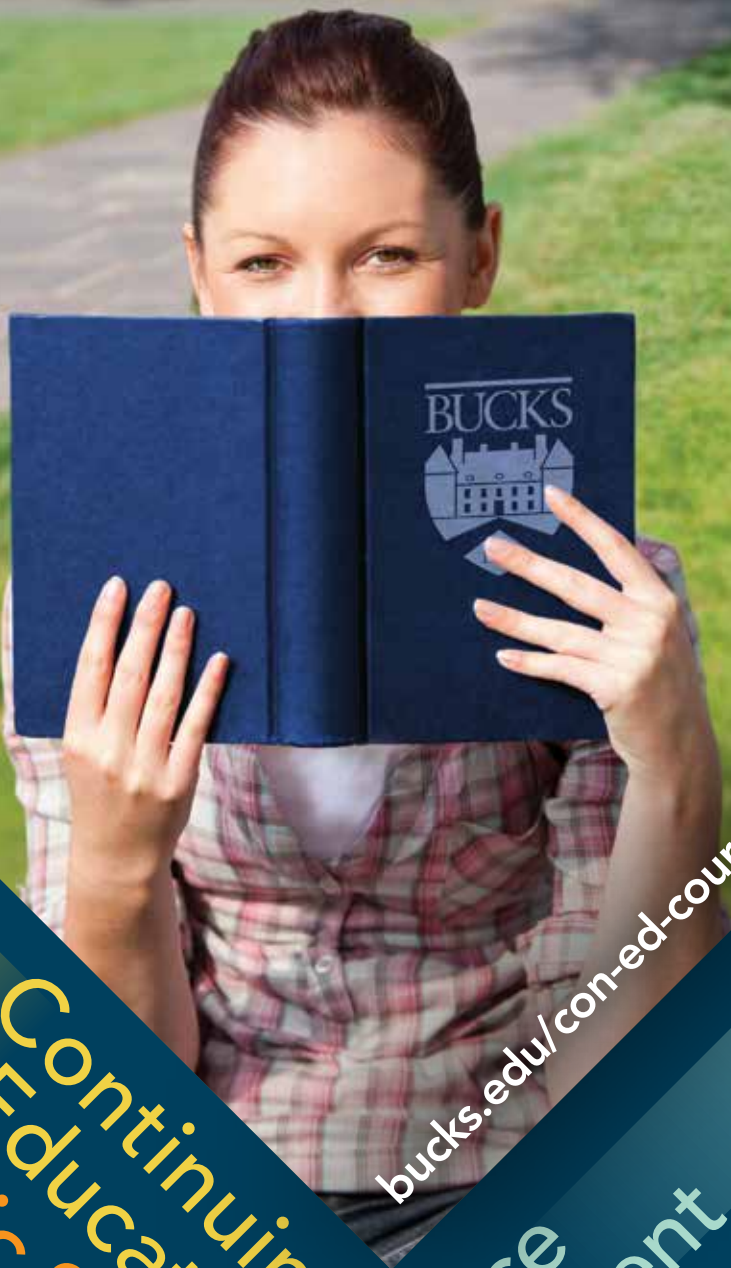


Pick Up a New Skill this Summer

Personal Enrichment Courses - page 54



bucks.edu/con-ed-courses

Continuing
Education
Public Safety
Workforce
Development



Bucks County
Community College

Summer 2013
May - August

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Grant Funded Industry Training



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 33**



Health Information Technologies - Healthcare Technology Specialist, Medical Reimbursement/Coding Specialist, Electronic Health Record Specialist - **More Info, Pages 14 and 49**

For more info on JobTrakPA:

215.497.8756

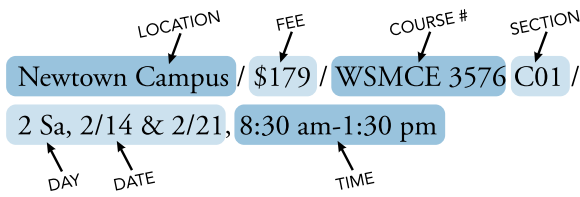
www.bucks.edu/skills

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



Kids On Campus 2013

Better than ever! This summer's enrichment programs, creative workshops and sports clinics will make your child's summer a learning experience and a fun adventure.

See **Page 58** in this brochure for new camps.

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

Register early and plan for a great summer.



www.bucks.edu/kidsoncampus * kidsoncampus@bucks.edu

Here are our new programs for 2013.

- Fun with Art
- Advanced Art Expressions
- Around the World in Five Days
- Stamp and Scrap
- Digital Video II
- Playtime Puppet Theater
- Kidz Biz Camp
- Castle Building
- Fitness Fun
- Creative Hair, Nails, & Skincare II
- Teenage Hair and Skincare
- Low Sew-No Sew Bags
- Tye Dye to Die for
- Hogwarts II
- Thousand Paper Cranes
- Planet Pioneers
- Electronic Excitement

For Camp Updates

follow us on facebook: www.facebook.com/kocbucks
or check our site: www.bucks.edu/newcamps

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 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
www.bucks.edu/act48



Online Training

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

Just look for
the online
mouse icon.



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



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.

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.

Online Training - cont'd

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

More Instructor-facilitated Online Courses

Every course includes an expert instructor.

Just look for
the online
mouse icon.



Learn More

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 for additional offerings. Look for the ed2go logo throughout the brochure.

A new section begins each month:

May 15

June 19

July 17

August 21

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.



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 to view a complete list of courses available.

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



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.

Emergency Closing/ Inclement Weather

We may at times be forced to cancel classes. Please 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>

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

Ordering Textbooks

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

Cultural Programming 2013

Coming Fall 2013!

A Family Favorite Returns to Bucks...

Golden Dragon Acrobats

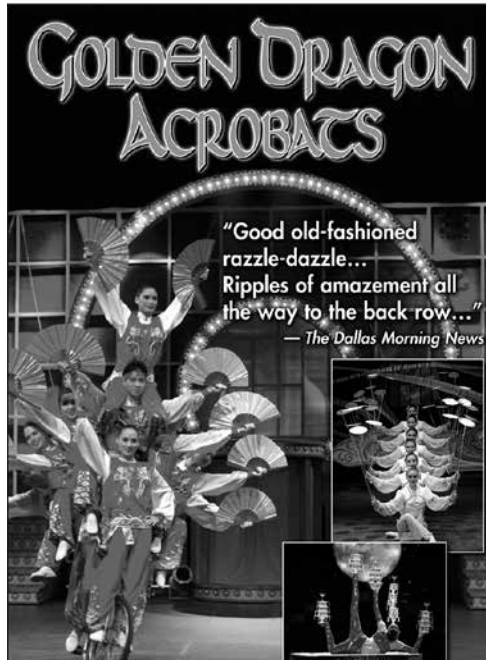
Sunday, September 29, 2013

Two performances: 2pm and 5pm

Tickets: www.bucks.edu/tickets

Info: www.bucks.edu/cultural

Phone: 215.968.8087



For further information and group sales please contact the Office of Community and Cultural Programming at 215.968.8087 or email leej@bucks.edu

- Cultural Events Calendar: <http://www.bucks.edu/cultural>
- Call 215-968-8087 for a brochure

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
- Allied Health Website: www.bucks.edu/alliedhealth
- To register, visit: www.bucks.edu/howtoregister, or call 215-968-8409 (Option #1)

Allied Health Certificates and Courses

9

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

CPR and First Aid Training 13

- All CPR and First Aid Courses

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Nursing..... 9

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- Practical Nursing Program

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- EKG/Phlebotomy Technician Comprehensive
- Phlebotomy Technician Hybrid
- Dental Assisting Program
- Gerontology
- Thanatology
- Personal Trainer
- Pharmacy Technician Comprehensive
- Physical Therapy Aide Program

Healthcare IT and Practice Management

13

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

Practice Management Courses 13

- Medical Transcription A to Z
- Medical Terminology

Grant Funded Healthcare Information Technology Courses 14

- Electronic Health Record & Practice Management and Medical Reimbursement/Coding Specialist Certificate Comprehensive Program
- Medical Reimbursement/Coding Specialist Certificate
- Electronic Health Record and Practice Management
- Medical Coding -Transition to ICD-10

Healing Arts & Massage Modalities

15

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

Healing Arts..... 15

- Harp Therapy
- Good Vibrations: An Introduction to Sound Therapy
- Reiki Courses

Massage Modalities 16

- Advanced Corrective Therapies
- Massage & Clients with Cancer
- Acupressure For Anyone – Your Health is in Your Hands
- Clinical Acupressure I: Basic Applications

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.

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: leodorem@bucks.edu
www.bucks.edu/radiography

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 leodorem@bucks.edu for updates. 

CT – WRADT 1210 W20/

MRI – WRADT 1211 W20/

Radiography – WRADT 1099 W20

Online MRI Fall Classes begin 9/9/13 -

WRADT 1207 W20 - Check us out online at:

www.bucks.edu/radiography

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

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

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

Check our website, www.bucks.edu/practical for 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

Approved by the Commonwealth of Pennsylvania State Board of Nursing.

Continued on page 10

Nurse Aide Training Program (130 hours)

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

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

To register: **Students must complete all required paperwork prior to contacting the Program Coordinator for an interview appointment. This appointment will include a paperwork review and if applicable, the assessment test.**

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

For more information about the Nurse Aide Program, please contact an Allied Health Coordinator at 215-968-8025

Approved by the Pennsylvania Department of Education

Nurse Aide Training Class times and details:

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

WB1/ Classroom: 11 Wed, 5/8-7/24, 9:30 am-3 pm (no class 7/3), 3 Thu, 5/9-5/23, 9:30 am-2 pm, Clinical: Pennswood Village / 8 Th, 5/30-7/25, 7 am-3:30 pm, (no clinical 7/4) (7/25, 7 am–2:30 pm)/ J. Thomas, R.N.

WB2/ Classroom: 11 Tues, 7/9-9/24, 4-9:30pm, 3 Thu, 7/11-8/1, 4-8:30pm, (no class 7/23 & 7/25) Clinical: Pennswood Village/ 8 Sat, 8/10-10/5, 7 am-3:30 pm, (no clinical 8/31) (10/5, 7 am–2:30 pm)/ C. Gillis, R.N.

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

W50/ Classroom: 11 Tue, 6/11-8/27, 9:30 am-3 pm (no class 7/2), 3 Thu, 6/13-6/27, 9:30 am-2 pm Clinical: HCR Manor Care/ 8 Thu, 7/11-8/29, 7 am-3:30 pm, (8/29, 7 am–2:30 pm)/ B. Gallagher, R.N.

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

W70/ Classroom: 11 Mon, 6/3-8/19, 9:30-3 pm, 3 Thu, 6/6-6/20, 9:30 am- 2pm (no class 7/1) Clinical: Life Quest/ 8 Thu, 6/27-8/22, 7 am–3:30 pm, (no clinical 7/4), (8/22, 7am- 2:30pm)/Staff

Continuing Education for Nurses

For more info, contact Janet Baker, Director, Allied Health, at : 215-968-8324 / email: bakerj@bucks.edu

Register Online!

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

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 Tues, 6/11 & 6/18, 6-9 pm

Other 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 examinations are 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)/ 13 Mon, 13 Wed & 11 Fri,
6/3-8/28, 8:30 am-12:30 pm (No Class 7/5)

Phlebotomy Technician Hybrid (90 hours)

This hybrid 90-hour certificate program prepares you to become an Phlebotomy Technician. You will learn medical terminology, vital signs, patient care skills, 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, laboratories, donation facilities, and physicians' offices. Upon successful completion of these courses you will be eligible to take the national certification exam for Phlebotomy Technician. The cost of the examination is not included in this course. *Gail Dittes, R.N.*

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

Optional Text: Phlebotomy Exam Review – Fourth Edition by R. McCall & C. Tankersley

Lower Bucks Campus/ WHPAH 0257 W20/
\$1819 (plus text)
Orientation/ Tu, 6/4, 6pm – 10pm
Class/Clinical/ 7 Tu, 6/11 – 7/23, 6pm – 10pm
Exam/Fri, 8/2, 6pm – 10pm
All other work online.

**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. *Lisa Jones*

Newtown Campus/\$1,605 (textbook included)
WHPAH 0701 WB1

WB1/ 11 Tu & 9 Th, 6/11-8/20, (no class 7/4),
6-9:30 pm

Gerontology - courses resuming Fall 2013

For more information please contact:

**Janet Baker, Director, Allied Health at:
215-968-8324 or email: bakerj@bucks.edu
or visit this site: bucks.edu/con-ed-courses**

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

Thanatology - courses resuming Fall 2013

For more information please contact:

Janet Baker, Director, Allied Health at: 215-968-8324 or email: bakerj@bucks.edu or visit this site: bucks.edu/con-ed-courses

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

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

Personal Trainer - offered Fall 2013

For more information please call: 215-968-8104 or coned@bucks.edu

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*

Pharmacy Technician Comprehensive (75 hours)

For more information please contact:

Janet Baker, Director, Allied Health at: 215-968-8324 or email: bakerj@bucks.edu or visit this site: bucks.edu/con-ed-courses

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

Text: 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, 5/28-8/22, (no class 7/4),
9 am-noon/ *Alan Vogenberg, R.Ph., FASCP*

WB2/ 13 Tu & 12 Th, 6/4 – 8/29, (no class 7/4),
6:30-9:30 pml *Dr. Joseph Urban, B.S. Pharmacy,
M.B.A., Doctor of Pharmacy*

Physical Therapy Aide Program (50 hours)

For more information please contact:

Janet Baker, Director, Allied Health at: 215-968-8324 or email: bakerj@bucks.edu or visit this site: bucks.edu/con-ed-courses

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 Minto, DPT*

Newtown Campus/\$1,405 (text included)/
WHPAH 0277 WB1/ 12 Mon, 6/3-8/19,
6-10 pm, & Mon, 8/26, 6-8 pm

See Also, Page 64: [Personal Enrichment Health and Fitness Courses](#)

For more info on Allied Courses, contact Janet Baker, Director, Allied Health, 215-968-8324 or email: bakerj@bucks.edu or visit our website at: www.bucks.edu/alliedhealth

CPR, First Aid Training & Safety

CPR and First Aid Courses

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

For more information please contact:

Janet Baker, Director, Allied Health at:
215-968-8324 or email: 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, 6/8, 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, 6/29, 9 am-3:30 pm

Approved Hours: 6 (Act 48)



Heartsaver Pediatric CPR & First Aid

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

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

PHPAH 0014 WB1/ Sa, 6/15,

9 am-3:30 pm

Approved Hours: 6 (Act 48)



CPR for Healthcare Providers - Certification

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

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

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

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

WB1/ Sa, 6/1, 9am – 3:30pm

WB2/ 2 Wed., 6/12 & 6/19, 6pm – 9pm

WB3/ Sa, 6/22, 9am – 3:30pm

WB4/ 2 Tue, 7/9 & 7/16, 6pm – 9pm

WB5/ 2 Thu, 8/8 & 8/15, 6pm – 9pm

WB6/Sa, 8/24, 9am – 3:30pm

Approved Hours: 6 (Act 48)



CPR Recertification for Healthcare Providers & Community

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

Prerequisite: Must have a current CPR card.

Newtown Campus/ \$65 (includes card)/

PHPAH 0004 WB1- WB5, 6-10 pm

WB1/ Thu, 6/6

WB2/ Wed, 6/19

WB3/ Mon, 7/8

WB4/ Wed, 8/7

WB5/ Mon, 8/19

Approved Hours: 4 (Act 48)



ARC Lifeguard Training

(Must be 15 years of age)

See page - 64

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/ \$1,299/ XHPAH 0227 HS1

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

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

Medical Terminology (40 hours)

This course is designed to provide you with an understanding of the "language" used in the medical field with emphasis on the special terminology used in medical billing and coding. Anatomical descriptive terms, names of tissues, organ systems, and the disease processes that are related to each body system will be included. *Gail Dittes, RN*

Online/\$500/WHPAH 0975 WB20/ 6/17 – 8/9



Ordering Textbooks

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

Grant Funded Healthcare Information Technology Courses



For more information contact:

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

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.

HIT Core Curriculum (Healthcare21) Self-Paced Online

- 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 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 49:

- **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 130-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/

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

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/ Fall 2013

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

Additional Offerings: Fall 2013

For more information on Harp Therapy, and Reiki Levels I and II, contact:

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

See also: [Hypnotherapy, page 53](#)

Reiki Level III – Advanced Reiki Training

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

Newtown Campus/ \$255 (plus \$35 materials fee paid to instructor)/RHEAL 0123 WB1/ Fri, 6/21, 6-9 pm & Sa, 6/22, 9 am-4 pm

Continued on page 16

For additional info on Reiki III, contact:

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

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 / Fall 2013

Massage Modalities

For more information please contact:

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

Advanced Corrective Therapies (21 CE hrs)



This "hands-on" course focuses on an advanced foundational cross fiber friction stroke to facilitate the body's healing process. Advanced Corrective Therapies lecture component uses computerized kinesiology animations as a visual tool to expand the therapist's knowledge of muscle fiber direction, agonist/antagonist relationships and strain patterns. This expanded understanding and review of anatomy and assessment prepares the therapist to identify overactive and inhibited muscles. Once identified, we will focus on navigating through superficial tissue to isolate and treat deep myofascial tissues. Through the process of choosing, then layering, appropriate corrective techniques, adhesions are released, rehydration is facilitated, and the agonist/antagonists' length/tension relationship is reestablished. You will leave this 3-day, hands on seminar with the skills to take these techniques immediately from classroom to your table.

Theresa Macy, LMT, CPDMT, CPT

Prerequisites: Graduate of an accredited 500-hour massage therapy program.

Supplies: Set of massage table sheets, headrest cover, unscented massage lotion or cream, massage table, note taking supplies

Recommended Text: Trail Guide to the Body by Andrew Biel

Newtown Campus/\$375/OHEAL 0108 WB1/
Fri/Sat/Sun, 5/31, 6/1 & 6/2, 9am-5pm

Massage & Clients with Cancer (8 CE hrs)

This course will introduce therapist to the "new thoughts" of dealing with clients who have cancer. A basic overview discussing cancer, its contraindications and approaching individuals who are still in treatment phase. Participants will be introduced to common medical terms, common side effects from treatment, lymphedema, levels of pressure and self-care.

Carrie Ann Wiedemann, LMT, MLD-CDT

Prerequisites: Massage Therapist, Nurse or Physical Therapist

Supplies: Massage Table & set of sheets.

Newtown Campus/\$199/OHEAL 0109 WB1/
Sat, 6/8, 9am-6pm

Acupressure For Anyone – Your Health is in Your Hands (24 CE hrs)

Acupressure for Anyone puts the extraordinary healing gifts of acupressure into the hands of ordinary people. It is designed to teach individuals of any age, profession or educational background to take charge of their own health using acupressure. Acupressure for Anyone provides simple methods that a person can apply on their own to enhance health, body awareness, and well-being. Acupressure formulas are given for common health issues such as headache, insomnia, colds & flu, digestion, etc. as well as powerful balancing formulas for managing stress and calming the mind and spirit.

Missy Oleaga, LMT

Prerequisites: None

Supplies: Bring Sheets, wear comfortable clothes

Newtown Campus/\$480/RHEAL 0087 WB1/
Tue-Fri, 6/11-6/14, 9am – 3:30 pm

Clinical Acupressure 1: Basic Applications (24 CE hrs)

This workshop teaches how to use acupressure to balance and energize the whole body and specific parts. Demonstration and practice show the application of formulas for all parts of the body, such as the head, neck, back, face, chest, abdomen, pelvis, legs and feet, arms and hands, and many symptoms, such as blood pressure, constipation, digestive problems, headaches, etc. You will learn to locate and access more than 35 potent acupressure points. In addition, you will also receive a clinical handbook and study guide with more than 70 specific acupressure formulas for specific body parts and conditions. Appropriate for clinical applications. This workshop is ideal for professionals with hands-on experience. Non-experienced practitioners should consider taking an introductory course such as the SEVA/Stress Release workshop or seek approval from the instructor. *Missy Oleaga, LMT*

24 CEUs:

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

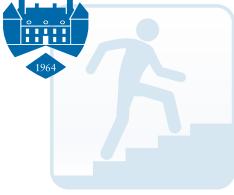
Newtown Campus/ \$595/OHEAL 0110 WB1/
Thur-Sun, 6/20-6/23, 9 am-3:30 pm

See Also, Page 64: [Personal Enrichment Health and Fitness Courses](#)

Workplace & Professional Skills



BUCKS



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

Workplace/Professional Certificate Programs

18

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

Child Development Associate.....	22	• Certificate in eMarketing Essentials	
Command Spanish® Language Programs ..	22	• Video Marketing Certificate	
Construction Certificates.....	24	• Certificate in Social Media for Business	
Fashion Design.....	25	• Certified Webinar Planner	
Food Service Industry.....	23	• Mobile Marketing Certificate	
• SERVSAFE® Certification		Operations Management/	
• SERVSAFE® Recertification		Process Improvement.....	20
Marketing & Business Services.....	18	• Lean Six Sigma	
• Business Research Certificate		• Project Management	
• Certificate in Customer Service		Technical Writing	23

Workplace/Professional Courses

25

• Business Coaching Certificate		• Using Personality Profiles for Better Work Performance	
• Designing Successful Webinars		• Signing Agent Training	
• Extraordinary Customer Service		Courses for Nonprofits.....	27
• Management Boot Camp		• Program Evaluation for Nonprofits	
• Media Buying Strategies		• Revenue Generation for Nonprofits	
• Notary Training			
• Supervisory & Leadership Certificate			

Small Business Courses

27

• 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			
• Google Analytics			

Green/Sustainable Programming

29

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

Green Building, Construction/ Environmental Remediation.....	29	Renewable Energy/Sustainability.....	30
• Home Inspection Master Course		• Sustainable Building Advisor Certificate	
• LEED AP BD+C		• EPA - HUD Certified Lead RRP Renovator INITIAL Training	
• LEED® Green Associate		• Energy Technician	
• LEED Green Associate Exam Preparation Study Group		Free Weatherization Training	
• Certificate in Green Construction		by SEPA RWTC	31

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/ 6/3-8/30



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

 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// 6/3-6/28

Extraordinary Customer Service

Online/ \$145/ ESMCE 4321 C31-C32/

C31/ 5/6-5/31

C32/ 7/1-7/26

 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/ 6/3-6/28

Boosting Your Web Site Traffic

Online/ ESMCE 4304 C30/ 7/1-7/26

Online Advertising


Online/ ESMCE 4305 C31-C32/

C31/ 6/3-6/28

C32/ 8/5-8/30

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

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/ 6/3-6/28

YouTube for Business

Online/ \$245/ ESMCE 0216 C31-C32

C31/ 5/6-5/31

C32/ 7/1-7/26

 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
C30/ 6/3-6/28

Marketing Using Social Media

Online/ ESMCE 4301 C30
C30/ 7/1-7/26

Integrating Social Media in Your Organization

Online/ ESMCE 4302 C30
C30/ 8/5-8/30

*Must take all three courses for certificate.

 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/ Fall 2013



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

 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/ 6/3-6/28

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

Online/ \$245/ ESBEN 0211 C30/ 7/1-7/26

Advanced Mobile Marketing

Online/ \$245/ ESBEN 0217 C31-C32/
C31/ 6/3-6/28
C32/ 8/5-8/30

 www.bucks.edu/LERNclasses

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.

Ordering Textbooks

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

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

Newtown/ \$485 /WSMCE 5406 C01/
10 Wed, 6/5-8/14 (no class 7/3) 6-9pm
Approved Hours: 30 (PMI, Act 48)

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 (PDUs) 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.

Text 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/ 6/1 - 7/8 (no class the week of 6/24)
Approved Hours: 30 (PMI, Act 48)



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

Online/ \$485 /WSMCE 5406 C20/ 7/29-9/2
Approved Hours: 30 (PMI, Act 48)



See Also

Microsoft Project Basic & Advanced 2010 - See Page 46

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.



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, 7/18, 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/

Classes forming for Fall 2013. For schedule, visit:

www.bucks.edu/academics/cwd/lean6sigma

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

Classes forming for Fall 2013. For schedule, visit:

www.bucks.edu/academics/cwd/lean6sigma

Approved Hours: 80 (PMP)

Black Belt Orientation Meeting

Newtown Campus/ XSMCE 1001 WB1

Th, 8/15/2013, 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

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 for more information about the CDA program. For information about the CDA Assessment, please go to the website for the Council for Professional Recognition at www.cdacouncil.org.

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

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

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

For further information please contact the Director of Continuing Education at: (215) 968-8104 or email 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/ Fall 2013

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/ 6/17-8/26

Required orientation at Newtown Campus, Mon, 6/17, 6:30-9:30pm, plus two additional on-site classes 7/15, 8/19

Approved Hours: 60 (Act 48, CDA)



CDA Renewal

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

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

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

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. Adobe InDesign, Photoshop or Illustrator


**Course I: Elements of Technical Writing I
Fall 2013**

Review basic English skills and identify the areas of technical writing that differ from standard writing.

Approved Hours: 12 (Act 48) 

**Course II: Elements of Technical Writing II
Fall 2013**

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.

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. **Fall 2013**



Course IV: Choose one of the following

- Introduction or Intermediate Word 2010 (online at www.ed2go.com/bucks)
- Introduction, Intermediate or Advanced Word 2010 - pages 45

Course V: Choose one of the following

- Adobe Illustrator, Basic or Advanced - page 48
- Adobe Photoshop, Basic or Advanced - page 48
- InDesign CS5, Basic or Advanced - page 48

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 Mon, 6/3 & 6/17, 8:30 am-5 pm
C02/ 2 Mon, 8/5 & 8/19, 8:30 am-5 pm

Chinese Language, *Betty L. Tsai*

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

SERVSAFE® Recertification

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

English Language, *William Rech*

Newtown Campus/ OSERV 0050 C01-C02
C01/ Mon, 6/10, 8:30 am-5 pm
C02/ Tue, 8/13, 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/ 6/24-9/1 - For complete descriptions of these courses, see www.bucks.edu/allcourses



Introduction to Construction Estimating - Start Anytime

ETMCO 1500 C30/ \$520 (includes text)

Essential Construction Math - Start Anytime

ETMCO 1501 C30/ \$520 (includes text)

Construction Blueprint Reading

ETMCO 1502 C30/ \$520 (includes text)

Estimating and Bidding 1

ETMCO 1503 C30/ \$520 (includes text)

Estimating and Bidding 2

ETMCO 1504 C30/ \$520 (includes text)

Construction Materials and Processes

ETMCO 1505 C30/ \$520 (includes text)

See Also -

Green Construction Classes - [Page 29](#)

Free Weatherization Training - [Page 31](#)

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.

Summer class dates are 6/24-9/1 (C30).

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

June 24 – September 1, 2013

Leadership and Motivation

ETMCO 2001 C30/ \$420 (plus \$156 text)

Construction Problem Solving and Decision Making

ETMCO 2003 C30/ \$420 (plus \$156 text)

Construction Cost Awareness

ETMCO 2006 C30/ \$420 (plus \$156 text)

LEED for New Construction:

Applying the Guidelines

ETMCO 3002 C30/ \$520

Building Green Buildings: The Contractor's Perspective

ETMCO 3003 C30/ \$520

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 62)
- A computer-aided design class such as Photoshop or Illustrator (page 48)

See Also -

- Personal Trainer, page 12
- Reiki, page 15
- Bedside Harp, page 15
- Hypnotherapy, page 53

Workplace/Professional Courses

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/ 6/3-7/26



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 C31-C32/
C31/ 5/6-5/31
C32/ 6/3-6/28



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.

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 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 C31-C32/
C31/ 5/6-5/31
C32/ 7/1-7/26



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 C31-C32/
C31/ 5/6-5/31
C32/ 7/1-7/26



Notary Training

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

Newtown Campus/\$75/ WSBEN 0130 C02-C05

C02/ Wed, 5/8, 6:30-9:30 pm
C03/ Sa, 6/8, 9 am-noon
C04/ Wed, 7/17, 6:30-9:30 pm
C05/ Sa, 8/10, 9 am-noon

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/ 6/3-7/26



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 C31-C32/
C31/ 5/6-5/31
C32/ 7/1-7/26



Signing Agent Training

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

Ronald Long, Esq.

Newtown Campus/\$155/ WSBEN 0131 C01-C03/
8:30 am-12:30 pm
C01/ Sa, 6/22
C02/ Sa, 7/27
C03/ Sa, 8/31



Ordering Textbooks

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

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/
C30/ 6/3-6/28



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/
C30/ 6/3-7/26



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 C31-C32/
C31/ 5/6-5/31
C32/ 7/1-7/26



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 safeguard your business and work information.

Online/ \$245/ ESBEN 0212 C31-C32/
C31/ 5/6-5/31
C32/ 7/1-7/26



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/
C30/ 6/3-6/28



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 C31-C32/
C31/ 5/6-5/31
C32/ 7/1-7/26



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 C31-C32/
C31/ 5/6-5/31
C32/ 7/1-7/26



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/
C31/ 5/6-5/31
C32/ 7/1-7/26



See Also...

- Certificate in eMarketing Essentials - **Page 18**
- Certificate in Social Media for Business - **Page 19**
- Mobile Marketing Certificate - **Page 19**
- Certificate in Customer Service - **Page 18**

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 C31-C32/
C31/ 5/6-5/31
C32/ 6/3-6/28

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/ Fall 2013

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.

Green/Sustainable Programming

Green Building, Construction/Environmental Remediation

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
C30/ 6/3-7/26



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, 7/27, 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
C30/ 6/3-7/26



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**

For complete course descriptions, visit:

www.bucks.edu/con-ed-courses

Course schedule:

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

Fall 2013

Visit our web site for updated information: www.bucks.edu/sba or contact Director, Continuing Education at (215) 968-8104, or 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 re-write 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-GJA2/ 8 am-5 pm

GJA1/ Mon, 6/17

GJA2/ Mon, 8/12

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 33). For more detailed information, please visit:

www.bucks.edu/skills or contact the Career Coach at jobsnow@bucks.edu.

New Program coming this Fall! Solar Thermal Closed Loop Troubleshooting

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 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, 6/3-6/7

GJA2/Mon-Fri, 7/15-7/19

GJA3/Mon-Fri, 8/18-8/23

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/ 6/17-6/25

GJA2/ 7/29-8/6

GJA3/ 9/4-9/12

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/ Mon-Fri, 7/8-7/12

GJA2/ Mon-Fri, 8/12-8/16

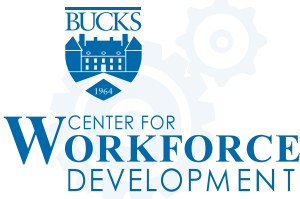
GJA3/ Mon-Fri, 9/16-9/20

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
- Center for Workforce Development Website: www.bucks.edu/cwd
- To register, visit: 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 Training Center32

- JobTrakPA Advanced Manufacturing/Energy Courses

Individual Course Offerings34

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

Advanced Manufacturing Training Center

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

New programs offered at the Advanced Manufacturing Training Center at the Green Jobs Academy in Bristol, Pennsylvania!

See Also:

Renewable Energy - see page 30

Weatherization - see page 31

Lab Hours Summer 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

Sample of Available Courses/Programs

- Introduction to Manufacturing
- Manufacturing Production Skills 1
- 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
- NIMS 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.

JobTrakPA Advanced Manufacturing/Energy Courses



For more information contact:
Denise Glick - 215.497.8756
email: jobsnow@bucks.edu
www.bucks.edu/skills

The Goals of JobTrak PA:

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

Special grant funding for those who qualify.
 Training offered at the Advanced Manufacturing Training Center in Bristol.

Credentialed Training Paths

All Certificates are potential training end-points.

CNC Machine Operator Certificate - 250 Hrs

- Introduction to Manufacturing
- Basic Trigonometry
- CNC Operator Processes

***NIMS**

Industrial Welding I Certificate - 250 Hrs

- Introduction to Manufacturing
- Welding Basics
- Sim Welding
- Welding Processes

***MSSC**

Production Technician Certificate - 200 Hrs

- Introduction to Manufacturing
- Manufacturing Production Skills

***MSSC**

Electro Mechanical Technician I Certificate - 470 Hrs

- Introduction to Manufacturing
- Manufacturing Production Skills
- Industrial Mechanical 1
- Industrial Electrical 1

***MSSC**

Energy Technician I Certificate - 148-240 Hrs

- Introduction to Manufacturing
- Manufacturing Production Skills
- Energy Management and Alternative Energy Technologies
- Power and Control Electronics
- Electric Relay Controls
- Electric Motor Controls
- Industry-specific elective, including:
 - * NABCEP Solar
 - * Installer
 - * BPI Energy Auditor
 - * Sustainable Building Advisor
 - * and more...

***MSSC**

Industrial PLC Certificate - 280 Hrs

- Introduction to Manufacturing
- Manufacturing Production Skills
- PLC Troubleshooting

***MSSC & PMMI**

AMIST 1 - Advanced Manufacturing/Integrated System Technology Certificate-720 Hrs

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

***MSSC, PMMI & IMTCPA**

*Course completers will sit for industry/nationally recognized certifications.

- MSSC - Manufacturing Skills Standards Council
- NIMS - National Institute of Metalworking Skills
- PMMI - PMMI Mechatronics
- IMTCPA - Industrial Maintenance Training Center of Pennsylvania

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

Advanced Manufacturing Training Center/ \$1,509
WTMCO 1611 WA1 & ETMCO 1611 W30/
Monthly start dates

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.

Advanced Manufacturing Training Center/ \$1,369
WTMCO 1124 WA1 & XTMCO 1124 WA1/
8 Tu & 4 Th, , 7/9-8/27 (Th-7/11, 7/25, 8/8, 8/22),
5:30-9:30 pm, Register for both WTMCO 1124
W50 & ETMCO 1124 WA1

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

Advanced PLC Programming

Gain advanced PLC programming experience using the S7 from Siemens. This course will take you through the powerful instruction set of a modern PLC. Topics include: Network communication, conversions, advanced math instructions, PID algorithms, interrupts, strings, and more. S7 PLC and software provided.

Prerequisites: Experience working with basic electricity and PLCs; PLC Troubleshooting (WTMCO 1124) or test outs.

Advanced Manufacturing Training Center/\$855/
WTMCO 1121/W50/8 Wed, 7/10-8/28, 5-8:45 pm

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.

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

Specific questions regarding the class can be addressed by emailing Mark Mattis directly at 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 44
- AutoCAD® 3D Modeling - page 44
- Revit® Architecture Basics - page 44



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

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

Professional/Personal Development

- Business Math
- Business Writing
- Change Management
- Coaching for Professionals
- Command Spanish® Occupation-Specific Spanish
- Communication Skills for the Workplace
- 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 by addressing worker development, retention and recruitment, connecting people to careers, highlighting best practices, and promoting communication. Let us help you prepare for your future.

Needs Assessment

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

For a free consultation, contact the Center for Workforce Development at: 215-968-8006 or cwd@bucks.edu

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

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



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
- 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

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

Earl "Rob" Freese III, M.S., Executive Director, Public Safety Training Centers
freese@bucks.edu

Fred Hashagen, Director of Facility Operations, Doylestown Facility
hashagen@bucks.edu

Nick Wuckovich, Assistant Director, Field Operations West
wuckovic@bucks.edu

Charles "Chas" Moritz, Assistant Director, Field Operations Southeast
moritzc@bucks.edu

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

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

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

www.bucks.edu/publicsafety



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

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 40

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

Cisco Networking Academy..... 39

Cloud Computing/Virtualization/

Mobile Computing 43

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

Computer Fundamentals/Digital Literacy 43

- Introduction to MAC OS X

Computer Graphics..... 48

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

Database Administration..... 41

- Introductory to Advanced Microsoft Database Courses

Healthcare Information Technology

Courses..... 49

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

Microsoft IT Academy 38

Microsoft's Visual Studio Development Environment 42

- Introductory and Advanced C# Courses

PC Repair/Operating Systems 42

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

Programming/Web Development..... 46

- HTML, XHTML & CSS
- Creating a Dynamic Website with PHP and MySQL (36 Hours)

Software Applications 44

- 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 40

Web Design Applications..... 47

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

Microsoft IT Academy - Go to 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.

Coming this Fall, Microsoft
Windows training for Server 2012

Microsoft
CERTIFIED
Approved Courseware

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)/

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

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

Newtown Campus/ \$950 (plus book fee) /

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

This course is designed for IT professional that plans 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 Ap- plication 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 Share- Point 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/ 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/
Newtown Campus/ 10 Mon & 10 Wed,
9/9-11/13, 6:30-10 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,
7/29-8/26, 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 C50

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 or at (215) 968-8132.

Cisco classes are now available at all 3 Bucks Campuses!!
Certification Information at www.cisco.com

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.

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 Tu & 9 Th, 6/25-8/29 (no class 7/1, 7/3), 6-10 pm

**Call our IT Academy for more information: 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



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



www.Prometric.com for Certification test offered by Prometric



www.Certiport.com for Certification test offered by Certiport

or call: 215-968-8068

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"

Database Administration

Coming this Summer/Fall SQL Server 2012 training

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

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 11 g: Database Administration I. You will get an understanding of simple UNIX commands, database architecture, software installation, database creation, storage management, schemas, security, data concurrency, network, data moving, backup and recovery.

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

Newtown Campus/ \$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

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.

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/ 6:30-10 pm C01/ Newtown Campus/ 12 Mon, 9/9-11/25

Advanced Programming using C# (42 hours)

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

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 C50/ 6:30-10 pm C50/ Lower Bucks Campus/ 12 Mon, 9/30-12/16

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

Computer Fundamentals/Digital Literacy

Free Computer Workshop (3 hours)

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

RCOSY 0016 C02, C51, C71/

6:30-9:30 pm

C02/ Newtown Campus/ Tu, 8/27

C51/ Lower Bucks Campus/ Tu, 9/10

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 C02, C51, C71/ 6:30-9:30 pm

C02/ Newtown Campus/ 3 Tu, 9/10-9/24

C51/ Lower Bucks Campus/ 3 Mon, 9/17-10/1

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 C02, C51, C71/ 6:30-9:30 pm

C02/ Newtown Campus/ 3 Tu, 11/5-11/19

C51/ Lower Bucks Campus/ 3 Tu, 10/15-10/29

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 C02, C51, C71/ 6:30-9:30 pm

C02/ Newtown Campus/ 3 Tu, 12/3-12/17

C51/ Lower Bucks Campus/ 3 Tu, 11/12-11/26

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

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

Introduction to MAC OS X (9 Hours)

This course teach 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 C02/ 6:30-9:30 pm

C02/ 3 Mon, 10/14-10/28

See also:

Zoomers Computer Series: page 67

Cloud Computing/Virtualization/Mobile Computing

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 C02/ 6:30-10 pm

C02/ 12 Mon & 11 Wed, 10/1-12/19 (no class 11/28)

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

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.

Lower Bucks Campus/ \$630 (plus book fee) 
WCOAP 6064 W50/ M-F, 7/22-7/28, 8:30 am-4:45 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, 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.

Lower Bucks Campus/ \$630 (plus book fee)/
WCOAP6065W50/M-F,8/12-8/16,8:30am-4:45pm
Approved Hours: 36, (Act 48, Engineers)


Revit®Architecture Basics

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

\$750 (plus book fee)/ WCOAP 6068 Classes offered in Fall 2013
Approved Hours: 36 (Act 48, Engineers) 

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 C02, C51, C52, C71, C72/ 6:30-9:30 pm
C02/ Newtown Campus/ 3 Th, 10/3-10/17
C51/ Lower Bucks Campus/ 3 Tu, 9/10-9/24
C52/ Lower Bucks Campus/ 3 Th, 6/13-6/27
C71/ Upper Bucks Campus/ 3 Th, 9/12-9/26
C72/ Upper Bucks Campus/ 3 th, 6/6-6/20
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 C02, C51, C52, C71, C72/ 6:30-9:30 pm
C02/ Newtown Campus/ 3 Th, 10/31-11/14
C51/ Lower Bucks Campus/ 3 Tu, 10/8-10/22
C52/ Lower Bucks Campus/ 3 Th, 7/11-7/25
C71/ Upper Bucks Campus/ 3 Th, 10/10-10/24
C72/ Upper Bucks Campus/ 3 Th, 7/11-7/25
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 C02, C51, C52, C71, C72/ 6:30-9:30 pm
C02/ Newtown Campus/ 4 Th, 11/21-12/19 (no class 11/28)
C51/ Lower Bucks Campus/ 4 Th, 11/7-12/5 (no class 11/28)
C52/ Lower Bucks Campus/ 4 Th, 8/8-8/29
C71/ Upper Bucks Campus/ 4 Th, 11/7-12/5 (no class 11/28)
C72/Upper Bucks Campus/ 4 Th, 8/8-8/29
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 C02, C51, C52, C71, C72/ 6:30-9:30 pm
C02/ Newtown Campus/ 3 Tu, 10/8-10/22
C51/ Lower Bucks Campus/ 3 Th, 9/12-9/26
C52/ Lower Bucks Campus, 3 Tu, 6/11-6/25
C71/ Upper Bucks Campus/ 3 Tu, 9/10-9/24
C72/ Upper Bucks Campus/ 3 Tu, 6/4-6/18
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 C02, C51, C52, C71, C72/ 6:30-9:30 pm
C02/ Newtown Campus/ 3 Tu, 11/5-11/19
C51/ Lower Bucks Campus/ 3 Th, 10/10-10/24
C52/Lower Bucks Campus/ 3 Tu, 7/9-7/23
C71/ Upper Bucks Campus/ 3 Tu, 10/8-10/22
C72/ Upper Bucks Campus/ 3 Mon, 8/5-8/19
Approved Hours: 9 (Act 48, CPA)

Continued on page 45

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 C02, C51, C52, C71, C72/ 6:30-9:30 pm

C02/ Newtown Campus/ 3 Tu, 12/3-12/17
 C51/ Lower Bucks Campus/ 3 Th, 11/7-11/21
 C52/ Lower Bucks Campus/ 3 Tu, 8/6-8/20
 C71/ Upper Bucks Campus/ 3 Tu, 11/5-11/19
 C72/ Upper Bucks Campus/ 3 Tu, 8/6-8/20
 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 C02, C51, C52, C71, C72/ 6:30-9:30 pm

C02/ Newtown Campus/ 3 Wed, 10/9-10/23
 C51/ Lower Bucks Campus/ 3 Wed, 9/11-9/25
 C52/ Lower Bucks Campus/ 3 Wed, 6/12-6/26
 C71/ Upper Bucks Campus/ 3 Wed, 9/11-9/25
 C72/ Upper Bucks Campus/ 3 Wed, 6/5-6/19
 Approved Hours: 9 (Act 48)

**Word 2010 Intermediate (9 hours)**

Microsoft Word 2010 enables you to quickly create \$185 (plus book fee)/WCOAP 0065 C02, C51, C52, C71, C72/ 6:30-9:30 pm

C02/ Newtown Campus/ 3 Wed, 11/6-11/20
 C51/ Lower Bucks Campus/ 3 Wed, 10/9-10/23
 C52/ Lower Bucks Campus/ 3 Wed, 7/10-7/24
 C71/ Upper Bucks Campus/ 3 Wed, 10/9-10/23
 C72/ Upper Bucks Campus/ 3 Wed, 7/10-7/24
 Approved Hours: 9 (Act 48)

**Word 2010 Advanced (9 hours)**

Microsoft Word 2010 enables you to quickly create \$185 (plus book fee)/ WCOAP 0066 C02, C51, C52, C71, C72/ 6:30-9:30 pm

C02/ Newtown Campus/ 3 Wed, 12/4-12/18
 C51/ Lower Bucks Campus/ 3 Wed, 11/6-11/20
 C52/ Lower Bucks Campus/ 3 Wed, 8/7-8/21
 C71/ Upper Bucks Campus/ 3 Wed, 11/6-11/20
 C72/ Upper Bucks Campus/ 3 Wed, 8/7-8/21
 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 C02, C51, C52, C71, C72/

C02/ Newtown Campus/ 3 Mon, 11/4-11/18, 6:30-9:30 pm
 C51/ Lower Bucks Campus/ 3 Mon, 10/12-10/26, 6:30-9:30 pm
 C52/ Lower Bucks Campus/ 3 Mon, 7/8-7/22
 C71/ Upper Bucks Campus/ 3 Sa, 10/12-10/26, 9 am-noon
 C72/ Upper Bucks Campus/ 3 Mon, 7/8 -7/22
 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 C02, C50, C51, C71
 C02/ Newtown Campus/ 3 Mon, 12/2-12/16, 6:30-9:30 pm
 C50/ Lower Bucks Campus/ 3 Tu, 6/4-6/18
 C51/ Lower Bucks Campus/ 3 Mon, 11/4-11/18, 6:30-9:30 pm
 C52/ Lower Bucks Campus/ 3 Mon, 8/5-8/19
 C71/ Upper Bucks Campus/ 3 Sa, 11/9-11/23, 9 am-noon
 C72/ Upper Bucks Campus/ 3 Mon, 8/5-8/19
 Approved Hours: 9 (Act 48)

**QuickBooks Pro/Premier (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 C02, C03, C51, C71/ 6:30-9:30 pm

C02/ Newtown Campus/ 5 Th, 9/26-10/24
 C03/ Newtown Campus/ 4 Mon, 6/3-7/8
 C51/ Lower Bucks Campus/ 5 Th, 11/7-12/12 (no class 11/28)
 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 C02/ 6:30-9:30 pm

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 C02/ 6-10 pm

C02/ 11/21
 Approved Hours: 4 (Act 48, CPA)
 Call our IT Academy for more information at: 215-968-8132

**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

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 C50,

C50/ Lower Bucks Campus/ 2 Sa, 9/28-10/5, 9 am-3:30 pm

C21/Online/ 6/4-6/30

C22/Online/ 10/7-11/2

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 C50

C50/ Lower Bucks Campus/ 2 Sa, 10/26-11/2, 9 am-3:30 pm

C21/Online / 7/8-8/3

C22/Online/ 11/11-12/14

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 C50 & C70/ \$185 (plus book fee)/ 6:30-9:30 pm

C50/ Lower Bucks Campus/ 3 Mon, 9/16-9/30

C70/ Upper Bucks Campus/ 3 Mon, 6/3-6/17

Approved Hours: 9 (Act 48)



HTML 5 Advanced (9 Hours)

WCOSY 6043 C50 & C70/ \$185 (plus book fee)/ 6:30-9:30 pm

C50/ Lower Bucks Campus/ 3 Mon, 10/14-10/28

C70/ Upper Bucks Campus/ 3 Mon, 7/8-7/22

Approved Hours: 9 (Act 48)



Java Scripting Basic (9 Hours)

\$185 (plus book fee)/ WCOSY 6044 C50 & C70/ 6:30-9:30 pm

C50/ Lower Bucks Campus/ 3 Mon, 11/11-11/25

C70/ Upper Bucks Campus/ 3 Mon, 8/5-8/19

Approved Hours: 9 (Act 48)



Java Scripting Advanced (9 Hours)

\$185 (plus book fee)/ WCOSY 6045 C50 & C70/ 6:30-9:30 pm

C50/ Lower Bucks Campus/ 3 Mon, 12/2-12/16

C70/Upper Bucks Campus/ 3 Mon, 9/9-9/23

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 C02 & C70 6:30-9:30 pm

C02/ Newtown Campus/ 6 Wed, 9/25-12/18

C70/ Upper Bucks Campus/ 11 Mon & 1 Tu. 10/7-12/17

Approved Hours: 36 (Act 48)



Ordering Textbooks

Texts required for Continuing Education courses may be ordered from the BCCC Bookstore (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 C02, C50, C52, C72
 C50/ Lower Bucks Campus/ 4 Th, 10/10-10/31, 6:30-9:30 pm
 C02/Newtown Campus/ 4 Tu, 6/4-6/25, 6:30-9:30pm (MAC Lab)
 C52/ Lower Bucks Campus/ 4 Mon, 6/3-6/24, 6:30-9:30pm
 C72/ Upper Bucks Campus/ 4 Wed, 6/5-6/26, 6:30-9:30pm C71/ Upper Bucks Campus/ 4 Mon, 9/9-9/30, 6:30-9:30 pm
 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 C02, C50, C52, C72
 C50/ Lower Bucks Campus/ 4 Sa, 11/9-12/7 (no class 11/30), 9 am-noon
 C02/Newtown Campus/ 4 Tu, 7/9-7/30, 6:30-9:30pm (MAC Lab)
 C52/ Lower Bucks Campus/ 4 Mon, 7/8-7/29, 6:30-9:30pm
 C72/ Upper Bucks Campus/ 4 Wed, 7/10-7/31, 6:30-9:30pm
 C71/ Upper Bucks Campus/ 4 Mon, 10/14-11/4 6:30-9:30 pm
 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 C02, C71
 C02/ Newtown Campus/ 5 Tu, 10/1-10/29, 6:30-9:30 pm
 C71/ Upper Bucks Campus/ 5 Sa, 9/21-10/19, 9 am-noon
 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 C02, C70-C71
 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
 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 C02, C51, C71/ 6:30-9:30 pm
 C02/ Newtown Campus/ 9/30
 C51/ Lower Bucks Campus/ 10/7
 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
 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 C02, C70/
6:30-9:30 pm

C02/ Newtown Campus/ 3 Wed, 12/4-12/18

C70/ Upper Bucks Campus/ 3 Tu, 7/9-7/23

Approved hours: 9 (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 C02, C50,
C71/ 6:30-9:30 pm

C02/ Newtown Campus/ 4 Mon, 9/9-9/30

C50/ Lower Bucks Campus/ 4 Wed, 3/6-3/27

C71/ Upper Bucks Campus/ 4 Wed, 9/11-10/2

Approved hours: 12 (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 C02, C71/
6:30-9:30 pm

C02/ Newtown Campus/ 4 Mon, 10/14-11/4, 6:30-9:30pm

C71/ Upper Bucks Campus/ 4 Wed, 10/16-11/6,

6:30-9:30pm

Approved hours: 12 (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 C02, C71/
6:30-9:30 pm

C02/ Newtown Campus/ 5 Th, 9/12-10/10

C71/ Upper Bucks Campus/ 5 Th, 9/12-10/10

Approved hours: 15 (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 C02, C71/
6:30-9:30 pm

C02/ Newtown Campus/ 5 Th, 10/24-10/21

C71/ Upper Bucks Campus/ 5 Th, 10/24-11/21

Approved hours: 15 (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 C02, C71/
6:30-9:30 pm

C02/ Newtown Campus/ 3 Th, 12/5-12/19

C71/ Upper Bucks Campus/ 3 Th, 12/5-12/19

Approved hours: 9 (Act 48)



Adobe Photoshop Basic (12 Hours)

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

\$245 (plus book fee)/ WCOAP 6020 C02, C51,
C71/ 6:30-9:30 pm

C02/ Newtown Campus/ 4 Wed, 9/4-9/25

C51/ Lower Bucks Campus/ 4 Tu, 9/25-10/16

C71/ Upper Bucks Campus/ 4 Tu, 10/15-11/5

Approved hours: 12 (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 C02, C51,
C71/ 6:30-9:30 pm

C02/ Newtown Campus/ 4 Wed, 10/9-10/30

C51/ Lower Bucks Campus/ 4 Wed, 10/30-11/20

C71/ Upper Bucks Campus/ 4 Tu, 11/19-12/10

Approved hours: 12 (Act 48)



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 C02, C70/
6:30-9:30 pm

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 C02, C51,
C71/ 6:30-9:30 pm

C02/ Newtown Campus/ 4 Mon, 10/7-10/28

C51/ Lower Bucks Campus/ 4 Th, 9/12-10/3

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

HealthCenter21 Self-Paced Online

- 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/ WITAC 4020

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.
 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/ WITAC 4030 C20/

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

Coming this Fall, PACS certification training

JobsNow

**See Also,
 Page 14**

- Electronic Health Record & Practice Management
- Medical Reimbursement/Coding Specialist Certificate
- Electronic Health Record and Practice Management
- Medical Coding -Transition to ICD-10

Register Online!

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

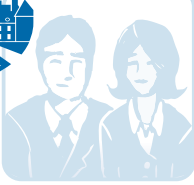
This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

Professional Credentialing

(keeping credentials up-to-date)



BUCKS



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

Professional Credentialing

For the professional who needs to keep up with important credentials.

ACT 48	50	Project Management	52
• Certificate in Online Teaching		• Project Management Strategies	
• Teacher Tool Belt – PART I & II		Real Estate	52
• Certificate in Teaching Adults		Hypnotherapy	53
• Gender in the Classroom			
Certified Alcohol Counselors	52		
• More Offerings Fall, 2013			
Certified Public Accountant	52		
Professional Engineers	52		

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 C31/ C31/ 5/13-5/17

Approved Hours: 16 (Act 48)



Building Online Communities in Cyberspace

Online/ ECPED 1502 C30/ 7/15-7/19

Approved Hours: 16 (Act 48)

Advanced Teaching Online

Online/ ECPED 1500 C30/ 8/26-8/30

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.

Teacher Tool Belt – PART I

Here's the help you need to successfully establish your classroom. Both beginning teachers and those who want a refresher will learn helpful strategies in classroom management, positive learning environment, and dealing with parents, helping you distinguish the difference between being an educator and being a teacher. *Jonice Arthur, M.S.*

Newtown Campus/ \$45/ OCPED 0586 C01/ Mon, 8/12, 6-9 pm

Approved Hours: 3 (Act 48)

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/ Mon, 8/19, 6-9 pm

Approved Hours: 3 (Act 48)



www.bucks.edu/LERNclasses

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/ Fall 2013
Approved Hours: 32 (Act 48)



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/ 6/3-6/28
Approved Hours: 16 (Act 48)



www.bucks.edu/LERNclasses

For additional Act 48 classes, see

- Fine Arts & Crafts, page 62
- Computer Fundamentals, page 43
- Computer Software Applications, page 44
- Foreign Language, page 57
- Certified Alcohol Counselors, Fall 2013

Look for the Act 48 logo throughout the brochure.



More Online Classes for Teaching Professionals



Visit our website at www.ed2go.com/bucks

A new section begins each month:

- May 15
- June 19
- July 17
- August 21

ed2go

Learn More

For more information on how to register for ed2go classes see **page 6**.

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 Credentialing

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.pdhenginer.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 24
- Green & Sustainability, page 29
- Lean Six Sigma, page 21
- Project Management, page 20
- AutoCAD® & Revit®, page 44

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

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.

Eligible courses include:

- Access - page 44
- Excel - page 44, 45
- Introduction to MS Outlook 2010- page 45
- Quickbooks - page 45

Certified Alcohol Counselors - More offerings, Fall 2013

Project Management

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

Online/ \$485 (plus \$87 for textbooks)/
WSMCE 5405 C20/ 6/1 - 7/8 (no class the week of 6/24)
Approved Hours: 30 (PMI, Act 48)



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

Online/ \$485 /WSMCE 5406 C20/ 7/29-9/2
Approved Hours: 30 (PMI, Act 48)



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

Classroom / \$485 /WSMCE 5406
Newtown/ C01/ 10 Wed, 6/5-8/14, 6-9pm (no class 7/3)
Approved Hours: 30 (PMI, Act 48)



Introduction to Microsoft Project 2010

For complete description, see page 46

Microsoft Project 2010 Advanced

For complete description, see page 46

BCCC is a PMI R.E.P.

(Registered Education Provider)



Project
Management
Institute

See also: [Massage Modalities, page 16.](#)

[SERVSAFE® Recertification: Classes in English & Chinese - page 23.](#)

Hypnotherapy

For more information on Hypnotherapy and Certified Hypnotherapist & Certified Master Hypnotherapist 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 Mon, 6/3, 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/ Wed-Fri, 6/12-6/14, 10:00am-6:30 pm, Mon-Th, 8/2-8/15, 10:00am-6:30pm, & Fri, 8/16, 10:00am-3:00pm.

All other learning is online.

Fall 2013

Newtown Campus/ Fri-Sun, 9/27-9/29, 10:00am-6:30 pm, Fri-Mon, 12/6-12/9, 10:00am-6:30pm, & Tu, 12/10, 10:00am-3:00pm.

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*

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

Fall 2013

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-Fri 10/7-10/11, 10 am-6:30 pm, & Sat 10/12, 10 am-3:30 pm

Certified Hypnotherapy/ Hypno-Counseling Instructor

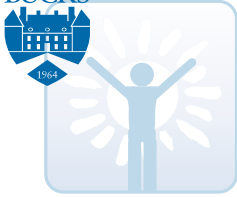
Attention Certified Hypnotherapists... If you have advanced certification in Hypnotherapy, you may be eligible to become a Certified Hypnotherapy/Hypno-Counseling Instructor with Master's Center (Institute of Hypnosis Sciences, Inc.) and the International Medical Dental Hypnotherapy Assoc., through Bucks 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.

Fall 2013

Newtown Campus/ \$999/ WSMCE 5235 C01
Tu-Fri, 11/12-11/15, 10 am-6:30 pm, & Sat 11/16, 10am-3pm



BUCKS



- For more information visit: www.bucks.edu/con-ed-courses
- To register, visit: 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.

Children, Youth, & Parenting	58	Life & Spirituality	63
• This Summer's Camps at a Glance		• Paul's Letter to the Romans	
American English as a Second Language 54		• The Book of Revelation	
• Beginning, Intermediate, and Advanced		• Introduction To The Work of Byron Katie	
• Computer Literacy Series for ESL Students		• The Madness of Clutter – Clear you clutter, clear your life!	
• Easy English Courses		• The Art of Spiritual Dreaming	
Culinary	63	Literature and Writing	57
• Desserts around the World		• Write Better...Write Away	
• Wok 'N Walk Tour of Chinatown		• Memoirs: Let's Get your Story Written!	
Fine Arts, Crafts	62	Music	60
• Digital Photography		• Guitar for the Adult Beginner Courses	
• Drawing Courses		• Harmonica for the Adult Beginner	
• Painting Courses		• Harp Therapy	
• Stained Glass		• Private Music Lessons	
• Wood Turning for Adults		Test Preparation	68
Foreign Language	57	The Community School	66
• Elementary American Sign Language, Spanish, Advanced Spanish Conversation, Reading & Grammar, French, Conversational Japanese, Italian		Zoomers - Adults - Age 50+	65
General Interest	61	• AARP - Driver Safety Program & Refresher	
• Instant Speed Reading		• Skincare and Menopause	
• Unleash Your Brain: Increase Your Memory		• Memoirs: Let's Get your Story Written!	
• Blogging - Start a Blog That Matters		• Antiques and Collectibles	
• You're On the Air... How to Really Make it in Voice-Overs		• Canasta	
• Homeowners Haven		• Mah Jongg	
Health & Fitness	64	• The Passion of Opera	
• Ballroom Dance – Dance Like the Stars!		• Classical Music: Listening with Confidence	
• Tai-Chi Chuan		Zoomers Computer Series	67
• Weigh It Forward: 9-Week Mini Camp		• Computers for the Terrified – Don't be Afraid of the Mouse!	
• How to Improve Your Relationships.		• Where Did My File Go? Understanding File Management	
• Yoga Relaxation and Fitness		• Microsoft Office 2010 - A Beginner's Overview	
• ARC Lifeguard Training		• Microsoft Word 2010	

American English as a Second Language

Free Placement Meeting!

Wednesday, May 15, 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 May 17!!
- To register, call 215-968-8409 (Option #1)
- For ESL information, call 215-968-8413 or send an email to: shadym@bucks.edu
- Classes are 8 weeks long.
- For more English practice, sign up for 2 or more classes!

continued on page 55

Beginning ESL

Newtown Campus

ESL Course 1A

LESLA 0009 C01 & C02
\$315 (includes text)

ESL Course 1B

LESLA 0010 C01 & C02
\$315 (includes text)

Conversation and Culture

LESLA 0215 C01 & C02
\$185 (includes text)

All Levels Writing

LESLA 0501 C01 & C02
\$185 (includes text)

Mondays and Wednesdays

C01/ June 3-July 24, 10 am-12:30 pm
C02/ June 3-July 24, 7-9:30 pm
For students with very limited English skills

Mondays and Wednesdays

C01/ June 3-July 24, 10 am-12:30 pm
C02/ June 3-July 24, 7-9:30 pm
For advanced beginners, all English skills studied

Thursdays

C01/ June 6-August 1 (no class July 4); 10 am-12:30 pm
C02/ June 6-August 1 (no class July 4); 7-9:30 pm
For high beginning to intermediate speakers

Tuesdays

C01/ June 4-July 23, 10 am-12:30 pm
C02/ June 4-July 23, 7-9:30 pm
Writing skills will be taught at each student's own level

Lower Bucks Campus

Beginning ESL

LESLA 0009 C50
\$315 (includes text)

Tuesdays and Thursdays

June 4-July 30 (no class July 4), 7-9:30 pm
For students with very limited English skills

Intermediate ESL

Newtown Campus

Intermediate ESL 2A

LESLA 0216 C01 & C02
\$315 (includes text)

Intermediate ESL 2B

LESLA 0217 C01 & C02
\$315 (includes text)

Intermediate ESL 2C

LESLA 0218 C01 & C02
\$315 (includes text)

Conversation and Culture

LESLA 0215 C01 & C02
\$185 (includes text)

All Levels Writing

LESLA 0501 C01 & C02
\$185 (includes text)

Mondays and Wednesdays

C01/ June 3-July 24, 10 am-12:30 pm
C02/ June 3-July 24, 7-9:30 pm
All English skills studied

Mondays and Wednesdays

C01/ June 3-July 24, 10 am-12:30 pm
C02/ June 3-July 24, 7-9:30 pm
All English skills studied

Mondays and Wednesdays

C01/ June 3-July 24, 10 am-12:30 pm
C02/ June 3-July 24, 7-9:30 pm
For high intermediate students to prepare for advanced level

Thursdays

C01/ June 6-August 1 (no class July 4); 10 am-12:30 pm
C02/ June 6-August 1 (no class July 4); 7-9:30 pm
For high beginning to intermediate speakers

Tuesdays

C01/ June 4-July 23, 10 am-12:30 pm
C02/ June 4-July 23, 7-9:30 pm
Writing skills will be taught at each student's own level

Lower Bucks Campus

Intermediate ESL

LESLA 0216 C50
\$315 (includes text)

Tuesdays and Thursdays

June 4-July 30 (no class July 4), 7-9:30 pm
All English skills studied

Advanced ESL

Newtown Campus

Advanced ESL 3A
 LESLA 0317 C01 & C02
\$315 (includes text)

Advanced ESL 3B
 LESLA 0318 C01 & C02
\$315 (includes text)

Adv. Pronunciation
 LESLA 0319 C01
\$185 (includes text)

All Levels Writing
 LESLA 0501 C01 & C02
\$185 (includes text)

Mondays and Wednesdays
 C01/ June 3-July 24, 10 am-12:30 pm
 C02/ June 3-July 24, 7-9:30 pm
 All English skills studied

Mondays and Wednesdays
 C01/ June 3-July 24, 10 am-12:30 pm
 C02/ June 3-July 24, 7-9:30 pm
 All English skills studied

Thursdays
 June 6-August 1 (no class July 4); 10 am-12:30 pm
 Pronunciation/accents reduction, speaking

Tuesdays
 C01/ June 4-July 23, 10 am-12:30 pm
 C02/ June 4-July 23, 7-9:30 pm
 Writing skills will be taught at each student's own level

Lower Bucks Campus

Advanced ESL 3A
 LESLA 0317 C50
\$315 (includes text)

Tuesdays and Thursdays
 June 4-July 30 (no class July 4), 7-9:30 pm
 All English skills studied

Test Preparation

Newtown Campus

IBT TOEFL Test Preparation
 ATEST 2502 C01
\$375 (includes text)

Mondays and Wednesdays (Now, during the day!)
 C01/June 3-July 24, 10 am-1 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 0102 C01/ \$189 (includes text)/ 8 Thursdays, June 6-August 1, (no class July 4), 10 am-12:30 pm

Easy English 3

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

Online/ \$95/ EESLA 0207/ See page 6 for dates.





Foreign Language

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

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

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

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

Mandarin Chinese

Greg Tang, M.S.

Newtown Campus/\$165 (plus \$25 book fee; \$32 CD optional; same book for all levels)

Approved Hours: 15 (Act 48)

Course I: RLANG 0568 C01

6 Tue, 6/4-7/9, 6:30-9 pm

Course II: RLANG 0569 C01

6 Tue, 7/16-8/20, 6:30-9 pm



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 Mon, 7/1-8/19

Course III: RLANG 0407 C01/

8 Wed, 6/26-8/14



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, 6/11-8/13; 6:30-8:30 pm

Approved Hours: 20 (Act 48)



French

Alexandra Nelson, B.A.

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 0030 C01/

8 Tue, 5/28-7/16, 6:30-8:30 pm

Course II: RLANG 0031 C01/

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



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



Learn More

Approved Hours: 24 (Act 48) See page 6 for dates.



Italian

David Arcangeli, B.A., B.Th.

Newtown Campus/ \$229 (plus \$20 book fee, same book for all levels)

Approved Hours: 25 (Act 48)

Course I: RLANG 0209 C01

5 Tu & Th, 6/4-7/9 (no class 7/4), 7-9:30 pm

Course II: RLANG 0214 C01

5 Tu & Th, 7/16-8/15, 7-9:30 pm



All texts can be purchased in the Newtown Campus college bookstore.

For bookstore hours, see:

www.bucks.edu/bookstore or call 215-968-8459.

Literature and Writing

Write Better... Write Away

Whether you'd like to improve your writing at work, you're looking to write creatively, or want to polish up what goes into your social networking, this class will help rid you of the angst that writing can cause and put you on the "write" track. Learn the parts of speech and how to use words along with proper punctuation to form the perfect sentence. Improve the flow of your sentences to form a concise paragraph and link paragraphs together to form a clear body of writing. Not only will you be able to avoid the most common mistakes but you'll see how to spot your mistakes and correct them before they cause you trouble! *Roman Griffen, Freelance Writer*

Newtown Campus/\$49/RCEGN 1520 C01

4 Wed, 7/10-7/31, 7-9 pm

Approved Hours: 8 (Act 48)



Memoirs: Let's Get your Story Written!

For full description, see Zoomer Section, page 65

Newtown/ \$49/ RCEGN 8257 C01/

4 Tue, 7/9-7/30, 1:30-3:30 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/ 215-968-8459) or from a vendor of your choice.



Kids On Campus 2013

For more info:
www.bucks.edu/kidsoncampus
kidsoncampus@bucks.edu

Better than ever! Kids on Campus enrichment programs, creative workshops and sports clinics will make your child's summer a learning experience and a fun adventure.

The 2013 Summer brochure is available by calling **215-968-8016 (Option 1)** or emailing snyderr@bucks.edu.

REGISTRATION IS ONGOING

To register, visit: www.bucks.edu/howtoregister, or call: 215-968-8409 (Option 1)

Please check periodically as new camps may be added throughout the summer.

For newly added camps and camp filled status, check online at: www.bucks.edu/kidsoncampus.

AGES 5-6

JUNE 24-28

- Sports Bonanza
- Seuss on the Loose

JULY 1-5

- Go Wild
- Disney Princes
- Incredible, Edible Experiments and kitchen magic
- Under the Sea

JULY 8-12

- Welcome to Berenstain Bear country
- Digging Dinos
- Go Wild
- Fun with Art
- Recipe for Science
- Super Gym
- Beginning Golf ½ day

JULY 15-19

- Playtime Puppet Theater
- Craft Kaleidoscope

JULY 22-26

- Dance, Dance, Dance
- Sports Bonanza
- Treasure Island- Life as a Pirate

JULY 29-AUG 2

- Super Gym
- Recipe for Science

AUG 5-9

- Around the world in five Days
- Recipe for Science
- ABC's & 123's
- August 12-16
- Super Gym
- Bug Bonanza

AGES 7-9

JUNE 24-28

- Lego Animation
- American Girl
- Ultimate escapes
- Write On
- Kaboom
- Decathlon: Track, Field & fitness
- Mountain biking/ Disc golf
- 3D sculpture for Multidimensional Kids
- Creature Feature
- Wanna Be A Star-2 weeks
- Let's Get Growing

JULY 1-5

- Ultimate escapes
- Totally Skateboard
- Fitness Fun
- Baseball-Pitching & Hitting Clinic
- Awesome Artists

JULY 8-12

- Basketball
- Lego Animation
- Classy Glass
- Ultimate Escapes
- Kaboom
- Super Summer Readers
- Decathlon Camp: Track, field, fitness
- Fabulous fishing
- Get crafty with paper
- Mountain Biking/Disc golf
- Toys and Sew Much More

JULY 15-19

- Lego animation
- Art Expressions
- Stamp and Scrap
- Tennis Anyone?
- Fitness fun
- Super Gym II
- Beginner's Lacrosse for boys & girls

JULY 22-26

- Basketball
- Lego Animation
- Scratch it
- Tunes & Tambourines
- Mathmania & computer fun
- Fitness Fun
- Environmental Explorers I

JULY 29-AUG 2

- Lego animation
- Tennis Anyone?
- Study skills for Savy Students
- Fabulous fishing
- Creature Feature
- Tye Dye to die for

AUG 5-9

- Lego animation
- Dance, Dance, Dance
- American Girl Camp
- Tennis Anyone?
- Kaboom
- Mathmania & computer fun
- Super gym II
- Inline Skating
- Ultimate Frisbee

AUGUST 12-16

- Flag football
- Lego animation

For Camp Updates follow us on facebook: www.facebook.com/kocbucks
or check our site: www.bucks.edu/newcamps

AGES 10-13

JUNE 24-28

- Lego Animation
- Kaboom
- Decathlon: Track, Field & Fitness
- GuardStart: Lifeguarding tomorrow
- Kids Biz
- Get Crafty with Paper
- Student Racing Challenge
- Camp A Cappella-2 weeks
- Mountain Biking/ Disc golf
- Lego Robotics
- NASTAR
- Kid Kuisine I

JULY 1-5

- Totally skateboard
- Fitness fun
- Low Sew-No sew Bags
- Adventure Games
- Intro to flash
- Baseball-Pitching & Hitting Clinic
- Thousand Paper Cranes
- Kids Kuisine-Baking I
- Fabulous Fishing

JULY 8-12

- Basketball
- Lego Animation
- Environmental Explorers II
- Digital video II
- Kaboom
- Decathlon Camp
- Project Fashion
- Game Maker
- Totally Hands on Science
- Robotics/Rocketry I
- Jazz workshop
- Musical Theater-3 weeks
- Mountain biking/Disc golf
- CSI- Crime Scene Investigation
- Lego Robotics
- Dreamweaver
- Electronic Excitement
- Kids Kuisine II-Intermediate

JULY 15-19

- Lego animation
- Environmental Explorers II
- Foto fun
- Stamp and Scrap
- Tennis Anyone?
- Podcasting
- Fitness fun
- Mock Trial
- Beginners Lacrosse for boys and girls
- Hogwarts
- CSI-Crime Scene Investigation
- Digital Photography
- Planet Pioneers
- Kids Kuisine –Baking II

JULY 22-26

- Basketball
- Art Expressions
- Lego Animation
- Mathmania& computer fun
- Project fashion
- Fitness Fun
- Mock Trial II
- Field Hockey
- Creating Digital Music
- Music and Voice Production
- Robotics/Rocketry I
- Intramural Sports
- Hogwarts
- Underwater ROvers
- Clay animation
- Digital Photography
- Wood turning

JULY 29-AUG 2

- Lego Animation
- Tennis Anyone?
- Castle building
- Digital video
- Study Skills for Savy Students
- Gamemaker
- Woodturning
- Kids on campus Peer Leadership Camp
- Creating digital Music
- Hogwarts II
- Cardboard Regatta
- Clay animation
- Create a Tote
- Incredible Edible Art
- Kid Kuisine IV-Cook-Off
- Underwater ROvers

AUG 5-9

- Lego Animation
- Tennis Anyone?
- Aspiring Actors-2 week camp
- Kaboom
- Mathmania & computer fun
- Podcasting
- Rocketry II
- Creative Hair Styling & Nail Care
- Music and Voice Production
- Girls+Science=Fun
- Student Racing Challenge
- Inline Skating
- Ultimate Frisbee
- CSI-Crime Scene Investigation
- Fabulous Fishing

AUGUST 12-16

- Flag Football
- Adventures in Comic Creation & Scratch
- Capture the Moment
- Newscast
- Totally Hands on Science
- NASTAR Camp
- Creative Hair, Nails, and SkinCare 2
- Brilliant Bridge Builders
- Incredible Edible Art
- 101 T shirt Projects

AGES 13+

JUNE 24-28

- Decathlon: Track, Field & Fitness
- Guard Start: Lifeguarding
- Camp A Cappella- 2 weeks
- Mountain Biking/ Disc Golf

JULY 1-5

- Totally Skateboarding
- Teenage Hair and Skincare
- Low sew-No sew Bags
- Intro to Flash

JULY 8-12

- Basketball
- Decathlon Camp: Track, Field & fitness
- Project Fashion
- Game Maker
- Jazz Workshop
- Musical Theater-3 week camp
- Mountain biking/ Disc Golf
- Dream weaver

JULY 15-19

- Tennis Anyone?
- Podcasting
- Robotic Arm
- Beginner's Lacrosse for boys and girls

JULY 22-26

- Basketball
- Project fashion
- Woodturning
- Mock Trial II
- Creating Digital Music
- Music and Voice Production
- Underwater ROvers

JULY 29-AUG 2

- Tennis Anyone?
- Game Maker
- Woodturning
- Creating Digital Music
- College Entrance Exam Prep (PSAT/SAT)
- Underwater ROvers
- Advanced Art Expressions
- Kids Kuisine IV- Cook Off

AUG 5-9

- Tennis Anyone?
- Podcasting
- Robotic Arm
- Inline Skating
- Music and Voice Production
- Ultimate Frisbee

AUGUST 12-16

- Flag football
- Creative Hair, Nails, and Skincare 2
- Brilliant Bridge builders
- 101 T-shirt Projects

ACT Now! - Achieving College Transitions Now

Please join us for this informative session that will help you succeed in college. ACT Now is designed to impact postsecondary education access and retention by improving secondary to post-secondary transition planning for students with physical, learning, visual, hearing and psychological disabilities. ACT Now develops knowledge, skills, and behaviors by delivering transition preparation that will help improve your opportunities for success in College.

Marie Cooper, M.S., & Marge Zipin, Ed. D.
Newtown Campus/\$75 (plus \$5 materials fee)/
RCEGN 6608 C01/ 3 Wed, 7/10, 7/17 & 7/24, 6-8 pm

Music

Guitar for the Adult Beginner

The less experienced you are the better! Learn to play chords and simple strumming patterns as well as easy blues scales and get started playing the guitar. In just 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 1163 C01/
6 Mon, 6/3-7/8, 6:30-7:30 pm
Approved Hours: 6 (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 1173 C01-C02/
C01/ 6 Mon, 6/3-7/8, 7:45-8:45 pm
C02/ 6 Mon, 7/15-8/19, 6:30-7:30 pm
Approved Hours: 6 (Act 48)



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.

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



Classical Music: Listening with Confidence

Please see description in Zoomer Section page 65
6 Wed, 6/5-7/10, 10 am-noon

The Passion of Opera

Please see description in Zoomer Section page 65
3 Wed, 7/17-7/31, 10 am-noon

Classes for the following instruments

- Banjo
- Clarinet
- Flute
- Guitar
- Oboe
- Piano
- Saxophone
- Percussion
- Violin
- Voice

General Interest

Instant Speed Reading 

Increase your reading speed in just one class! Discover how to stop your eyes from fighting the reading process so you glide across the page without eyestrain. Get rid of the reading hang-ups that are slowing your reading experience. Whether for work or school, or you just want to catch up on summer reading, we will show you how to increase your reading speed while improving reading comprehension. This method was created by Dave Farrow, designated as Sony's speed reading spokesperson for the Sony Reader. *Wendy Richmond, B.S.*

Newtown Campus/RCEGN 1532 C01/ \$35

Mon, 6/10, 6:30-9 pm

Approved Hours: 2.5 (Act 48)



Unleash Your Brain: Increase Your Memory 

Do you think you have a poor memory? Are you always forgetting where you left your car keys, or that one last item on your "to do" list? Or do you just want to stop forgetting why you walked into a room? Discover the system created by a Guinness Record holder for greatest Memory. Imagine how your friends, family, teachers, clients, co-workers or boss will react when they see that you can: easily recall names, dates and facts, effortlessly recall details from conversations exactly when you need them, and quickly learn foreign language vocabulary. In only one session, you will triple your memory, learn the secret to triggering your long term memory at will, and unleash perfect focus when you need it most. This system was featured on Live with Regis and Kelly, CNN, Fox News, The Today Show, Discovery Channel, and more. *Wendy Richmond, B.S.*

Newtown Campus/RCEGN 4203 C01/ \$35

Tue, 6/11, 6:30-9 pm

Approved Hours: 2.5 (Act 48)



Blogging - Start a Blog That Matters

You too can be a blogger! Experienced blogger Gargi Seshadri will guide you through the basics of finding an ideal blog setting, and will help you set up an attractive blog that is right for you. Learn about blog hosting options, template designs, adding content and posting, adding images and video and marketing to your audience. Great for beginners who want to join the blogging world. Prerequisite: Basic file management knowledge and a good working knowledge of the internet. *Gargi Seshadri, M.S.*

Newtown Campus/\$69 /RCOAP 1076 C01

3 Thu, 7/11-7/25

Approved Hours: 6 (Act 48)



You're On the Air. . . How to Really Make it in Voice-Overs

Voice-overs are hot today! You don't have to be an actor to get voice-over work, but it certainly doesn't hurt! With such notable talent as Morgan Freeman, Glen Close, and Alec Baldwin lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! In this class you'll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business! You'll step up to the microphone to do some practice recording, and best of all, hear the results. *Bill Sleeper*

Newtown Campus/\$35/RSBEN 0005 C01

Mon, 6/17, 7-9 pm,

Approved Hours: 2 (Act 48)



Homeowners Haven

Welcome to Homeowner's Haven! Here you will learn the fundamentals needed to get the job done right - by YOU! Feel that sense of pride and accomplishment when you complete a home improvement project on your own! Student safety and proper inspections will be emphasized in all courses. *John Homan*

Plumbing for the Homeowner

Working with copper and plastic pipe, learn the processes of sweating and solvent welding, and other plumbing areas.

Lower Bucks Campus/RCEGN 5966 C50/\$89 (plus \$25 materials fee payable to instructor)

2 Wed, 6/19-6/26, 6:30-9:30 pm

Approved Hours: 6 (Act 48)



Wired! – Electrical wiring made easy

Learn to install an electrical switch, a three-way switch, a GFCI receptacle, a ceiling fan, and a light fixture.

Lower Bucks Campus/RCEGN 5967 C50/\$89 (plus \$25 materials fee payable to instructor)

2 Wed, 6/5-6/12, 6:30-9:30 pm

Approved Hours: 6 (Act 48)



Drywall Installed!

Learn how to install and repair drywall, including repairing cracks and holes, and proper finishing methods.

Lower Bucks Campus/RCEGN 5968 C50/\$89 (plus \$25 materials fee payable to instructor)

2 Wed, 7/3-7/10, 6:30-9:30 pm

Approved Hours: 6 (Act 48)



How to Service and Install Electrical Main and Sub Panels

Learn to service and install a Main and Sub-Panel in your home.

Lower Bucks Campus/ RCEGN 5964 C50/ \$129

3 Wed, 7/17-7/31, 6:30-9:30 pm

Approved Hours: 9 (Act 48)





Drawings and Ink Abstraction - Broaden your Artistic Vision! **NEW**

Let your art speak metaphorically! Explore how drawing when combined with various media and styles of abstraction can broaden your visual vocabulary. Fluid glazes and marbled washes will be paired with naturalistic drawings to fuse contemporary concepts with personalized expression. Delve into inking methods from Suminagashi (Japanese ink marbling) to graphite and metallic powder pours. Mylar as a transparent drawing surface will also be explored. *Csilla Sadloch, B.A.*

Newtown Campus/\$199 (plus \$10 materials fee payable to instructor)/RFNRT 0718 C01
8 Th, 6/6-8/1 (no class 7/4), 6:30-9:30 pm
Approved Hours: 24 (Act 48)

Creative Collage **NEW**

Give wings to your creativity through the art of collage. Collage can be as simple or as complicated as you'd like. It is the original "recycling" approach to materials in art-making; taking the old and making it new. In this hands-on class you will create artworks using magazines, decorative papers, fabrics, and more. Participants will be guided to design their own works on paper, and encouraged to push personal boundaries in art making. *Danielle Cargas, B.S.*

Newtown Campus/\$79 (plus \$20 materials fee payable to instructor)/RFNRT 3471 C01
3 Wed, 6/12-6/26, 6-8:30 pm
Approved Hours: 7.5 (Act 48)

Painting the Figure from Life - be Expressive! **NEW**

Find your own point of view to painting in a quick and expressive way using a live model. We will delve into color and finding the palette that best works for you, the ideal brushes, canvas or panel, and other materials. Through our discussion of drawing, anatomy, drapery, design, composition, etc., you will find the skills to paint a figure from life. For beginners to advanced painters. *George Thompson, B.F.A.*

Newtown Campus/\$225 including live model fee; (plus \$150 for materials)/RFNRT 2529 C01
6 Mon, 6/24-7/29, 6-9 pm
Approved Hours: 18 (Act 48)

Wood Turning For Adults

In this hands-on intensive workshop, explore appropriate tool selection, lathe selection, sharpening, safety, sanding and finishing. In addition to daily demonstrations, you will spend most of your time working on your project, with a separate one-way lathe available for each student. Limited enrollment, so sign up early. *Ed Ryan*

Newtown Campus/\$425 (plus \$50 materials fee payable to instructor)/RFNRT 3318 C01
Mon-Fri, 6/24-6/28, 8:30 am-4:30 pm
Approved Hours: 37.5 (Act 48)

Alla Prima Painting

The idea of Alla Prima Painting is to quickly render the subject before the subject moves or the environment changes, 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 Thu, 7/11-8/15, 6-9 pm
Approved Hours: 18 (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 includes field trips, 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 Tu, 6/25-8/6, 7-9 pm Approved Hours: 14 (Act 48)

Photographic Portraiture **NEW**

Get the most out of your 35mm digital camera using Photoshop and Adobe's image processing program. Discover what it takes to go from the idea to the finished print, while working on projects in-studio, internal, and external locations. Learn depth-of-field control and motion/panning techniques, on-camera flash synchronization, and image processing and printing. A basic knowledge of digital photography and printing is recommended. *Thomas DeLorenzo, A.A.*

Newtown Campus/ \$235/ RFNRT 2573 C01/
8 Thu, 6/6-8/1 (no class 7/4), 6:30-9:30 pm
Approved Hours: 24 (Act 48)

Watercolor - Awash with Color

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. Students are encouraged to bring their own photographic reference materials. Emphasis will be on promoting creativity and the realization of the artist's vision A materials list will be mailed prior to class. *Gail Bracegirdle, B.F.A.*

Newtown Campus/ \$129 (plus approx. \$120 for materials)/ RFNRT 2522 C01/
4 Tu, 6/4-6/25, 6:30-9:30 pm
Approved Hours: 12 (Act 48)

Life & Spirituality



Paul's Letter to the Romans **NEW**

The Apostle Paul traveled the Mediterranean world, sharing his experiences of Jesus, basic Christian doctrine, and his instructions for living. Come delve with us into this New Testament book to discover what is written, and to discuss our viewpoints on the controversial text. Designed for those who are not familiar with the Bible, this course will also shed new light for those who are. Members of all faiths welcome. Please bring a copy of the Bible and notepad to class. *George Berkin, B.A.*

Newtown Campus/\$115/RCEGN 4104 C01
5 Mon, 6/10-7/8, 6:30-9:30 pm
Approved Hours: 15 (Act 48)



The Book of Revelation **NEW**

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

Newtown Campus/\$115/RCEGN 4105 C01
5 Mon, 7/15-8/12, 6:30-9:30 pm
Approved Hours: 15 (Act 48)



Introduction To The Work of Byron Katie **NEW**

Do you believe everything you think? Do you believe you are what you think? In this introduction to The Work of Byron Katie, you are invited to begin a new relationship with your mind. The Work is a simple yet powerful method of self-inquiry. Katie's four questions let you glimpse what's going on inside your mind; are you ready to do The Work? *Jean Kuhn, M.S.Ed.*

Newtown Campus/\$45/RCEGN 4204 C01
4 Wed, 7/24-8/14, 7-8:30 pm
Approved Hours: 6 (Act 48)



Culinary



Desserts around the World **NEW**

No need to travel to learn to prepare tempting and decadent desserts from around the world! Take the mystery out of preparing such exotic desserts as Indian Kulfi, Italian Tiramisu, English Trifle, French pastries, Greek delicacies, Middle Eastern sweets, and more. Discover simple methods to create delightful treats to impress friends and family. The types of recipes are subject to change based on the number of students and seasonal availability of ingredients. No prior cooking or baking knowledge required. Please note some dishes contain nuts. *Gargi Seshadri, M.S.*

Newtown Campus/ \$129 (plus \$40 materials fee payable to instructor)/ RCULI 1402 C01/
4 Mon, 6/10-7/8 (no class 7/1), 6:30-9:30 pm
Approved Hours: 12 (Act 48)



The Madness of Clutter – Clear you clutter, clear your life!

Discover how clutter curtails opportunities, creates delays, and even promotes depression. Target major areas in your home, such as entrance, kitchen, bedroom, or office, by applying the rules of Feng Shui and Ba Gua guidelines to promote beneficial energy flow, and create balance and harmony in your life. Change 27 things, and see your world shift! Bring many clear pictures of your home or office to share. *Laila Wah, Dipl., AcR.Ac & CH*

Lower Bucks Campus/ \$79/ RCEGN 6773 C50/
4 Thu, 6/6-6/27, 6:30-8:30 pm

The Art of Spiritual Dreaming **NEW**

We believe a dream is a real life experience an individual has on another plane of God. Improve your dream recall, discover self-guided dream interpretation, and unlock the spiritual significance or inner meanings of your dreams. Please bring at least one dream to work on, and we will help you decode the spiritual meaning of these dreams. We will discuss such topics as past life dreams, prophetic dreams, dreams with your inner spiritual guide, dreams of direct contact with spirit through light and sound, and waking dreams, which are symbols and synchronicities that appear in your everyday life. *Christopher and Lisa Gage*

Newtown Campus/ \$35/ RCEGN 6748 C01/
2 Tue, 7/9-7/16, 6:30-8:30 pm
Approved Hours: 4 (Act 48)



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. *Melissa Pickersgill, B.A.*

Newtown Campus/\$39 (plus \$45 materials fee payable to instructor)/RHEAL 0046 C01/ Th, 8/29, 6-9pm

See Also -

- Reiki, page 15
- Sound Therapy, page 16

Wok 'N Walk Tour of Chinatown

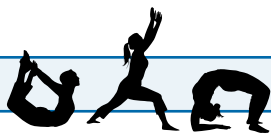
Great Mother's Day Gift!

Join Celebrity Chef Joseph Poon and his team on this insider's tour of the history, culture and food of Chinatown. Chef Poon and his team conduct a Chinese calligraphy and writing demonstration, a Chinese vegetable carving lesson and walking tour of the chef's community including stops at a fortune cookie factory, Asian Supermarket with discussion of Chinese herbs, Chinese place of worship, a Chinese bakery and more. 10:30 am tour followed by lunch. *Chef Joe Poon*

PLEASE NOTE: Class will be held at Chef Kitchen at 1010 Cherry Street, 2nd floor, Philadelphia. Directions will be included with confirmation.
\$65 (includes meal) /RCULI 2801 CA1
Sat, 6/1, 10:30 am-1:30 pm



Health & Fitness



Ballroom Dance – Dance Like the Stars!

Salsa

Latin dancing is a romantic, sizzling, and fun way to connect with your dance partner. The Salsa will get you moving! Learn how to hold your partner, lead and follow steps, as you learn basic to intermediate combinations. Couples and singles are very welcome. *Margaret Menhardt*

Newtown Campus/ \$65 per person, \$125 per couple
RFTNS 6043 C01/ 4 Thu, 6/6-6/27, 7-8 pm

Swing and Jive

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/ \$65 per person, \$125 per couple/
RFTNS 6044 C01/ 4 Mon, 6/3-6/24, 7-8 pm

Tai-Chi Chuan

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

Newtown Campus/ \$95/ RFTNS 0512 C01 /
8 Tu, 6/25-8/13, 7-8 pm

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

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-C03/
4:30-5:30 pm
C01/ 5 Mon, 6/3-7/1
C02/ 5 Mon, 7/8-8/5
C03/ 5 Mon, 8/12-9/16 (no class 9/2)

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

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.

Zoomers - Adults - Age 50+

Classical Music: Listening with Confidence 

Are you ready for a joyful romp through the evolution of Western Art Music (commonly called “Classical” music)? We’ll listen to and discuss examples from the Gregorian chants of the Middle Ages to the minimalist operas of the Twentieth century. Emphasis will be placed on memorable works of each stylistic period and the innovative composers who initiated transformations in musical style. What do you listen for when you listen to music? Join us as we learn about melody, harmony, rhythm, form, genre, instruments and more, and see why music is called the universal language. *Margaret Montet, M.M.*

Pennswood Village/ \$69 / RMUSC 8002 C01/
6 Wed, 6/5-7/10, 10 am-noon
Approved Hours: 12 (Act 48)

The Passion of Opera  

Attending an opera performance can be a transformative experience. Since the Renaissance, composers have been combining music, acting, storytelling, costumes, and scenery with symbolism, mythology and history to create a comprehensive musical experience. Explore the history of opera and discover the innovators of the art form such as Gluck, Mozart, Verdi, Puccini, Bizet, and Wagner. Learn how to locate, select, and prepare for your own opera experience. *Margaret Montet, M.M.*

Pennswood Village / \$39/ RMUSC 8003 C01/
3 Wed, 7/17-7/31, 10 am-noon
Approved Hours: 6 (Act 48)

Skincare and Menopause  

Discover specific treatments to help keep your skin looking healthy and youthful during menopause. Discover the anti-aging benefits of good skin care, ingredients and techniques which target the unique requirements of skincare during this stage of life. Camouflage makeup will be applied to demonstrate how to conceal imperfections and enhance the skin. This program includes an anti-aging Fabulous Face-lift demonstration. *Barbara Strampello-Grabosky, Image Consultant, Licensed Esthetician, frequent guest lecturer and makeup artist*

Newtown Campus/RHEAL 8002 C01/\$25 (plus \$8 materials fee payable to instructor)
2 Thu, 6/13-6/20, 6-8 pm,

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, 7/9-7/30, 1:30-3:30 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
Wed, 7/17, 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/ Tue, 6/4, 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 Thu, 6/6-6/20, 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-C50/
C01/Tues & Wed, 8/6 & 8/7, 6-10 pm
C50/ Wed & Thurs, 7/24 & 7/25, 6-10 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-C03/
C01/Mon, 6/3, 6-10 pm
C02/Mon, 7/1, 6-10 pm
C03/Mon, 8/5, 6-10 pm



**The Community School
of New Hope-Solebury 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.

Fall Semester Runs Sept. 16 to Dec. 6

Please look for our course catalog inserted into your favorite local newspaper in August and September or visit our web site: www.csnhs.org

Register for classes through Bucks County Community College at 215-968-8409 (Option #1), online at 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**


The Community School of New Hope-Solebury offers continuing education through creative, physical and intellectual opportunities.

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/ RCOZY 8026 C01/ 
4 Wed, 5/29-6/19, 1-3 pm
Approved Hours: 8 (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/ RCOZY 8028 C01/
3 Wed, 7/10-7/24, 1-3 pm
Approved Hours: 6 (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 Mon, 7/15-8/12 (no class 8/5), 1-4 pm
Approved Hours: 12 (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, 7/31-8/21, 1-4 pm
Approved Hours: 12 (Act 48) 

Ordering Textbooks

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

Register Online!

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

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.

Test Preparation



College Entrance Boards Tutoring Course (SAT/PSAT)

Newtown Campus/ \$259 (plus text)/ ATEST 1502

Offered Fall 2013

Graduate Record Exam Preparation Course (GRE)

Online/ \$95 / ETEST 1520 / Part 1

Online/ \$95 / ETEST 1521 / Part 2

See page 6 for dates.

Law School Admission Test (LSAT) Preparation Course

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

Online/ \$95 / ETEST 1522 / Part 1

Online/ \$95 / ETEST 1523/ Part 2

See page 6 for dates.

GMAT Preparation

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

Online/ \$95/ ETEST 0030

See page 6 for dates.



IBT TOEFL Test Preparation

Adv. English skills and practice tests for the new TOEFL test

Newtown Campus/\$375 (includes text)/ ATEST 2502 C01/

Mon & Wed, June 3-July 24, 10 am-1 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.

For more information, please call:

Eunice Rush-Day, 215-258-7741

ACT Now!

Achieving College Transitions Now

For complete description, see page 60

Marie Cooper, M.S., & Marge Zipin, Ed. D.

Newtown Campus/\$69 (plus \$5 materials fee)/ RCEGN 6608 C01/ 3 Wed, 7/10, 7/17 & 7/24, 6-8 pm

See Also -

- Kids on Campus - Page 58

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.

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. 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.

If you have a question concerning your evening/weekend class after 4:30 pm, please call the Student Service Center at 215-968-8081.

• 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, Harp Therapy & related classes, 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.

How To Register

Register Online: 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 - Option 1, 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.

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!				Total

Student I.D.# _____

Check No. _____ Check issued by _____

Credit Card # _____ Exp. Date _____

Security Code _____

See refund policy on **page 69**.
 Make checks payable to: Bucks County Community College
 Return to: Bucks County Community College
 Continuing Education
 275 Swamp Road,
 Newtown, PA 18940

Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally-protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, age, religion, disabilities, and military veterans. The college provides reasonable accommodations for persons with disabilities in accordance with the Americans With Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at 215-968-8090. The EEO Office is located in Room 130, Tyler Hall.

The Security Information Report required by the College and the University Security Information Act of Pennsylvania and the Student Right-To-Know and Campus Security Act of the Federal Government is available at the Office of Security and Safety and other campus locations as well as on the website. Campus Security statistics required by the College and University Security Information Act of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of the Federal government are available at the Office of Security and Safety and other campus locations. Report all emergencies, medical and otherwise, to 215-968-8395.



Bucks County Community College
 Continuing Education, Workforce Development, Public Safety
 275 Swamp Road · Newtown, PA 18940
 215.968.8409 · 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

for updates, visit bucks.edu/kidsoncampus



Continuing Professional Education

for Healthcare Professionals, CPAs, Engineers, Social Workers, Teachers, Alcohol Counselors, Project Managers, Real Estate Agents, and more

bucks.edu/con-ed-courses
 May-August, 2013

Interested in a degree or certificate?
 Call our Admissions Office for a credit
 course brochure at 215-968-8100



View Courses Offerings Online

Sum-1302

Non-Profit Org
 US Postage
 PAID
 Listmasters