



Bucks | SMART.

Continuing & Workforce Education

LEARNING OPPORTUNITIES FOR YOUR CAREER & PERSONAL DEVELOPMENT



ALLIED HEALTH
BUSINESS & INDUSTRY
CREDENTIALING
INFORMATION TECHNOLOGY
PERSONAL DEVELOPMENT
PROFESSIONAL DEVELOPMENT
PUBLIC & INDUSTRIAL SAFETY

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for new, returning & transfer students
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Join us Online!

View Courses Online: bucks.edu/con-ed-courses

Get Updates, or Request Info: bucks.edu/coned-info



View Course Offerings Online



Continuing Education on Facebook

Visit, facebook.com/bucks.coned

New Continuing Education Program Coming to Bucks - See Page 26

Enrolled Agents

- The Enrolled Agents license is the most expansive license awarded by the IRS.
- This course will prepare students to pass the stringent, three-part "Special Enrollment Exam" on taxation.
- There are no other specialized educational requirements to become an EA.

For more info on a Career as an Enrolled Agent, visit:

www.naea.org/educating-america

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 21



WCENTER FOR
WORKFORCE
DEVELOPMENT



Kids On Campus 2016

Call **215-968-8409 (Option 1)** to have a brochure sent to you or visit our website.

www.bucks.edu/kidsoncampus

For the Latest Camp Updates

Check our site: www.bucks.edu/newcamps

Follow us on facebook: www.facebook.com/kocbucks

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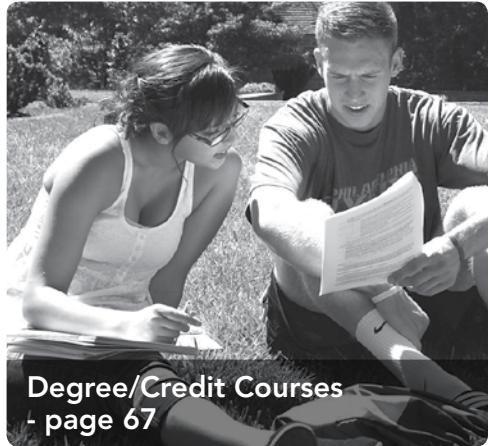
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General Information

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

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 (Option 1)**.

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. 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:** Exempt from Senior Policy: Second Act, ed2go, LERN, Pro-Train, Construction Experts, Enrolled Agent, Djembe Drums, Aviation, all Painting, Photography, and Languages classes as well as others where specifically noted.

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 109
Bristol, PA 19007

How to Register

Note: For Credit/Degree Course Registration, visit: bucks.edu/summer

Register Online: www.bucks.edu/howtoregister

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

Other registration options:

FAX

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

Walk-In

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

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

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. Please use the non-credit school code 98 when applying for a loan.

Mail-In

Mail form (**page 75**) with payment to:
Bucks County Community College,
Continuing Education Office,
275 Swamp Road,
Newtown, PA 18940

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

Phone-In

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

Registration form on page 75.

Cultural Programming

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

More Info, and Event Calendar: www.bucks.edu/cultural

Phone: **215.968.8087**

Tickets: www.bucks.edu/tickets

Student Services/Support

Child Care

Early Learning Center

215-968-8082 • www.bucks.edu/elc

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

Counseling Services

215-968-8189 • counseling@bucks.edu

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

Accessibility Office

215-968-8182 (V)

www.bucks.edu/accessibility

Rollins Bldg, Student Services

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

Evening/Weekend Support Line

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

215-968-8189 - Evenings after 4:30

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

Security and Safety

Office of Security and Safety

Cottage 4 • 215-968-8394

Motor Vehicle Regulations

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

Parking Permits

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

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

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

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

Tutoring Center

215-968-8218 • www.bucks.edu/tutor

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

Technology Learning Centers

215-497-8754 • www.bucks.edu/tlc

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

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

www.bucks.edu/tlc

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

Veterans Stars & Stripes Lounge

Newtown: Charles Rollins Center, 2nd Floor

Lower Bucks: Second Floor

Upper Bucks: First Floor, South Building

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

Emergency Closings

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

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

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

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

Location: Newtown Campus / Fee: \$179 / Course #: WSMCE 3576 / Section: C01 /
Days: 2 Sa, 2/14 & 2/21, Time: 8:30 am-1:30 pm

Veterans Approved Courses

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



Act 48 for Educators

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



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

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

Online Training

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



Instructor-facilitated Online Courses - Every course includes an expert instructor.

For more information, contact Director, Continuing Education: 215-968-8104 or coned@bucks.edu.



www.bucks.edu/LERNclasses

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



Learn More

Look for the ed2go logo throughout the brochure.

A new section begins each month:
Jan. 13, Feb. 10, March 16, April 13, May 18

www.ed2go.com/bucks



www.ed2go.com/career



www.theknowledgebase.org/bucks



- Unless otherwise noted, for further information on the following courses, please contact Allied Health at 215-968-8353.
- For more information visit: www.bucks.edu/professionalstudies
- To register, visit: www.bucks.edu/howtoregister, or call 215-968-8409 (Option #1)

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Medical Imaging

Radiography Program

Our Radiography Program is transitioning to an Associated Degree in Applied Science (AAS) in Radiography.

For more information, contact:

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

Nursing

Practical Nursing Program

Approved by the Commonwealth of Pennsylvania State Board of Nursing.

For more information about the PN Program call:

**Michelle Rue, Director
Practical Nursing Program
215-968-8353 option 2
email: michelle.rue@bucks.edu**

You may also contact us at pnursing@bucks.edu with your complete name and address or **call 215-968-8353, Option 2.**

Check our website for Practical Nursing Information Session dates and information on exams: www.bucks.edu/practical

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 (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!

One Day NLN-PN Pre-Entrance Exam Review (7 Hrs)

This one day, consolidated review will help you brush up on the basic Math and Science skills needed to help you be successful on the pre-entrance exam. It will also provide you with suggestions for study skills as you prepare for the exam.

Sign up today and pursue your goal of becoming a Practical Nurse! *Staff*

Newtown Campus/\$74 (plus text)/ ATEST 0057
N01/ Sa, 1/30, 9am-4pm
N02/ Sa, 2/20, 9am-4pm
N03/ Sa, 3/12, 9am - 4pm

Check our website for more information on exams: www.bucks.edu/practical

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, Reading Comprehension/Vocabulary, 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/\$239 (plus text)/
ATEST 0056 N01/
6 Mon & 7 Wed, 1/20-3/2/16, 6-10 pm (1/20, 6pm-9pm)



Coming Fall 2016!

Part-Time Practical Nursing Program!
Email pnursing@bucks.edu for additional information

Ordering Textbooks

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

Nurse Aide Training Program (130 Hrs)

For more information about the Nurse Aide Program, please contact Toni McCormick, Coordinator at: 215-968- 8353, Option 7, or www.bucks.edu/nurseaide

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

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

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

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

Approved by the Pennsylvania Department of Education

Nurse Aide Training Class times and details:

Newtown Campus/ \$959 (includes two textbooks)/ WHPAH 0303 WB1- WB4

WB1/ 2/2 to 4/28/16

Classroom: 11 Tu, 2/2-4/19, 8:30 am-2pm (no class 3/22), 3 Thur, 2/4 - 2/18, 8:30 am-1 pm

Clinical Orientation: Thur, 2/25, 7 am-11 am,

Clinical: 8 Thur, 3/3-4/28, 7am-3:30pm (no clinical 3/24)(4/28, 7am-2:30pm)

Clinical Site: Chandler Hall

Instructor: Carol Gillis, R.N.

WB2/ 2/8 to 4/30/16

Classroom: 11 Mon, 2/8-4/25, 5pm-10:30pm; 3 Sat, 2/13-2/27, 8:30 am-1 pm

Clinical Orientation: Mon, 2/29, 5pm-9pm,

Clinical: 8 Sat, 3/5-4/30, 7 am - 3:30 pm (4/30, 7 am-2:30 pm) (no clinical 3/26)

Clinical Site: Pennswood Village

Instructor: Mary Ann Adams, R.N.

WB3/ 3/5 to 5/22/16

Classroom: 11 Sat, 3/5-5/14, 9 am-2:30pm, 3 Sun, 3/6-3/20, 9 am-1:30pm

Clinical Orientation: Sun, 4/3, 7-11 am

(no clinical 3/27)

Clinical: 7 Sun, 4/10-5/22, 7am-3:30pm & 1 Sat, 5/21 7am-3:30pm (5/22, 7am-2:30pm)

Clinical Site: Pickering Manor

Instructor: Shagufta Choudhry, R.N.

WB4/ 4/7 to 6/28/16

Classroom: 11 Thur, 4/7-6/23, 5pm-10:30pm (no class 6/16), 3 Tu, 4/12-4/26, 8:30am-1pm

Clinical Orientation: 5/3, 7am-11am,

Clinical: 8 Tu, 5/10-6/28, 7am-3:30pm (6/28, 7am-2:30pm)

Clinical Site: Pennswood Village

Instructors: Mary Ann Adams, R.N. and Linda Hesson, R.N.

Lower Bucks Campus/\$959 (includes two textbooks)/ WHPAH 0303 W50

W50 / 3/10 to 5/28/16

Classroom: 11 Thur, 3/10-5/19, 4-9:30 pm; 3 Sat, 3/12-3/26, 9:30 am-2 pm

Clinical Orientation: Sat, 4/2, 7 am-11 am;

Clinical: 8 Sat, 4/9-5/28, 7 am-3:30 pm, (5/28, 7 am-2:30 pm)

Clinical Site: HCR Manor Care Yardley

Instructor: Connie Scott R.N.



Discover
More Options

Biotechnology Occupational Major

Looking for an exciting career in
Biotechnology?

Bucks' Biotechnology program offers extensive hands-on laboratory training in state-of-the-art facilities that will prepare you for employment in pharmaceutical manufacturing, forensic science, medical diagnostic and clinical testing labs, and the food and beverage industries.

See also: pages 66 to 74

Visit bucks.edu/fall for other degree/credit programs.



Social Work Program

Transfer Major

Are you passionate about helping others? Do you want to work for social justice? Social workers are needed in hospitals, schools, mental health clinics, and in crisis situations. The Social Work program provides a well-rounded foundation with a focus on diversity, service learning, and social policy. Students apply their knowledge and skills inside and outside the classroom, while professors share experience and expertise in their fields, including policy, children and youth, private practice, medical social work, drug and alcohol counseling, and more.

See also: pages 66 to 74

Visit bucks.edu/fall for other degree/credit programs.

Continuing Education for Nurses & Allied Health Programs

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

Nursing Review & Re-Entry into Practice

This includes both classroom instruction and clinical experience designed to prepare nurses (RN's & LPN'S) for re-entry into practice, and/or a review of contemporary nursing. *Joyce Welliver, RN, MSN, CRNP*

Requirements: Current PA nurse's license, current healthcare provider CPR certification, flu shot, professional liability insurance, healthcare insurance and medical clearance, criminal background check by the State Police. All must be provided before clinical experience. All forms can be found on our website: http://www.bucks.edu/nursing_review/index.php.

\$1,305 (plus textbook)/ WHPAH 0310 WA1

Orientation: Newtown Campus/ Wed, 2/3, 6-8 pm

Classroom: Lower Bucks Campus/ 6 Mon & 5 Wed, 2/8 - 3/14 6-10 pm

Skills Review: Newtown Campus/ Wed & Mon, 3/16 & 3/21, 6-10 pm

Clinical: St. Mary Medical Center/ 4 Mon & 4 Wed, 3/23-4/18, 6-10 pm

Thanatology

- Returning Fall 2016

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

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

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

Kimberly L. Rabago, MSW


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.

Dementia Care (32 Hrs)

Online/\$495 /EHPAH 0099 /W30 & W31

W30, 2/1 - 3/ 25

W31, 4/4 - 5/ 27

 www.bucks.edu/LERNclasses

Dementia for Family Caregivers (16 Hrs)

Online/\$149/EHPAH 0100 / W30 & W31

W30, 2/1 - 2/26

W31, 4/4 - 4/29

 www.bucks.edu/LERNclasses

Gerontology - Coming Fall 2016

Phlebotomy for Healthcare Personnel (6 Hrs)

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

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, 4/13 & 4/20, 6-9 pm

Certified End of Life Specialist (CEOLS) (30 Hrs)


This immersive online course offers an opportunity to reframe the experience of death from one of fear and sadness, to meaning and connection. Students will learn to cultivate a high level of compassion and empathy, and to eliminate factors that may obstruct the delivery of high quality care and companionship to whomever they serve. Suitable for personal caregivers, and those seeking to work in healthcare or senior markets in any capacity.

Patty Burgess, CEOLS, Grief Recovery Specialist, Hospice Volunteer, Volunteer Trainer, and End of Life Educator, Author, Speaker

Online/ \$497/ WHPAH 0074 WB20/ Registration begins January 25. MUST be completed by May 27.

For more information on course and modules, please visit bucks.edu/endoflife

Certificate in Perinatal Issues (20 Hrs)

Online/\$189/EHPAH 0101  | [Learn More](#)

20 ANCC Contact Hours Approved for Nurses

Certificate in Pain Management and Assessment (12 Hrs)

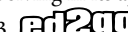
Online/\$209/EHPAH 0102  | [Learn More](#)

12 ANCC Contact Hours Approved for Nurses

Start dates: 1/13, 2/10, 3/16, 4/13, 5/18

Certificate of Complementary and Integrative Health (24 Hrs)

Today's healthcare system is evolving in its approach

Online/ \$259/ EHPAH 0103  | [Learn More](#)

12 ANCC Contact Hours Approved for Nurses and Massage Therapists

Refer to page 24 for Ed2Go section start dates and more info on Ed2Go classes

See Also:

[Personal Mindfulness Courses - Page 43](#)

[Health and Fitness Courses - Page 45](#)

Diabetes: What Nurses Need to Know?

This 9 hour course is intended to inform RNs and LPNs about understanding the background physiology, acute and chronic challenges of diabetes, and the differences between Type 1 and Type 2 diabetes. We will investigate how to encourage basic nutrition and eating out for those with diabetes. Medications, physical activity, acute and chronic complications, blood glucose monitoring, sick day management, and how to create a positive attitude toward daily living will be addressed. Helping those with diabetes initiate goals is an important part of the conclusion of this course.
Rena E. Goldhahn MS-DEDM, RN, BSN, CDE

Newtown Campus/\$135/WHPAH 5110 WB1,
3 Wed, 3/2, 3/9, 3/16, 6:30- 9:30 pm
Application for nursing contact hours submitted to PSNA

Diabetes: Learn It, Live It, Love the Results

This is a 9 hour program to inform those in the community about understanding the background physiology, and challenges of diabetes, and the differences between Type 1 and Type 2 diabetes. We will investigate how to encourage basic nutrition and eating out for those with diabetes. Medications, physical activity, acute and chronic complications, blood glucose monitoring, sick day management, and how to create a positive attitude toward daily living will be addressed, as depression often is present with those with diabetes. We will address the feelings associated with having diabetes. We will be investigating Pattern Management and what do the blood glucose numbers mean in relation to daily living. Helping those with diabetes initiate goals is an important part of the conclusion of this course.
Rena E. Goldhahn MS-DEDM, RN, BSN, CDE

Newtown Campus/\$135/WHPAH 5111 WB1,
3 Thur, 3/3, 3/10,3/17, 6:30-9:30 pm

Medical Laboratory Technician Program

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

Medical Laboratory Technicians (MLTs) play a key role on the healthcare team, providing information to physicians for decisions about diagnoses and monitoring treatment. They perform analyses, evaluate normal and abnormal results, and correlate the results with disease states. They are also involved with maintenance of complicated, precise, automated and manual equipment, and quality assurance.

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

The program will include three semesters of medical laboratory courses and are then supervised and mentored at assigned clinical affiliation sites.

Mandated Child Abuse Reporting

Janet Baker, Director, Allied Health
215-968-8353 option 6
email: janet.baker@bucks.edu

Mandated Reporting of Child Abuse (3 Hrs)

Effective January 1, 2015, all health-related licensed professionals and funeral directors, who are licensed through the Department of State, are required under ACT 31 of 2014 in PA to receive 3 hours of training on Mandated Reporting as a condition of renewal for their license. This training is approved by the Department of Public Welfare to fulfill training requirements and is presented by Network of Victim Assistance (NOVA).

Newtown Campus/\$25/WHPAH 0028
WB1/ Tu, 2/23, 1pm - 4pm
WB2/ Tu, 3/22, 6 pm-9 pm

Lower Bucks Campus
W50/ Wed, 3/9, 6pm - 9pm

Upper Bucks Campus
W70/ Thur, 2/25, 6pm-9pm

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

More information on Act 31 can be viewed at the following link: tinyurl.com/act31information

Medical Reimbursement, Coding & Medical Transcription

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

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

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

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



For questions about this program, email the instructor at info@medtranscription.com

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

Medical Reimbursement/Coding Specialist Certificate Hybrid (180 Hrs)

This program is for those with little or no prior work experience in the field. It will prepare you for a career such as: Medical Coding Technician, Medical Coder, Practice Operations staff, Claims Management Specialist, Practice Manager. This course includes, Medical Terminology, ICD-10, CPT for procedures, HIPAA, and Health Insurance. It will prepare the student for a rewarding career in physician offices, hospitals, and ambulatory surgery centers. *Crystal Peurifoy, CCS, CPC-H*

Lower Bucks Campus/\$2,520 (plus textbooks, AAPC membership, practice exams, and CPC certification exam)/ WHPAH 2508 W20/

Orientation: Mon, 3/7, 5pm-9pm,

Class: 11 Mon, 3/14-5/23, 5pm-9pm, All other work online

Physical Therapy Aide

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

Physical Therapy Aide Hybrid Program (50 Hrs)

This 50-hour Physical Therapy Aide Program enables you to master all the skills you need to begin a career as a physical therapy aide. You will learn about what physical therapy entails, identify the responsibilities of a PT aide, and develop a working knowledge of applied anatomy, pathology, biomechanics and medical terminology. You will learn about range of motion, exercise, stretching, posture, transfers, modalities and vital signs. Special topics include total hip replacement, supporting amputees, traumatic brain injury and stroke. As a Physical Therapy Aide you will assist physical therapists in providing ser-

vices 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 0278 W20/ 3/1-5/24

Classroom: 7 Tu, 3/1, 3/8, 3/22, 4/5, 4/19, 5/3, 5/24, 5-9 pm,

All other work completed online



Kinesiology and Sports Studies

Transfer Majors

- **Exercise Science**

Exercise Science, our newest major, prepares students for careers in exercise physiology, athletic training or pre-occupational therapy. Look for EXSC 200 Biomechanics, a course that introduces students to the mechanical principles of physical activity and exercise.

- **Sport Management**

Sport Management is a major that introduces students to sport industry careers such as professional sport administrator, facility manager, or sporting good sales. It includes content in management, leadership, communication and motivation.

- **Teacher Education**

The Kinesiology and Sport Studies teacher education track prepares those who are interested in teaching K-12 physical education in public schools.

Discover
More Options

See also: pages 66 to 74

Visit bucks.edu/fall for other degree/credit programs.

Pharmacy Technician

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

Pharmacy Technician Comprehensive (75 Hrs)

The Pharmacy Technician assists the licensed pharmacist to prepare prescription medications, provide customer service, and perform administrative duties. Some of the topics included are: medical terminology, reading and interpretation of prescriptions, generic and brand name drugs. Upon successful completion you will be prepared to take the national certification exam by the Pharmacy Technician Certification Board (PTCB). The exam fee is not included in this course. For more info on the exam, go to 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, 2/23-5/17,
9am-noon / *Alan Vogenberg, R.Ph., FASCP*

WB2/ 13 Tu & 12 Th, 3/1-5/24, 6:30-9:30 pm,
Dr. Joseph Urban, B.S. Pharmacy, M.B.A., Doctor of Pharmacy

Pharmacy Technician Certification Board Review

This 9 hour course is designed to prepare Pharmacy Technicians for the PTCB Exam. The course is a review of material required for Technicians who desire National Certification. Topics included will be; Pharmacy calculations, brand/generic names, controlled substances, drug classification, aseptic technique (laminar flow hoods), calculations (retail, compounding, and parenteral), HIPAA, practice exams and much more. This class is intended for students that have completed the Pharmacy Technician Program and are interested in pursuing the national certification. Bring your own textbook or Reference Guide for Pharmacy Technician Exam 2015/2016 Edition by Manan Shroff, ISBN# 978-1-940835-01-3 Krishna Publication, Inc. *Alan Vogenberg, R.Ph., FASCP*

Newtown Campus/ \$135/WHPAH 0274 WB1-WB2
WB1, 3 Mon, 3/28, 4/4, 4/11, 6:30-9:30 pm
WB2, 3 Wed, 4/20, 4/27, 5/4, 9:00 am-12:00 pm

Dental Assisting

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

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

WB1/20 Sa, 3/12-8/13, (no class 3/26, 5/28 & 7/2),
9am-2:30pm, *Debra DiSandro, RDA, EFDA*

WB2/ 17 Tu & 17 Th, 5/3-8/23, 6:30-9:30 pm,
8/25, 6:30 -7:30 pm, *Lisa Jones, EFDA*



Neuroscience

Transfer Major

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

Discover
More Options

See also: pages 66 to 74

Visit bucks.edu/fall for other degree/credit programs.

EKG Phlebotomy Technician

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

Phlebotomy Technician Hybrid (97 Hrs)

Newtown Campus/\$1,819 (plus text and course connect package & NHA Exam)

Shari Cammon, MSN, RN-BC, PCCN

WHPAH 0264 W20/

Orientation: Thur, 2/25, 6-9 pm

Classroom: 12 Tu, 3/1-5/17, 6-10 pm

All other work done online

NHA exam (cost not included) TBA, 6-8 pm

EKG Technician Hybrid (67 Hrs)

Newtown Campus/\$1,399 (plus text and course connect package & NHA Exam)

Shari Cammon, MSN, RN-BC, PCCN

WHPAH 0265 W20/

Orientation: Thur, 2/25, 6-9 pm

Classroom: 9 Thur, 3/3 - 4/28, 6-9 pm

All other work done online

NHA exam (cost not included) TBA, 6-8 pm

EKG/Phlebotomy Technician Hybrid Comprehensive (164 Hrs)

This 164-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.
Shari Cammon, MSN, RN-BC, PCCN

Newtown Campus/ \$3,005 (plus text and course connect package & NHA Exam)/

WHPAH 0249 W20/

Orientation: Thur, 2/25, 6-9 pm

Classroom: 12 Tu, 3/1-5/17, 6-10 pm

9 Thur, 3/3-4/28, 6-9 pm

All other work online: 6 hours per week

NHA EKG exam TBA, 6-8 pm

NHA Phlebotomy exam, TBA, 6-8 pm

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:
215-968-8353, Option 1
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, 4/23, 9am-3:30pm

Approved Hours: 6 (Act 48)

Heartsaver Pediatric CPR & First Aid

For parents, grandparents, teachers, day care workers, nannies, and baby sitters. Janet Baker, M.Ed.

Newtown Campus/ \$85 (includes book & card)/

PHPAH 0014 WB1/ Sa, 3/12, 9am-3:30pm

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- WB5/ 9am-3:30pm

WB1/ Sa, 1/30

WB2/ Sa, 2/20

WB3/ Sa, 3/19

WB4/ Sa, 4/16

WB5/Sa, 5/21

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- WB5, 6-10 pm

WB1/ Wed, 1/27

WB2/ Tu, 2/16

WB3/ Tu, 3/15

WB4/ Wed, 4/20

WB5/ Wed, 5/18

Approved Hours: 4 (Act 48)



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

For additional info on Reiki III, and Introduction to Ayurveda, contact:

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

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/ Newtown Campus/ 3 Wed, 3/16, 3/23, 3/30;
6:30-9:30pm

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/ Newtown Campus/ Fri, 5/13; 6:30-9:30pm & Sa,
5/14; 9:00am-4:00pm
Glenda R. Smith, Certified Reiki Master Teacher

Reiki Level III-Advanced Reiki Training

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

Newtown Campus/ \$290 (includes \$35 materials fee) /RHEAL 0123 WB1/ Fri, 5/13, 6-9 pm & Sa, 5/14, 9 am-4 pm

Introduction to Ayurveda (7 Hrs)

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

Newtown Campus/ \$105 (includes \$10 for food/herbs)/ OHEAL 0131 WB1/
2 Tu, 4/5 & 4/12, 6-9:30 pm

Conversations on Research for Harp Therapists

Our mastery level course on research is a two-part course. The first six weeks is the National Institute of Health's course, "Protecting Human Research Participants". Various aspects of conducting research will include research ethics, history, terminology and compliance with federal laws put into place to protect human research participants. Students will read each week's lesson materials in the File section of the discussion board and then join in the conversations to flesh out the material and apply the lessons learned to situational histories. This online class will include 48 hours of online based learning and a 2 hour movie. *Edie Eileen Elkan, B.A., M.A.*

Online/\$299/WSMCE 4021 C20/ 1/12/16-4/12/16

See Also:

[Personal Mindfulness Courses - Page 43](#)
[Health and Fitness Courses - Page 45](#)

Ordering Textbooks

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



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

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

Business@Bucks

Look what Bucks is doing with business!

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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, C30/ 2/1-2/26
- **Section 2:** Business Statistics, C30/ 3/7-4/1
- **Section 3:** Qualitative Business Research, C30/ 4/4-4/29



Certificate in Business Writing **NEW!**

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

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

Business Writing **NEW!**

Online/ \$195/ ESMCE 0231 C30/ 2/1-2/26

Effective Copywriting

Online/ \$195/ ESMCE 0230 C30/ 3/7-4/1

Writing News and Press Releases **NEW!**

Online/ \$195/ ESMCE 0232 C30/ 4/4-4/29



Leveraging Media Opportunities to Spotlight YOU and Your Business

Have you ever wondered how some people secure personal TV appearances and get interviewed by major media outlets, (TV networks, radio) and develop an online presence, while others struggle to attain any media presence at all? Join Beth in this interactive workshop to learn strategies on researching and pitching media targets, utilizing role play to develop and perfect your pitch and actual on air interview practice, and using video and social media to maximize your media exposure on all platforms. Whether you're a budding entrepreneur or a seasoned business owner, this course can give you the tools you need to spotlight who you are and the unique product/service you have to offer the world.

Beth Allen, founder of HIP Chicks, pitched and subsequently appeared in multiple segments on 6ABC, NBC 10, FOX29, PHL17, and online at eHow and about.com, all within one year of launching her business, DIY HIP Chicks. Her YouTube channel, DIY HIP Chicks, (a Do It Yourself Home Repair Resource) already has over 700,000 views, after launching in 2013. She did this through authenticity, targeted action and gracious tenacity.

Newtown Campus/\$99/WSBEN 0220 C01
2 Wed, 4/6-4/13, 7-9 pm

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/ 2/1-2/26

Intermediate Data Analysis

Online/ \$195/ ESMCE 0227 C30/ 3/7-4/1

Advanced Data Analysis

Online/ \$195/ ESMCE 0228 C30/ 4/4-4/29

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/ 2/1-2/26

Extraordinary Customer Service

Online/ \$145/ ESMCE 4321 C30/ 3/7-4/1

 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/ 2/1-2/26

Boosting Your Web Site Traffic

Online/ ESMCE 4304 C30/ 3/7-4/1

Online Advertising

Online/ ESMCE 4305 C30/ 4/4-4/29

 www.bucks.edu/LERNclasses

Social Media for Business Certificate

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

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

Must take all three courses for certificate.

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



Introduction to Social Media

Online/ ESMCE 4300 C30/ 2/1-2/26

Marketing Using Social Media

Online/ ESMCE 4301 C30/ 3/7-4/1

Integrating Social Media in Your Organization

Online/ ESMCE 4302 C30/ 4/4-4/29

 www.bucks.edu/LERNclasses

Nonprofits

Certificate in Non-Profit Administration

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

Take both courses for \$595

Must take both courses for certificate.

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

Revenue Generation for Nonprofits

Online/ \$495/ ESMCE 4340 C30/ 2/1-3/25

Program Evaluation for Nonprofit Professionals

Online/ \$245/ ESMCE 4341 C30/ 4/4-4/29



www.bucks.edu/LERNclasses

**Positioning Your Non-Profit For Financial Success****NEW**

Nonprofits in today's economy are constantly challenged by an increasingly limited pool of available funds in a competitive market. Learn how to differentiate your nonprofit from the pack by following successful proven strategies to create high profile well attended profit earning events.

Instructor, Lisa Gage: past development executive for The Metropolitan Opera, loaned executive for United Way of Bucks County and founder of Women Helping Women of Bucks County, an organization founded to support women in business and women's causes.)

Newtown Campus/\$59 /WSBEN 0219 C01
Tu, 4/12, 6-9 pm

See Also:

Workplace Professional Skills - page 60
Business Services & Marketing - page 17

**Business Studies**

Degree and Certificate Programs

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

**Discover
More Options**

See also: pages 66 to 74

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

Entrepreneurs

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

Entrepreneurship Certificate

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

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

Entrepreneur Boot Camp

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

Online one month course / \$195 / ESBEN 0210 C30/ 2/1-2/26

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/ 3/7-4/1

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/ 4/4-4/29

Entrepreneurship Finance Certificate

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

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

Must take all three courses for certificate. Must register for all three at the same time to get the bundled price.

Accounting and Finance for Non-Financial Managers

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

Online/ \$195/ ESBEN 0225 C30/ 2/1-2/26

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.

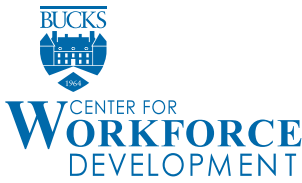
Online/ \$195/ ESBEN 0224 C30/ 3/7-4/1

Funding Your Business

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

Online/ \$195/ ESBEN 0226 C30/ 4/4-4/29

Customized Training



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

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

Computer Skills

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

Job-Specific Skills

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

Professional/Personal Development

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

Industry Partnerships

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

Needs Assessment

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

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

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

Credentialing

(keeping credentials up-to-date)



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

Business@Bucks
Look what Bucks is doing with business!

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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

Register Online!

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

Aviation

Private Pilot Ground School

Upon course completion, students will be equipped with the necessary knowledge to take the FAA's written exam to become a Private Pilot. Aircraft systems, aerodynamics, flight instruments, navigation, weather, flight planning, regulations, and airspace will all be covered. Must be 18 years old prior to the start of the class. *Robert W. Lamberti, ATP, CFII, MEI, AGI, IGI*

Newtown Campus/ \$500/ RCEGN 9000 C01/
8 Mon, 2/22-4/25 (no class 3/14 & 3/21); 6:30-9:30pm

FREE information session, Newtown Campus

Mon, 2/8, 6:30-8:00pm

Call 215-968-8409 (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. If you are taking courses for Act 48 hours, you must complete all lessons, quizzes, and exams. Approved courses are listed in the catalog with an ACT 48 logo. If you have any questions on whether a course is eligible for Act 48 credit, please contact Maryann Brennan (maryann.brennan@bucks.edu or 215-968-8104) 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/ 2/1-3/25

Approved Hours: 32 (Act 48)



www.bucks.edu/LERNclasses

Certificate in Online Teaching

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

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

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

Advanced Teaching Online

Online/ ECPED 1500 C30/ 2/1-2/26

Approved Hours: 16 (Act 48)

Designing Online Instruction

Online/ ECPED 1501 C30/ 2/1-2/12

Approved Hours: 16 (Act 48)

Fostering Online Discussion

Online/ ECPED 1503 C30/ 3/7-4/1



*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

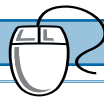
Look for the logo to quickly identify other ACT 48 courses in the brochure.



ACT 48 Changes Coming!

As of March, 2016 there will be a new list of courses approved for ACT 48 credit/hours. Please consult the website: www.bucks.edu/act48 or contact Maryann Brennan at maryann.brennan@bucks.edu for further details.

ed2go



Visit our website at www.ed2go.com/bucks

A new section begins each month:

- January 13
- February 10
- March 16
- April 13
- May 18

ed2go | Learn More

For more information on how to register for ed2go classes: ed2go.com/bucks

Classes are 6 Weeks Long

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

Certified Public Accountant

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

Some eligible courses include:

- Access - page 35
- Excel - page 35
- Quickbooks - page 36

Real Estate Training No Longer Offered

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

Child Development

Child Development Associate

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

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

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

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

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

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

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

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

For further information please contact Maryann Brennan, Director of Continuing Education at: (215) 968-8104 or email maryann.brennan@bucks.edu

FREE Information Session
XSMCE 3230 C01/ Wed, 2/17/16; 6:30-8:00

CDA Part I

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

Hybrid Online/ \$365/ WSMCE 3231 C20/ 3/7-5/15
Required orientation at Newtown Campus,
Mon, 3/7, 6:30-9:30pm, plus two additional onsite
classes 4/4 & 5/9

Approved Hours: 60 (Act 48, CDA)

CDA Part II

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

Hybrid Online/ \$365/ WSMCE 3232 C20/ 3/7-5/15
Required orientation at Newtown Campus,
Mon, 3/7, 6:30-9:30pm, plus two additional onsite
classes 4/4 & 5/9, Brigitte Hix, M.A. PQAS Certified
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.

See also:

[Children's Yoga Teacher Training Program](#)
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Enrolled Agent

For more information on Enrolled Agents contact:

Maryann Brennan, Director, Continuing Education
(215) 968-8104 or coned@bucks.edu

Special Enrollment Examination Prep

Enrolled Agents

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

Enrolled Agents are needed in small and large public accounting firms, law firms, corporate accounting departments, state departments of revenue, investment firms, banks and in private practice. Enrolled Agents hold a federal license and have an unrestricted right to represent any taxpayer in any state. There are no prior educational or professional experience prerequisites to becoming an enrolled agent.

Part I – Individuals (4 weeks plus one-hour orientation)

Newtown Campus/ \$684 (includes all text and materials)

ATEST 1551 C30 /

Instructor: Dawn Thomas, EA, MST

Orientation: 1/13/16; 6:00pm - 7:00pm

Class Dates & Time: 4 Wed, 1/20/16 – 2/10/16; 6:00pm - 9:00pm

Topics Covered:

- Preliminary Work and Filing Requirements
- Income and Assets
- Deductions and Credits
- Taxation and Advice
- Specialized Returns for Individuals

Part II – Businesses (6 weeks)

Newtown Campus/ \$815 (includes all text and materials)

ATEST 1552 C30 /

Instructor: Natasha Johnson, EA

Orientation: Wed, 2/17/16; 6:00pm – 7:00pm (new students only)

Class Dates & Time: 6 Wed, 2/24/16 – 3/30/16; 6:00pm - 9:00pm

Topics Covered:

- Business Entities
- Partnerships
- Corporation
- S Corporations
- Business Financial Information
- Sales, Credits and SE Tax
- Specialized Returns for Businesses

Part III – Representation (2 weeks)

Newtown Campus/ \$479 (includes all text and materials)

ATEST 1553 C30 /

Instructor: Joni Capuccio, CPA, EA

Orientation: Wed, 4/6/16; 6:00pm – 7:00pm (new students only)

Class Dates & Time: 2 Wed, 4/13/16 – 4/20/16; 6:00pm - 9:00pm

Review Class: 4/27/16 (For Parts 2 & 3); 6:00pm - 9:00pm

Topics Covered:

- Practice and Procedures
- Representation Before the IRS
- Specific Types of Representation
- Completion of the Filing Process

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

Professional Engineers

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

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

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

Bucks Continuing Education Courses eligible for Engineering CEUs:

- Construction Certificates, page 59
- Advanced Manufacturing, page 58 & 59
- Lean Six Sigma, see below
- AutoCAD® & Revit®, page 37

Process Training

Lean Six Sigma

For more information about all Lean Six Sigma courses,

call: **Bridget Hughes - (267) 685-4884**

email: bridget.hughes@bucks.edu

or visit: bucks.edu/academics/cwd/lean6sigma

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.



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

Course expected to run in March/April '16. Interested organizations and individuals should contact us for more information. Dates and meeting times will be determined by market response.

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/

Course expected to run in April/May '16. Interested organizations and individuals should contact us for more information. Dates and meeting times will be determined by market response.

Testimonials

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

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

Please see our Senior Citizen policy on page 4.

ServSafe

SERVSAFE® Certification

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

English Language, *Martin Goldman*

Newtown Campus/ WSERV 0001

C01/ 2 Sa, 2/20 & 2/27; 8:30am-5:00pm

SERVSAFE® Recertification

This course fulfills the NEW TESTING requirements of Bucks, Montgomery, and other regional Health Departments for Foodservice staff and manager recertification. Course includes 5 hours of review and updates before the REQUIRED included test. \$185 (includes course book)

English Language, *Martin Goldman*

Newtown Campus/ OSERV 0050

C01/ 1 Sa, 4/2; 8:30am-5:00pm

Chinese Language, *Betty L. Tsai*

Lower Bucks Campus/OSERV 0051 C50/

Mon, 1/25/16; 8:30am-5:00pm

See also:

Culinary for Personal Enrichment - page 42

Register Online!

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

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



Communication Studies Program

Transfer Major



Discover
More Options

The Communication Studies transfer major is designed for students who want to explore various subject areas in the communication field without immediately committing to any one area of concentration. Students can explore diverse areas such as speech communication, theatre, video production, journalism, public relations, mass communication, advertising and marketing, and film, within the context of a well-balanced liberal arts curriculum.

See also: pages 66 to 74

Visit bucks.edu/fall for other degree/credit programs.



- For all course offerings visit: www.bucks.edu/con-ed-courses
- IT Academy Website: www.bucks.edu/itacademy
- To register, visit: 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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- Creating a Dynamic Website with PHP and MySQL
- Front End Web Development, JAVA Programming
- HTML, Java Script & JQuery

Microsoft Certifications



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

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

Newtown Campus/ \$1295 (plus book fee)/
WITAC 1091 C01/ 7 M, 7 W 2/8-3/23, 6-10pm

Pre-requisite: Prior experience working in IT or completing the CompTIA Server+ course

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

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

Newtown Campus/ \$1295 (plus book fee)/
WITAC 1092 C01/ 7 M, 7 W 4/4-5/18, 6-10pm

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

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

Newtown Campus/ \$1295 (plus book fee)/
WITAC 1093 C01/

Look for this course offering in Summer 2016

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.

Lower Bucks Campus/ \$795 (plus book fee)/
WITAC 2500 C50/ 8 Sa, 3/5-4/30 (no class 3/26),
9am-3:30pm

Microsoft SQL Server 2012 – Querying Microsoft SQL Server (54 Hrs)

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

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

Newtown Campus/ \$895 (plus book fee)/
WITAC 2513 C01/ 9 Sa, 2/6-4/9 (no class 3/26),
9am-3:30pm

Administering Microsoft SQL Server 2012 Databases (54 Hrs)

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

Prerequisites: Microsoft SQL Server 2012 – Querying Microsoft SQL Server WITAC 2513

Newtown Campus/ \$895 (plus book fee)/
WITAC 2514 C01/ 4 S, 4/30-5/21, 9:00AM-
3:30PM, and 4 M and 4 W, 5/23-6/20 (no class on
5/30) 6:00pm-10:00pm



Implementing a Data Warehouse with Microsoft SQL Server 2012 (54 Hrs)

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

Prerequisites: Administering Microsoft SQL Server 2012 Databases WITAC 2514

Newtown Campus/ \$895 (plus book fee)/
WITAC 2515 C01/

Look for this course offering in Summer 2016

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/ 8 W, 3/2-5/18, 6-10pm

**Microsoft Business Intelligence Solutions (56 Hrs)**

Newtown Campus/ \$895 (plus book fee)/
WITAC 2512 C01/

Look for this course offering in Summer 2016

Ordering Textbooks

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

Software Development**Microsoft's Visual Studio Development Environment****Introduction to Programming Using C# (42 Hrs)**

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

Lower Bucks Campus/ \$795 (plus book fee)/
WITAC 2103 C50/ 12 Tue, 2/2-4/19, 6:30-10pm

Advanced Programming using C# (42 Hrs)

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

Newtown Campus/ \$795 (plus book fee)/
WITAC 2104 C50/ 12 Tue, 5/17-8/2, 6:30-10pm

Go to www.bucks.edu/ITAcademy for more details and prerequisites.

Software Development Using JAVA Enterprise Edition**Introduction to Programming Using Java (42 Hrs)**

Bristol Campus/ \$795 (plus book fee)/
WITAC 2114 C50/ 12 W, 2/3-4/20, 6:30-10pm

Advanced Programming using JAVA and JAVA Enterprise Edition (42 Hrs)

Bristol Campus/ \$795 (plus book fee)/
WITAC 2115 C50/ 12 W, 5/18 - 8/3, 6:30-10pm

Introduction to WEB Development using JAVA Enterprise Edition (42 Hrs)

Bristol Campus/ \$795 (plus book fee)/
WITAC 2116 C50/ 12 Th, 2/4 - 4/21, 6:30-10pm

Register Online!

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

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

Ordering Textbooks

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

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.

Upper Bucks Campus/ \$1195 (plus book fee)/
WITAC 1011 C70/ 10 M, 9 W, 2/1-4/4, 6:00-10pm

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.

Upper Bucks Campus/ \$995 (plus book fee)/
WITAC 1012 C70/ 8 M, 9 W, 4/18-6/15, 6:00-10pm
(no class 5/30)

Module 3: LAN Switching and Wireless2 (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.

Lower Bucks Campus/ \$595 (plus book fee)/
WITAC 1013 C50/ 6 Tu, 5 Th, 3/8-4/12, 6:30-10pm

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 Lists (ACL) and the use of the Security Device Manager (SDM). Students will also get an introduction to Virtual Private Networks (VPN), IP Addressing services and network troubleshooting.

Newtown Campus/ \$595 (plus book fee)/
WITAC 1014 C01/ 6 M, 5 W, 2/1-3/7, 6:30-10pm

Lower Bucks Campus/ \$595 (plus book fee)/
WITAC 1014 C50/ 5 Tu, 6 Th, 4/21-5/26, 6:30-10pm

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

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

Certification Information at www.cisco.com

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

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

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

Prerequisites: 640-802, or 200-120 CCNA

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

Look for this course offering in Summer 2016

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

CompTIA Certifications

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

A+ Certification (128 Hrs)

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

Certification Tests:

220-801 for CompTIA A+ Essentials
220-802 for CompTIA A+ Practical Application

Upper Bucks Campus/ \$2,040 (plus book fee) (test voucher included)/
WITAC 2002 C70/ 16 Tu, 16 Th, 2/9-5/26, 6:00-10pm

Network+ Certification (72 Hrs)

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

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

Certification Test: N10-005 for CompTIA

Network+ Certification

Newtown Campus/ \$1295 (plus book fee) (test voucher included)/
WITAC 1005 C01/ 8 Sa, 4/2-5/21 9am-3:30pm, & 3 Tu, 3 Th, 5/31-6/16, 6:00-10pm

Security+ Certification (64 Hrs)

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

Certification Test: SY0-301 for CompTIA Security+ Certification

Newtown Campus/ \$1195 (plus book fee) (test voucher included) WITAC 1016 C01/

Look for this course offering in Summer 2016

Linux+ Certification (72 Hrs)

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

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

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

Newtown Campus/ \$1295 (plus book fee) (test voucher included)
WITAC 2600 C01/

Look for this course offering in Summer 2016

CompTIA Healthcare IT Technician Certificate (30 Hrs)

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

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

Online/ \$595 (plus book fee) (test voucher included)/
WITAC 4020 C20/ 5 Fri, 5/6 – 6/3, 9am-3:30pm

CompTIA Server + Certification (40 Hrs)

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

Newtown Campus/ \$750 (plus book fee) (test voucher included)
WITAC 2017 C01/ 4 M, 3 Th 6-10pm & 3 Sa. 9am-1pm, 1/11-2/1

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

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/>

Cloud Computing/Virtualization/Mobile Computing

VMware (80 Hrs)

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

Newtown Campus/ \$1895 (plus book fee)/
WITAC 2200 C01/ 10 Tu, 10 Th, 2/9-4/14,
6:00-10pm

Please see our new Senior Citizen policy on page 4.

Check Online for More Courses: bucks.edu/itacademy

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

Certificate Testing

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

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

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

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



Pearson VUE and Certipoint Testing Center

Bucks County Community College is an authorized Pearson VUE, Prometric™ and Certipoint 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.Certipoint.com for Certification test offered by Certipoint

or call: 215-968-8068

Register Online!

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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

Productivity Software

Office Software

Free Computer Workshop (3 Hrs)

WCOAP 0004 C01-C70/ 6:30-9:30 pm
 Newtown Campus/ C01/ 1 M, 1/25
 Lower Bucks Campus/ C50/ 1 M, 1/25
 Upper Bucks Campus/ C70/ 1 M, 1/25
 Doylestown Campus/ CA1/ 1 M, 2/15

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 Th, 2/4-2/25, 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.

Newtown Campus/ \$225 (plus book fee)/
 WCOAP 3042 C01/ 4 Th, 3/10-3/31, 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 Th, 4/14-5/5, 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 Tu, 2/2-2/23
 Lower Bucks Campus/ C50/ 4 Tu, 2/2-2/23
 Upper Bucks Campus/ C70/ 4 Tu, 2/2-2/23
 Doylestown Campus/ CA1/ 4 Mo, 2/22-3/14

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 Tu, 3/8-3/29
 Lower Bucks Campus/ C50/ 4 Tu, 3/8-3/29
 Upper Bucks Campus/ C70/ 4 Tu, 3/8-3/29
 Doylestown Campus/ CA1/ 4 Mo, 3/28-4/18

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 PivotTables and the VLOOKUP function. \$225 (plus book fee)/ WCOAP 1582 C01-C70/
 6:30-9:30 pm

Newtown Campus/ C01/ 4 Tu, 4/12-5/3
 Lower Bucks Campus/ C50/ 4 Tu, 4/12-5/3
 Upper Bucks Campus/ C70/ 4 Tu, 4/12-5/3
 Doylestown Campus/ CA1/ 4 Mo, 5/2-5/23
 Approved Hours: 12 (Act 48, CPA)

Data Analysis using Excel Pivot Tables (4 Hrs)

Upon successful completion of this course students will be able to use Excel 2013 advanced Pivot Table Functionality to analyze their raw data. They will be able to prepare data for Pivot Table reporting, create Pivot Tables from various data sources, analyze data using Pivot Tables and work with Pivot Charts.

\$95 (plus book fee)/ WCOAP 1596 C01-C70/
 6-10pm

Newtown Campus/C01/1 Tu, 5/10
 Lower Bucks Campus/C50/1 Tu, 5/10
 Upper Bucks Campus/C70/1 Tu, 5/10
 Doylestown Campus/ CA1/ 1 M, 6/6

Microsoft Windows 10 (9 Hrs)

\$195 (plus book fee)/ WCOSY 0035 C01-C50/
 6:30-9:30pm

Newtown Campus/C01/ 3M, 3/14-3/28
 Lower Bucks Campus/C50/ 3 Th, 5/5-5/19

Word Basics (12 Hrs)

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

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

Newtown Campus/ C01/ 4 W, 2/3-2/24
 Lower Bucks Campus/ C50/ 4 W, 2/3-2/24
 Upper Bucks Campus/ C70/ 4 Th, 2/4-2/25
 Doylestown Campus/ CA1/ 4 Tu, 2/23-3/15
 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 W, 3/9-3/30
 Lower Bucks Campus/ C50/ 4 W, 3/9-3/30
 Upper Bucks Campus/ C70/ 4 Th, 3/10-3/31
 Doylestown Campus/ CA1/ 4 Tu, 3/29-4/19
 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 W, 4/13-5/4
 Lower Bucks Campus/ C50/ 4 W, 4/13-5/4
 Upper Bucks Campus/ C70/ 4 Th, 4/14-5/5
 Doylestown Campus/ CA1/ 4 Tu, 5/3-5/24
 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.
 \$195 (plus book fee)/ WCOAP 1083 C01-C70/

Newtown Campus/ C01/ 3 Sa, 2/6-2/20, 9am-12 noon
 Lower Bucks Campus/ C50/ 3 M, 5/9-5/23, 6:30-9:30pm
 Upper Bucks Campus/ C70/ 3 Th, 5/12-5/26, 6:30-9:30pm

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.
 \$195 (plus book fee)/ WCOAP 1084

Newtown Campus/ C01/ 3 Sa, 3/5-3/19, 9am-12 noon

QuickBooks Fundamentals (18 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.

\$345 (plus book fee)/ WCOAP 1612 C50-C70/
 6:30-9:30pm
 Lower Bucks Campus/ C50/ 6 Mo, 2/1-3/7

Upper Bucks Campus/ C70/ 6 Mo, 4/25-6/6
 (no class 5/30)

QuickBooks Payroll Module (9 Hrs)

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

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

\$155 (plus book fee)/ WCOAP 1613 C50/
 6:30-9:30pm

Lower Bucks Campus/ 3 Mo, 3/21-4/4

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

Lower Bucks Campus/ C50/ 2 Mo, 4/18-4/25,
 6:30-9:30pm

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 2013.

\$225/ WCOAP 3054/ C01-C70,

Newtown Campus/ C01/ 4 W, 2/10 – 3/2,
 6:30-9:30pm

Upper Bucks Campus/ C70/ 4 Sa, 2/6-2/27,
 9am-12 noon

Microsoft Project Advanced (12 Hrs)

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

\$225/ WCOAP 3052/ C01-C70,

Newtown Campus/ C01/ 4 W, 3/16 – 4/6,
 6:30-9:30pm

Upper Bucks Campus/ C70/ 4 Sa, 3/12-4/9,
 (no class 3/26), 9am-12 noon

Web Development/Programming

HTML Fundamentals (24 Hrs)

\$299 (plus book fee)/ WCOSY 6048 C50 /

9am – 12 noon

Lower Bucks Campus/ C50/ 8 Sa, 2/6-4/2 (no class on 3/26)

Approved Hours: 24 (Act 48)

**JavaScript Fundamentals (24 Hrs)**

\$299 (plus book fee)/ WCOAP 6621 C50 /

9am – 12 noon

Lower Bucks Campus/ C50/ 7 Sa, 4/9-5/21, 1 Tu, 5/31, 6:30-9:30pm

Approved Hours: 24 (Act 48)

**jQuery Fundamentals (18 Hrs)**

\$235 (plus text book)/ WCOSY 1616 C50 /

6:30-9:30pm

Lower Bucks Campus/ C50/ 3 M, 3 W, 5/9-5/25

Creating Dynamic Website with PHP and MySQL (36 Hrs)

\$495 (plus text book)/ WITAC 3000 C01/ 6-10pm

Newtown Campus/ 9 Tu, 4/26-6/21 Prerequisite: The HTML & JavaScript OR a general understanding of programming is suggested.

Building Websites using Python and Django (24 hrs)

\$299 (plus text book)/ WCOSY 6100 C01 /

6:30-9:30pm

Newtown Campus/ 8 W, 4/13-6/1

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

Front-End Web Development (24 hrs)

\$299 (plus text book)/ WCOSY 6101 C01 /

6:30-9:30pm

Newtown Campus/ 8 Th, 3/10-4/28

Lower Bucks Campus/ 8 Th, 2/4-3/24

CAD Design Software

AutoCAD® Essentials (36 Hrs)

This course incorporates the features, commands, and techniques for creating, editing, and printing 2D drawings with AutoCAD. You will learn skills that can be used in all disciplines of AutoCAD, and specifically Engineering. Hands-on exercises throughout the course explore how to create 2D production drawings. Prerequisite: A working knowledge of PC's and Microsoft Windows is necessary. An understanding of basic drafting skills and blueprint reading is helpful.

\$495 (plus book fee)/ WCOAP 6064 C01-C70

Newtown Campus/ C01/ 9 Tu, 2/16-4/12, 6-10pm

Lower Bucks Campus/ C50/ 9 Th, 2/4-3/31, 6-10pm

Upper Bucks Campus/ C70/ 9 Tu, 2/16-4/12, 5:30-9:30pm

AutoCAD 3D Modeling 2nd Level (36 Hrs)

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

\$495 (plus book fee)/ WCOAP 6065 C01-C70

Newtown Campus/ C01/ 5 Tu & 4 Th, 4/26-5/24, 6-10pm

Lower Bucks Campus/ C50/ 9 Th, 4/7-6/2, 6-10pm

Upper Bucks Campus/ C70/ 9 Tu, 4/26 – 6/21, 5:30-9:30pm

Autodesk Inventor (36 Hrs)

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

Newtown Campus/ \$495 (plus book fee)/

WCOAP 6070 C01/

Look for this course offering in Summer 2016**Revit®Architecture Basics (36 Hrs)**

Revit is a parametric 3D modeling software that works the way architects and designers think. This course will introduce you to Building Information Modeling (BIM) and the tools for parametric design and documentation. You will quickly gain an understanding of how Revit can enhance your project designs by communicating your ideas faster and easier. The course will cover the concepts and introduce Revit tools to create a schematic design from construction documentation to design visualization. Pre-requisite: A working knowledge of computers, MS Windows, and previous experience in architectural design, drafting, or engineering is necessary. No previous CAD experience is necessary.

Newtown Campus/ \$495 (plus book fee)/

WCOAP 6068 C01/

Look for this course offering in Summer 2016**SolidWorks Essentials (36 Hrs)**

SolidWorks is an easy-to-use CAD software for building parametric models of parts and assemblies. In this introductory course, students will learn the basic concepts of SolidWorks and good solid modeling techniques. Instruction will focus on the commonly used commands for part modeling, assembly, and detailing components, but also on the processes to complete the modeling of a part. Prerequisites: working knowledge of PCs and Windows operating systems is necessary. An understanding of basic drafting and mechanical design is helpful.

\$495 (plus book fee)/ WCOAP 6071 C01

Newtown Campus/ 9 Th, 2/4 – 3/31, 6-10pm

AutoCad Architecture 2016 (40 Hrs)

This is an Entry level instructional course consisting of how to use the AutoDesk drafting software with a specific focus on Architectural drafting.

\$495 (plus book fee)/ WCOAP 6069 C01

Newtown Campus/ 10 M, 2/8-4/11, 6-10pm

Computer Graphics

Adobe Illustrator CC Level 1 (9 Hrs)

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

\$195 (plus book fee)/WCOAP 6038 C01-C70/
6:30-9:30pm

Newtown Campus/C01/ 3 M, 2/1-2/15

Lower Bucks Campus/C50/ 3 W, 4/6-4/20

Upper Bucks Campus/C70/ 3 Th, 2/4-2/18

Adobe Illustrator CC Level 2 (9 Hrs)

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

\$195 (plus book fee)/ WCOAP 6039 C01-C70/
6:30-9:30pm

Newtown Campus/C01/ 3 M, 2/29-3/14

Lower Bucks Campus/C50/ 3 W, 5/4-5/18

Upper Bucks Campus/C70/ 3 Th, 3/3-3/17

Adobe InDesign CC Level 1 (9 Hrs)

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

\$195 (plus book fee)/ WCOAP 6536 C01-C70/
Newtown Campus/C01/ 3 Th, 2/4-2/18,

6:30-9:30pm

Upper Bucks Campus/C70/ 3 Sa, 2/6-2/20,

9am-12 noon

Adobe InDesign CC Level 2 (9 Hrs)

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

\$195 (plus book fee)/ WCOAP 6537 C01-C70/
Newtown Campus/C01/ 3 Th, 3/3-3/17, 6:30-9:30pm

Upper Bucks Campus/C70/ 3 Sa, 3/5-3/19,

9am – 12 noon

Digital Camera Workshop (12 Hrs)

Achieve great picture results! Learn how to use the functions of your digital camera correctly.

\$225 (plus book fee)/WCOAP 1700 C01-C70/
6:30-9:30pm

Newtown Campus/C01/ 4 M, 4/4 – 4/25

Photoshop CC Level 1 (9 Hrs)

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

\$195 (plus book fee)/WCOAP 6042 C01-C70/
6:30-9:30pm

Newtown Campus/C01/ 3 Tu, 2/2 – 2/16

Lower Bucks Campus/C50/ 3 W, 2/3 – 2/17

Upper Bucks Campus/C70/ 3 M, 2/1 – 2/15

Photoshop CC Level 2 (9 Hrs)

Learn to use work areas, importing and adjusting images, working with selections and layers, correcting colors, editing and retouching.

\$195 (plus book fee)/WCOAP 6043 C01-C70/
6:30-9:30pm

Newtown Campus/C01/ 3 Tu, 3/1-3/15

Lower Bucks Campus/C50/ 3 W, 3/2-3/16

Upper Bucks Campus/C70/ 3 M, 2/29-3/14

Adobe Acrobat DC (12 Hrs)

Learn the ins-and-outs of Acrobat DC.

\$225 (plus book fee)/WCOAP 6029 CA1/
6:30-9:30pm

Doylestown Campus/CA1/ 4 W, 4/6 – 4/27

Digital Forensics/Security/Red Hat Linux

Computer Forensics Fundamentals (56 Hrs)

What you will learn:

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

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

WITAC 2113 C01/ 14 Tu, 3/8-6/7, 6-10pm

Ethical Hacking (56 Hrs)

Learn the basic set of skills and knowledge to scan, test, and secure a network infrastructure and systems.

Newtown Campus/\$1,295 (plus book fee)/

WITAC 4036 C01/ 14 M, 2/8 – 5/9, 6-10pm

Red Hat Certified Systems Administrator (72 Hrs)

Topics covered are Linux commands, configuration of users & groups, file system management & rights, deploying virtual machines, operating system security, managing firewall settings, package installation & management, networking, and troubleshooting.

Newtown Campus/\$1,395 (plus book fee)/

WITAC 2601 C01/ 18 W, 3/16 – 7/13, 6-10pm

Personal Development



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

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

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Language/ESL

Free ESL Placement Meeting!

Monday, January 25, 2016, 6:30-8:30 pm, in the Charles Rollins Center on our Newtown Campus (near the cafeteria). No registration needed—just come!

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

<http://www.bucks.edu/about/campus>

- Register early! Get \$20 off each class if you register by January 29, 2016!
- Registration Deadline, February 5, 2016
- Registrations will not be accepted after the third class
- To register, call 215-968-8409 (Option #1)
- For ESL information, call 215-497-8729 or send an email to: donna.kirn@bucks.edu
- Classes are 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/February 15-May 4, 10 am-12 pm

C02/February 15-May 4, 7-9 pm

ESL Course 1B / \$350 (includes text)

LESLA 0004 C01 & C02

For advanced beginners, all English skills studied.

Mondays and Wednesdays

C01/February 15-May 4, 10 am-12 pm

C02/February 15-May 4, 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/February 15-May 4, 10 am-12 pm

C02/February 15-May 4, 7-9 pm

Intermediate ESL 2B / \$350 (includes text)

LESLA 0203 C01 & C02

For high intermediate students to prepare for advanced level

Mondays and Wednesdays

C01/February 15-May 4, 10 am-12 pm

C02/February 15-May 4, 7-9 pm

Intermediate ESL 2C / \$350 (includes text)

LESLA 0213 C01 & C02

For students with intermediate English, all English skills studied

Mondays and Wednesdays

C01/February 15-May 4, 10 am-12 pm

C02/February 15-May 4, 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/February 15-May 4, 10 am-12 pm

C02/February 15-May 4, 7-9 pm

Advanced ESL 3B / \$350 (includes text)

LESLA 0313 C01 & C02

All English skills studied

Mondays and Wednesdays

C01/February 15-May 4, 10 am-12 pm

C02/February 15-May 4, 7-9 pm

Specific Skill Courses

Newtown Campus

Conversation and Pronunciation/\$235

LESLA 0202 C01 & C02

For intermediate to advanced speakers

Thursdays

C01/February 18-May 5, 10 am-12 pm

C02/February 18-May 5, 7-9 pm

**Intermediate to Advanced Writing/
\$235 (includes text)**

LESLA 0503 C01

Intermediate to advanced students

Tuesdays

C01/February 16-May 3, 10 am-12 pm

C02/February 16-May 3, 7-9 pm

NEW

Test Preparation

IBT TOEFL Test Preparation

Newtown Campus/ \$385 (includes text)/ ATEST
2502 C01Advanced English skills and practice tests for the
TOEFL test.

Tuesdays & Thursdays

C01/ February 16-May 5, 10 am-12 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, 2/8-3/14, 6:30-9 pm

Course II: RLANG 0569 C01

6 Mon, 4/4-5/9, 6:30-9 pm

Approved Hours: 15 (Act 48)

ACT 48

Italian

\$235 (plus \$20 book fee, same book for all levels)

Newtown Campus/ Susan Montemurro, B.A.

Course I: RLANG 0209 C01

10 Wed, 2/17-4/27 (no class 3/23), 7-9:30

Course II: RLANG 0214 C01

10 Tu, 2/16-4/19, 7-9:30 pm

Course III: RLANG 0233 C01/ David Arcangeli, B.A.A.

10 Wed., 4/13-6/15, 7-9:30

Approved Hours: 25 (Act 48)

ACT 48

Lower Bucks Campus/ David Arcangeli, B.A. B. Th

Course I: RLANG 0209 C50

10 Tu, 1/26, 3/29 7-9:30 pm

Course II: RLANG 0214 C50

10 Tu, 4/5-6/7, 7-9:30 pm

Approved Hours: 25 (Act 48)

Spanish

Newtown Campus/\$200 (plus \$30 book fee same
book for all levels)/**Course I:** RLANG 0405 C01/

8 Wed, 2/10-3/30, 6-8:30 pm

Course II: RLANG 0406 C01/

8 Wed, 4/6-5/25, 6-8:30 pm

Approved Hours: 20 (Act 48)

ACT 48

Advanced Spanish Conversation,
Reading and Grammar

For the moderate Spanish speaker to improve skills in reading, listening, and speaking with an emphasis on pronunciation. You will explore different themes in Hispanic culture, politics, lifestyles, headline news, history, traveling and more. A textbook will be used to review specific areas of grammar as needed. New and continuing students are welcome! *Maria Perez, M.Ed.*

Newtown Campus/\$200

RLANG 0419 C01

10 Tu, 3/1-5/3, 6:30-8:30 pm

Approved Hours: 20 (Act 48)

ACT 48

French

Newtown Campus/\$200 (plus \$30 book fee)

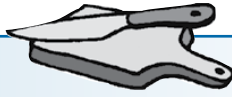
*Nathalie Paulus, B.S.***Course I:** RLANG 0001 C01

10 Th, 2/25-4/28, 6:30-8:30

Approved Hours: 20 (Act 48)

ACT 48

Culinary



Food Blogging 101

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

Newtown Campus/\$79 /RCULI 4174 C01
3 Sat, 4/9-4/23, 9-11am

Let's Make Ricotta

Ever wonder how to make ricotta cheese, now is your chance to learn. You're not going to believe how easy it is! Once you make your own ricotta, it's hard to go back to the tub! Maria is going to share with you the history of ricotta and the Italian culture. *Maria Verzilli*

Newtown Campus/\$54 (Includes \$5 materials fee)
RCULI 4175 C01
Sat, 4/2, 9-11 am

Let's Make Potato Gnocchi



Master the Authentic Italian technique behind delicious tender potato gnocchi. Discover how easy it is to make your own light and fluffy gnocchi. You don't need any special technique. A light hand and a few basic ingredients are all you need to whip up these fluffy potato pillows. *Maria Verzilli*

Newtown Campus/\$54 (Includes \$5 materials fee)
RCULI 4178 C01/ Sat, 3/12, 9-11 am

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

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

Newtown Campus/\$99 (includes \$30 materials fee)
RCULI 4177 C01
2 Fri, 4/15-4/22, 6-8:30pm

Please see our Senior Citizen policy on page 4.

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



Business Studies

Degree and Certificate Programs

Discover More Options

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

See also: pages 66 to 74

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

Personal Mindfulness



Question Your Thinking, Change your World

What's going through your mind? Does it serve you? Have you ever stopped to ask yourself if it's true? Learn how to question your thinking through a contemplative process called The Work. This introduction to The Work of Byron Katie offers a simple, yet powerful way to identify and question any thought that causes stress and suffering in your life. You will leave the workshop with tools to question your thoughts and ways to make this practice a natural part of your life. Anyone with an open mind can do The Work. Suggested reading: *Loving What Is: Four Questions That Can Change Your Life* by Byron Katie. *Jean Kuhn, M.S.Ed. Certified Facilitator of The Work of Byron Katie*

Newtown Campus/ \$39/ RHEAL 4509 C01-C05
 C01/Fri, 1/15, 10am-12pm
 C02/Tu, 2/9, 10am-12pm
 C03/Tu, 3/15, 6:30-8:30 pm
 C04/Tu, 4/12, 10 am-12 pm
 C05/Tu, 5/17, 10 am -12 pm

An Introduction to Prayer NEW

Through the ages, the practice of prayer has been the way people of many faith traditions have communicated with their higher power. What is prayer? What are some of the time honored methods and who are the great spiritual practitioners of prayer? How can I strengthen my own prayer life? These are some of the questions we will explore and study in this class. All are welcome. *Rev. Dr. Marianne Morgan*

Newtown Campus/ \$79/ RHEAL 0059 C01
 5 Th, 2/18-3/17, 6:30-8 pm

To Love, Honor and Cherish Thyself

New and extended class. By popular demand. 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 Tu, 2/23-3/29, 6:30-8:30 pm

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

From Stuck to Stoked NEW

Feeling stuck – like you want to take the plunge, but can't jump off the diving board? You're at a juncture where you can choose a new direction or finally pursue a longstanding dream, but something's stopping you. This course is about self-discovery or rediscovery, and learning to break through fear, procrastination, or comfort zones to seize the life you want. You'll make a PACT with yourself: Prioritize your values to choose a goal. Act on your intention. Create change, as you build confidence and skills. Take stock of what works and what doesn't as you move forward. Get STOKED about what you've accomplished and what is yet to come. *Ann Schreiber, RN, BSN*

Newtown Campus/\$69 /RHEAL 8004 C01
 2 Tu, 5/10-5/17, 6-9 pm

Paul's Letter to the Romans

The Apostle Paul traveled the Mediterranean world, sharing his experiences of Jesus, basic Christian doctrine, and his instructions for living. Delve into this book of the New Testament to discover and discuss what is written in this controversial text. Although designed primarily for those unfamiliar with the Bible, those familiar with the text may gain a new perspective. Members of all faiths welcome. Please bring a Bible and notepad to class. *George Berkin, B.A.*

Newtown Campus/\$10/RCEGN 4104 C01
 10 Tu, 1/5-3/8, 6:30-8:00 pm

The Book of Revelation ACT 48

With its many symbols and 'other worldly' pictures, this last book of the New Testament is considered by some to be challenging. Together, applying a few basic principles, we will unlock the text. Designed for those who are not familiar with the Bible, this course will also shed new light for those who are. Members of all faiths welcome. Please bring a copy of the Bible and notepad to class. *George Berkin, B.A.*

Newtown Campus/\$10/RCEGN 4105 C01
 10 Tu, 1/5-3/8, 8-9:30 pm

Exploring Life After Death NEW

"Death is a doorway, a transition into the inner worlds. Births and Deaths mark the journey of Soul. The translation, or movement, from one stage of experience to another is but a further step on Soul's journey home to God."* This course will explore various traditions' views on the topic of Life After Death. Concepts which will be covered include: near death experiences, karma and reincarnation and contact with deceased friends and relatives. Facilitators will present techniques to help students experience the inner planes of existence for themselves, reinforcing through their OWN experiences that we are all immortal beings, who do not die with the death of our physical bodies. Wouldn't it be great to know through YOUR OWN experience that there is more to you and your life than your physical body and mind? This course is open to all, regardless of your spiritual affiliation.

(*Harold Klemp, Life After Death). *Lisa Gage*

Newtown Campus/\$59/RCEGN 0213 C01
 2 Thu, 4/7-4/14, 7-9 pm

Cultural Events @ Bucks 2016

For updates throughout the Spring and Summer:

Info: www.bucks.edu/cultural

Tickets: www.bucks.edu/tickets

Phone: 215.968.8087

Series Show - Snowkus Pocus

March 3, 2016

Style: Family/ Variety

Series Show - Dinnerstein

March 10, 2016

Style: Classical/Master class and show

Series Show - Tibetan Refugee Buddhist Monk Tour

April 4-8, 2016, Solarium

Style: Cultural

April 5 – Show in ZPAC

Series Show - Vic Juris (not confirmed yet)

April 12, 2016

Style: Jazz Guitarist/Master class and show

Series Show - Tom Lawton Sextet

April 20, 2016

Style: Jazz

Student Show - BCCC Jazz Orchestra

May 5, 2016

Style: Student Music

Student Show - Film Festival

May TBD 2016

Style: Student Film

Student Show - Drama Club

Date TBD

Style: Student Theater

www.bucks.edu/con-ed-courses

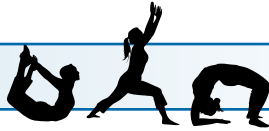
Change Grow Succeed

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*

Health & Fitness



Personal Trainer

Do you have a passion for exercise, health and fitness? This course will provide you with the necessary skills and knowledge to become a successful Personal Trainer. After successful completion of the course, students should be well-prepared to sit for the American Council on Exercise Personal Training exam. Newly revised course based on the 5th edition of the ACE Personal Trainer Manual.

Gary Rubin, ACE CPT & Functional Training Specialist

Newtown Campus/ \$615 (plus approx. \$95 for text*)/ WFTNS 1009 C01

11 Tu & 11 Thu, 2/23-5/5, 6-9 pm

*ACE Personal Trainer Manual (2 book set), American Council on Exercise, 5th edition (www.acefitness.org) Call to order & receive discount: 1-888-825-3636

Zumba Fitness



Dance your way into fitness with this Latin inspired dance style class which combines high energy moves and dance combinations. You will be guided through a series of dance steps such as salsa, meringue, and reggae while incorporating exercises such as squats, and knee lifts. You'll have so much fun doing Zumba, you won't even realize you're working out! *Tara McFillin*

Newtown Campus/\$39/RFTNS 8012/C01-C03

C01/4 Mon, 2/22-3/14, 5-6 pm

C02/4 Mon, 3/21-4/11, 5-6 pm

C03/4 Mon, 4/18-5/9, 5-6 pm

Hatha Yoga and Meditation

Align your mind and body with Hatha yoga and meditation. Each class will begin with Hatha yoga, a series of movements (asanas) and breathing techniques (pranayamas), and finish with meditation to allow your mind and body to be fully relaxed. Please bring a yoga mat and wear comfortable clothing. Additional materials are welcomed including blankets, towels, straps and blocks. *Amy Marie Glasgow*

Newtown Campus/ \$79/ RFTNS 0131/ C01

6 Tu, 3/8-4/12, 4:30-6:00 pm

Real Bodies, Real Yoga NEW

Do you want to try yoga but didn't think you had the body for it? Nothing could be further from the truth! Yoga is practiced from the inside out. Movement, meditation, mantra, and breathing simply enhance your awareness. Learn yoga that can be practiced on a mat or on a chair. Discover yoga with a gentle Kundalini yoga practice. All levels welcome. *Priscilla Estes, RYT, IKYTA*

Newtown Campus/\$69/ RFTNS 0134 C01

4 Tu, 3/1-3/22, 5:30-7 pm

Yoga For Healing Addictive Behavior

Need help with conquering your addictive impulses? Change your patterns of behavior with Kundalini Yoga and Meditations that help release blocks, fears, and negative imprinting. Balance the brain to change the cycle of addictive impulses, conquer self-defeating mental attitudes and pave the way to self-love. Handouts include home practice suggestions and nutritional remedies to rebuild systems that have been compromised by addictions, such as drugs, alcohol, food, smoking, depression, codependency, gambling, electronics, work and so on. Techniques are from Yogic Science for Transformation through SuperHealth® Technology. 50% physical asanas; 50% chanting/meditation. (Kundalini Yoga as taught by *Yogi Bhasan, Ph.D.*) *Priscilla Estes, RYT, IKYTA*

Newtown Campus/ \$79/ RFTNS 0135 C01

6 Tu, 1/19-2/23, 5:30-7:00 pm

Tai-Chi Chuan

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

Newtown Campus/ \$79/ RFTNS 0512 C01

8 Tu, 2/9-3/29, 7:15-8:15

Ba Gua Zhang

Ba Gua Zhang is a Chinese martial art of the internal school like Tai Chi. Unique postures are incorporated into rhythmic circle walking to induce meditative breathing and awaken the internal energy (Chi Kung). It draws inspiration from the eight gua of the I-Ching Ba gua is said to teach one how to walk like a tiger/soar like a hawk/and coil like a dragon. *David Briggs, A.A.*

Newtown Campus/ \$79/ RFTNS 0149 C01

8 Tu, 4/5-5/24, 7:15-8:15pm

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

See Also:

- [Healing Arts - Page 16](#)

Register Online!

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

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

Tribal Style Bellydance, Level 1

Lower Bucks Campus

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 an 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.
Jennifer A. Parilo, BSN, RN

Lower Bucks Campus/\$99 /RFTNS 6047 C50 & C51
C50/12 Thu, 1/7-3/24, 6:30-7:30 pm
C51/12 Thu, 4/7-6/23, 6:30-7:30 pm

Tribal Style Bellydance, Level II

Tribal Style Bellydance Level II will focus on refining the cues and transitions, expanding dance vocabulary, honing bellydance technique, and playing finger cymbals (zills). Tribal Bellydance Level I is a prerequisite. Finger Cymbals will be required for Level II. *Jennifer A. Parilo, BSN, RN*

Lower Bucks Campus/\$99 /RFTNS 6049 C50
C50/12 Thu, 1/7-3/24, 7:45-8:45 pm
C51/12 Thu, 4/7-6/23, 7:45-8:45 pm

Wedding and Party Dance I NEW

East Coast Swing and Slow Dancing

LET'S HAVE A PARTY - JOIN US TO LEARN EAST COAST SWING. It is a fun easy place to start partner dancing. Gain a solid foundation in single-step SWING, by learning practical basics of partnering and footwork along with smooth moves. SLOW DANCING is a simple style of partner dancing, popular at WEDDINGS and PARTIES, COUPLES dance slowly, swaying to the music, usually done to slow-beat songs. COUPLES and SINGLES are welcome. *Margaret Menhardt*

Newtown Campus/ \$55 per person, \$95 per couple/
RFTNS 6059 C01
4 Thu, 3/3-3/24, 7-8 pm

Wedding and Party Dance II NEW

East Coast Swing and Slow Dancing

LET'S HAVE A PARTY - JOIN US TO LEARN EAST COAST SWING. It is a fun easy place to start partner dancing. Gain a solid foundation in single-step SWING, by learning practical basics of partnering and footwork along with smooth moves. SLOW DANCING is a simple style of partner dancing, popular at WEDDINGS and PARTIES, COUPLES dance slowly, swaying to the music, usually done to slow-beat songs. COUPLES and SINGLES are welcome. *Margaret Menhardt*

Newtown Campus/ \$55 per person, \$95 per couple/
RFTNS 6060 C01
5 Thu, 4/7-5/5, 7-8 pm

In-door Cycling NEW

A beginner to intermediate in-door cycling class providing a group exercise environment allowing you to maintain and/or improve your road biking skills through the shorter, darker, colder days of winter in a highly motivated in-door environment with guidance from an experienced cyclist, and members of the Bucks County Triathlon Club. Individuals are required to bring their own road bike, along with a stationary trainer, ie. A cyclops, to mount the bike on. Bring water and a towel. *Alex Ochman*

Newtown Campus/\$59/RFTNS 6058 C01 & C02
C01/8 Wed, 1/6-2/24, 7-9 pm
C02/8 Wed, 3/2-4/20, 7-9 pm

Women's Self Defense NEW Workshop

Students will learn techniques of self-defense, pertaining to armed and unarmed assaults. They will learn methodologies that are designed to improve their awareness and their understanding of an assault. They will learn psychological aspects of the relationship between a predator and a potential victim. In addition, they will learn strategies to improve their chances of surviving an attack by using their natural tools, as well as their environment. Moreover, participants will learn preventive measures. Please wear comfortable clothing. Jon Nichols is a certified instructor under Daniel Inosanto (teacher and student of Bruce Lee). Jon is also certified under Grandmaster Surachai Sirisute (founder of the Thai Boxing Association of the USA). Amy Nichols is a certified instructor in various martial arts disciplines.

Newtown Campus/ \$39/RFTNS 6061/ C01 & C02
C01/Sat, 2/20, 9:30-11:30 am
C02/Sat, 4/30, 9:30-11:30 am

Blended Learning Lifeguard NEW Course

Students will learn skills needed to attain American Red Cross Lifeguarding Certification. This will include water skills, classroom skills, CPR and AED certifications. Students must successfully complete all course requirements and pass both written and practical exams for certification that is good for 2 years.

Emergency Care Health & Safety - Lori Sullivan
Students will be tested on the swimming skills on the first day of class.

You will have to complete:

- 300 yard swim using front crawl or breast stroke
- Tread Water for two minutes
- retrieve a 10lb object from 7-10 foot of water

Please be advised, there is a \$35 fee paid through the American Red Cross.

Newtown Campus/ \$265/RFTNS 0053/ C01-C04
C01/Wed, 3/16, & Fri, 3/18, 5-9 pm,
Sat, 3/19 & Sun, 3/20, 12-7 pm
C02/Thu, 4/21, & Fri, 4/22, 5-9 pm,
Sat, 4/23 & Sun, 4/24, 12-7 pm
C03/Thu, 5/12, & Fri, 5/13, 5-9 pm,
Sat, 5/14 & Sun, 5/15, 12-7 pm
C04/Thu, 5/19, & Fri, 5/20, 5-9 pm,
Sat, 5/21 & Sun, 5/22, 12-7 pm

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 Strampello-Grabosky, Image Consultant, Licensed Esthetician*

Newtown Campus/ \$49 (includes \$10 materials fee)/ RCHYC 2103 C01
Sat. 4/16, 11am-1 pm

Kids Yoga (ages 4-8)

This fun, upbeat class will assist children in gaining flexibility and strength in the physical body, while also supporting their social-emotional development by boosting self-confidence, self-acceptance, and helping them to learn mind-quieting (meditation) techniques to deal with stressful situations. *Crystal Widmann, M.S., M.Ed., E-RYT 200, RCYT*

Newtown Campus/\$49/ RCHYC 9003 C01
4 Thu, 4/7-4/28, 4:30-5:15 pm

Preteen Yoga (ages 9-12)

This fun, upbeat class will assist preteens in gaining flexibility and strength in the physical body, while also supporting their social-emotional development by boosting self-confidence, self-acceptance, and helping them to learn mind-quieting (meditation) techniques to deal with stressful situations. Each class will include a sequence of yoga postures, basic age-appropriate meditation techniques, journaling, and time for group sharing. *Crystal Widmann, M.S., M.Ed., E-RYT 200, RCYT*

Newtown Campus/\$59/ RCHYC 9004 C01
4 Thu, 4/7-4/28, 5:30-6:30 pm

Children’s Yoga Teacher Training Program

(RCYT Yoga Alliance Approved)

Learn to teach yoga to children from ages two through teen! This comprehensive, Yoga Alliance-approved program will cover childhood development, communication with parents/caregivers, yoga poses and activities appropriate for each age level. You’ll learn how to develop class plans and effectively teach yoga to children of all ages. We will also cover legal considerations of teaching yoga to children and have ample time for observation and practice teaching. This course is appropriate for yoga teachers, educators, nurses, child psychologists or anyone who would like to learn more about sharing yoga with kids! This program satisfies the requirements of the RCYT (Registered Children’s Yoga Teacher) designation with Yoga Alliance.

Crystal Widmann, M.S., M.Ed., E-RYT 200, RCYT

Newtown/\$1,199 (plus \$75 materials fee paid directly to instructor)/ WSMCE 5140 C01
4 Sa, 2/27, 3/19, 4/9, & 5/7, 9 am-5 pm
4 Sun, 2/28, 3/20, 4/10 & 5/8, 9 am-5 pm
4 Th, 5/5-5/26, 6:00-9:30 pm

See Also:

- **Child Development Associate**
- Page 25



Multimedia and Visual Arts Program

Transfer Major

With its highly accomplished faculty and excellent facilities, Bucks offers program of studies in Fine Arts, Fine Woodworking, Graphic Design, Photography, Multimedia, and Cinema Video. Students transition to more advanced studio classes that also attract established artists seeking to develop their skills and personal vision.

**Discover
More Options**

See also: pages 66 to 74

Visit bucks.edu/fall for other degree/credit programs.

Arts & Leisure

Arts



Getting the Perfect Shot

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

Newtown Campus/ \$179/ RFNRT 2585 C01
7 Tu, 3/1-4/12, 6:30-9:30pm

Informal Photographic Portraiture

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

Newtown Campus/ \$179/ RFNRT 2586 C01
7 Thu, 3/3-4/14, 6:30-9:30pm

Landscape Oil Painting

Upper Bucks Campus

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

Upper Bucks Campus/\$159/RFNRT 8022 C70
6 Thu, 4/21-5/26, 6-9pm

Color Theory NEW

Upper Bucks Campus

Unlock the magic and mystery of color in this six week color theory class. Discover the many facets and properties of color such as hue, value, temperature, saturation/ intensity, or chroma, as well as, transparency vs. opacity. Beginning with a limited palette, students will explore the full range of colors available to them with just six colors, plus black and white. Through a series of exercises, students will become familiar and proficient not only in mixing of colors, but beautiful neutrals helping them create paintings that will make their hearts' sing! Note: Please bring whatever supplies you have and a supply list will be given out the first night of class. *Maggie Leiby*

Upper Bucks Campus/\$159/RFNRT 8031 C70
6 Th, 3/10-4/14, 6-9 pm

Watercolor – Basics & Beyond

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

Newtown Campus/ \$159/ RFNRT 2530 C01
6 Tu, 1/26-3/1, 6:00-9:00pm

Watercolor Techniques I & II NEW

Lower Bucks Campus

This multilevel course is a great opportunity for both beginners and those who are looking to advance their skills. Learn the tools and techniques to perfect the art of watercolor painting! In this course you will learn a variety of "wet on dry" methods used to achieve some remarkable watercolor results. Techniques in splatter, stipple, scrubbing and dry brush will be explored along with principles such as balance, contrast, emphasis/focal point and scale - among others. Note: Please bring whatever supplies you have and a supply list will be given out the first night of class. *Rose Marie Strippoli*

Lower Bucks/ \$159/ RFNRT 8026 C50
6 Tu, 2/9-3/15, 6:30-9:30pm

Oil Painting Techniques for Beginners NEW

Lower Bucks Campus

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

Lower Bucks/ \$159/ RFNRT 8027 C50
6 Wed, 3/2-4/6, 6:30-9:30pm

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. Premier coup and Alla Prima painting is painting that is completed generally in one to two sittings with minimal touch-up. You will learn the necessary techniques to complete a painting in a short time period without over analyzing from a still life setup. Emphasis will be on a quick interpretations color, technique, and composition. Note: Please bring whatever supplies you have and a supply list will be given out the first night of class. *Larry Chestnut, B.A.*

Newtown Campus/ \$159/ RFNRT 2526 C01
6 Tues, 3/8-4/12, 6-9 pm
Approved Hours: 18 (Act 48)



Oil Painting – Express Yourself

Is your inner artist bursting to come forth? With individual attention, you will learn different methods of manipulating oil paints, basic drawing concepts, and develop your own style of painting. The creativity of beginning and more advanced students alike will be drawn out as you concentrate on color theory, color mixing, composition, and special problems in oil painting. Note: Please bring whatever supplies you have and a supply list will be given out the first night of class. *Larry Chestnut, B.A.*

Newtown Campus/ \$159/ RFNRT 8025 C01
6 Thu, 3/10-4/14, 6:30-9:30 pm

Painting from Photographs

Upper Bucks Campus

Turn your favorite photos into paintings! Create beautiful works of art using the media of your choice: watercolor, acrylic or oils. Choose subject matter from favorite photos, and turn them into masterpieces. Have fun while learning in an open studio workshop atmosphere. Note: Please bring whatever supplies you have and a supply list will be given out the first night of class. *Ann Woolsey*

Upper Bucks Campus/ \$199/ RFNRT 2570 C70
8 Wed, 3/2-5/4, (no class 3/23 & 4/20), 6-9 pm
Approved Hours: 24 (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. Supply list will be available the first night of class, estimated cost of supplies \$90-\$100) *Dan Burstein*

Newtown Campus/ \$200 (includes glass cutter)
RFNRT 0408 C01/
8 Fri, 2/26-4/22 (no class on 3/25) 6-8:30 pm
Approved Hours: 20 (Act 48)



Stained Glass – Intermediate Techniques

Further your skills in glass cutting, foiling, soldering and designing your own patterns. 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/ \$189/ RFNRT 0456 C01
8 Fri, 2/26-4/22 (no class on 3/25), 7:30-10 pm
Approved Hours: 20 (Act 48)



Light Painting Long Exposure Seminar

Take photographs in the dark using light to create vivid and haunting images. From dramatic portraits to swirling colors of light, this seminar will provide the knowledge necessary to successfully produce light painting photographs. Students should bring their camera, tripod and various light sources to experiment with during class. *Jodie Smola, M.A.*

Upper Bucks Campus/ \$39/ RFNRT 2592 C70 & C71
C70/Th, 1/21, 7-9 pm
C71/Tu, 2/23, 7-9 pm

Using Filters to Enhance Your Photography

Ever wonder how to saturate color or reduce glare in your photographs? Wish you could shoot at a slower shutter speed in bright light? Does your white balance seems off? Learn how to use filters to achieve your artistic vision and capture the shot you envision in your mind. Enhance your photography with lens filters! *Jodie Smola, M.A.*

Upper Bucks Campus/\$39/ RFNRT 2593 C70-C72
C70/ Sat, 1/23, 10 am-12 pm
C71/ Sat, 4/16, 10 am-12 pm
C72/ Thu, 5/12, 7-9 pm

Newtown/\$39/ RFNRT 2593 C01 & C02
C01/ Thu, 4/21, 10 am-12 pm
C02/ Thu, 1/21, 10 am-12 pm

Motion Blur Photography Long Exposure Seminar

Learn how to capture motion blurs in compelling photographs by selecting the necessary gear and choosing your subject. Leave behind static images and explore long exposure photography in this seminar. *Jodie Smola, M.A.*

Upper Bucks Campus/\$39/ RFNRT 2594 C70-C73
C70/ Sat, 1/30, 10 am-12 pm
C71/ Th, 3/17, 1-3 pm
C72/ Sat, 5/7, 10 am-12 pm
C73/Th, 5/19, 7-9 pm

Newtown/\$39/ RFNRT 2594 C01
Th, 5/5, 1-3 pm

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 eight weeks you will learn how to play some simple songs such as “Back In Black” by AC/DC, “Bad Moon Rising” by CCR, or “Iron Man” by Black Sabbath. No experience reading music necessary! Must provide own guitar. *Don Leffler, B.M.*

Newtown Campus/ \$120/ RMUSC 1168 C01
8 Mon, 2/1-3/21, 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, 2/1-3/21, 7:45-8:45 pm

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/\$149 (without drum rental of \$35, 11” head minimum) \$184 (with Drum rental of \$35)/ RMUSC 1194 C01
4 Tu & 4 Th, 3/8-3/31, 6-8pm

(Senior Discount does not Apply)

Playing the Djembe Drum Level II

This class builds on “Playing the Djembe Drum, the Traditional Rhythms of West Africa.” We strengthen the skills learned in the first section and add more advanced rhythms and techniques including: Echauffement variations, call variations, bell parts, and smoothly moving between rhythm parts. *Jim Davidson*

Newtown Campus/\$149 (without drum rental of \$35, 11” head minimum) \$184 (with Drum rental of \$35) RMUSC 1504 C01
4 Tu & 4 Th, 4/5-4/28, 6-8 pm
(Senior Discount does not Apply)

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 / \$524 (includes \$125 materials fee)

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
Continuing Education

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 \$175
- Six one-hour lessons \$350
- Twelve half-hour lessons \$350
- Twelve one hour lessons \$700

Lessons are available for the following instruments:

- Banjo
- Clarinet
- Flute
- Guitar
- Oboe
- Piano
- Saxophone
- Percussion
- Violin
- Voice
- Trombone/Euphonium

Register Online!

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

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



Music Program
Transfer Major

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



See also: pages 66 to 74

Visit bucks.edu/fall for other degree/credit programs.

Lifelong Learning

See Also, New Second Act Courses: Page 52

Special Interest

American Sign Language (ASL) and d/Deaf & HH Sensitivity Education

This dual purpose course will offer the student the basics of American Sign Language (ASL) and learn about sensitivity education on hearing loss and their demographics, as well. Sensitivity education is a valuable component in learning ASL as it will help the students understand the many misconceptions on hearing loss which will be lectured in this specific course. *Elaine C. Sodano, MSS*

Newtown Campus /\$99/ RCEGN 8807 C01
8 Tu, 2/9-3/29, 6:30-8:00 pm

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 Worden*

Newtown Campus/ \$49/ RCEGN 6684 C01/
Th, 3/3, 6-9 pm

DIY Home Improvement and Empowerment for Women 

Did you know that 90% of women will live alone at some point in their lives? Stop paying handymen, contractors, plumbers and electricians for the basics. There are a lot of Do It Yourself projects you can handle to repair and improve your home on your own. Would you like to learn to operate basic hand and power tools, do basic electric and carpentry, handle leaks and clogs and know the skills to paint like a pro? Save money, time and stress with these skills and more. Beth Allen, founder of DIY HIP Chicks, will teach you how to perform simple everyday home repairs and improvements in this interactive, hands-on class. Utilizing a step-by-step approach, Beth will show you how to become more independent, confident, secure and ultimately empowered not just in your home, but in all areas of your life. *Beth Allen Licensed Contractor, Interior Designer*

Newtown Campus/ \$119/ RCEGN 6966 C01
5 Tu, 2/16-3/15, 7-9 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. Classes will be held at Ami Bridge, 340 East Maple Avenue, Suite 102, Langhorne, PA

Barbara Patterson, certified ACBL Instructor

Ami Bridge/ \$99/ RCEGN 5012 CA1 & CA2
CA1/ 6 Fri, 3/11-4/15, 1-3 pm
CA2/ 6 Fri, 4/22-5/27, 1-3 pm

Intermediate Duplicate Bridge

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

Ami Bridge/ \$99/ RCEGN 5014 CA1 & CA2
CA1/ 6 Fri, 3/11-5/15, 3-5 pm
CA2/ 6 Fri, 4/22-5/27, 3-5 pm

Becoming Human: The incredible story of Human Origins (Anthropology/History)

Where do we come from? Are all humans related? What can ancient fossils and artifacts tell us about the past? The story of the quest for human origins is a fascinating one. This course explores the breakthroughs responsible for our modern interpretation of our species origins. From global intrigue, eccentric characters, incorrect presumptions to real scientific advances, we will investigate them all. "Becoming Human" encourages an exchange of ideas by introducing participants to topics from a "hands-on" approach, through interaction with prehistoric artifacts and fossils. We'll explore topics through humorous stories, lively conversation, film clips and PowerPoint presentations. *Matthew Bielecki, B.S., B.A.*

Newtown Campus/ \$89/ RCEGN 8111 C01
4 Th, 2/25-3/17, 6:30-8:30 pm
(Senior Discount does not Apply)

Journey to 10,000 BC 

Image a world covered by ice and inhabited by monsters. "Journey to 10,000 BC" looks at the first peoples entering North America during the last ice age. Fossils, Artifacts, PowerPoint presentations and discussion will be used to describe the world encountered by these brave explorers and how their presence would forever alter the North American continent. *Matthew Bielecki, B.S., B.A.*

Newtown/ \$89/ RCEGN 8113 C01
4 Thu, 3/24-4/14, 6:30-8:30 pm
(Senior Discount does not Apply)

Thomas Jefferson: Mastodons, Mound Builders and a Giant Moose. 

A Look at Natural Science in Colonial America
Did you know? Thomas Jefferson, the author of the Declaration of Independence was also an avid natural scientist. It's true. Jefferson spent much of his time roaming the forests and fields identifying birds, mammals and fossils. He also published several scientific works. Did he get it right? We'll discover Jefferson's successes and failures and how his dislike for a French naturalist fueled the beginnings of natural science in America. *Matthew Bielecki, B.S., B.A.*

Newtown/ \$89/ RCEGN 8114 C01
4 Th, 4/21-5/12, 6:30-8:30 pm
Pennswood Village/\$89/RCEGN 8114 CPV1
4 Wed, 3/23-4/13, 10 am -12 pm
(Senior Discount does not Apply)

Continued on page 52

Private Pilot Ground School

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

For more info, see page 23

TRAVEL FREE & Get Paid To Do It!

The Secrets to Having the Time & Money to Travel As Much As You Want

Class is offered 1X this year! If you're near retirement, retired, changing careers, or a student, learn hundreds of practical ways to travel free, fun work-vacations & paying travel opportunities. Instructor, Gina Henry shares her personal experiences. She teaches in 90 cities nationwide and shows you how she affords to travel 12 months a year visiting over 89 countries and 48 states in the past 25 years. Earn FREE airline tickets, hotel nights, cruises, tours, car rentals, meals, & more in the USA & worldwide. Maximize frequent flyer miles & reward points. Get bumped & fly free. Vol-unteer & paid seasonal jobs worldwide. Free resort stays. Be a tour director or organize your own trips & go free. Get paid to mystery shop on vacation. If you speak English, you can teach conversational English (earn a free trip or even get paid). Get paid to drive. Import, start your own business, write articles, shoot photos, blog, money-saving travel web sites, smart phone apps, packing light, solo travel, safety and health. Learn how to avoid scams, negotiation tips, and the top 50 words to know in any language to travel anywhere. Go to www.GinaHenry.com for more instructor information & student testimonials.

Gina Henry, M.I.M.

Newtown Campus/ \$94 (includes \$15 book fee)
Not eligible for Senior Discount
RCEGN 2032 C01/ Tue, 2/23/16, 6-9:30pm

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/ \$165 (includes materials)/
WSBEN 0135 C01/ 7 Wed, 1/20-3/9 (no class 2/3),
6:30-9:00pm

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

Newtown Campus/ \$55/ RSBEN 0004 C01
Mo, 3/7, 6:30-9:00 pm

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.

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/ \$52 (includes \$3 materials fee)/
RCEGN 8650 C01 & C02
C01/Tu, 3/1, 6-9 pm
C02/Tu, 5/3, 6-9 pm

Mah Jongg

Originating in China, 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/ \$110 (includes \$11 materials fee)/
RCEGN 8652 C01
3 Tu, 3/15-3/29, 6-9 pm

Continued on page 53

Crime and Punishment: Not Your Parents' urban Detective Story

A murky and unstable St. Petersburg, circa 1864; a double murder; a distraught murderer; and a dogged investigation which turns out to be beside the point. Aberrant behaviors, clashing ideas and beliefs, muddy values, and uncertain loyalties characterize Dostoyevsky's deeply alienated and conflicted characters, with whom we share the struggle to uncover meaning in this dark and unbalanced world. *Jo Ellen Winters*

Pennswood Village/\$109 (includes book fee) / RCEGN 8388 CPV1
7 Mon, 3/14-4/25, 10 am- 12 pm

Six Supreme Court Decisions Which Helped Define American's Constitutional Values

Constitutional decision making by the Supreme Court is an inherently value laden exercise cloaked in legal justification. This course will examine six Supreme Court decisions, together with their immediate progeny, which helped to define American values, both Constitutional and otherwise. American life today would be difficult if not impossible to imagine without the benefit of these six momentous Supreme Court decisions. *Dr. Frank Schwartz*

Pennswood/\$99/RCEGN 8389 CPV1
6 Tu, 2/23-3/29 10am-12pm
Newtown/\$99/RCEGN 8389 C01
6 Tu, 2/23-3/29, 7-9 pm

Introduction to Photography, Film and Digital

This class is designed for those students who have either taken the Learning to Use Your Digital Camera or who have had some experience in using an SLR or DSLR camera. Note: This class is not for anyone who does not know how to use an SLR or DSLR. Students will need to bring the following equipment to each class: Camera, camera manual or lap-top/tablet to access manual online, textbook, notebook, tripod, shutter remote, one 20"x30" sheet of white foam-core or a photographer's reflector, and one 8x10" gray card. *James J. Grimes, M.Ed.*

Newtown Campus/\$99 (plus \$25 book fee)/ RFNRT 2581 C01
4 Wed, 4/6-4/27 10am-1 pm

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, 2/24, 10 am-1 pm
C02/Wed, 3/30, 10 am -1 pm

Basic Drawing

This class is designed to build upon your observational drawing skills, improve your use of design elements (contour, shape, composition, texture, value, & perspective) and increase your versatility in various drawing materials, both in-dividually and in combination. Some drawing skills required. *Danielle Cargas M.Ed*

Pennswood Village/ \$109/ RFNRT 8028 CPV1
6 Thu, 2/4-3/10, 10am -12:30 pm

Watercolor – Basics & Beyond

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

Pennwood Village/\$99/ RFNRT 2531 CPV1
4 Fri, 4/1-4/22, 9am -12 pm

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

Options for 55+

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



Language and Literature

Associate Degree Programs

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

See also: pages 66 to 74

Visit bucks.edu/fall for other degree/credit programs.

Discover More Options

Sketchbook Drawing

A journal of thousand images begins with a single page. This class offers the perfect opportunity to develop drawing skills, practice creative play and daily sketchbook habits. Observations and creativity will be emphasized as well as exploring the sketchbook and its use in preparation for future artwork. We will use a variety of media and techniques to create successful “artistic journal” while expanding our visual thinking skills. Some drawing skills required.

Danielle Cargas, M.Ed

Pennswood Village/ \$109/ RFNRT 8029 CPV1
6 Th, 3/31-5/5, 10am -12:30 pm

Mixed Media Collage

Collage is an important part of contemporary imagery. It is like no other medium. It challenges the beginner artist as well as the more accomplished artist. It offers versatile materials, exciting visual effects and enormous expressive potential. In this class you will explore the use of a modified color pallet, a combination of collage processes, and the methods of integrating collage with painting. Bring your creativity! Please bring all materials to the first class.

Danielle Cargas, M.Ed

Pennswood Village/ \$159/ RFNRT 8030 CPV1
8 Tu, 2/23-4/19 (no class 3/22), 10 am-12:30 pm

Skincare and Menopause

Keep your skin healthy and youthful looking during menopause by discovering the anti-aging benefits of good skin care, ingredients and techniques which target the unique requirements of skincare during this stage of life. Camouflage makeup will be applied to demonstrate how to conceal imperfections and enhance the skin. This program includes an anti-aging Fabulous Facelift demonstration. *Barbara Strampello-Grabosky, Image Consultant, Licensed Esthetician*

Newtown Campus/ \$69 (includes \$10 materials fee)
RHEAL 8002 C01

2 Sat, 5/7-5/14, 10 am -12 pm

AARP – Driver Safety

Lower Bucks Campus

This eight-hour refresher course designed especially for motorists’ age 50 and older. It covers normal 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. Check with your agent to confirm this course qualifies you for the discount. Please note the fee for the Driver Safety Program will be \$15 for AARP members (AARP ID required) and \$20 for non-members. Check or money orders to AARP preferred. *Jim Bodnar*

Lower Bucks Campus/\$0/RCEGN 8050 C50-C52
C50/Wed. 3/9 & Th. 3/10, 1-5pm
C51/Wed. 3/23, 1-5 pm (this is a Smart Driver Refresher Class – see description below)
C52/Wed. 4/6 & Th. 4/7, 1-5 pm

AARP –SMART DRIVER Refresher Class

The four-hour classroom refresher course designed especially for motorist’ age 50 or older. It covers normal changes in vision, hearing and reaction time, and provides practical techniques to compensate for these changes. The program fosters safer driving practices, continued mobility, and a discount in auto insurance in most states. Check with your agent to confirm this course qualifies you for the discount. Participants are eligible to attend provided that they have already completed an 8-hour AARP Driver Safety Course within 3 years. Participants should bring with them a copy of their AARP Certificate of course completion to the Instructor on the day of the class.

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

Newtown Campus/ \$0/ RCEGN 8052 C01-C03
C01/Sat, 3/12, 9 am - 1 pm
C02/Sat, 4/9, 9 am - 1 pm
C03/Sat, 5/14, 9 am - 1 pm

Please see our Senior Citizen policy on page 4.

Second Act Computer Series

Do you want to learn or improve your computer skills, but have been hesitant to take the plunge? This series is designed for adults ages 55+ and addresses issues that we all face in this fast-paced technological world!

MS Office Suite 2013

The main goal of this course is to introduce the key components of Office 2013—Word, Excel, PowerPoint, and Access. You will have hands-on practice with each application. More time will be spent on Word and Excel. You’ll learn how to integrate Word with Excel; Excel with Access; and PowerPoint with Word as time permits.

Maryanne Momorella

Newtown Campus/\$149
RCOAP 8011 C01
M-F, 3/21-3/25; 9:00-11:00am

Windows 10, File Management and the Cloud

Two survival skills that go hand-in-hand when using a computer are knowing how to navigate the operating system, and knowing how to manage your files. This course will show you how to use Windows 10 for YOUR needs, and it will also give you basic steps managing your files effectively and efficiently. Cloud storage will be explained and illustrated.

Maryanne Momorella

Newtown Campus/ \$149/ RCOY 8034 C01/
M-F, 3/21-3/25; 11:15am-1:15pm

Getting Prepared



PAPA / Core Reading & Writing Test Prep

This face-to-face course will prepare Education majors for the Reading & Writing sections of the PAPA or Core test. Each of the four sessions will cover reading comprehension, English grammar and spelling, and essay writing & critiquing. There is no book required for this course; all materials will be made available to students during class time (handouts) and also via Canvas for additional instruction, review, and practice of course content. *Alison M. Schnaudt*

Newtown Campus/ \$79/ ATEST 1537 C01/
C01/ 4 Tue, 2/16-3/8, 7-9 pm

PAPA / Core Math Test Prep

This face-to-face course will prepare Education majors for the math section of the PAPA or Core test. Throughout the four sessions, students will review the following: understanding our number system, algebraic expressions and equations, functions, geometry and measurement, data and statistics, probability, and overall skills in problem solving, reasoning, and mathematical communication. Over 100 test-type questions will be practiced to familiarize students with the types of questions typically given on standardized math tests. There is no book required for this course; all course materials will be made available to students during class time (handouts) and via Canvas for additional instruction, review, and practice of course content. *Alison M. Schnaudt*

Newtown Campus/ \$99/ ATEST 1541 C01/
C01/ 6 Tue, 3/29-5/3, 7-9 pm

College Entrance Boards PREP Course (SAT/PSAT)

Alison Schnaudt

Newtown Campus/ \$299 (includes text)/ ATEST 1500
C01/ 7 Sa, 1/16-2/27; 9:00am - 12:00pm
C02/ 7 Sa, 3/19-4/30; 9:00am-12:00pm

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

Graduate Record Exam Preparation Course (GRE)

William Meiers

Newtown Campus/ \$249 (book not included)/
ATEST 1524
C01/ 6 Sa, 4/2-5/7; 12:30-3:30pm

Law School Admission Test (LSAT) Preparation Course

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

Online/ ETEST 0020 / Part 1
Online/ ETEST 0021/ Part 2

See page 24 for dates.



GMAT Preparation

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

Online/ ETEST 0030

See page 24 for dates.



GED® Test Preparation – FREE

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

**For more information on GED, please call:
Bridget Hughes at 267-685-4884
or Eunice Rush-Day at 267-685-4883**

Emergency Closings/ Inclement Weather

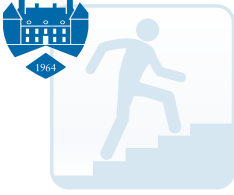
We may at times be forced to cancel classes. Please register for Bucks emergency alert system which will send urgent notifications regarding Campus activities to your cell phone and/or email at:

<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



BUCKS



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

Business@Bucks

Look what Bucks is doing with business!

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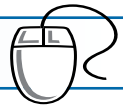
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Command Spanish



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:

215-788-3593 or e-mail: 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

Industrial Skills



ADVANCED MANUFACTURING TRAINING CENTER

Introduction to Manufacturing

This is a foundational course in Advanced Manufacturing. The course consists of 60 hours e-learning and 40 hours class. Topics include: basic shop math, blueprint reading, measurement tools, shop safety, tool usage, and more. Students earn OSHA10 certification.

Advanced Manufacturing Training Center/ \$1,500

Classes forming for Spring 2016

Call 267-685-4884 for more information.

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.

Advanced Manufacturing Training Center/ \$1400
80 hrs (45 Hrs. class; 35 Hrs. e-learning)

Classes forming for Spring 2016

Call 267-685-4884 for more information.

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

Welding Basics

This course introduces students to the fundamental concepts and hands-on skills required by welders in the manufacturing and renewable energy and sustainability industries. This course teaches students to safely create an array of high quality weld types, including GMAW.

Advanced Manufacturing Training Center/ \$700 (24 Hrs.)

Classes forming for Spring 2016

Call 267-685-4884 for more information.

Blueprint Reading

Learn to find size and location of dimensions, symbols, math notes, and related welding assembly information shown on a drawing. This course helps develop the range of thinking required to assemble simple components and complex assemblies from industrial prints.

Advanced Manufacturing Training Center/ \$450/
(24 Hrs.)

Classes forming for Spring 2016

For more info on above classes & to register, please contact Bridget Hughes at bridget.hughes@bucks.edu or 267-685-4884.

Locomotive Engineer & Conductor Basic Training Program

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

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

Next Offering: Fall 2016

Cad Design Software - Page 37

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

Advanced Manufacturing



ADVANCED MANUFACTURING TRAINING CENTER

310 George Patterson Blvd
Suite 109, Bristol, PA

Advanced Manufacturing Metalwork Training Program

- 12-week
- Employer Driven, Entry Level
- Gain Skills for Lucrative, In-Demand Fields
- Veterans Strongly Encouraged to Apply
- Job Placement Assistance with High Placement Rates

This is a great pathway to employment in a high-demand field. Cohorts forming now!

To learn more, call: **267-685-4884**
email: bridget.hughes@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 e-learning theory lessons when and where it's most convenient for you – at home, at work, or anywhere you have access to the internet – and use scheduled lab time for hands on practice and skills assessment with your instructor.

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

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

Below is a sampling of our offerings.

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

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



Fire Science

Occupational Majors

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

Discover
More Options

See also: pages 66 to 74

Visit bucks.edu/current for other degree/credit programs.

Construction Certificates

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



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

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

Workplace Benefits

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

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

Construction Estimating

This courseware provides an excellent overview of basic and advanced principles of construction estimating and bidding in the construction industry.

Must complete 5 of the following 6 classes:

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

Construction Practices

Must complete 8 of the following 10 classes:

- Introduction to Construction Estimating*
- Essential Construction Math*
- Construction Blueprint Reading*
- Estimating and Bidding 1*
- Estimating and Bidding 2*
- Construction Materials and Processes*
- Contract Documents and Construction Law
- Planning and Scheduling
- Construction Productivity and Cost Management (Note: This course will be offered in 2016. It combines Cost Awareness and Production Control and Construction Productivity)

*Denotes a course that runs every quarter.

Construction Supervision Emphasis in Civil Site Work NEW

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

Must complete all of the 8 following classes:

- Leadership and Motivation
- Oral and Written Communications
- Problem-Solving and Decision Making
- Contract Documents and Construction Law
- Planning and Scheduling
- Construction Productivity and Cost Management
- Construction Equipment and Methods
- Practical Applications of Civil Construction

Construction Supervision – NEW Emphasis in Building

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

Civil Sitework Construction

Must complete all 4 of the following classes.

- Estimating Civil and SiteWork Construction
- Construction Materials and Processes
- Construction Equipment and Methods
- Practical Applications of Civil Construction

Choose one of the following courses to complete the Certificate in Civil Sitework:

- Contract Documents and Construction Law
- Planning and Schedule

Construction Project Management

Must complete all 5 of the following classes.

- Construction Project Management
- Contract Documents and Construction Law
- Construction Equipment and Methods
- Planning and Schedule
- Building Green Buildings: The Contractor's Perspective

For more information, contact:

Maryann Brennan, Director, Continuing Education at (215) 968-8104, or coned@bucks.edu

All Online/C30/

Winter Session Dates: 1/11/16 – 3/20/16

Introduction to Construction Estimating - Start Anytime

ETMCO 1500 C30/ \$540 (includes text)

Essential Construction Math - Start Anytime

ETMCO 1501 C30/ \$540 (includes text)

Construction Blueprint Reading

ETMCO 1502 C30/ \$540 (includes text)

Estimating and Bidding 1

ETMCO 1503 C30/ \$540 (includes text)

Estimating and Bidding 2

ETMCO 1504 C30/ \$540 (includes text)

Construction Materials and Processes

ETMCO 1505 C30/ \$540 (includes text)

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

Construction Equipment and Methods

ETMCO 1506 C30/ \$540 (includes text)

Estimating Civil and Site Work Construction

ETMCO 1508 C30/ \$540 (includes text)

Oral & Written Communication

ETMCO 2002 C30/ \$440 (plus \$156 text)

Contract Documents and Construction Law

ETMCO 2004 C30/ \$440 (plus \$156 text)

Planning and Scheduling

ETMCO 2005 C30/ \$440 (plus \$156 text)

Building Green Buildings: The Contractor's Perspective

ETMCO 3003 C30/ \$540 (includes text)

Spring Session Dates: 4/4/16 – 6/10/16

Introduction to Construction Estimating - Start Anytime

ETMCO 1500 C30/ \$540 (includes text)

Essential Construction Math - Start Anytime

ETMCO 1501 C30/ \$540 (includes text)

Construction Blueprint Reading

ETMCO 1502 C30/ \$540 (includes text)

Estimating and Bidding 1

ETMCO 1503 C30/ \$540 (includes text)

Estimating and Bidding 2

ETMCO 1504 C30/ \$540 (includes text)

Construction Materials and Processes

ETMCO 1505 C30/ \$540 (includes text)

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

Practical Applications of Civil Construction

ETMCO 1507 C30/ \$540 (includes text)

Civil Blueprint Reading and Materials

ETMCO 1509 C30/ \$540 (includes text)

Leadership and Motivation

ETMCO 2001 C30/ \$440 (plus \$156 text)

Construction Problem Solving and Decision Making

ETMCO 2003 C30/ \$440 (plus \$156 text)

Construction Productivity and Cost Management

ETMCO 2006 C30/ \$440 (plus \$156 text)

Construction Project Management

ETMCO 3006 C30/ \$540 (includes text)

Workplace Professional Skills



Management Certificate

Discover the keys for effectively managing employees. Learn how to: create clear expectations; engage and motivate employees; improve time and productivity; and manage different generations. Learn what motivates each generation at work, what incentives they respond to, and what messages they value.

Take all 3 one-month, online courses for \$595 (Must complete all 3 classes for certificate. Must register for both classes at the same time to get the bundled price).

Management Boot Camp

Online/ \$295/ ESMCE 4333

C30/ 2/1-2/26



New 21st Century Strategies for Productivity and Time Management

Online/ \$195/ ESMCE 4337 C30/ 3/7-4/1

Managing Generations in the Workplace

Online/ \$175/ ESMCE 4306 C30/ 4/4-4/29

Certificate in Workplace Communication

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

Conflict Management

Online/ \$245/ ESMCE 4328 C30/ 2/1-2/26

Negotiation: Get What You Want

Online/ \$195/ ESMCE 4329 C30/ 3/7-4/1

Using Personality Profiles for Better Work Performance

Online/ \$295/ ESMCE 4332 C30/ 4/4-4/29



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/ \$84/ WSBEN 0130 C01-C05

C01-C04/ 6:30 pm-9:30 pm

C01/ Thur, 1/28

C02/ Thur, 2/4

C03/ Tu, 3/8

C04/ Tu, 4/19

C05/ Thur, 5/5

Notary Signing Agent Training

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

Prerequisite: You must already be a Notary. *Ronald Long, Esq.*

Newtown Campus/ \$159/ WSBEN 0131 C01 - C05/

C01/ Sa, 1/30, 8:30am-12:30pm

C02/ Sa, 2/20, 8:30am-12:30pm

C03/ Sa, 3/19, 8:30am-12:30pm

C04/ Sa, 4/30, 8:30am-12:30pm

C05/ Sa, 5/21, 8:30am-12:30pm

Business Coaching Certificate

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. Gain skills in the development, implementation, and support of coaching and mentoring programs. Take home the toolkit to improve employees' performance and create a working environment that will be truly rewarding.

Online / \$395/ ESMCE 4335 / One 2-month course. Only available as a certificate.

Mentoring and Coaching in the Workplace Level 1

C30/ 2/1-2/26

Mentoring and Coaching in the Workplace Level 2

C30/ 4/4-4/29



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/\$114 (includes \$15 book fee)
RCEGN 8805 C01
8 Wed., 3/9-4/27, 6:30-8:30 pm

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 Tykiesinski, 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/ (31 Hrs)
5 Wed, 1/27-2/24, 6-9pm
4 Sa, 1/30-2/20; 8:30am-12:30pm

ACT 48



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/ (31 Hrs)
5 Wed, 3/23-4/20, 6-9pm
4 Sa, 4/2-4/23; 8:30am-12:30pm

ACT 48



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/ 1/25/16-2/28/16

ACT 48

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

Online/ \$525 / (30 Hrs)
WSMCE 5406 C20/ 2/29/16-4/3/16

ACT 48

See also:

Microsoft Project Basic & Advanced 2010
- See Page 36

Floral Design Certificate Program

The Floral Design Certificate Program is designed for students of ages 18+ with or without experience designing with fresh flowers. All that is required is a shared love of flowers and design and the belief that they have the talent to pursue a career in floral design. The curriculum includes 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.

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

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
- Centerpieces for a Sensational Summer
- Tropical Floral Designs

Basic Floral Design

This hands-on course is designed for learners of ages 18+ 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/ \$384 (includes flower cost of \$185)

WSMCE 5125/ C01

C01/ 4 Mon, 1/25-2/22 (no class 2/15); 6-10pm

Modern Floral Design

In this course, students will learn to create modern arrangements using the latest styles and trends in contemporary floral design. Students will be exposed to a variety of fresh seasonal flowers and foliage to create their designs. Projects will include rectangle willow design, shallow designer dish arrangement, the pave design, and more. *Dr. Jessica Kim*

Newtown Campus/ \$394 (includes flower cost of \$195)

WSMCE 5130/ C01/ 4 Tue, 2/23-3/15; 6-10pm

Floral Design Boot Camps

These one-day workshops are designed especially for those individuals who are interested in taking our floral design courses but cannot fit weekly classes into their busy schedule. Intended for learners with little or no prior design experience.

Please check the website for Boot Camp dates or call 215-968-8409, Option 1 for more information.

Business of Floral Design II: Designing for Profits

This class is for anyone who is interested in working in the floral design industry or owning their own floral business. This class is intended to be a sequel to Business of Floral Design: How to Open and Operate a Financially Successful Floral Business. Students will learn how to design, keeping in mind how to decrease the cost of goods sold while increasing profits for each arrangement. Students will have opportunities to design a variety of arrangements in class to discuss pricing and profitability. *Dr. Jessica Kim*

Newtown Campus/ \$424 (includes flower cost of \$225)/

WSMCE 5138/ C01/ 4 Wed, 4/6-4/27; 6-10pm

Celebrating the Holidays with Fresh Flowers

Fresh flowers can brighten up any holiday throughout the year. Students will learn to create floral designs appropriate for the upcoming holidays in winter and spring including Valentine's Day, Easter, Passover, Mother's Day, Father's Day, and more. Students will learn to arrange in fresh water and foam using a wide range of containers. *Dr. Jessica Kim*

Newtown Campus/ \$424 (includes flower cost of \$225)

WSMCE 5137/ C01/ 4 Tu, 1/19-2/9; 6-10pm

Sympathy and Funeral Flowers

Fresh floral designs and gourmet fruit baskets can help express love and appreciation to those who are grieving. Fresh flower arrangements for the service can help honor the deceased and provide a measure of comfort for the family. A variety of sympathy and funeral flowers exist and in this course, you will be introduced to some of the most popular sympathy and funeral arrangements. Using a wide range of flowers and foliage as well as foam structures and tools, you will have the opportunity to design eight distinct arrangements. *Dr. Jessica Kim*

Newtown Campus/ \$434 (includes flower cost of \$235)

WSMCE 5135/ C01/ 4 Mo, 2/29-3/21; 6-10pm

Fresh Flowers for Life's Special Occasions

It is wonderful to celebrate life's special occasions with fresh floral designs. In this course, students will learn to create designs for occasions such as birthdays, anniversaries, new baby, get wells, and more. *Dr. Jessica Kim*

Newtown Campus/ \$414 (includes flower cost of \$215)

WSMCE 5136/ C01/ 4 Tu, 4/5-4/26; 6-10pm

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 of the program, students will be prepared to enter the fashion design industry in the capacity of a design assistant or part of a product development team.

Core Classes

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

Electives: (choose 2)

- Pattern Drafting II (prerequisite: Basic Garment Construction & Pattern Drafting I)
- Sewing Techniques I (prerequisite: Basic Garment Construction)
- Sewing Techniques II (prerequisite: Sewing Techniques I)
- A drawing or painting class (pages 48 & 49)
- A computer-aided design class such as Photoshop or Illustrator (page 38)

For more information, contact:

Maryann Brennan, Director, Continuing Education at (215) 968-8104, or 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-Wolff, M.Ed.*

Fashion Design II

A continuation of Fashion Design I, you will enhance your understanding and skills with an emphasis on merchandising a clothing collection, presentation techniques and building a portfolio. (Materials list will be mailed prior to the start of class.) (Prerequisite: Fashion Design I & Fashion Illustration) *Paula Molino-Wolff, M.Ed.*

Newtown Campus/ \$205 (plus approx. \$25 materials, and \$90 book fee)/ WSMCE 3711 C01/ 6 Wed, 3/9-4/20 (no class 3/16), 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-Wolff, M.Ed.*

Basic Garment Construction

Learn the fundamentals of sewing including hand and machine sewing, how to select fabrics based on style and fabric, pattern layout and construction methods. You will complete one simple garment. Materials list will be mailed prior to first class; approximate cost \$80. Bring your portable sewing machine to class. *Paula Molino, M.Ed.*

Newtown Campus/\$195 (plus \$40 book fee)/ WSMCE 3713 C01/ 6 Wed, 1/27-3/2, 6:30-9:30 pm

Pattern Drafting I

Students will learn to take measurements and to translate these measurements into a pattern (sloper) that can be used to create any design and create a perfect fit. *Virginia Buck*

Newtown Campus/ \$285 (Includes \$20 material)/ WSMCE 3714 C01/ 8 Tue, 4/19-6/6; 6:30-9:30pm

Pattern Drafting II

This class will teach students to design and create a garment (skirt, pant, blouse) from existing slopers.

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

Newtown Campus/\$285 (Includes \$20 material)/ WSMCE 3715 C01/ 8 Wed, 6/1-7/20; 6:30-9:30pm

Sewing Techniques I

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*

Sewing Techniques II

No more will you have to hear, "That looks homemade." Continue learning professional sewing techniques to improve your finished garment, by making a simple lined jacket. *Virginia Buck*

Register Online!

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

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

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/ 2/1-3/25



www.bucks.edu/LERNclasses

LEED® v4 Green Associate Exam Preparation Study Group

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

Online/ \$695/ ETEST 2001
C30/ 2/1-3/25



www.bucks.edu/LERNclasses

LEED® v4 Accredited Professional 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/ 2/1-3/25



Technical Writing

Technical Writing Certificate Program

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

The Technical Writing Certificate Program includes:

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

Course I: Elements of Technical Writing I

Newtown Campus/ \$169 (plus text)/
WSMCE 5475 C01/ 4 Mon, 3/7-4/4; 6-9pm
(no class 3/14)

Approved Hours: 12 (Act 48)

**Course II: Elements of Technical Writing II**

Newtown Campus/ \$169 (plus text)/
WSMCE 5476 C01/ 4 Mon, 4/11-5/2; 6-9pm
Approved Hours: 12 (Act 48)

**Course III: Mathematics & Science for the Technical Writer**

Newtown Campus/ \$169 (plus text) /
WSMCE 5477 C01/ 4 Mon, 5/9-6/6; 6-9pm
(no class 5/30)

Approved Hours: 12 (Act 48)

**Course IV: Choose one of the following**

- Introduction or Intermediate Word (online at www.ed2go.com/bucks)
- Basic, Intermediate or Advanced Word - (in class) - pages 35 & 36

Course V: Choose one of the following

- Adobe Illustrator, Basic or Advanced - page 38
- Adobe Photoshop, Basic or Advanced - page 38
- InDesign, Basic or Advanced - page 38

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 & Industrial Safety Training & Certification
Operating two sites in Bucks County, Bristol and Doylestown.



- For more information visit: 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

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

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

Department of Public and Industrial Safety Training & Certification:

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

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

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

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

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

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

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

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

www.bucks.edu/publicsafety



Our Virtual Campus offers both hybrid and online classes

What Are Hybrid Courses?

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

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

What are Online (eLearning) Courses?

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

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

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

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

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

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

Details about all of our eLearning and hybrid offerings can be found on the Virtual Campus website at www.bucks.edu/welcome.

Spring 2016 CREDIT COURSES - At a Glance



For further information, visit www.bucks.edu/spring

January-starting courses:	January 20 to May 17 2016 (full term) and January 20 to March 12, 2016
February-starting courses:	February 8 to May 10, 2016
March-starting courses:	March 21 to May 10, 2016
Tuition and fees information:	www.bucks.edu/admissions/accounts
Advising Information:	www.bucks.edu/academics/advising

ONLINE REGISTRATION

Ongoing through January 18 for January-starting classes. NOTE: There is a registration blackout period between 1/19 and 1/26 during the schedule adjustment period for full-term courses. Registration resumes on 1/27 and continues through 2/6 for February-starting classes and 3/19 for March-starting classes.

WALK-IN REGISTRATION EVENTS

- Advising is available at all events and is mandatory for ALL students in a degree or certificate major.
- Payment is due at time of registration (A payment plan is available and a deposit is required.)

Tuesday, Jan. 5	4:00 to 7:00 pm	Upper Bucks Campus
Thursday, Jan. 7	4:00 to 7:00 pm	Lower Bucks Campus
Tuesday, Jan. 12	1:00 to 7:00 pm	Newtown, Links Pavilion 2nd Flr.
Wednesday, Jan. 13	1:00 to 7:00 pm	Newtown, Links Pavilion 2nd Flr.
Thursday, Jan. 14	10am to 4pm	Senior Citizens eligible, Links Pavilion 2nd Flr.
Friday, Jan. 15	10am to 4pm	Newtown, Links Pavilion 2nd Flr.
Friday, Jan. 15	10am to 4pm	Lower Bucks Campus
Friday, Jan. 15	10am to 4pm	Upper Bucks Campus

REGISTRATION DEADLINES BY COURSE START-DATE

(Late registration is not accepted for any course.)

Wednesday, Dec. 16	Online Registration ends for Winter Session classes that begin December 18.
Monday, Jan. 18	Registration ends for full-term classes (those starting 1/20/16 through 1/26/16).
Saturday, Feb. 6	Online Registration ends for classes that start the week of February 8.
Saturday, March 19	Online Registration ends for classes that start the week of March 21.

For sections with non-standard start/end dates, registration ends 2 days before course start-date.

SCHEDULE ADJUSTMENT

- Drop/Add for students enrolled in Spring 2016 courses by 1/18/16. Late Registration is not accepted!
- Advising is available at all events and is mandatory for ALL students in a degree or certificate major.
- Payment due at registration. (Payment plans are available.)
- Locations: Newtown: Links Pavilion 1st Flr. (Admissions Office)
Lower and Upper Bucks Campuses: Front Reception Desk

Tuesday, Jan. 19	Last day for 100% refund.	Online ONLY
Wednesday, Jan. 20	9:00 am to 2:00 pm and 5pm to 7 pm Classes begin. 50% refund begins	Newtown, Upper & Lower Campuses
Thursday, Jan. 21	9:00 am to 2:00 pm and 5 to 7 pm	Newtown, Upper & Lower Campuses
Friday, Jan. 22	9:00 am to 2:00 pm only	Newtown, Upper & Lower Campuses
Monday, Jan. 25	9:00 am to 2:00 pm and 5 to 7 pm	Newtown, Upper & Lower Campuses
Tuesday, Jan. 26	9:00 am to 2:00 pm and 5pm to 7pm Final day of drop/add and Wait-listing.	Newtown, Upper & Lower Campuses
Jan. 27 – Jan. 30	Drop only, 50% refund	All Campuses and Online
Jan. 31 - Feb. 11	Drop only, 25% refund	All Campuses and Online
Feb 12 – April 5	Withdrawal period, no refunds	All Campuses and registrar@bucks.edu

Access all info on this page and more at: www.bucks.edu/about/spring

CAMPUS CODES:

LBC = Lower Bucks Campus
NEW = Newtown Campus

UBC = Upper Bucks Campus
ONL = Online



SUBJECT	COURSE CODE	COURSE TITLE	LOCATION
ACCOUNTING (215) 968-8227	ACCT-103	Introductory Accounting	LBC NEW ONL UBC
	ACCT-105	Financial Accounting	LBC NEW ONL UBC
	ACCT-106	Managerial Accounting	LBC NEW ONL UBC
	ACCT-110	Personal Financial Planning	NEW
	ACCT-120	Payroll Records & Accounting	ONL
	ACCT-130	Acct'g Applic for the Computer	ONL
	ACCT-201	Intermediate Accounting II	NEW
	ACCT-210	Cost Accounting I	ONL
	ACCT-241	Federal and State Tax II	NEW
	ACCT-250	Auditing	NEW
	ACCT-280	Co-op Education: Accounting	NEW
	BIOLOGY (215) 968-8305	BIOL-101	Biological Science I
BIOL-102		Biological Science II	ONL NEW
BIOL-115		Basic Human Anatomy	LBC NEW ONL UBC
BIOL-121		Biological Principles I	ONL NEW
BIOL-122		Biological Principles II	ONL NEW
BIOL-181		Anatomy & Physiology I	LBC NEW ONL UBC
BIOL-182		Anatomy & Physiology II	LBC NEW ONL UBC
BIOL-220		Principles of Ecology	NEW
BIOL-228		Microbiology	LBC NEW UBC
BIOL-280	Co-op Educ: Biology/Biotech	NEW	
BIOTECHNOLOGY (215) 968-8305	BIOT-105	Intro to Biotechnology	NEW
	BIOT-125	Biotech Meth. & Techniques	NEW
CHEMISTRY (215) 968-8305	CHEM-100	Preparatory Chemistry	NEW
	CHEM-101	Chemistry A	LBC NEW UBC
	CHEM-102	Chemistry B	NEW
	CHEM-121	Chemistry I	NEW
	CHEM-122	Chemistry II	NEW
	CHEM-222	Organic Chemistry II	NEW
CHEM-242	Biochemistry	NEW	
COLLEGE READINESS (215) 968-8150	COLL-101	College Orientation Seminar	LBC NEW
	COLL-115	College Success Seminar	NEW
COMMUNICATION (215) 968-8425	COMM-101	Communication Theory	NEW
	COMM-105	Interpersonal Communication	ONL NEW UBC
	COMM-110	Effective Speaking	LBC NEW ONL UBC
	COMM-111	Media & Society	NEW
	COMM-215	Intercultural Communication	NEW
	COMM-240	Persuasive Communication	NEW
COMPOSITION (215) 968-8150	COMP-090	Basic Writing	LBC NEW UBC
	COMP-107	Intro to Academic Writing	LBC NEW UBC
	COMP-108	Intro: Acad. Reading & Writing	LBC NEW
	COMP-110	English Composition I	LBC NEW ONL UBC
	COMP-111	Engl Composition II	LBC NEW ONL UBC
	COMP-114	Technical Writing	ONL
	COMP-115	Creative Writing I	ONL NEW UBC
COMP-116	Creative Writing II	ONL NEW	
COMMUNICATIONS: PERFORMANCE (215) 968-8425	COMT-101	Introduction to Theatre	ONL NEW UBC
	COMT-103	Intro to Acting	NEW
COMPUTER/INFO SCIENCE (215) 968-8305	CISC-100	Digital Literacy	ONL NEW UBC
	CISC-110	Intro to Information Systems	LBC NEW ONL UBC
	CISC-113	Visual Basic Program'g I	ONL NEW
	CISC-114	Visual Basic Programming II	NEW



	CISC-115	Computer Science I	ONL NEW
	CISC-122	Computer Science II	ONL NEW
	CISC-127	Spreadsheet Concepts/Applic	ONL NEW
	CISC-128	Comparative Operating Systems	ONL NEW
	CISC-143	Essentials of Networking	NEW
	CISC-201	Managing/Maintaining the PC	NEW
	CISC-202	Network Administration	NEW
	CISC-213	Computer Science III (JAVA)	NEW
	CISC-215	Database Des&Appl Devel	NEW
	CISC-234	Topics in Networking	NEW
	CISC-244	Intro to MS Windows Server	ONL
	CISC-245	Network Troubleshooting	NEW
COMPUTER GAME DESIGN (215) 968-8305	CISG-221	Game Studio I-Conc/Design	NEW
	CISG-222	Game Studio II-Proto/Play	NEW
CRIMINAL JUSTICE (215) 968-8270	CRIJ-100	Intro to Adm Criminal Justice	ONL NEW
	CRIJ-110	Introduction to Criminal Law	LBC ONL NEW
	CRIJ-115	Outlaw Gangs/Organized Crime	LBC ONL UBC
	CRIJ-130	Criminal Investig'n/Forensics	LBC NEW UBC
	CRIJ-140	Criminal Procedure	LBC NEW
	CRIJ-160	Intro to Juvenile Justice	LBC NEW UBC
	CRIJ-220	Psych for Law Enforce Officers	NEW
	CRIJ-250	Police Organization & Admin	NEW
	CRIJ-275	Intro to Correctional Admin	NEW
	CRIJ-280	Co-op Education: Criminal Just	NEW
ECONOMICS (215) 968-8270	ECON-111	Principles of Economics: Macro	LBC NEW ONL UBC
	ECON-112	Principles of Economics: Micro	LBC NEW ONL UBC
EDUCATION (215) 968-8270	EDUC-100	Foundations of Education	ONL NEW
	EDUC-105	Found for Early Learn PreK-4	LBC ONL NEW
	EDUC-115	Ob/Rec Behavior Young Children	NEW LBC UBC
	EDUC-120	Early Learning & Development I	ONL NEW
	EDUC-130	Early Learn & Develop II	ONL NEW UBC
	EDUC-150	Sci & Mat Exper-Young Children	ONL NEW
	EDUC-160	Intro to Exceptionalities	NEW
	EDUC-170	Language & Literacy Develop	LBC ONL NEW
	EDUC-200	Integrated Art/Move/Play	ONL NEW UBC
	EDUC-205	Fieldwork Observ/Assess I	NEW
	EDUC-220	Practicum in Education	NEW
ENGINEERING (215) 968-8305	ENGR-112	Engineering Graphics	NEW
	ENGR-223	Mechanics II/Dynamics	NEW
	ENGR-240	Intro: Circuit Analysis	NEW
ENGINEERING TECHNOLOGY (215) 968-8305	ENGT-222	Applied Engineering Statics	NEW
	ENGT-240	Applied Circuit Analysis	NEW
ENGLISH AS A SECOND LANGUAGE (215) 968-8150	AESL-081	Writing Fund. for Intl. Std.	NEW
	AESL-083	Reading Fund. for Intl. Std.	NEW
	AESL-085	Oral Comm. Fund. for Intl Std	NEW
	AESL-101	Writing Skls for Intern'l Stds	NEW
	AESL-103	Reading Skls for Intern'l Std	NEW
	AESL-105	Oral Communication Skls Intn'l	NEW
EXERCISE SCIENCE (215) 504-8537	EXSC-201	Physiology of Exercise	NEW
FOREIGN LANGUAGE (215) 968-8150	AMSL-110	American Sign Language I	NEW UBC
	AMSL-111	American Sign Lang II	NEW
	CHNS-110	Mandarin Chinese I	NEW
	FREN-110	Elementary French I	ONL NEW
	FREN-111	Elementary French II	NEW

	FREN-202	Intermediate French II	NEW
	GRMN-110	Elementary German I	ONL NEW
	GRMN-111	Elementary German II	NEW
	ITAL-110	Elementary Italian I	NEW
	ITAL-111	Elementary Italian II	NEW
	JPNS-101	Elementary Japanese I	NEW
	JPNS-102	Elementary Japanese II	NEW
	SPAN-110	Elementary Spanish I	LBC NEW ONL UBC
	SPAN-111	Elementary Spanish II	ONL NEW UBC
	SPAN-201	Intermediate Spanish I	NEW
	SPAN-202	Intermediate Spanish II	NEW
FIRE SCIENCE (215) 968-8270	FRSC-104	ICC Fire Prevent & Bldg Code	ONL
	FRSC-107	Pre-emergency Planning and CAD	ONL
	FRSC-208	Org & Mgmt of Emergency Svcs	ONL
	FRSC-209	Fire Svc Occup Health/Safety	ONL
GEOGRAPHY (215) 968-8270	GEOG-110	World Geography	ONL NEW
HEALTH EDUCATION (215) 504-8537	HLTH-103	Life and Health	LBC NEW ONL UBC
	HLTH-110	Responding to Emergencies	LBC NEW UBC
	HLTH-120	Nutrition	LBC ONL NEW
	HLTH-120N	Nutrition(by Reg'd Dietician)	LBC NEW ONL UBC
	HLTH-130	Prin & Appl-Diet & Fitness	ONL NEW
	HLTH-200	Women's Health	ONL
HEALTH INFO TECHNOLOGY (215) 968-8106	HITT-105	Legal Aspects: Hlth Info Mgmt	NEW
	HITT-190	Intro to Health Information	NEW
	HITT-207	Health Info. Tech. Applic.	NEW
	HITT-208	Healthcare Quality Improvement	NEW
	HITT-217	Health Insur & Reimbursement	NEW
	HITT-250	Basic Pathophysiology: Hit	NEW
	HITT-280	Health Info Tech Externship	NEW
	HITT-285	Medical Coding/Billing Ext	NEW
	HITT-297	Medical Coding	LBC
	HITT-298	Advanced Procedural Coding	NEW
	HITT-299	Advanced Diagnostic Coding	NEW
HISTORY/HISTORIC PRESERVATION (215) 968-8270	HIST-101	History of Bucks County	NEW
	HIST-111	History of Western Civ I	ONL UBC
	HIST-112	History of Western Civ II	LBC NEW ONL UBC
	HIST-113	Global History: Ancient/Mediev	ONL
	HIST-114	Global History: Modern World	LBC NEW UBC
	HIST-126	Medieval Western World	NEW
	HIST-139	The War Years: 1939-45	ONL
	HIST-151	U.S. History: Young America	LBC NEW ONL UBC
	HIST-152	U.S. History: Modern America	LBC NEW ONL UBC
	HIST-155	Russia and Eastern Europe	ONL
	HIST-190	African-American History	LBC
	HIST-194	Planning/Sustainability	ONL
	HIST-197	Historical Preservation	ONL
	HIST-199	Hist Preserv: Meth & Doc	ONL
	HIST-203	Internship for Hist Preserv	ONL
	HIST-204	Oral History in Preservation	ONL
	HIST-205	Restoration Workshop	NEW
	HIST-239	Amer Pop Culture: Hist of Rock	ONL
	HIST-290	History Seminar	ONL
HOSPITALITY (215) 968-8227	HRIM-100	Intro: Tourism/Hospitality Mgt	ONL NEW
	HRIM-101	Intro to Travel & Tourism	NEW
	HRIM-105	Sanitation/Safety(certificate)	NEW
	HRIM-111	Conference & Meeting Planning	NEW
	HRIM-120	Basic Food Prep+Management	NEW
	HRIM-121	Advanced Food Prep+Management	NEW
	HRIM-122	International Cuisine	NEW
	HRIM-130	Baking & Decorating	NEW
	HRIM-132	Buffet Planning/Prep/Advanced	NEW
	HRIM-137	Wedding Cake Assembly/Decoratn	NEW
	HRIM-141	Culinary Arts Practicum II	NEW
	HRIM-143	Culinary Arts Practicum IV	NEW
	HRIM-145	Culinary Arts Practicum VI	NEW
	HRIM-155	Chocolate - Essential Skills	NEW
	HRIM-200	Hotel/Lodging Operations Mgmt.	NEW
	HRIM-202	Food Purchasing	NEW
	HRIM-220	H/M/R/I Seminar	NEW
	HRIM-280	Co-op Education: HRIM	NEW
HUMANITIES (215) 968-8270	HUMN-111	Humanities I	ONL NEW UBC
	HUMN-112	Humanities II	ONL
	HUMN-113	Humanities III	NEW
	HUMN-114	Humanities IV	NEW UBC
	HUMN-120	Survey: World Religions	LBC NEW ONL UBC
	HUMN-126	Science and Religion	NEW

INTEGRATION OF KNOWLEDGE (215) 968-8001	INTG-285	Integration of Knowledge	ONL LBC NEW
JOURNALISM (215) 968-8150	JOUR-175 JOUR-276 JOUR-278	News Reporting & Writing I Feature Writ'g Print & Online Webcast News Production	ONL NEW NEW NEW
KINESIOLOGY (215) 504-8537	KINS-126 KINS-129 KINS-130 KINS-133 KINS-145 KINS-150 KINS-170 KINS-178 KINS-180 KINS-183 KINS-189 KINS-190 KINS-191	Modern Dance Tai Chi Chuan Yoga Archery Bowling & Golf Beginning Aquatics Individual Fitness & Wellness Basketball & Baseball Foundations of Physical Ed Physical Ed: Early Childhood Indiv Sports: Bowling & Volley Recreational Leadership Outdoor Recreation	LBC NEW LBC NEW UBC NEW NEW NEW NEW NEW NEW NEW NEW NEW NEW
LAWS/PARALEGAL (215) 968-8227	LAWS-100 LAWS-140 LAWS-165 LAWS-180 LAWS-210 LAWS-220 LAWS-225 LAWS-235 LAWS-240 LAWS-285 LAWS-290	Intro: Paralegal Studies Civil Practice/Litigation Proc Criminal Proc for Paralegal Business Org: Paralegal Real Estate Law/Conveyancing Legal Research I Legal Research II Bankruptcy Torts for the Paralegal Paralegal Internship Administrative & Municipal Law	ONL NEW NEW NEW NEW NEW ONL NEW NEW ONL NEW ONL NEW NEW
LITERATURE (215) 968-8150	LITR-206 LITR-231 LITR-232 LITR-235 LITR-246 LITR-271 LITR-275 LITR-277 LITR-278 LITR-279	English Lit 19th-20th Century American Lit to 1865 American Lit from 1865 Lit by American Women Children's Literature Intro to Drama: Greek-Present Introduction to the Novel Introduction to Short Fiction Intro: African-American Lit Introduction to Shakespeare	ONL NEW NEW LBC NEW ONL UBC ONL NEW NEW NEW ONL NEW LBC ONL NEW
MANAGEMENT (215) 968-8227	MGMT-100 MGMT-110 MGMT-120 MGMT-130 MGMT-135 MGMT-160 MGMT-180 MGMT-230 MGMT-250 MGMT-280	Introduction to Business Small Business Management Business Mathematics Business Law (LAWS-130) Business Communic. (OADM-110) Risk and Insurance Legal Environment of Business Principles of Management Human Resource Management Co-op Education: Management	LBC NEW ONL UBC ONL NEW ONL NEW ONL NEW UBC ONL NEW UBC ONL NEW LBC NEW ONL UBC LBC NEW ONL UBC ONL NEW



MARKETING (215) 968-8227	MKTG-100	Principles of Marketing	LBC ONL NEW
	MKTG-110	Personal Selling	NEW
	MKTG-200	Advertising	ONL NEW
	MKTG-280	Co-Op Education: Marketing/Ret	NEW
MATHEMATICS (215) 968-8305	MATH-089	Fast Track Mathematics	ONL
	MATH-090	Pre-Algebra	LBC NEW ONL UBC
	MATH-095	Basic Algebra	LBC NEW ONL UBC
	MATH-101	Mathematical Concepts I	LBC NEW ONL UBC
	MATH-102	Mathematics for Educators I	ONL NEW UBC
	MATH-103	Intermediate Algebra	LBC NEW ONL UBC
	MATH-105	Mathematics for Educators II	ONL NEW
	MATH-110	Math for Technology I	NEW
	MATH-115	Elementary Statistics	LBC NEW ONL UBC
	MATH-117	Finite Math for Business	ONL NEW UBC
	MATH-118	Business Calculus	NEW UBC
	MATH-120	College Algebra	LBC NEW ONL UBC
	MATH-121	Discrete Mathematics	ONL NEW
	MATH-122	Trig & Analytic Geometry	ONL NEW UBC
	MATH-125	Precalculus	ONL NEW
	MATH-140	Calculus I	ONL NEW
	MATH-141	Calculus II	ONL NEW
	MATH-215	Elem Statistics II	NEW
	MATH-242	Calculus III	ONL NEW
	MATH-250	Differential Equations	NEW
MATH-260	Linear Algebra	ONL NEW	
MEDICAL ASSISTING (215) 968-8106	MEDA-120	Medical Terminology	LBC NEW ONL UBC
	MEDA-200	Clinical Procedures I	NEW
	MEDA-201	Clinical Proced II	NEW
	MEDA-203	Laboratory Procedures	NEW
	MEDA-204	Phlebotomy Proc & Techniques	LBC NEW
	MEDA-205	Medical Law and Ethics	LBC ONL NEW
	MEDA-215	Medical Admin Procedures	NEW
	MEDA-220	Medical Assistant Externship	NEW
MEDA-287	Phlebotomy Externship	NEW	
MUSIC (215) 968-8425	MUSC-100	Music Fundamentals	NEW
	MUSC-101	Introduction to Music	ONL NEW
	MUSC-103	World Music	NEW
	MUSC-105	American Music	ONL
	MUSC-106	History of Jazz	ONL NEW
	MUSC-112	Music Theory II	NEW
	MUSC-116	Ear Training II	NEW
	MUSC-124	Music Technology	NEW
	MUSC-202	Music Styles & Lit After 1750	NEW
	MUSC-212	Music Theory IV	NEW
	MUSC-216	Ear Training IV	NEW
	MUSE-101	Concert Choir	NEW
	MUSE-115	Jazz Orchestra	NEW
	MUSE-140	Percussion Ensemble	NEW
	MUSE-151	Chamber Ensemble: Classical	NEW
	MUSE-155	Chamber Ensemble: Jazz	NEW
	MUSE-201	Madrigal Singers	NEW
	MUSG-165	Group Instr: Piano, Level 1	NEW
	MUSL-100	Preparatory Lessons	NEW
	MUSL-101	Secondary Lessons, Level 1	NEW
MUSL-110	Performance Class	NEW	
MUSL-111	Principal Lesson I	NEW	
MUSL-112	Principal Lesson II	NEW	
MUSL-211	Principal Lesson III	NEW	
MUSL-212	Principal Lesson IV	NEW	
NEUROSCIENCE (215) 968-8270	NEUR-121	Fundamentals of Neuroscience	NEW
NURSING (215) 968-8106	NURS-102	Nursing II	NEW
	NURS-120	Drug Calculations	ONL NEW
	NURS-121	Pharmacology	ONL
	NURS-202	Nursing IV	NEW
	NURS-220	Health Assessment	NEW
OFFICE ADMINISTRATION (215) 968-8227	OADM-140	Keyboarding/Document Process'g	ONL
	OADM-141	Basic Applic of MS Word	ONL
	OADM-142	Basic Applic of MS Excel	ONL
	OADM-143	Basic Applic of MS Access	ONL
	OADM-145	Basic Applic of MS Powerpoint	ONL
	OADM-147	Learning MS Windows	ONL
	OADM-155	Searching the Web	ONL
	OADM-165	Basic Applic of MS Publisher	ONL

	OADM-167 OADM-205 OADM-225 OADM-230 OADM-245 OADM-246	Basic Application MS Outlook Admin Office Procedures II Microsoft Word (Beginning) MS Word for Windows-Integrated Power Point Level II PowerPoint Level III	ONL ONL ONL ONL ONL ONL
PHILOSOPHY (215) 968-8270	PHIL-105 PHIL-111 PHIL-125 PHIL-140	Critical Thinking Ethics Basic Problems of Philosophy Intro: Existentialism	ONL NEW LBC ONL NEW LBC NEW ONL UBC NEW
PHYSICS (215) 968-8305	PHYS-106 PHYS-107 PHYS-121 PHYS-122	Physics A Physics B Physics I Physics II	NEW ONL NEW NEW ONL NEW
POLITICAL SCIENCE (215) 968-8270	POLI-101 POLI-111 POLI-120	Political Internship American National Government American State & Local Gov't	LBC ONL NEW UBC ONL NEW UBC
PSYCHOLOGY (215) 968-8270	PSYC-100 PSYC-105 PSYC-110 PSYC-120 PSYC-125 PSYC-160 PSYC-180 PSYC-181 PSYC-190 PSYC-200 PSYC-215 PSYC-230 PSYC-270 PSYC-280	Psych of Personal Awareness Intro to Group Dynamics Intro to Psychology Human Sexuality Stress Management Addiction & Substance Abuse Human Growth & Development Developmental Psych: Life Span Educational Psychology Social Psychology Introductory Psych Statistics Neuroscience of Psychology Experimental Psychology Psych of Abnormal Behavior	LBC ONL NEW UBC LBC NEW ONL UBC LBC ONL NEW UBC ONL NEW LBC NEW ONL UBC ONL NEW UBC LBC ONL NEW LBC NEW ONL UBC ONL NEW UBC ONL NEW ONL NEW ONL NEW UBC
READING/STUDY SKILLS (215) 968-8150	READ-089 READ-090 READ-110	Fast Track Reading Intro to College Reading College Reading & Study Skills	LBC NEW LBC NEW UBC LBC NEW ONL UBC
REAL ESTATE (215) 968-8227	REAL-101 REAL-102	Real Estate Fundamentals Real Estate Practice	ONL ONL
SCIENCE (215) 968-8305	SCIE-101 SCIE-102 SCIE-103 SCIE-105 SCIE-108 SCIE-206	Physical Science Astronomy Physical Geology Intro: Environmental Science Discoveries in Chemistry Fundamentals of GIS	ONL NEW ONL NEW UBC NEW NEW NEW NEW
SOCIAL WORK (215) 968-8270	SSWK-110 SSWK-220	Intro Soc'l Work/Soc'l Welfare SSWK: Interview, Assess, Refer	ONL NEW UBC
SOCIOLOGY (215) 968-8270	SOCI-110 SOCI-120 SOCI-150 SOCI-160 SOCI-230	Intro to Sociology Intro to Cultural Anthropology Criminology Marriage & the Family Contemporary Social Problems	LBC NEW ONL UBC NEW LBC NEW ONL UBC ONL ONL
SPORT MANAGEMENT (215) 504-8537	SPMT-200 SPMT-201 SPMT-202 SPMT-203 SPMT-280	Intro to Sports Management Sport Marketing Facility Mgmt & Event Planning Hist & Philosophy of Sports Co-Op: Sport Management	NEW NEW NEW ONL NEW
VISUAL ARTS: ART HISTORY (215) 968-8425	VAFA-191 VAFA-192 VAFA-193 VAFA-194 VAFW-190	Art History Before 1450 A.D. Art History After 1450 A.D. History of Modern Art American Art History History of American Furniture	LBC NEW ONL NEW ONL NEW NEW ONL
VISUAL ARTS: CINEMA/VIDEO (215) 968-8425	VACV-130 VACV-135 VACV-137 VACV-140 VACV-142 VACV-145 VACV-230 VACV-231 VACV-246	Media Scriptwriting Video Studio Production I Sound Design: Film & Video Digital Video Editing Art of Theatrical Cinema Film Production I Motion Graphics Video Field Production Film Production II	ONL NEW NEW NEW NEW ONL NEW NEW NEW NEW NEW

VISUAL ARTS: FINE ARTS (215) 968-8425	VAF A-100	Drawing Fundamentals	NEW
	VAF A-101	2D Design Fundamentals	NEW
	VAF A-102	3D Design Fundamentals	NEW
	VAF A-103	Drawing Composition	NEW
	VAF A-104	2D Design Color	NEW
	VAF A-105	3D Design Materials/Modeling	NEW
	VAF A-107	Intro: Jewelry/Metalsmithing	NEW
	VAF A-108	Jewelry II	NEW
	VAF A-111	Drawing Basics	LBC NEW
	VAF A-141	Introduction to Sculpture	NEW
	VAF A-147	Intro to Glassblowing	NEW
	VAF A-148	Glassblowing II	NEW
	VAF A-160	Intro to Printmaking	NEW
	VAF A-161	Screenprinting	NEW
	VAF A-171	Introduction to Painting	LBC NEW
	VAF A-202	Figure Drawing	NEW
	VAF A-246	Sculpture Foundry	NEW
	VAF A-250	Fine Arts/Design Portfolio	NEW
VAF A-282	Ceramics II	NEW	
VAF A-181	Introduction to Ceramics	NEW	
VISUAL ARTS: GRAPHIC DESIGN (215) 968-8425	VAG D-101	Layout and Typography	NEW
	VAG D-102	Illustration: Drawing/Digital	NEW
VISUAL ARTS: PHOTOGRAPHY (215) 968-8425	VAP H-110	Digital Photo Fundamentals	ONL NEW
	VAP H-151	Introduction to Photography	NEW
	VAP H-157	Photo II	NEW
	VAP H-210	Digital Photo II	NEW
	VAP H-211	Studio & Lighting Fundamentals	NEW
	VAP H-257	Large Format Photography	NEW
VISUAL ARTS: WOODWORKING (215) 968-8425	VAF W-100	Fine Woodworking Fundamentals	NEW
	VAF W-136	Bending and Veneering	NEW
	VAF W-138	Table Systems	NEW
	VAF W-181	Woodturning II	NEW
	VAF W-190	History of American Furniture	ONL
WEB DESIGN AND MULTIMEDIA (215) 968-8425	VAM M-100	Digital Imaging	ONL NEW
	VAM M-110	Web & Interactive Design	ONL NEW
	VAM M-120	Interface Design	NEW
	VAM M-130	3D Modeling Concepts	NEW
	VAM M-209	Multimedia Concepts I	NEW
	VAM M-250	Digital Arts Portfolio Studio	NEW
WOMEN'S STUDIES (215) 968-8150	WMST-110	Introduction to Gender Studies	NEW UBC

For current listings of courses and sections visit bucks.edu/spring.

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

Arts (215) 968-8425

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Science, Technology, Engineering and Math (215) 968-8305

Social and Behavioral Sciences(215) 968-8270

Registration Form For Non-Credit Courses - Spring 2016

Please Print

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

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
Do not include materials fees with the registration payment!				Total

Student I.D.# _____

Check No. _____ Check issued by _____

Credit Card # _____ Exp. Date _____

Security Code _____

See refund policy on **page 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.



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Sprg-1500