

January - May 2013



Professional Credentials  
for Industrial Careers

page 36



Continuing  
Education  
Public Safety

Workforce  
Development



Bucks County  
Community College

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

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## Ordering Textbooks

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

All Certificate Programs		
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PA High Priority Occupations (HPOs) have been identified as being in demand by employers, have higher skill needs, and are likely to provide family sustaining wages. Bucks County Community College is offering new accelerated programs to prepare you for these career opportunities.

This workforce solution is funded in whole or in part by the US Department of Labor - Employment and Training Administration. Participants will have the benefit of:

- Short-term, career-specific courses and certificate programs
- Preparation for industry-recognized certification exams
- Support from a dedicated career coach
- Workplace Success workshops
- Availability of self-paced basic skills training to aid program success
- Job placement support

### Training Offered in the Following Areas



Advanced Manufacturing and Logistics - Production/Technician, CNC Operator, Welder, Industrial Mechanic, Industrial Electrician - **More Info, Page 37**



Energy Distribution, Production, and Conservation - Energy Technician, PV Solar Installer, Weatherization (Supervisor & Laborer roles) - **More Info, Page 37**



Health Information Technologies - Healthcare Technology Specialist, Medical Reimbursement/Coding Specialist, Electronic Health Record Specialist - **More Info, Pages 15 and 54**

# Welcome to Bucks County Community College!

We are committed to providing accessible, affordable, convenient educational solutions to help individuals, businesses, healthcare providers, social service agencies, economic and workforce entities, and our public safety partners succeed in our changing world. Widen your range of career-building proficiencies, or learn what you need to enter a new field.

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

## How To Read Course Details

Diagram illustrating how to read course details:

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

## Act 48 for Educators

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

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

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

For more Act 48 information contact  
Denise McCardle, 215-504-8602  
email: [mccardle@bucks.edu](mailto:mccardle@bucks.edu)  
[www.bucks.edu/act48](http://www.bucks.edu/act48)



## Online Training

Just look for  
the online  
mouse icon.



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

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



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

### Online Courses and Certificates Skills for the 21st Century

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

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

#### Technical requirements:

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

For more information, contact Director, Continuing Education: 215-968-8104 or [coned@bucks.edu](mailto:coned@bucks.edu).



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

### More Instructor-facilitated Online Courses

Every course includes an expert instructor.



Learn More

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

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

A new section begins each month:

January 16    February 20    March 20    April 17    May 15

Requirements:

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

For more information, contact Director, Continuing Education: 215-968-8104 or [coned@bucks.edu](mailto:coned@bucks.edu).



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

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

Visit [www.gatlineducation.com/bucks](http://www.gatlineducation.com/bucks) to view a complete list of courses available.

For more information, contact Director, Continuing Education: 215-968-8104 or [coned@bucks.edu](mailto:coned@bucks.edu).



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

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

Program areas:

- Leadership/Management
- Trades & Industrial
- Internet/Web/Multimedia Design
- Desktop Skills
- Green/Renewable Energy

For more information, contact Director, Continuing Education: 215-968-8104 or [coned@bucks.edu](mailto:coned@bucks.edu).



# Allied Health Programs



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

## Allied Health Certificates and Courses

7

The Allied Health Practitioner program includes several tracts of courses specially designed for students wishing to enter these fields as a direct care practitioner.

### General Allied Health Certificates..... 10

- Dementia Care
- Dental Assisting Program
- EKG/Phlebotomy
- Gerontology
- Intro to Clinical Research & Monitoring Clinical Trials
- Personal Trainer
- Pharmacy Technician Comprehensive
- Physical Therapy Aide Program
- Thanatology

### Medical Imaging..... 7

- Computed Tomography
- CT/MRI
- Radiography Program
- Dental Radiography
- PACS (Picture Archiving Communication System)

### Nursing..... 8

- Nurse Aide Training Program
- Practical Nursing Program

### Continuing Education for Nurses

- EKG Interpretation: Basic Cardiac Dysrhythmia Hybrid
- Heart Failure and Cardiomyopathy
- HIPAA - Privacy/Security and Compliance
- Neurological Assessment
- Nursing Review & Re-Entry into Practice
- Phlebotomy for Healthcare Personnel

### CPR and First Aid Training ..... 14

- All CPR and First Aid Courses
- ARC Lifeguard Training

## Healthcare IT and Practice Management

14

For those seeking to become a member of the new HIT Implementation, Support Specialist, & Practice Management Teams.

### Records and Management..... 14

- Electronic Health Record Management Program
- Medical Transcription A to Z

### Grant Funded Healthcare IT Courses.... 15

- Electronic Health Record & Practice Management and Medical Reimbursement/Coding Specialist Certificate Comprehensive Program

- Electronic Health Record and Practice Management
- Medical Coding -Transition to ICD-10 (for experienced Billing and Coding Professionals)
- Medical Reimbursement/Coding Specialist Certificate

## Healing Arts & Massage Modalities

16

The Continuing Education program includes courses specially designed for students who wish to complete their requirements for licensing and recertification.

### Healing Arts..... 16

- Ayurveda
- Hypnotherapy
- Harp Therapy
- Reiki Courses
- Sound Therapy

### Massage Modalities ..... 18

- Hot Stone Pedicures & Manicures
- Massage for Anyone!
- Basic and Advanced Reflexology
- Executive Stress Relief
- Cool Lift Face Rejuvenation

## Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)

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

## Allied Health Certificates and Courses

For those wishing to enter the medical field as a direct care practitioner.

### Medical Imaging

#### Radiography Program

**The Radiography Program** is a twenty-two month, full-time program that will prepare you to enter the field of diagnostic medical imaging. A new class begins each May. Application packet deadline is November 30th of each year for the upcoming May class. Classroom activities, laboratory, and clinical activities assist in learning radiography. Patient care, radiation protection, and technical skills are emphasized throughout the curriculum. Current clinical sites are Grand View Hospital, St. Mary Medical Center, Aria Healthcare System Hospitals, Lower Bucks Hospital, Abington Lansdale Hospital, Rothman Institute, Children's Hospital, Mercer Bucks Orthopedics, Phoenixville Hospital, and Tri State Imaging. You will receive a certificate at the successful completion of the program and will be eligible to sit for the examination given by the American Registry of Radiologic Technologists. Upon passing the examination, you can become a registered Radiographer or Radiologic Technologist and may work in a variety of settings: hospitals, clinics, physicians' offices, mobile x-ray companies, public health, and industry. Tuition \$14,450 + Books

**For more info on all Medical Imaging Programs:**  
**Marie Leodore, Director - Medical Imaging,**  
**215-968-8475, email: [leodore@bucks.edu](mailto:leodore@bucks.edu)**  
**[www.bucks.edu/radiography](http://www.bucks.edu/radiography)**

#### Magnetic Resonance Imaging (MRI) Fellowship (810 hrs)

MRI Certification is not exclusive to those who are already professionals in the field. Since 2006, it has been available by the ARRT as a primary training path for both new students and experienced professionals alike. Liability insurance needed ([www.hpsoc.com](http://www.hpsoc.com)). For more information visit us on our website: <http://www.bucks.edu/media/bccmedialibrary/pdf/mri-tracks.pdf> This Magnetic Resonance Imaging program is recognized by the American Registry of Radiologic Technologists.\*  
*Mark Renner, RT (R) (CT) (MR)*

Newtown Campus/\$4,995/WRADT 1208 WB1  
 Classroom: Mon, Tu, Wed, 4-8 pm  
 Clinical: Mon, Tu, Wed, 9 am-3 pm

New classes forming in January, 2013

For more information:

[www.bucks.edu/radiography/1-year-mri-track](http://www.bucks.edu/radiography/1-year-mri-track)  
 or contact Mark Renner at [rennerma@bucks.edu](mailto:rennerma@bucks.edu) or 215-504-8644.

#### Registry Review (40 hrs)

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

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

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

#### CT/MRI (60 hrs)

This online course is geared toward Registry Preparation with students providing their own clinical experiences. This program will certify you to sit for the ARRT certification. *Mark Renner, RT (R) (CT) (MR)*

Online/\$1,500/ WRADT 1207 W20/ 1/22/2013

For more information contact Mark Renner at [rennerma@bucks.edu](mailto:rennerma@bucks.edu) or 215-504-8644.

ARMRIT – Technologists Welcome

#### Computed Tomography with Clinical

**NEW**

This CT Certificate Program is designed for experienced medical imaging professionals seeking to enter the field of computed tomography. The didactic and clinical content is structured to meet the content requirements of the American Registry of Radiologic Technologies (ARRT) Post-primary Registry Exam in CT, and will help professionals prepare for the examination. Didactic courses are delivered online three evenings a week for a total of 9 hours weekly to accommodate the working adult student. The clinical component is 360 hours meeting 24 hours weekly Monday thru Wednesday, 8 am-4 pm. This certificate helps to prepare students for the American Registry of Radiologic Technologists' (ARRT) post-primary registry examination in CT, as well as for entry-level CT positions.  
*Marie Leodore & Colleen Sutterley*

Online/ \$2,995/WRADT 1213 W20

**For more info contact:**

**Colleen Sutterley at: [sutterle@bucks.edu](mailto:sutterle@bucks.edu) or**  
**Marie Leodore at [leodore@bucks.edu](mailto:leodore@bucks.edu)**

#### Dental Radiography Test Prep

**NEW**

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

**For more information contact:**

**Marie Leodore at [leodore@bucks.edu](mailto:leodore@bucks.edu)**

Text: Dental Radiography: Principles and Techniques 4th Edition by Iannucci

Online/ \$499/ WRADT 1214 W20/ 12 Mon, 12 Wed, & 12 Fri, 2/4-4/26, 5-9 pm

#### PACS (Picture Archiving Communication System)

Combine IT skills with healthcare in a medical imaging environment.

This program also helps prepare students for the Certified Imaging Informatics Professional (CIIP) certification exam.

### Nursing

#### Practical Nursing Program

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

**For more information about the PN Program call:**

**Michelle Rue, Director**

**Practical Nursing Program**

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

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

Registration information for the NLN-PN Pre-Entrance Exam, is available on our website:

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

You may also contact us at [pnursing@bucks.edu](mailto:pnursing@bucks.edu) with your complete name and address or call **215.968.8025, press 2.**

#### NLN-PN Pre Entrance Exam Review (48 hrs.)

The first step to admission in the Practical Nursing Program is taking the NLN-PN Pre-Entrance Exam. This 8-week course will review the basic math, English and Science skills needed to help you be successful on the exam and pursue your goal of becoming a Practical Nurse. *Staff*

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

Newtown Campus/\$229 (plus text)/

ATEST 0056 N01/8 Mon & 8 Wed, 1/28 – 3/20, 6-9pm  
Check our website, [www.bucks.edu/practical](http://www.bucks.edu/practical) for any additional dates of the NLN-PN Pre Entrance Review Course

**For more information about the PN Program call:**

**Michelle Rue, Director**

**Practical Nursing Program**

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

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

#### Nurse Aide Training Program (130 hours)

**Requirements PRIOR to registration:** Physical and Two-Step PPD Test, HS Diploma or GED, Assessment Test or evidence of college courses; verification of PA residency, two forms of identification; PA Criminal Background Check; FBI Check for those in PA for LESS than two years; interview with Program Coordinator.

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

Students must complete and mail ALL registration requirements to the Allied Health Office. The Program Coordinator will contact you to schedule an interview appointment.

Online registration is not available for the Nurse Aide Training Program. Students must have all required paperwork and an interview PRIOR to registration. Class size is limited to 10 students.

**For more information about the Nurse Aide Program call:**

**Nicole Armani, Program Coordinator**

**Nurse Aide Program**

**215-968-8482, email: [armanin@bucks.edu](mailto:armanin@bucks.edu)**

**Approved by the Pennsylvania Department of Education**

**Class times and details:**

Newtown Campus/\$929 (includes two textbooks)/ WHPAH 0302 WB1-WB2

WB1/ Classroom: 3 Th, 1/10-1/24, 8:30 am-1 pm, 11 Tu, 1/15-3/26, 8:30 am- 2 pm

Clinical: Chandler Hall/ 8 Th, 1/31-3/21, 7 am-3:30 pm, ( 3/21, 7 am–2:30 pm)/ *C. Gillis, R.N.*

WB2/ Classroom: 11 Wed, 1/16-3/27, 9:30 am-3 pm, 3 Fri, 1/18-2/1, 9:30 am-2 pm

Clinical: Pennswood Village/ 8 Fri, 2/8-3/29, 7 am-3:30 pm, ( 3/29, 7 am–2:30 pm)/ *J. Thomas, R.N.*

**Continued on page 9**

### Register Online!

For on-line registration please go to the following website: **[www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)**

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



Lower Bucks Campus/\$929 (includes two textbooks)/ WHPAH 0302 W50-W53

W50/ Classroom: 11 Mon, 1/7-3/25(no class 1/21), 9:30 am-3 pm, 3 Wed, 1/9-1/23, 9:30 am-2 pm  
Clinical: HCR Manor Care/ 8 Wed, 1/30-3/27 (no clinical 3/20), 7 am-3:30 pm, (3/27, 7 am-2:30 pm)/ *B. Gallagher, R.N.*

W51/ Classroom: 11 Tu, 2/19-4/30, 9:30 am-3 pm, 3 Th, 2/21-3/7, 9:30 am-2 pm  
Clinical: HCR Manor Care/ 8 Th, 3/14-5/2, 7 am-3:30 pm, ( 5/2, 7 am-2:30 pm) *B.Gallagher, R.N.*

W52/ Classroom: 11 Th, 2/28-5/9, 4-9:30 pm; 3 Sa, 3/2-3/16, 9:30 am-2 pm  
Clinical: HCR Manor Care/ 8 Sa, 3/23-5/11, 7 am-3:30 pm, ( 5/11, 7 am-2:30 pm) *C. Scott, R.N.*

W53/ Classroom: 11 Mon, 4/29-7/15, (no class 5/27), 9:30 am- 3 pm, 3 Wed, 5/1-5/15, 9:30 am-2 pm  
Clinical: HCR Manor Care /8 Wed, 5/22-7/17, 7am-3:30 pm, (no clinical 7/10), (7/17, 7 am-2:30 pm)/ *B. Gallagher, R.N.*

Upper Bucks Campus/\$929 (includes two textbooks)/WHPAH 0302 W70-W71

W70/ Classroom: 6 Tu, 1/15-2/19, 2 Wed, 1/16-1/23, 9:30-3 pm & Tu, 2/26, 9:30 am-4 pm, Wed, 2/27, 9:30 am-4 pm, 3 Wed, 3/6-3/20, 9:30 am- 3 pm

Clinical: Life Quest/ 4 Wed, 1/30-2/20, 1:30-10 pm; 4 Tu, 3/5-3/26, 7 am-3:30 pm, ( 3/26, 7 am-2:30 pm)/ *S. VanderLoop, R.N.*

W71/Classroom: 6 Wed, 3/27-5/1, 2 Th 3/28-4/4, 9:30 am-3 pm, Wed, 5/8, Th, 5/9, 9:30 am-4:00 pm, 3 Th 5/16-5/30, 9:30 am-3 pm  
Clinical: LifeQuest/ 4 Th, 4/11-5/2, 1:30-10 pm, 3 Wed, 5/15-5/29, 7 am-3:30 pm, Fri, 5/31, 7 am-2:30 pm/ *S. VanderLoop, R.N.*

## Continuing Education for Nurses

For general information call, **215-968-8025**. For more information on approved hours for nurses, social workers and nursing home administrators, contact:

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

### EKG Interpretation: Basic Cardiac Dysrhythmia Hybrid

This course is designed for nurses, working in telemetry, critical care and trauma, as well as techs working in telemetry units. You will learn concepts that allow for the basic interpretation of EKG rhythms. It will include how to measure and plot EKG rhythm components as well as treatment methods for specific abnormal rhythms. *Susan Salley, RN, CCRN, CEN*

Newtown Campus/\$85/ WHPAH 0259 W20/  
3 hrs. Online & 2 Wed, 4/3 & 4/10, 6-9 pm  
Application for nursing contact hours submitted to PSNA

### Heart Failure and Cardiomyopathy

This course is geared for Nurses, EMTs, Paramedics and other healthcare professionals, to learn the relationship between heart failure and cardiomyopathy. It will review ischemic and non-ischemic cardiomyopathy as well as various types of cardiomyopathies, symptomatology, and four classifications of heart failure and current treatment modalities from medical management to surgical intervention. *Susan Salley, RN, CCRN, CEN*

Newtown Campus/\$65/WHPAH 0556 WB1/  
Wed, 3/27, 6-10 pm  
Approved Hours: 4 (PSNA for Nurses)

### HIPAA - Privacy/Security and Compliance

Healthcare professionals need to have an awareness of the regulations for privacy and security. Healthcare workers need to keep informed of the latest changes and guidelines. The Health Insurance Portability and Accountability Act (HIPAA) is about insurance portability and fraud and the changes that have evolved in business development. HIPAA involves three segments, 1-Privacy, 2-Security and 3-Transaction sets. The changes include processes, policies, and procedures for all covered entities, including and not limited to providers such as hospitals, and laboratories as well as insurance payers. *Deborah Talone, MBA*

Newtown Campus/\$65/WHPAH 0325 WB1/  
Wed, 4/3, 6-9 pm  
Application for Nursing Contact Hours Submitted to PSNA

### Neurological Assessment

This course is geared for Nurses, EMTs, Paramedics and other healthcare professionals, to learn focused, neurological assessment techniques, and review assessment and management techniques for specific neuro-based medical and traumatic emergency care scenarios. *Susan Salley, RN, CCRN, CEN*

Newtown Campus/\$65/WHPAH 0558 WB1/  
Wed, 5/8, 6-10 pm  
Approved hours: 4 (PSNA for Nurses)

Continued on page 10

### 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, Professional Liability Insurance, Healthcare Insurance and Medical clearance, Criminal background check by the State Police. All must be provided before clinical experience. All forms can be found on our website: [http://www.bucks.edu/nursing\\_review/index.php](http://www.bucks.edu/nursing_review/index.php).

**Text:** Manual of Nursing Practice – Ninth Edition/ Lippincott

\$1,305 (plus text)/ WHPAH 0310 W50

Orientation: Newtown Campus/ Wed, 1/9, 6-8 pm

Classroom: Lower Bucks Campus/

5 Mon & 6 Wed, 1/14-2/20 (no class 1/21), 6-10 pm

Skills Review: Newtown Campus/

Mon & Wed, 2/25 & 2/27, 6-10 pm

Clinical: TBA/ 4 Mon & 4 Wed, 3/4-3/27, 6-10 pm

### Phlebotomy for Healthcare Personnel

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

**Text:** So You're Going to Collect a Blood Specimen: An Introduction to Phlebotomy 13th Edition (2010) by F. Kiechle

Newtown Campus/ \$85/ WHPAH 0331 WB1/  
2 Wed, 4/17 & 4/24, 6-9 pm

## General Allied Health Certificates and Courses

### EKG/Phlebotomy Technician Comprehensive (150 hours)

This 150-hour certificate program prepares you to become an EKG & Phlebotomy Technician. You will learn medical terminology, vital signs, patient care skills, how to perform a 12 lead EKG, interpretation of cardiac strips, venipuncture, blood draw collection, and safety. You will be prepared to work in a variety of healthcare settings such as: hospitals, clinics, cardiac rehabilitation centers, laboratories, donation facilities, and 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 cost of the examination is not included in this course. *Gail Dittes, R.N.*

It is possible to take the 60-hour EKG course only (\$1,399 – plus text) or the 90-hour Phlebotomy course only (\$1,819 – plus text). For more details call 215-968-8025.

**Text:** (Phlebotomy) Phlebotomy Essentials - Fifth Edition by R. McCall & C. Tankersley

**Optional Text:** (Phlebotomy) Phlebotomy Exam Review – Fourth Edition By R. McCall & C. Tankersley

**Text:** (EKG) ECG Workout Exercises in Arrhythmia Interpretation by J. Huff

Newtown Campus/ WHPAH 0261 WB1/

\$3,005 (plus text)/ 12 Mon, 13 Wed & 13 Fri,  
2/20-5/17, 8:30 am-12:30 pm

### EKG/Phlebotomy Technician Hybrid (150 hours)

This hybrid 150-hour certificate program prepares you to become an EKG & Phlebotomy Technician. You will learn medical terminology, vital signs, patient care skills, how to perform a 12 lead EKG, interpretation of cardiac strips, venipuncture, blood draw collection, and safety. You will learn on-line and in the classroom. 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 cost of the examination is not included in this course. *Gail Dittes, R.N.*

**Text:** (Phlebotomy) Phlebotomy Essentials - Fifth Edition by R. McCall & C. Tankersley

**Optional Text:** (Phlebotomy) Phlebotomy Exam Review – Fourth Edition By R. McCall & C. Tankersley

**Text:** (EKG) ECG Workout Exercises in Arrhythmia Interpretation by J. Huff

Lower Bucks Campus/ WHPAH 0261 W20/ \$3,005 (plus text)

Phlebotomy/ 7 Sa, 2/9-3/23, 9 am-3:30 pm,  
Exam/ Sa, 3/23, 9-11 am

EKG/ 5 Sa, 4/6-5/11 (no class 5/4),

9 am-3:30 pm, Exam/ Sa 5/11, 9-11 am

All other work online.



## Register Online!

For on-line registration please go to the following website: **[www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)**

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

## Dementia Care (32 hrs)

As baby boomers age, the 21st century workforce is challenged to care for an exponentially growing population of persons with dementia. This course provides essential knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting persons with dementia. Nearly all disciplines benefit from Dementia Care Specialists, as do families of persons with dementia. Come away with increased knowledge in how to care for persons with dementia. Expertise in this growing area of human services also enhances your resume.

Online /\$495/ EHPAH 0099 C30-C31/  
C30/ 2/4-3/29  
C31/ 4/1-5/24



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

## Gerontology

**For more information please contact:**

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

This 42-hour certificate program provides an overview of the aging population in America. It is designed to benefit healthcare practitioners or individuals who work in programs and services for the aging, including nurses, social workers, nursing home administrators, counselors and clergy. This program can also be beneficial to personal caregivers and for people who are interested in exploring the geriatric field. The certificate is awarded upon completion of four required and two elective courses. You may register for an individual course if you do not wish to complete the entire program. *Mary Ann DuGan, B.S.*

### Required Courses

- I. Health and Aging
- II. Medical Options and Choices in Aging
- III. Life Choices as We Age
- IV. Memory and Thought in the Aging - Alzheimer's Disease

### Electives (choose 2)

- A. The Specifics of Death and Dying
- B. Grandparenting
- C. Spirituality and Sexuality
- D. Identity Theft and other Personal Safety Issues for Older Adults

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

### Course I: Health and Aging

This course will provide an overview of illnesses and conditions impacting the lives of older adults living in the United States. The class will also review the effects of aging and coping mechanisms of individuals, family and friends as they go through life.

WHPAH 0009 WB1/ Sa, 1/26

### Course II: Medical Options and Choices in Aging

This course will explore the various aspects of aging related to medical options, such as housing, care and services. In addition, it will include directives such as living wills, power of attorney, health insurance and more in preparing for the future.

WHPAH 0026 WB1/ Sa, 6/1

### Course III: Life Choices as We Age

This course will explore careers, volunteer opportunities, housing, travel programs, finances, healthy living practices, as well of the many positive and exciting options that the aging have in their current lives.

WHPAH 0008 WB1/Sa, 3/2

### Course IV: Memory and Thought in the Aging - Alzheimer's Disease

Nearly 50% of all persons over 85 years of age show symptoms of Alzheimer and related dementia disease processes. Gain an understanding of memory and thought processes, the causes of breakdown in these functions and the various methods of intervention and treatment.

WHPAH 0004 WB1/ Sa, 5/11

### Gerontology Electives:

#### Course A: The Specifics of Death and Dying

This course will review the process of aging and how all of us experience crisis, long term care health concerns, and death in one way or another. The purpose of this course is to address the multiple details that often times catch us off guard. Decisions regarding living wills, powers of attorney, long term placement, finances, funeral arrangements, etc., are often made on short notice at a very emotional time. Many of the "specifics" were not even options years ago. However, with the increase in life expectancy and improvements in technology, it is necessary to educate and become more comfortable with such details.

WHPAH 0024 WB1/ Sa, 4/13

#### Course C: Spirituality and Sexuality

This combined class will review two less explored areas of aging. Both have significant impact on the quality of life. Sexuality and spirituality for older adults is changing in the 21st century. Definitions and stages of both will be defined separately. Common myths along with healthy and unhealthy practices will be addressed. Various factors of influence and quality of life will be discussed. This unique elective course explores the overall older adults' experience with very personal areas of their lives.

WHPAH 0021 WB1/Sa, 2/9

**Continued on page 12**

**For more information on Allied Health Programs, visit our website at:  
[www.bucks.edu/alliedhealth](http://www.bucks.edu/alliedhealth) or call 215-968-8025**

## Thanatology

**For more information please contact:**

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

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. Focus areas of the program will include the nature of spirituality in times of crisis and mourning and grief. In recent years, the study of Thanatology has become widely acknowledged and many professionals and caregivers are seeking opportunities that will allow them to develop and enhance their skills in these areas.

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

- The Nature of Loss
- The Dying, Terminally Ill Patient
- Cultural and Spiritual Issues in Dying
- Preparing for Death
- Caring for the Caregiver through the Illness and Aftermath
- Trauma and the Dying Process
- Bereavement, Grief and Mourning
- Dealing With Loss or Death During the Holiday Time
- 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

### Course IV: Preparing for Death

This class will provide you with issues relevant to the psychological, legal, financial and funeral issues relevant to preparing for death. Advanced directives, patient's wishes and funeral preparations will be reviewed. You will have the opportunity to examine the impact and significance of obituaries, eulogies, epitaphs and memorial services.

WHPAH 0054 WB1/ Sa, 1/26

### Course V: Caring for the Caregiver through the Illness and Aftermath

The end of life affects not only the patient, but those who provide care as well. Examine and discover techniques to reduce potentially harmful effects that result in compassion fatigue. Methods to overcome the stressors of care giving are covered.

WHPAH 0055 WB1/ Sa, 2/9

### Course VI: Trauma and the Dying Process

Traumatic incidents and unexpected death have a psychological impact on survivors. Co-victims, families and friends of the deceased must learn to cope with traumatic events. Issues dealing with losses, grief and bereavement from traumatic incidents are reviewed.

WHPAH 0056 WB1/ Sa, 3/9

### Course VII: Bereavement, Grief and Mourning

This class examines issues influencing grief reaction and bereavement. Bereavement following the death of a parent, child, spouse, or co-victims of suicide, accident or violence requires special attention. Normal and complicated grief are discussed.

WHPAH 0057 WB1/ Sa, 4/13

### Course IX: Looking at Dying, Death and Bereavement in Music, Literature, and the Arts Throughout the Ages

Clergy, psychologists, sociologists, and artisans describe the experience of suffering, death and grief as an integral part of humanity. A comprehensive relevance of music and the arts as it relates to death, dying and grief is discussed.

WHPAH 0072 WB1/ Sa, 5/11

For more information on Allied Health Programs, visit our website at: [www.bucks.edu/alliedhealth](http://www.bucks.edu/alliedhealth) or call 215-968-8025

## 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. It will incorporate extensive in-class and practical learning experiences that will enhance your professional endeavors. After successful completion of the course, you should be well-prepared to sit for the American Council on Exercise Personal Training exam. Newly revised course based on the 4th edition of the ACE Personal Trainer Manual.

*Nick Benner*

**For more information please call: (215) 968-8104 or [coned@bucks.edu](mailto:coned@bucks.edu)**

Newtown Campus/ \$605 (plus approx. \$95 for text\*)/ WFTNS 1006 C01/ 6 Wed, 1/23-4/3, 6:30-9:30 pm, & 6 Sat, 2/2-4/13, 8 am-4 pm

Approved Hours: 61 (Act 48)

\*ACE Personal Trainer Manual (2 book set), American Council on Exercise, 4th edition

Sample Test for Personal Trainer Certification Exam

([www.acefitness.org](http://www.acefitness.org)) Call to order & receive discount: 1-888-825-3636

**Continued on page 13**

**See Also, Page 68:** **Personal Enrichment Health and Fitness Courses**

## Introduction to Clinical Research and Monitoring Clinical Trials (30 hours)

Provides an overview of the field of Clinical Research as well as introduction to the position of Clinical Research Associate (CRA)/Monitor who supports the management of Clinical Trials. It provides an understanding of the FDA regulations relative to Clinical Trials as well as outlines the role and responsibilities of a CRA. The course is for individuals who are seeking to learn more about the field of monitoring and better understand the function of a monitor. Included in the curriculum will be a comprehensive review of CRA roles and responsibilities, study initiation and monitoring plans, recruiting and retaining study subjects, the informed consent process, preparing for audits and detecting fraud, managing multi-national trials as well as various other tasks performed by a CRA as part of a clinical support team. *Joan Graves*

Text: The CRA's Guide to Monitoring Clinical Research: Third Edition by Karen E. Woodin

Newtown Campus/\$505 (plus book)/  
WHPAH 0752 WB1/10 Wed, 3/6-5/8, 6-9 pm

## Pharmacy Technician Comprehensive (75 hours)

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, go to [www.PTCB.org](http://www.PTCB.org).

Text: Pharmacy Technician Principles and Practice - Third Edition by T. Hopper

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

WB1/ 13 Tu & 12 Th, 2/26-5/21, 9 am-noon/  
*Alan Vogenberg, R.Ph., FASCP*

WB2/ 13 Tu & 12 Th, 2/19-5/14, 6:30-9:30 pm/  
*Dr. Joseph Urban, B.S. Pharmacy, M.B.A., Doctor of Pharmacy*

## Physical Therapy Aide Program (50 hours)

As a Physical Therapy Aide your general responsibility will be to carry out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, you will be assisting 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. *Stacey Minio, DPT*

Newtown Campus/\$1,405 (text included)/  
WHPAH 0277 WB1/ 12 Mon, 2/18-5/6,  
6-10 pm, & Mon, 5/20, 6-8 pm

## Dental Assisting Program (70 hours)

This 70-hour Dental Assisting Program prepares you for entry level positions in one of the fastest growing health care positions – Dental Assisting. 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/\$1,605 (textbook included)  
WHPAH 0701 WB1-WB2

WB1/14 Sa, 2/9-5/18 (no class 3/30), 9 am-2:30 pm,  
*Debra DiSandro, RDA*

WB2/ 10 Tu & 10 Th, 2/26-5/2, 6-9:30 pm, *Lisa Jones*

## Ordering Textbooks

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

**For more information on Allied Health Programs, visit our website at: [www.bucks.edu/alliedhealth](http://www.bucks.edu/alliedhealth) or call, 215-968-8025**

## Register Online!

For on-line registration please go to the following website: **[www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)**

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



## CPR, First Aid Training &amp; 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: [bakerj@bucks.edu](mailto:bakerj@bucks.edu)

## Heartsaver First Aid

(American Heart Association 2-year certification)

For professionals who need basic first aid for the workplace.

*Janet Baker, M.Ed.*

Newtown Campus/ \$65 (includes book & card)/

PHPAH 0001 WB1/ Sa, 3/9, 9 am-1 pm

Approved Hours: 4 (Act 48)



## Heartsaver Adult CPR/AED and First Aid

(American Heart Association 2 year certification)

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

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

PHPAH 0002 WB1/ Sa, 4/6, 9 am-3:30 pm

Approved Hours: 6 (Act 48)



## Heartsaver Pediatric CPR &amp; First Aid

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

Newtown Campus/ \$65 (includes card & book)/

PHPAH 0014 WB1/ Sa, 5/4,

9 am-1 pm

Approved Hours: 4 (Act 48)



## CPR for Healthcare Providers - Certification

(Includes Adult, Child, Infant CPR and AED training, American Heart Association 2-year certification)

For all Healthcare professionals, nurses, doctors, dentists, chiropractors, paramedics, EMTs and lifeguards. *Janet Baker, M.Ed.*

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

PHPAH 0003 WB1- WB5/ 9 am-3:30 pm

WB1/ Sa, 1/26

WB2/ Sa., 2/16

WB3/ Sa, 3/16

WB4/ Sa, 4/20

WB5/ Sa, 5/18

Approved Hours: 6 (Act 48)



## CPR Recertification for Healthcare Providers &amp; Community

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

Prerequisite: Must have a current CPR card.

Newtown Campus/ \$65 (includes card)/

PHPAH 0004 WB1- WB5, 6-10 pm

WB1/ Wed, 1/30

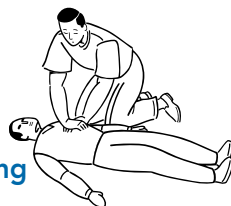
WB2/ Tu, 2/19

WB3/ Wed, 3/20

WB4/ Tu, 4/23

WB5/ Wed, 5/15

Approved Hours: 4 (Act 48)



## ARC Lifeguard Training

(Must be 15 years of age)

See page - 69

## Healthcare IT and Practice Management

For those seeking to become a member of the new HIT Implementation, Support Specialist, & Practice Management Teams.

## Practice Management Courses

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/ \$1,260/ XHPAH 0227 HS1

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

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

Electronic Health Record  
Management Program (95 hrs)

An electronic health record (EHR) includes computerized lifelong healthcare data from a variety of sources where every encounter an individual has with the healthcare system is documented and compiled for quick access. Electronic Health Record professionals are educated in the implementation and the management of electronic health information using common electronic data interchange systems such as HL7, CDISC, and DICOM. You will learn through classroom and computer lab training the necessary components consistent with maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record and database.

After the successful completion of this program, you will be prepared to sit for the National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam. *Staff*

Newtown Campus/ \$2,305/ WHPAH 0329 WB1/

16 Tu & 16 Th, 2/7-5/28, 6:30-9:30 pm

(5/28, 6:30-8:30 pm)

## Grant Funded Healthcare Information Technology Courses



For more information contact:

**Denise Glick - 215-497-8756,**  
**JobsNow@bucks.edu**

### HIT Core Curriculum

#### Self Paced On-Line

- Health Care Careers
- Health Care Systems
- Personal Qualities
- Communications
- IT Fundamentals
- Medical Terminology
- Medical Records
- Insurance and Coding
- Legal and Ethical Responsibilities
- Job Seeking Skills

### Electronic Health Record & Practice Management and Medical Reimbursement/Coding Specialist Certificate Comprehensive Program (420 hours)

This program is a series of three courses, Introduction to Information Technology, Electronic Health Record Management and Medical Reimbursement/Coding Specialist. It is specially designed for the student who wishes to enter one of the many positions in the health care environment that requires the integration of information technology and practice management skills. The student who successfully completes this certificate program will be well positioned for employment and advancement in the clinical organizations that demand the integration of information technology and the complex processes in the health care work flow. All graduates will receive assistance in placement for good fit and sustainable employment.

### 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.

### Electronic Health Record and Practice Management (180 hours)

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 electronic records. It will prepare the student for a rewarding career in physician offices, hospitals, and ambulatory surgery centers.

### Medical Coding -Transition to ICD-10 (for experienced Billing and Coding Professionals) (150 hrs.)

This program is for those with significant work experience in Medical Billing and Coding (ICD-9), preparing for ICD-10 transition.

- Overview of Medical Business Operations, relevant medical terminology and acronyms, and the Patient Care Cycle
- Anatomy and Physiology for Medical Coders
- Disease Processes for Medical Coders
- Pharmacology for Medical Coders
- CPT and ICD-9 Coding
- Transition to ICD-10
- Virtual Practicum

#### See Also, Page 54:

- **CompTIA Healthcare IT Technician Certificate**
- **Introduction to Healthcare IT and Medical Office Applications**
- **Healthcare Technology Implementation Support Specialist**

This program is developed in whole or in part by the US Department of Labor - Employment and Training Administration

**JobsNow**

## Healing Arts and Massage Modalities

For students who wish to complete their requirements for licensing and recertification.

### Healing Arts

#### Harp Therapy

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

These dynamic, transformative programs each include a 120-hour mentored internship which may be completed at one of our host hospitals (including Abington Memorial Hospital in Abington, PA; Eastern Regional Medical Center at Cancer Treatment Centers of America in Philadelphia; Robert Wood Johnson University Hospital in Hamilton, and Rahway, NJ; The Valley Hospital in Ridgewood, NJ; and Saint Claire's Hospital in Denville, NJ) or at any pre-approved medical facility. The first level of certification (Certified Harp Therapist) consists of 310 hours: Modules I through IV, consisting of 134 hours of classroom training, a 36-hour online course on ethics, Module V, consisting of a 128-hour internship and 12 one-on-one contact hours. At registration, tuition for two modules will be due: Module I, to be paid directly to the college; and Module V, for which you will be billed directly by BEDSIDE HARP. Completion of all of the above is required for the Certified Harp Therapist designation. The Mastery level requires completion of an additional 185 hours including two additional modules: Module VI, a 120-hour internship (payable directly to BEDSIDE HARP) and Module VII, a 17-hour classroom module (payable to the College).

In addition to the classroom and internship portions of both levels of the program, there are required readings, journaling, recordkeeping and other written and oral assignments, as well as repertoire development and a final review.

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

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

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

Th, Fri, & Su, 9 am-5:30 pm (includes breakfast & lunch);  
Sa, 9 am-9 pm (includes a light dinner and a movie)

##### **Module I: To Soothe The Savage Breast**

WSMCE 4010 CA1/ 4/4-4/7

##### **Module II: Glimpses Within**

WSMCE 4011 CA1/ 5/2-5/5

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

WSMCE 4012 CA1/ 6/5-6/9

\*different schedule: W, F, & Su, 9 am-5:30 pm; Th & Sa, 9 am-9 pm

##### **Module IV: Creating Work for Yourself**

- Coming soon

#### Hypnotherapy

For more information on Hypnotherapy and Certified Harp Therapist & Certified Master Harp Therapist contact:

**(215) 968-8104 or coned@bucks.edu**

##### **Certified Hypnotherapist / Hypno-Counselor Online/On Site Hybrid**

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

- Phase 1: Learn at Home
- Phase 2: Polish Your Skills In The Classroom

Learn About It For FREE

Join Dr. Holder for a free, fun and informative demonstration on Thur, 1/3, 7-9 pm.

Call 215-968-8409 (Option #1) & register for XSMCE 1050 C01.

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

- Learn To Hypnotize
- Help people achieve goals with hypnosis
- Prepare for a profitable career
- Develop broad base 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. 500 hrs home, web & classroom.

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

Newtown Campus/ Fri-Su, 1/18-1/20, 10 am-6 pm,  
Th-Mon, 4/11-4/15, 10 am-6 pm;

All other learning is online.

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

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

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

Instructor: *Dr. Philip Holder*

**Continued on page 17**

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

### Advanced Master Hypnotherapist / Hypno-Counselor Certification

70 hrs (45 in class/25 home)

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

**Prerequisite:** Basic Certification from approved provider

Newtown Campus/\$699 for graduates of BCCC-Master's Center certificate program; \$1,199 for students with certificates from other training programs  
WSMCE 5226 C01/ Mon-Sa 3/11-3/16, 10 am-6 pm

### Certified Hypnotherapy/ Hypno-Counseling Instructor

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

Newtown Campus/ \$999/ WSMCE 5235 C01  
Wed-Su, 1/30-2/3, 10 am-6 pm

### Good Vibrations: An Introduction to Sound Therapy

Sounds and vibrations affect us in innumerable ways. We'll begin this workshop/experiential with a slide presentation on and discussion of the effect of sounds and vibration on our bodies, minds and spirits. Participants will learn how to use their own voices to heal themselves and then relax into a virtual sound bath where they will experience the vibrations of the harp, Himalayan bowls, bells, rainsticks, drums and a number of other sound instruments. Afterwards participants will have an opportunity to play the instruments themselves. *Edie Elkan, B.A., M.A.*

Newtown Campus/ \$59/ WSMCE 4030 C01/  
Sa, 4/20 / 9 am-noon

**For more information on Hypnotherapy, Certified Harp Therapist, Certified Master Harp Therapist and Reiki Levels I and II, contact:**

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

**See Also, Personal Enrichment  
Page 68: Health and Fitness Courses**

## 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 you eliminate fatigue, tension, and pain, accelerate healing, promote tranquility, and increase awareness. You will learn how to transfer Reiki energy by relieving energy blockages in the body. You must attend all classes to receive a Certificate of Completion.

\$109 (includes manual)/ RHEAL 0100 C01, C50, & C70, 6:30-9:30 pm

C01/ Newtown Campus / 3 Tu, 3/5-3/19

*Hannelore Goodwin, M.Msc., Certified Reiki Master Teacher*

C50/Lower Bucks Campus, 3 Wed, 4/17-5/1

*Glenda R. Smith, Certified Reiki Master Teacher*

C70/ Upper Bucks Campus/ 3 Tu, 4/22-5/6

*Glenda R. Smith, Certified Reiki Master Teacher*

### Reiki Level II

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

RHEAL 0102 C01 & C70/ \$109 (includes manual)

C01/ Newtown Campus/ Fri, 5/10, 6:30-9:30 pm & Sa, 5/11, 9 am-5 pm

*Hannelore Goodwin, M.Msc., Certified Reiki Master Teacher*

C70/ Upper Bucks Campus/Fri, 5/24,

6:30-9:30 pm & Sa, 5/25, 9 am-5 pm

*Glenda R. Smith, Certified Reiki Master Teacher*

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

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

### Reiki Level III – Advanced Reiki Training

Deepen your Reiki practice; Receive three additional cleansing symbols, learn about the seven chakras and how they are related to Reiki cleansing treatments, the use of crystals in your Reiki practice, learn techniques for providing Reiki healing attainments. 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, 3/15, 6-9 pm & Sa, 3/16, 9 am-4 pm

### Introduction to Ayurveda

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, diet, herbs, and self-care.

*Crystal Widmann, Reiki Master/Teacher*

Newtown Campus/\$95 (plus \$10 paid to instructor for food/herbs)/RHEAL 0131 WB1/

2 Wed, 4/17 & 4/24, 6-9:30 pm

To register: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister), P: (215) 968-8409, FAX: (215) 968-8320

## Massage Modalities

For more information please contact:

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

### Hot Stone Pedicures & Manicures (8 hours) **NEW**

Nature's Stones, Inc. presents an innovative, full-body treatment in this hot stone pedicure & manicure session, including the use of warm stones about your neck in our patented Nexauna®, a stone warming the center of your being on your belly, stones on your hands in specially designed mitts, and your feet resting on top of warm stones in the pedicure basin. Students should bring 6 Hand Towels and 2 Large Towels. *Staff*

**Prerequisite:** Cosmetologist or Nail Technician

Newtown Campus/ \$225/ OHEAL 0104 WB1/  
Su, 3/3, 9 am-6 pm

### Basic Reflexology

Learn how to perform a Basic Reflexology session taught by an expert instructor. You will learn the integrated method of Reflexology as well the history and benefits. This 16-hour course offers hands-on learning. Increase your income with reflexology as a wonderful stand-alone treatment or as an add-on to a massage, facial, pedicure or manicure. *Debbie McKayle*

\*No prerequisites - anyone can take this course!  
Students should bring: 1 set of sheets, 2 pillows, 2 hand towels

Newtown Campus/ \$350/ RHEAL 0103 WB/  
Sa & Su, 3/9 & 3/10, 9 am-6 pm

### Advanced Reflexology 1 (8 CE's) **NEW**

Learn how to recognize and treat problem areas through reflex pathways to help relieve the client's discomfort. *Staff*

**Prerequisite:** Basic Reflexology

Newtown Campus/\$225/OHEAL 0105 WB1/  
Sun, 4/28, 9 am- 6 pm

### Cool Lift Face Rejuvenation (8 CE's) **NEW**

Learn a new and unique treatment for the face, designed to soften lines and creases, as well as tighten facial muscles. Prerequisite: Massage Therapist, Esthetician or Cosmetologist

Newtown Campus/\$225/ OHEAL 0106 WB1/ Su,  
4/7, 9 am- 6 pm

### Executive Stress Relief (4 CE's) **NEW**

Prerequisite: Massage Therapist, Physical Therapist

Offer your clients a whole new experience with the Executive Stress Relief treatment. It is a chance for them to experience a deep relaxation with incredible therapeutic results. *Staff*

Newtown Campus/\$125/ OHEAL 0107 WB1/ Su,  
5/19, 9 am-1 pm

### Massage for Anyone! **NEW**

#### Couples Massage (3 hours)

Have your special date night at home. Learn how to massage your partner to reduce stress and muscle discomfort. Weekend warriors and people who perform repetitive tasks will especially enjoy this class. Some basic massage techniques will be taught as well as when not to use massage. *Staff*

Newtown Campus /\$45 per person or \$80 per couple/ RHEAL 0080 WB1/Fri, 4/12, 6-9 pm

#### Massage for Kids (3 hours)

This class teaches children that there is a good touch. Parents can learn how to massage their children to help them sleep better, relax more, and comfort their tight and growing muscles. *Staff*

Newtown Campus/ \$45/ RHEAL 0081 WB1/Wed,  
3/6, 6-9 pm

**See Also, Page 68:** **Personal Enrichment Health and Fitness Courses**



# Green & Sustainable Programs



**Green Jobs  
ACADEMY**

Bucks County Community College

- For the most up-to-date information, please visit our website: [www.bucks.edu/green](http://www.bucks.edu/green)
- For more information please contact the Green Jobs Academy at: 215-788-3594, or email: [greenjobsacademy@bucks.edu](mailto:greenjobsacademy@bucks.edu)
- To register, visit: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)
- For all recent courses visit: [www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)

## Green/Sustainable Programming

Skills for green industries with hands-on training by real industry professionals.

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

### Green Building, Construction/ Environmental Remediation..... 20

- Home Inspection Master Course
- LEED AP + BDC
- LEED® Green Associate
- LEED Green Associate Exam Preparation Study Group
- Certificate in Green Construction

### Renewable Energy/Sustainability ..... 21

- Sustainable Building Advisor Certificate
- EPA - HUD Certified Lead RRP Renovator INITIAL Training
- Energy Technician

### Free Weatherization Training by SEPA RWTC..... 22

## Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)

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

### Green Building, Construction/Environmental Remediation

#### Home Inspection Master Course

The Home Inspection Master Course will provide you with all the tools you need to successfully start your own, very profitable, Home Inspection Business. You will learn about inspecting all aspects of a home including structures, interiors & exteriors, roofs, electrical, plumbing, heating & cooling systems, insulation & ventilation. *American Home Inspectors Training Institute (AHIT)*

Green Jobs Academy /\$1,795 /  
WTMCO 3600 GJA1/ Fri-Su, 4/5-4/7, 8 am-6 pm

#### LEED AP BD+C

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-C31  
C30/ 2/4-3/29  
C31/ 4/1-5/24



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

#### LEED® Green Associate

Take the first step in becoming a LEED Accredited Professional. You will gain an overview of the LEED® Green Associate credentialing process, develop your knowledge of green design, construction and operations, connect sustainability and LEED, and explain the LEED process and the technical and relevant issues of the LEED credit system. The LEED® Green Associate credential is nationally recognized and is intended for professionals who want to demonstrate green building expertise in non-technical fields of practice. This course will prepare you to take the LEED® Green Associate certification exam. *Bruce Offner, Resource Dynamics/Green Building Education*

Green Jobs Academy/\$199 /WTMCO 3550 GJA1  
Sat, 5/4, 8 am-5 pm

#### LEED Green Associate Exam Preparation Study Group

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

Online/ \$995/ ETEST 2001 C30-C31  
C30/ 2/4-3/29  
C31/ 4/1-5/24



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

#### Certificate in Green Construction

This program is for those interested in the implementation of sustainable building tools and strategies. It is also recommended for professionals moving into fields that require knowledge of green building or sustainable design, or anyone who recognizes the emerging importance of sustainable design and its impact on our daily life.

To earn the certificate, you must receive a passing grade in five courses. Courses include:

- Fundamentals of Green Building Design and Construction
- Construction Materials and Processes
- Building Green Buildings – The Contractor's Perspective
- LEED for New Construction – Applying the Guidelines
- Green Building Commissioning



Each course is \$520 and includes the text.  
**All online.**

#### Who Should Attend

Professionals in the design and construction industries who are seeking to further their career, including: design professionals, construction consultants, contractors, subcontractors and builders, planners and commissioners, facilities managers and stakeholders, environmental engineers, and decision-makers in the construction field, and anyone interested in getting into the green job market.

#### For more information, contact:

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

#### For complete course descriptions, visit:

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

#### Course schedule:

##### January 14-March 24, 2013

- Construction Materials & Processes/ ETMCO 1505 C30
- Fundamentals of Green Building, Design and Construction/ ETMCO 3000 C30
- Building Green Buildings: The Contractor's Perspective/ ETMCO 3003 C30

##### April 17-June 16

- Construction Materials & Processes/ ETMCO 1505 C31
- LEED for New Construction: Applying the Guidelines/ ETMCO 3002 C30
- Green Building Commissioning/ ETMCO 3004 C30

##### June 24-September 1

- Construction Materials & Processes/ ETMCO 1505 C30
- LEED for New Construction - Applying the Guidelines/ ETMCO 3002 C30
- Building Green Buildings: The Contractor's Perspective/ ETMCO 3003 C30

## Renewable Energy/Sustainability

**Sustainable Building Advisor Certificate**

The Sustainable Building Advisor Institute offers a nine-month, certificate training program and exam for working professionals eager to apply sustainable concepts to the buildings they design, construct, and maintain. The Sustainable Building Advisor (SBA) program welcomes a diverse range of students from architecture and planning firms, engineering companies, developers and contractors, government agencies, research institutions, resource conservation organizations, utilities, and environmental consulting organizations.

**National Certification**

The SBA Certification provides you with tools and resources to accomplish the following:

- Identify and articulate key sustainable building practices and goals
- Analyze the costs and benefits of incorporating sustainable building measures
- Establish competencies in applying LEED™, Built Green™ and other relevant criteria or established guidelines
- Work with designers, architects, builders, operators, and utilities managers to achieve sustainable goals in their projects
- Take a leadership position in their organizations and communities in a rapidly growing field

**Professional Credentials**

Upon successful completion of the SBA Program and exam, students will earn the designation of Certified Sustainable Building Advisor, CSBA.

The program has been reviewed and approved by American Institute of Architects (AIA), Green Building Certification Institute (GBCI), and the US Green Building Council (USGBC), and meets the eligibility criteria for LEED Green Associate.

David V. Hartke, M.B.A., A.I.A., C.S.B.A.

Newtown Campus/ \$2,250/ WSMCE 6000 C01/  
Fri (8:30 am-4:30 pm)& Sa (8:30 am-1:30 pm),

**Fall 2013**

**Visit our web site for updated information:**  
[www.bucks.edu/sba](http://www.bucks.edu/sba) or contact Director,  
Continuing Education at (215) 968-8104,  
or [coned@bucks.edu](mailto:coned@bucks.edu).

**Testimonial:**

*I took this course at Bucks County Community College, to get an education about ecological issues as related to my chosen trade: Historic Restoration. The class was very well taught, deep with information, and taught by leading professionals in their fields, as well as previous SBA grads. There are multiple presenters for each class, from home owners who learned how to do it themselves, to companies from all over the sustainability arena who are networking to creatively reinvent how industry can serve the environment, as well as its market base. I found it very powerfully inspiring as a motivational tool for change, and have since used what I have learned to rewrite my "how to" book on Historic Restoration- practices, methods, materials, resources, and most significantly, networking! To put a fine point on it, I highly recommend this course! Whatever your interest in sustainability may be, there is useful content in this course. That's just short of saying, "Take this course!". Having successfully completed the course, I am now Nationally and Internationally a Certified Sustainable Building Advisor! Erich DeHaven, CSBA, class of 2010-2011*

**EPA - HUD Certified Lead RRP Renovator INITIAL Training**

EPA-HUD requires that firms doing renovations on pre-1978 housing and child-occupied facilities must be certified and renovation work be directed by a Certified Renovator (CR). This course meets EPA and HUD requirements for initial certification as an EPA Certified Renovator.

You will learn how to determine which regulations are applicable to Certified Firms and Certified Renovators, how to set up areas to contain dust, how to determine if lead-based paint affects work, verify cleanliness, train non-certified workers, and how to satisfy EPA work guidelines. Effective April 22, 2010, contractors may not perform renovations involving lead paint without proper certification and all renovations must be directed by certified renovators. This course was developed by the Environmental Protection Agency (EPA), in collaboration with the Department of Housing and Urban Development (HUD) to train renovation, repair, and painting contractors how to work safely in housing with lead-based paint and comply with EPA's Renovate, Repair and Painting (RRP) Rule, and HUD's Lead Safe Housing Rule (LSHR). This course meets EPA and HUD learning requirements and produces EPA Certified Renovators (CR) authorized to direct renovations in accordance with the Final Rule in pre-1978 homes and child-occupied facilities, perform lead testing with EPA recognized test kits and train non-certified workers. *Philip Godshall*  
Applicable certification: EPA Certified Renovator. Certificate is valid for 5 years.

Green Jobs Academy/ \$159/  
WTMCO 0450 GJA1-GJA3/ 8 am-5 pm  
GJA1/ Mon, 1/14  
GJA2/ Mon, 2/18  
GJA3/Mon, 4/8

**Energy Technician**

This program is for those interested in the manufacture or installation of energy efficiency, energy distribution or clean/renewable energy systems. Currently supported by funding (see page 35). For more detailed information, please visit:

[www.bucks.edu/skills](http://www.bucks.edu/skills) or contact the Career Coach at [jobsnow@bucks.edu](mailto:jobsnow@bucks.edu).

### Free Weatherization Training by SEPA RWTC



Southeastern Pennsylvania  
**Regional Weatherization  
Training Consortium**

### Free at participating SEPA RWTC Training sites!

Register at [www.bucks.edu/green](http://www.bucks.edu/green) or by calling 215-788-3594

Become a part of a growing industry. The U.S. Department of Labor states that workers in the green industry have excellent opportunities and faster than average job growth. So, how can you take the first step to create a new career path for yourself?

The Southeastern Pennsylvania Regional Weatherization Training Consortium (SEPA RWTC) is offering free training and the opportunity for certification in the energy efficiency field. This program offers training and certification for Installers, Crew Chiefs, and Energy Auditors.

Training programs run from one (1) week to four (4) weeks, depending on the program. Courses are being offered at various sites in Bucks, Delaware and Montgomery counties.

The SEPA RWTC includes Bucks County Community College's Green Jobs Academy, Bucks County Technical High School, Middle Bucks Institute of Technology, Delaware County Community College, Delaware County Technical High School, Montgomery County Community College and North Montco Technical Career Center.

### Weatherization Installer Training

Participants will gain knowledge about best practices for basic weatherization procedures. The lecture and hands-on experience focus on building science theory and construction technology. The student will learn how to perform weatherization functions, such as insulation, ventilation, weather stripping, sealing and caulking of walls, attics, crawlspaces and how to use hand and power tools. Installer training also includes Lead Safe Weatherization, Crew Safety, OSHA 10 and Weatherization Tactics.

Prerequisites: assessment test, physical capabilities test and a valid driver's license.

Green Jobs Academy/ WTMCO 4101 GJA1-GJA3,  
8:30 am-4:30 pm

GJA1/ Mon-Fri, 1/7-1/11

GJA2/ Mon-Fri, 2/11-2/15

GJA3/ Mon-Fri, 4/1-4/5

### Weatherization Crew Chief Training

The Weatherization Crew Chief course is for those individuals that are already proficient as a Weatherization Installer and are ready to advance their knowledge of building science and develop themselves as supervisors. The "House as a System" concept is reinforced through modules titled Diagnostic Approach to Weatherization, Advanced Weatherization Diagnostics and Baseload Auditing where students practice setting up a Blower Door and using digital pressure gauges to identify and quantify weaknesses in the thermal envelope of a building. Students are taught the importance of both Homeowner and Crew safety during weatherization work and how to respond to emergencies. As a Crew Chief, they are the primary contact for the customer and therefore, "Customer Service" is an important module where students are taught how to make the customer experience a positive and professional interaction where everyone is satisfied at the end of the job.

Green Jobs Academy/WTMCO 0312 GJA1-GJA3,  
8:30 am-4:30 pm

GJA1/ 1/21-1/29

GJA2/ 3/4-3/12

GJA3/ 4/22-4/30

### BPI Energy Auditor Training

The Weatherization Auditor course is designed for those individuals that are already proficient in the skills developed in the Weatherization Installer and crew chief position and are ready to advance their knowledge of building science and develop themselves as Auditors. The "House as a System" concept is reinforced. The course will provide individuals with the knowledge necessary to provide homeowners with an overview of energy consumption and options to save money by conserving energy. Students will participate in classroom and field training, as well as written and field testing.

Green Jobs Academy /

WTMCO 0313 GJA1-GJA4, 8:30 am-4:30 pm

GJA1/ 2/4-2/15

GJA2/ 2/25-3/1

GJA3/ 3/18-3/29

GJA4/ 4/15-4/19

### Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)

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



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

## Workplace/Professional Certificate Programs

24

Certificates are awarded after the completion of a multi-course program

Child Development Associate.....	26	Marketing & Business Services.....	24
Command Spanish® Language Programs ..	26	• Business Research Certificate	
Construction Certificates.....	30	• Certificate in Customer Service	
Fashion Design.....	31	• Certificate in eMarketing Essentials	
• Fashion Design II		• Certificate in Social Media for Business	
• Basic Garment Construction		• Certified Webinar Planner	
• Pattern Drafting I		• Mobile Marketing Certificate	
• Pattern Drafting II		• Video Marketing Certificate	
• Sewing Techniques		Operations Management/ Process Improvement.....	27
Food Service Industry.....	29	• Lean Six Sigma	
• SERVSAFE® Certification		• Project Management	
• SERVSAFE® Recertification		Technical Writing.....	29

## Workplace/Professional Courses

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• Advanced Website Strategies	• Supervisory & Leadership Certificate
• Business Coaching Certificate	• Signing Agent Training
• Designing Successful Webinars	• The EQ Factor: The Emotionally Intelligent Leader
• Extraordinary Customer Service	• Using Personality Profiles for Better Work Performance
• Managing and Achieving Organizational Goals	Courses for Nonprofits.....
• Management Boot Camp	34
• Media Buying Strategies	• Program Evaluation for Nonprofits
• Notary Training	• Revenue Generation for Nonprofits
• Planning & Leading Productive Meetings	• Using Social Media in the Non-Profit Industry

## Small Business Courses

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• The Business Plan	• Twitter
• Cyber Security for Managers	• Successful Survey Techniques
• Entrepreneur Boot Camp	• SCORE - How to Start and Operate Your Own Small Business
• Facebook for Business	• Childlight™ Yoga Teacher Training
• Google Analytics	



### Workplace/Professional Certificate Programs

Certificates are awarded after the completion of a multi-course program

#### Marketing & Business Service Certificates

##### Business Research Certificate

Discover the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision making for your work organization. Get the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making. For business professionals, entrepreneurs, and anyone who needs specific information about a business; or who is in business and needs specific information about a particular topic such as market potential, competitive intelligence, standard industry practice, productivity improvement, etc. This course will give you the specific knowledge you need to succeed in your research quest.

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-C31/  
C30/ 2/4-4/26  
C31/ 4/1-6/28



- **Section 1:** Introduction to Business Research
- **Section 2:** Business Statistics
- **Section 3:** Qualitative Business Research



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

##### Certificate in Customer Service

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success.

Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else.

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

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



##### Keys to Customer Service

Online/ \$145/ ESMCE 4312 C30-C31/  
C30/ 2/4-3/1  
C31/ 4/1-4/26

##### Extraordinary Customer Service

Online/ \$145/ ESMCE 4321 C30-C31/  
C30/ 3/4-3/29  
C31/ 5/6-5/31



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

##### Certificate in eMarketing Essentials

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

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



##### Improving Email Promotions

Online/ ESMCE 4303 C30-C31  
C30/ 2/4-3/1  
C31/ 4/1-4/26

##### Boosting Your Web Site Traffic

Online/ ESMCE 4304 C30-C31  
C30/ 3/4-3/29  
C31/ 5/6-5/31

##### Online Advertising

Online/ ESMCE 4305 C30-C31/  
C30/ 4/1-4/26  
C31/ 6/3-6/28

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

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



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

##### Video Marketing Certificate

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

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



##### Video Marketing

Online/ \$245/ ESMCE 4327 C30-C31  
C30/ 2/4-3/1  
C31/ 4/1-4/26

##### YouTube for Business

Online/ \$245/ ESMCE 0216 C30-C31  
C30/ 3/4-3/29  
C31/ 5/6-5/31



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

## Certificate in Social Media for Business

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

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

### Introduction to Social Media

Online/ ESMCE 4300 C30-C31  
C30/ 2/4-3/1  
C31/ 4/1-4/26



### Marketing Using Social Media

Online/ ESMCE 4301 C30-C31  
C30/ 3/4-3/29  
C31/ 5/6-5/31

### Integrating Social Media in Your Organization

Online/ ESMCE 4302 C30-C31/  
C30/ 4/1-4/26  
C31/ 6/3-6/28

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



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

## Certified Webinar Planner

Become a Certified Virtual Meeting Planner (CVP). Discover the various synchronous distance meeting formats available and learn about the technology of producing distance meetings. Then get the best instructional techniques on the design and teaching of effective distance or virtual meetings. Lastly, acquire the virtual meeting planning skills involved in budgeting, pricing, and marketing virtual meetings. 10-week online course with 3 sections and certification exam for CVP designation. Available only as a certificate.

Online/ ESMCE 4313 C30/ 2/11- 4/19



- **Section 1:** Webinar Technology
- **Section 2:** Keys to Effective Design of Webinars,
- **Section 3:** Managing Webinars,



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

## Mobile Marketing Certificate

**Three one-month courses. \$595 for all three.** (Must register for all three at the same time to get the bundled price.)

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

### Mobile Marketing

Online/ \$195/ ESMCE 4326 C30-C31  
C30/ 2/4-3/1  
C31/ 4/1-4/26



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

Online/ \$245/ ESBEN 0211 C30-C31  
C30/ 3/4-3/29  
C31/ 5/6-5/31

### Advanced Mobile Marketing

Online/ \$245/ ESBEN 0217 C30-C31/  
C30/ 4/1-4/26  
C31/ 6/3-6/28



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

## Register Online!

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

## Ordering Textbooks

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

### Child Development Associate Certificate Program (CDA)

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

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

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

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

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

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

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

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


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

#### 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.

\$355/ WSMCE 3231 C20 & C50/  
C20/ Hybrid Online/1/21-4/1

(Required orientation at Newtown Campus, Mon, 1/21, 6:30-9:30 pm, plus two additional onsite classes 2/18 & 3/18/)

*Brigitte Hix, M.A., PQAS Certified* 

C50/ Lower Bucks Campus /  
Mon & Wed, 4/8-6/10, 6:30-9:30 pm  
*Sandy Anthony, M.A., PQAS Certified*

**ACT 48**

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/\$355/ WSMCE 3232 C20/  
10 Tu, 2/27-5/8,( Required orientation at Newtown Campus, Wed, 2/27, 6:30-9:30 pm, plus two additional onsite classes 3/27& 5/8)

Approved Hours: 60 (Act 48, CDA)

**ACT 48**

#### CDA Renewal

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

### Command Spanish® Language Programs



#### 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

Command Spanish® courses at your workplace: BCCC can also deliver Command Spanish® courses at your worksite. For more information please contact Sherry McKinney at:

**215-968-8359 or e-mail [mckinnes@bucks.edu](mailto:mckinnes@bucks.edu)**

**Online Spanish Language courses are available in the following fields:**

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

**To sign up for an online course, visit [www.commandspanish.com](http://www.commandspanish.com)**

## Operations Management/Process Improvement

## Project Management

## Classroom

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

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

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

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

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

Lower Bucks Campus/ \$485 (plus \$50 textbook)  
WSMCE 5403 C50/5 Wed, 2/13-3/13, 6-9 pm &  
4 Sa, 2/16-3/9, 8:30 am-12:30 pm  
Approved Hours: 31 (PMI, Act 48)



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

Lower Bucks Campus/\$485 (same text as Course I)  
WSMCE 5404 C50/ 5 Wed, 4/10-5/8, 6-9 pm &  
4 Sa, 4/13-5/4, 8:30 am-12:30 pm  
Approved Hours: 31 (PMI, Act 48)



Project  
Management  
Institute

## Online



This is a comprehensive online program designed to familiarize managers, executives, professionals and project specialists with the importance of good project launches, effective planning and scheduling, and important control and closing of a project. In this Project Management Online Certificate Program you will learn the project management life cycle as defined by the Project Management Institute (PMI). This online program combines readings, online discussions, project application and case study assignments. You will be required to apply the concepts to a "real-world" project of your own.

A Certificate of Participation and Professional Development Units (PDU's) are awarded upon completion. Weekly participation online and completion of assignments is required to receive the certificate. *Celine Gullace, Ph.D., PMP*

### Special Note:

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

Texts required:

Project Management in Practice 4th edition – ISBN No. 978-0-470-533017; approximate cost: \$87

### Course 1: Getting Started, Initiating a Project and Initial Planning (30 hours)

Online/ \$485 (plus \$87 for textbooks)/  
WSMCE 5405 C20/ 2/25-4/1

Approved Hours: 30 (PMI, Act 48)



### Course II: Scheduling, Monitoring/Controlling and Closing (Post-Implementation) (30 hours)

Online/ \$485 /WSMCE 5406 C20/ 4/18-5/13  
Approved Hours: 30 (PMI, Act 48)



### See Also

**Microsoft Project Basic & Advanced 2010** - For full description, see page 51

## Register Online!

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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.

### Lean Six Sigma

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

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

#### Certification

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

#### Lean Overview



Participants will learn the Lean principles that can help transform your business into a highly efficient workplace. This interactive workshop will demonstrate the four keys of the Lean enterprise and the role that Leadership, Strategy, Culture, and Execution have on success. Participants will learn application of Lean tools and methods used for successful implementation. Successful local business case studies will be reviewed and discussed. See for yourself how Lean can help reduce cost and improve profits in your organization.

Newtown Campus/ \$245/ WSMCE 5275 WB1/ Th, 4/11, 8:30 am-5 pm

### 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.

#### New Format for Reduced Cost!

Newtown Campus/ \$2,450/  
WSMCE 5274 WB1/ 3 Fri, 5 Sa, 2/22-2/23,  
3/8-3/9, 3/22-3/23, 4/6, & 4/27 (am only),  
8:30 am-5 pm  
Approved Hours: 60 (PMP)

### 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/  
4 Th, 4 Fri, 4 Sa, 5/2-5/4, 5/16-5/18, 5/30-6/1,  
6/13-6/15, 8:30 am-5 pm, (Sa, 8:30 am-12:30 pm)  
Approved Hours: 80 (PMP)

#### Black Belt Orientation Meeting

Newtown Campus/ XSMCE 1001 WB1  
Th, 4/11/2013, 5-7 pm



Project  
Management  
Institute

### Testimonials

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

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

### Register Online!

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



## Technical Writing

### Technical Writing

Technical writing and communication are among the fastest growing fields in the nation. Add something to that degree in English, History, Philosophy, Communications, Advertising or Marketing that will help you get a job using your language skills in the 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. Microsoft Publisher, QuarkXpress, Adobe InDesign, Photoshop or Illustrator

#### Course I: Elements of Technical Writing I

Review basic English skills and identify the areas of technical writing that differ from standard writing. *George Haiduck, B.S.*

Newtown Campus/ \$165 (plus \$9 text)/  
WSMCE 5475 C01/ 4 Mon, 3/4-3/25, 6-9 pm  
Approved Hours: 12 (Act 48)

#### Course II: Elements of Technical Writing II

Explore new technical writing areas such as proposals and specifications. Write or revise some technical writing within your specialty.\* Create technical articles, papers, abstracts and reports using targeted writing exercises in these areas. *George Haiduck, B.S.*

Newtown Campus/ \$165 (same text as Course I)/  
WSMCE 5476 C01/ 4 Mon, 4/1-4/22, 6-9 pm  
Approved Hours: 12 (Act 48)

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

Review basic mathematical & science concepts, operations and applications necessary for technical writing. Gain a more thorough understanding of math used in the scientific areas including the metric system. You should have a standard four-function calculator. *George Haiduck, B.S.*

Newtown Campus/ \$165/ WSMCE 5477 C01/  
4 Mon, 5/6-6/3 (no class 5/27), 6-9 pm  
Approved Hours: 12 (Act 48)

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

- Introduction or Intermediate Word 2007  
(online at [www.ed2go.com/bucks](http://www.ed2go.com/bucks))
- Introduction, Intermediate or Advanced Word 2010 - pages 49 & 50

#### Course V: Choose one of the following

- Adobe Illustrator, Basic or Advanced - page 53
- Adobe Photoshop, Basic or Advanced - page 53
- InDesign CS5, Basic or Advanced - page 53

**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.

## Food Service Industry

### SERVSAFE® Certification

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

#### English Language, William Rech

Newtown Campus/ WSERV 0001 C01 & C02  
C01/ 2 Sa, 2/9 & 2/23, 8:30 am-5 pm  
C02/ 2 Sa, 4/13 & 4/27, 8:30 am-5 pm

#### Chinese Language, Betty L. Tsai

Lower Bucks Campus/ WSERV 0010 C50/  
2 Mon, 2/18-2/25, 8:30 am-5 pm

### SERVSAFE® Recertification

This course fulfills the requirements of Bucks, Montgomery, and other regional Health Departments for Foodservice staff and manager recertification. Current FDA Food Code with updates, local health laws and industry practices along with HACCP are covered. \$185 (includes course book)

#### English Language, William Rech

Newtown Campus/ OSERV 0050 C01-C02  
C01/ Sa, 2/16, 8:30 am-5 pm  
C02/ Sa, 4/20, 8:30 am-5 pm

## Construction Certificates

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

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

### Workplace Benefits

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

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

### Construction Estimating

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

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

### All Construction Courses



All Online/C30/ 1/14-3/24, or C31/ 4/17-6/16 - For complete descriptions of these courses, see [www.bucks.edu/allcourses](http://www.bucks.edu/allcourses)

#### Introduction to Construction Estimating - Start Anytime

ETMCO 1500 C30-C31/ \$520 (includes text)

#### Essential Construction Math - Start Anytime

ETMCO 1501 C30-C31/ \$520 (includes text)

#### Construction Blueprint Reading

ETMCO 1502 C30-C31/ \$520 (includes text)

#### Estimating and Bidding 1

ETMCO 1503 C30-C31/ \$520 (includes text)

#### Estimating and Bidding 2

ETMCO 1504 C30-C31/ \$520 (includes text)

#### Construction Materials and Processes

ETMCO 1505 C30-C31/ \$520 (includes text)

### See Also -

Green Construction Classes - [Page 20](#)

### Construction Practices

Must complete 8 of the following 9 classes:

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

\*These courses run every quarter. Spring class dates are 1/14-3/24 (C30) and 4/17-6/16 (C31).

### Construction Supervision

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

Following classes required:

#### Certificate in On-Site Supervision

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

#### Construction Supervisor Certificate in Project Management

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

#### Certificate in Construction Supervisory Technologies

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

### January 14-March 24, 2013

#### Oral & Written Communication

ETMCO 2002 C30/ \$420 (plus \$156 text)

#### Contract Documents and Construction Law

ETMCO 2004 C30/ \$420 (plus \$156 text)

#### Planning and Scheduling

ETMCO 2005 C30/ \$420 (plus \$156 text)

### April 17-June 16

#### Accident Prevention & Loss Control

ETMCO 2007 C30/ \$420 (plus \$156 text)

#### Project Management for Construction Supervision

ETMCO 2008 C30/ \$420 (plus \$156 text)

#### Construction Productivity Improvement

ETMCO 2009 C30/ \$420 (plus \$156 text)

#### General & Specialty Contractor Dynamics

ETMCO 2010 C30/ \$420 (plus \$156 text)

## 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. It will help students enhance their own design skills, translate concepts onto paper, and eventually into actual garments. You will be prepared to enter the fashion design industry in the capacity of a design assistant or to work with a product development team. This program will concentrate solely on women's wear.

The curriculum includes 96 hours of classroom instruction in five core courses plus two electives of your choice. This certificate must be completed within 2 years. Attendance at 80% of classes is required.

### Core Classes: (offered fall and spring)

- 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 (prerequisite: Basic Garment Construction & Pattern Drafting I & II)
- A drawing or painting class (page 65)
- A computer-aided design class such as Photoshop or Illustrator (pages 53 & 54)

## 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 C01/  
6 Wed, 2/20-3/27, 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 C01/ 6 Wed, 1/2 -2/6, 6:30-9:30 pm

## Pattern Drafting I

Students will learn to take measurements and to translate these measurements into a pattern (sloper) that can be used to create any design and create a perfect fit. *Virginia Buck*

Newtown Campus/ \$265 (plus \$20 payable to the instructor) WSMCE 3714 C01/ 8 Mon, 4/3-5/22, 6:30-9:30 pm

## 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 C01/  
8 Wed, 5/29-7/17, 6:30-9:30 pm

## Sewing Techniques

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/ WSMCE 3716 C01/  
8 Tu, 2/5-3/26, 6:30-9:30 pm

### See Also -

- Personal Trainer, page 12
- Reiki, page 17
- Bedside Harp, page 16
- Hypnotherapy, page 16

## Cultural Programming 2012-2013 Season

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

**For further information and group sales please contact the Office of Community and Cultural Programming at 215.968.8087**

## Workplace/Professional Courses

### Advanced Website Strategies

You have a website, but why will your customers want to come back or buy something or take action? Do you really know who you are selling to? Do you know what you want to say to them? Do you know how you want to say it? Discover ways to identify who your ideal audience is. Learn how to create content that is engaging and purposeful. Find out what you want to say to them. Explore where you want to say it. And finally, find out how you want to say it. In one month you will be better equipped to create your own content marketing strategy and create a content-rich website that exceeds the needs of your visitors.

Online/ \$195/ ESMCE 4325 C30-C31/  
C30/ 3/4-3/29  
C31/ 5/6-5/31



### Business Coaching Certificate

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. It has benefits for the employer and employee. Gain skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees' performance and create the working environment that your employees will find truly rewarding.

Online/ \$295/ ESMCE 4323 C30-C31/  
C30/ 2/4-3/29  
C31/4/1-5/31



### Designing Successful Webinars

Webinars are a hot new meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization. Then learn the four key strategies to make your webinars more successful. Learn techniques and tips that will make your webinars winners with your audiences.

Online/ \$195/ ESMCE 4322 C30-C31/  
C30/ 3/4-3/29  
C31/ 5/6-5/31



### Extraordinary Customer Service

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous!

Online/ \$145/ ESMCE 4321 C30-C31/  
C30/ 3/4-3/29  
C31/ 5/6-5/31



### Management Boot Camp

Enhance your management skills through this course for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness through use of the DiSC personality profile (included). By the end of the course we will have you managing like a pro - quickly and with confidence.

Online/ \$195/ ESMCE 4333 C30-C31/  
C30/ 3/4-3/29  
C31/ 5/6-5/31



### Media Buying Strategies

Discover the marketing planning process to clearly delineate the relationship among marketing and media buying decisions. Marketing functions are examined through case analysis to successfully integrate all elements of the media buying process. The course presents concepts and strategies from a business decision-making perspective. This approach reflects the emphasis on the marketing decisions that business owners are most likely to confront in their marketing operations when meeting with various media outlets and managing their marketing campaigns. Come away with a knowledge of media buying strategies to promote your organization and boost sales and profits.

Online/ \$195/ ESMCE 4324 C30-C31/  
C30/ 3/4-3/29  
C31/ 5/6-5/31



## Ordering Textbooks

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

## Supervisory & Leadership Certificate

Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. Note: This program has been approved for 32 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute.

Online/ \$395/ ESMCE 4331 C30-C31/  
C30/ 2/4-3/29  
C31/ 4/1-5/31



## Using Personality Profiles for Better Work Performance

Understanding yourself and others will increase your overall effectiveness at work, home, and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don't share your same style. Course fee includes your own DiSC Behavioral Personality Profile assessment and review.

Online/ \$295/ ESMCE 4332 C30-C31/  
C30/ 3/4-3/29  
C31/ 5/6-5/31



## The EQ Factor: The Emotionally Intelligent Leader



What qualities of the mind determine who succeeds? A manager at AT&T's Bell Labs was asked to rank his top performers. It wasn't those with the highest IQs that made the list but rather those with the highest EQs. While a high IQ may help to get you hired, it is a high EQ that will get you promoted. This workshop will provide participants with a generic EQ competencies framework and exercises that will help promote EQ. *Patricia C. Grove, PhD*

Newtown Campus/ \$75/ WSMCE 1289 C01/  
Wed, 3/13, 6:30-9:30 pm  
Approved Hours: 3 (Act 48)



## 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)

\$75/ WSBEN 0130 C01-02, C50 & C70

Newtown Campus/  
C01/ Sa, 2/9, 9 am-noon  
C02/ Wed, 5/8, 6:30-9:30 pm

Lower Bucks Campus/  
C50/ Sa, 3/23, 9 am-noon

Upper Bucks Campus/  
C70/ Wed, 4/17, 6:30-9:30 pm

## 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.*

\$155/ WSBEN 0131 C01, C50 & C70

Newtown Campus/  
C01/ Sa, 4/13, 8:30 am-12:30 pm

LowerBucks Campus/  
C50/ Sa, 3/30, 8:30 am-12:30 pm

Upper Bucks Campus/  
C70/ Sa, 4/20, 8:30 am-12:30 pm



## Planning & Leading Productive Meetings

In this course you will see how these skills apply to routine staff meetings, cross-functional or problem-solving meetings, impromptu get-togethers, and more formal information sharing. You'll learn how to assess the quality of meetings in your organization so you can understand their true cost. In short, more effective meetings make your organization more productive! *Frederick D. Tweed, M.S., SPHR*

Newtown Campus/ \$305 (includes text)/  
WSMCE 3518 C01/ 2 Sa, 2/2-2/9,  
8:30 am-4:30 pm

## Managing and Achieving Organizational Goals

This course is a hands-on guide to both setting and redefining goals, as well as a nuts-and-bolts planning resource for achieving those goals. Learn practical tips that will facilitate your goal-setting endeavors, how to troubleshoot and rescue goals that have gotten off track, and celebrate goal achievement and recognize individual and work unit contributions. *Frederick D. Tweed, M.S., SPHR*

Newtown Campus/ \$305 (includes text)/  
WSMCE 3517 C01/ 2 Sa, 3/9-3/16, 8:30 am-4:30 pm



## Courses for Nonprofits

### Program Evaluation for Nonprofits

Enhance your understanding of program evaluation within the nonprofit context. Find out how to improve your evaluation planning, data collection, data analysis and data use. Special attention will be paid to the real-world challenges that organizations may face when conducting evaluation, including staff time, costs and reporting evaluation results to funders. By the close of the course, you will have a complete program logic model and evaluation plan ready for implementation.

Online/ \$245/ ESMCE 4341 C30-31/  
C30/ 2/4-3/1  
C31/ 4/1-4/26



### Revenue Generation for Nonprofits

Revenue streams are essential to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20% that generates 80% of your revenue. These are basic concepts that will yield greater results. After taking this course you will have the knowledge to improve your revenue generation and generate a better surplus.

Online/ \$495/ ESMCE 4340 C30-31/  
C30/ 2/4-3/1  
C31/ 4/1-4/26



### Using Social Media in the Non-Profit Industry



Social media tools can transform non-profits both in the way they work as well as their relationships with constituents. This workshop series will feature round table discussions in a high tech atmosphere. Each session will feature guest speakers who use social media tools in their businesses. *Jacqueline L. Liney*

Newtown Campus/ \$125/ WSMCE 5360 C01/  
4 Sa, 2/9, 3/9, 4/13, 5/11, 9-11 am

## Small Business Courses

### The Business Plan

Whether writing a business plan to secure capital, as mandated by most funding sources, or to lessen the risks of business ownership, the planning process you undertake to do so enables you to evaluate the many aspects and potential hurdles of your businesses. 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/ \$195/ ESBEN 0219 C30-C31/  
C30/ 3/4-3/29  
C31/ 5/6-5/31



### Cyber Security for Managers

Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, intrusion detection/prevention, basic security architecture, introductory forensics, and cyber terrorism. At the end of this course, you will have the knowledge needed to practice safer computing and safe guard your business and work information.

Online/ \$245/ ESBEN 0212 C30-C31/  
C30/ 3/4-3/29  
C31/ 5/6-5/31



### Entrepreneur Boot Camp

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

Online/ \$195/ ESBEN 0210 C30-31/  
C30/ 2/4-3/1  
C31/ 4/1-4/26



### Facebook for Business

Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a page on Facebook and have some basic knowledge of the platform.

Online/ \$245/ ESBEN 0213 C30-C31/  
C30/ 3/4-3/29  
C31/ 5/6-5/31



## Google Analytics

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

Online/ \$195/ ESBEN 0214 C30-C31/  
C30/ 3/4-3/29  
C31/ 5/6-5/31



## Twitter

Twitter is a hot social media platform these days – and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers – and discover the best ways to create relationships and network with your key constituents. You will find out the best – and easiest – techniques for successful interactions in the Twitterverse.

Online/ \$195/ ESBEN 0215 C30-C31/  
C30/ 3/4-3/29  
C31/ 5/6-5/31



## Successful Survey Techniques

Your customers hold the key to your organization's success. Getting to know your customers better means lower costs and better results, including higher retention, more customer satisfaction, more returning customers. Surveys are one of the best ways to find out what your customers want, and how they want it. But too many surveys ask the wrong people the wrong questions. Discover who to survey, what questions to ask, and the key to getting a higher response to your surveys. This hard-hitting practical course will yield a huge ROI for your organization. Whether you need to analyze profitability, satisfaction, service or all three, this course will generate thousands of dollars in increased sales, greater efficiency, or more effectiveness. We guarantee it (or your money back)! Course includes a personal FREE critique of one of your surveys!

Online/ \$395/ ESBEN 0218 C30-C31/  
C30/ 3/4-3/29  
C31/ 5/6-5/31



## SCORE - How to Start and Operate Your Own Small Business

Ready to start a new business or revitalize your present one? Let successful small business men & women guide you through the process of creating a business plan; determining your legal, insurance and licensing needs; marketing and sales techniques; how to obtain financing; and MOTIVATION - the real key to success! Each interactive session will be led by a speaker with expertise in that topic.

*Members of SCORE (Counselors to America's Small Business)*

Newtown Campus/ \$125/ WSBEN 0126 C01/  
5 Wed, 3/6-4/3, 7-9 pm

## Childlight™ Yoga Teacher Training

Here is an incredibly fun, interactive and educational experience! A passion for yoga and a love for children is at the core of this training. This basic, yet thorough, children's yoga teacher training is designed to provide the tools and knowledge needed to share the gifts of yoga with children. Training addresses teaching yoga to children ages 2-teens, with a concentration on ages 2-12. Whether you are seeking to incorporate what you learn into your current work with children, or to teach yoga to children as a career, the CLY Teacher Training will provide you with the information and inspiration necessary to begin doing so immediately. You will have the option for an additional 10 non-contact hours outside of the training to complete the certification process. Hours can be applied toward Yoga Alliance and PA Foster Parent CEUs. Yoga attire recommended. Please bring writing tools and a yoga mat.

*Sally Delisle, E-RYT, ChildLight Yoga Teacher Trainer™ and Licensed Yoga 4 Classrooms™ Instructor*

Upper Bucks Campus/ \$335 (plus \$58 for textbook payable to instructor)/ WSBEN 0152 C70/  
Fri, 2/1, 6-9 pm, Sa 2/2 & Su 2/3, 9 am-4 pm  
Approved Hours: 18 (Act 48)



## See Also...

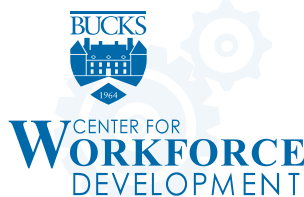
- Certificate in eMarketing Essentials - **Page 24**
- Certificate in Social Networking for Business - **Page 24**
- Mobile Marketing Certificate - **Page 25**
- Certificate in Customer Service - **Page 24**

## 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.

# Industrial Training



- Unless otherwise noted, for further information on the following courses, please contact Emily Evans at 215-504-8695
- For all course offerings visit: [www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)
- Center for Workforce Development Website: [www.bucks.edu/cwd](http://www.bucks.edu/cwd)
- To register, visit: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister), or call 215-968-8409 (Option #1)

## Industrial Training Courses

Start your industrial/manufacturing career or keep up-to-date with credentials needed to stay current.

### Advanced Manufacturing Lab .....36

- JobTrakPA Advanced Manufacturing/Energy Courses

### Individual Course Offerings .....38

- Locomotive Engineer & Conductor Basic Training Program
- Manufacturing Production Skills
- PLC (Programmable Logic Controllers) Troubleshooting A-B SLC 500/RSLOGIX 500 & Siemens S7

## Advanced Manufacturing Lab

BCCC's Advanced Manufacturing Lab offers a blended instructional model: on campus 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-based, competency-based curriculum. Course hours include a combina-

tion of lab and theory. Complete the online elearning theory lessons when and where it's most convenient for you – at home, at work, or anywhere you have access to the internet – and use scheduled lab time for hands on practice and skills assessment with your instructor.

**New programs offered at the Green Jobs Academy in Bristol Pennsylvania!**

### Lab Hours Spring 2013 (scheduled by appointment)

Daytime Hours	Mon & Wed	8 am-5 pm
Evening hours:	Tu & Th	5-9 pm
Weekend hours:	Saturday	8 am-1 pm

### New, Unique Features:

- Accelerated Learning
- Monthly Start Dates
- Customization available for companies

### See Also:

Renewable Energy - see page 21  
Weatherization - see page 22

### Sample of Available Courses/Programs

- Introduction to Manufacturing
- Manufacturing Production Skills 1 **NEW**
- Production Technician Certificate
- Quality Technician Certificate
- Industrial Mechanical 1 Certificate
- Industrial Electrical 1 Certificate
- Industrial Mechanical 2 Certificate
- Industrial Electrical 2 Certificate
- PLC Troubleshooting Certificate
- Hydraulics Troubleshooting Certificate
- CNC Machine Operator Certificate
- Industrial Welding 1 Certificate
- Energy Technician 1 Certificate

For more information, call Emily Evans at 215-504-8695.

BCCC was recently recognized as a Gold Partner by the Industrial Maintenance Training Center of PA (IMTC) for providing skills training toward the Advanced Manufacturing Integrated Systems Technology (AMIST 1) Certificate! Read more at [www.imtcpa.org](http://www.imtcpa.org).

## JobTrakPA Advanced Manufacturing/Energy Courses



**For more information contact:**  
**Denise Glick - 215.497.8756**  
**email: [jobsnow@bucks.edu](mailto:jobsnow@bucks.edu)**

JobTrak PA at Bucks County Community College targets the rapid training and placement of unemployed and under-employed workers in high-wage, high-demand jobs throughout Pennsylvania. It has three goals:

- Offer accelerated training for the unemployed and under-employed
- Provide opportunities to earn industry-recognized certifications and credentials
- Build programs that meet industry needs, including development of career pathways

Training is offered at the Newtown Campus, Lower Bucks Campus and the Green Jobs Academy.

**Special grant funding for those who qualify.**

### Manufacturing/Energy Curriculum

#### Introduction to Manufacturing

*WTMCO 1630 (40 hours in class, plus ETMCO 1630 online study) Topics include:*

- Principles of Advanced Manufacturing
- Manufacturing Processes and Production
- Tool Safety and Usages
- Measurement Concepts and Tools
- Quality Practices and Measurement
- Maintenance Awareness
- Applied Shop Math Review
- Mechanical Fabrication
- Industrial Safety
- Basic Print and Schematic Reading
- Soldering Techniques
- Communication, Teamwork, & Customer Service

#### Quality Technician Certificate 140 hrs

- Courses:
- Introduction to Manufacturing
  - Quality Practices

#### Production Technician Certificate 200 hrs

- Courses:
- Introduction to Manufacturing
  - Manufacturing Production Skills 1

#### Industrial Welding I Certificate-250 hrs

- Courses:
- Introduction to Manufacturing
  - Welding Basics
  - SimWelding
  - Welding Processes

#### CNC Operator Certificate-250 hrs

- Courses:
- Introduction to Manufacturing
  - Basic Trigonometry
  - CNC Operator Processes

#### Industrial Mechanical Technician I Certificate 135 hrs

- Course:
- Industrial Mechanical 1

#### Industrial Electrical Technician I Certificate-135 hrs

- Course:
- Industrial Electrical 1

#### Industrial PLC Trouble-shooting Certificate-80 hrs

- Course:
- PLC Trouble-shooting

#### Energy Technician I Certificate-148-240 hrs

- Courses:
- Intro to Energy Management
  - Intro to Alternative Energy Technologies
  - Power and Control Electronics
  - Industry-specific elective

#### Advanced Manufacturing/Integrated System Technology (AMIST I) Certificate-720 hrs

- Courses:
- Introduction to Manufacturing
  - Manufacturing Production Skills 1
  - Industrial Mechanical 1 and 2
  - Industrial Electrical 1 and 2
  - PLC Troubleshooting

**Already have manufacturing experience? Test-Outs Available**

For all above Courses contact:

**Denise Glick - (215) 497-8756 • [glickd@bucks.edu](mailto:glickd@bucks.edu)**

Additional Advanced Manufacturing/Energy Technician Stackable Courses and Certificates are available for Experienced Workers - [evanse@bucks.edu](mailto:evanse@bucks.edu)

Program is developed in whole or in part by the US Department of Labor - Employment and Training Administration

**JobsNow**

## Individual Course Offerings

### Manufacturing Production Skills

This is course 2 for the Production Technician Certificate and completers may sit for the nationally recognized MSSC's Production Technician Certificate. Topics include AC/DC Circuitry, Electrical Fabrication, Production Assembly, and Basic Welding. 100 hrs (60 hrs class, 40 hrs e-learning) Prerequisite: WTMCO 1630 & ETMCO 1630

Green Jobs Academy/ \$1,509  
WTMCO 1611 WA1 & ETMCO 1611 W30/  
Rolling start dates (monthly)

### 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. 80 hrs (45 hrs class; 35 hrs e-learning).

**Prerequisite:** Production Technician Certificate or test outs. Call 215-504-8695 for more information.

Green Jobs Academy/ \$1,369  
WTMCO 1124 WA1 & XTMCO 1124 W30/  
8 Tu & 7 Th, 4/2-5/21, 5:30-9:30 pm  
Register for both WTMCO 1124 W50 &  
XTMCO 1124 W30

*Testimonial:*  
*Two years ago an employee attended the PLC training course from BCCC. 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*

### Locomotive Engineer & Conductor Basic Training Program

The Transportation Industry has had a great resurgence and is one of the fastest growing industries in the country today. The highly skilled crafts of Locomotive Engineer and Conductor are in great demand. Whether you are looking for a good salary, job security or a challenging career, the Transportation Industry in the local area and beyond has numerous employment opportunities available.

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

Free information sessions have been scheduled for Monday, April 15 & 22 from 6:30-8 pm.  
XTMCO 1150 C01

Please contact BCCC Continuing Education Office to register. Please call (215) 968-8409 (Option #1) to register.

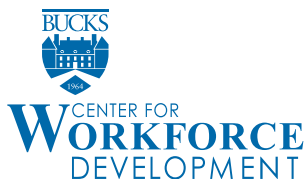
Specific questions regarding the class can be addressed by emailing Mark Mattis directly at [mattis1923@gmail.com](mailto:mattis1923@gmail.com)  
*Mark Mattis, DSLE; Certified Train Service Engineer*

Newtown Campus/\$365 (plus approx. \$50 text)/  
WTMCO 1151 C01/ 4 Sa, 5/4-5/25,  
9 am-5:30 pm & 6/1, 6/8, 6/22, 9 am-1 pm;  
7 Tu, 5/14-6/25, 6:30-9:30 pm

## Drafting/Industrial Design

- AutoCAD® Essentials - page 48
- AutoCAD® 3D Modeling - page 48
- Revit® Architecture Basics - page 48





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

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

## Computer Skills

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

## Job-Specific Skills

- Allied Health
- Blueprint Reading
- CPR/AED/First Aid
- Energy Efficiency/Green Jobs Training
- HIPAA
- Human Resources
- Industrial/Mechanical Maintenance
- Production Technician
- Advanced Manufacturing Skills
- Industrial Safety
- Lean Six Sigma
- Metrics and Measurement
- OSHA Compliance
- PLC Troubleshooting
- Real Estate Mandatory Continuing Education
- ServSafe™ and HACCP Certification
- Electrical Pre-Apprenticeship

## Professional/Personal Development

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

## Industry Partnerships

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

## Needs Assessment

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

*For a free consultation, contact the Center for Workforce Development at: 215-968-8006 or [cwm@bucks.edu](mailto:cwd@bucks.edu)*

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

**Your company may be eligible for free PA state training grants - call for information. 215-968-8006**

# Public Safety Training & Certification



## Department Information

**Bucks County Community College**  
**Department of Public Safety Training & Certification**  
**Operating two sites in Bucks County, Bristol and Doylestown.**



- For more information visit: [www.bucks.edu/publicsafety](http://www.bucks.edu/publicsafety)
- For a course schedules, registration and information on certification or national certification exams, contact the Staff at **215-340-8417** or **1-888-BUCKS 77**
- For e-mail inquiries, contact: [moritzc@bucks.edu](mailto:moritzc@bucks.edu)

The Bucks County Public Safety Training Center, located in Doylestown, and the Lower Bucks Public Safety Training Center, located in Bristol, are a partnership between the County of Bucks and Bucks County Community College. The Public Safety Training staff provides international, national, and state level fire, rescue, emergency medical, and hazardous materials training at both facilities and off-site locations.

The professional certification testing offered has been examined and accredited by the National Professional Qualifications Board (Pro Board). The Department of Public Safety Training & Certification offers professional certification in over 45 NFPA (National Fire Protection Association disciplines.)

### **Department of Public Safety Training & Certification:**

Robert Grunmeier II, Executive Director Contracted Public Safety Training & Certification  
[grunmeie@bucks.edu](mailto:grunmeie@bucks.edu)

Earl "Rob" Freese III, M.S., Executive Director, Public Safety Training Centers  
[freese@bucks.edu](mailto:freese@bucks.edu)

Fred Hashagen, Director of Facility Operations, Doylestown Facility  
[hashagen@bucks.edu](mailto:hashagen@bucks.edu)

Nick Wuckovich, Assistant Director, Field Operations West  
[wuckovic@bucks.edu](mailto:wuckovic@bucks.edu)

Charles "Chas" Moritz, Assistant Director, Field Operations Southeast  
[moritzc@bucks.edu](mailto:moritzc@bucks.edu)

Matthew Hatrak, Director of Certification and Curriculum  
(Acting Point of Contact for Field Operations Northeast)  
[hatrakm@bucks.edu](mailto:hatrakm@bucks.edu)

Edward Copper, Assistant Director, Industrial Safety Training (Facility Operations, Bristol)  
[coppere@bucks.edu](mailto:coppere@bucks.edu)

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

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



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

### IT Courses

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

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

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

- Hardware and Software Applications
- Office Administration
- Computer Graphics
- Networking
- Web Development and Design
- Database Administration
- Server Administration
- Cloud Computing/ Virtualization

#### CCNA® Security .....44

- Cisco IOS Network Security - IINS
- Cisco Certified Security Professional

#### Cisco Networking Academy..... 43

#### Cloud Computing/Virtualization/

#### Mobile Computing ..... 48

- Google's AppEngine
- Google's Cloud
- Introduction to Google's Android Programming
- VMware

#### Computer Fundamentals/Digital Literacy ....47

- Introduction to MAC OS X

#### Computer Graphics..... 53

- Adobe Photoshop Courses
- Adobe Illustrator Courses
- Adobe InDesign Courses
- Adobe Lightroom
- Digital Camera Workshop

#### Database Administration..... 45

- Introductory to Advanced Microsoft Database Courses

#### Healthcare Information Technology

#### Courses..... 54

- CompTIA Healthcare IT Technician Certificate
- Healthcare Technology Implementation Support Specialist
- Introduction to Healthcare IT and Medical Office Applications

#### Microsoft IT Academy..... 42

#### Microsoft's Visual Studio Development Environment ..... 46

- Introductory and Advanced C# Courses

#### PC Repair/Operating Systems ..... 46

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

#### Programming/Web Development..... 51

- Creating a Dynamic Website with PHP and MySQL
- HTML, XHTML & CSS
- HTML 5 Advanced
- Java Scripting Basic to Advanced

#### Software Applications ..... 48

- AutoCAD® and Revit® Courses
- Access 2010 Basic to Advanced
- Excel 2010 Basic to Advanced
- Introduction to Microsoft Outlook 2010
- Microsoft Project Courses
- PowerPoint 2010 Advanced
- OpenOffice
- QuickBooks Courses
- Word 2010 Basic to Advanced

#### Testing Centers ..... 44

#### Web Design Applications..... 52

- Dreamweaver CS6 Courses
- Flash CS6 Courses
- Search Engine Optimization

Microsoft IT Academy - Go to [bucks.edu/itacademy](http://bucks.edu/itacademy) for more info

The Microsoft Certified IT Professional (MCITP) certification validates that an individual has the comprehensive set of skills necessary to perform the role as a Microsoft Server Administrator.



### **MCTS: Configuring Windows 7 Exam 70-680 (64 hours)**

Learn to configure Microsoft Windows 7 as a desktop operating system in an enterprise environment.

Newtown Campus / \$815 (plus book fee) /  
WITAC 1080 C01/ 8 Tu & 8 Th, 2/5-3/28,  
6-10 pm

### **MCTS: Configuring Window Server 2008 R2 Active Directory Exam 70-640 (60 hours)**

This course is designed for IT professional who plan to support MS-Windows Server 2008 R2 Active Directory.

Newtown Campus/ \$950 (plus book fee) /  
WITAC 1081 C01 C01/ 8 Tu & 7 Th, 4/9-6/6,  
6-10 pm (no class 4/25, 5/28, 5/30)

### **MCTS: Configuring Window Server 2008 R2 Network Infrastructure Exam-70-642 (56 Hours)**

This course is designed for IT professional who plan to support MS-Windows Server 2008 R2 Network Infrastructure.

Newtown Campus/ \$950 (plus book fee)/  
WITAC 1082 C01/ 7 Tu & 7 Th, 6/18-8/8  
(no class 7/2, 7/4), 6-10 pm

### **MCITP: Windows Server 2008 R2 Server Administrator Exam 70-646 (56 hours)**

This course is designed for IT Professionals who are responsible for the operations and day-to-day management of an infrastructure of Windows Server 2008 R2 servers for an enterprise organization.

Newtown Campus/ \$950 (plus book fee)/  
WITAC 1084 C01/ 7 Tu & 7 Th, 9/10-10/24, 6-10 pm

### **MCTS: Windows Server 2008 R2 Application Infrastructure Exam 70-643 (56 hours)**

This course is designed for IT Professionals who are responsible for the operations and day-to-day management of an infrastructure of Windows Server 2008 R2 servers for an enterprise organization.

\$950 (plus book fee) / WITAC 1083 \*\*

\*\*Please call 215-968-8132 for information about the course.

### **MCTS: Windows Server 2008 R2 Application Infrastructure Exam 70-647 (56 hours)**

This course is designed for IT Professionals who are responsible for the operations and day-to-day management of an infrastructure of Windows Server 2008 R2 servers for an enterprise organization.  
\$950 (plus book fee)/ WITAC 1085 \*\*

### **MCTS: Microsoft Exchange Server 2010 Exam 70-662 (40 hours)**

This course is designed for IT Professionals who are responsible for the operations and day-to-day management of an Microsoft Exchange Server for an enterprise organization.

\$780 (plus book fee)/ WITAC 1017 \*\*

### **MCTS: Configuring Microsoft SharePoint Server 2010 Exam 70-667 (64 hours)**

This course is designed for IT Professionals who are responsible for the operations and day-to-day management of an Microsoft SharePoint Server for an enterprise organization.

Newtown Campus/ \$905 (plus book fee)/  
WITAC 1088 C01/ 8 Mon & 8 Wed, 6/3-7/31  
(no class 7/1, 7/3), 6-10 pm

### **MCITP: Microsoft Server 2008 Bundle Exams 70-640, 70-642, 70-646 (172 hours)**

This course is designed for IT Professionals who are responsible for the operations and day-to-day management of an Microsoft Server 2008 for an enterprise organization.

\$2,845 (plus book fee) / WITAC 1090 \*\*

### **MCTS: Upgrading MCSA/MCSE to Windows Server 2008 MCTS (80 hours)**

This course is designed for IT Professionals who wish to upgrade their MCSA or MCSE certification to the newer MCTS certification on Windows Server 2008.

\$1,500 (plus book fee)/ WITAC 1086 \*\*

## Ordering Textbooks

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

## Cisco Networking Academy

## Cisco Certified Networking Associate

These CCNA courses will provide you with a thorough understanding of the pathways, protocols and devices that make up a network. These are indispensable skills for security, infrastructure, 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 640-802 CCNA® exam.

**Module 1: Networking Fundamentals (76 Hours)**

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.

\$945/ WITAC 1011 C01, C50  
C01/ Newtown Campus / 11 Tu & 11 Th,  
6/4-8/22 (no class 7/2, 7/4), 6:30-10 pm  
C50/ Lower Bucks Campus / 9 Mon & 9 Wed, 3/4-4/8,  
6-10 pm

**Module 2: Routing Protocols and Concepts (68 Hours)**

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.

\$945 (plus book fee)/ WITAC 1012 C01, C50  
C01/ Newtown Campus/ 10 Mon & 10 Wed,  
9/9-11/13, 6:30-10 pm  
C50/ Lower Bucks Campus/ 9 Mon & 8 Wed,  
4/22-6/24 (no class 5/27, 5/29), 6-10 pm

**Module 3: LAN Switching and Wireless2 (36 Hours)**

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.

\$525 (plus book fee)/ WITAC 1013 C01, C50/  
C01/ Newtown Campus/ 6 Mon & 5 Wed,  
12/2-1/20/2014 (no class 12/23, 12/25, 12/30,  
1/1/2014), 6:30-10 pm  
C50/ Lower Bucks Campus/ 5 Mon & 4 Wed,  
7/8-8/5, 6-10 pm

**Module 4: Wan Technologies (36 Hours)**

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.

\$525 (plus book fee)/ WITAC 1014 C01, C50  
C01/ Newtown Campus/ 6 Mon & 5 Wed,  
2/4-3/11, 6:30-10 pm  
C50/ Lower Bucks Campus/ 4 Mon & 5 Wed,  
9/9-10/9 (no class 10/7), 6-10 pm

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

**Cisco classes are now available at all 3 Bucks Campuses!!**  
**Certification Information at [www.cisco.com](http://www.cisco.com)**

**Register Online!**

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



## CCNA® Security



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

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

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

This course prepares the student to take the 640-553 Implementing Cisco IOS Network Security (IINS) exam. The CCNA Security certification lays the foundation for job roles such as Network Security Specialist, Security Administrator and Network Security Support Engineer. It is the first step for individuals wishing to obtain their CCSP certification. Prerequisites: 640-802 CCNA

Newtown Campus/\$1,100(plus book fee)/  
WITAC 1016 C01/ 9 Mon & 9 Wed, 6/24-8/28  
(no class 7/1, 7/3), 6-10 pm

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

## Testing Centers

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

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

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

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



### Cisco Certified Security Professional (CCSP)

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

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

### Securing Networks with Cisco Routers and Switches (SNRS 642-637) (72 Hours)

\$1,100 /WITAC 1025\*\*

### Securing Networks with ASA Foundation (SNAF 642-617) (72 Hours)

\$1,100 /WITAC 1026 \*\*

### Securing Networks with ASA Advanced (SNAA 642-647) (72 Hours)

\$1,100 /WITAC 1027 \*\*

### IPS Implementing Cisco Intrusion Prevention System (IPS 642-627)

(72 Hours)

\$1,100 /WITAC 1028 \*\*

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

### 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](http://www.PearsonVUE.com)** for Certification test offered by Pearson VUE

**[www.Prometric.com](http://www.Prometric.com)** for Certification test offered by Prometric

**[www.Certiport.com](http://www.Certiport.com)** for Certification test offered by Certiport

**or call: 215-968-8068**

## Database Administration

### Introductory Classes - Introduction to SQL (48 Hours)

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

**Prerequisite:** Experience with database design would be helpful.

Newtown Campus/ \$635/ WITAC 2500 C01/  
7 Tu & 7 Th, 6/4-7/25 (no class 7/2, 7/4),  
6:30-10 pm

### Microsoft SQL Server 2008 – Implementation and Maintenance (48 Hours)

#### Microsoft Certified Technology Specialist (MCTS)

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

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

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

Newtown Campus/ \$765/ WITAC 2510 C01/  
8 Sa, 9/7-11/2 (no class 9/14), 9 am-3:30 pm

### Microsoft Certified IT Professional: Database Administrator (80 Hours)

The premier certification for database server administrators. Database administrators install or configure Microsoft SQL Server and manage or maintain databases or multi-dimensional databases, user accounts, database availability, recovery, and reporting. They also design or implement security or server automation and monitor and troubleshoot SQL Server activity. This course will prepare students to take Exam 70-450

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

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

Newtown Campus/ \$1,320/ WITAC 2511 C01/  
14 Sa, 2/9-5/18 (no class 3/30), 9 am-3:30 pm

### MCITP: Database Administrator (Microsoft Certified IT Professional)

#### Microsoft SQL Server 2008 Business Intelligence Development and Maintenance (40 Hours)

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

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

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

Newtown Campus/ \$685/ WITAC 2504 C01/  
7 Sa, 11/16-1/18/2014 (no class 11/30, 1/4/2014),  
9 am-3:30 pm

#### Oracle Database Administration (40 hours)

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 11g: 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/ \$805/ WITAC 2015 C01/  
7 Tu & 6 Th, 11/5-12/19 (no class 11/28),  
6:30-9:30 pm (12/17 & 12/19 6:30-10 pm)

**Coming soon: SQL Server 2008 Database Developer (70-433 & 70-452)**

## PC Repair/Operating Systems

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

#### A+ Certification (128 Hours)

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:

220-701 for CompTIA A+ Essentials

220-702 for CompTIA A+ Practical Application

Newtown Campus/ \$1,865 /WITAC 2002 C01/  
22 Sa, 9/21-3/8/2014 (no class 11/30, 12/28,  
1/4/2014), 9 am-3:30 pm (3/8, 9-11 am)

#### Network+ Certification (72 Hours)

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/ \$1,200/ WITAC 1005 C01/  
12 Sa, 3/2-5/25 (no class 3/30), 9 am-3:30 pm

#### Security+ Certification (64 Hours)

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/ \$805/ WITAC 0511 C01/  
11 Sa, 10/5-12/21 (no class 11/30), 9 am-3:30 pm

#### Linux+ Certification (72 hours)

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.

Lower Bucks Campus/ \$905/ WITAC 2600 C50/  
11 Tu & 10 Th, 2/5-4/16, 6:30-10 pm

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

## Microsoft's Visual Studio Development Environment

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

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

\$685 (plus book fee)/ WITAC 2103 C01, C50/  
6:30-10 pm  
C01/ Newtown Campus/ 12 Mon, 9/9-11/25  
C50/ Lower Bucks Campus/ 12 Mon, 2/4-4/22

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

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

Lower Bucks Campus/ \$765/ WITAC 2104 C50/  
12 Mon, 5/6-8/5 (no class 5/27, 7/1), 6:30-10 pm

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

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

\$765 (plus book fee)/ WITAC 2106 C01, C50/  
6:30-10 pm  
C01/ Newtown Campus/ 12 Mon, 1/21-4/8  
C50/ Lower Bucks Campus/ 12 Mon, 9/30-12/16

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

## Computer Fundamentals/Digital Literacy

**Free Computer Workshop (3 hours)**

Learn about the basic parts and devices connected to your computer.

RCOSY 0016 C01-C02 C50-C51 C70-C71/  
6:30-9:30 pm  
C01/ Newtown Campus/ Tu, 2/26  
C02/ Newtown Campus/ Tu, 8/27  
C50/ Lower Bucks Campus/ Mon, 1/28  
C51/ Lower Bucks Campus/ Tu, 9/10  
C70/ Upper Bucks Campus/ Mon, 2/4  
C71/ Upper Bucks Campus/ Mon, 9/9

**Introduction to Personal Computers (9 hours)**

This course is for students who have little or no experience with personal computers and who want to learn the basics.

\$185 (plus book fee) / WCOSY 0025 C01-C02, C50-C51, C70-C71, 6:30-9:30 pm  
C01/ Newtown Campus/ 3 Tu, 3/12-3/26  
C02/ Newtown Campus/ 3 Tu, 9/10-9/24  
C50/ Lower Bucks Campus/ 3 Mon, 2/11-2/25  
C51/ Lower Bucks Campus/ 3 Mon, 9/17-10/1  
C70/ Upper Bucks Campus/ 3 Mon, 2/11-2/25  
C71/ Upper Bucks Campus/ 3 Tu, 9/16-9/30

**Microsoft Windows 7 Basic (9 hours)**

This course teaches the core features and functions of Windows 7.

\$185 (plus book fee) WCOSY 0030 C01-C02, C50-C51, C70-C71/ 6:30-9:30 pm  
C01/ Newtown Campus/ 3 Tu, 4/9-4/23  
C02/ Newtown Campus/ 3 Tu, 11/5-11/19  
C50/ Lower Bucks Campus/ 3 Mon, 3/11-3/25  
C51/ Lower Bucks Campus/ 3 Tu, 10/15-10/29  
C70/ Upper Bucks Campus/ 3 Mon, 3/11-3/25  
C71/ Upper Bucks Campus/ 3 Mon, 10/14-10/28

**Microsoft Windows 7 Advanced (9 Hours)**

Students should take course if their goal is to become more proficient in using Windows 7.

\$185 (plus book fee)/ WCOSY 0031 C01-C02, C50-C51, C70-C71/ 6:30-9:30 pm  
C01/ Newtown Campus/ 3 Tu, 5/7-5/21  
C02/ Newtown Campus/ 3 Tu, 12/3-12/17  
C50/ Lower Bucks Campus/ 3 Mon, 4/8-4/22  
C51/ Lower Bucks Campus/ 3 Tu, 11/12-11/26  
C70/ Upper Bucks Campus/ 3 Mon, 4/8-4/22  
C71/ Upper Bucks Campus/ 3 Mon, 11/11-11/25

**Microsoft Server Fundamentals (9 Hours)**

This course teaches the fundamental concepts of Windows Server Administration.

Newtown Campus/ \$185 (plus book fee)/  
WCOSY 0350 C01/ 3 Th, 8/15-8/29,  
6:30-9:30 pm

**Microsoft Networking Fundamentals (9 Hours)**

This course teaches the fundamental Networking concepts.

Newtown Campus/ \$185 (plus book fee)/  
WCOSY 0325 C01/ 3 Wed, 2/13-2/27,  
6:30-9:30 pm

**Microsoft Security Fundamentals (9 Hours)**

This course teaches the fundamental Security concepts.

Newtown Campus/\$185 (plus book fee)/  
WCOSY 0310 C01/ 3 Th, 9/12-9/26,  
6:30-9:30 pm

**Microsoft Database Fundamentals (9 Hours)**

This course teaches the fundamentals of Database Administration.

Newtown Campus/ \$185 (plus book fee)/  
WCOSY 1625 C01/ 3 Th, 5/9-5/23,  
6:30-9:30 pm

**Introduction to MAC OS X (9 Hours)**

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

Newtown Campus/ \$185 (plus book fee)/  
WCOSY 0051 C01-C02/ 6:30-9:30 pm  
C01/ 3 Mon, 4/15-4/29  
C02/ 3 Mon, 10/14-10/28

**See also:**

**Zoomers Computer Series: page 70**

**For more details on any IT Academy courses, please visit:**  
**[www.bucks.edu/itacademy](http://www.bucks.edu/itacademy)**

**Register Online!**

For on-line registration please go to the following website: **[www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)**

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

## Information Technology

### Cloud Computing/Virtualization/Mobile Computing

#### Google's AppEngine (12 hours)

Learn to build applications for internal or external use and host them on Google's infrastructure.

\$245 (plus book fee)/ WITAC 2120 \*\*

#### Introduction to Google's Android Programming (42 hours)

Learn the Android Architecture and its Development and Application Environments.

Newtown Campus/ \$705 (plus book fee)/  
WITAC 2107 C01/ 12 Mon, 4/22-7/22  
(no class 5/27, 7/1), 6:30-10 pm

#### VMware (80 hours)

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

Newtown Campus/ \$1,500 (plus book fee)/  
WITAC 2200 C01-C02/ 6:30-10 pm  
C01/ 11 Mon & 11 Wed, 3/18-6/5 (no class 5/27, 5/29)  
C02/ 12 Mon & 11 Wed, 10/1-12/19 (no class 11/28)

#### Google's Cloud (9 hours)

Learn what is available today on the cloud for general purpose computing such as creation, storage, collaboration, and version control of documents, presentations, and spreadsheets.

\$185 (plus book fee) / WCOSY 2800 \*\*

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

### Monthly Information Sessions!

Information Sessions are held at each campus once a month 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/>

### Software Applications

#### AutoCAD® Essentials (36 hours)

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

\$630 (plus book fee/ WCOAP 6064 WB1, W50, W70

WB1/Newtown Campus/ 12 Wed, 2/6-4/24,  
6:30-9:30 pm

W50/ Lower Bucks Campus/ 6 Sa, 2/23-4/6  
(no class 3/30), 9 am-3:30 pm

W70/ Upper Bucks Campus/ 6 Sa, 2/9-3/16,  
9 am-3:30 pm


Approved Hours: 36 (Act 48, Engineers) 

#### AutoCAD 3D Modeling 2nd Level

For those familiar with AutoCAD, this course incorporates the features, commands, and techniques used to create, edit, and print 3D drawings with AutoCAD hands-on exercises throughout the course explore creating 3D wire frame models, 3D surface models, and 3D solid models, and making multi-view drawings.

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

\$630 (plus book fee)/ WCOAP 6065 WB1, W70  
WB1/Newtown Campus/ 9 Wed, 5/1-6/26, 6-10 pm  
W70/Upper Bucks Campus/ 6 Sa, 4/6-5/11,  
9 am-3:30 pm

Approved Hours: 36, (Act 48, Engineers) 


#### Revit®Architecture Basics

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

\$750 (plus book fee)/ WCOAP 6068 WB1, W50/

WB1/ Newtown Campus/ 4 Tu & 5 Th,  
4/30-5/30(no class 5/28), 6-10 pm

W50/ Lower Bucks Campus/ 6 Sa, 4/13-5/18,  
9 am-3:30 pm

Approved Hours: 36 (Act 48, Engineers) 

Continued on page 49



**Access 2010 Basic (9 Hours)**

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

\$185 (plus book fee)/ WCOAP 3030 C01-C02, C50-C51, C70-C71/ 6:30-9:30 pm

C01/ Newtown Campus/ 3 Th, 3/14-3/28

C02/ Newtown Campus/ 3 Th, 10/3-10/17

C50/ Lower Bucks Campus/ 3 Th, 2/7-2/21

C51/ Lower Bucks Campus/ 3 Tu, 9/10-9/24

C70/ Upper Bucks Campus/ 3 Th, 2/7-2/21

C71/ Upper Bucks Campus/ 3 Th, 9/12-9/26

Approved Hours: 9 (Act 48, CPA)

**Access 2010 Intermediate (9 hours)**

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.

\$185 (plus book fee)/ WCOAP 3031 C01-C02, C50-C51, C70-C71/ 6:30-9:30 pm

C01/ Newtown Campus/ 3 Th, 4/11-4/25

C02/ Newtown Campus/ 3 Th, 10/31-11/14

C50/ Lower Bucks Campus/ 3 Th, 3/7-3/21

C51/ Lower Bucks Campus/ 3 Tu, 10/8-10/22

C70/ Upper Bucks Campus/ 3 Th, 3/7-3/21

C71/ Upper Bucks Campus/ 3 Th, 10/10-10/24

Approved Hours: 9 (Act 48, CPA)

**Access 2010 Advanced (12 Hours)**

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.

\$245 (plus book fee)/WCOAP 3034 C01-C02, C50-C51, C70-C71/ 6:30-9:30 pm

C01/ Newtown Campus/ 4 Th, 5/9-5/30

C02/ Newtown Campus/ 4 Th, 11/21-12/19

(no class 11/28)

C50/ Lower Bucks Campus/ 4 Th, 4/4-4/25

C51/ Lower Bucks Campus/ 4 Th, 11/7-12/5

(no class 11/28)

C70/ Upper Bucks Campus/ 4 Th, 4/4-4/25

C71/ Upper Bucks Campus/ 4 Th, 11/7-12/5

(no class 11/28)

Approved Hours: 12 (Act 48, CPA)

**Excel 2010 Basic (9 Hours)**

This course is for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets.

\$185 (plus book fee) / WCOAP 1535 C01-C02, C50-C51, C70-C71/ 6:30-9:30 pm

C01/ Newtown Campus/ 3 Tu, 3/12-3/26

C02/ Newtown Campus/ 3 Tu, 10/8-10/22

C50/ Lower Bucks Campus/ 3 Tu, 2/5-2/19

C51/ Lower Bucks Campus/ 3 Th, 9/12-9/26

C70/ Upper Bucks Campus/ 3 Tu, 2/5-2/19

C71/ Upper Bucks Campus/ 3 Tu, 9/10-9/24

Approved Hours: 9 (Act 48, CPA)

**Excel 2010 Intermediate (9 Hours)**

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. Level 2 also covers both PivotTables and the VLOOKUP function

\$185 (plus book fee)/ WCOAP 1536 C01-C02, C50-C51, C70-C71/ 6:30-9:30 pm

C01/ Newtown Campus/ 3 Tu, 4/9-4/23

C02/ Newtown Campus/ 3 Tu, 11/5-11/19

C50/ Lower Bucks Campus/ 3 Tu, 3/5-3/19

C51/ Lower Bucks Campus/ 3 Th, 10/10-10/24

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

C71/ Upper Bucks Campus/ 3 Tu, 10/8-10/22

Approved Hours: 9 (Act 48, CPA)

**Excel 2010 Advanced (9 Hours)**

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.

\$185 (plus book fee)/ WCOAP 1537 C01-C02, C50-C51, C70-C71/ 6:30-9:30 pm

C01/ Newtown Campus/ 3 Tu, 5/7-5/21

C02/ Newtown Campus/ 3 Tu, 12/3-12/17

C50/ Lower Bucks Campus/ 3 Tu, 4/2-4/16

C51/ Lower Bucks Campus/ 3 Th, 11/7-11/21

C70/ Upper Bucks Campus/ 3 Tu, 4/2-4/16

C71/ Upper Bucks Campus/ 3 Tu, 11/5-11/19

Approved Hours: 9 (Act 48, CPA)

**Word 2010 Basics (9 hours)**

Microsoft Word 2010 enables you to quickly create

\$185 (plus book fee)/ WCOAP 0064 C01-C02, C50-C51, C70-C71/ 6:30-9:30 pm

C01/ Newtown Campus/ 3 Wed, 3/13-3/27

C02/ Newtown Campus/ 3 Wed, 10/9-10/23

C50/ Lower Bucks Campus/ 3 Wed, 2/6-2/20

C51/ Lower Bucks Campus/ 3 Wed, 9/11-9/25

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

C71/ Upper Bucks Campus/ 3 Wed, 9/11-9/25

Approved Hours: 9 (Act 48)

**Word 2010 Intermediate (9 hours)**

Microsoft Word 2010 enables you to quickly create

\$185 (plus book fee)/WCOAP 0065 C01-C02, C50-C51, C70-C71/ 6:30-9:30 pm

C01/ Newtown Campus/ 3 Wed, 4/10-4/24

C02/ Newtown Campus/ 3 Wed, 11/6-11/20

C50/ Lower Bucks Campus/ 3 Wed, 3/6-3/20

C51/ Lower Bucks Campus/ 3 Wed, 10/9-10/23

C70/ Upper Bucks Campus/ 3 Wed, 3/6-3/20


C71/ Upper Bucks Campus/ 3 Wed, 10/9-10/23

Approved Hours: 9 (Act 48)




**Continued on page 50**

## Word 2010 Advanced (9 hours)

Microsoft Word 2010 enables you to quickly create \$185 (plus book fee)/ WCOAP 0066 C01-C02, C50-C51, C70-C71/ 6:30-9:30 pm  
 C01/ Newtown Campus/ 3 Wed, 5/8-5/22   
 C02/ Newtown Campus/ 3 Wed, 12/4-12/18  
 C50/ Lower Bucks Campus/ 3 Wed, 4/3-4/17  
 C51/ Lower Bucks Campus/ 3 Wed, 11/6-11/20  
 C70/ Upper Bucks Campus/ 3 Wed, 4/3-4/17  
 C71/ Upper Bucks Campus/ 3 Wed, 11/6-11/20  
 Approved Hours: 9 (Act 48)


## PowerPoint 2010 Basics (9 hours)

Microsoft Office PowerPoint 2010 enables you to quickly create high-impact, dynamic presentations, while integrating workflow and ways to easily share information. \$185 (plus book fee)/ WCOAP 1083 C01-C02, C50-C51, C70-C71

C01/ Newtown Campus/ 3 Mon, 3/11-3/25, 6:30-9:30 pm  
 C02/ Newtown Campus/ 3 Mon, 11/4-11/18, 6:30-9:30 pm  
 C50/ Lower Bucks Campus/ 3 Tu, 5/7-5/21, 6:30-9:30 pm  
 C51/ Lower Bucks Campus/ 3 Mon, 10/12-10/26, 6:30-9:30 pm   
 C70/ Upper Bucks Campus/ 3 Sa, 2/9-2/23, 9am-noon  
 C71/ Upper Bucks Campus/ 3 Sa, 10/12-10/26, 9 am-noon  
 Approved Hours: 9 (Act 48)


## PowerPoint 2010 Advanced (9 hours)

The advanced course builds on the skills and concepts taught in PowerPoint 2010: Basic. Students will apply themes and templates, and will work with SmartArt graphics and tables. \$185 (plus book fee)/ WCOAP 1084 C01-C02, C50-C51, C70-C71

C01/ Newtown Campus/ 3 Mon, 4/8-4/22, 6:30-9:30 pm   
 C02/ Newtown Campus/ 3 Mon, 12/2-12/16, 6:30-9:30 pm  
 C50/ Lower Bucks Campus/ 3 Tu, 6/4-6/18, 6:30-9:30 pm  
 C51/ Lower Bucks Campus/ 3 Mon, 11/4-11/18, 6:30-9:30 pm  
 C70/ Upper Bucks Campus/ 3 Sa, 3/9-3/23, 9am-noon  
 C71/ Upper Bucks Campus/ 3 Sa, 11/9-11/23, 9 am-noon  
 Approved Hours: 9 (Act 48)


## QuickBooks Pro/Premier 2010 (15 Hours)

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.

\$305 (plus book fee)/ WCOAP 1606 C01-C02, C50-C51, C70-C71/ 6:30-9:30 pm   
 C01/ Newtown Campus/ 5 Th, 2/7-3/7  
 C02/ Newtown Campus/ 5 Th, 9/26-10/24  
 C50/ Lower Bucks Campus/ 5 Wed, 4/3-5/1  
 C51/ Lower Bucks Campus/ 5 Th, 11/7-12/12 (no class 11/28)  
 C70/ Upper Bucks Campus/ 5 Wed, 4/24-5/22  
 C71/ Upper Bucks Campus/ 3 Mon & 2 Wed, 12/2-12/16  
 Approved Hours: 15 (Act 48, CPA)


## QuickBooks Payroll Module (6 Hours)

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.

Newtown Campus/ \$125 (plus book fee)/ WCOAP 1607 C01-C02/ 6:30-9:30 pm  
 C01/ 2 Th, 3/14-3/21  
 C02/ 2 Th, 11/7-11/14  
 Approved Hours: 6 (Act 48, CPA) 

## QuickBooks: Tips and Tricks (4 Hours)

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.


Newtown Campus / \$85 (plus book fee)/ WCOAP 1605 C01-C02/ 6-10 pm   
 C01/ 3/28  
 C02/ 11/21  
 Approved Hours: 4 (Act 48, CPA)  
 Call our IT Academy for more information at: 215-968-8132

## OpenOffice (30 Hours)

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

\$475 (plus book fee)/ WCOAP 7010 \*\*  
 Approved Hours: 30 (Act 48)

## Introduction to Microsoft Outlook 2010 (24 Hours)

Learn the essentials of Microsoft Outlook 2010 from an expert instructor. Get up and running quickly with the most important aspects of the program, and even create a Google Gmail account for class assignments and personal use. 

Online/ \$95/ ECOAP 0064  
 Approved Hours: 24 (Act 48, CPA)

**ed2go** | Learn More



Continued on page 51

## Introduction to Microsoft Project 2010 (12 hours)

If you are a current Project Manager or Administrator, or see this as your next career step, this course is for you! Learn the basic functions and features of this powerful project management tool: how to create a new project file, create and modify task lists, create a Work Breakdown Structure, and work with task relationships. You'll also learn how to create resource calendars, work with different project views and tables, and more.

**Prerequisite:** Experience with Microsoft WORD and EXCEL (or equivalent) ; some experience on a project team or completion of a course in the fundamentals of Project Management; students must have access to a computer with MS Project 2010.

\$245 (plus book fee)/ WCOAP 3054 C01, C50, C20

C01/ Newtown Campus/ 2 Sa, 2/2-2/9,

9 am-3:30 pm/ *Bruno Ciarelli, PMP*

C50/ Lower Bucks Campus/ 2 Sa, 9/28-10/5,

9 am-3:30 pm/ *Bruno Ciarelli, PMP*

C20/ Online/ 3/4-3/31/ *Celine Gullace, PMP, PhD*

Approved Hours: 12 (Act 48, PMI)



## Microsoft Project 2010 Advanced (12 hours)

Build on the concepts and skills learned in Introduction to Project 2010. 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 2010.

\$245 (plus book fee)/ WCOAP 3052 C01, C50, C20

C01/ Newtown Campus/ 2 Sa, 3/2-3/9,

9 am-3:30 pm/ *Bruno Ciarelli, PMP*

C50/ Lower Bucks Campus/ 2 Sa, 10/26-11/2,

9 am-3:30 pm/ *Bruno Ciarelli, PMP*

C20/ Online/ 5/20-6/17/ *Celine Gullace, PMP, PhD*

Approved Hours: 12 (Act 48, PMI)



## Programming/Web Development

### HTML, XHTML & CSS

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

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

#### HTML 5 Basic (9 Hours)

WCOSY 6042 C01 & C50/ \$185 (plus book fee)/ 6:30-9:30 pm

C01/ Newtown Campus/ 3 Mon, 2/4-2/18

C50/ Lower Bucks Campus/ 3 Mon, 9/16-9/30

Approved Hours: 9 (Act 48)



#### HTML 5 Advanced (9 Hours)

WCOSY 6043 C01 & C50/ \$185 (plus book fee)/ 6:30-9:30 pm

C01/ Newtown Campus/ 3 Mon, 3/4-3/18

C50/ Lower Bucks Campus/ 3 Mon, 10/14-10/28

Approved Hours: 9 (Act 48)



#### Java Scripting Basic (9 Hours)

\$185 (plus book fee)/ WCOSY 6044 C01, C50/ 6:30-9:30 pm

C01/ Newtown Campus/ 3 Mon, 4/1-4/15

C50/ Lower Bucks Campus/ 3 Mon, 11/11-11/25

Approved Hours: 9 (Act 48)



#### Java Scripting Advanced (9 Hours)

\$185 (plus book fee)/ WCOSY 6045 C01, C50/ 6:30-9:30 pm

C01/ Newtown Campus/ 3 Mon, 4/29-5/13

C50/ Lower Bucks Campus/ 3 Mon, 12/2-12/16

Approved Hours: 9 (Act 48)



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

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

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

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

\$585 (plus book fee)/ WITAC 3000 C01-C02/ 6:30-9:30 pm

C01/ Newtown Campus/ 6 Wed, 3/6-5/22

C02/ Newtown Campus/ 6 Wed, 9/25-12/18

Approved Hours: 36 (Act 48)



## Ordering Textbooks

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

### Web Design Applications

#### Dreamweaver CS6– Basic (12 Hours)

You will build simple websites and utilize the features of Adobe Dreamweaver CS5. Also you will learn about Adobe Web Communication using Dreamweaver CS6 objectives. This course will help you prepare to take the Adobe Certified Associate exam.

**Prerequisites:** Take the HTML 5 Basic & Advanced course or have equivalent knowledge.

\$245 (plus book fee)/WCOAP 6511 C01, C50, C70-C71  
C01/ Newtown Campus/ 2 Sa, 2/16-2/23, 9 am -3:30 pm  
C50/ Lower Bucks Campus/ 4 Th, 10/10-10/31,  
6:30-9:30 pm

C70/ Upper Bucks Campus/ 4 Mon, 2/4-2/25,  
6:30-9:30 pm (MAC lab)

C71/ Upper Bucks Campus/ 4 Mon, 9/9-9/30,  
6:30-9:30 pm (MAC Lab)

Approved Hours: 12 (Act 48)



#### Dreamweaver CS6 Advanced (12 Hours)

In this course you will use Adobe Dreamweaver CS5 to design and develop web pages in a WYSIWYG environment, but also have the ability to understand and work with the architecture and coding of web pages. You will work in code view, create Cascading Style Sheets, create effective user navigation, work with AP elements, automate tasks, create forms and author XML based data.

**Prerequisites:** Dreamweaver Level 1 WCOAP 6511

\$245 (plus book fee)/WCOAP 6512 C01, C50,  
C70-C71/

C01/ Newtown Campus/ 2 Sa, 3/16-3/23,  
9 am-3:30 pm

C50/ Lower Bucks Campus/ 4 Sa, 11/9-12/7  
(no class 11/30), 9 am-noon

C70/ Upper Bucks Campus/ 4 Mon, 3/11-4/1,  
6:30-9:30 pm (MAC lab)

C71/ Upper Bucks Campus/ 4 Mon, 10/14-11/4  
6:30-9:30 pm (MAC Lab)

Approved Hours: 12 (Act 48)



#### Flash CS6 Basic (15 Hours)

You will learn how to integrate text, images, video and sound into your Web projects, create animations and application interfaces.

\$305 (plus book fee)/WCOAP 6040 C01, C02,  
C70-C71 (MAC Lab)

C01/ Newtown Campus / 5 Tu, 2/5-3/5, 6:30-9:30 pm

C02/ Newtown Campus / 5 Tu, 10/1-10/29, 6:30-9:30 pm

C70/ Upper Bucks Campus/ 5 Mon, 4/15-5/13,  
6:30-9:30 pm

C71/ Upper Bucks Campus/ 5 Sa, 9/21-10/19,  
9 am-noon (MAC Lab)

Approved Hours: 15 (Act 48)



#### Flash CS6 Advanced (15 Hours)

You will learn how to create vector paths, animate shapes, adjust movie clip properties, use Action Script 3.0, and use Adobe Media Encoder CS5 and review project management basics

\$305 (plus book fee)/WCOAP 6041 C01, C02,  
C70-C71 (MAC Lab)

C01/ Newtown Campus/ 5 Tu, 3/19-4/16, 6:30-9:30 pm

C02/ Newtown Campus/ 5 Tu, 11/5-12/3, 6:30-9:30 pm

C70/ Upper Bucks Campus/ 5 Mon, 6/3-7/8,  
(no class 7/1), 6:30-9:30 pm

C71/ Upper Bucks Campus/ 5 Sa, 11/2-12/7  
(no class 11/30), 9 am-noon (MAC Lab)

Approved Hours: 15 (Act 48)



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

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.

\$55 (plus book fee)/WCOAP 6516 C01-C02,  
C50-C51, C70-C71/ 6:30-9:30 pm

C01 Newtown Campus/ 2/4

C02/ Newtown Campus/ 9/30

C50/ Lower Bucks Campus/ 3/4

C51/ Lower Bucks Campus/ 10/7

C70/ Upper Bucks Campus/ 4/1

C71/ Upper Bucks Campus/ 10/1

Approved Hours: 3 (Act 48)



### Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)

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



## Computer Graphics

### Adobe Lightroom (9 Hours)

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

\$185 (plus book fee)/WCOAP 6028 C01-C02, C70/ 6:30-9:30 pm  
C01/ Newtown Campus/ 3 Th, 5/16-5/30  
C02/ Newtown Campus/ 3 Wed, 12/4-12/18  
C70/ Upper Bucks Campus/ 3 Tu, 7/9-7/23  
Approved hours: 9 (Act 48)

ACT 48

### Adobe Illustrator Basic (12 hours)

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

\$245 (plus book fee)/WCOAP 6011 C01-C02, C50, C70-C71/ 6:30-9:30 pm  
C01/ Newtown Campus/ 4 Mon, 2/4-2/25  
C02/ Newtown Campus/ 4 Mon, 9/9-9/30  
C50/ Lower Bucks Campus/ 4 Wed, 3/6-3/27  
C70/ Upper Bucks Campus/ 4 Wed, 2/6-2/27  
C71/ Upper Bucks Campus/ 4 Wed, 9/11-10/2  
Approved hours: 12 (Act 48)

ACT 48

### Adobe Illustrator Advanced (12 Hours)

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.

\$245 (plus book fee)/ WCOAP 6012 C01-C02, C50-C51, C70-C71/ 6:30-9:30 pm  
C01/ Newtown Campus/ 4 Mon, 3/11-4/1, 6:30-9:30pm  
C02/ Newtown Campus/ 4 Mon, 10/14-11/4, 6:30-9:30pm  
C50/ Lower Bucks Campus/ 4 Sa, 4/6-4/27, 9 am-noon  
C70/ Upper Bucks Campus/ 4 Wed, 3/13-4/3, 6:30-9:30pm  
C71/ Upper Bucks Campus/ 4 Wed, 10/16-11/6, 6:30-9:30pm  
Approved hours: 12 (Act 48)

ACT 48

### Adobe InDesign Basic (15 Hours)

Learn how to create documents, place text and graphics, and create custom color swatches, work with master pages and multi-page documents, format text, apply styles, work with threaded text frames, position and group objects, work with layers, print documents, print presets, create a PDF file, and package documents for commercial printing.

\$245 (plus book fee)/WCOAP 6522 C01-C02, C70-C71/ 6:30-9:30 pm  
C01/ Newtown Campus/ 5 Wed, 2/6-3/6  
C02/ Newtown Campus/ 5 Th, 9/12-10/10  
C70/ Upper Bucks Campus/ 5 Th, 2/7-3/7  
C71/ Upper Bucks Campus/ 5 Th, 9/12-10/10  
Approved hours: 15 (Act 48)

ACT 48

ACT 48

### Adobe InDesign Advanced (15 Hours)

Learn how to create complex document structures, create tint and gradient swatches, use object libraries and snippets, create vector paths, wrap type on a path, typography and composition techniques, work with graphics, object styles, tables, special characters, the Story Editor, the CS Review panel and to manage long documents.

\$245 (plus book fee)/WCOAP 6523 C01-C02, C70-C71/ 6:30-9:30 pm  
C01/ Newtown Campus/ 5 Wed, 3/20-4/17  
C02/ Newtown Campus/ 5 Th, 10/24-10/21  
C70/ Upper Bucks Campus/ 5 Th, 3/21-4/18  
C71/ Upper Bucks Campus/ 5 Th, 10/24-11/21  
Approved hours: 15 (Act 48)

ACT 48

### Adobe InDesign Production (9 Hours)

Learn how to prepare documents for high-end or commercial printing; working with color, using color management, printing more efficiently, and using advanced print settings; add interactive elements to documents, prepare documents for electronic distribution, and work with XML.

\$185 (plus book fee)/WCOAP 6524 C01-C02, C70-C71/ 6:30-9:30 pm  
C01/ Newtown Campus/ 3 Wed, 5/1-5/15  
C02/ Newtown Campus/ 3 Th, 12/5-12/19  
C70/ Upper Bucks Campus/ 3 Th, 5/2-5/16  
C71/ Upper Bucks Campus/ 3 Th, 12/5-12/19  
Approved hours: 9 (Act 48)

ACT 48

### Adobe Photoshop Basic (12 Hours)

Learn how to use print resolutions, calibration, palettes and file formats. \$245 (plus book fee)/ WCOAP 6020 C01-C02, C50-C51, C70-C71/ 6:30-9:30 pm

C01/ Newtown Campus/ 4 Th, 2/7-2/28  
C02/ Newtown Campus/ 4 Wed, 9/4-9/25  
C50/ Lower Bucks Campus/ 4 Tu, 2/5-2/26  
C51/ Lower Bucks Campus/ 4 Tu, 9/25-10/16  
C70/ Upper Bucks Campus/ 4 Tu, 3/12-4/2  
C71/ Upper Bucks Campus/ 4 Tu, 10/15-11/5  
Approved hours: 12 (Act 48)

ACT 48

### Adobe Photoshop Advanced (12 Hours)

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

\$245 (plus book fee)/WCOAP 6021 C01-C02, C50-C51, C70-C71/ 6:30-9:30 pm  
C01/ Newtown Campus/ 4 Th, 3/14-4/4  
C02/ Newtown Campus/ 4 Wed, 10/9-10/30  
C50/ Lower Bucks Campus/ 4 Tu, 3/5-3/26  
C51/ Lower Bucks Campus/ 4 Wed, 10/30-11/20  
C70/ Upper Bucks Campus/ 4 Tu, 4/16-5/7  
C71/ Upper Bucks Campus/ 4 Tu, 11/19-12/10  
Approved hours: 12 (Act 48)

ACT 48

Continued on page 54



**Adobe Photoshop Production (9 Hours)**

Learn to create professional-looking images for high-end business printers and commercial print shops.

\$185 (plus book fee)/WCOAP 6027 C01-C02, C70 / 6:30-9:30 pm

C01/ Newtown Campus / 3 Th, 4/18-5/2

C02/ Newtown Campus / 3 Wed, 11/6-11/20

C70/ Upper Bucks Campus / 3 Tu, 6/4-6/18

Approved hours: 9 (Act 48)



**Digital Camera Workshop (12 Hours)**

Learn how to use the functions of your digital camera correctly.

\$245 (plus book fee)/RCOAP 6010 C01-C02, C50-C51, C70-C71 / 6:30-9:30 pm

C01/ Newtown Campus/ 4 Mon, 2/11-3/4

C02/ Newtown Campus/ 4 Mon, 10/7-10/28

C50/ Lower Bucks Campus/ 4 Wed, 5/8-6/5

C51/ Lower Bucks Campus/ 4 Th, 9/12-10/3

C70/ Upper Bucks Campus/ 4 Tu, 2/5-2/26

C71/ Upper Bucks Campus/ 4 Tu, 9/10-10/1

Approved hours: 12 (Act 48)



**Healthcare Information Technology Courses**



For more information contact:

**Denise Glick - 215.497.8756,**

**JobsNow@bucks.edu**

**HIT Core Curriculum**

**Self Paced On-Line**

- Health Care Careers
- Health Care Systems
- Personal Qualities
- Communications
- IT Fundamentals
- Medical Terminology
- Medical Records
- Insurance and Coding
- Legal and Ethical Responsibilities
- Job Seeking Skills

**CompTIA Healthcare IT Technician Certificate (30 hours)**

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.

Newtown Campus/ \$610 (plus book fee) /

WITAC 4020 C01/ 5 Sa, 4/6-5/4, 9 am-3:30 pm

**Introduction to Healthcare IT and Medical Office Applications (60 hours)**

You will learn how to use a Personal Computer, Microsoft's Windows 7 and Microsoft's Office applications (Word, Excel, Outlook) in a Medical Office.

\$999 (plus book fee)/ WCOAP 4000

**Healthcare Technology Implementation Support Specialist (180 hours)**

Students will be prepared for careers as Healthcare IT Technician, Health Information Technology Specialist; Electronic Health Record Specialist; Technical Software Support staff; HIT Implementation Support Specialist.

Hybrid-Online/ \$2,450/ WITAC 4030 C20/

Program is developed in whole or in part by the US Department of Labor - Employment and Training Administration

**JobsNow**

**See Also,  
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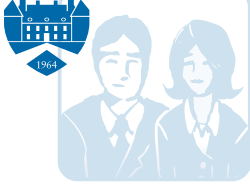
- **Electronic Health Record & Practice Management**
- **Medical Reimbursement/Coding Specialist Certificate**
- **Electronic Health Record and Practice Management**
- **Medical Coding -Transition to ICD-10**

# Professional Credentialing

(keeping credentials up-to-date)



BUCKS



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

## Professional Credentialing

For the professional who needs to keep up with important credentials.

### ACT 48..... 55

- Certificate in Online Teaching
- Teacher Tool Belt – PART II
- Yoga For Classrooms™ (Y4C)
- Certificate in Teaching Adults
- Gender in the Classroom

### Certified Alcohol Counselors ..... 57

- Become an Advocate, Not a Bystander: Sexual Abuse and Assault in Children and Adolescents
- Diagnosis and Management of Adult Attention Deficit Disorders

- Managing Anger in a Frustrating World
- The Modern Family: Understanding Diverse Families Today
- The Skinny on Eating Disorders
- Understanding DSM-V

### Certified Public Accountant ..... 57

### Professional Engineers..... 57

### Project Management..... 58

- Project Management Strategies Online:

### Real Estate ..... 57

## ACT 48



### Certificate in Online Teaching

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

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

### Designing Online Instruction

Online/ ECPED 1501 C30-C31/  
C30/ 2/11-2/15  
C31/ 5/13-5/17

Approved Hours: 16 (Act 48)



### Building Online Communities in Cyberspace

Online/ ECPED 1502 C30/ 3/11-3/15

Approved Hours: 16 (Act 48)

### Advanced Teaching Online

Online/ ECPED 1500 C30/ 4/15-5/19

Approved Hours: 16 (Act 48)

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



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

### Yoga For Classrooms™ (Y4C)

This one-day professional development workshop is open to all classroom teachers, administrators, school counselors, physical teachers, health educators, therapists and others seeking to bring simple yoga and mindfulness techniques into the classroom or similar setting for a more peaceful, productive class day. A fully-illustrated, full-color Y4C Teacher's manual accompanies the program. No yoga attire or mat needed as workshop is meant to simulate the classroom setting. *Sally Delisle, E-RYT, Yoga 4 Classrooms™, ChildLight Yoga™, and Moondog Yoga Studio Instructor*

\$155 (plus \$35 for the manual payable to instructor)/  
OCPED 0700 C01 & C70

C01/ Newtown Campus/ Sa, 4/13, 10 am-5 pm  
C70/ Upper Bucks Campus/ Sa, 2/9, 9 am-4 pm

Approved Hours: 6 (Act 48)

**See Also... Childlight Yoga™ Teacher  
Training - Page 35**

### Teacher Tool Belt – PART II

Why is it so difficult to connect with middle schoolers and teens? Here's a workshop that will explore that "great divide" and equip you with the tools to help you bridge the gap by sharing and practicing positive methods for discourse and interaction with this unique population. *Jonice Arthur, M.S.*

Newtown Campus/ \$45/ OCPED 0586 C01/  
Tu, 3/5, 6-9 pm

Approved Hours: 3 (Act 48)

To register: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister), P: (215) 968-8409, FAX: (215) 968-8320

## Certificate in Teaching Adults

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

Online/ \$295/ ECPED 1505 C30/ 2/4-3/29  
Approved Hours: 32 (Act 48)



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

## Gender in the Classroom

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

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

Online/ ECPED 1551 C30/ \$245/ 3/4-3/29  
Approved Hours: 16 (Act 48)



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

### For additional Act 48 classes, see

- Fine Arts & Crafts, page 65
- Computer Fundamentals, page 47
- Computer Software Applications, page 48
- Foreign Language, page 62
- Certified Alcohol Counselors, page 57

**Look for the Act 48 logo throughout the brochure.**



## More Online Classes for Teaching Professionals



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

A new section begins each month:

January 16  
February 20  
March 20

April 17  
May 15



Learn More

For more information on how to register for ed2go classes see [page 5](#).

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

- Creating a Classroom Web Site
- Creating K-12 Learning Materials
- Creating the Inclusive Classroom: Strategies for Success
- Differentiated Instruction in the Classroom
- 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 2007 in the Classroom
- Microsoft Excel 2010 in the Classroom
- Online Learning and Teaching for K-12 Teachers
- 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
- Social Media and Online Tools for K-12 Teachers
- 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
- Web 2.0: Blogs, Wikis, and Podcasts

## Professional Engineers

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

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

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

**BCCC Continuing Education Courses eligible for Engineering CEUs:**

- Construction Classes, page 30
- Green Jobs Academy, page 19
- Lean Six Sigma, page 28
- Project Management, page 27
- AutoCAD® & Revit®, page 48

## Real Estate

Real estate licensees are required to take 14 hours of mandatory continuing education every two year period. The current reporting period will end May 31, 2014. Please watch for new offering for the 2013/2014 season.

For further information, please contact Sherry McKinney, Center for Workforce Development:

215-968-8359 or [mckinnes@bucks.edu](mailto:mckinnes@bucks.edu)

## Certified Public Accountant

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

Sherry McKinney, 215 -968-8359 or [mckinnes@bucks.edu](mailto:mckinnes@bucks.edu).

**Eligible courses include:**

- Access - page 49
- Excel - page 49
- Introduction to MS Outlook 2010- page 50
- Quickbooks - page 50

## Certified Alcohol Counselors

**Become an Advocate, Not a Bystander: Sexual Abuse and Assault in Children and Adolescents**

We are continually hearing more and more cases where children and adolescents are victims of sexual abuse and assault. Unfortunately, adults often become helpless bystanders rather than advocates for these victims. This course will provide the knowledge to be advocates for children and adolescents who have been or are at risk of being sexually abused or assaulted. This course will discuss a range of sexual crimes affecting today's youth, including through the Internet, warning signs of abuse, consequences of abuse, characteristics of pedophiles and other sex offenders, and prevention tips. *Dawn Haaz, M.S., Psy.D. Candidate*

Newtown Campus/ \$45/ OCOUN 2290 C01/ Sa, 3/9, 9 am-noon

Approved Hours: 3 (Act 48, CAC)



**Diagnosis and Management of Adult Attention Deficit Disorders**



Undiagnosed and untreated ADD in children and adolescents can have grave developmental ramifications. Undiagnosed and untreated ADD in an adult can have dire consequences in all aspects of the adult's life.

The manifestations of ADD symptoms in adults, co-existing disorders and management of adult ADD will be the focus of this workshop. *Patricia C. Grove, PhD*

Newtown Campus/ \$59/ OCOUN 2291 C01/ 2 Wed, 2/20-2/27, 6:30-8:30 pm

Approved Hours: 4 (Act 48, CAC)



Continued on page 58

## Managing Anger in a Frustrating World

This workshop will focus on the biological basis of the anger response and explain its psychological antecedents. We will also examine the consequences of unbridled anger and identify effective strategies to manage anger.

*Michael Saraceno, MBA., M.A. in Counseling Candidate*

Newtown Campus/ \$79/ OCOUN 0230 C01  
Sa, 3/16, 9 am-4 pm  
Approved Hours: 6 (Act 48, CAC)

**ACT 48**

## The Modern Family: Understanding Diverse Families Today

When working with youth, it is important to recognize that they may come from a variety of families and how to help children flourish in these families. Students will learn about a variety of diverse families today including: single-parent families, stepfamilies, LGBT families, adoptive families, and interracial families. They will develop an understanding of these families, their strengths and challenges, and how to work best with them.

*Dawn Haaz, M.S., Psy.D. Candidate*

Newtown Campus/ \$45/ OCOUN 2284 C01/  
Sa, 3/23, 9 am-noon  
Approved Hours: 3 (Act 48, CAC)

**ACT 48**

## The Skinny on Eating Disorders

Eating disorders are a rising concern among children and adolescents. This class will discuss eating disorders including: Anorexia Nervosa, Bulimia Nervosa, and Binge Eating Disorder. An overview of these disorders, causes and risk factors for these disorders, co-occurring problems, and treatments will be provided. Students will also watch a video on an individual's struggle with an eating disorder and participate in class discussion about the video. Students will gain an understanding of eating disorders and how to best help individuals with these concerns in one's classroom.

*Dawn Haaz, M.S., Psy.D. Candidate*  
Newtown Campus/ \$45/ OCOUN 2283/ Sa 2/9,  
9 am-noon  
Approved Hours: 3 (Act 48, CAC)

**ACT 48**

## Understanding DSM-V **NEW**

This workshop will provide a history of the Diagnostic and Statistical Manual (DSM) as well as provide participants with an explanation of the structure of the current DSM, IV-TR, a foundational framework and proposed changes to the DSM-V

*Michael Saraceno, MBA., M.A. in Counseling Candidate*

Newtown Campus/ \$79/ OCOUN 1023 C01  
Sa, 2/23, 9 am-4 pm  
Approved Hours: 6 (Act 48, CAC)

**ACT 48**

## Project Management

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

For complete description, see page 28  
Newtown Campus/ \$485 (plus \$50 textbook fee)/  
WSMCE 5403 C01/ 5 Wed, 2/13-3/13, 6-9 pm &  
4 Sa, 2/16-3/9, 8:30 am-12:30 pm  
Approved Hours: 31 (PMI, Act 48)

**ACT 48**

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

Newtown Campus/ \$485 (same text as Course I)  
WSMCE 5404 C01/ 5 Wed, 4/10-5/8, 6-9 pm &  
4 Sa, 4/13-5/4, 8:30 am-12:30 pm  
Approved Hours: 31 (PMI, Act 48)

**ACT 48**

### Project Management Strategies Online:

For complete description, see page 28

### Course 1: Getting Started, Initiating a Project and Initial Planning (30 hours)

Online/ \$485 (plus \$87 for textbooks)/  
WSMCE 5405 C20/ 2/25-4/1  
Approved Hours: 30 (PMI, Act 48)

**ACT 48**

### Course II: Scheduling, Monitoring/Controlling and Closing

(Post-Implementation) (30 hours)  
Online/ \$485 /WSMCE 5406 C20/ 4/8-5/13  
Approved Hours: 30 (PMI, Act 48)

**ACT 48**

### Introduction to Microsoft Project 2010

For complete description, see page 51

### Microsoft Project 2010 Advanced

For complete description, see page 51

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



Project  
Management  
Institute

**See also:** Massage Therapy, page 18.

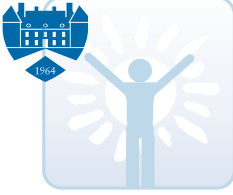
SERVSAFE® Recertification: Classes in English & Chinese - page 29.



# Personal Enrichment



BUCKS



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

## Personal Enrichment

Courses that lead to fun and self-improvement for people from all backgrounds.

<b>American English as a Second Language</b> 59	<b>Life &amp; Spirituality</b> ..... 67
• Beginning, Intermediate, and Advanced	• Accessing Your Intuitive and Creative Self
• Computer Literacy Series for ESL Students	• Past Lives: The Theory and the Experience
• Easy English Courses	• Self Help Series
<b>Children, Youth, &amp; Parenting</b> ..... 63	• The ABCs of Stress Management: Keys for Success
• Healthy Skincare & Makeup for Tweens and Teens	<b>Literature and Writing</b> ..... 64
• Saturday Kids Courses at Bucks	• Memoirs: Let's Get your Story Written!
• Spanish for Beginners	• Workshop for Anyone Who Loves to Write
<b>Culinary</b> ..... 67	<b>Music</b> ..... 63
• Chinese Cuisine I - A Beginning Course	• Fingerpicking Guitar for the Adult Beginner
• Thai's Tasty Treasures - Intro to Thai Cuisine	• Guitar for the Adult Beginner
<b>Fine Arts, Crafts</b> ..... 65	• Guitar for the Adult Beginner, continued
• Apple's Final Cut Pro Video Editing	• Harmonica for the Adult Beginner
• Digital Photography	• Harp Therapy
• Painting Courses	• Intermediate Harmonica
• Stained Glass	• Private Music Lessons
<b>Foreign Language</b> ..... 62	<b>Test Preparation</b> ..... 72
• Arabic, French, Spanish, Japanese, German, Italian, Mandarin Chinese, Spanish	<b>The Community School</b> ..... 71
<b>General Interest</b> ..... 66	<b>Zoomers - Adults - Age 50+</b> ..... 69
• Electrical Main and Sub-Panels	• AARP - Driver Safety Program & Refresher
• Home Appliances and Auto Repair	• Antiques and Collectibles:
• Home Staging – Get your House Ready for the Market	• Canasta
• PA Safe Boating Certificate	• Mah Jongg
• Sew Your Own Style – Home Decorator Sewing	• Memoirs: Let's Get your Story Written!
• The Art of Film Editing – it can make the movie!	• The Canterbury Tales
• Wilderness and Urban Survival	• The Taming of the Shrew
<b>Health &amp; Fitness</b> ..... 68	<b>Zoomers Computer Series</b> ..... 70
• Ballroom Dance – Dance Like the Stars!	• Basic Computer Courses
• How to Improve Your Relationships	• Email – Yes You Can!
• Metabolic Meltdown	• Internet – Be Safe, Have Fun!
• Tai-Chi Chuan	• Macintosh OS 10 Lion
• Weight It Forward: 9-Week Mini Camp	• Microsoft Office Applications
• Yoga Relaxation and Fitness	• Social Media and Internet Courses

## American English as a Second Language

### Free Placement Meeting!

**Wednesday, January 30, 2013, 7-9 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 February 1!!
- To register, call 215-968-8409 (Option #1)
- For ESL information, call 215-968-8413 or send an email to: [shadym@bucks.edu](mailto:shadym@bucks.edu)
- Classes are 12 weeks long.
- For more English practice, sign up for 2 or more classes!

continued on page 60

To register: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister), P: (215) 968-8409, FAX: (215) 968-8320

Beginning ESL

Newtown Campus

**ESL Course 1A**  
LESLA 0003 C01 & C02  
\$345 (includes text)

**ESL Course 1B**  
LESLA 0004 C01 & C02  
\$345 (includes text)

**Conversation and Culture**  
LESLA 0202 C01 & C02  
\$225 (includes text)

**All Levels Writing**  
LESLA 0500 C01 & C02  
\$225 (includes text)

**Mondays and Wednesdays**  
C01/ Feb 20-May 20 (no class 3/25, 3/27), 10 am-noon  
C02/ Feb 20-May 20 (no class 3/25, 3/27), 7-9 pm  
For students with very limited English skills

**Mondays and Wednesdays**  
C01/ Feb 20-May 20 (no class 3/25, 3/27), 10 am-noon  
C02/ Feb 20-May 20 (no class 3/25, 3/27), 7-9 pm  
For advanced beginners, all English skills studied

**Thursdays**  
C01/ Feb 21-May 16 (no class 3/28), 10 am-noon  
C02/ Feb 21-May 16 (no class 3/28), 7-9 pm  
For high beginning to intermediate speakers

**Tuesdays**  
C01/ Feb. 19-May 14 (no class 3/26), 10 am-noon  
C02/ Feb. 19-May 14 (no class 3/26), 7-9 pm  
Writing skills will be taught at each student’s own level

Upper Bucks Campus

**Beginning ESL**  
LESLA 0003 C70  
\$340 (includes text)

**Tuesdays and Thursdays**  
Feb. 19-May 16 (no class 3/26, 3/28), 7-9 pm  
For students with very limited English skills

Intermediate ESL

Newtown Campus

**Intermediate ESL 2A**  
LESLA 0201 C01 & C02  
\$345 (includes text)

**Intermediate ESL 2B**  
LESLA 0203 C01 & C02  
\$345 (includes text)

**Intermediate ESL 2C**  
LESLA 0213 C01 & C02  
\$345 (includes text)

**Conversation and Culture**  
LESLA 0202 C01 & C02  
\$225 (includes text)

**All Levels Writing**  
LESLA 0500 C01 & C02  
\$225 (includes text)

**Mondays and Wednesdays**  
C01/ Feb 20-May 20 (no class 3/25, 3/27), 10 am-noon  
C02/ Feb 20-May 20 (no class 3/25, 3/27), 7-9 pm  
All English skills studied

**Mondays and Wednesdays**  
C01/ Feb 20-May 20 (no class 3/25, 3/27), 10 am-noon  
C02/ Feb 20-May 20 (no class 3/25, 3/27), 7-9 pm  
All English skills studied

**Mondays and Wednesdays**  
C01/ Feb 20-May 20 (no class 3/25, 3/27), 10 am-noon  
C02/ Feb 20-May 20 (no class 3/25, 3/27), 7-9 pm  
For high intermediate students to prepare for advanced level

**Thursdays**  
C01/ Feb 21-May 16 (no class 3/28), 10 am-noon  
C02/ Feb 21-May 16 (no class 3/28), 7-9 pm  
For high beginning to intermediate speakers

**Tuesdays**  
C01/ Feb 19-May 14 (no class 3/26), 10 am-noon  
C02/ Feb 19-May 14 (no class 3/26), 7-9 pm  
Writing skills will be taught at each student’s own level

Upper Bucks Campus

**Intermediate ESL**  
LESLA 0201 C70  
\$225 (includes text)

**Tuesdays and Thursdays**  
Feb 19-May 16 (no class 3/26, 3/28), 7-9 pm  
All English skills studied

## Advanced ESL

## Newtown Campus

**Advanced ESL 3A**

LESLA 0312 C01 & C02  
\$345 (includes text)

**Advanced ESL 3B**

LESLA 0313 C01 & C02  
\$345 (includes text)

**Adv. Pronunciation**

LESLA 0307 C01  
\$225 (includes text)

**All Levels Writing**

LESLA 0500 C01 & C02  
\$225 (includes text)

**Mondays and Wednesdays**

C01/ Feb 20-May 20 (no class 3/25, 3/27), 10 am-noon  
C02/ Feb 20-May 20 (no class 3/25, 3/27), 7-9 pm  
All English skills studied

**Mondays and Wednesdays**

C01/ Feb 20-May 20 (no class 3/25, 3/27), 10 am-noon  
C02/ Feb 20-May 20 (no class 3/25, 3/27), 7-9 pm  
All English skills studied

**Thursdays**

C01/ Feb 21-May 16 (no class 3/28), 7-9 pm  
Pronunciation/accent reduction, speaking

**Tuesdays**

C01/ Feb 19-May 14 (no class 3/26), 10 am-noon  
C02/ Feb 19-May 14 (no class 3/26), 7-9 pm  
Writing skills will be taught at each student's own level

## Upper Bucks Campus

**Advanced ESL 3A**

LESLA 0312 C70  
\$345 (includes text)

**Tuesdays and Thursdays**

C70/ Feb 19-May 16 (no class 3/26, 3/28), 7-9 pm  
All English skills studied

## Test Preparation

## Newtown Campus

**IBT TOEFL Test Preparation**

ATEST 2502 C01  
\$355 (includes text)

**Mondays and Wednesdays**

C01/ Feb 20-May 20 (no class 3/25, 3/27), 7-9 pm  
Adv. English skills and practice tests for the TOEFL test

## Computer Literacy Series for ESL Students

**ESL Intermediate to Advanced Computer Skills**

Designed for the intermediate to advanced ESL student, this course goes beyond the basics in Word, Excel, PowerPoint, and more. By creating text documents, letters, tables, spreadsheets, and presentations, you will be well prepared for work, college, or university! This course is designed for anyone who wants to improve their vocabulary, communication, and presentation skills through computer technology. Prepare yourself for the future and sign up today!

Newtown Campus/ LCOSY 0101 C01/ \$225 (includes text)/ 12 Th, Feb 21-May 16 (no class 3/28), 7-9 pm

**Easy English 1**

In this easy and fun course, you'll learn the basic English skills you need for real-life activities including shopping, job-hunting, and handling medical emergencies.

**ed2go** | Learn More

Online/ \$95/ EESLA 0205/ See page 5 for dates.

**Easy English 2**

Review some basic English skills and build more intermediate-level English skills for real-life activities including using the bank, finding a job or a home, dealing with sicknesses, and making good shopping decisions.

**ed2go** | Learn More

Online/ \$95/ EESLA 0206/ See page 5 for dates.

**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/ \$95/ EESLA 0207/ See page 5 for dates.

**ed2go** | Learn More



## 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.

### Spanish

*Carmen Violeta Vicente, B.S.*

Newtown Campus/\$195 (plus \$30 book fee—same book for all levels)/ 6-8:30 pm

Approved Hours: 20 (Act 48)

**Course I:** RLANG 0405 C01/

8 Wed, 2/20-4/17 (no class 3/27)

**Course II:** RLANG 0406 C01/

8 Wed, 5/1-6/19

**Course III:** RLANG 0407 C01/

8 Mon, 2/18-4/15 (no class 3/25)

**Course IV:** RLANG 0408 C01/

8 Mon, 4/29-6/24 (no class 5/27)



### 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/ \$195 (plus \$15 text)/

RLANG 0419 C01/ 10 Tu, 2/26-5/7 (no class

3/26), 6:30-8:30 pm

Approved Hours: 20 (Act 48)



### French

Newtown Campus/ \$195 (plus \$30 book fee, same book for all levels), 6:30-8:30 pm

Approved Hours: 20 (Act 48)

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

10 Th, 2/21-5/2 (no class 3/28)

**Course II:** RLANG 0002 C01/ *Diana Nolan, B.A.*

10 Mon, 2/25-5/6, (no class 3/25)

**Course III:** RLANG 0003 C01/ *Diana Nolan, B.A.*

10 Wed, 2/27-5/1



### Advanced French Conversation, Reading and Grammar

For the moderate French speaker who wants to retain and improve skills as we practice reading, listening, and speaking with an emphasis on pronunciation. You will explore different themes in French culture, politics, lifestyles, headline news, the economy, history and more, with the help of the online magazine *France-Amerique*. *Natalie Paulus, B.S.*

Newtown Campus/ \$195/ RLANG 0050 C01/

10 Tu, 2/26-5/7 (no class 3/26), 6:30-8:30 pm

Approved Hours: 20 (Act 48)



### Conversational Japanese

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

Online/ \$95/ ELANG 0500



Approved Hours: 24 (Act 48) See page 5 for dates.

### Italian

*Susan Montemurro, B.A.*

Newtown Campus/ \$229 (plus \$20 book fee, same book for all levels)

Approved Hours: 25 (Act 48)

**Course I:** RLANG 0209 C01

10 Wed, 2/20-5/1 (no class 3/27), 7-9:30 pm

**Course II:** RLANG 0214 C01

10 Tu, 2/19-4/30 (no class 3/26), 7-9:30 pm



### Mandarin Chinese

*Greg Tang, M.S.*

Newtown Campus/\$165 (plus \$25 book fee; \$32 CD optional; same book for all levels)

Approved Hours: 15 (Act 48)

**Course I:** RLANG 0568 C01

6 Th, 2/21-4/4 (no class 3/28), 6:30-9 pm

**Course II:** RLANG 0569 C01

6 Th, 4/18-5/23, 6:30-9 pm



### German

*Irmgard Linnhoff, B.S.*

**Course 1:** Newtown Campus/ \$195 (plus \$18 book fee payable to instructor)/ RLANG 0301 C01

8 Tu, 2/19-4/16 (no class 3/26), 6:30-9 pm

Approved Hours: 20 (Act 48)



### Advanced Arabic

This is a casual course designed for the moderate Arabic speaker who wants to retain and develop skills in formal and colloquial Arabic, including reading, listening, writing, speaking, and cultural knowledge. The textbook with its companion website is a great tool that will help review broad areas of grammar and explore different themes in Arabic culture, lifestyles, history and more. *Rania Assaad, B.A.*

Newtown Campus/ \$195 (plus \$70 text)/

RLANG 0658 C01/ 10 Mon, 2/25-5/6 (no class 3/25), 6:30-8:30 pm

Approved Hours: 20 (Act 48)



**All texts can be purchased in the Newtown Campus college bookstore.**

**For bookstore hours, see:**

**[www.bucks.edu/bookstore](http://www.bucks.edu/bookstore) or call 215-968-8459.**

## Children, Youth, & Parenting

### Saturday Kids at Bucks

*Looking for something fun for your kids to do on the weekends this spring? Look no further! We have a great program on Saturday mornings, here on our Newtown Campus!*

### Healthy Skincare and Makeup for Tweens and Teens (ages 12-16) **NEW**

Let your teen ask a licensed esthetician/professional makeup artist the questions he/she may have regarding skincare and products. Discover how to pamper your skin by using the right products as part of a daily routine. Learn more about the basic steps for simple skincare and the importance of selecting proper nature-based ingredients in skincare products and makeup. Emphasis will be placed on how to read labels and look for the "healthy ingredients in choosing your personal skincare and makeup regimen." Tips and techniques for makeup application will be addressed. Students will learn how to apply makeup for a natural day and evening look. *Barbara Strampello, Image Consultant, Licensed Esthetician.*

Newtown Campus/\$15 (plus \$5 material fee)/ RCHYC 2103 C01/ Sa, 2/16, 10 am-noon

**See Also -** ARC Lifeguard Training, p. 69  
Massage for Kids, p. 18

### Spanish for Beginners (ages 7-12) **NEW**

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

Newtown Campus/ \$99 (includes textbook and CD)/ RLANG 1104 C01

12 Sa, 2/23-5/18 (no class 3/30), 10:30-11:30 am



## Kids On Campus 2013

Better than ever! Next summer's enrichment programs, creative workshops and sports clinics will make your child's summer a learning experience and a fun adventure.

Full brochure available January, 2013.

Call **215-968-8409** (Option #1) to have one sent to you or visit our website:

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

Register early and plan for a great summer.

## Music

### Guitar for the Adult Beginner

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

Newtown Campus/ \$95/ RMUSC 1168 C01/  
8 Mon, 2/25-4/22 (no class 3/25), 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. It's still a class for the beginner and is open to anyone. This class is ideal for returning students as well as those that feel they are not an absolute beginner but not 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/ \$95/ RMUSC 1169 C01/  
8 Mon, 2/25-4/22 (no class 3/25), 7:45-8:45 pm  
Approved Hours: 8 (Act 48)

### Fingerpicking Guitar for the Adult Beginner

Might you be the next James Taylor? You have to start somewhere! Discover the "PIMA" method of fingerpicking guitar, along with simple chords, so that in a short time you will be able to play simple songs, such as "Blackbird" by the Beatles. You will even gain the confidence to write your own easy songs using chords and finger patterns. Student must provide acoustic guitar. *Don Leffler, B.M.*

Newtown Campus/ \$95/ RMUSC 1186 C01/  
8 Th, 2/28-4/25 (no class 3/28), 6:30-7:30 pm  
Approved Hours: 8 (Act 48)

### Harmonica for the Adult Beginner

Cool Jazz, soulful Blues, or sitting around the campfire, slip a harmonica in your pocket and bring your music anywhere! Learn to play the harmonica from basic techniques to easy blues harp tunes. In just eight weeks you will learn how to play some simple tunes. No experience reading music necessary. Must provide own diatonic harmonica in the key of C. *Chris Bauer*

Newtown Campus/\$75 (plus \$6 text payable to instructor)/ RMUSC 1191 C01/  
6 Sa, 2/23-4/6 (no class 3/30), 10-11 am

Continued on page 64



## Personal Enrichment

Music – cont'd

Approved Hours: 6 (Act 48)



### Intermediate Harmonica

For those with a basic knowledge of the harmonica, continue to explore blues harmonica techniques including bending notes and playing “cross-harp”. While helpful, no experience reading music necessary. Please bring two diatonic (blues) harmonicas, one each in the keys of C and A. *Chris Bauer*

Newtown Campus/ \$75 (plus \$17 text payable to instructor)/ RMUSC 1192 C01/

6 Sa, 4/20-5/25, 10-11 am

Approved Hours: 6 (Act 48)



### Register Online!

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

## Private Music Lessons

Private instruction is offered by special arrangement with the Music Faculty. For registration and/or information, please call **215-968-8409 (Option #1)**. The following lessons are available through continuing education:

### Newtown Campus Fees:

- 6 half-hour lessons \$135
- 6 one-hour lessons \$255
- 12 half-hour lessons \$425
- 12 one hour lessons \$495

## 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 includes 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. Approved Hours: 8 (Act 48)



**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

## Classes for the following instruments

- Banjo
- Clarinet
- Flute
- Guitar
- Oboe
- Piano
- Saxophone
- Percussion
- Violin
- Voice

## Literature and Writing

### Workshop for Anyone Who Loves to Write

Turn off your “Inner English Teacher” and get some writing done. Forget about grammar, punctuation, spelling and sentence structure, and return to the fun and pure joy of creating.

Veteran writer, journalist and author Susan Van Dongen-Grigsby will coach you to overcome the inner editor, allow you to spend some time in creative writing, and help you to facilitate “creative mindfulness” through meditation to help you grow as a writer and a human being. Please bring a notebook/journal and your favorite pen or pencil because this is a low-tech, but high-energy course for creativity. *Susan Van Dongen-Grigsby, B.A.*

Newtown Campus/ \$95/ RCEGN 1528 C01

4 Tu, 3/5-4/2 (no class 3/26), 7-9 pm

Approved Hours: 8 (Act 48)



### Memoirs: Let's Get your Story Written!

For full description, see Zoomer Section, page 69

Newtown/ \$55/ RCEGN 8257 C01/

4 Tu, 4/16-5/7, 7-9 pm

Approved Hours: 8 (Act 48)



## Ordering Textbooks

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

Fine Arts, Crafts



## Alla Prima Painting

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

Newtown Campus/ \$155 (plus approx. \$175 materials)/ RFNRT 2526 C01/ 6 Wed, 4/3-5/8, 6-9 pm  
Approved Hours: 18 (Act 48)

## Apple's Final Cut Pro Video Editing **NEW**

Turn your home video into a movie to remember! Whether you are a novice or experienced filmmaker, this class will get you up and running on Apple's Final Cut Pro Video Editing Software, used by film novices and professionals in the film/television industry. Learn basic skills needed to edit your own short video, add effects and titles, and output your finished work. Must be able to use a computer; basic Macintosh computers is helpful but not a must. You do not need to own the software to take this course. Please bring a flash drive and bag lunch to each class. *Andrea Odezynska, M.F.A.*

Newtown Campus/ \$165/ RFNRT 0445 C01  
2 Sa, 4/13-4/20, 10 am-6 pm  
Approved Hours: 15 (Act 48)

## Digital Photography - Catching that Perfect Shot

Photography is much more than point and click. Let freelance photographer Tom DeLorenzo give you an in-depth look at camera operations, basic photographic technique, and image composition, to help you elevate your photographs from ordinary to extraordinary. Every other class will include a field trip to a local shoot site, weather permitting, to practice the skills you have learned. Please bring digital camera, flash drive, and operations manual to all classes. *Thomas DeLorenzo, A.A.*

Newtown Campus/ \$135/ RFNRT 2572 C01/  
7 Sa, 3/16-5/4 (no class 3/30), 10 am-noon  
Approved Hours: 14 (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/ \$275/ RFNRT 2501 C01  
10 Th, 2/21-5/2 (no class 3/28), 7-10 pm  
Approved Hours: 30 (Act 48)

## Painting from Photographs

Turn your favorite photos into paintings! Create beautiful works of art using the media of your choice: pastel, watercolor, acrylic or oils. Choose your own subject matter from your photo collection: take a photo of a favorite place, person, or possession and learn how to turn it into your own masterpiece. Have fun while learning in an open studio workshop atmosphere. Please bring art supplies to class. *Ann Woolsey*

Upper Bucks Campus/ \$179/ RFNRT 2570 C70/  
8 Tu, 3/5-4/30 (no class 3/26), 6-9 pm  
Approved Hours: 24 (Act 48)

## Plein Air Painting – Weekend Workshop

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

Newtown Campus/\$105 (plus material fee)/  
RFNRT 2517 C01/  
2 Sa, 4/27-5/4, 9 am-2 pm  
Approved Hours: 9 (Act 48)

## Stained Glass – Not Just For Windows!

Let the light shine through! Learn the basic techniques of glass cutting, foiling, and soldering, or further your skills if you already have some experience. Choose a pattern and make 1 or 2 complete products to take home. *Dan Burstein*

Newtown Campus/ \$205 (plus \$90-100 materials fee payable to instructor)/ RFNRT 0408 C01/  
8 Fri, 3/1-4/26 (no class 3/29), 6-8:30 pm  
Approved Hours: 20 (Act 48)

## Watercolor – Awash with Color

Landscape techniques in four weeks. This course is for the beginner to advanced watercolor artist who wants to achieve sparkling highlights and luscious wet washes in this transparent, luminous medium. Expect a fun and supportive atmosphere as we explore painting washes, glazing, wet into wet, dry-brush and texturing techniques. Students are encouraged to bring their own photographic reference materials. Emphasis will be on promoting creativity and the realization and appreciation of the individual vision of each artist. A materials list will be mailed prior to class. *Jo-Ann Osnoe, B.F.A.*

Newtown Campus/ \$129 (plus approx. \$120 for materials)/ RFNRT 2522 C01/  
4 Tu, 4/2-4/23, 6:30-9:30 pm  
Approved Hours: 12 (Act 48)

## General Interest

### The Art of Film Editing – it Can Make the Movie!

**NEW**

No other person on the film's crew works as closely with the director than the movie's editor. Editors can elevate a mediocre performance to a legendary one! Through a series of movie screenings, from silent films to the complexities of today's cinema, discover how editing is used for emotion, reaction shots, rhythm, parallel action, story structure, narration, soundtracks, and much more. *Andrea Odezynska, M.F.A.*

Newtown Campus/ \$195/ RFNRT 0446 C01/  
6 Wed, 3/6-4/10, 6:30-9:30 pm  
Approved Hours: 18 (Act 48)

**ACT 48**

### Electrical Main and Sub-Panels

**NEW**

The cost of hiring a professional to install a main and sub-panel in a residential setting can be as high as \$3000. Learn to do your own installation and save this costly fee. Discover how to trouble shoot, repair, and replace these electrical panels, while you learn the theory and operation of both panels, and how to determine the size of panel needed. You will be shown the complete wiring of both panels as well as the installation of lightning arrestors, main panels, and GFCI breakers. During a hands-on lab you will be responsible for completely wiring both panels. No previous electrical knowledge required. *John Homan, B.S.*

Lower Bucks Campus/ \$205/ RCEGN 6962 C50/  
3 Wed, 3/6-3/20, 6:30-9:30 pm, and Sa, 3/23, 9 am-noon  
Approved Hours: 12 (Act 48)

**ACT 48**

### Home Staging – Get your House Ready for the Market

**NEW**

Are you planning to sell your home? First impressions are key to getting a potential buyer to take a second glance, and studies show that staged homes sell on average three months sooner than those that are not staged. Learn how to use color, patterns and texture to create visual illusions to enhance your room. Discover the best way to rearrange or place furniture to make the room more welcoming. Simple changes can make a lasting impression! *Ernest Torres, A.A., Realtor*

Newtown Campus/ \$39/ RCEGN 6973 C01/  
3 Th, 2/28-3/14, 7-8 pm

### Home Appliance Installation and Repair

**NEW**

Small and large appliances are often discarded when a simple repair may be all that is needed. Additionally, we sometimes pay more than we need to for appliance installation, when it is actually something we can easily do ourselves. Join us as we learn to troubleshoot and repair or install various systems and appliances such as electrical cords/plugs, table lamps, dimmer switches, ceiling fans, garbage disposers, dishwashers, whole house fans, ceiling fans, electric dryers, and other small and large appliances. You will be encouraged to bring in electrical devices that need repairing. *John Homan, B.S.*

Lower Bucks Campus/ \$199/ RCEGN 6963 C50/  
3 Wed, 5/1-5/15, 6:30-9:30 pm, & Sa, 5/18, 9 am-12 noon  
Approved Hours: 12 (Act 48)

**ACT 48**

### Home Auto Repair and Maintenance!

In this hands-on course, a licensed mechanic will teach you about your car, and show you how to do simple maintenance and repairs, as well as help you to know when to go to a mechanic, how to talk to them, and to estimate the cost of auto repair. You will learn about all major systems of a car, including the engine, fuel, exhaust, electrical, cooling, braking, tires, suspension, and emissions systems. The course will combine in class discussions with parking lot hands-on practice, where you will be able to perform minor repairs on your own car under the supervision of the instructor. *John Homan, B.S.*

Lower Bucks Campus/ \$199/ RCEGN 6964 C50/  
2 Wed, 4/3-4/10, 6:30-9:30 pm, & 2 Sa, 4/13-4/20, 9 am-noon

Approved Hours: 12 (Act 48)

**ACT 48**

### Sew Your Own Style – Home Decorator Sewing

**NEW**

Create your own unique home decorator items such as pillows, window treatments, bed covers, table linens, and even rag rugs. Learn basic machine and hand sewing techniques needed to create projects based on your own level of sewing experience and skill. Those with specific home decorator projects in mind may have to provide their own material and hardware. You may borrow a sewing machine, or you may bring your own to class. *Betsy Kruse*

Newtown Campus/ \$149 (plus \$25 materials fee payable to instructor)/ RCEGN 6972 C01/  
6 Sa, 2/16-3/23, 10 am-12:30 pm  
Approved Hours: 15 (Act 48)

**ACT 48**

### Wilderness and Urban Survival

**NEW**

(Ages 12 - adult, under 16 must be accompanied by adult)  
Fan of Survival Shows? Experience first-hand how to start fires, build a stove from a soda can, practice wilderness survival techniques, and learn how to prepare for the next big disaster. Your instructor, a former wilderness guide in Alaska, will open your eyes to mountaineering and survival skills for rough mountain terrain. Learn where to stay, how to travel cheap and what not to miss, as you plan trips both near and far where you and your family can safely enjoy the great outdoors. Note: Please bring 4 empty soda cans per person to class. First half of class on campus, then walk to Tyler Park. Dress appropriately, class held rain or shine. *James Shields, M.S.*

Newtown Campus/ \$39/ RCEGN 6902 C01  
Sa, 4/27, 9 am-1 pm

### Pennsylvania Fish and Boat Commission Safe Boating Certificate

(Required to operate all Jet Skis and most motorized boats in Pennsylvania) Topics covered will include basic boating terminology, marlin spike, anchoring, rules of the road, emergencies such as fire and person overboard, boat handling, required and recommended equipment, personal watercraft operation, water skiing, emergency signaling, radio-telephone operation, trailering and chart reading. Students who pass the test given at the end of the course will receive the PA Certificate of Safe Boating, which is valid in all 50 states. Please bring bag lunch. *Bob Wagner, PhD, US Coast Guard Captain*

Newtown Campus/ \$65 (text provided by instructor with no fee)/ RCEGN 6304 C01/ Sa, 2/16, 8 am-4 pm

## Life & Spirituality



### Accessing Your Intuitive and Creative Self

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

Newtown Campus/\$39 (plus \$25 materials fee payable to instructor)/ RCEGN 6742 C01/ Tu, 3/12 6:30-9:30 pm

### The ABCs of Stress Management: Keys for Success

**NEW**

*"The greatest victory you can ever achieve is the victory over yourself"* Lou Holtz, Former Notre Dame Football coach  
This workshop will provide participants with an understanding of and strategies for managing the thoughts, actions and feelings that prevent us from taking charge of our lives. *Patricia C. Grove, Ph.D.*

Newtown Campus/ \$35/ RCEGN 6772 C01/ Wed, 3/6, 7-9 pm

### Past Lives: The Theory and the Experience

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

Newtown Campus/\$39 (plus \$25 materials fee payable to instructor)/ RHEAL 0032 C01/ Tu, 3/5, 6:30-9:30 pm

Approved Hours: 3 (Act 48)

**ACT 48**

## Culinary



### Chinese Cuisine I - A Beginning Course

**NEW**

Discover the joy of Chinese cookery! Starting with the basics, you will learn the techniques needed to create delicious Chinese meals including such delicacies as fried rice, soups, steamed dumplings, wontons, dim sum and more. Talented Culinary student Zhiying Wu will be assisted by our very own Chef instructor Earl Arrowood, as they lead you through this hands-on Asian cooking adventure. *Zhiying Wu, A.A., CJB, assisted by Chef Earl Arrowood, CCC, CCE, AAC, M.Sc.*

Newtown Campus/ \$159 (plus \$25 materials fee payable to instructor)/ RCULI 4049 C01/ 4 Fri, 5/3-5/24, 6:15-9:15 pm

Approved Hours: 12 (Act 48)

**ACT 48**

### Self Help Series by Philip Holder

Dr. Philip Holder is a certified hypnotherapist, meditation master, published author, personal fitness trainer, and Shaolin Kung Fu Grandmaster. He has appeared in numerous magazines, on television, on radio, and is featured in a number of instructional video-tapes and on audio-tape. Let Dr. Holder show you the way to a better life in one of the following workshops. *Philip Holder, Ph.D.*

### Weight Loss, The Easy and Natural Way

Lose weight easily by changing your "relationship" with food. Are you a "comfort eater", do you make poor food choices, are you unmotivated to exercise or simply eat too much? This is NOT a diet. Hypnosis works by modifying attitudes and eliminating cravings at a subconscious level. It is safe and is as natural as daydreaming. *Philip Holder, Ph.D.*

Newtown Campus/\$39 (plus \$45 materials fee payable to instructor)/RHEAL 0047 C01/ Tu, 2/19, 6:30-9:30 pm

### Meditation Made Easy

Meditation is often shrouded in mystery. It is actually a great way to manage stress, increase productivity, develop intuitive and creative powers, reenergize, and improve your quality of life. We will provide simple tools to help you meditate effectively on your own, to reach a deep state of meditation. This is a wonderful opportunity to acquire skills that can benefit you for a lifetime. *Philip Holder, Ph.D.*

Newtown Campus/\$39 (plus \$45 materials fee payable to instructor)/RHEAL 0046 C01/ Tu, 2/26, 6:30-9:30 pm

#### See Also -

- Reiki, page 17
- Introduction to Ayurveda, page 17

### Thai's Tasty Treasures - An Introduction to Thai Cuisine

**NEW**

Thai food is a restaurant favorite – learn to create your own red, green and coconut curries, which can be adapted for both vegetarian and non-vegetarian palates. Learn to prepare fresh Thai dishes in this hands-on course, ranging from appetizers, soups, noodles, salads to main entrees, and discover the correct use of the multitude of spices used in Thai cuisine, turning the heat up or down according to your personal preference. NOTE: Many dishes contain coconut and/or nuts. *Gargi Seshadri, M.S.*

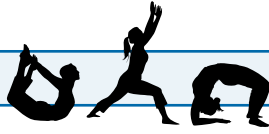
Newtown Campus/ \$129 (plus \$35 materials fee payable to instructor)/ RCULI 4036 C01/ 4 Fri, 3/1-3/22, 6:30-9:30 pm

Approved Hours: 12 (Act 48)

**ACT 48**



## Health & Fitness



### Ballroom Dance – Dance Like the Stars!

#### Wedding Dances: Slow Foxtrot and Rumba **NEW**

This is a great class for wedding couples, parents and guests, to get you ready for your special day. Bring your music selection and I will help you choreograph your first dance. Patterns from basic to intermediate are taught. You will learn how to hold your partner, lead and follow steps, and in no time at all, you'll be dancing like the stars! Couples and singles are welcome. *Margaret Menhardt*

Newtown Campus/  
\$65 per person, \$115 per couple/  
RFTNS 6030 C01/ 4 Mon, 4/8-4/29, 7-8 pm

#### Party Dance - Bachata **NEW**

This romantic, sizzling and versatile Latin dance is a must for wedding receptions. The fun, easy-to-learn Bachata can be danced on a small dance floor to most latin tunes. There will be time to practice at the end of each class. Couples and singles are welcome. *Margaret Menhardt*

Newtown Campus/  
\$65 per person, \$115 per couple/  
RFTNS 6031 C01/ 4 Mon, 4/8-4/29,  
8:05-9:05 pm

#### Swing and Jive **NEW**

Fast-paced, fun and exuberant, these dances will get you moving! Whether you want to "Rock around the Clock," or you're just "In the Mood", let us show you the basic to intermediate steps that will make you say, "Come Dance with Me!" There will be time to practice at the end of each class. Couples and singles are welcome. *Margaret Menhardt*

Newtown Campus/ \$55 per person, \$95 per couple/  
RFTNS 6032 C01/ 3 Th, 3/7-3/21, 7-8 pm

#### Cha-Cha and Cha-Cha Line Dance **NEW**

Experience the joy of this very popular, energetic latin dance. This easy-to-learn dance can be shared with a partner, or used at parties in many popular line dances. Basic to intermediate combinations, and two Cha-Cha line dances are easy to learn, fun to perfect! There will be time to practice at the end of each class. Couples and singles are welcome. *Margaret Menhardt*

Newtown Campus/\$55 per person, \$95 per couple/  
RFTNS 6041 C01/ 3 Th, 3/7-3/21, 8:05-9:05 pm

### Register Online!

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

### Metabolic Meltdown **NEW**

Are you tired of no or slow fitness progress? If your main goal is to improve your body composition (burn body fat/build lean muscle) and revamp metabolism then you absolutely must join this class that features a total body workout employing high-intensity work periods with short rest periods in an alternating set/circuit format that combines the muscle-building benefits of resistance training with the fat-burning benefits of interval training. The result is an exceptional workout that will supercharge metabolism for up to 48 hours post-workout, tone and tighten your whole body, blast stubborn fat, and get you into the best shape of your life. Bonus: Nutritional Counseling after every class!

*Wendy Yazujian*

Newtown Campus/ \$249/ RFTNS 8007 C01/  
Mon, Wed, & Fri, 2/25-4/5, 9:30 -10:30 am

### 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/ \$95/ RFTNS 0512 C01- C02/  
7-8 pm  
C01/ 8 Tu, 2/12-4/9 (no class 3/26)  
C02/ 8 Tu, 4/23-6/11

### Weigh It Forward: 9-Week Mini Camp

Work with your personal Health Coach to learn how to lose weight and keep it off. Your Health Coach will formulate your personal calorie count and then teach you the eight secrets of behavior modification so you can finally arrive at a healthy weight. Weigh in each week and benefit from the support of your Continuing Care group, as you go on this 9-week journey together. *Celine Hampson, M.S.H.Ed.*

**For More info call: (215) 968-8025**

Newtown Campus/ \$135/ RHEAL 0094 WB1/  
9 Th, 2/28-4/25, 5-6:30 pm

### How to Improve Your Relationships.

This workshop is designed to help you identify and correct the real issues in your relationship – be it with your spouse, partner or neighbor. Participants will examine how personality factors influence relationship dynamics, what triggers conflict, how to successfully resolve differences, and how to be happy in a relationship that sometimes feels less than perfect. Participants will learn better ways to communicate and other behaviorally-specific techniques that lend themselves to relationship satisfaction. Participants who complete this workshop will have increased personal insight, a new skill set and, perhaps more importantly, a new mindset. This is a fast-paced, fun course valuable for both individuals and couples. *Lori Hart, Ph.D.; Licensed psychologist*

**For More info call: (215) 968-8025**

Newtown Campus/ \$85/ RHEAL 0205 WB1/  
2 Tu, 3/12 & 3/19, 6-9 pm

Continued on page 69



## Yoga Relaxation and Fitness

Learn to soothe away your cares through breathing, meditation, stretching, poses, and more. The program will provide a gentle blend of the relaxation and physical aspects of Yoga. Discover your inner peace in this fast-paced world using specific breathing techniques designed to relieve stress. Students of all levels are welcome. Please bring a yoga mat (preferably) or a towel and wear comfortable clothing. *Jessica Petty, CYT, LMT*

Newtown Campus/ \$65/ RFTNS 0121 C01-C02/  
4:30-5:30 pm  
C01/ 5 Mon, 2/25-4/1 (no class 3/25)  
C02/ 5 Mon, 4/15-5/13

## ARC Lifeguard Training

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

### Pre-Requisites:

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

- 100 yards front crawl
- 100 yards breaststroke
- 100 yards elementary backstroke
- Tread water 2 minutes – legs only
- Timed retrieval of a weight from the bottom of the pool

*Jamie Bintliff*

Newtown Campus/ \$255/ PHPAH 1000 C01/  
Fri, 5/3, 6-9 pm; Sa & Su, 5/4-5/5, 8 am-4 pm;  
Sa, 5/11, 8 am-4 pm; Su, 5/12, 8 am-4 pm

## Zoomers - Adults - Age 50+

### The Taming of the Shrew



Wait a minute! Just who is the tamer and who is being tamed in this familiar Shakespeare comedy? Let us take another close look at a play which only seems so familiar. We may find more dimensions and diversions in the Katherina/Petruchio courtship than appear on the surface of the text. Shakespeare's genius gives us layer upon layer of insights into the drama of human relationships which he openly invites us to explore. Raise the curtain! *Will Bowers, M.A.*

Morrisville First Presbyterian Church/\$79 (includes book)/ RCEGN 8378 CA1  
10 Th, 2/28-5/16 (no class 3/21, 3/28), 10 am-noon  
Approved Hours: 20 (Act 48)

### The Canterbury Tales



Civilization thrives on artful storytelling, and no one excels at that art more than Geoffrey Chaucer. You will like his amazing variety of characters on their pilgrimage to Canterbury, and of course you will discover a feeling of powerful kinship with Geoffrey himself. His immense contribution to the success of our English language deserves special praise. Let us join his lively crowd for an armchair trip to the shrine of Thomas a Becket as delightfully retold in contemporary English by Peter Ackroyd. *Will Bowers, M.A.*

Morrisville First Presbyterian Church/\$79 (includes book)/ RCEGN 8379 CA1  
10 Tu, 2/26-5/14 (no class 3/19, 3/26), 10 am-noon  
Approved Hours: 20 (Act 48)

### Memoirs: Let's Get your Story Written!

Have you experienced a meaningful friendship worth remembering? Have you endured a tragedy or dark period that was difficult, but from which you emerged triumphant and stronger? Have you been part of a historic or meaningful event? Whatever your story, you've thought about writing down this material for posterity – you have a great story to tell – in fact, we all do! Now's the chance – from ideas to organization to grammar and style, come let us help you get your story written! Please bring notebook and pen or pencil to class. *Susan Van Dongen-Grigsby, B.A.*

Newtown Campus/\$49/RCEGN 8257 C01/  
4 Tu, 4/16-5/7, 7-9 pm  
Approved Hours: 8 (Act 48)



## Antiques and Collectibles:

### An Introduction to Evaluating, Appraising, and Establishing Value

Come discover evaluation and appraisal techniques which you can use for personal, legal or insurance purposes. Learn the proper way to investigate and establish value 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. Please bring one item for appraisal. *Daniel Worden, M.S.*

Newtown Campus /\$15/RCEGN 8090 C01  
Th, 4/25, 6-9 pm

## 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/ \$25 (plus \$2 materials fee payable to instructor)/ RCEGN 8650 C01/ Mon, 3/4, 6-9 pm

## Mah Jongg

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

Newtown Campus/ \$79 (plus \$8 materials fee payable to instructor)/ RCEGN 8652 C01/  
3 Wed, 3/6-3/20, 6-9 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 \$12 for AARP members, AARP ID required, and \$14 for non-members, CHECK OR MONEY ORDER TO AARP – NO CASH WILL BE ACCEPTED. *Timothy Aufmuth*

Newtown Campus/ \$0 / RCEGN 8050 C01-C02/  
C01/Tu & Wed, 3/19 & 3/20, 6-10 pm  
C02/Sa, 5/18, 8:30 am-4:30 pm

### AARP - Driver Safety Program 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 \$12 for AARP members, AARP ID required, and \$14 for non-members, CHECK OR MONEY ORDER TO AARP – NO CASH WILL BE ACCEPTED. *Atty VanHamel*

Newtown Campus/\$0/ RCEGN 8052 C01-C02/  
C01/Mon, 3/4, 6-10 pm  
C02/ Sa, 5/4, 8 am-noon

## Zoomers Computer Series

Do you want to learn or improve computer skills, but have been hesitant to take the plunge? This series is designed for adults ages 50+, teaching at your level, at your speed, and addressing issues that we all face in this fast-paced technological world! You too can be "Tech Savvy"!

### Computers for the Terrified – Don't be Afraid of the Mouse!

Computers are not as intimidating as they seem, once you get the hang of things. Learn how to turn on your computer and how to navigate in a Windows environment, so you'll be ready to move on to the next challenge. *Gargi Seshadri, M.S.*

Newtown Campus/\$49/ RCOSE 8026 C01/  
4 Mon, 3/4-4/1 (no class 3/25), 10 am-noon  
Approved Hours: 8 (Act 48)

ACT 48

### Where Did My File Go? Understanding File Management

Okay, now you know how to turn on your computer, let's take the next step! Learn how to search for files, open and save them, copy and move them, and download them from specific locations. No prior computer class required. This class is a prerequisite for MS Office classes offered in our Zoomer Computer Series, unless you can demonstrate knowledge of basic file management. *Gargi Seshadri, M.S.*

Newtown Campus/\$39/ RCOSE 8028 C01/  
3 Tu, 3/5-3/19, 10 am-noon  
Approved Hours: 6 (Act 48)

ACT 48

### Microsoft Office 2010 - A Beginner's Overview

A beginners' guide to Microsoft Office 2010 Suite: Word, Excel, Access, PowerPoint. You will gain an overview of each program and an understanding of how each one may be used at home or in the workplace. Students will need to bring a flashdrive, 2GB minimum. *Suzanne Vass-Tessier, B.A.*

Newtown Campus/ \$79/ RCOAP 8040 C01/  
4 Wed, 4/3-4/24, 6:30-9:30 pm  
Approved Hours: 12 (Act 48)

ACT 48

### Microsoft Word 2010

Whether for home or the office, learn to use Microsoft Word to prepare documents for business or personal use. Learn to navigate through the program easily, discover some basic editing tools, and much more - even learn to insert pictures and stylistic elements into the Word document. You too can use this powerful tool! (**Prerequisite:** Computers for the Terrified or Where did my File Go?, or be comfortable using a computer including managing and working with files.) *Gargi Seshadri, M.S.*

Newtown Campus/\$99 (includes text and CD)/  
RCOAP 8011 C01/ 4 Wed, 4/3-4/24, 9 am-noon  
Approved Hours: 12 (Act 48)

ACT 48

### Microsoft PowerPoint 2010

MS PowerPoint will allow you to make creative and professional looking presentations. Learn to use fonts and manipulate text, and discover how graphics, tables and charts can enhance the content of the presentation. Explore the use of animations, sounds, and transitions. Finally, learn strategies to effectively present to an audience and bring it all together for a final presentation. (**Prerequisite:** Computers for the Terrified or Where did my File Go?, or be comfortable using a computer including managing and working with files.) *Gargi Seshadri, M.S.*

Newtown Campus/ \$79 (includes text and CD)/  
RCOAP 8041 C01/ 4 Wed, 5/1-5/22, 10 am-noon  
Approved Hours: 8 (Act 48)

ACT 48

### I Have a Mac Computer – Help! An Introduction to Macintosh Os 10 Lion

Many of you have a Macintosh computer, and find it difficult to learn to navigate in this useful system. This course will show you how to work proficiently in the Mac OSX environment by managing files, customizing your work environment, and creating files using applications. Must know how to turn on a computer and operate a computer mouse before taking this class. *Staff*

Newtown Campus/\$85 (includes text)/  
RCOSY 8025 C01/ 3 Mon, 3/4-3/18, 9 am-noon  
Approved Hours: 9 (Act 48)

ACT 48

## Email – Yes You Can!

Sending an email is a terrific way to communicate with our family and friends. Learn how to create your own email address, send and receive messages, attach and open pictures, and safely stay in touch with those who are dear to you. *Allyson Hiltgen*

Newtown Campus/\$39/ RCOAP 8039 C01/

3 Tu, 4/2-4/16, 10 am-noon

Approved Hours: 6 (Act 48)



## Open your World with the Internet – Be Safe, Have Fun!



We can use the Internet to communicate with friends and family, to gather information, to make purchases, and much more. Surfing the Internet can be fun and rewarding, but many are fearful that they might invite scammers, viruses, etc. Come learn the ins and outs of using the Internet safely, and discover what you should do, and what you should avoid, to make your online browsing a successful pastime. You will learn about internet safety terminology, how to protect your computer from internet threats, email tips to avoid scams and spam, and explore techniques to stay safe while browsing the Internet. *Allyson Hiltgen*

Newtown Campus/ \$39/ RCOAP 8029 C01/

3 Mon, 4/15-4/29, 10 am -noon

Approved Hours: 6 (Act 48)



## Social Media – Making the Connection



Learn to navigate popular social media sites such as Twitter, Facebook, Blogger, and Pinterest! With social media you can communicate with friends and family, share photos and videos, learn about breaking news as it happens, interact with innovators in a field or your favorite movie star, wake up your inner memoirist, share recipes with cooks around the world, and much, much more. We'll explore resources to enhance your social media experience, and where to go for more information. Social media is here to stay, and it just keeps getting more interesting! Students should be comfortable using the internet, have an email account and know how to use it, and come to class with an open mind. *Margaret Montet, M.S.*

Newtown Campus/ \$39/ RCOAP 8042 C01/

3 Wed, 3/6-3/20, 7-9 pm

Approved Hours: 6 (Act 48)



## Ordering Textbooks

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



## The Community School of New Hope-Solebury

[www.csnhs.org](http://www.csnhs.org)

... a proud partner with Bucks County Community College. The Community School has provided exciting courses and travel opportunities since 1978.

- Culinary Arts
- Computers & Digital Photography
- Languages
- Hobbies
- Fitness
- Driver's Ed.
- Fine Arts & Crafts
- Travel

**Most classes are held at New Hope-Solebury High School.**

## Spring Classes held March-May

Please look for our course catalog inserted into your favorite local newspaper in August and September or visit our web site: [www.csnhs.org](http://www.csnhs.org)

**Register for classes through Bucks County Community College at 215-968-8409 (Option #1), online at [www.bucks.edu/communityschool](http://www.bucks.edu/communityschool) or fax form from inside back cover to 215-968-8320.**

**Didn't receive our course catalog or have questions?  
Call 215-497-8735 or email: [nancylawson@csnhs.org](mailto:nancylawson@csnhs.org)**

**The Community School of New Hope-Solebury offers continuing education through creative, physical and intellectual opportunities.**

Test Preparation



**College Entrance Boards Tutoring Course (SAT/PSAT)**

Newtown Campus/ \$259 (plus text)/ ATEST 1502 C05-C07, 9 am-12:30 pm  
C05/ 8 Sa, 1/12-3/2  
C06/ 8 Sa, 3/2-4/27 (no class 3/30)  
C07/ 8 Sa, 4/6-5/25

Upper Bucks Campus/\$259 (plus text)/  
ATEST 1502 C70/ 8 Mon, 1/7-3/4 (no class 1/21),  
6-9:30 pm

**Graduate Record Exam Preparation Course (GRE)**

*George Haiduck, B.S.*

Newtown Campus/ \$299 (plus \$30 for texts and computer CD)/ATEST 1521 C01/ 8 Sa, 3/2-4/27 (no class 3/30), 1:30-4:30 pm

**Law School Admission Test (LSAT) Preparation Course**

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

Newtown Campus/ \$199 (plus \$100 text)/  
ATEST 1522 C01/ 4 Sa, 3/2-3/23, 9 am-3 pm

**GMAT Preparation**

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

Online/ \$95/ ETEST 0030

see page 5 for dates.



**IBT TOEFL Test Preparation**

Adv. English skills and practice tests for the new TOEFL test

Newtown Campus/\$355 (includes text)/

ATEST 2502 C01/

Mon & Wed, 2/20-5/20 (no class 3/25, 3/27), 7-9 pm

**GED® Test Preparation – FREE**

The GED® is changing in January 2014!

Pass your test before the changes take place – the changes are going to make passing the GED® test even more challenging. 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 five GED® test subjects: reading, writing, mathematics, social studies, and science. 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.

**Spring Registration Dates:**

Upper Bucks Campus/3/25 & 3/27, 9 am or 6 pm

Lower Bucks Campus/3/25 & 3/27, 6 pm

Spring Class Schedule: 4/1-6/10 (no class on 5/27)

**For more information, please call Marie Banford at 215-504-8553 or Eunice Rush-Day at: 215-258-7741.**

**Register Online!**

For on-line registration please go to the following website: **[www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)**

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

## For Your Information

### • Continuing Education Programs

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

### • Tax Deduction

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

### • Lifetime Learning Credit

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

### • Employer Tuition Assistance

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

### • Course 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.

### • 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.

### • Emergency Closing

We may at times be forced to cancel classes. The most up-to-date information will be available on the college's website at [www.bucks.edu](http://www.bucks.edu). You can also register for BCCC 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>. Calls may also be made to the Continuing Education Office (215-968-8409). Information will be provided on the status of our classes. Rescheduling, if necessary, will be done as soon as possible.

### • Continuing Education Units

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

### • Staff Waivers

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

### • Senior Citizen Policy

Adults 65 and over may attend Certificate and Computer classes at 50% off the stated fee plus book fees. Please call for appropriate books/materials costs before registering. Due to the demand for these classes, we can only permit two seniors per class at this discount. Seniors may attend all other non-credit classes free of charge on a space-available basis. Note: ed2go, LERN, online construction classes, ProTrain, Gatlin, trips, Zoomers courses, and courses offered through the Community School of New Hope-Solebury are exempt from this policy. You will receive a course confirmation upon registration. However, if the class fills (with the exception of computer classes), you will be called and given the option to either pay for the class or to withdraw. Please note that it is the student's responsibility to pay materials and book fees. Please use registration form and check box regarding senior citizen status.

### • Senior Citizen Policy for Community School of New Hope-Solebury

Adults 60 and over may register for most courses at a \$10 dollar discount per class of \$35 or more. However, full tuition is required for some classes and all special workshops, trips, or events. There is no discount on course materials. Proof of age may be required.

### • Refund Policy

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

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

**If you have paid by check, your refund will arrive in three weeks. Visa, MasterCard, American Express or Discover payments will be credited to your account.**

**If you are not completely satisfied with our program, please contact the Director of Continuing Education and Workforce Development at 215-968-8104.**

**If you have a question concerning your evening/weekend class after 4:30 pm, please call the Student Service Center at 215-968-8081.**



# How To Register

## Register On-Line

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

## Other registration options:

### FAX

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

### Walk-In

Come in person (8 am-4 pm) to:  
Bucks County Community College,  
Continuing Education Office, Cottage 3,  
275 Swamp Road, Newtown, PA.  
Walk-in registrants are advised to call the Continuing Education Office prior to coming to inquire about seat availability.

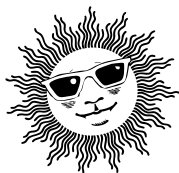
### Mail-In

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

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

### Phone-In

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



## Kids On Campus 2013

Better than ever! Next summer's enrichment programs, creative workshops and sports clinics will make your child's summer a learning experience and a fun adventure.

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

**Register early and plan for a great summer.**

**See our Spring issue for a sneak peak.**



**[www.bucks.edu/kidsoncampus](http://www.bucks.edu/kidsoncampus) \* [kidsoncampus@bucks.edu](mailto:kidsoncampus@bucks.edu)**

## Regional Sites

- Bucks County Community College  
Upper Bucks Campus  
One Hillendale Drive  
Perkasie, PA 18944  
215-258-7741
- Bucks County Community College  
Lower Bucks Campus  
1304 Veterans Highway  
Bristol, PA 19007  
267-685-4800
- Green Jobs Academy  
310 George Patterson Blvd.  
Suite 108  
Bristol, Pennsylvania 19007
- New Hope-Solebury High School  
180 West Bridge Street  
New Hope, PA 18938  
215-497-8735
- First Presbyterian Church of Morrisville  
771 N. Pennsylvania Ave.  
Morrisville, PA 19067  
215-295-4191
- Pennswood Village  
1382 Newtown-Langhorne Rd.  
Newtown, PA 18940  
215-968-9110
- Mad Golfer Golf Club  
114 Street Road  
Southampton, PA 18966

# Registration Form For Non-Credit Courses - Spring 2013

## Please Print

Name \_\_\_\_\_

Home Address \_\_\_\_\_ Birth Date \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Check if new address ☐

Email address\* \_\_\_\_\_

\*May we email you information about new and special programs? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you a returning student or is this your first class at Bucks? \_\_\_\_\_ New \_\_\_\_\_ Returning

How did you hear about the course (s)?  
\_\_\_\_\_ BCCC brochure \_\_\_\_\_ BCCC Web site  
\_\_\_\_\_ Newspaper \_\_\_\_\_ Friend/Relative  
\_\_\_\_\_ TV/Radio \_\_\_\_\_ Other \_\_\_\_\_

Are you taking this course at the request of your employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you anticipate being reimbursed by your employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please enter key code found in the box on the back cover of the brochure. \_\_\_\_\_

Registrant Signature \_\_\_\_\_

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!				<b>Total</b>

Student I.D.# \_\_\_\_\_

Check No. \_\_\_\_\_ Check issued by \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Security Code \_\_\_\_\_

See refund policy on **page 73**.

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.

To register: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister), P: (215) 968-8409, FAX: (215) 968-8320



**Bucks County Community College**  
Continuing Education, Workforce Development, Public Safety  
275 Swamp Road · Newtown, PA 18940  
215.968.8409 · [www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)

## Continuing Education Workforce Development Public Safety

Whatever Your Path, Take the Next Step Here...

### Ready When You Are

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



Look for our many online course options



### Kids On Campus

Look for our brochure in the mail!



### Continuing Professional Education

for Healthcare Professionals, CPAs, Engineers, Social Workers, Teachers,  
Alcohol Counselors, Project Managers, Real Estate Agents, and more

Interested in a degree or certificate?  
Call our Admissions Office for a credit  
course brochure at 215-968-8100

[bucks.edu/con-ed-courses](http://bucks.edu/con-ed-courses)  
[bucks.edu/howtoregister](http://bucks.edu/howtoregister)  
February-May, 2013

POSTAL CUSTOMER LOCAL

Non-Profit Org  
US Postage  
PAID  
Listmasters

Spr-1301