

FALL 2015

BUCKS.EDU/CON-ED-COURSES



Bucks

Continuing & Workforce Education

PROGRAMS FOR THOSE SEEKING PROFESSIONAL OR PERSONAL DEVELOPMENT

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

Also Inside
Fall Credit/Degree Courses
for new, returning & transfer students
Page 67

Programs



Allied Health — 8

- CPR, First Aid Training
- Dental Assisting
- EKG/Phlebotomy Technician
- Healing & Massage Modalities
- Hemodialysis Technician
- Mandated Reporting of Child Abuse
- Medical Reimbursement, Coding & Transcription
- Medical Imaging
- Practical Nursing & Nurse Aide
- Pharmacy Technician
- Physical Therapy Aide



Business & Industry — 18

- Business Services & Marketing
- Customized Training
- Entrepreneurs



Credentialing — 22

- Aviation
- Child Development
- Hypnotherapy
- Project Management
- ServSafe
- Teaching Professionals



Information Technology — 29

- Certification Testing
- Cisco Certifications
- Cloud/Mobile Computing
- CompTIA Certifications
- Entry Level Programs
- IT Infrastructure Library
- Microsoft Certifications
- Office Software
- Productivity Software Training



Personal Development — 40

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



Professional Development — 57

- Command Spanish
- Construction Certificates
- Fashion and Floral Design Certificates
- Industrial Skills Training
- Workforce Professional Skills



Public Safety — 65



Credit/Degree Courses — 67

Information

General Information	4
Brochure Key	7
How To Register	5
Student Services/Support	6
Cultural Programming	54
Registration Form	75



Degree/Credit Courses
- page 67



Civil Sitework Construction Certificate
- page 60



Express Yourself! Oil Painting
- page 49

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

Watch for New Continuing Education Programs Coming to Bucks in Spring 2016

Rattiner's Financial Planning Fast Track® (FPFT®) Educational Program

Accelerated training for financial advisors:

- Learn to become a successful CERTIFIED Financial Planner
- Understand how to provide better service and information to your clients
- Acquire training that warrants a dramatic increase in income

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



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

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, ProTrain, Gatlin, Construction Experts, Hypnotherapy, 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 Regulation 1-625 Coughlin vs. Commissioner, 203F2d307).

Regional Sites

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

How to Register

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 – Thursday 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 – Thursday 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 at a walk-in or by appointment.

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

www.bucks.edu/tlc

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 / FEE / COURSE # / SECTION /
Newtown Campus / \$179 / WSMCE 3576 C01 /
DAY DATE TIME
2 Sa, 2/14 & 2/21, 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:
Sept. 16, Oct. 21, Nov. 11, Dec. 9

www.ed2go.com/bucks



www.gatlineducation.com/bucks



www.theknowledgebase.org/bucks



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

Section Contents

CPR, First Aid Training	15
Dental Assisting	14
EKG/Phlebotomy	15
<ul style="list-style-type: none"> • EKG/Phlebotomy Technician Hybrid Comprehensive • Phlebotomy Technician Hybrid 	
Healing & Massage Modalities	16
Healing Arts..... 16 <ul style="list-style-type: none"> • Conversations on Ethics for Harp Therapists • Introduction to Ayurveda • Mindfulness-Based Stress Reduction Program • Reiki Courses - Levels I, II, and III 	
Hemodialysis Technician	12
Mandated Reporting of Child Abuse	12
Medical Reimbursement & Coding and Medical Transcription	13
<ul style="list-style-type: none"> • Medical Transcription A to Z: A Premier Home-Study Course • Medical Reimbursement/Coding Specialist Certificate Hybrid • Medical Reimbursement/Coding Specialist Certificate • Medical Coding-Transition to ICD-10 (online) Healthcare Information Technology 13 • Electronic Health Record and Practice Management Specialist Hybrid 	
Medical Imaging	9
Nursing	9
Practical Nursing Program 9 <ul style="list-style-type: none"> • One Day NLN-PN Pre-Entrance Exam Review • Nurse Aide Training..... 10 • Continuing Education for Nurses..... 11 <ul style="list-style-type: none"> • Certified End of Life Specialist (CEOLS) • Eat for Health Challenge • Nursing Review & Re-Entry into Practice • Phlebotomy for Healthcare Personnel • Thanatology 	
Pharmacy Technician	14
Physical Therapy Aide	14

Medical Imaging

Advanced Standing Courses also available.

For more info on all Medical Imaging Programs:

Marie Leodore, Director - Medical Imaging,
(267) 685-4821,

email: marie.leodore@bucks.edu

www.bucks.edu/radiography

Radiography Program

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

Tuition \$16,500 + Books



CT Online:

Online/\$2000/WRADT 1206 W20/



MRI Online

Online/\$2000/WRADT 1207 W20/

Upcoming dates for classes are posted online at

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

215-968-8448, email: michelle.rue@bucks.edu

You may also contact us at pnursing@bucks.edu with your complete name and address or call 215-968-8025, 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!



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/\$229 (plus text)/

ATEST 0056 N01/

9 Mon, 8 Wed, 9/28 – 11/23, 6-9 pm

Continued on page 10

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

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- 9/19, 9am – 4pm
 N02/Sa – 10/24, 9am – 4pm
 N03/Sa - 12/5, 9am - 4pm

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

Nurse Aide Training Program (130 Hrs)

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

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

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

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

Approved by the Pennsylvania Department of Education

For more information about the Nurse Aide Program, please contact the Assistant Director at :

215-968-8482, or
www.bucks.edu/nurseaide

Nurse Aide Training Class times and details:

Upper Bucks Campus/ \$959 (includes two textbooks)/WHPAH 0303 W70/

W70/ 9/8 to 11/24/15

Classroom: 11 Tues, 9/8 – 11/17, 8:30 am-2 pm;
 3 Thurs, 9/10 – 9/24, 8:30 am-1 pm

Clinical Orientation: Thurs, 10/1, 7 am –11 am,

Clinical: 7 Thurs, 10/8 – 11/19, 7 am - 3:30 pm,
 1 Tues, 11/24, 7 am – 2:30 pm, (7/30, 7 am–2:30 pm)

Clinical Site: LifeQuest

Instructor: *Mary Poust-Warnas, R.N.*

Newtown Campus/ \$959 (includes two textbooks)/ WHPAH 0303 WB1- WB3

WB1/ 9/14 to 11/30/15

Classroom: 11 Mon, 9/14 – 11/30, 5pm-10:30pm,
 3 Sat 9/19 - 10/3, 8:30 am-1 pm

Clinical Orientation: Mon 10/5, 5 –9 pm,

Clinical: 8 Sat. 10/10 – 11/28, 7am-3:30pm
 (11/28, 7am-2:30pm)

Clinical Site: Pennswood Village

Instructors: *Mary Ann Adams, R.N.*

WB2/ 9/22 to 12/17/15

Classroom: 11 Tues, 9/22 - 12/8, 8:30 am-2 pm;

3 Thurs, 9/24 - 10/8, 8:30 am-1 pm (no class 11/24)

Clinical Orientation: Thurs, 10/15, 7 am –11 am,

Clinical: 8 Thurs, 10/22 - 12/17, 7 am - 3:30 pm
 (12/17, 7 am–2:30 pm) (no clinical 11/26)

Clinical Site: Pickering Manor

Instructor: *Carol Gillis, R.N.*

WB3/ 10/3 to 12/20/15

Classroom: 11 Sat 10/3 - 12/19, 9 am-2:30pm,

3 Sun 10/4 - 10/18, 9 am-1:30pm (no class 11/28)

Clinical Orientation: Sun, 10/25, 7–11 am,

Clinical: 8 Sun. 11/1 - 12/20, 7am-3:30pm
 (12/20, 7am-2:30pm)

Clinical Site: Pickering Manor

Instructors: *Shagufia Choudhry, R.N.*

Lower Bucks Campus/\$959 (includes two textbooks)/ WHPAH 0303 W50- W51

W50 / 9/10 to 11/28/15

Classroom: 11 Thurs, 9/10 - 11/19, 4 -9:30 pm;

3 Sat, 9/12 - 9/26, 9:30 am-2 pm

Clinical Orientation: Sat, 10/3, 7 am – 11 am;

Clinical: 8 Sat, 10/10 - 11/28, 7 am-3:30 pm,
 (11/28, 7 am–2:30 pm)

Clinical Site: HCR Manor Care

Instructor: *Connie Scott R.N.*

W51 10/6 to 12/23/15

Classroom: 11 Tues, 10/6 – 12/15, 9:30 am-3 pm;

3 Wed, 10/7 – 10/21, 9:30 am-2 pm

Clinical Orientation: Wed, 10/28, 8 am – 12 pm;

Clinical: 8 Wed, 11/4 – 12/23, 8 am-4:30 pm,
 (12/23, 8 am–3:30 pm)

Clinical Site: HCR Manor Care

Instructor: *Barbara Gallagher, R.N.*

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.

Continuing Education for Nurses

For more info, contact Janet Baker,
Director, Allied Health, at: 215-968-8324
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, 9/9, 6-8 pm

Classroom: Lower Bucks Campus/ 6 Mon & 5 Wed, 9/14 –10/19 6-10 pm

Skills Review: Newtown Campus/ Wed &, Mon, 10/21 & 10/26, 6-10 pm

Clinical: St. Mary Medical Center/ 4 Mon & 4 Wed, 10/28 – 11/23, 6-10 pm

Thanatology

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

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

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

Kimberly L. Rabago, MSW

Required Courses

- I. **The Nature of Loss - 9/12**
- II. **The Dying, Terminally Ill Patient - 10/10**
- III. **Cultural and Spiritual Issues in Dying - 11/14**
- IV. **Preparing for Death**
- V. **Caring for the Caregiver through the Illness and Aftermath**
- VI. **Trauma and the Dying Process**
- VII. **Bereavement, Grief and Mourning**
- VIII. **Dealing With Loss or Death During the Holiday Time - 12/12**
- IX. **Looking at Dying, Death and Bereavement in Music, Literature, and the Arts Throughout the Ages**

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

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

For more info on courses & electives, see bucks.edu/thanatology

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/

Wed, 10/7 & 10/14, 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/ Register anytime between September to December. MUST be completed by December 15.

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

See Also:

[Personal Mindfulness Courses - Page 44](#)

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



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.

Hemodialysis Technician

Hemodialysis Technician Program (75 Hrs)

This course will teach you the essentials needed to begin your career in Dialysis. As a Dialysis Technician, you will enter this exciting and fast-paced world with all the knowledge and confidence needed to thrive. There are many employment opportunities all around the USA and the skills learned can be utilized anywhere. With almost 400,000 people on dialysis in the US alone, there is a great need for dialysis technicians.

With our aging population, there will be an even

greater need for professional dialysis staff. The major dialysis companies offer great benefits and many advancement opportunities. The ideal student will love working with patients and being part of a strong team. Become part of the front line by providing quality life sustaining treatments to our ESRD/Dialysis population. *Dr. Jason Kaplan, D.C., R.N.*

Newtown Campus/ \$2,205 (plus textbooks)/

WHPAH 0590 WB1

13 Tu & 12 Th, 9/22 – 12/17 (no class 11/26),
6:30pm – 9:30pm

Mandated Child Abuse Reporting

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/ Thurs, 9/17, 1pm - 4pm

WB2/ Wed, 10/21, 6 pm – 9 pm

WB3/Thurs, 11/19, 1pm - 4pm

WB4/Thurs, 12/3, 6pm - 9pm

Lower Bucks Campus

W50/ Thurs, 10/8, 6pm - 9pm

Upper Bucks Campus/

W70/ Mon, 9/28, 1pm - 4pm

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

Register Online!

For on-line registration please go to the following website: www.bucks.edu/howtoregister

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



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.

Discover
More Options

Medical Reimbursement, Coding & Medical Transcription

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

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

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

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



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

Medical Reimbursement/Coding Specialist Certificate Hybrid (180 Hrs)

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

Crystal Peurifoy, CCS, CPC-H

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

Orientation: Mon, 9/21, 5pm – 9pm,

Class: 11 Mon, 9/28 -12/7, 5pm – 9pm, All other work online

Medical Reimbursement/Coding Specialist Certificate (180 hours)

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

Newtown Campus/ \$2,520 (plus textbooks, AAPC membership, practice exams, and CPC certification exam) WHPAH 2501 WB1/

16 Mon & 15 Wed, 11/2/15 – 3/23/16 (no class 11/25, 12/23, 1/18/16), 6 pm–9:30pm & 9 Sat, 11/7, 11/21, 12/5, 12/19, 1/9/16, 1/23, 2/6, 2/20, 3/5, 8:30 am – 2:30 pm (11/7, 8:30am - 3pm)

Healthcare Information Technology Courses

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

For more information:

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

or email: janet.baker@bucks.edu

or visit: bucks.edu/alliedhealth

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

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

Newtown Campus/ \$2,520 (plus textbook, practice exams and NHA CEHRS certification exam)

WHPAH 2505 W20/

Orientation: Mon, 9/14, 8am – 12pm

Class: 12 Fri 9/18 - 12/11 (no class 11/27) 8am - 12pm,

All other work online

See Also -

- [Medical Reimbursement/Coding - See above on this page](#)
- [CompTIA Healthcare IT Technician Certificate - Page 33](#)

Physical Therapy Aide

Physical Therapy Aide Hybrid Program (50 Hrs)

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

Dr. Leena Gupta, D.O., M.B.A.

Newtown Campus/\$1,405 (plus textbook)/
WHPAH 0278 W20/

Classroom: 7 Mon, 9/14, 9/21, 10/5, 10/19, 11/2, 11/16, 11/30, 5-9 pm, All other work completed online

For more information:

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

or email: janet.baker@bucks.edu

or visit: bucks.edu/alliedhealth

Pharmacy Technician

Pharmacy Technician Comprehensive (75 Hrs)

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

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



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

WB1/ 13 Tu & 12 Th, 9/15- 12/10, (no class 11/26)
6:30-9:30 pm / *Dr. Joseph Urban, B.S. Pharmacy,*
M.B.A., Doctor of Pharmacy

WB2/ 13 Tu & 12 Th, 9/22- 12/17, 9am – noon,
(no class 11/26) *Alan Vogenberg, R.Ph., FASCP*

Dental Assisting

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

WB1/ 18 Tu & 15 Th, 10/6/15 – 2/9/16 6:30-9:30 pm,
2/11, 6:30 -7:30 pm (no class 11/26, 12/24, 12/29,
12/31), *Lisa Jones, EFDA*

WB2/20 Sa, 9/12/15 – 2/13/15, (no class 11/28,
12/26 & 1/2/16), 9am – 2:30pm,
Debra DiSandro, RDA, EFDA

CPR, First Aid Training & Safety

CPR and First Aid Courses

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

For more information please contact:

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

Heartsaver Adult CPR/AED and First Aid

(American Heart Association 2 year certification)

For professionals who need Adult CPR & basic first aid for the workplace. *Janet Baker, M.Ed.*

Newtown Campus/ \$85 (includes book & card)/
PHPAH 0002 WB1/ Sa, 10/10, 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, 11/7, 9am – 3:30pm
Approved Hours: 6 (Act 48)

CPR for Healthcare Providers - Certification

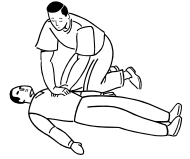
(Includes Adult, Child, Infant CPR and AED training, American Heart Association 2-year certification)
For all healthcare professionals, nurses, doctors, dentists, chiropractors, paramedics, EMTs and lifeguards. *Janet Baker, M.Ed.*

Newtown Campus/ \$85 (includes book & card)/
PHPAH 0003 WB1- WB4/ 9am – 3:30pm
WB1/ Sa, 9/12
WB2/ Sa, 10/3
WB3/ Sa, 11/14
WB4/ Sa, 12/5
Approved Hours: 6 (Act 48)

CPR Recertification for Healthcare Providers & Community

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

Newtown Campus/ \$65 (includes card)/
PHPAH 0004 WB1- WB4, 6-10 pm
WB1/ Wed, 9/16
WB2/ Tu, 10/13
WB3/ Wed, 11/18
WB4/ Tu, 12/8
Approved Hours: 4 (Act 48)



EKG Phlebotomy Technician

For more information:

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

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: 9/8, 6-9 pm

Classroom: 12 Thurs, 9/17-12/10, 6-10 pm
(no class 11/26)

All other work done online

NHA exam (cost not included) 12/15, 6-8 pm

EKG Technician Hybrid (67 Hrs)

Shari Cammon, MSN, RN-BC, PCCN

Newtown Campus/\$1,399 (plus text and course connect package & NHA Exam)/ WHPAH 0265 W20/

Orientation: 9/8, 6-9 pm

Classroom: 9 Tues, 9/15- 11/10, 6-9 pm

All other work done online

NHA exam (cost not included) 11/17, 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: 9/8, 6-9 pm

Classroom: 9 Tues, 9/15-11/10, 6-9 pm

12 Thurs, 9/17-12/10, 6-10 pm (no class 11/26)

All other work online: 6 hours per week

NHA EKG exam 11/17, 6-8 pm

NHA Phlebotomy exam, 12/15

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, 10/14, 10/21, & 10/28,
& 10/28, 4/8; 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, 12/11; 6:30-9:30pm
& Sa, 12/12; 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/ \$255 (plus \$35 materials fee paid to instructor)/RHEAL 0123 WB1/
Fri, 11/6, 6-9 pm & Sa, 11/7, 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/\$95 (plus \$10 paid to instructor for food/herbs)/OHEAL 0131 WB1/
2 Tu, 10/6 & 10/13, 6-9:30 pm

Conversations on Ethics for Harp Therapists

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

Online/\$325/WSMCE 4020 C20/ 9/21/15-12/21/15

See Also:

[Personal Mindfulness Courses - Page 44](#)
[Health and Fitness Courses - Page 45](#)
[Hypnotherapy - Page 26](#)



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.

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

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

Newtown Campus/ \$490 (plus \$30 materials fee paid directly to instructor)

Not Eligible for Senior Discount.

8 Saturdays from 9:30 AM to Noon: 10/3, 10/10, 10/17, 10/24, 10/31, 11/14, 11/21, 12/5 (no class on 11/28)

Plus: A Day of Mindfulness: Saturday November 7, 2015: 9:00 AM to 4:00 PM (Please note that this is a full day of silence and guided meditation practices which also includes eating lunch (students will bring their own lunches) as a mindful exercise.

PREREQUISITE: Orientation/Interview Session

There will be one additional meeting: A FREE informational/interview session on 9/19, from 9:30-Noon at which prospective participants will learn more about the program and experience a short sitting meditation. Those who are interested in taking the course will fill out the intake questionnaire and be interviewed by the instructor. Instructor will advise those selected to participate in this first offering of MBSR classes by Wednesday 9/23, at which time they can register with the College. If a prospective participant cannot attend this required session, they may contact the Instructor at 215-752-7599 before 9/19/15 to arrange for a private orientation and interview.

Edie Eileen Elkan, MA, HCMHT

Newtown / XSMCE 4024 C01 / Sa, 9/19/15; 9:30-Noon (Registration necessary)

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.



Kinesiology and Sports Studies

Transfer Majors

Discover More Options

- **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.

See also: pages 66 to 74

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



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

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

Business@Bucks

Look what Bucks is doing with business!

Section Contents

Business Services & Marketing 18

- Business Research Certificate
- Certificate in Data Analysis
- Certificate in Customer Service
- Certificate in eMarketing Essentials
- Certificate in Social Media for Business
- Effective Copywriting
- Nonprofits 19
- Certificate in Non-Profit Administration

Customized Training 21

- Custom Courses to Meet Your Company's Needs

Entrepreneurs 20

- Entrepreneurship Certificate
- Entrepreneurship Finance Certificate

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/ 9/8-10/2
- **Section 2:** Business Statistics, C30/ 10/5-10/30
- **Section 3:** Qualitative Business Research, C30/ 11/2-11/27



Effective Copywriting

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Come away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back. One month course

Online/ \$195/ ESMCE 0230 C30/ 10/5-10/30

Certificate in Data Analysis

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

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



Introduction to Data Analysis

Online/ \$195/ ESMCE 0226 C30/ 9/8-10/2

Intermediate Data Analysis

Online/ \$195/ ESMCE 0227 C30/ 10/5-10/30

Advanced Data Analysis

Online/ \$195/ ESMCE 0228 C30/ 11/2-11/27

Certificate in Customer Service

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

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

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

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




Keys to Customer Service

Online/ \$145/ ESMCE 4312 C30/ 9/8-10/2

Extraordinary Customer Service

Online/ \$145/ ESMCE 4321 C30/ 10/5-10/30

 www.bucks.edu/LERNclasses

Certificate in eMarketing Essentials

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

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

Must take all three courses for certificate.

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



Improving Email Promotions


Online/ ESMCE 4303 C30/ 9/8-10/2

Boosting Your Web Site Traffic

Online/ ESMCE 4304 C30/ 10/5-10/30

Online Advertising

Online/ ESMCE 4305 C30/ 11/2-11/27

 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/ 9/8-10/2




Marketing Using Social Media

Online/ ESMCE 4301C30/ 10/5-10/30

Integrating Social Media in Your Organization

Online/ ESMCE 4302 C30/ 11/2-11/27

 www.bucks.edu/LERNclasses

Ordering Textbooks

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

Register Online!

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

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

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/ 9/8-10/30



Program Evaluation for Nonprofit Professionals

Online/ \$245/ ESMCE 4341 C30/ 11/2-11/27

 www.bucks.edu/LERNclasses

See Also:

[Workplace Professional Skills - page 61](#)

[Business Services & Marketing - page 18](#)

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/ 9/8-10/2

The Business Plan

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

Online one month course / \$195/ ESBEN 0219 C30/ 10/5-10/30

Entrepreneurial Marketing

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

Online one month course / \$195 / ESBEN 0222 C30/ 11/2-11/27

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/ 9/8-10/2

Cash is King

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

Online/ \$195/ ESBEN 0224 C30/ 10/5-10/30

Financial Analysis and Planning for Non-Financial Managers

Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this course, financial information that drives your organization, as seen on the business's reports, will be assessed and analyzed to understand it. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

Online/ \$195/ ESBEN 0226 C30/ 8/4-8/28



Business Studies

Degree and Certificate Programs

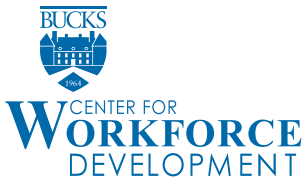
- Want to be an Entrepreneur? Small Business Management Program
- Need credits for the CPA Exam? Accounting & Taxation Certificate

Discover More Options

See also: pages 66 to 74

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

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.loeffer@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 215-788-3593 for information.



- 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!

Section Contents

Aviation 23

- Private Pilot Ground School

Certified Public Accountant 24

Child Development 25

- | | |
|-------------------------------------|--|
| Child Development Associate..... 25 | • CDA Renewal |
| • CDA Parts I and II | Childrens Yoga Teacher Training Program 25 |

Hypnotherapy 26

- | | |
|--|---|
| • Advanced Master Hypnotherapist / Hypno-Counselor Certification | • Certified Hypnotherapy/ Hypno-Counseling Instructor |
| • Certified Hypnotherapist / Hypno-Counselor | |

Professional Engineers 27

Project Management 27

- | | |
|---|-------------------------|
| • Project Management Classroom and Online | Lean Six Sigma 28 |
|---|-------------------------|

ServSafe 28

- | | |
|--------------------------|----------------------------|
| • ServSafe Certification | • ServSafe Recertification |
|--------------------------|----------------------------|

Teaching Professionals - Online Courses 23

- | | |
|----------------------------------|----------------|
| ACT 48 23 | ed2go 24 |
| • Certificate in Online Teaching | |
| • Certificate in Teaching Adults | |

Emergency Closings/ Inclement Weather

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

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

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

Aviation

Private Pilot Ground School

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

Must be 15 years old prior to the start of the class.
Robert W. Lamberti, ATP, CFII/III, MEI, AGI, IGI

Newtown Campus/ \$500/ RCEGN 9000 C01/
 8 Mon, 9/28-11/16; 6:30-9:30pm

FREE information session, Newtown Campus

Mon, 9/14, 6:30-8:00pm

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

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

This course is not eligible for Senior Discount.

Online Courses for Teaching Professionals

ACT 48

PLEASE NOTE: Not all Ed2Go or LERN courses are eligible for ACT 48 credit. Only courses which are specifically approved for Act 48 credit will be processed. Approved courses are listed in the catalog with an ACT 48 logo. If you have any questions on whether a course is eligible for Act 48 credit, please contact 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/ 9/8-10/30
 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/ 9/8-10/2

Approved Hours: 16 (Act 48)



Designing Online Instruction

Online/ ECPED 1501 C30/ 10/5-10/16

Approved Hours: 16 (Act 48)

Fostering Online Discussion

Online/ ECPED 1503 C30/ 11/2-11/27

*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.

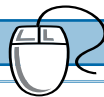


Register Online!

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.

ed2go



Visit our website at www.ed2go.com/bucks

A new section begins each month:

- September 16
- October 21
- November 11
- December 9

ed2go | Learn More

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

Classes are 6 Weeks Long

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

Certified Public Accountant

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

(215) 788-3593 or sherry.mckinney@bucks.edu

Some eligible courses include:

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



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.

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. S/he meets the specific needs of children and works with parents and other adults to nurture children's physical, social, emotional and intellectual growth in a child development framework.

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

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

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

Please see our website at www.bucks.edu/cda 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 workbook, \$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, 9/16/15; 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/ 10/6-12/13
Required orientation at Newtown Campus, Mon, 10/5, 6:30-9:30pm, plus two additional onsite classes 11/2 & 12/7, Brigitte Hix, M.A. PQAS Certified
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/ 10/6-12/13
Required orientation at Newtown Campus, Mon, 10/5, 6:30-9:30pm, plus two additional onsite classes 11/2 & 12/7, 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
- See Page 47

Hypnotherapy

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

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

Certified Hypnotherapist / Hypno-Counselor

Online/On Site Hybrid

Please note: All classes will be held off campus.

Bucks welcomes you to call Dr. Holder personally at 215-493-1204 for a course description and/or no-obligation enrollment consultation.

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

Who should enroll?

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

Added Benefits of certifying through

Bucks County Community College

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

Approx. 360 hrs home, web & classroom.

Hybrid/\$1,795/ WSMCE 5252 C20

Online/ 9/26/15-12/7/15 (detailed hours supplied to students by Dr. Holder)

Materials for Basic Certification: \$495 if purchased 10 days in advance (retail value \$939.95). Complete Student Library including all materials for basic & advanced course - \$695

(Retail Value \$1,489.95) Materials purchased through Bodysmart Wellness 215-493-1204

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

Instructor: *Dr. Philip Holder*

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

Advanced Master Hypnotherapist / Hypno-Counselor Certification

48 hrs (detailed hours supplied to students by

Dr. Holder)

Exciting Advanced Course: Regression, Abreaction, Past Lives, Practice Management, Forensic Hypnosis, Pain Management, Hypnosis for Childbirth, Working with Fears & Phobias, Enhancing Intuitive & Creative Ability, Performance Enhancement, Sexual Dysfunction, Hypno-Analysis, Memory Enhancement & more. Set yourself apart from the rest! Call Dr. Holder at 215-493-1204 for details today.

Dr. Philip Holder

Prerequisite: Basic Certification from approved provider Newtown Campus/\$695 for graduates of BodySmart Wellness LLC, The International Medical & Dental Hypnotherapy Association, and Bucks County Community College certificate program; \$1,195 for students with certificates from other training programs

WSMCE 5253 C20/ 9/29/15-12/15/15,

48 hrs (detailed hours supplied to students by

Dr. Holder)

(Students will have the option of attending the classes at BodySmart Wellness or online via Citrix GoToMeeting. If the student elects to do it online, a volunteer must be with them for each class.)

Certified Hypnotherapy/ Hypno-Counseling Instructor

Attention Certified Hypnotherapists... If you have advanced certification in Hypnotherapy, you may be eligible to become a Certified Hypnotherapy/Hypno-Counseling Instructor with Bodysmart Wellness, LLC, and The International Medical Dental Hypnotherapy Assoc., through Bucks County Community College. No matter where you live, anywhere in the world, you could become part of our team as a certified instructor in this wonderful field in your home area. Call Dr. Holder at 215-493-1204 for details today.

WSMCE 5254 C20/ Online/ \$695/

(Students will have the option of attending the classes at BodySmart Wellness or online via Citrix GoToMeeting. If the student elects to do it online, a volunteer must be with them for each class.)

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 60
- Advanced Manufacturing, page 58 & 59
- Lean Six Sigma, page 28
- Project Management, see below
- AutoCAD® & Revit®, page 38

Project Management



Project Management Classroom

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

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

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

Newtown/ \$525 (Plus the \$75 for textbook)/ WSMCE 5403 C01/ (31 Hrs)
 5 Wed, 9/16-10/14, 6-9pm
 4 Sa, 9/19-10/17; 8:30am-12:30pm



Project Management Online

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

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

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

Online/ \$525 (plus \$158 for textbooks)/ (30 Hrs)
 WSMCE 5405 C20/ 9/21-10/26



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

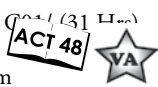
Online/ \$525 / (30 Hrs)
 WSMCE 5406 C20/ 11/2-12/7



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
 5 Wed, 11/4-12/9, 6-9pm
 4 Sa, 11/7-12/5; 8:30am-12:30pm



Register Online!

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

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

See also:

Microsoft Project Basic & Advanced 2010
 - See Page 37

Lean Six Sigma

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

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

Certification

Lean Six Sigma certification awarded upon successful completion of classroom training, examination, project, and instructor evaluation. **For more information, call Mike Reil at: 215-666-3612**

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/ WSMCE 5274 WB1/ 5 Th (6-10 pm) & 5 Sat (8 am – 4:30 pm), 10/1, 10/3, 10/8, 10/10, 10/15, 10/17, 10/22, 10/24, 10/29, 10/31
For more information call Mike Reil at 215-666-3612.

Black Belt Certification

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

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

Newtown Campus/ \$3,100/ WSMCE 5271 WB1/ 5 Tu (6-10pm), 5 Th (6-10pm), & 5 Sat (8 am-4:30 pm), 11/10, 11/12, 11/14, 11/17, 11/19, 11/21, 12/1, 12/3, 12/5, 12/8, 12/10, 12/12, 12/15, 12/17, 12/19

For more information, visit:
www.bucks.edu/academics/cwd/lean6sigma



Testimonials

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

Please see our Senior Citizen policy on page 4.

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

ServSafe

SERVSAFE® Certification

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

Newtown Campus/ WSERV 0001
C01/ Sa, 10/17 & 10/24; 8:30am-5:00pm
C02/ Sa, 12/5 & 12/12; 8:30am-5:00pm

Chinese Language, *Betty L. Tsai*
Lower Bucks Campus/WSERV 0010 C50/
2 Mon, 09/14 and 09/21, 8:30 am – 5:00 pm

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/ Sa, 11/7; 8:30am-5:00pm

Chinese Language, *Betty L. Tsai*
Lower Bucks Campus/OSERV 0051 C50/

See also:
Culinary for Personal Enrichment - page 43



- 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.

Section Contents

Certificate Testing 35

- IT Academy/Cisco Networking Academy/CompTIA
- Pearson VUE, Prometric™ & Certipoint Testing

Cisco Certifications 32

- Cisco Certified Networking Associate
- CCNA® Security (Cisco IOS Network Security - IINS)

Cloud/Mobile Computing 34

- Apple IOS
- Intro to Advanced Google Android Programming
- VMware

CompTIA Certifications 33

- A+, Networking+, Security+ and Linux+ Certifications
- CompTIA Healthcare IT Technician Certificate

Entry Level Programs 34

- Comprehensive File Management
- Free Computer Workshop
- Introduction to MAC OS X
- Microsoft Windows 8.1
- Microsoft Gaming Fundamentals
- Microsoft Server Fundamentals
- Microsoft Networking Fundamentals
- Microsoft Security Fundamentals
- Microsoft Database Fundamentals

Information Technology Infrastructure Library 31

- ITIL Certification Training

Microsoft Certifications 30

- Administering Windows Server 2012
- Configuring Windows Server 2012
- Configuring Advanced Windows Server 2012
- Microsoft Visual Studio Development Environment 30
- Database Administration..... 31

Productivity Software 36

- Access Basic to Advanced
- AutoCAD®
- Excel Basic to Advanced
- Inventor
- Microsoft Project Basic to Advanced
- PowerPoint Basic to Advanced
- QuickBooks
- Revit®/Architecture Basics
- Word Basic to Advanced
- CAD Design Software 38
- AutoCAD® Essentials
- AutoCAD 3D Modeling 2nd Level
- Revit®/Architecture Basics
- Autodesk Inventor
- SolidWorks Essentials with 3D Printing
- Computer Forensics Fundamentals 39
- Computer Graphics..... 39
- Adobe Illustrator Basic to Advanced
- Adobe InDesign Basic to Advanced
- Adobe Lightroom
- Adobe Photoshop Basic to Advanced
- Web Design..... 37
- Dreamweaver Basic to Advanced
- Search Engine Optimization – SEO
- Web Development/Programming..... 38
- Building Websites with Python & Django
- 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/ \$1400 (plus book fee)/
WITAC 1091 C01/

Look for this course offering in Spring 2016

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

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

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

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

Look for this course offering in Spring 2016

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

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

Lower Bucks Campus/\$1400 (test voucher included)/
WITAC 1093 C50/ 9 Mon & 7 Wed, 10/5-11/30
(no class 11/25), 6:30-10:00pm

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.

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/ \$985 (plus book fee)/
WITAC 2103 C50/ 12 Tue, 9/29-12/15, 6:30-10pm

Advanced Programming using C# (42 Hrs)

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

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

Look for this course offering in Spring 2016

Introduction to Web Development Using C# (42 Hrs)

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

Lower Bucks Campus/ \$985 (plus book fee)/
WITAC 2106 C50/

Look for this course offering in Spring 2016

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

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.

Database Administration

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

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

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

Look for this course offering in Spring 2016

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

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

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

Newtown Campus/\$960 (plus book fee)/ WITAC 2501 C01/ WITAC 2501 C01/

Look for this course offering in Spring 2016

Administering Microsoft SQL Server 2012 Databases (48 Hrs)

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

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

Newtown Campus/ \$960 (plus book fee)/ WITAC 2502 C01/ 8 Sat, 9/12-10/31, 9:00am-3:30pm



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

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

Prerequisites: Administering Microsoft SQL Server 2012 Databases WITAC 2502

Newtown Campus/ \$960 (plus book fee)/ WITAC 2509 C01/ 8 Sat, 11/14-1/23 (no class 11/28, 12/26, 1/2), 9:00am-3:30pm

Microsoft Business Intelligence Solutions

Newtown Campus/ \$995 (plus book fee)/ WITAC 2512 C01/

Look for this course offering in Spring 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/ 14 Thurs, 9/10-12/17 (no class 11/26), 6:30-10pm



Information Technology Infrastructure Library

ITIL Certification Training (40 Hrs)

This course will introduce students to the Information Technology Infrastructure Library (ITIL); cover the history of service strategy and frameworks; and review the ITIL five core publications.

Newtown Campus/ \$1,495 (plus book fee) WITAC 4035 C01/ 10 Wed, 10/7-12/9 (no class 11/25), 6-10pm

Look for these new courses on our web site this fall:

- Advanced Programming Using JAVA and JAVA Enterprise Edition - WITAC 2115
- Digital Camera Workshop - WCOAP 1700
- Ethical Hacking - WITAC 4036
- Red Hat Certified System Administrator - WITAC 2601

Cisco Certifications

Cisco Certified Networking Associate

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



Module 1: Networking Fundamentals (76 Hrs)

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

Lower Bucks Campus/\$1200 (plus book fee)/
WITAC 1011 C50/ / 11 Tues & 11 Th, 9/15-12/3
(no class 9/22, 11/26), 6:30-10pm

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.

WITAC 1012 C01-C50/\$945 (Plus Book Fee)/
Newtown Campus/ C01/ 10 Mon & 10 Wed, 9/14-
11/18, 6:30-10pm
Lower Bucks Campus/ C50/ 10 Tue & 10 Thurs,
12/8/15-2/25/16 (no class 12/22, 12/24, 12/29,
12/31), 6:30-10pm

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.

Newtown Campus/ \$525 (plus book fee)/
WITAC 1013 C01/ 6 Mon & 5 Wed, 11/30/15-1/18/16
(no class 12/21, 12/23, 12/28/, 12/30), 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/ \$525 (plus book fee)/
WITAC 1014 C01/

Look for this course offering in Spring 2016

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

Look for this course offering in Spring 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

Newtown Campus/ \$2265 (plus book fee)/(test voucher included)

WITAC 2002 C01/ 22 Sat, 9/12/15-3/12/16 (No class 10/10, 10/24, 11/28, 12/26, 1/2/16), 9:00am-3:30pm



Network+ Certification (72 Hrs)

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

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

Certification Test: N10-005 for CompTIA Network+ Certification

Newtown Campus/ \$1395 (plus book fee)/(test voucher included)/ WITAC 1005 C01/

Look for this course offering in Spring 2016



Security+ Certification (64 Hrs)

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

Certification Test: SY0-301 for CompTIA Security+ Certification

Newtown Campus/ \$1195 (plus book fee)/(test voucher included)/ WITAC 0511 C01/

Look for this course offering in Spring 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/ \$1395 (plus book fee)/(test voucher included)/

WITAC 2600 C01/ 12 Sat, 9/19/15-1/9/16 (no class 11/7, 11/14, 11/28, 12/26, 1/2)



CompTIA Healthcare IT Technician Certificate (30 Hrs)

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

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

\$985 (plus book fee)/(test voucher included)/ WITAC 4020/ C01

Look for course offerings in Spring 2016

See Also -

- [Medical Reimbursement, Coding, and Transcription - Page 13](#)
- [More Healthcare Information Technology Courses - Page 13](#)

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.

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/>

Entry Level Programs

Microsoft Gaming Fundamentals (12 Hrs)

Lower Bucks Campus/ \$225 (plus book fee)/
WCOSY 0352 C50/

Look for this course offering in Spring 2016

Microsoft Server Fundamentals (12 Hrs)

This course teaches the fundamental concepts of Windows Server Administration.

Lower Bucks Campus/ \$225 (plus book fee)/
WCOSY 0351 C50/

Look for this course offering in Spring 2016

Microsoft Networking Fundamentals (12 Hrs)

This course teaches the fundamental Networking concepts.

Lower Bucks Campus/ \$225 (plus book fee)/
WCOSY 0326 C50/

Look for this course offering in Spring 2016

Microsoft Security Fundamentals (12 Hrs)

This course teaches the fundamental Security concepts.

Lower Bucks Campus/\$225 (plus book fee)/
WCOSY 0311 C50/

Look for this course offering in Spring 2016

Microsoft Database Fundamentals (12 Hrs)

This course teaches the fundamentals of Database Administration.

Newtown Campus/ \$225 (plus book fee)/
WCOSY 1626 C01/

Look for this course offering in Spring 2016

See also:

Second Act Computer Series - page 55

Please see our new Senior Citizen policy on page 4.

Cloud Computing/Virtualization/Mobile Computing

Google's Android Application Development Essentials (42 Hrs)

Learn the Android Architecture and its Development and Application Environments.

Lower Bucks Campus/\$985/ WITAC 2108/
12 Sat, 9/19-12/12 (no class 11/28), 9am-12:30pm

Advanced Topics for Android Application Development (42 Hrs)

Learn the Android Architecture and its Development and Application Environments.

Newtown Campus/ \$985/ WITAC 2109/ C01

Look for course offerings in Spring 2016

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

VMware (80 Hrs)



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

Newtown Campus/\$2,395/ WITAC 2200/ C01/
12 Tue & 11 Thu, 9/15-12/8 (no class 9/22, 11/26),
6:30-10pm

Apple iOS

Newtown Campus/\$585/WCOSY 6102/C01/

Look for course offerings in Spring 2016

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

IT Academy/Cisco Networking Academy/CompTIA Member

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

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

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



Pearson VUE, Prometric™ and Certiport Testing Center

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

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

www.Prometric.com for Certification test offered by Prometric

www.Certiport.com for Certification test offered by Certiport

or call: 215-968-8068

Register Online!

For 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.

Quarterly Information Sessions!

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

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

Emergency Closings/ Inclement Weather

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

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

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

Productivity Software

Access Basic (12 Hrs)

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

Newtown Campus/\$225 (plus book fee)/ WCOAP 3041 C01/ 4 Wed, 9/16-10/7, 6:30-9:30pm
Approved Hours: 12 (Act 48, CPA)



Access Intermediate (12 Hrs)

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

\$225 (plus book fee)/ WCOAP 3042 C01-C70/ 6:30-9:30 pm
Newtown Campus/\$225 (plus book fee)/ WCOAP 3042 C01/ 4 Wed, 10/21-11/11, 6:30-9:30pm
Approved Hours: 12 (Act 48, CPA)



Access Advanced (12 Hrs)

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

Newtown Campus/\$225 (plus book fee)/WCOAP 3034 C01/ 4 Wed, 11/18-12/16 (no class 11/25), 6:30-9:30pm
Approved Hours: 12 (Act 48, CPA)



Excel Basic (12 Hrs)

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

\$225 (plus book fee) / WCOAP 1580 C01-C70/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Mon, 9/14-10/5
Lower Bucks Campus/ C50/ 4 Wed, 9/16-10/7
Upper Bucks Campus/ C70/ 4 Tues, 9/15-10/13 (no class 9/22)
Approved Hours: 12 (Act 48, CPA)



Excel Intermediate (12 Hrs)

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

\$225 (plus book fee)/ WCOAP 1581 C01-C70/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Mon, 10/19-11/9
Lower Bucks Campus/ C50/ 4 Wed, 10/21-11/11
Upper Bucks Campus/ C70/ 4 Tues, 10/20-11/10
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 Mon, 11/23-12/14
Lower Bucks Campus/ C50/ 4 Wed, 11/18-12/16 (no class 11/25)
Upper Bucks Campus/ C70/ 4 Tues, 11/24-12/15
Approved Hours: 12 (Act 48, CPA)



Word Basics (12 Hrs)

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

\$225 (plus book fee)/ WCOAP 0164 C01-C70/ 6:30-9:30 pm
Newtown Campus/ C01/ 4 Tues, 9/15-10/13 (no class 9/22)
Lower Bucks Campus/ C50/ 4 Th, 9/17-10/8
Upper Bucks Campus/ C70/ 4 Mon, 9/14-10/5
Approved Hours: 12 (Act 48)



Word Intermediate (12 Hrs)

Learn to work with fields and perform a mail merge; use styles and outlines; how to format tables; insert SmartArt 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 Tue, 10/20-11/10
Lower Bucks Campus/ C50/ 4 Th, 10/22-11/12
Upper Bucks Campus/ C70/ 4 Mon, 10/19-11/9
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 Tues, 11/24-12/15
Lower Bucks Campus/ C50/ 4 Th, 11/19-12/17 (no class 11/26)
Upper Bucks Campus/ C70/ 4 Mon, 11/23-12/14
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.

\$225 (plus book fee)/ WCOAP 1083 C01-C70/ 6:30-9:30pm
Newtown Campus/ C01/ 3 Th, 9/17-10/1
Lower Bucks Campus/ C50/ 3 Sat, 11/7-11/21
Upper Bucks Campus/ C70/ 3 Th, 11/5-11/19



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.

\$225 (plus book fee)/WCOAP 1084 C01-C70/ 6:30-9:30pm
Newtown Campus/ C01/ 3 Th, 10/15-10/29
Lower Bucks Campus/ C50/ 3 Sat, 12/5-12/19
Upper Bucks Campus/ C70/ 3 Th, 12/3-12/17



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.

\$375 (plus book fee)/ WCOAP 1612 C01-C70/
6:30-9:30pm

Newtown Campus/ C01/ 6 Wed, 9/9-10/14

Lower Bucks Campus/ C50/ 6 Tu, 9/8-10/20 (no class on 9/22)

Upper Bucks Campus/ C70/ 6 Mon, 9/14-10/19

Approved Hours: 15 (Act 48, CPA)

**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

\$125 (plus book fee)/ WCOAP 1613 C01-C70/
6:30-9:30pm

Newtown Campus/ C01/ 3 Wed, 10/21-11/4

Lower Bucks Campus/ C50/ 3 Tu, 10/27-11/10

Upper Bucks Campus/ C70/ 3 Mon, 10/26-11/9

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

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

\$125 (plus book fee)/

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

Newtown Campus/ C01/ 2 Wed, 11/11-11/18

Lower Bucks Campus/C50/ 2 Tues, 11/17-11/24

Upper Bucks Campus/ C70/ 2 Mon, 11/16-11/23

**Web Design Applications****Dreamweaver Basic (12 Hrs)**

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

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

Newtown Campus/\$225 (plus book fee)

WCOAP 6511/ C01/ 4 Tu, 10/6-10/27, 6:30-9:30pm

**Dreamweaver Advanced (12 Hrs)**

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

Prerequisites: Dreamweaver Level 1 WCOAP 6511

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

WCOAP 6512/ C01/ 4 Tu, 11/3-11/24, 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.

\$245/ WCOAP 3054/ C01-C70,

Newtown Campus/ C01/ 4 Mon, 9/21-10/12,
6:30-9:30pm

Lower Bucks Campus/ C50/ 4 Wed, 10/14-11/4,
6:30-9:30pm

Upper Bucks Campus/ C70/ 4 Sat, 10/17-11/7,
9am-12pm

**Microsoft Project Advanced (12 Hrs)**

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

\$245/ WCOAP 3052/ C01-C70,

Newtown Campus/ C01/ 4 Mon, 10/26-11/16,
6:30-9:30pm

Lower Bucks Campus/ C50/ 4 Wed, 11/18-12/16
(no class 11/25), 6:30-9:30pm

Upper Bucks Campus/ C70/ 4 Sat, 11/21-12/19 (no class 11/28), 9am-12pm

**Web Design Applications****Search Engine Optimization – SEO (3 Hrs)**

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

\$95 (plus book fee)/ WCOAP 6516 C50-C70/

Look for course offerings in Spring 2016

Web Development/Programming

Introduction to Programming Using Java (42 Hrs)

Bristol Campus/ \$895 (plus book fee)/

WITAC 2114 C50/

Look for course offerings in Spring 2016**HTML Fundamentals (24 Hrs)**

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

Lower Bucks Campus/ C50/ 8 Mon, 9/14-11/2

Upper Bucks Campus/ C70/ 8 Wed, 11/4/15-1/13/16 (no class 11/25, 12/23, 12/30)

Approved Hours: 24 (Act 48)

**JavaScript Fundamentals (24 Hrs)**

Lower Bucks Campus/ C50/ \$320 (plus book fee)/ WCOAP 6621/ 8 Mon, 11/16-1/18 (no class 12/21, 12/28), 6:30-9:30pm

Approved Hours: 24 (Act 48)

**jQuery Fundamentals (18 Hrs)**

\$275 (plus text book)/ WCOSY 1616 C50-C70/ 6:30-9:30pm

Lower Bucks Campus/ C50/ 6 Sat, 9/12-10/17

Upper Bucks County/ C70/ 6 Wed, 9/23-10/28

Creating Dynamic Website with PHP and MySQL (36 Hrs)

Newtown Campus/ C01/ \$585 (plus text book)/

WITAC 3000 / 6 Sat, 9/12-10/17, 9am-3:30pm

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

Building Websites using Python and Django (24 hrs)

\$320 (plus text book)/ WCOSY 6100 C01/

Look for course offerings in Spring 2016

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

Front-End Web Development (24 hrs)

Newtown Campus/\$320 (plus text book)/

WCOSY 6101/C01/ 8 Tu, 9/15-11/10 (no class 9/22), 6:30-9:30pm

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.

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

Newtown Campus/C01/ 9 Tues, 9/8-11/10 (no class 9/22), 6-10pm

Lower Bucks Campus/ C50/ 9 Mon, 10/19-12/14, 6-10pm

Upper Bucks Campus/ C70/ 9 Wed, 9/9-11/4, 5:30-9:30pm

AutoCAD 3D Modeling 2nd Level

For those familiar with AutoCAD, this course incorporates the features, commands, and techniques used to create, edit, and print 3D drawings with AutoCAD. Hands-on exercises 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.

\$630 (plus book fee)/ WCOAP 6065 C01 & C70

Newtown Campus/ C01/ 9 Tues, 11/24-2/2 (no class 12/22, 12/29), 6-10pm

Upper Bucks Campus/ C70/ 9 Wed, 11/18-2/3 (no class 11/25, 12/23, 12/30), 5:30-9:30pm

Approved Hours: 36 (Act 48, Engineers)

Autodesk Inventor (36 Hrs)

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

Newtown Campus/\$675 (plus book fee)/

WCOAP 6070 C01/ 9 Sat, 9/12-11/7, 9am-1pm

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/\$750 (plus book fee)/

WCOAP 6068 C01/ 9 Wed, 11/18-2/3 (no class 11/25, 12/23, 12/30), 6-10pm

SolidWorks Essentials with 3D Printing

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.

Newtown/\$650 (plus book fee)/

WCOAP 6071C01/9 Wed, 9/9-11/4, 6-10pm/36 hrs

Computer Graphics

Adobe Illustrator Basic (15 Hrs)

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

\$395 (plus book fee)/WCOAP 6018 C01-C70/
6:30-9:30pm

Newtown Campus/C01/ 5 Mon, 9/14-10/12

Lower Bucks Campus/C50/ 5 Th, 10/1-10/29

Upper Bucks Campus/C70/ 5 Tues, 9/8-10/13
(no class 9/22)

Approved hours: 12 (Act 48)

Adobe Illustrator Advanced (15 Hrs)

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

\$395 (plus book fee)/ WCOAP 6019 C01-C70/
6:30-9:30pm

Newtown Campus/C01/ 5 Mon, 9/14-10/12

Lower Bucks Campus/C50/ 5 Th, 11/12-12/17
(no class 11/26)

Upper Bucks Campus/C70/ 5 Tues, 10/27-11/24

Approved hours: 12 (Act 48)

Adobe InDesign Basic (12 Hrs)

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

Newtown Campus/ \$395 (plus book fee)/
WCOAP 6526 C01/ 4 Wed, 9/9-9/30, 6:30-9:30pm

Approved hours: 12 (Act 48)

Adobe InDesign Intermediate (12 Hrs)

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

Newtown Campus/ \$395 (plus book fee)/
WCOAP 6527 C01 / 4 Wed, 10/14-11/4, 6:30-9:30pm

Approved hours: 12 (Act 48)

Adobe InDesign Advanced (12 Hrs)

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

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

WCOAP 6528 C01 / 4 Wed, 11/18-12/16 (no class
11/25), 6:30-9:30pm

Approved hours: 12 (Act 48)

Adobe Photoshop Basic (12 Hrs)

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

\$395 (plus book fee)/ WCOAP 6020 C01-C70/
Newtown Campus/C01/ 4 Wed, 9/9-9/30,
6:30-9:30pm

Lower Bucks County/C50/ 4 Sat, 10/17-11/7,
9am-12pm

Upper Bucks County/C70/ 4 Th, 9/10-10/1,

6:30-9:30pm

Adobe Photoshop Advanced (12 Hrs)

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

\$395 (plus book fee)/WCOAP 6021 C01-C70,
Newtown Campus/C01 / 4 Wed, 10/14-11/4,
6:30-9:30pm

Lower Bucks County/C50/ 4 Sat, 11/21-12/19,
9am-12pm

Upper Bucks County/C70/ 4 Th, 10/15-11/5, 6:30-9:30

Approved hours: 12 (Act 48)

Computer Forensics Fundamentals

Computer Forensics Fundamentals

What you will learn:

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

Newtown Campus/\$1,195 (plus book fee)/
WITAC 2113 C01/ 14 Mon, 9/17-1/21, 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)

Section Contents

Arts & Leisure

48

- | | |
|--|--|
| Arts..... 48 | Music..... 50 |
| <ul style="list-style-type: none">• Oil Painting• Photography• Water color• Stained Glass• Mitten making | <ul style="list-style-type: none">• Djembe Drum Lessons• Guitar Courses• Harp Therapy & Folk Harp• Piano Master Class• Private Music Lessons |

Culinary

43

- | | |
|--|--|
| <ul style="list-style-type: none">• Food Blogging 101• Let's Make Ricotta• Cranberries – Juice & Jelly Canning | <ul style="list-style-type: none">• Soups On – Pressure Canning• Chinese Cuisine – the Appetizer Course |
|--|--|

Getting Prepared

56

- | | |
|---|---|
| <ul style="list-style-type: none">• College Readiness Skills for Students with ADHD and Asperger's Syndrome• Law School Admission Test (LSAT) Preparation Course | <ul style="list-style-type: none">• GMAT Preparation• GED® Test Preparation – FREE |
|---|---|

Health & Fitness

45

- | | |
|--|--|
| <ul style="list-style-type: none">• Dance Classes• Tai Chi• Bellydancing | <ul style="list-style-type: none">• Yoga• Zumba |
|--|--|

Language/ESL

41

- | | |
|---|--|
| English as a Second Language..... 41 | Foreign Language..... 42 |
| <ul style="list-style-type: none">• Beginning, Intermediate, and Advanced• Easy English Courses• Test Preparation | <ul style="list-style-type: none">• Mandarin Chinese, Italian, Advanced Spanish Conversation, and German |

Lifelong Learning

51

- | | |
|--|--|
| Special Interest..... 51 | Second Act - Ages 50+ 52 |
| <ul style="list-style-type: none">• American Sign Language (ASL)• Antique Appraising• Gaming• Home Repairs and Installations• Archaeology• Private Pilot Ground School• Technology Series - social media, blogging | <ul style="list-style-type: none">• AARP Smart Driver• Art Classes• Computers and Technology• Gaming• History• How-To Game Workshops• Literature• Music Listening Courses• Photography |

Personal Mindfulness

44

- | | |
|---|--|
| <ul style="list-style-type: none">• Contemplative Spirituality• Meditation | <ul style="list-style-type: none">• Philosophy• Self Help |
|---|--|

Youth, Parents & Teachers

47

- | | |
|---|--|
| <ul style="list-style-type: none">• Children's Yoga Teacher Training Program• Kids Yoga (ages 4-8)• Preteen Yoga (9-12) | <ul style="list-style-type: none">• Ballet for Tots (ages 3-5)• Ballet/Tap Combo (ages 5-7) |
|---|--|

Language/ESL

Free ESL Placement Meeting!

Monday, August 31, 2015, 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 September 4th, 2015!
- Registration Deadline, September 11, 2015
- 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/ September 21-December 14 (no classes 11/25)

10 am-12 pm

C02/ September 21-December 14 (no classes 11/25) 7-9 pm

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

LESLA 0004 C01 & C02

For advanced beginners, all English skills studied.

Mondays and Wednesdays

C01/ September 21-December 14 (no classes 11/25)

10 am-12 pm

C02/ September 21-December 14 (no classes 11/25)

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/ September 21-December 14 (no classes 11/25)

10 am-12 pm

C02/ September 21-December 14 (no classes 11/25)

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/ September 21-December 14 (no classes 11/25)

10 am-12 pm

C02/ September 21-December 14 (no classes 11/25)

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/ September 21-December 14 (no classes 11/25)

10 am-12 pm

C02/ September 21-December 14 (no classes 11/25) 7-9 pm

Advanced ESL

Newtown Campus

Advanced ESL 3A / \$320 (includes text)

LESLA 0312 C01 & C02

All English skills studied

Mondays and Wednesdays

C01/ September 21-December 14 (no classes 11/25)

10 am-12 pm

C02/ September 21-December 14 (no classes 11/25) 7-9 pm

Advanced ESL 3B / \$320 (includes text)

LESLA 0313 C01 & C02

All English skills studied

Mondays and Wednesdays

C01/ September 21-December 14 (no classes 11/25)

10 am-12 pm

C02/ September 21-December 14 (no classes 11/25) 7-9 pm

Specific Skill Courses

Newtown Campus

Conversation and Pronunciation/\$235

LESLA 0202 C01 & C02
 For intermediate to advanced speakers
 Thursdays
 C01/ September 24-December 17 (no classes on 11/26)
 10 am -12 pm
 C02/ September 24-December 17 (no classes on 11/26)
 7-9 pm

All Levels Writing/\$350 (includes text) 

LESLA 0502 C01
 Intermediate to advanced students
 Tuesdays & Thursdays (includes lecture and lab)
 C01/ September 22-December 15 (no classes on 11/26)
 7-9 pm

Easy English 3

Build on the language skills you mastered in Easy English 2, as you learn to talk about real-life situations including looking for a job, making a budget, buying a home, and taking care of your health.

Online/ \$99/ EESLA 0207/ **See page 24 for dates**



Test Preparation

IBT TOEFL Test Preparation
 Newtown Campus/ \$385 (includes text)/ ATEST
 2502 C01
 Advanced English skills and practice tests for the TOEFL test.
 Tuesdays & Thursdays
 C01/ September 22-December 15 (no classes on 11/26)
 7-9 pm



Foreign Language

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

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

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

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

Mandarin Chinese

Greg Tang, M.S.
 Newtown Campus/\$170 (plus \$25 book fee; \$32 CD optional; same book for all levels)
Course I: RLANG 0568 C01
 6 Mon, 9/14-10/19, 6:30-9 pm
Course II: RLANG 0569 C01
 6 Mon, 11/9-12/14, 6:30-9 pm
 Approved Hours: 15 (Act 48)



Italian

\$234 (plus \$20 book fee, same book for all levels)

Newtown Campus/ Susan Montemurro, B.A.
Course I: RLANG 0209 C01
 10 Tu, 10/6-12/8, 7-9:30
Course II: RLANG 0214 C01
 10 Wed, 10/7-12/16, (no classes on 11/25) 7-9:30 pm
 Approved Hours: 25 (Act 48)



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


Course I: RLANG 0209 C50
 10 Wed, 9/9-11/11, 7-9:30 pm
Course II: RLANG 0214 C50
 10 Tu, 11/17-1/26/16 (no class 12/29), 7-9:30 pm
 Approved Hours: 25 (Act 48)

German

Irmgard Linhoff, M.S.
 Newtown Campus/\$200 (plus \$18 book fee payable to instructor)
Course I: RLANG 0301 C01
 10 Tu, 9/29-12/1, 7-9pm
 Approved Hours: 20 (Act 48)




Spanish


Newtown Campus/\$195 (plus \$30 book fee same book for all levels/)
Course I: RLANG 0405 C01/ 
 8 Mon, 9/14-11/2, 6-8:30 pm
Course II: RLANG 0406 C01/
 8 Mon, 11/9-1/4/16 (no class 12/28) 6-8:30 pm
Course III: RLANG 0407 C01/
 8 Wed., 9/16-11/4, 6-8:30 pm
Course IV: RLANG 0408 C01/
 8 Wed, 11/11-1/13 (no class 11/30 & 12/30), 6-8:30 pm
 Approved Hours: 20 (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 (plus \$15 book fee)
Course I: RLANG 0419 C01
 10 Tu, 9/22-11/24, 6:30-8:30 pm 
 Approved Hours: 20 (Act 48)

French

Newtown Campus/\$200 (plus \$30 book fee payable to instructor) *Nathalie Paulus, B.S.*
Course I: RLANG 0001 C01 
 10 Tu, 9/22-11/24 (no class 11/26) 6:30-8:30
 Approved Hours: 20 (Act 48)

Culinary



Let's Make Ricotta

NEW

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/\$49 (plus \$5 materials fee payable to instructor)

RCULI 4175 C01 & C02

C01/Sat, 9/19, 9-11 am

C02/Sat, 10/17, 9-11am

Cranberries – Juice & Jelly Canning

Just in time for the Holidays! Learn how to make Cranberry Juice and Cranberry Jelly that can be enjoyed for the holidays and all year. This class will include how to turn whole cranberries into juice and jelly along with learning how to preserve them for all year with step by step instructions on how to can along with a discussion on safety and inventory. Class also includes recipes and jars to go home with. *Marian Bolum*

Newtown Campus/\$49 (plus \$15 materials fee payable to instructor)/ RCULI 4162 C01

Saturday, 11/7, 10am-1pm

Soups On – Pressure Canning

NEW

Soups On! Learn how to make a homemade delicious soup from making the broth to a finished product that can be jarred and preserved to enjoy all year. There's nothing like going to your pantry and grabbing a jar of delicious homemade soup on a cold winter night without all the high sodium and preservatives. This class you will learn how to Pressure Can soups with step by step instructions along with along with a discussion on safety, food storage and inventory. Plus enjoy a hot bowl of soup with homemade biscuits while the soup is processing. Class includes recipes, handouts, tasting and a jar to take home. *Marian Bolum*

Newtown Campus/\$49 (plus \$15 materials fee payable to instructor)

RCULI 4176 C01/ Fri, 11/20 6-9 pm

Chinese Cuisine – The Appetizer Course

NEW

In the first course we tackled the authentic Chinese styles...some background, history, flavors and complexity. This is the third course in the series of Chinese cookery. This course will explore simple yet delicate Chinese appetizers. We will roll up our sleeves and get our hands into dumplings, shaomai, baozi, jian bing, dim sum, wontons, simple egg rolls and even a few desserts! You can easily do these for your entire family in your home kitchen. Zhiying will share her stories of Chinese traditions and culture. *Zhiying Wu, CJB, A.A. assisted by Chef Earl Arrowood, CCC, CCE, AAC, M.Sc.*

Newtown Campus/ \$139 (plus \$25 material fee payable to instructor)/RCULI 4169 C01

4 Thu, 10/1-10/22, 6-9 pm

(Senior Discount does not apply)

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, 9/26-10/3, 9-11am

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

- Hospitality is the #2 industry in Bucks County. Now is the Time! Meeting, Convention and Event Planning programs
- Fall offerings in Bread Making, Vegetarian Cuisine, International Cuisine and Pastries

Discover More Options

See also: pages 66 to 74

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



Personal Mindfulness

Are You Your Thoughts?

Find out in this 2-hour introduction to Inquiry. Inquiry is a simple, yet powerful way to identify and question any thought that causes stress and suffering in your life. This mini-workshop offers an introduction to The Work of Byron Katie, tools to question your thoughts, and ways to make this meditation practice a natural part of your life. Anyone with an open mind can do The Work. *Jean Kuhn, M.S.Ed. Certified Facilitator of The Work of Byron Katie*

Newtown Campus/ \$39/ RCEGN 4206 C01, C02, C03 & C04

C01/Tu, 9/22, 10am-12pm

C02/Tu, 10/13, 10am-12pm

C03/Tu, 10/27, 10 am-12 pm

C04/Tu, 11/3, 10 am-12 pm

Contemplative Spirituality

“Contemplative Spirituality” is a course designed for those who would like to deepen their relationship to God by incorporating some of the great spiritual practices that have withstood the test of time. Journaling for spiritual growth, sacred reading, the practice of spiritual attentiveness, and centering prayer will be covered in this 5 week course. This course is open to everyone and all levels of knowledge of spiritual practice.

Rev. Dr. Marianne Morgan

Newtown Campus/ \$79/ RHEAL 0056 C01

5 Thu., 9/24-10/22, 6:30-8 pm

To Love, Honor and Cherish Thyself

New and extended class. By popular demand, Rev. Rubin has extended the class to include 5 additional sessions. When we marry we vow to “love, honor and cherish” our spouse, but what about ourselves? Many women are raised to value others before themselves. If you find yourself at a crossroads, perhaps newly separated, divorced, an empty nester, or in the stages of a career change, take this first step to empower yourself, and discover ways to “love, honor and cherish thyself.” Join us as we expand the exploration of meditation and relaxation. *Rev. Sandy Rubin*

Newtown Campus/\$89 /RHEAL 0212 C01

6 Wed, 9/30-11/4, 7-9 pm

De-Hypnotize and Reprogram for Happiness and Success

Even from before the time of birth we are programmed with what professional hypnotherapists call “Waking Hypnotic Suggestion”. We believe our thoughts to be our own when most are a product of programming throughout our lives by parents, teachers, clergy, television, radio, friends, etc. All original thought comes from the creative subconscious. Only by clearing the path and erasing old negative and limiting programming can a person find true happiness, self-knowledge and reach their full potential. This workshop will help you begin the process of clearing our old programming imbedded through waking hypnotic suggestion and experience greater self-awareness and enlightenment. *Philip Holder PhD.*

Newtown Campus/ \$79 (CD for \$25 payable to instructor)/ RHEAL0066 C01/

Thur, 10/15, 6:30-8:30 pm

Couples in Communication

Personal differences make life interesting, but can also cause conflict. Destructive arguments leave scars that are difficult to repair. Communication and Listening skills are the key. Even arguments can be constructive and help you to better understand your spouse, friends and family if you follow a few simple rules. Participants can gain: The ability to listen effectively, argue productively, resolve conflicts, stay on topic and achieve common goals. Participants will also gain tools to better manage anger and frustration, as well as learn to empathize and effectively negotiate. This class is designed primarily for couples but individuals are welcome as well. *Philip Holder PhD.*

Newtown Campus/\$79 (plus \$25 materials fee payable to instructor)/

RHEAL 0064 C01/ Thur, 12/3, 6:30-8:30 pm

Past Lives: The Theory and the Experience

Would you like to know if you are an old spirit, if you have lived a previous life or lives? In many cultures it is believed that our fears and anxieties, our talents and creative abilities, may have their roots in experiences from a previous life. By discovering our past experiences, and how they have led us to where we are now, we can better understand ourselves, our likes, our dislikes, our fears, our goals and our desires. Would you like to know if you are an old spirit, if you have lived a previous life or lives? Regression can be an interesting exciting therapeutic journey within. Note: Please plan to arrive early as doors will be closed to avoid disruption. *Philip Holder, Ph.D.*

Newtown Campus/\$89 (plus \$25 materials fee payable to instructor)/

RHEAL 0032 C01/ Thur, 9/24, 6:30-9:00 pm

Approved Hours: 2.5 (Act 48)

ACT 48

Public Speaking (Keeping Your Audience Interested and Inspired)

If you are currently presenting classes or workshops and want to put more pizzazz into your presentations, or if you are called upon to speak at meetings or events and would like to be an even more inspiring speaker, or if you would like to just get involved in public speaking... this class can help you be your best. Learn how to get your message across in an entertaining, inspiring and motivational way. If you are planning to present classes and workshops and aspire to be a dynamic motivational speaker, this class is for you. Benefit from Dr. Holder's decades of public speaking and presenting. Learn some of the techniques and principles that have made Dr. Holder a popular and sought after speaker. *Philip Holder, Ph.D.*

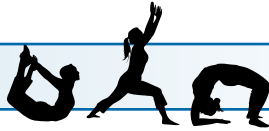
Newtown Campus/\$129 (plus \$25 materials fee payable to instructor)/

RCEGN 8811 C01/ 2 Thur, 10/29 & 11/12,

6:30-8:30pm

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

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.

Newtown Campus/ \$615 (plus approx. \$95 for text*)/ WFTNS 1008 C01/

Next Offering: Spring 2016

*ACE Personal Trainer Manual (2 book set), American Council on Exercise, 5th edition Sample Test for Personal Trainer Certification Exam (www.acefitness.org) Call to order & receive discount: 1-888-825-363

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/\$79 /RFTNS 8008 C01

8 Mon, 9/21-11/9, 6:30-7:30

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, 10/20-11/24 4:30-6:00 pm

Physical Conditioning Theory: Fact from Fiction

This class will focus on an in-depth analysis of the process of physical conditioning and the products of improved fitness and application to activities of daily living. We will take a broad-based approach to analyzing these concepts and include information for all segments of society, and cover information that may be used in the conditioning of the average person or an elite athlete. Our first step will be to take a brief look at where our society is in terms of fitness, health, and participation in physical activity. We will then analyze the benefits (physically, emotionally, and economically) brought about by being regularly active. This will be followed by an analysis of how the body responds and adapts to physical stress. *Paul J. Minitier*

Newtown Campus/ \$139 (plus \$12 book fee)

6 Sat, 9/19-10/24, 9-11:30am

Introduction to Kundalini Yoga NEW

Have you wondered what Kundalini Yoga is all about? Come learn the basics of the Yoga of Awareness: mindful meditation, pranayama (breathing), mantras (laya yoga, or the yoga of sound) and physical asanas (50% asanas, 50% chanting/meditation). Kundalini Yoga is a technology that helps you be the best that you can be through tapping into your inner self. Consistent practice of Kundalini yoga can improve function of all bodily systems, heighten sensory awareness and creativity, give beauty and strength, eliminate negative habitual patterns, enhance intuition, and bring a heightened spiritual sense. Discover your true self with Kundalini Yoga (as taught by Yogi Bhajan, Ph.D.) All levels welcome. *Priscilla Estes, RYT, IKYTA*

Newtown Campus/ \$79/ RFTNS 0133 C01

6 Tu, 9/8-10/13, 5:45-7:15 pm

Yoga For Healing Addictive Behavior

Change habitual patterns of behavior with Kundalini Yoga and Meditations that help release blocks, fears, and generational 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. (Kundalini Yoga as taught by Yogi Bhajan, Ph.D.) *Priscilla Estes, RYT, IKYTA*

Newtown Campus/ \$69/ RFTNS 0065 C01

4 Tu, 10/27-11/17, 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, 9/8-10/27, 7:15-8:15

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.

Ba Gua Zhang 

Ba Gua Zhang is a Chinese martial art of the internal school like Tai Chi. Unique posture 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, 11/3-12/22, 7:15-8:15pm

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
12 Wed, 9/2-11/18, 6:45-7:45 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
12 Wed, 9/2-11/18, 8-9 pm

Texas Two Step

Learn THE TEXAS TWO STEP, a very fast traveling circle dance, popular with dancers who enjoy country music. The steps are not much different from an ordinary walking step, it is easy to learn and a blast to perform. Couples and singles are welcomed. *Margaret Menhardt*

Newtown Campus/ \$55 per person, \$95 per couple/
RFTNS 6048 C01
3 Thu, 11/5-11/19 7-8 pm

Basic to Intermediate Latin Club CHA-CHA and Salsa 

Don't miss the BASIC to INTERMEDIATE Latin Club Dance Class. This sensual CHA_CHA and the sizzling, energetic SALSA will be presented, to get YOU ready for your HOLIDAY PARTIES. Even the Basic Patterns are fun to perform. Couples and singles are welcomed. *Margaret Menhardt*

Newtown Campus/ \$55 per person, \$95 per couple/
RFTNS 6056 C01/
5 Thu, 10/1-10/29, 7-8 pm

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

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*

Youth, Parents & Teachers

Kids Yoga (ages 4-8) **NEW**

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, 10/8-10/29, 4:30-5:15 pm

Preteen Yoga (ages 9-12) **NEW**

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, 10/8-10/29, 5:30-6:30 pm

Ballet for Tots (ages 3-5) **NEW**

Dreams of being a dancer start now! Let your children enhance their sense of rhythm, balance, coordination, flexibility, and posture as they dance to fun “song and dance” routines. This ballet class will involve basic barre work to music and stretching on a continuing basis. *Elena Lydon*

Newtown Campus /\$69/RCHYC 9001 C01
6 Mon, 9/28-11/2, 4:30-5:15pm

See Also:

- [Child Development Associate - Page 25](#)

Ballet/Tap Combo (ages 5-7) **NEW**

Graceful ballet, happy tap! Let your children enhance their sense of rhythm, balance, coordination, flexibility, and posture as they learn both fun styles of dance. This ballet/tap class will involve basic barre work to music and stretching on a continuing basis, tap combinations and warm-up dance to enhance timing. *Elena Lydon*

Newtown Campus /\$69/RCHYC 9002 C01
6 Mon, 9/28-11/2, 5:20-6:05pm

DYSLEXIA: The Reason About 80% of Struggling Readers Struggle: What Is It? What to Do?

This course will help participants understand the cause and impact of dyslexia on both children and adults. Using visuals, lecture, interaction with workshop leader and group discussion, it will demonstrate the symptoms of dyslexia in small children, middle school children, teens and even adults. Participants will learn how to help their children, students or themselves, the kinds of teaching methods that works for them, how to convey their needs to others. *Anne R. Edwards*

Newtown Campus/\$89 RCEGN 8655 C01
3 Wed, 10/7-10/21; 7-9pm

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
3 Sa, 9/12, 10/10, 11/14, 9 am – 4 pm
3 Sun, 9/13, 10/11, 11/15, 9 am – 4 pm
15 Thur, 9/3-12/17 (no class on 11/26), 6:30-9:30 pm

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



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, 9/22-11/3, 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, 9/24-11/5, 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! A Supply List is available upon registration. Students may use what supplies they already have on hand. *Maggie Leiby*

Upper Bucks Campus/\$159/RFNRT 8022 C70
6 Thu, 9/10-10/15, 6-9pm

Paint Like an Impressionist – Introduction to Palette Knife Painting



Upper Bucks Campus

This is an introductory class in the study of Palette Knife painting in oil. Students will be introduced to the exciting technique of palette knife painting which helps create paintings that sing with a vibration of color and texture in a painterly Impressionistic manner. The various mediums used to facilitate the application of paint, as well as, the proper sequence of paint application will be discussed. Each class will begin with a demo and explanation of the painting process supported by the use of handouts. Working from life through still life set ups, as well as, working from landscape reference photos will be explored. Drawing, painting techniques, color theory, composition, and materials will all be discussed. The individual needs of each student will be addressed in a relaxed and welcoming atmosphere. All Levels! A Supply List is available upon registration. Students may use what supplies they already have on hand. *Maggie Leiby*

Upper Bucks Campus/\$89/RFNRT 8023 C70 & C71
C70/ 3 Tu, 9/22-10/6, 6-9 pm
C71/ 3 Tu, 10/20-11/3, 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. Bring what supplies you have for the first class. A supply list is available the first day of class. *Gail Bracegirdle, B.F.A*

Newtown Campus/ \$159/ RFNRT 2530 C01
6 Tu, 10/6-11/10, 6:00-9:00pm

Painting with Passion: A Series of Fine Art Courses



Lower Bucks Campus Watercolor Techniques I

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. A great opportunity for beginners to develop their watercolor art skills! *Rose Marie Strippoli*

Lower Bucks/ \$159/ RFNRT 8024 C50
6 Tu, 9/15-10/20, 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 All 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: Bring whatever material you have. *Larry Chestnut, B.A.*

Newtown Campus/ \$159/ RFNRT 2526 C01
6 Tues, 9/22-10/27, 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: Bring whatever materials you have. *Larry Chestnut, B.A.*

Newtown Campus/ \$159/ RFNRT 8025 C01
6 Th, 9/24-10/29 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. Please bring your art supplies to class. *Ann Woolsey*

Upper Bucks Campus/ \$199/ RFNRT 2570 C70
8 Tu, 9/15-11/10 (no class on 10/13) 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. *Dan Burstein*

Newtown Campus/ \$189 (plus \$90-100 materials fee payable to instructor)/ RFNRT 0408 C01/
8 Fri 9/18-11/13 (no class on 10/16), 6-8:30 pm
Approved Hours: 20 (Act 48)



Stained Glass – Intermediate Techniques

Further your skills in glass cutting, foiling, and 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 0449 C01/
8 Fri 9/18-11/13 (no class on 10/16), 7:30-10 pm
Approved Hours: 20 (Act 48)



Re-Purpose Wool Sweaters to Lined Mittens

Learn how to take wool sweaters and turn them into beautiful fleece lined mittens that will keep hands warm throughout the winter. Makes a great gift or enjoy for yourself. This class will include simple stitches that can be learned, pattern and everything you need to make a pair of mittens. *Marian Bolum*

Newtown Campus/\$49 (plus \$10 materials fee payable to instructor)/ RFNRT 5014 C01
Sat, 12/5, 10-1pm

Taking Your Camera Out of Automatic

Over the course of three two hour sessions, the students will become comfortable using their camera in manual. Aperture, shutter, and ISO settings will be covered. Homework, in-class assignments and photo critiques will be used to strengthen course topics. Students will leave this class comfortable in using their camera to achieve their desired photos. *Jodie Smola, M.A.*

Upper Bucks Campus/ \$69/ RFNRT 2577 C70,
C71 & C72
C70/ 3 Sat. 9/19-10/3, 10 am-12 pm
C71/ 3 Sat. 11/7-11/21, 10 am -12 pm
C72/ 3 Thu, 10/8-10/22, 12-2 pm

Mobile Photography Seminar

Over the course of a two hours, the students will learn valuable techniques to improve their photography, investigate new mobile apps for creative inspiration and test their newly acquired skills in the classroom setting. *Jodie Smola, M.A.*

Upper Bucks Campus/\$39/ RFNRT 2591 C70,
C71 & C72
C70/ Sat, 10/17 10 am-12 pm
C71/ Thu, 11/12, 1-3 pm
C72/ Sat, 12/5, 10 am-12 pm



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.

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.*

ACT 48

Newtown Campus/ \$120/ RMUSC 1168 C01
8 Mon, 9/21-11/9, 6:30-7:30 pm
Approved Hours: 8 (Act 48)

Guitar for the Adult Beginner, Continued

This course picks up where “Guitar for the Adult Beginner” leaves off. Still a class for the beginner, it is also ideal for returning students as well as those who feel they aren’t a beginner but aren’t ready for anything too intense. Minimal experience is required. Completion of “Guitar for the Adult Beginner” is not mandatory. Must provide own guitar. *Don Leffler, B.M.*

Newtown Campus/ \$120/ RMUSC 1169 C01
8 Mon, 9/21-11/9, 7:45-8:45 pm

Playing the Djembe Drum, the Tradition Rhythms of West Africa

NEW

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 (There is a one-time drum rental fee of \$35, waived if you bring your own full size djembe) (11” head minimum)
RMUSC 1194 C01
4 Tu & 4 Thu, 9/22-10/15, 6-8pm
(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 / \$399 (plus \$125 materials fee payable to instructor)/ Contact Bedside Harp for times and dates.

Learn to Play the Folk Harp for Your Own Healing
RMUSC 1130 CA1

Learn to Play the Folk Harp Beginner Level II
RMUSC 1131 CA1

Learn to Play the Folk Harp - Intermediate
RMUSC 1135 CA1

Private Music Lessons

Private music lessons are offered by special arrangement with Continuing Education’s professional instructors. For registration and/or information, please call **215-968-8409 (Option #1)**. The following lessons are available through continuing education:

Newtown Campus Fees:

- Six half-hour lessons \$135
- Six one-hour lessons \$255
- Twelve half-hour lessons \$255
- Twelve one hour lessons \$495

Lessons are available for the following instruments:

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

For Music Majors

BCCC students enrolled as Music majors (Curriculum Code 1019) must contact Dr. Steven M. Bresnen, Music Area Head, prior to registering for non-credit private music lessons taught via Continuing Education.

Steven.Bresnen@bucks.edu



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.

Discover More Options

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 is 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, 9/22-11/10, 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/
Thu, 10/22, 6-9 pm

Easybridge – an Introduction to Duplicate Bridge

"Bridge is the world's greatest game of the mind!" Do you like to have fun? Meet new people? Want to keep your brain sharp? Bridge is stimulating and challenging and provides the ideal setting for socializing and making new friends. If you have never played before, this is the class for you. You will be playing bridge right from the first lesson. 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, 9/4-10/9, 1-3 pm
CA2/ 6 Fri, 10/16-11/20, 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, 9/4-10/9, 3-5 pm
CA2/ 6 Fri, 10/16-11/20, 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 Tu, 9/22-10/13, 6:30-8:30 pm
(Senior Discount does not Apply)

Evolving Earth: Exploring the Fossil Past (Nature/Natural History)

All life on our planet is connected through a single process: evolution. "Evolving Earth" takes participants on an amazing journey through life's history. From single-celled microorganisms to mammoths and our extended human family. We'll explore the topic by looking at rocks and fossils as well as group discussions and PowerPoint lectures. *Matthew Bielecki, B.S., B.A.*

Pennswood/ \$89/ RCEGN 8852 CPV1
6 Wed, 9/30-11/4, 10 am-12 pm
(Senior Discount does not Apply)

Home Repairs and Installations

This course is designed to present to students the necessary knowledge and information needed to save money and make your own accurate and safe repairs. The use and proper application of tools needed for troubleshooting all repairs. Home projects will be discussed and demonstrated. Four important areas of discussion will be Building Construction and Hardware, Electrical Systems and Devices, Mechanical Equipment and Appliances including the interior and exterior of your home. Personal safety and proper maintenance will be discussed along with the importance of all Building and Electrical Codes. Students will participate with classroom examples and demonstrations and will be encouraged to bring their project ideas and questions to class. Students will be given the opportunity to meet the instructor at a Home Center, to identify and discuss all materials and products that can be used for any home repair and/or in-stallation.

Rick Grillone, UCC Certified Inspector

Newtown Campus/\$189/ RCEGN 6965 C01
8 Wed, 9/30-11/18, 6-9 pm
(Senior Discount does not Apply)

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

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, 9/16-10/28, 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
Tue, 11/10, 6:30-9:00 pm

Second Act - Adults - Age 55+

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

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

More adults are also entering second careers and want new, marketable skills.

So, whether you're interested in personal enrichment, or a second career, take a look at all the possibilities before you.

Canasta

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

Newtown Campus/ \$49 (plus \$3 materials fee payable to instructor)/ RCEGN 8650 C01
Tu, 10/27, 6-9 pm

Mah Jongg

Originating in China about 2000 years ago, Mah Jongg is an exciting, engaging and fun game using tiles to form hands, much like rummy. Learn to play the American version, using The National Mah Jongg League rules and card. An experienced educator will explain the basics in simple terms and guide you as you play, learn and enjoy your new skill. Enrollment is limited to ensure a successful learning experience. *Neilia Makadok, B.S.*

Newtown Campus/ \$99 (plus \$11 materials fee payable to instructor)/ RCEGN 8652 C01
3 Wed, 9/30-10/14, 6-9 pm

The Harlem Renaissance

Have you heard of the Cotton Club, the Dark Tower, the Tree of Hope, Bessie Smith, W.C. Handy and Zora Neale Hurston? These and other examples of African American culture flourished in Harlem between World War I and the beginning of the Great Depression. This movement soon went mainstream, influencing American culture at large. Learn about and listen to the exciting music of the 1920's in Harlem with excursions into the art, literature, and dance emerging at the same time. *Margaret Montet, M.M., M.L.S.*

Heritage Creek/\$69/RCEGN 8706 CPV1
3 Mon, 11/2-11/16 6-8 pm

Vienna, City of Music **NEW**

Vienna, Austria, has been an irresistible destination for musicians and a center of musical activity for centuries. This course will explore the reasons for this attraction, the musical innovations which originated in this sophisticated city, and then focus on its superstar composers. We'll travel virtually to this city on the blue Danube to learn about the creation of serious art music, lighter popular entertainment, dance, and the visual arts. *Margaret Montet, M.M., M.L.S.*

Pennswood Village/ \$69/ RCEGN 8632 CPV1
3 Sat, 9/12-9/26, 10 am- 12 pm

Continued on page 53

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

American Constitutional History: A Citizens' Guide to the U.S. Constitution

This course will begin with an examination of the Declaration of Independence and the Articles of Confederation in order to establish the historical origins of the U.S. Constitution. The Constitution will then be discussed with an emphasis upon key issues presented during the Constitutional Convention and the manner in which these issues were resolved by the Framers. The course will then examine the historical development of U.S. Constitutional Law via an analysis of major Supreme Court decisions, and conclude with a consideration of contemporary Constitutional issues. *Dr. Frank Schwartz*

Newtown Campus/\$89/RCEGN 8698/C01

6 Wed, 9/16-10/21, 7-9 pm

Pennswood Village/\$89 (plus \$4.95 book fee)/
RCEGN 8698/CPV1

6 Tu, 9/15-10/20, 10am-12pm

The Checkered Triumph of the Middle Class: Gustave Flaubert's MADAME BOVARY

Flaubert's great novel delivers to his readers an indelible portrait of a discontented young woman inspired both by the overblown and sentimental romantic novels flooding the market of 19th century popular culture and the glittering material rewards endlessly flaunted by the winners of bitterly fought financial struggles among the emerging middle class. Insatiably greedy for more—more possessions, more sensations, more “bliss”—Emma is insensible to the damage she does to others. The class will examine the sociopolitical background to which the novel responds and the painstaking style which Flaubert employs to bring it to life, including his imagery, diction, and use of point of view. We will also discuss the attempt to censor the novel in an infamous trial, and, since the book we read belongs to the translator as well as to Flaubert, we will analyze the challenge of creating a great English novel out of a great French one. *Jo Ellen Winters*

Pennswood Village/\$109 (includes book fee) /
RCEGN 8633 CPV1

7 Mon, 9/21-11/2, 10 am- 12 pm

Options for 55+

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

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 laptop/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, 11/4-11/25 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
& C02

C01/Wed, 9/16, 10 am-1 pm

C02/Wed, 10/14, 10 am -1 pm

C02/Wed, 12/9, 10 am -1 pm

Register Online!

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

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



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

Basic Drawing NEW

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 individually and in combination. Some drawing skills required. *Danielle Cargas*

Pennswood Village/ \$159/ RCEGN 8850 CPV1
9 Tu, 9/15-11/17 (no class 10/13), 9:30-12:30 pm

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*

Pennswood Village/ \$159/RCEGN 8851 CPV1
9 Thu, 9/17-11/19 (no class 10/15), 9:30 am-12:30 pm

The Art of Collage Workshop

The world of collage 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 workshop you will explore the combination of mixed media and collage to create a finished art work. Bring your creativity! *Danielle Cargas*

Newtown Campus/ \$69/RCEGN 8853 C01 & C02
C01/ Sat, 9/26, 9 am - 3 pm
C02/Sat, 11/21, 9 am -3 pm

AARP - Driver Safety Program

This eight-hour classroom course is designed especially for motorists age 50 or older. It covers normal changes in vision, hearing and reaction time, and provides practical techniques to compensate for these changes. The program fosters safer driving practices, continued mobility, and a discount in auto insurance in a majority of states. Please note the fee for the Driver safety program will be \$15 for AARP members, AARP ID required, and \$20 for non-members, CHECK OR MONEY ORDER TO AARP – NO CASH WILL BE ACCEPTED.

Jim Bodnar

Lower Bucks Campus / \$0/ RCEGN 8050 C50, C51, C52
C50/Wed, 9/16 & Thu, 9/17, 1-5 pm
C51/Wed, 10/14 & Thu, 10/15, 1-5 pm
C52/Wed, 11/18 & Thu, 11/19, 1-5 pm

AARP – SMART DRIVER Refresher Class

This is a four-hour refresher course only. You must provide certificate from previous class or a letter from insurance company, or an auto insurance bill indicating driver safety program deduction. Please note the fee for the Driver Safety program will be \$15 for AARP members, AARP ID required, and \$20 for non-members, CHECK OR MONEY ORDER TO AARP – NO CASH WILL BE ACCEPTED. *Raymond Rauanheimo*
(NOTE: Please arrive for class at 8:00)

Newtown Campus/ \$0/ RCEGN 8052 C01, C02
C01/Sat, 10/10, 8 am-12 pm
C02/Sat, 11/14, 8 am-12 pm

Cultural Events @ Bucks 2015

For updates throughout the Summer and Fall:

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

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!

Where Did My File Go?


Understanding File Management

Learn how to search for files, open and save them, copy and move them, and create and manage folders. No prior computer class required. Mastering electronic file management is a needed foundation to all other computer applications, including MS Office. *Maryanne Momorella*

Newtown Campus/ \$129/ RCOY 8028 C01
C01/ Tue 9/15, Thur 9/17, & Tue 9/22; 9-11am

Microsoft Word 2013 – Beginners

Learn to use Microsoft Word to prepare documents for business or personal use and navigate through the program easily. Discover basic editing tools, to insert pictures and stylistic elements into the Word document and much more. *Maryanne Momorella*

Newtown Campus/\$129 (includes text) 
RCOAP 8011 C01
3 Tue & 3 Thur, 9/24, 9/29, 10/1, 10/6, 10/8,
10/13; 9:00-11:00am

Approved Hours: 12 (Act 48)

Internet Tips and Tricks for Successful Surfing

In this short course students will learn how to make surfing the web more efficient. Explore the most widely used browsers and search engines. Learn about downloading from websites that are safe, how to set bookmarks and favorite websites and how to organize them into folders. Explore security issues and how to change browser settings and tabs as well as anti-virus settings. *Maryanne Momorella*

Newtown Campus/\$129 / RCOAP 8011 C01
Tue 9/29 & Thur 10/1; 11:15am - 1:15pm

Windows 8.1 for Beginners

This class will provide you with an understanding of how Windows 8.1 works and helps you to gain fluency in the terms used for the new look and feel of this version of the operating system. The focus will be on basic concepts: getting used to the environment, moving back and forth from the desktop to the start screen, accessing desktop applications, using the internet in a new and more improved manner and accessing mail service. There are no prerequisites for this class. *Maryanne Momorella*

Newtown Campus/ \$149/ RCOY 8034 C01/
2 Tu & Thur, 9/15, 9/17, 9/22, 9/24; 11:15am-1:15pm

Microsoft Excel 2013 for Beginners

MS Excel 2013 will allow students to create and format spreadsheets to manage data for their personal needs. They will be able to manipulate data, figures, and perform calculations to manage their accounting or financial needs. Students will learn editing, formatting, and developing calculations. *Maryanne Momorella*

Newtown Campus/ \$129/ RCOAP 8045 C01/
3 Tue & 3 Thur, 10/6, 10/8, 10/13, 10/15, 10/20,
10/22; 11:15am - 1:15pm

Creating Effective PowerPoint Presentations

The purpose of PowerPoint is to convey a message while keeping the audience interested, but not distracted. In this course, students will learn how to use PowerPoint to incorporate visual effects that enhance, but do not detract from the content. Learn how to create a presentation that keeps the presenter in charge and one that does not need to rely on all the bells and whistles that PowerPoint can provide. *Maryanne Momorella*

Newtown Campus/\$129 /RCOAP 8050 C01/
3 Tue, Thur, 9/24, 9/29, 10/1, 10/6, 10/8, 10/13;
9:00-11:00am

Please see our Senior
Citizen policy on page 4.

Getting Prepared



College Readiness Skills for Students with ADHD and Asperger's Syndrome

Students who present with Asperger's and ASDs may excel academically through high school however data shows that these bright students have a very high likelihood of dropping out of college due to their challenges around executive function skills, self-advocacy and navigating new social situations. This course, designed for students in 11th and 12th grade, will provide an overview of the skills necessary to independently manage a successful college career. Ryan Wexelblatt, M.S.S.

Newtown Campus/ \$159 (includes text)/ ACHYC 5085 C01/ 7 Sa, 9/26/15 – 11/7/15; 1:00-2:30pm (no class 10/31) and 11/14 1:00pm-3:00pm

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/ 4 Tue, 9/15, 9/22, 9/29, & 10/6; 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/ \$79/ ATEST 1536 C01/ 4 Tue, 10/6, 10/13, 10/20, & 10/27; 7-9 pm

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

Little Known Secrets of Paying for College

The cost of a college education is higher than ever. How will you afford this expense? This workshop will teach parents how to send your children to the college of their dreams without bankrupting your retirement. You'll discover strategies that may enable you to qualify for financial aid, sources for scholarships, and strategies for maximizing your wealth and minimizing your tax exposure, giving you greater cash flow for funding a college education. *The College Funding Coach*

Newtown Campus/ \$49/ RCEGN 8803/ C01/ Tue, 10/13; 6:30-9:30pm

College Entrance Boards Tutoring Course (SAT/PSAT)

Alison Schnaudt

Newtown Campus/ \$299 (includes text)/ ATEST 1508 C01/ 9 Sa, 9/19/15 – 11/21/15 (no class 10/31); 9:00am - 12:20pm

Graduate Record Exam Preparation Course (GRE)

William Meiers

Newtown Campus/ \$299 (includes text)/ ATEST 1523 C01/ 10 Sa, 9/19 – 11/21; 9:00am-12:00pm

Law School Admission Test (LSAT) Preparation Course

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

Online/ \$95 / ETEST 0020 / Part 1

Online/ \$95 / ETEST 0021/ Part 2

See page 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/ \$95/ ETEST 0030

See page 24 for dates.



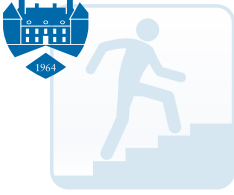
GED® Test Preparation – FREE

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 215-788-3594
or Eunice Rush-Day at 215-258-7741**



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!

Section Contents

Command Spanish

57

Construction Certificates

60

- Construction Supervision
- Construction Estimating
- Construction Practices
- Civil Sitework Construction

Industrial Skills

58

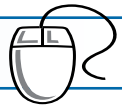
- PLC (Programmable Logic Controllers)
- Blueprint Reading
- Industrial Hydraulics
- Locomotive Engineer & Conductor Basic Training
- Advanced Manufacturing..... 59
- Metalwork Training

Workplace Professional Skills

61

- Business Coaching Certificate
- Certificate in Workplace Communication
- Management Certificate
- Notary Signing Agent Training
- Notary Training
- Fashion Design..... 63
- Basic Garment Construction
- Fashion Design
- Fashion Illustration
- Sewing Techniques
- Floral Design Certificate Program..... 62
- Basic & Intermediate Floral Design
- Centerpieces for a Sensational Summer
- Floral Design Boot Camp
- Modern Floral Design
- Tropical Floral Design
- Green Courses..... 64
- LEED® Prep Courses
- Technical Writing..... 64
- Technical Writing Certificate Program

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



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. WTMCO AM1, 12 Tu, 9/22 – 12/8, 5:30-9:15 pm 80 hrs (45 hrs class; 35 hrs e-learning)

Testimonial:

Two years ago an employee attended the PLC training course from Bucks. We are very impressed with the progress made and are contemplating sending the majority of Maintenance Staff through this same course.

B. Ferguson, Maintenance Supervisor, Greif, Warminster Steel

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/ WTMCO 0105 AM1/6 Mon, 10/19-11/23, 5-9 pm, 24 hrs

For more information about these programs, please contact Susan Herring at susan.herring@bucks.edu or 215-968-8364.

Cad Design Software - Page 38

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

Industrial Hydraulics

Learn the fundamentals of hydraulic systems used in industry. Topics include: hydraulic power systems, basic hydraulic circuits, pressure and flow valves, hydraulic speed control, pressure control circuits, DCV and cylinder applications, relief valve operations, and more.

Advanced Manufacturing Training Center/ \$875 WTMCO 1111 AM1, 9 W, 9/23-11/18, 5:30-8:30 pm 50 hrs (27 hrs class; 23 hrs e-learning)

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.

Newtown Campus/\$365 (plus approx. \$100 text)/ WTMCO 1151 C01/ 7 Sa, 9/12-11/7, (no class 10/10 & 10/31); 9am-5:30pm & 7 Tu, 9/22-11/10, (no class 10/13); 6:30-9:30pm

Specific questions regarding the class can be addressed by emailing Mark Mattis directly at: mattis1923@gmail.com

FREE INFORMATION SESSIONS - Please contact Bucks Continuing Education Office to register: (215) 968-8409 (Option #1) XTMC0 1151/ C01 C01/ Tu, 9/8 ; 6:30-8:00pm



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/fall for other degree/credit programs.

Advanced Manufacturing



ADVANCED MANUFACTURING TRAINING CENTER

310 George Patterson Blvd
Suite 108, Bristol, PA

Career Opportunities in Advanced Manufacturing

- 12-week, Metalwork Training Program
- Employer Led, Entry Level
- Gain Skills for Lucrative, In-Demand Fields
- Veterans Strongly Encouraged to Apply

This is a great opportunity to learn new skills in a high-demand field. To learn more, call: 215-968-8364

email: susan.herring@bucks.edu



Advanced Manufacturing

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

These programs are helping students find jobs! Local employers frequently contact us looking for potential new hires with technical industrial skills. Call us today to gain more information about these programs and learn how we can help you up-skill for high priority industrial positions for today and tomorrow!

For more information, call Susan Herring: 215-968-8364.

Unique Features:

- Accelerated Learning
- Monthly Start Dates
- Customization available for companies
- Stackable Certificate Programs
- Eligible for Sallie Mae Loans.
- Advanced Manufacturing Credentialed Training Paths

Production Technician Certificate

200 Hrs, \$2200

1. WTMCO 1645 AM1 Intro to Manufacturing (100 hrs), M&W, 5:30-8:30 pm, 9/14-10/28
2. WTMCO 1646 AM1 MPS: Welding Basics (24 hrs), Tu & Th-5:30-9 pm, Sat-9 am-1p, 11/3-11/14
3. WTMCO 1647 AM1 MPS: AC/DC, Electrical Fabrication, Production Assembly (76 hrs), Tu & Th-5:30-9 pm, 11/17 - 12/22

Industrial Welding I Certificate

250 Hrs, \$3275

1. WTMCO 1645 AMI Intro to Manufacturing (100 hrs), M&W, 5:30-8:30 pm, 9/14-10/28
2. WTMCO 1646 AM1 MPS: Welding Basics (24 hrs), Tu & Th-5:30-9 pm, Sat-9 am-1 pm, 11/3-11/14
3. WTMCO 1650 AM1 Sim. Welding (42 hrs), Tu & Th-5-9 pm, Sat-9 am-1 p, 11/17-12/12
4. WTMCO 1651 AM1 Welding Processes (84 hrs), Tu & Th-5-9 pm, Sat-9 am-1 pm, 12/15-2/13/16

NIMS CNC Machine Operator Certificate

250 Hrs, \$3275

1. WTMCO 1645 AM1 Intro to Manufacturing (100 hrs), M & W, 5:30-8:30 pm, 9/14-10/28
2. WTMCO 1648 AM1 Basic Trigonometry (18 hrs), M & W, 5:30-8:30 pm, 11/2-11/11
3. WTMCO 1649 AM1 NIMS CNC Machine Operator Processes (132 hrs), M & W, 5:30-8:30pm, 11/16-2/1/2016

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 **NEW!**
- Construction Supervision (ending Fall 2015)
- 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

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 10 following classes:

- Leadership and Motivation
- Oral and Written Communications
- Accident Prevention and Loss Control
- Contract Documents and Construction Law
- Problem-Solving and Decision-Making
- Project Management for Construction Supervisors
- Planning and Scheduling
- Cost Awareness and Production Control
- Construction Productivity
- General and Specialty Contractor Dynamics

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/

Fall Session Dates: 9/7/15 – 11/16/15

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 Fall Session:

Practical Applications of Civil Construction

ETMCO 1507 C30/ \$440 (plus \$156 text)

Civil Blueprint Reading and Materials **NEW!**

ETMCO 1509 C30/ \$440 (plus \$156 text)

Leadership and Motivation

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

Construction Problem Solving and Decision Making

ETMCO 2003 C30/ \$540

Cost Awareness and Production Control

ETMCO 2006 C30/ \$540

Construction Project Management **NEW!**

ETMCO 3006 C30/ \$540

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/ 9/8-10/2



New 21st Century Strategies for Productivity and Time Management

Online/ \$195/ ESMCE 4337 C30/ 10/5-10/30

Managing Generations in the Workplace

Online/ \$175/ ESMCE 4306 C30/ 11/2-11/27

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/ 9/8-10/2

Negotiation: Get What You Want

Online/ \$195/ ESMCE 4329 C30/ 10/5-10/30

Using Personality Profiles for Better Work Performance

Online/ \$295/ ESMCE 4332 C30/ 11/2-11/27



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/ Tu, 9/15

C02/ Thur, 10/8

C03/ Thur, 10/15

C04/ Thur, 11/5

C05/ Sa, 11/21, 9:00am-12:00pm

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 - C03/

C01/ Sa, 9/19; 8:30am-12:30pm

C02/ Sa, 10/17; 8:30am-12:30pm

C03/ Sa, 12/5; 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/ 9/8-10/2

Mentoring and Coaching in the Workplace Level 2

C30/ 10/5-10/30



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.

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/ \$199 (Flower cost \$185 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)
WSMCE 5125/ C01 & C02
C01/ 4 Mon, 9/21-10/12; 5:30-9:30pm
C02/ 4 Wed, 11/16-12/14 (No class 11/30);
5:30-9:30pm

Intermediate Floral Design

Students will be able to advance their knowledge and skills in floral design, having opportunities to design larger arrangements using more complex techniques. Students will learn to use some of the most common design techniques including mille de fleur, Biedermeier, phoenix, and waterfall designs. Students will take home the arrangements they create in class. *Dr. Jessica Kim*

Newtown Campus/ \$199 (Flower cost \$195 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)
WSMCE 5126/ C01/ 8 Mo, 10/19-12/14 (no class 11/30); 5:30-7:30pm

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 215-968-8104 for more information.**

Business of Floral Design: How to Open & Operate a Financially Successful Floral Business

This class is for anyone who is interested in working in the floral design industry or owning their own floral business. Everything you need to know to start and operate your own business will be discussed. Students will learn how to put together a business plan, how to design their storefront to attract customers yet be efficient with daily operations, the types of tools and equipment they'll need to be successful, how to maximize design skills and customer service for profits, and the most popular ways of marketing and advertising such a business, as well as discussing pricing and profitability. Students will also learn everything there is to know about wire services and whether they are a friend or a foe to the floral business owner. Students will also have opportunities to design arrangements in class and. *Dr. Jessica Kim*
Newtown Campus/ \$199/ WSMCE 5132/ C01/
8 Tu, 10/19-12/14; 7:35-9:35pm

Celebrating the Holidays with Fresh Flowers I

Fresh flowers can brighten up any holiday throughout the year. Students will learn to create fall floral designs in pumpkins, dinner centerpieces for Thanksgiving and winter holidays, holiday wreaths, and much more. *Dr. Jessica Kim*

Newtown Campus/ \$199 (Flower cost: \$225 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)
WSMCE 5133/ C01/ 8 Tu, 10/20-12/15
(no class 11/10); 5:30-7:30pm

Celebrating the Holidays with Fresh Flowers II

In this course, students will have opportunities to create more complex designs than those presented in Celebrating the Holidays with Fresh Flowers I. Students will create fall and winter floral designs in both traditional and modern styles using seasonal flowers and materials. Designs will include those for the home as well as for dinners and parties. *Dr. Jessica Kim*

Newtown Campus/ \$199 (Flower cost: \$225 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)
WSMCE 5134/ C01/ 8 Tu, 10/20-12/15 (no class 11/10); 7:35-9:35pm

Weddings & Special Occasions

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

Newtown Campus/ \$199 (Flower cost: \$185 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)
WSMCE 5127/ C01/ 4 Tu, 9/22-10/13; 5:45-9:45pm

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. This program will concentrate solely on women's wear.

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: Basic Garment Construction and Sewing Techniques I)
- A drawing or painting class (pages 48 & 49)
- A computer-aided design class such as Photoshop or Illustrator (page 39)

For more information, contact:

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, B.S.*

Newtown Campus/\$205 (plus approx. \$25 materials, and \$90 book fee)/ WSMCE 3710 C01/
6 Wed, 9/16-10/21 (no class 11/25), 6:30-9:30 pm

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, M.Ed.*

Newtown Campus/ \$205 (plus approx. \$25 materials, and \$90 book fee)/ WSMCE 3711

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, B.S.*

Newtown Campus/\$199 (plus \$60 book fee; includes live model fee)/WSMCE 3712 C01/
6 Wed, 10/28-12/9 (no class 11/25), 6:30-9:30 pm

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

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/ \$265 (plus \$20 payable to the instructor)/ WSMCE 3714

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/\$265 (plus \$20 payable to the instructor)/ WSMCE 3715

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*

Newtown Campus/ \$265 (plus \$20 payable to the instructor)/ WSMCE 3716

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*

Newtown Campus/ \$265 (plus \$20 payable to the instructor)/ WSMCE 3717
8 Tu, 9/15-11/3; 6:30-9:30 pm

Register Online!

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

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

Green Courses

LEED® AP + Building Design & Construction

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

Online/ \$795/ ETEST 2000
C30/ 9/8-10/30



LERN www.bucks.edu/LERNclasses

LEED® v4 Green Associate Exam Preparation Study Group

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

Online/ \$695/ ETEST 2001
C30/ 9/8-10/30



LERN 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/ 9/8-10/30



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 \$9 text)/
WSMCE 5475 C01/ 4 Mon, 9/21-10/12; 6-9pm
(no class 9/14)
Approved Hours: 12 (Act 48)

**Course II: Elements of Technical Writing II**

Newtown Campus/ \$169 (same text as Course I)/
WSMCE 5476 C01/ 4 Mon, 10/26-11/16; 6-9pm
Approved Hours: 12 (Act 48)

**Course III: Mathematics & Science for the Technical Writer**

Newtown Campus/ \$169 (plus \$12 text) /
WSMCE 5477 C01/ 4 Mon, 11/23-12/14; 6-9pm
Approved Hours: 12 (Act 48)

**Course IV: Choose one of the following**

- Introduction or Intermediate Word (online at www.ed2go.com/bucks)
- Basic, Intermediate or Advanced Word - (in class) - page 36

Course V: Choose one of the following

- Adobe Illustrator, Basic or Advanced - page 39
- Adobe Photoshop, Basic or Advanced - page 39
- InDesign, Basic or Advanced - page 39

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



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.

Fall 2015 CREDIT COURSES - At a Glance



For further information, visit www.bucks.edu/fall

August-starting courses:	August 26 to December 16, 2015 and August 26 to October 17, 2015
September-starting courses:	September 14 to December 16, 2015
October-starting courses:	October 19 to December 16, 2015
Tuition and fees information:	www.bucks.edu/admissions/tuition/
Advising Information:	www.bucks.edu/academics/advising/

ONLINE REGISTRATION

Ongoing through August 24 for August-starting classes. NOTE: There is a registration blackout period between 8/25 and 9/1 during the schedule adjustment period for full-term courses. Registration resumes on 9/2 and continues through 9/12 for September-starting classes and 10/17 for October-starting classes.

WALK-IN REGISTRATION EVENTS

- Advising is available at all events and is mandatory for ALL students seeking a degree or certificate.
- Payment is due at time of registration (A payment plan is available.)

Tuesday, Aug. 11	4:00 to 7:00 pm	Upper Bucks Campus
Thursday, Aug. 13	4:00 to 7:00 pm	Lower Bucks Campus
Tuesday, Aug. 18	1:00 to 7:00 pm	Newtown, Linksz Pavilion 2nd Flr.
Wednesday, Aug. 19	1:00 to 7:00 pm	Newtown, Linksz Pavilion 2nd Flr.
Friday, Aug. 21	10:00am to 2:00pm	SENIOR CITIZENS ONLY Linksz Pavilion 2nd Flr.
Monday, Aug. 24	1:00 to 7:00 pm	Newtown, Linksz Pavilion 2nd Flr.
Monday, Aug. 24	1:00 to 7:00 pm	Lower Bucks Campus
Monday, Aug. 24	1:00 to 7:00 pm	Upper Bucks Campus

REGISTRATION DEADLINES BY COURSE START-DATE

(Late registration is not accepted for any course.)

Monday, Aug. 24	Registration ends for full-term classes (those starting 8/26/15 through 9/1/15).
Saturday, Sept. 12	Online Registration ends for classes that start the week of September 14.
Saturday, Oct. 17	Online Registration ends for classes that start the week of October 19.
Wednesday, Dec. 16	Online Registration ends for Wintersession classes that start on December 18.

For sections with non-standard start/end dates, registration ends 2 days before course start-date.

SCHEDULE ADJUSTMENT

- Drop/Add for students enrolled in Fall 2015 courses. Late Registration is not accepted!
- Advising is available at all events and is mandatory for ALL students seeking a degree or certificate.
- Payment due at registration. (Payment plans are available.)
- Locations: Newtown: Linksz Pavilion 1st Flr. (Admissions Office)
Lower and Upper Bucks Campuses: Front Reception Desk

Tuesday, Aug. 25	Last day for 100% refund.	Online ONLY
Wednesday, Aug. 26	9:00 am to 2:00 pm and 5pm to 7 pm Classes begin. 50% refund begins	Newtown, Upper & Lower Campuses
Thursday, Aug. 27	9:00 am to 2:00 pm and 5 to 7 pm	Newtown, Upper & Lower Campuses
Friday, Aug. 28	9:00 am to 2:00 pm only	Newtown, Upper & Lower Campuses
Monday, Aug. 31	9:00 am to 2:00 pm and 5 to 7 pm	Newtown, Upper & Lower Campuses
Tuesday, Sept. 1	9:00 am to 2:00 pm and 5pm to 7pm Final day of drop/add and Wait-listing.	Newtown, Upper & Lower Campuses
Sept. 2 - Sept. 5	Drop only, 50% refund	All Campuses and Online
Sept. 6 - Sept. 16	Drop only, 25% refund	All Campuses and Online
Sept. 17 - Nov. 3	Withdrawal period, no refunds	All Campuses

Access all info on this page and more at: www.bucks.edu/about/fall

CAMPUS CODES:

LBC = Lower Bucks Campus
NEW = Newtown Campus

UBC = Upper Bucks Campus
ONL = Online



SUBJECT	COURSE CODE	COURSE TITLE	LOCATION
ACCOUNTING	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-200	Intermediate Accounting I	NEW
	ACCT-210	Cost Accounting I	ONL
	ACCT-230	Financial Management	NEW
	ACCT-240	Federal and State Tax I	NEW
	ACCT-280	Co-op Education: Accounting	NEW
BIOLOGY	BIOL-101	Biological Science I	LBC NEW ONL UBC
	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	
BIOTECHNOLOGY	BIOT-105	Intro to Biotechnology	NEW
	BIOT-125	Biotech Meth. & Techniques	NEW
	BIOT-205	Cell and Tissue Culture	NEW
	BIOT-221	Biomanufacturing	NEW
	BIOT-275	Biotechnology Seminar	NEW
CHEMISTRY	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-221	Organic Chemistry I	NEW
COLLEGE PREPAREDNESS	COLL-101	College Orientation Seminar	LBC NEW UBC
	COLL-115	College Success Seminar	NEW
COMMUNICATION/SPEECH	COMM-105	Interpersonal Communication	LBC ONL NEW UBC
	COMM-110	Effective Speaking	LBC NEW ONL UBC
	COMM-110H	Effective Speaking - Honors	NEW
	COMM-111	Media & Society	ONL NEW
	COMM-240	Persuasive Communication	ONL
COMPOSITION/WRITING	COMP-090	Basic Writing	LBC NEW UBC
	COMP-107	Intro to Academic Writing	LBC NEW UBC
	COMP-108	Intro: Acad. Reading & Writing	NEW
	COMP-110	English Composition I	LBC NEW ONL UBC
	COMP-110H	Engl. Comp I - Honors	NEW
	COMP-111	Engl Composition II	LBC NEW ONL UBC
	COMP-111H	Engl. Comp. II - Honors	NEW
	COMP-114	Technical Writing	ONL
	COMP-115	Creative Writing I	ONL NEW
	COMP-116	Creative Writing II	NEW UBC



SUBJECT	COURSE CODE	COURSE TITLE	LOCATION
COMPUTER/INFO SCIENCE	CISC-100	Digital Literacy	LBC NEW ONL
	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
	CISC-128	Comparative Operating Systems	ONL NEW
	CISC-135	Programming for Mobile Devices	NEW
	CISC-143	Essentials of Networking	NEW
	CISC-144	M-S Windows Prof.	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-235	Networking Devices	NEW
	CRIMINAL JUSTICE	CRIJ-100	Intro to Adm Criminal Justice
CRIJ-110		Introduction to Criminal Law	ONL NEW UBC
CRIJ-115		Outlaw Gangs/Organized Crime	LBC ONL
CRIJ-130		Criminal Investig'n/Forensics	ONL NEW UBC
CRIJ-140		Criminal Procedure	LBC NEW
CRIJ-160		Intro to Juvenile Justice	ONL NEW
CRIJ-210		Terrorism	ONL
CRIJ-250		Police Organization & Admin	NEW
CRIJ-260		Probation & Parole	NEW
CRIJ-280		Co-op Education: Criminal Just	ONL NEW
ECONOMICS	ECON-111	Principles of Economics: Macro	LBC ONL NEW UBC
	ECON-112	Principles of Economics: Micro	LBC ONL NEW UBC
EDUCATION	EDUC-100	Foundations of Education	ONL NEW
	EDUC-105	Found for Early Learn PreK-4	LBC ONL NEW UBC
	EDUC-105P	Found for Early Learn Prek-4	NEW
	EDUC-115	Ob/Rec Behavior Young Children	ONL NEW
	EDUC-120	Early Learning & Development I	ONL NEW UBC
	EDUC-130	Early Learn & Develop II	ONL NEW
	EDUC-150	Sci & Mat Exper-Young Children	LBC ONL UBC
	EDUC-160	Intro to Exceptionalities	ONL NEW
	EDUC-170	Language & Literacy Develop	LBC ONL NEW
	EDUC-200	Integrated Art/Move/Play	NEW
EDUC-206	Fieldwork II, Pre K-4	NEW	
ENGINEERING	ENGR-112	Engineering Graphics	NEW
	ENGR-222	Statics	NEW
	ENGR-224	Strength of Materials	NEW
ENGLISH AS A 2ND LANGUAGE	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	EXSC-200	Biomechanics of Human Movement	NEW
FIRE SCIENCE	FRSC-100	Intro to Fire Science	ONL
	FRSC-110	Fire Prevention/Safety Educ.	ONL
	FRSC-202	Hazardous Materials	ONL
	FRSC-206	Fire Investigation	OC

SUBJECT	COURSE CODE	COURSE TITLE	LOCATION
FOREIGN LANGUAGE/CULTURE	AMSL-110	American Sign Language I	NEW UBC
	AMSL-111	American Sign Lang II	NEW
	CHNS-110	Mandarin Chinese I	NEW
	FCUL-110	Communic. between Cultures	NEW
	FREN-110	Elementary French I	NEW
	FREN-111	Elementary French II	ONL
	FREN-201	Intermediate French I	NEW
	GRMN-110	Elementary German I	ONL NEW UBC
	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 ONL NEW UBC
	SPAN-111	Elementary Spanish II	LBC ONL NEW
	SPAN-201	Intermediate Spanish I	NEW
SPAN-250	Advanced Spanish I	NEW	
GEOGRAPHY	GEOG-110	World Geography	ONL NEW
HEALTH EDUCATION	HLTH-103	Life and Health	LBC ONL NEW UBC
	HLTH-110	Responding to Emergencies	LBC NEW UBC
	HLTH-120	Nutrition	LBC ONL NEW UBC
	HLTH-120N	Nutrition(by Reg'd Dietician)	LBC ONL NEW UBC
	HLTH-130	Prin & Appl-Diet & Fitness	ONL NEW
HEALTH INFO TECHNOLOGY	HITT-105	Legal Aspects: Hlth Info Mgmt	NEW
	HITT-190	Intro to Health Information	NEW
	HITT-207	Health Info. Tech. Applic.	NEW
	HITT-217	Health Insur & Reimbursement	NEW
	HITT-280	Health Info Tech Externship	NEW
	HITT-285	Medical Coding/Billing Ext	NEW
	HITT-297	Medical Coding	LBC NEW
	HITT-298	Advanced Procedural Coding	NEW
	HITT-299	Advanced Diagnostic Coding	NEW
	HISTORY	HIST-111	History of Western Civ I
HIST-112		History of Western Civ II	ONL UBC
HIST-113		Global History: Ancient/Mediev	LBC NEW
HIST-114		Global History: Modern World	ONL
HIST-139		The War Years: 1939-45	ONL
HIST-151		U.S. History: Young America	LBC ONL NEW UBC
HIST-151H		Us Hist:young America (honors)	NEW
HIST-152		U.S. History: Modern America	LBC ONL NEW UBC
HIST-152H		US Hist:Modern America-Honors	NEW
HIST-155		Russia and Eastern Europe	ONL
HIST-156		Interpret History Thru Cinema	NEW
HIST-239		Amer Pop Culture: Hist of Rock	ONL
HISTORIC PRESERVATION		HIST-195	Intro to Hist Archaeology I
	HIST-198	History: American Architecture	ONL
	HIST-201	Building Conservation	ONL
	HIST-202	Hist Preserv: Law, Tax, Zone	ONL
	HIST-203	Internship for Hist Preserv	ONL
HOSPITALITY	HRIM-100	Intro: Tourism/Hospitality Mgt	ONL NEW
	HRIM-101	Intro to Travel & Tourism	NEW
	HRIM-105	Sanitation/Safety(certicate)	NEW
	HRIM-110	Fin Mgt in Tourism/Hospitality	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-131	Basic Buffet Catering	NEW
	HRIM-133	International Pastries	NEW
	HRIM-134	Ice Cream & Frozen Desserts	NEW
	HRIM-140	Culinary Arts Practicum I	NEW
	HRIM-142	Culinary Arts Practicum III	NEW
	HRIM-144	Culinary Arts Practicum V	NEW
	HRIM-150	Bread Fabrication - Basic	NEW
HRIM-203	Menu Planning and Design	NEW	
HRIM-280	Co-op Education: HRIM	NEW	
HUMANITIES	HUMN-111	Humanities I	ONL NEW
	HUMN-112	Humanities II	NEW UBC
	HUMN-114	Humanities IV	ONL NEW UBC
	HUMN-120	Survey: World Religions	LBC ONL NEW UBC
	HUMN-128	Holy War and Peace	NEW

SUBJECT	COURSE CODE	COURSE TITLE	LOCATION
INTEGRATION OF KNOWLEDGE	INTG-285	Food & Society	ONL
	INTG-285	Social Media	ONL
	INTG-285	Creativity	ONL
	INTG-285	Self, Identity & Human Exp.	NEW
	INTG-285	Earth in Balance	NEW
	INTG-285	Food and Society	NEW
	INTG-285	Beauty	UBC
JOURNALISM	JOUR-175	News Reporting & Writing I	ONL NEW
	JOUR-275	Newspaper Editing/Page Layout	NEW
	JOUR-277	Public Affairs Reporting	ONL
KINESIOLOGY (PHYS. ED.)	KINS-106	Art of Personal Defense	NEW
	KINS-129	Tai Chi Chuan	NEW
	KINS-130	Yoga	LBC NEW UBC
	KINS-134	Aerobics	UBC
	KINS-155	Lifeguarding	NEW
	KINS-170	Individual Fitness & Wellness	NEW
	KINS-176	Basketball & Softball	NEW
	KINS-179	Field Hockey & Soccer	NEW
	KINS-180	Foundations of Physical Ed	NEW
	KINS-188	Net Games: Tennis & Badminton	NEW
	KINS-191	Outdoor Recreation	NEW
LAWS/PARALEGAL	LAWS-100	Intro: Paralegal Studies	ONL NEW
	LAWS-101	Divorce and Family Law	NEW
	LAWS-140	Civil Practice/Litigation Proc	NEW
	LAWS-150	Elder Law	NEW
	LAWS-160	Wills, Trusts, & Estates	ONL NEW
	LAWS-220	Legal Research & Writing	NEW
	LAWS-225	Adv Legal Research & Writing	NEW
	LAWS-240	Torts for the Paralegal	NEW
	LAWS-255	Ethics for the Paralegal	NEW
	LAWS-260	Computers in the Law Office	ONL
	LAWS-285	Paralegal Internship	NEW
LITERATURE	LITR-205	English Lit to 19th Century	NEW
	LITR-206	English Lit 19th-20th Century	ONL NEW
	LITR-231	American Lit to 1865	LBC ONL NEW
	LITR-232	American Lit from 1865	ONL NEW
	LITR-235	Lit by American Women	NEW
	LITR-246	Children's Literature	NEW
	LITR-254	World Literature I	UBC
	LITR-255	World Literature II	NEW
	LITR-261	Themes in Lit: Women	ONL
	LITR-273	Introduction to Poetry	NEW
	LITR-275	Introduction to the Novel	NEW
LITR-277	Introduction to Short Fiction	ONL NEW UBC	
MANAGEMENT	MGMT-100	Introduction to Business	LBC ONL NEW UBC
	MGMT-110	Small Business Management	ONL NEW
	MGMT-120	Business Mathematics	ONL NEW
	MGMT-130	Business Law (LAWS-130)	LBC ONL NEW UBC
	MGMT-160	Risk and Insurance	ONL NEW
	MGMT-180	Legal Environment of Business	ONL NEW UBC
	MGMT-230	Principles of Management	ONL NEW UBC
	MGMT-280	Co-op Education: Management	NEW



SUBJECT	COURSE CODE	COURSE TITLE	LOCATION
MARKETING	MKTG-100	Principles of Marketing	LBC ONL NEW UBC
	MKTG-110	Personal Selling	ONL
	MKTG-135	Retail Management	NEW
	MKTG-200	Advertising	ONL NEW
	MKTG-220	Marketing on the Internet	ONL
	MKTG-280	Co-Op Education: Marketing/Ret	NEW
MATHEMATICS	MATH-089	Fast Track Mathematics	ONL
	MATH-090	Pre-Algebra	LBC ONL NEW UBC
	MATH-095	Basic Algebra	LBC ONL NEW UBC
	MATH-101	Mathematical Concepts I	LBC ONL NEW UBC
	MATH-102	Mathematics for Educators I	ONL NEW UBC
	MATH-103	Intermediate Algebra	LBC ONL NEW UBC
	MATH-105	Mathematics for Educators II	ONL NEW
	MATH-110	Math for Technology I	NEW
	MATH-115	Elementary Statistics	LBC ONL NEW UBC
	MATH-115H	Elem. Statistics - Honors	NEW
	MATH-117	Finite Math for Business	ONL NEW
	MATH-118	Business Calculus	LBC ONL NEW UBC
	MATH-120	College Algebra	LBC ONL NEW UBC
	MATH-121	Discrete Mathematics	NEW
	MATH-122	Trig & Analytic Geometry	ONL NEW UBC
	MATH-125	Precalculus	ONL NEW
	MATH-140	Calculus I	LBC ONL NEW
	MATH-141	Calculus II	ONL NEW
	MATH-215	Elem Statistics II	NEW
	MATH-242	Calculus III	NEW
MATH-250	Differential Equations	NEW	
MATH-260	Linear Algebra	ONL NEW	
MEDICAL ASSISTING	MEDA-120	Medical Terminology	LBC ONL NEW 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-216	Medical Insur/Bill/Reimbur	NEW
	MEDA-220	Medical Assistant Externship	NEW
	MEDA-275	Medical Transcription I	NEW
	MEDA-287	Phlebotomy Externship	NEW
MUSIC	MUSC-100	Music Fundamentals	NEW
	MUSC-101	Introduction to Music	LBC ONL NEW
	MUSC-103	World Music	ONL
	MUSC-105	American Music	ONL
	MUSC-106	History of Jazz	ONL NEW
	MUSC-111	Music Theory I	NEW
	MUSC-115	Ear Training I	NEW
	MUSC-124	Music Technology	NEW
	MUSC-201	Music Styles & Lit Before 1750	NEW
	MUSC-211	Music Theory III	NEW
	MUSC-215	Ear Training III	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	NEUR-121	Fundamentals of Neuroscience	NEW
NURSING	NURS-101	Nursing I	NEW
	NURS-120	Drug Calculations	ONL NEW
	NURS-121	Pharmacology	ONL
	NURS-201	Nursing III	NEW
	NURS-220	Health Assessment	NEW

SUBJECT	COURSE CODE	COURSE TITLE	LOCATION	
OFFICE ADMINISTRATION	OADM-105	Admin Office Procedures I	ONL	
	OADM-110	Business Communication	ONL NEW	
	OADM-140	Keyboarding/Typing	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-150	Office Technology Concepts	ONL	
	OADM-155	Searching the Web	ONL	
	OADM-156	Basic Applic of Web Page Dev	ONL	
	OADM-165	Basic Applic of MS Publisher	ONL	
	OADM-167	Basic Application MS Outlook	ONL	
	OADM-290	Professional Development	ONL	
	OADM-225	Microsoft Word (Beginning)	ONL	
	OADM-226	MS Word for Windows/Advanced	ONL	
	OADM-230	MS Word for Windows-Integrated	ONL	
	OADM-242	Excel Level II	ONL	
	OADM-245	Power Point Level II	ONL	
	OADM-246	PowerPoint Level III	ONL	
	OADM-260	Advanced Keyboarding	ONL	
	PERFORMANCE ARTS	COMT-101	Introduction to Theatre	ONL NEW
		COMT-103	Intro to Acting	NEW
COMT-106		Intro: Improv Performance	NEW	
PHILOSOPHY	PHIL-105	Critical Thinking	ONL NEW	
	PHIL-111	Ethics	LBC ONL NEW UBC	
	PHIL-125	Basic Problems of Philosophy	LBC ONL NEW	
PHYSICS	PHYS-106	Physics A	ONL NEW	
	PHYS-121	Physics I	ONL NEW	
	PHYS-122	Physics II	NEW	
POLITICAL SCIENCE	POLI-101	Political Internship	LBC	
	POLI-111	American National Government	LBC ONL NEW UBC	
	POLI-120	American State & Local Gov't	ONL NEW UBC	
PSYCHOLOGY	PSYC-100	Psych of Personal Awareness	LBC ONL NEW UBC	
	PSYC-105	Intro to Group Dynamics	NEW UBC	
	PSYC-110	Intro to Psychology	LBC ONL NEW UBC	
	PSYC-110H	Intro to Psychology - Honors	NEW	
	PSYC-110P	Intro to Psychology	LBC NEW UBC	
	PSYC-120	Human Sexuality	LBC ONL NEW UBC	
	PSYC-125	Stress Management	LBC ONL NEW UBC	
	PSYC-160	Addiction & Substance Abuse	ONL UBC	
	PSYC-180	Human Growth & Development	LBC NEW UBC	
	PSYC-181	Developmental Psych: Life Span	LBC ONL NEW UBC	
	PSYC-190	Educational Psychology	LBC ONL NEW	
	PSYC-200	Social Psychology	NEW	
	PSYC-215	Introductory Psych Statistics	NEW	
	PSYC-230	Neuroscience of Psychology	NEW	
	PSYC-270	Experimental Psychology	NEW	
	PSYC-280	Psych of Abnormal Behavior	ONL NEW UBC	
READING/STUDY SKILLS	READ-085	Reading Support Seminar	NEW	
	READ-089	Fast Track Reading	LBC NEW	
	READ-090	Intro to College Reading	LBC NEW UBC	
	READ-110	College Reading & Study Skills	LBC ONL NEW UBC	
REAL ESTATE	REAL-101	Real Estate Fundamentals	ONL	
	REAL-102	Real Estate Practice	ONL	
SCIENCE	SCIE-101	Physical Science	NEW	
	SCIE-102	Astronomy	ONL NEW UBC	
	SCIE-103	Physical Geology	NEW	
	SCIE-105	Intro: Environmental Science	NEW	
SOCIOLOGY	SOCI-110	Intro to Sociology	LBC ONL NEW UBC	
	SOCI-120	Intro to Cultural Anthropology	NEW	
	SOCI-140	Peoples of America	NEW	
	SOCI-150	Criminology	LBC NEW ONL	
	SOCI-160	Marriage & the Family	ONL NEW UBC	
SOCIAL SERVICES	SSWK-110	Social Services Work I	LBC NEW UBC	
	SSWK-220	SSWK:Interview, Assess, Refer	ONL	
SPORT MANAGEMENT	SPMT-200	Intro to Sports Management	NEW	
	SPMT-201	Sport Marketing	NEW	
	SPMT-202	Facility Mgmt & Event Planning	NEW	
	SPMT-203	Hist & Philosophy of Sports	NEW	
	SPMT-280	Co-Op: Sport Management	NEW	

SUBJECT	COURSE CODE	COURSE TITLE	LOCATION
VISUAL ARTS: ART HISTORY	VAF A-191	Art History Before 1450 A.D.	ONL NEW UBC
	VAF A-192	Art History After 1450 A.D.	LBC NEW
	VAF A-193	History of Modern Art	ONL NEW
VISUAL ARTS: CINEMA/VIDEO	VACV-130	Media Scriptwriting	ONL NEW
	VACV-135	Video Studio Production I	NEW
	VACV-137	Sound Design: Film & Video	NEW
	VACV-140	Digital Video Editing	NEW
	VACV-141	Art of Independent Cinema	ONL NEW
	VACV-145	Film Production I	NEW
	VACV-230	Motion Graphics	NEW
	VACV-231	Video Field Production	NEW
VACV-246	Film Production II	NEW	
VISUAL ARTS: FINE ARTS	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	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	Printmaking/Silkscreen	NEW
	VAF A-171	Introduction to Painting	NEW
	VAF A-181	Introduction to Ceramics	NEW NEW
VAF A-200	Drawing Anatomy	NEW	
VAF A-246	Sculpture Foundry	NEW	
VAF A-250	Fine Arts/Design Portfolio	NEW	
VISUAL ARTS: GRAPHIC DESIGN	VAGD-101	Layout and Typography	NEW
	VAGD-102	Illustration: Drawing/Digital	NEW
	VAGD-201	Graphic Design	ONL NEW
VISUAL ARTS: PHOTOGRAPHY	VAPH-110	Digital Photo Fundamentals	NEW
	VAPH-151	Introduction to Photography	ONL
	VAPH-196	History of Photography	NEW
	VAPH-210	Digital Photo II	NEW
	VAPH-211	Studio & Lighting Fundamentals	NEW
VISUAL ARTS: WOODWORKING	VAFW-100	Fine Woodworking Fundamentals	NEW
	VAFW-140	Cabinetmaking	NEW
	VAFW-145	Conceptual Furniture	NEW
	VAFW-180	Woodturning	ONL NEW
WEB DESIGN & MULTIMEDIA	VAMM-100	Digital Imaging	ONL NEW
	VAMM-110	Web & Interactive Design	NEW
	VAMM-120	Interface Design	NEW
	VAMM-130	3D Modeling Concepts	NEW
	VAMM-209	Multimedia Concepts I	NEW
	VAMM-250	Digital Arts Portfolio Studio	ONL
WOMEN'S STUDIES	WMST-110	Intro to Women's Studies	



Registration Form For Non-Credit Courses - Fall 2015

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 _____

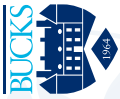
Credit Card # _____ Exp. Date _____

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.



Bucks County Community College
275 Swamp Road
Newtown, PA 18940
215.968.8409 · www.bucks.edu/con-ed-courses

Continuing & Workforce Education

Part-Time · Evening · Day · Weekend · Online · On Campus

bucks.edu/con-ed-courses



Look for our many online course options

Consider our Various Certification Opportunities

Continuing Professional Education

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

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



View Course Offerings Online

Fall - 1500

Sept-Dec 2015