of programming is suggested.

Lower Bucks Campus/\$865 (plus book fee)/

WITAC 3000/ C01/ 12 Th, 9/11-12/11

(no class 9/25, 11/27), 6:30-9:30pm

### Web Design Applications

#### Dreamweaver Basic (12 Hrs)

You will build simple websites and utilize the features of Adobe Dreamweaver. Also you will learn about Adobe Web Communication using Dreamweaver objectives. This course will help you prepare to take the Adobe Certified Associate exam.

Prerequisites: Take the HTML 5 & JavaScript or have equivalent knowledge.



\$395 (plus book fee) WCOAP 6511/ C01 & C70/ 6:30-9:30pm

Newtown Campus/ C01/ 4 Th, 9/11-10/9 (no class 9/25)

Upper Bucks County/ C70/ 4 Mon, 11/10-12/1

#### Dreamweaver Advanced (12 Hrs)

In this course you will use Adobe Dreamweaver to design and develop web pages in a WYSIWYG environment, but also have the ability to understand and work with the architecture and coding of web pages. You will work in code view, create Cascading Style Sheets, create effective user navigation, work with navigation elements, automate tasks, create forms and author XML based data.

Prerequisites: Dreamweaver Level 1 WCOAP 6511

Newtown Campus/\$395 (plus book fee)/ WCOAP 6512/ C01/ 4 Th, 10/23-11/13, 6:30-9:30pm



#### Search Engine Optimization – SEO (3 Hrs)

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

\$95 (plus book fee)/ WCOAP 6516 C50-C70/ 6:30-9:30pm

Lower Bucks Campus/C50/ 1 Th, 11/20

Upper Bucks County/C70/ 1 Th, 10/28



## Computer Graphics

**Adobe Lightroom (9 Hrs)**

Learn workflows, how to import photos, and how to utilize different views, to flag, rank, and cull photos using Survey view; how to apply presets, adjust white balance, and the Histogram, Tone Curve, and Split Toning panels, to create slideshows, prepare photos for printing, and create Web galleries.

Newtown Campus/ \$225 (plus book fee)/WCOAP 6028 C01/ 3 Mon, 12/1-12/15, 6:30-9:30pm  
Approved hours: 9 (Act 48)

ACT 48

**Adobe Illustrator Basic (15 Hrs)**

Learn simple illustrations, applying basic colors, drawing paths, work with text, manipulate layers, swatches and more.

\$400 (plus book fee)/WCOAP 6018 C01-C70/ 6:30-9:30pm

Newtown Campus/C01/ 5 Mon, 9/8-10/6  
Lower Bucks Campus/C50/ 5 Wed, 9/10-10/15  
(no class 9/24)

Upper Bucks Campus/C70/ 5 Mon, 9/8-10/6  
Approved hours: 12 (Act 48)

ACT 48

**Adobe Illustrator Advanced (15 Hrs)**

Learn advanced techniques working with paths, masks, fills, and strokes. Learn how to use transformation tools, envelopes, filters, effects, and graphic styles, to convert raster images to vector art manage color settings, color separations, and print specification.

\$400 (plus book fee)/ WCOAP 6019 C01-C70/ 6:30-9:30pm

Newtown Campus/C01/ 5 Mon, 10/20-11/17  
Lower Bucks Campus/C50/ 5 Wed, 10/29-12/3  
(no class 11/26)

Upper Bucks Campus/C70/ 5 Mon, 10/13-11/10  
Approved hours: 12 (Act 48)

ACT 48

**Adobe InDesign Basic (12 Hrs)**

Learn how to create documents, place text and graphics, use objects, work with master pages, create custom colors, print documents and export documents to PDF.

\$400 (plus book fee)/WCOAP 6526 C01-C70/ 6:30-9:30pm

Newtown Campus/C01/ 4 Th, 9/11-10/9 (no class 9/25)  
Lower Bucks Campus/C50/ 4 Mon, 9/8-9/29  
Upper Bucks Campus/C70/ 4 Wed, 9/10-10/8  
(no class 9/24)

Approved hours: 12 (Act 48)

ACT 48

**Adobe InDesign Intermediate (12 Hrs)**

Learn how to import and edit text, add special characters, setup alternate layouts and templates, use object libraries and snippets, create tints, gradient swatches, and vector paths, and create tables.

\$400 (plus book fee)/WCOAP 6527 C01-C70/ 6:30-9:30pm

Newtown Campus/C01/ 4 Th, 10/23-11/13  
Lower Bucks Campus/C50/ 4 Mon, 10/6-10/27  
Upper Bucks Campus/C70/ 4 Wed, 10/15-11/5

Approved hours: 12 (Act 48)

ACT 48

**Adobe InDesign Advanced (12 Hrs)**

Learn how to manage long documents, use advanced color and print settings, add interactive elements to documents, prepare documents for electronic distribution, and work with XML.

\$400 (plus book fee)/WCOAP 6528 C01-C70 / 6:30-9:30pm

Newtown Campus/C01/ 4 Th, 11/20-12/18  
(no class 11/27)

Lower Bucks County/C50/ 4 Mon, 11/3-11/24  
Upper Bucks County/C70/ 4 Wed, 11/12-12/3

Approved hours: 12 (Act 48)

ACT 48

**Adobe Photoshop Basic (12 Hrs)**

Learn how to use print resolutions, calibration, palettes and file formats.

\$400 (plus book fee)/ WCOAP 6020 C01-C70/ 6:30-9:30pm

Newtown Campus/C01/ 4 Wed, 9/10-10/8  
(no class 9/24)

Lower Bucks County/C50/ 4 Tu, 9/9-9/30  
Upper Bucks County/C70/ 4 Tu, 9/9-9/30

Approved hours: 12 (Act 48)

ACT 48

**Adobe Photoshop Advanced (12 Hrs)**

Learn to use work areas, importing and adjusting images, working with selections and layers, correcting colors, editing and retouching.

\$400 (plus book fee)/WCOAP 6021 C01-C70, 6:30-9:30pm

Newtown Campus/C01 / 4 Wed, 10/22-11/12  
Lower Bucks County/C50/ 4 Tu, 10/7-10/28

Upper Bucks County/C70/ 4 Tu, 10/7-10/28  
Approved hours: 12 (Act 48)

ACT 48

**Adobe Photoshop Production (9 Hrs)**

Learn to create professional-looking images for high-end business printers and commercial print shops.

Newtown Campus/\$225 (plus book fee)/ WCOAP 6027 C01/

**Look for course offerings in Spring 2015**  
Approved hours: 9 (Act 48)

ACT 48

**Digital Camera Workshop (12 Hrs)**

Learn how to use the functions of your digital camera correctly.

Newtown Campus/\$395 (plus book fee)/RCOAP 6010 C01

4 Thurs, 9/11-10/9 (no class 9/25), 6:30-9:30pm  
Approved hours: 12 (Act 48)

ACT 48

# Personal Development



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

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

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## Language/ESL

### Free ESL Placement Meeting!

**Monday, August 25, 2014, 6:30-8:30 pm, in the Charles Rollins Center on our Newtown Campus (near the cafeteria). No registration needed—just come!**

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

<http://www.bucks.edu/about/campus>

- Register early! Get \$20 off each class if you register by August 29, 2014!
- Registration Deadline, September 5, 2014
- To register, call 215-968-8409 (Option #1)
- For ESL information, call 215-497-8729 or send an email to: [donna.kirn@bucks.edu](mailto:donna.kirn@bucks.edu)
- Classes are 12 weeks long.
- For more English practice, sign up for 2 or more classes!

## Beginning ESL

### Newtown Campus

#### ESL Course 1A / \$350 (includes text)

LESLA 0003 C01 & C02

For students with limited English, all English skills studied

Mondays and Wednesdays

C01/ Sept, 15 – Dec. 8 (no class on 11/26) 10 am-12 pm

C02/ Sept, 15 – Dec. 8 (no class on 11/26) 7-9 pm

#### ESL Course 1B / \$350 (includes text)

LESLA 0004 C01 & C02

For advanced beginners, all English skills studied.

Mondays and Wednesdays

C01/ Sept, 15 – Dec. 8 (no class on 11/26) 10am-12 pm

C02/ Sept, 15 – Dec. 8 (no class on 11/26) 7-9 pm

## Intermediate ESL

### Newtown Campus

#### Intermediate ESL 2A / \$350 (includes text)

LESLA 0201 C01 & C02

For students with low intermediate English, all English skills studied

Mondays and Wednesdays

C01/ Sept, 15 – Dec. 8 (no class on 11/26)

10 am-12 pm

C02/ Sept, 15 – Dec. 8 (no class on 11/26) 7-9 pm

#### Intermediate ESL 2B / \$350 (includes text)

LESLA 0203 C01 & C02

For students with intermediate English, all English skills studied

Mondays and Wednesdays

C01/ Sept, 15 – Dec. 8 (no class on 11/26)

10 am-12 pm

C02/ Sept, 15 – Dec. 8 (no class on 11/26) 7-9 pm

#### Intermediate ESL 2C / \$350 (includes text)

LESLA 0213 C01 & C02

For high intermediate students to prepare for advanced level

Mondays and Wednesdays

C01/ Sept, 15 – Dec. 8 (no class on 11/26)

10 am-12 pm

C02/ Sept, 15 – Dec. 8 (no class on 11/26) 7-9 pm

## Advanced ESL

### Newtown Campus

#### Advanced ESL 3A / \$350 (includes text)

LESLA 0312 C01 & C02

All English skills studied

Mondays and Wednesdays

C01/ Sept, 15 – Dec. 8 (no class on 11/26)

10 am-12 pm

C02/ Sept, 15 – Dec. 8 (no class on 11/26) 7-9 pm

#### Advanced ESL 3B / \$350 (includes text)

LESLA 0313 C01 & C02

All English skills studied

Mondays and Wednesdays

C01/ Sept, 15 – Dec. 8 (no class on 11/26)

10 am-12 pm

C02/ Sept, 15 – Dec. 8 (no class on 11/26) 7-9 pm

## Specific Skill Courses

## Newtown Campus

**Conversation and Culture/\$235 (includes text)**

LESLA 0202 C01

For high beginning to intermediate speaker

Thursdays

C01/Sept. 18 – Dec. 11 (no classes on 11/27) 7-9 pm

**Adv. Pronunciation / \$235 (includes text)**

LESLA 0307 C01

Pronunciation/accident reduction, speaking

Thursdays

C01/Sept. 18 – Dec. 11 (no classes on 11/27) 7-9 pm

**All Levels Writing/\$235 (includes text)**

LESLA 0500 C01

Writing skills will be taught at each student's own level

Tuesdays

C01/ Sept. 16 – Dec. 2, 7-9 pm

## Easy English 3

Build on the language skills you mastered in Easy English 2, as you learn to talk about real-life situations including looking for a job, making a budget, buying a home, and taking care of your health.

Online/ \$99/ EESLA 0207/ **See page 27 for dates**



## Test Preparation

IBT TOEFL Test Preparation

Newtown Campus/ \$385 (includes text)/ ATEST 2502 C01

Advanced English skills and practice tests for the TOEFL test.

C01/Sept. 16 - Dec. 2, Tuesdays and Thursdays 7-9 pm



## Foreign Language

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

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

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

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

## Mandarin Chinese

*Greg Tang, M.S.*

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

**Course I:** RLANG 0568 C01

6 Mon 9/22-10/27, 6:30-9 pm

**Course II:** RLANG 0569 C01

6 Mon, 11/17-12/22, 6:30-9 pm

Approved Hours: 15 (Act 48)



## Italian

\$234 (plus \$20 book fee, same book for all levels)

**Course I:** RLANG 0209 C01 & C50

C01/Newtown Campus/10 Tu 10/7-12/9, 7-9:30 /

*Susan Montemurro, BA*C50/ Lower Bucks Campus/ 10 Tu 9/30-12/2, 7-9:30 pm/ *David Arcangeli, B.A., B.Th.***Course II:** RLANG 0214 C01

10 Th 9/25-12/4 (no class on 12/27) 7-9:30 pm/

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

Approved Hours: 25 (Act 48)



## Brazilian Portuguese

*Almerinda Gaskill, B.A.*

Newtown Campus/\$200 (plus \$35 book fee, optional \$28 CD)

**Course I:** RLANG 0800 C01

10 Mon, 9/22-11/24 6:30-8:30 pm

Approved Hours: 20 (Act 48)



## German

*Irmgard Linhoff, M.S.*

Newtown Campus/\$200 (plus \$18 book fee payable to instructor)

**Course I:** RLANG 0301 C01

10 Tu, 9/30-12/2, 7-9pm

Approved Hours: 20 (Act 48)



## French

*Nathalie Paulus, B.S.*

Newtown Campus/\$200 (plus \$30 book fee payable to instructor)

**Course I:** RLANG 0001 C01

10 Th, 9/25-12/4 (no class 11/27) 6:30-8:30

Approved Hours: 20 (Act 48)





## Culinary

### Gluten Free Basics **NEW**

This class was created so you don't have to figure it all out on your own! No more stressing over what is and what is not gluten free! *Christen Vento*

Newtown Campus/\$99 (plus \$40 materials fee payable to instructor)/ RCULI 4164 C01  
6 Fri, 10/3-11/21 (no classes on 10/17 & 10/31)  
6:30-8:30 pm

#### In this class, you will learn:

- Everything you need to know about gluten and Celiac Disease
- How to identify Gluten Free Ingredients
- How to Read Labels
- Best of the Best Gluten Free Products
- How to Keep a "Gluten Free" friendly cooking environment
- Dozens of Gluten Free Recipes
- Eating Out Gluten Free!
- How to Survive the Holidays Gluten-Free !!

### Cake Decorating for Fun **NEW**

This introductory level course is for the hobbyist who would like to make the first step into the world of cake decorating. In this course, students will learn to secret to a perfect cake, master the art of icing and pastry bags and complete a fully decorated cake using a variety of techniques including shell borders, start tip, rosettes and more! Come and learn, through hands-on demonstrations, the basics of working with buttercream frosting and gain beautiful piping skills. Students are encouraged to be creative and experiment with the wide range of possibilities that cake decorating holds. *Cheryl Steacker*

Newtown Campus/\$99 (plus \$25 materials fee payable to instructor)/ RCULI 4165 C01  
5 Fri, 9/19-10/17, 6:00-8:00 pm

### Home Canning – Apples and Apples **NEW**

Nothing beats the aroma of cinnamon and nutmeg filling your home when an apple pie is baking in the oven to tell you autumn has arrived. Learn how to can your own delectable Apple Pie Filling and Branded Apple Rings that will make your holiday desserts extra special. You will learn how to use the hot water bath technique along with the discussion of safety issues, proper storage and inventory. Handouts, recipes and a jar to take home are included. You will go home feeling confident on home canning and start filling your pantry with pie fillings and apple desserts that will bring your mealtime to a higher level of comfort food that you will enjoy. *Marian Bolum*

Newtown Campus/\$49 (plus \$15 materials fee payable to instructor)/ RCULI 4161 C01  
Sat., 10/4, 10am-1pm

### Home Canning – Cranberries for the Holidays **NEW**

The holidays are right around the corner! Learn how to can Whole Berry Cranberry Sauce and Cranberry Mustard that will be delicious for Holiday Feast. You will learn how to use the hot water bath technique along with the discussion of safety issues, proper storage and inventory. Handouts, recipe and a jar to take home are included. You will go home feeling confident on home canning and start filling your pantry. Take your holiday feast to another level and serve scrumptious homemade cranberry sauce and mustard that everyone will enjoy. *Marian Bolum*

Newtown Campus/\$49 (plus \$15 materials fee payable to instructor)/ RCULI 4162 C01  
Saturday, 11/15, 10am-1pm

### Chinese / American Cuisine - The Second Course

In the first course we tackled the authentic Chinese styles...some background, history, flavors and complexity. This is the second course in the series of Chinese cookery. This course will explore the Chinese / American basic style of cookery. More contemporary, more American familiar "restaurant style" dishes, less complicated that you can easily do for your entire family in your home kitchen. These dishes will be introduced as traditional but you will learn them in a more modern way. *Zhiying Wu, CJB, A.A. assisted by Chef Earl Arrowood, CC, CCE, AAC, M.Sc.*

Newtown Campus/\$229/ RCULI 4106 C01  
4 Thu., 10/9-10/30, 6:15-9:15 pm

### Wine in the 21st Century; A Winemaker's Perspective

Have you ever heard a wine described as "oaky" but you're really not sure what that means? Ever wondered if the bottle shape or color tell you what to expect from the wine inside? Do you ever get flustered trying to pair food with wine? In this lively 8 hour course full of trivia we'll learn the basics of how juice is transformed into wine, how barrel aging changes a wine, explore some common wine faults and fixes, and experience wine with an actual tasting! Geared toward wine enthusiasts. Must be 21 years of age. *John Lovrich, Wine Maker at Rose Bank Winery*

Newtown Campus/ Rose Bank Winery / \$89 (plus \$20 ingredient fee payable to instructor)/ RCULI 6817 C01 & C02  
C01/4 Wed, 10/1-10/22; 6:30-8:30pm / Note: class 1 will be held at the Newtown Campus, class 2-4 will be held at Rose Bank Winery in Newtown  
C02/ Mon, 11/3-11/24; 6:30-8:30pm / Note: class 1 will be held at the Newtown Campus, class 2-4 will be held at Rose Bank Winery in Newtown

Please see our Senior Citizen policy on page 4.

**Gifts in a Jar** NEW

There's nothing better than receiving a homemade gift that comes from the heart. Come join us to make two gifts for someone special. We will be making Orange Raisin Ginger and Cranberry Drop cookie mix in a jar. Along with making the Gifts in a Jar, we will make gift tags and decorate the jars while enjoying them to eat. Enjoy an evening with delicious cookies while learning how to make gifts in a Jar. *Marian Bolum*

Newtown Campus/\$40 (plus \$15 materials fee payable to instructor)/ RCULI 4163 C01  
Fri., 11/5, 6-8:30 pm

**The Truth about Olive Oils and Balsamic Vinegars**

Learn about the properties, history and health benefits of Olive Oils and Balsamic Vinegars in this interactive, 2-part class. Develop your palate and broaden your knowledge about quality Olive Oils and Balsamic Vinegars. Activities will include discussions, tastings, food application pairing ideas and recipes to enhance your everyday cooking.

*Nancy Murray and Sharon Huss, The Tubby Olive*

Newtown Campus/ The Tubby Olive/ \$59 (plus \$10 ingredient fee payable to instructor)/ RCULI 4157 C01/  
2 Wed, 10/1-10/8, 7:00-9:00pm / **Class 1:** Newtown Campus, **Class 2:** The Tubby Olive in Newtown

**Youth, Parents & Teachers**

**Healthy Skincare and Makeup for Teenagers**

Let your teen ask a licensed esthetician/professional makeup artist the questions he/she may have regarding skincare and products. Learn the basic steps for simple skincare and the importance of selecting proper nature-based ingredients in skincare products and makeup. Emphasis will be placed on how to read labels and look for the "healthy ingredients in choosing your personal skincare and makeup regimen." Student will learn tips and techniques for applying makeup for a natural day and evening look. *Barbara Grabosky, Image Consultant, Licensed Esthetician*

Newtown Campus/\$39 (plus \$10 material fee payable to instructor)  
RCHYC 2103 C01/ Sat. 11/15 10:00am-12:00pm

**Holiday Makeover: Shimmer with Style!**

Learn how to apply nature-based makeup for the holidays or that special occasion. We will focus on your individual style and enhance your own natural beauty. Choose colors that will give you a soft smooth silky shimmer for the holidays. *Barbara Grabosky, Image Consultant, Licensed Esthetician*

Newtown Campus /\$59 (plus \$10 materials fee payable to instructor)  
RCEGN 4721C01  
2 Mon, 11/10-11/17, 6:30-8:30 pm

**Plan Ahead** - We recommend you sign up at least 7 days prior to the first day of class.

# Coming Fall 2014!

**Cultural Events at Bucks!**

A Family Favorite Returns to Bucks...

## Golden Dragon Acrobats

# A Must See!

**Details:**

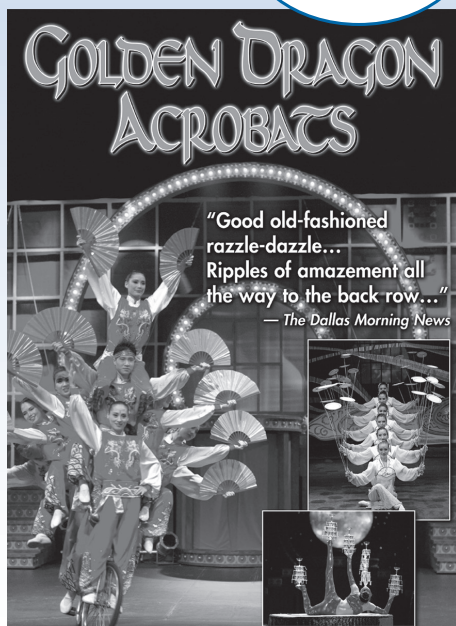
**Saturday, November 15, 2014**

Two performances: **2pm and 5pm**

Tickets: [www.bucks.edu/tickets](http://www.bucks.edu/tickets)

Info: [www.bucks.edu/cultural](http://www.bucks.edu/cultural)

Phone: **215.968.8087**





## Personal Mindfulness

### Who the HECK is Talking in My Head?

Find out in the 2-hour introduction to Inquiry. Inquiry is a simple, yet powerful way to identify and question any thought that causes stress and suffering in your life. This one-night workshop offers an introduction to The Work of Byron Katie, tools to question your thoughts, and ways to make this meditation practice a natural part of your life. Anyone with an open mind can do The Work. *Jean Kuhn, M.S.Ed.*

Newtown Campus/ \$39/ RCEGN 4206 C01  
Wed, 10/15, 6:30-8:30 pm

### To Love, Honor and Cherish Thyself

New and extended class. By popular demand, Rev. Rubin has extended the class to include 5 additional sessions. When we marry we vow to “love, honor and cherish” our spouse, but what about ourselves? Many women are raised to value others before themselves. If you find yourself at a crossroads, perhaps newly separated, divorced, an empty nester, or in the stages of a career change, take this first step to empower yourself, and discover ways to “love, honor and cherish thyself.” Join us as we expand the exploration of meditation and relaxation. *Rev. Sandy Rubin*

Newtown Campus/\$89 /RHEAL 0212 C01  
6 Wed, 9/24-10/29 7-9 pm

### Contemplative Spirituality

“Contemplative Spirituality” is a course designed for those who would like to deepen their relationship to God by incorporating some of the great spiritual practices that have withstood the test of time. Journaling for spiritual growth, sacred reading, the practice of spiritual attentiveness, and centering prayer will be covered in this 5 week course. This course is open to everyone and all levels of knowledge of spiritual practice. *Rev. Dr. Marianne Morgan*

Newtown Campus/ \$79/ RHEAL 0056 C01  
5 Thu., 9/18-10/16, 6:30-8:00

### Weight Loss, The Easy and Natural Way

Lose weight easily by changing your “relationship” with food. Are you a “comfort eater”, do you make poor food choices, are you unmotivated to exercise or simply eat too much? This is NOT a diet. Hypnosis works by modifying attitudes and eliminating cravings at a subconscious level. It is safe and is as natural as daydreaming. *Instruction supplied by BodySmart Wellness LLC. under the direction of Philip Holder PhD. Medical Coordinator, BodySmart Wellness LLC*

Newtown Campus/ \$59 (CD for \$25 payable to instructor)/ RHEAL 0047 C01/  
Mo, 10/6, 6:30-9:30 pm

### Meditation Made Easy

Meditation is often shrouded in mystery. It is actually a great way to manage stress, increase productivity, develop intuitive and creative powers, reenergize, and improve your quality of life. We will provide simple tools to help you meditate effectively on your own and acquire skills that can benefit you for a lifetime. *Instruction supplied by BodySmart Wellness LLC. under the direction of Philip Holder PhD. Medical Coordinator, BodySmart Wellness LLC*

Newtown Campus/\$59 (plus \$45 materials fee payable to instructor)  
RHEAL 0046 C01/Mo, 11/17, 6:30-9:30 pm  
Approved Hours: 3 (Act 48)

### Past Lives: The Theory and the Experience

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

Newtown Campus/\$59 (plus \$25 materials fee payable to instructor)/  
RHEAL 0032 C01/ Mo, 9/22, 6:30-9:30 pm  
Approved Hours: 3 (Act 48)

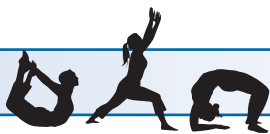
### Accessing Your Intuitive and Creative Self

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

Newtown Campus/\$59 (plus \$25 materials fee payable to instructor)/  
RCEGN 6742 C01/ Mo, 10/6, 6:30-9:30 pm



## Health & Fitness



### ARC Lifeguard Training

Learn the skills needed to attain American Red Cross Lifeguarding Certification. This will include water skills, classroom skills, CPR and AED certifications. Students must successfully complete all course requirements and pass both written and practical exams for certification. *Jamie Bintliff*

Newtown Campus/ \$255/ PPHAH 1000 C01/  
Next Offering, Spring 2015  
Approved Hours: 35 (Act 48)

**ACT 48**

### Living A Whole Foods Healthy Lifestyle

There are so many mixed messages about what's healthy, and what's no. Join us for a three week series that goes back to the basics of nutrition. You will explore not only the benefits a diet rich in whole foods can have on our health, but also the negative effects a diet high in processed foods can have on the body. You will gather a multitude of practical tips and resources to transition to a more whole food based lifestyle without becoming overwhelmed! Learn the why and the how of whole foods. Come see how easy and delicious eating healthy can be! *Meghan Maguire, CTRS*

Newtown Campus/\$49 (plus \$5 materials fee payable to instructor)  
RHEAL 1008/C01/ 3 Wed. 9/24-10/8, 6:30-7:30pm

### Personal Trainer

Do you have a passion for exercise, health and fitness? This course will provide you with the necessary skills and knowledge to become a successful Personal Trainer. After successful completion of the course, students should be well-prepared to sit for the American Council on Exercise Personal Training exam. Newly revised course based on the 4th edition of the ACE Personal Trainer Manual. *Will Eagle*

Newtown Campus/ \$615 (plus approx. \$95 for text\*)/ WFTNS 1008 C01/ 8 Tu, 9/16-11/4; 6-10 pm,  
& 8 Thu, 9/18-11/6; 6-10pm  
Approved Hours: 64 (Act 48)

\*ACE Personal Trainer Manual (2 book set), American Council on Exercise, 4th edition  
Sample Test for Personal Trainer Certification Exam ([www.acefitness.org](http://www.acefitness.org)) Call to order & receive discount: 1-888-825-363

#### See Also:

- [Yoga for Vitality - Page 56](#)
- [Healing Arts - Page 15](#)
- [Self-Care for Healthcare Professionals - Page 19](#)

### Tribal Style Bellydance **NEW**

This is a fun and challenging dance form that is joyous, empowering and builds community & camaraderie. Culled from the folk dances of North Africa, the Middle East, India, and the Mediterranean; Tribal Style Bellydance is a unique fusion of ancient dance forms. Women of the 'Tribe' learn a set vocabulary of moves, and performance is presented in an improvised lead-and-follow format. Together they weave a beautiful tapestry of dance that mesmerizes audiences. This dance is for women and by women regardless of age, shape or size. We dance for ourselves and each other, celebrating our own uniqueness and beauty with every step. No dance experience is required. Please wear comfortable, form fitting clothing such as yoga pants and a tank top. Avoid boxy T-shirts or skirts that will obscure your shape. *Jennifer A. Parilo, BSN, RN*

Lower Bucks Campus/\$99 /RFTNS 6047 C50  
12 Wed, 9/3-11/19 7:00-8:00 pm

### SWING and JIVE

Come and experience the joy of partner dancing. In just three weeks, you will learn to dance the BASIC TO INTERMEDIATE PATTERNS of the ever popular SWING and JIVE as seen on DANCING WITH THE STARS. It is easy to learn and fun to do. Singles are welcome. *Margaret Menhardt*

Newtown Campus/\$55 per person, \$95 per couple/  
RFTNS 6032/C01  
3 Thu., 10/2-10/16 7-8 pm

### Popular Party Line Dancing

LINE DANCING is very popular at WEDDINGS AND PARTIES, don't be left behind. Even if you never danced before, you will find steps simple and fun to learn, a blast to perform with your friends, it's also a good workout. Join us to learn the CUPID SHUFFLE, DANCES AND DIME, TANGO ITALIANO, CRAZY MAMBO, CHILLY CHACHA, BACHATA SHAKE, and WOBBLE. Singles and couples are welcome. *Margaret Menhardt*

Newtown Campus/ \$65 per person, \$125 per couple/  
RFTNS 6045 C01/ 4 Mon. 9/29-10/20 7-8 pm

### Texas Two Step **NEW**

THE TEXAS TWO STEP is a fast traveling circle dance, popular with dancers who enjoy country music. The steps are not much different from an ordinary walking step, it is easy to learn and a blast to perform. Join our three week Dance Course even if you don't have a partner *Margaret Menhardt*

Newtown Campus/ \$55 per person, \$95 per couple/  
RFTNS 6048 C01/ 3 Thu., 10/23-11/6 7-8 pm

**Plan Ahead** - We recommend you sign up at least 7 days prior to the first day of class.



## Arts & Leisure

### Arts

#### Getting the Perfect Shot

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

Newtown Campus/ \$159/RFNRT 2585 C01  
7 Tu, 9/23-11/4, 6:30-9:30pm

#### Informal Photographic Portraiture

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

Newtown Campus/ \$159/ RFNRT 2586 C01  
7 Thu, 9/25-11/6, 6:30-9:30pm

#### Visual Storytelling Through Photography NEW

“Photojournalism is art!” Learn how to create meaningful photographs that will inspire! Students will produce images that convey more than just a pretty face or a beautiful scenery with hand-on and supportive guidance from Professional Photographer Jamie Christopher! Classes will alternate between in-class discussions and field exercises. *Jamie Christopher*

Newtown Campus/ \$155/ RFNRT 2590 C01/  
7 Mon, 11/3-12/15, 6-8:30 pm

#### The Art of Film Editing: It Can Make the Movie

This class is for anyone who is interested in General Cinema Studies who loves films and wants to know more about movies. No other person on the film’s crew works as closely with the director then a movie’s editor. Editors can elevate a mediocre performance to a legendary one. Through a series of screenings we will examine: editing for emotion, reaction shots, rhythm, parallel action, story structure, use of narration, soundtracks in films, and more. This course will also demonstrate how the evolution of film editing mirrors the evolution of cinema. *Andrea Odezynska, M.F.A.*

Newtown Campus/ \$159/ RFNRT 0446 C01/  
6 Tuesday, 9/23-10/28, 10am-1pm

#### Introduction to CNC Routing with ShopBOT® NEW

Learn to use this computer-aided drawing tool to precisely cut, carve, drill or machine all kinds of 2-dimensional designs. Using specialized software you will be able to design your parts on a computer. Then, like a robot, the computer will control cutters of your choice to create your parts. By precisely moving the cutter through material, you can accomplish difficult woodworking tasks and make engraved carvings. In this beginner’s course, you will focus on working with wood, but the skills you learn can be applied to other media. *Janice Smith, M.F.A. & Rita Weiner*

Newtown Campus/\$299 (plus \$10 materials fee payable to instructor)/RFNRT 3319 C01  
8 Tu, 9/9-10/28 6:00-10:00 pm  
Approved Hours: 32 (Act 48)

#### Black & White Photography Software Seminar

This course will teach students the differences between major post-processing black & white photography programs, enabling them to select a program that will best complement their photographic vision. *Jodie Smola, M.A.*

Newtown Campus/ \$59/ RFNRT 2576 C01  
2 Sat, 12/6 -12/13, 9-11 am  
Approved Hours: 4 (Act 48)

#### Taking Your Camera Out of Automatic

Over the course of six one hour sessions, the students will become comfortable using their camera in manual. Aperture, shutter, and ISO settings will be covered. Homework, in-class assignments and photo critiques will be used to strengthen course topics. Students will leave this class comfortable in using their camera to achieve their desired photos. *Jodie Smola, M.A.*

Upper Bucks Campus/ \$69/ RFNRT 2577 C70  
6 Sat. 9/13 -10/18, 10-11 am

#### Mobile Photography Seminar

Over the course of two hours, the students will learn valuable techniques to improve their photography, investigate new mobile apps for creative inspiration and test their newly acquired skills in the classroom setting. *Jodie Smola, M.A.*

Upper Bucks Campus/\$39/ RFNRT 2591 C70  
Sat. 10/25, 9-11 am

#### HDR (High Dynamic Range) Photography

Learn how to shoot and process HDR photographs. Upon successful completion of this course, students will be able to produce vivid photographs that come alive off of the page. Investigate the basic principles behind HDR photograph and learn how to shoot bracketed exposures and upload exposure series and process them utilizing HDR software. *Jodie Smola, M.A.*

Upper Bucks/ \$69/ RFNRT 2587 C70/  
3 Sa, 11/1-11/15 9:00-11:00am  
Approved Hours: 6 (Act 48)

## Watercolor – Basics & Beyond

Whether a beginner or advanced watercolor artist, this course will help you achieve sparkling highlights and luscious wet washes in this transparent, luminous medium. Students are encouraged to bring their own photographic reference materials. Emphasis will be on promoting creativity and the realization of the artist's vision. A materials list will be mailed prior to class. *Gail Bracegirdle, B.F.A.*

Newtown Campus/ \$155 (plus approx. \$120 for materials)/ RFNRT 2530 C01  
6 Tu, 10/14-11/18 6:00-9:00pm

## Oil Painting with Behrooz

This course will include basic and advanced instruction in oil painting. Topics covered will be color theory, drawing, perspective, and problem solving. Students will be encouraged to develop critical thinking skills, explore new techniques, and express their ideas using the oil paint medium. *Behrooz Salimnejad*

Newtown Campus/ \$275/RFNRT 2400 C01  
10 Fri, 9/5-11/7, 7-10 pm  
Approved Hours: 30 (Act 48)

## Alla Prima Painting

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

Newtown Campus/ \$155/ RFNRT 2526 C01  
6 Tues, 9/23-10/28, 6-9 pm  
Approved Hours: 18 (Act 48)

## Celebrating the Holidays with Fresh Flowers

Students will learn to create designs to decorate the home for the Fall and Winter holidays. Students will create projects such as floral designs in pumpkins, dinner centerpieces for Thanksgiving and Winter holidays, holiday wreaths, and much more. *Dr. Jessica Kim*

Newtown Campus/ \$159 (Flower cost \$165 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)/ RFNRT 5121/ C01/  
6 Mon, 11/3-12/15 (no class 12/1), 8-10pm

## Gift Giving with Fresh Flowers & Fruits

Students will learn the names and seasonality of many common as well as novelty flowers. They will learn to arrange fresh flowers in high and low vases, create dinner centerpieces, hand-tied bouquets, corsages, and boutonnières. They will also learn to make a sculptural flower design using floral tape and foams. *Dr. Jessica Kim*

Newtown Campus/ \$159 (Flower cost \$165 paid directly to instructor; \$25 optional designer kit that includes tools and supplies) RFNRT 5122/ C01/  
6 Tu, 9/16-10/21, 8-10pm

## Mitten Making – Recycling Wool Sweaters



Upcycle an old wool sweater and create nice cozy mittens lined with fleece. You will go home with a pair of mittens to keep you warm along with the pattern to make gifts for the holidays. Must bring in a wool sweater at least 40% wool. *Marian Bolum*

Newtown Campus/\$49 (plus \$10 materials fee payable to instructor)/ RFNRT 5014 C01  
Sat, 12/6, 10-1pm

## Oil Painting – Express Yourself

With individual attention, students will learn different methods of manipulating oil paints, basic drawing concepts, and develop their own style of painting. Focus will be on color theory, color mixing, composition, and special problems in oil painting. Note: Bring whatever materials you have. *Larry Chestnut, B.A.*

Newtown Campus/ \$275/ RFNRT 2501 C01  
10 Th, 9/25-12/4 (no classes on 11/27), 6:30-9:30pm  
Approved Hours: 30 (Act 48)

## Stained Glass – Not Just For Windows!

Let the light shine through! Students will learn the basic techniques of glass cutting, foiling, and soldering. Students will choose a pattern and make 1 or 2 complete projects to take home. Returning students that have already taken beginners class can further their skills. *Dan Burstein*

Newtown Campus/ \$205 (plus \$90-100 materials fee payable to instructor)/ RFNRT 0408 C01/  
8 Fri 9/19-11/14 (no class on 10/31), 6-8:30pm  
Approved Hours: 20 (Act 48)

## Stained Glass – Continued

Further your skills in glass cutting, foiling, and soldering. For students ready to move on to more complex projects. Choose a pattern and make 1 or 2 complete projects to take home. Students provide own tools, glass, and soldering iron. *Dan Burstein*

Newtown Campus/ \$205/ RFNRT 0449 C01/  
8 Fri 9/19-11/14 (no class on 10/31), 7:30-10pm  
Approved Hours: 20 (Act 48)

## Japanese Papermaking



Learn to create beautiful Japanese paper (washi) using traditional methods! Students will learn how to cook and bat kozo bark and transform it into translucent sheet of paper. *Caren Friedman*

Newtown Campus/ \$99 (\$15 material fee payable to instructor)/ RFNRT 0721 C01/  
2 Sat. 9/6-9/13, 10 am-4:30 pm

**See Our Floral Design Certificate Program - Page 64**

Music

**Guitar for the Adult Beginner**

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

Newtown Campus/ \$120/ RMUSC 1168 C01  
8 Mon, 9/22-11/10, 6:30-7:30 pm  
Approved Hours: 8(Act 48)



**Guitar for the Adult Beginner, Continued**

This course picks up where “Guitar for the Adult Beginner” leaves off. Still a class for the beginner, it is also ideal for returning students as well as those who feel they aren't a beginner but aren't ready for anything too intense. Minimal experience is required. Completion of “Guitar for the Adult Beginner” is not mandatory. Must provide own guitar. *Don Leffler, B.M.*

Newtown Campus/ \$120/ RMUSC 1169 C01  
8 Mon, 9/22-11/10, 7:45-8:45pm  
Approved Hours: 8 (Act 48)



**Beatles 101**

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

Newtown Campus/\$100/RMUSC 1196/ C01  
6 Mon, 11/17-12/22, 6:30-7:30 pm  
Approved Hours: 6 (Act 48)

**Playing the Djembe drum, the tradition rhythms of West Africa**



The Djembe drum is the very popular goblet shaped hand-drum from West Africa. This class will start with the basics of hand drumming stressing technique and clarity of notes. We play multi part African rhythms where each drum plays a different pattern. Together the drummers create rich and interesting percussion music. The most important skill learned is listening to the other instruments and keeping in time, playing together. Playing in a tight drum circle is a transcendent experience and lots of fun with many proven health benefits. Drums are also available for purchase and the rental fee can be applied. *Jim Davidson*

Newtown Campus/\$139 (There is a one-time drum rental fee of \$35, waived if you bring your own full size djembe) (11” head minimum)  
RMUSC 1194 C01 & C02  
C01 4 Tu & 4Thu, 9/23-10/16, 6-8pm  
C02 4 Tu & 4Th, 10/21-11/13, 6-8pm

**Harp Therapy**

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

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

**Learn to Play the Folk Harp for Your Own Healing**  
RMUSC 1130 CA1

**Learn to Play the Folk Harp Beginner Level II**  
RMUSC 1131 CA1

**Learn to Play the Folk Harp - Intermediate**  
RMUSC 1135 CA1

**Private Music Lessons**

Private music lessons are offered by special arrangement with Continuing Education's professional instructors. For registration and/or information, please call **215-968-8409 (Option #1)**. The following lessons are available through continuing education:

**Newtown Campus Fees:**

- Six half-hour lessons \$135
- Six one-hour lessons \$255
- Twelve half-hour lessons \$255
- Twelve one hour lessons \$495

**Lessons are available for the following instruments:**

- Banjo
- Clarinet
- Flute
- Guitar
- Oboe
- Piano
- Saxophone
- Percussion
- Violin
- Voice

**For Music Majors**

BCCC students enrolled as Music majors (Curriculum Code 1019) must contact Dr. Steven M. Bresnen, Music Area Head, prior to registering for non-credit private music lessons taught via Continuing Education.

**Steven.Bresnen@bucks.edu**

**Register Online!**

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

## Literature and Writing

## Write This Way

Learn how to construct the perfect sentence, and you'll learn clear and concise writing. In this course you will learn how to view your writing in phrases and clauses and not word for word. This will lead to proper sentence construction, clearer writing, an understanding of the parts of speech, and the proper use of punctuation.

*Roman Griffen*

Newtown Campus/ \$129/ RCEGN 1533 C01  
7 Wed., 10/1-11/12, 7-9 pm

## From Memory to Memoir

This course will concentrate on the special genre of Memoir. Remembering the highlights of our lives may sometimes be painful, but they also enlighten us and often encourage our emotional growth. Memory provides a plotline of what happened; memoir reveals the narrator's "take" on the experience.

*Joanna Wilson*  
Newtown Campus/ \$139/ RCEGN 8386 C01 /  
8 Mon, 9/15-11/3, 6-7:30pm

## So You Want to Be A Writer! But Do You Want to Write?

Writing is more than a dream vocation. Most professional writers call it hard work. If you feel you have the calling, this course will separate the dreamers from the doers. Learn the many techniques that mark the difference between the professional and the amateur.

*Joanna Wilson*

Newtown Campus/ \$139/ RCEGN 8387 C01 /  
8 Thur, 9/26-11/4, 7-8:30pm

## Lifelong Learning

## Special Interest

## Beginning Birding

Learn the basics of bird watching and bird identification to join the over 50 million Americans who have bird watching as a hobby. Participants will learn about Citizen Science opportunities in order to submit their observations to join world-wide databases on bird behavior. This course includes 2 in-class sessions and 2 field trips (recommended to wear walking shoes).

*Diane Smith, Bucks County Audubon Society*

Newtown Campus/\$89/RCEGN 6308 C01  
2 Thurs. classes 10/2-10/9, 6:00-8:00pm  
2 Sat. field trips 10/11-10/18, 8:00am-10:00am  
Bucks County Audubon Society

## Instant Speed Reading

Increase your reading speed in just one class! Learn to eliminate the reading hang-ups that are slowing your reading experience. Whether for work or school, or just to catch up on summer reading, we will show you how to increase your reading speed while improving reading comprehension. This method was created by Dave Farrow, designated as Sony's speed reading spokesperson for the Sony Reader.

Newtown Campus/ \$49/ RCEGN 1532 C01  
Tu, 10/21, 6:30-9 pm

## Unleash Your Brain: Increase Your Memory

Are you always forgetting where you left things? Do you want to stop forgetting why you walked into a room? Discover the system created by a Guinness Record holder for Greatest Memory. Learn to easily recall names, dates and facts, effortlessly recall details from conversations exactly when you need them, and quickly learn foreign language vocabulary. In only one session, you will triple your memory, learn the secret to triggering your long term memory at will, and unleash perfect focus when you need it most. This system was featured on Live with Regis and Kelly, CNN, Fox News, The Today Show, Discovery Channel, and more.

*Wendy Richmond, B.S.*  
Newtown Campus/ \$49/ RCEGN 4203 C01/  
Tu, 10/28, 6:30-9 pm

Home Repairs and Installations 

This course is designed to present to students the necessary knowledge and information needed to save money and make your own accurate and safe repairs. The use and proper application of tools needed for troubleshooting all repairs and home projects will be discussed and demonstrated. Three important areas of discussion will be Building Construction and Hardware, Electrical Systems and Devices, Mechanical Equipment and Appliances. We will cover all interior and exterior building products and electrical components. Personal safety when doing any repair or project will be discussed along with the Building and Electrical Codes. Students will participate with classroom examples and demonstrations and will be encouraged to bring their project ideas and questions to class. Students will be given the opportunity to meet the instructor at a Home Center, to identify and discuss all materials and products that can be used for any home repair and/or installation.

*Rick Grillon, UCC Certified Inspector*  
Newtown Campus/\$179 (plus \$15 material fee payable to instructor) RCEGN 6958 C01  
7 Wed, 10/1-11/12, 6-9 pm

## Easybridge – an Introduction to Duplicate Bridge

"Bridge is the world's greatest game of the mind!" Do you like to have fun? Meet new people? Want to keep your brain sharp? Bridge is stimulating and challenging and provides the ideal setting for socializing and making new friends. If you have never played before, this is the class for you. You will be playing bridge right from the first lesson.

*Barbara Patterson, certified ACBL Instructor*  
Newtown Campus/ \$89 / RCEGN 5012 C01&C02  
C01/6 Mon, 9/8-10/13, 4-6pm  
C02/6 Mon, 10/27-12/1, 1-3 pm

## Personal Development

Lifelong Learning/Special Interest – cont'd

### Intermediate Duplicate Bridge

Intermediate Duplicate Bridge is designed for players looking to practice bridge and improve their game. Not designed for the absolute beginner but for the intermediate or improving player. This course gives basic introduction to the standard bidding conventions used on bridge websites as well as duplicate clubs. *Barbara Patterson, certified ACBL Instructor*

Newtown Campus/ \$89/ RCEGN 5014 C01 & C02  
C01/6 Mon, 9/8-10/13, 6-8 pm  
C02/6 Mon, 10/27-12/1 3-5 pm

### Private Pilot Ground School

Upon course completion, students will be equipped with the necessary knowledge to take the FAA's written exam to become a Private Pilot. Aircraft systems, aerodynamics, flight instruments, navigation, weather, flight planning, regulations, and airspace will all be covered. Must be 15 years old prior to the start of the class.

For more info, see page 26

### Introduction to Evaluating, Appraising and Establishing Antique Values

Come discover evaluation and appraisal techniques which you can use for personal, legal or insurance purposes. Learn the proper way to investigate and establish values of antiques and collectibles. Then have fun practicing what you have learned as you participate in a "Mock Road Show Event" within the classroom setting. Each participant should bring one item for appraisal. *Daniel Warden*

Newtown Campus/ \$49/ RCEGN 6684 C01/  
Thu, 10/9, 6-9 pm

### Be Your Own Boss: How to Turn Your Crafts into Cash

This hands-on course is designed for learners ages 18+. Students will be introduced to some of the most popular ways of marketing and selling crafts without owning or leasing a brick-and-mortar retail store. Learn how to put together a business plan the basic economics of running a business, and how to sell your crafts in stores and in person. Discover some of the most popular venues to sell crafts in Bucks County and learn to use POS software and various merchant services so you can accept all major credit cards without the hassle of leasing a terminal. By the end of the semester, students will be able to actively sell their products as a part-time or full-time entrepreneur. This is a great course for those who are looking for a hobby or a part-time job or even a career change. *Dr. Jessica Kim*

Newtown Campus/ \$159 (includes materials)/  
RCEGN 6779 C01/8 Wed, 9/17-11/5, 6:30-8:30pm

### Free Vacations – Travel Free, and Make Money Doing It!

Would you like FREE vacations? With the current challenging economy, it is so important to learn the inside secrets to free travel. From how to maximize your frequent flyer miles and get "bumped" for a free flight, to travelling as an Air Courier or working as a tour guide or teaching English abroad, you will discover all the tips, and safety and travel advice from an expert "free" traveler. *Gina Henry, M.I.M.*

Next offering Spring 2015

### Getting Paid to Talk: Making Money with Your Voice

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

For a more detailed class description:  
[www.voicecoaches.com/gppt](http://www.voicecoaches.com/gppt)

Newtown Campus/ \$54/ RSBEN 0004 C01  
Thu, 10/23, 6:30-9:00 pm

### Developing The Winning Resume

**NEW**

This course is designed for student to develop a winning resume package which includes cover letter, resume, reference page and thank you letter. The instructor will provide the tools on how to demonstrate and highlight the professional skills on your cover letter and resume. In each session, students will have various assignments on creating a winning resume and cover letters for corporate companies, non/for profit organizations and other related industries. We will practice "mock trial" interviews. The instructor will assist the students with researching for current job openings. At the end of the course, students will have a completed resume package design. *Mr. Kimani Davis, CEO, Transform Agency, LLC*

Newtown Campus/ \$89/ RCEGN 8804 C01 & C02  
C01/ 4 Wed, 9/24-10/15, 6:30-9:00 pm  
C02/ 4 Wed., 10/22-11/12, 6:30-9:30 pm

### Conquer the Fear of Public Speaking

**NEW**

Are you terrified of public speaking? Does the fear keep you from pursuing a particular career, following your passion, or pursuing a healthy personal life? This course exposes the origins, symptoms and consequences of the fear of public speaking, and offers a simple, painless, step-by-step plan for tackling and conquering the fear forever. By overcoming perhaps your greatest fear, you can re-energize your professional and personal life, take control of your future, and ultimately find the confidence to realize your dreams. *Steve Ozer*

Newtown Campus/\$99 (plus \$15 book fee payable to instructor) RCEGN 8805 C01  
8 Wed., 9/24-11/12, 6:30-8:30 pm

#### See Also, These New Courses:

- **Archaeology – Becoming Human: The Quest to Uncover Human Origins** - Page 56
- **American Constitutional History: A Citizens' Guide to the U.S. Constitution** - Page 56

## Technology Series

### iPads® and iPhones® - what about those Apps?

iPads and iPhones have not only changed the way people communicate, they have impacted the ways we interface with the world and organize our lives. In this course, students will become more familiar with their device settings, decode associated vocabulary, and learn how to search for new applications ("apps") that will transform their mobile technology experience. We will explore some apps in class that will be useful for photography, social media, fitness and nutrition, travel, movies, and magazines. Please come to the first class with a working Apple ID. *Margaret Montet, M.M., M.L.S.*

Newtown Campus/ \$69/ RCOAP 8044 C01/  
3 Tu, 9/16-9/30 6:30-8:30 pm  
Approved Hours: 6 (Act 48)

### Social Media

Learn to navigate popular social media sites such as Twitter, Facebook, Blogger, Tumblr, and Pinterest! Participants in this course will learn what each site does best. With social media you can communicate with friends and family, share photos and videos, learn about breaking news as it happens, interact with innovators in a field or your favorite movie star, wake up your inner memoirist, share recipes with cooks around the world, and much, much more. We'll explore resources to enhance your social media experiences, and where to go for more information. Social Media is here to stay, and it just keeps getting more interesting. *Margaret Montet, M.M., M.L.S.*

Newtown Campus/ \$69/ RCOAP 8042 C01/  
3 Tu., 10/14-10/28, 6:30-8:30 pm

### Blogging - An Introduction

If you seek to build a blog site that matches your personality and serves a purpose for communicating your unique message, this class is for you. Experienced blogger, Uriah Young, will guide you through the process of blog creation, maintenance, and promotion. This introductory blogging course will focus on utilizing the features offered on blogspot.com. Learn how to apply templates, create interesting posts, add images, and incorporate multimedia for a blog site you can be proud to say you designed. Prerequisite - Basic file managing knowledge and a grasp of internet browsing. *Uriah Young M.ED.*

Newtown Campus/ \$89/ RCOAP 8046 C01  
4 Wed., 10/1-10/22, 6:30-8:30pm  
Approved Hours: 8 (Act 48)

### LinkedIn

Learn how to use the basic of LinkedIn. Build your professional identity through connections and invitations. Discover professional opportunities and new ventures through LinkedIn. Manage your career and build a network of professionals in your area of expertise. *Christen Vento*

Newtown Campus/ \$69/RCOAP 8047 C01  
3 Tu, 10/7-10/21, 6:30-8:30 pm

### ETSY.com 101: Turn Hobby into a Business

Learn to make money by selling homemade crafts or vintage finds. Students will be guided through the website step-by-step to create their shop right in class as we go along. They'll get tips on selling, promoting their wares, and advertising. Students will be encouraged to join ETSY teams and learn to participate in the ETSY community.

*Jill Motovidlak, Etsy Entrepreneur*

Newtown Campus/ \$89 / RCOAP 6006 C01/  
4 Wed, 10/1-10/22; 7:00-9:00pm

### Options for 55+

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

## Second Act - Adults - Age 55+

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

More adults are also entering second careers and want new, marketable skills.

So, whether you're interested in personal enrichment, or a second career, take a look at all the possibilities before you.

### Canasta

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

Newtown Campus/ \$49 (plus \$3 materials fee payable to instructor)/RCEGN 8650 C01  
1 Wed, 10/8, 6-9 pm

### Mah Jongg

Originating in China about 2000 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. An experienced educator will explain the basics in simple terms and guide you as you play, learn and enjoy your new skill. Enrollment is limited to ensure a successful learning experience. *Neilia Makadok, B.S.*

Newtown Campus/ \$99 (plus \$11 materials fee payable to instructor)  
RCEGN 8652 C01/ 3 Wed., 10/15-10/29 6-9 pm

Continued on page 56

### American Music from the Revolutionary War through Early Jazz

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

Newtown Campus/ \$89 / RMUSC 8004 C01/  
6 Wed, 9/24-10/29, 6:30-8:30 pm  
Approved Hours: 12 (Act 48)

### Archaeology – Becoming Human: The Quest to Uncover Human Origins

The story of the quest for human origins is a fascinating one. This course examines the breakthroughs responsible for our modern interpretation of our species origins. From a worldwide hoax, eccentric characters and presumptions to scientific advances, we will investigate the history of key discoveries. This program is designed to be entertaining and informative. It encourages an exchange of ideas by introducing participants to topics from a “hands-on” approach through personal interaction with prehistoric artifacts and is filled exploring humorous stories lively conversation, film clips and PowerPoint presentations. *Matthew Bielecki, B.S., B.A.*

Newtown Campus/ \$89/ RCEGN 8111 C01  
4 Thu, 9/25-10/16, 6:30-8:30pm  
Pennswood Village/ \$89/ RCEGN 8111 PV1  
4 Tu, 9/2-9/23, 10am-12pm

### American Constitutional History: **NEW** A Citizens' Guide to the U.S. Constitution

This course will begin with an examination of the Declaration of Independence and the Articles of Confederation in order to establish the historical origins of the U.S. Constitution. The Constitution will then be discussed with an emphasis upon key issues presented during the Constitutional Convention and the manner in which these issues were resolved by the Framers. The course will then examine the historical development of U.S. Constitutional Law via an analysis of major Supreme Court decisions, and conclude with a consideration of contemporary Constitutional issues. *Dr. Frank Schwartz*

Newtown Campus/\$89/RCEGN 8698/C01  
6 Wed, 9/10-10/15, 7-9 pm  
Pennswood Village/\$89/RCEGN 8698/PV1  
6 Wed, 9/10-10/15, 10am-12pm

### Learning to Use Your Digital Camera

This class is designed for those who own a DSLR (Digital Single-Lens Reflex) camera or an advanced Point and Shoot camera (those with full manual controls). Students will learn basic digital photography theory and will learn how to set the controls on their camera so that they are able to intelligently use the camera under most lighting conditions. Note: this course is not for those who own a basic point and shoot camera, as there are no user controls available. *James J. Grimes, M.Ed.*

Newtown Campus/ \$49 / RFNRT 8015 C01 & C02  
C01 Wed, 10/8, 10am-1 pm  
C02 Wed, 11/12, 10am-1 pm

### AARP - Driver Safety Program

This eight-hour classroom course is designed especially for motorists age 50 or older. It covers normal changes in vision, hearing and reaction time, and provides practical techniques to compensate for these changes. The program fosters safer driving practices, continued mobility, and a discount in auto insurance in a majority of states. Please note the fee for the Driver safety program will be \$15 for AARP members, AARP ID required, and \$20 for non-members, CHECK OR MONEY ORDER TO AARP – NO CASH WILL BE ACCEPTED. *Jim Bodnar*

Lower Bucks Campus / \$0/ RCEGN 8050 C50, C51, C52/  
C50/Tu, 9/16 & Wed. 9/17, 1-5 pm  
C51/Tu, 10/21 & Wed. 10/22, 1-5 pm  
C53/Tu, 11/18 & Wed. 11/19, 1-5 pm

### AARP – SMART DRIVER Refresher Class

This is a four-hour refresher course only. You must provide certificate from previous class or a letter from insurance company, or an auto insurance bill indicating driver safety program deduction. Please note the fee for the Driver Safety program will be \$15 for AARP members, AARP ID required, and \$20 for non-members, CHECK OR MONEY ORDER TO AARP – NO CASH WILL BE ACCEPTED. *Atty VanHamel*

Newtown Campus/ \$0/ RCEGN 8052  
C01/Sat, 10/4, 8-12 pm  
C02/Sat, 11/1, 8-12 pm

### Yoga for Vitality - All Levels Welcome

“Vitality” is energy plus calm. Gain both through movement, breath (pranayam), mudra (hand positions), and meditation. Kundalini Yoga strengthens and relaxes muscles, improves coordination and balance, detoxifies, releases tension and fear and helps with memory loss. Relax and strengthen insides and out, at your own pace. Please bring a yoga mat and a firm blanket to sit on. *Priscilla Estes, RYT, IKYTA*

Newtown Campus/ \$99/ RFTNS 0129 C01/  
12 Tu, 9/23-12/9, 5:30-7pm

### “My Mother is a Fish”: **NEW** Family and Class in William Faulkner’s AS I LAY DYING

Faulkner’s novel depicts the extreme, even grotesque struggles of the hardscrabble Bundren family to bury their mother/wife according to her final request. Is the difficult and sometimes dangerous journey an heroic act of humanity or a travesty? Is the family dynamic appalling or hilarious? We will examine 2 short stories and AS I LAY DYING as Faulkner’s illustration of the toll taken on community, family, and individual moral sensibility by the post-Reconstruction South’s growing estrangement from tradition and personal contact with the land. *Jo Ellen Winters*

Pennswood Village/\$99/ RCEGN 8384/ CPV1  
7 Mon, 9/15-10/27, 10 am-12 pm



## Watercolor – Awash with Color

This course is for the beginner to intermediate watercolor artist who wants to achieve sparkling highlights and luscious wet washes in this transparent, luminous medium. Expect a fun and supportive atmosphere as you explore painting washes, glazing, wet into wet, dry-brush and texturing techniques. Emphasis will be on promoting creativity and the realization and appreciation of the individual vision of each artist. A materials list will be provided. You are encouraged to bring your own photographic reference materials. We will also work from still life setups. *Jo-Ann Osnoe, B.F.A.*

Pennswood Village/ \$79/ RFNRT 8021 CPV1  
5 Sat, 9/6-10/4, 9 am-12 pm

## Options for 55+

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

Please see our Senior Citizen policy on page 4.

## Second Act Computer Series

Do you want to learn or improve computer skills, but have been hesitant to take the plunge? This series is designed for adults ages 50+, taught at your level, at your speed, and addressing issues that we all face in this fast-paced technological world! You too can be “Tech Savvy”!

### Where Did My File Go? Understanding File Management

Learn how to search for files, open and save them, copy and move them, and create and manage folders. No prior computer class required. Mastering electronic file management is a needed foundation to all other computer applications, including MS Office.

Newtown Campus/ \$129/ RCOZY 8028 C01 & C02/  
C01/ 3 Mo, 9/22-10/6, 10am-12pm  
C02/ 3 Mo, 9/22-10/6, 6-8pm  
Approved Hours: 6 (Act 48)



### Microsoft Word 2013 – Beginners

Learn to use Microsoft Word to prepare documents for business or personal use and navigate through the program easily. Discover basic editing tools, to insert pictures and stylistic elements into the Word document and much more.

Newtown Campus/\$129 (includes text) RCOAP 8011 C01 & C02/  
C01/ 6 Mo, 10/20-11/24, 10am-12pm  
C02/ 6 Mo, 10/20-11/24, 6-8pm  
Approved Hours: 12 (Act 48)



### Windows 8.1 for Beginners

This class will provide you with an understanding of how Windows 8.1 works and helps you to gain fluency in the terms used for the new look and feel of this version of the operating system. The focus will be on basic concepts: getting used to the environment, moving back and forth from the desktop to the start screen, accessing desktop applications, using the internet in a new and more improved manner and accessing mail service. There are no prerequisites for this class.

Newtown Campus/ \$149/ RCOZY 8034 C01/  
4 Wed, 9/24-10/15, 10am-12pm

### Microsoft Excel 2013 for Beginners

MS Excel 2013 will allow students to create and format spreadsheets to manage data for their personal needs. They will be able to manipulate data, figures, and perform calculations to manage their accounting or financial needs. Students will learn editing, formatting, and developing calculations.

Newtown Campus/ \$129/ RCOAP 8045 C01 & C02  
C01/ 6 Th, 10/16-11/20, 10am-12pm  
C02/ 6 Th, 10/16-11/20, 6-8pm  
Approved Hours: 12 (Act 48)



## Test Preparation



### Little Known Secrets of Paying for College

The cost of a college education is higher than ever. How will you afford this expense? This workshop will teach parents how to send your children to the college of their dreams without bankrupting your retirement. You'll discover strategies that may enable you to qualify for financial aid, sources for scholarships, and strategies for maximizing your wealth and minimizing your tax exposure, giving you greater cash flow for funding a college education. *The College Funding Coach*

Newtown Campus/ \$59/ RCEGN 8803 C01  
Tu, 10/7, 6:30-9:30 pm

### College Essay Jumpstart

Looking to get a jumpstart on those college applications? In this hybrid course, students will discuss traits of good writing for various purposes, evaluate their personal writing style, discuss the goals of the college essay, provide feedback to peers, and view several writing samples as models. By the end of the course, each student will have self-selected and composed two essays for use in their college applications.

Hybrid Online/ \$249 (includes text) RCEGN 8806 C20/ 9/16-10/28

Required In-class Attendance at Newtown Campus, Tu, 9/16, 9/23, 10/7 & 10/21; 6-8pm

### College Entrance Boards Tutoring Course (SAT/PSAT)

*David Gelb*

Newtown Campus/ \$299 (includes text)/ ATEST 1502 C01/ 10 Sa, 9/13-11/22, 9am-12pm (no class 10/4)  
C02/ 10 Sa, 11/29-2/21, 9am-12pm (no class on 12/20, 12/27 & 1/3/15)

### ACT Exam Preparation Course

*David Gelb*

Newtown Campus/ \$299 (includes text)/ ATEST 1500 C01/ 10 Sa, 9/13-11/22, 12pm-3pm  
C02/ 10 Sa, 11/29-2/21, 12pm-3pm

### Graduate Record Exam Preparation Course (GRE)

*David Gelb*

Newtown Campus/ \$299 (includes text)/ ATEST 1521 C01/ 10 Sa, 9/13-11/22, 3-6pm  
C02/ 10 Sa, 11/29-2/21, 3-6pm

### Law School Admission Test (LSAT) Preparation Course

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

Online/ \$95 / ETEST 0020 / Part 1

Online/ \$95 / ETEST 0021/ Part 2

See page 27 for dates.



### GMAT Preparation

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

Online/ \$95/ ETEST 0030

See page 27 for dates.

### GED® Test Preparation – FREE

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

For more information on GED, please call:  
Bridget Hughes at 215-504-8553  
or Eunice Rush-Day at 215-258-7741

## Register Online!

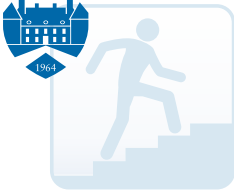
For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)  
This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

*It's the College's 50th Anniversary!*  
Join us at [bucks.edu/50](http://bucks.edu/50)

**Fifty**  
We're golden!  
1964-2014



BUCKS



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

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### Command Spanish



#### Command Spanish® Online

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

Online/ \$99

Bucks can also deliver Command Spanish® courses at your workplace. For more information please contact Sherry McKinney at:

**215-968-8359 or e-mail: [sherry.mckinney@bucks.edu](mailto:sherry.mckinney@bucks.edu)**

#### Online Spanish Language courses are available in the following fields and more:

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

**To sign up for an online course, visit [www.commandspanish.com](http://www.commandspanish.com)**

## Industrial Skills

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

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

Prerequisite: Production Technician Certificate or test outs. Call 215-504-8695 for more information.

Advanced Manufacturing Training Center/ \$1400.  
WTMCO 1124 AM1/ 12 Tu, 9/23-12/9, 5:30-9:15 pm/ 80 hrs (45 hrs class; 35 hrs e-learning).

*Testimonial:*

*Two years ago an employee attended the PLC training course from Bucks. We are very impressed with the progress made and are contemplating sending the majority of Maintenance Staff through this same course.  
B. Ferguson, Maintenance Supervisor, Greif, Warminster Steel*

### Advanced PLC Programming

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

Prerequisites: Experience working with basic electricity and PLCs; PLC Troubleshooting (WTMCO 1124), or test outs.

Advanced Manufacturing Training Center/\$795/  
WTMCO 1121/AM1/ 8 Wed, 5-8:45 pm (no class 11/27)

### Industrial Hydraulics

Learn the fundamentals of hydraulic systems used in industry. Topics include: hydraulic power systems, basic hydraulic circuits; pressure and flow valves, hydraulic speed control, pressure control circuits, DCV and cylinder applications, relief valve operations, and more.

Advanced Manufacturing Training Center/ \$875.  
WTMCO 1639 AM1 / 9 Wed, 9/24-11/19, 5:30-8:30 pm  
50 hrs (27 hrs class; 23 hrs e-learning).

## Drafting/Industrial Design

- AutoCAD® Essentials - page 38
- AutoCAD® 3D Modeling - page 38
- Revit® Architecture Basics - page 38
- Autodesk Inventor - page 38

## Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)

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

## Emergency Closings/ Inclement Weather

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

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

The most up-to-date information will also be available on the college's website at: [www.bucks.edu](http://www.bucks.edu)

**Advanced Manufacturing**

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

**New programs offered at the Advanced Manufacturing Training Center in Bristol, Pennsylvania!**

**For more information, call Emily Evans: 215-504-8695.**

**Lab Hours (scheduled by appointment)**  
 Daytime Hours: Mon - Wed, 8 am-5 pm  
 Evening hours: Tu & Th, 5-9 pm  
 Weekend hours: Saturday, 8 am-1 pm

- New, Unique Features:**
- Accelerated Learning
  - Monthly Start Dates
  - Customization available for companies

- Available Certificate Programs**
- Production Technician Certificate
  - Industrial Electro/Mechanical 1 Certificate
  - PLC Technician Certificate
  - Hydraulics Troubleshooting Certificate
  - NIMS CNC Machine Operator Certificate
  - Industrial Welding 1 Certificate
  - Energy Technician 1 Certificate
  - AM/IST 1 Advanced Manufacturing/Integrated Systems Technology Certificate

**Advanced Manufacturing Credentialed Training Paths**  
 All Certificates are potential training end-points.

**CNC Machine Operator Certificate - 250 Hrs**

- Introduction to Manufacturing
- Basic Trigonometry
- CNC Machine Operator Processes

**\*NIMS**

**Industrial Welding I Certificate - 250 Hrs**

- Introduction to Manufacturing
- Welding Basics
- Sim Welding
- Welding Processes

**\*MSSC**

**Production Technician Certificate - 200 Hrs**

- Introduction to Manufacturing
- Welding Basics
- Mfg Prod. Skills: AC/DC, Elect Fabrication, Prod Assy

**\*MSSC**

**Bucks was recently recognized as a Gold Partner by the Industrial Maintenance Training Center of PA (IMTC) for providing skills training toward the Advanced Manufacturing Integrated Systems Technology (AMIST 1) Certificate! Read more at [www.imtcpa.org](http://www.imtcpa.org).**

\*May sit for national certification exams: NIMS National Institute of Metalworking Skills; MSSC Manufacturing Skills Standards Council

Program is developed in whole or in part by the US Department of Labor - Employment and Training Administration

**AMIST 1 - Advanced Manufacturing/Integrated System Technology Certificate - 720 Hrs, \$9645**

For those interested in the AM/IST pathway, additional stackable credentials are available in:

- Industrial Mechanical 1** - 135 hrs, \$2,363
- Industrial Mechanical 2** - 105 hrs, \$1,838
- Industrial Electrical 1** - 135 hrs, \$2,363
- Industrial Electrical 2** - 65 hrs, \$1,138
- Industrial PLC's** (Programmable Logic Controllers) - 80 hrs, \$1,400
- Energy Technician** - 140 hrs, \$2,450

Call us at 215-504-8695 to get more information about program details and learn how we can help you up-skill for high priority industrial technical positions for today and tomorrow!

## Construction Certificates

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

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

### Workplace Benefits

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

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

### Construction Supervision

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

Following classes required for each certificate:

#### Certificate in On-Site Supervision

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

#### Construction Supervisor Certificate in Project Management

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

#### Certificate in Construction Supervisory Technologies

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

### Construction Estimating

This courseware provides an excellent overview of basic and advanced principles of construction estimating and bidding in the construction industry.

#### Must complete 5 of the following 6 classes:

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

### Construction Practices

#### Must complete 8 of the following 9 classes:

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

\*Denotes a course that runs every quarter.

### Certificate in Green Construction

This program is for those interested in the implementation of sustainable building tools and strategies. It is also recommended for professionals moving into fields that require knowledge of green building or sustainable design, or anyone who recognizes the emerging importance of sustainable design and its impact on our daily life. To earn the certificate, you must receive a passing grade in the following 5 courses:

- Fundamentals of Green Building Design & Construction
- Construction Materials and Processes
- Building Green Buildings – The Contractor's Perspective
- LEED for New Construction – Applying the Guidelines
- Green Building Commissioning

#### For more information, contact:

Maryann Brennan, Director, Continuing Education at (215) 968-8104, or coned@bucks.edu

#### For complete course descriptions, visit:

[www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)

### Online Construction Courses

All Online/C30/ Fall session dates: 9/8-11/17/14

For complete descriptions of these courses, see

[www.constructionclasses.com](http://www.constructionclasses.com)

#### Introduction to Construction Estimating - Start Anytime

ETMCO 1500 C30/ \$520 (includes text)

#### Essential Construction Math - Start Anytime

ETMCO 1501 C30/ \$520 (includes text)

#### Construction Blueprint Reading

ETMCO 1502 C30/ \$520 (includes text)

#### Estimating and Bidding 1

ETMCO 1503 C30/ \$520 (includes text)

#### Estimating and Bidding 2

ETMCO 1504 C30/ \$520 (includes text)

#### Construction Materials and Processes

ETMCO 1505 C30/ \$520 (includes text)

#### Practical Applications of Civil Sitework **NEW!**

ETMCO 1507 C30/ \$520 (includes text)

**In addition to the courses that are offered every quarter, the following courses will be offered during the Fall Session: September 8 – November 17, 2014**

#### Accident Prevention & Loss Control

ETMCO 2007 C30/ \$415 (plus \$156 text)

#### Project Management for Construction Supervisors

ETMCO 2008 C30/ \$415 (plus \$156 text)

#### Construction Productivity Improvement

ETMCO 2009 C30/ \$415 (plus \$156 text)

#### General & Specialty Contractor Dynamics

ETMCO 2010 C30/ \$415 (plus \$156 text)

#### Green Building Commissioning (Final Offering)

ETMCO 3004 C30/ \$515 (includes text)



## Workplace Professional Skills


**Certificate in Designing Webinars** 

Discover the power of successful webinars. Learn the 4 key strategies to creating successful webinars. Acquire the planning skills involved in budgeting, pricing, and marketing webinar meetings. Upon successful completion of the course, participants will receive a certificate in designing webinars. This course is taught by two of the foremost authorities on webinars.

Two one-month online courses / \$195 each / take both for \$345 (**Must complete both classes for certificate. Must register for both classes at the same time to get the bundled price.**)

**Designing Successful Webinars**

Online/ ESMCE 4322 C30/ 10/6-10/31

**Managing and Marketing Webinars**

Online/ ESMCE 4342 C30/ 11/3-11/28

**Management Certificate**

Discover the keys for effectively managing employees. Learn how to: create clear expectations; engage and motivate employees; improve time and productivity; and manage different generations. Learn what motivates each generation at work, what incentives they respond to, and what messages they value.

Three one month online courses. Take all 3 courses for \$595. Must complete all 3 classes for certificate. Must register for both classes at the same time to get the bundled price.

**Management Boot Camp**

Online/ \$295/ ESMCE 4333 C30/ 9/2-9/26

**Time and Productivity Management**

Online/ \$195/ ESMCE 4334 C30/ 10/6-10/31

**Managing Generations in the Workplace**

Online/ \$175/ ESMCE 4306 C30/ 11/3-11/28

**Certificate in Workplace Communication**

Good communication in the workplace is more important than ever. And critical to your career advancement and success. Come get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work.

Three one month online courses. Take all 3 courses for \$595. Must complete all 3 classes for certificate. Must register for all 3 classes at the same time to get the bundled price.

**Conflict Management**

Online/ \$245/ ESMCE 4328 C30/ 9/2-9/26

**Negotiation: Get What You Want**

Online/ \$195/ ESMCE 4329 C30/ 10/6-10/31

**Using Personality Profiles for Better Work Performance**

Online/ \$295/ ESMCE 4332 C30/ 11/3-11/28

**Media Buying Strategies** 

The course presents concepts and strategies from a business decision-making perspective. This approach emphasizes the marketing decisions that business owners are most likely to confront in their marketing operations when meeting with various media outlets and managing their marketing campaigns. Gain knowledge of media buying strategies that help promote organizations and boost sales and profits.

Online/ \$195/ ESMCE 4324 C30/ 10/6-10/31  
C30/ 5/5-5/30, C31/ 7/7-8/1

**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.*  
Approved Hours: 3 (Notary Public)

Newtown Campus/ \$79/ WSBEN 0130 C01-C03/  
6:30-9:30 pm  
C01/ Tu, 9/16  
C70/ Thu, 9/25  
C02/ Thu, 10/16  
C71/ Sa, 10/25  
C04/ Thu, 11/6  
C05/ Thu, 12/4

**Signing Agent Training**

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

Newtown Campus/ \$155/ WSBEN 0131 C01-C04/  
8:30am-12:30 pm  
C01/ Sa, 9/20  
C02/ Sa, 10/18  
C03/ Sa, 11/22  
C04/ Sa, 12/13

**Business Coaching Certificate**

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. Gain skills in the development, implementation, and support of coaching and mentoring programs. Take home the toolkit to improve employees' performance and create a working environment that will be truly rewarding.

Online / \$295/ ESMCE 4335 C30/ One 2-month course. Only available as a certificate.

**Mentoring and Coaching in the Workplace Level 1**  
9/2-9/26

**Mentoring and Coaching in the Workplace Level 2**  
10/6-10/31

## Floral Design Certificate Program

The Floral Design Certificate Program is designed for students of ages 16+ with or without experience designing with fresh flowers. All that is required is a shared love of flowers and design and the belief that they have the talent to pursue a career in floral design. Learn the basics of designing with fresh flowers including how to care and condition fresh cut flowers to prolong their life to creating various floral arrangements related to the theme of each course. Students will learn various terminology as well as trends in the flower designing industry.

The curriculum includes 96 hours of classroom instruction in 5 core courses and 3 electives of your choice. This certificate must be completed within two years. Attendance at 80% of classes is required.

Classes are offered throughout the year.

### Core Classes:

- Basic Floral Design
- Intermediate Floral Design
- Fresh Flowers for Life's Special Occasions
- Modern Floral Design
- The Business of Floral Design

### Electives: (choose 3)

**Prerequisites:** Intro to Basic Floral Design & Basic Floral Design Intermediate

- Advanced Floral Design
- Celebrating the Holidays with Fresh Flowers
- Weddings and Special Occasions
- Gift Giving with Fresh Flowers & Fruits

### Basic Floral Design

This hands-on course is designed for learners of ages 16+ with or without experience in floral design. Learn the fundamentals of fresh floral design, how to condition and care for fresh flowers, use floral foam, tape, and wire in basic floral design. Create beautiful arrangements for yourself or a friend in many styles including a hand-tied bouquet, a basket design, and small square centerpiece. Students will take home the arrangements they create in class. *Dr. Jessica Kim*

Newtown Campus/ \$159 (Flower cost \$135 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)/ RFNRT 5115/ C01/  
6 Mon, 9/15-10/20, 6:00-8:00pm

### Fresh Flowers for Life's Special Occasions

In this course, students will learn to create designs for occasions such as birthdays, anniversaries, new baby, get wells, funerals, and more. Arrangements will include birthday cake made of fresh flowers, the perfect dozen roses in a glass vase, congratulation bouquet, and more. *Dr. Jessica Kim*

Newtown Campus/ \$159 (Flower cost \$165 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)/ RFNRT 5117/ C01/  
6 Tu, 10/28-12/9 (no class 12/2), 8-10pm

**For Elective Floral Design Courses, See Page 51.**

## Fashion Design

The Fashion Design Certificate program is designed for students who share a love of fashion and design and feel that they have the talent to pursue a career in design. Students will enhance their own design skills, translate concepts onto paper, and eventually into actual garments. At the completion the program, students will be pre-pared to enter the fashion design industry in the capacity of a design assistant or part of a product development team. This program will concentrate solely on women's wear.

### Offered Fall and Spring

#### Core Classes

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

#### Electives: (choose 2)

- Pattern Drafting II (prerequisite: Basic Garment Construction & Pattern Drafting I)
- Sewing Techniques I (prerequisite: Basic Garment Construction & Pattern Drafting I & II)
- Sewing Techniques II (prerequisite: Basic Garment Construction, Pattern Drafting I & II and Sewing Techniques I)
- A drawing or painting class (pages 50 & 51)
- A computer-aided design class such as Photoshop or Illustrator (page 42)

### For more information, contact:

Director, Continuing Education at  
(215) 968-8104, or [coned@bucks.edu](mailto:coned@bucks.edu)

### Fashion Design I

Gain a basic understanding of fashion design including design principles, how to translate source of inspiration into designs, and how to dress a fashion figure. Materials list will be mailed prior to first class; approximate cost \$50. *Paula Molino, M.Ed.*

Newtown Campus/\$205 (plus \$90 book fee)/  
WSMCE 3710 C01/ 6 Wed, 9/10-10/15, 6:30-9:30 pm

### Fashion Illustration

Learn how to draw a fashion figure and dress it with original designs with attention to garment details, fabric rendering and trims. Materials list will be mailed prior to first class; approximate cost \$50. *Paula Molino, M.Ed.*

Newtown Campus/\$205 (plus \$60 book fee; includes live model fee)/WSMCE 3712 C01/  
6 Wed, 10/22-12/3 (no class 11/27), 6:30-9:30 pm

### Sewing Techniques II

No more will you have to hear, "That looks homemade." This course will teach you sewing techniques to improve your finished garment and give it that "professional" flair. *Virginia Buck*

Newtown Campus/ \$270/ WSMCE 3717 C01/  
8 Tu, 9/16-11/4, 6:30-9:30pm



## Green Courses

### LEED® AP + Building Design & Construction

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

Online/ \$795/ ETEST 2000 C30/ 9/2-10/24



[www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)



### LEED® Green Associate Exam Preparation Study Group

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

Online/ \$695/ ETEST 2001 C30/ 9/2-10/24



[www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)



### LEED® for Existing Buildings: Operations + Maintenance Exam Preparation Study Group

The course will prepare students to earn the LEED for Existing Buildings Operations & Maintenance Accredited Professional (LEED AP O+M) credential from the Green Building Certification Institute. This exam tests the knowledge and skills necessary to participate in the operation and maintenance of existing buildings that implement sustainable practices and reduce the environmental impact of a building over its functional life cycle. Please note that experience on a LEED project is an eligibility requirement to sit for this exam. Students examine case studies of LEED for Existing Buildings Operations & Maintenance certified building projects, concepts of integrated design, third-party verification and the LEED administration process.

Online/ \$795/ ETEST 2002 C30/ 9/2-10/24



## Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)

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

## Technical Writing

### Technical Writing

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

#### The Technical Writing Certificate Program includes:

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

#### Course I: Elements of Technical Writing I

Review basic English skills and identify the areas of technical writing that differ from standard writing.

*David Gelb*

Newtown Campus/ \$169 (plus \$9 text)/

WSMCE 5475 C01/ 4 Mon, 9/15-10/6; 6-9pm

Approved Hours: 12 (Act 48)



#### Course II: Elements of Technical Writing II

Explore new technical writing areas such as proposals and specifications. Write or revise some technical writing within your specialty. Create technical articles, papers, abstracts and reports using targeted writing exercises in these areas. *David Gelb*

Newtown Campus/ \$169 (same text as Course I)/

WSMCE 5476 C01/ 4 Mon, 10/13-11/3; 6-9pm

Approved Hours: 12 (Act 48)



### Course III: Mathematics & Science for the Technical Writer

Review basic mathematical & science concepts, operations and applications necessary for technical writing. Gain a more thorough understanding of math used in the scientific areas including the metric system. You should have a standard four-function calculator. *David Gelb*

Newtown Campus/ \$169 (plus \$12 text) /

WSMCE 5477 C01/ 4 Mon, 11/10-12/1; 6-9pm

Approved Hours: 12 (Act 48)



### Course IV: Choose one of the following

- Introduction or Intermediate Word (online at [www.ed2go.com/bucks](http://www.ed2go.com/bucks))
- Basic, Intermediate or Advanced Word - (in class) - page 39

### Course V: Choose one of the following

- Adobe Illustrator, Basic or Advanced - page 42
- Adobe Photoshop, Basic or Advanced - page 42
- InDesign, Basic or Advanced - page 42

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



## Department Information

**Bucks County Community College**  
**Department of Public Safety Training & Certification**  
**Operating two sites in Bucks County, Bristol and Doylestown.**



- For more information visit: [www.bucks.edu/publicsafety](http://www.bucks.edu/publicsafety)
- For a course schedules, registration and information on certification or national certification exams, contact the Staff at 215-340-8417 or 1-888-BUCKS 77
- For e-mail inquiries, contact: [charles.moritz@bucks.edu](mailto:charles.moritz@bucks.edu)

The Bucks County Public Safety Training Center, located in Doylestown, and the Lower Bucks Public Safety Training Center, located in Bristol, are a partnership between the County of Bucks and Bucks County Community College. The Public Safety Training staff provides international, national, and state level fire, rescue, emergency medical, and hazardous materials training at both facilities and off-site locations.

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

### **Department of Public and Industrial Safety Training & Certification:**

Robert Grunmeier II, Executive Director, Contracted Public and Industrial Safety Training & Certification  
[robert.grunmeier@bucks.edu](mailto:robert.grunmeier@bucks.edu)

Earl "Rob" Freese III, M.S., Executive Director, Public Safety Training Centers  
[earl.freese@bucks.edu](mailto:earl.freese@bucks.edu)

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

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

Nick Wuckovich, Assistant Director, Field Operations West  
[nicholas.wuckovich@bucks.edu](mailto:nicholas.wuckovich@bucks.edu)

Charles "Chas" Moritz, Assistant Director, Field Operations Southeast  
[charles.moritz@bucks.edu](mailto:charles.moritz@bucks.edu)

Matthew Hatrak, Director, Certification and Curriculum  
(Acting Point of Contact for Field Operations Northeast)  
[matthew.hatrak@bucks.edu](mailto:matthew.hatrak@bucks.edu)

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

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

# Registration Form For Non-Credit Courses - Fall 2014

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

## Please Print

Name \_\_\_\_\_  
 Home Address \_\_\_\_\_ Birth Date \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Business Address \_\_\_\_\_

Check if new address

Email address\* \_\_\_\_\_

\*May we email you information about new and special programs? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you a returning student or is this your first class at Bucks? \_\_\_\_\_ New \_\_\_\_\_ Returning

How did you hear about the course (s)?  
 \_\_\_\_\_ Bucks brochure      \_\_\_\_\_ Bucks Web site  
 \_\_\_\_\_ Newspaper      \_\_\_\_\_ Friend/Relative  
 \_\_\_\_\_ TV/Radio      \_\_\_\_\_ Other \_\_\_\_\_

Are you taking this course at the request of your employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you anticipate being reimbursed by your employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

Registrant Signature \_\_\_\_\_

Senior Citizen

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

Course No.	Course Title	Section	Start Date	Fee
<b>Do not include materials fees with the registration payment!</b>				<b>Total</b>

Student I.D.# \_\_\_\_\_

Check No. \_\_\_\_\_ Check issued by \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Security Code \_\_\_\_\_

See refund policy on **page 4**.

Make checks payable to: Bucks County Community College

Return to: Bucks County Community College  
 Continuing Education  
 275 Swamp Road,  
 Newtown, PA 18940

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

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



**Bucks County Community College**  
Continuing Education, Workforce Development, Public Safety  
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Fall - 1401

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