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Grow

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Succeed

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Continuing
Education
Workforce
Development
Public Safety



Summer 2014

Bucks County
Community College

bucks.edu/con-ed-courses

Programs



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- Medical Billing, Coding & Transcription
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Join us Online!

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

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



View Course Offerings Online

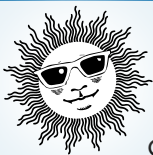


Continuing Education on Facebook

Visit, facebook.com/bucks.coned

Other Program Facebook Pages:

- IT Academy - facebook.com/bucks.itacademy
- Medical Imaging - facebook.com/bucks.rad
- Practical Nursing - facebook.com/bucks.pn



Kids On Campus 2014

Kids on Campus 2013 was a huge success!

Come back in 2014 for creative workshops and sports clinics that will make your child's summer a learning experience and a fun adventure.

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

www.bucks.edu/kidsoncampus



For Camp Updates

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

See Page 44 for
camps at a glance

BRINGit on

Bucks Resource & Information Networking Group

Let Us Help You Connect.

We're busy planning more events to help people and businesses to share and succeed.

Stay tuned for our next event:
bucks.edu/bring



Businesses, make us a part of your team!



WCENTER FOR
WORKFORCE
DEVELOPMENT

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

For More Info, See Page 20



General Information

Age Requirements for Taking Courses

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

Continuing Education Units

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

Course Changes/Cancellations

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

Emergency Closings & Inclement Weather

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

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

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

Employer Tuition Assistance

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

Lifetime Learning Credit

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

Parking Permits & Verification of Enrollment

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

Plan Ahead

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

Refund Policy

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

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

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

Sallie Mae Loans

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

Staff Waivers

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

Senior Citizen Policy

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

Tax Deduction

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

Regional Sites

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

How to Register

Register Online: www.bucks.edu/howtoregister

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

Other registration options:

FAX

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

Walk-In

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

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

Applying for Sallie Mae Loans

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

Mail-In

Mail form (**page 63**) with payment to:
Bucks County Community College,
Continuing Education Office,
275 Swamp Road,
Newtown, PA 18940

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

Phone-In

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

Registration form on page 63.

Cultural Programming

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

For this years big event, see ad on page 60.

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

Phone: **215.968.8087**

Tickets: www.bucks.edu/tickets

Student Services/Support

Child Care

Early Learning Center

215-968-8082 • www.bucks.edu/elc

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

Counseling Services

215-968-8189 • counseling@bucks.edu

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

disAbility Services

215-968-8182 (V)

www.bucks.edu/disability

Rollins Bldg, Student Services

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

Evening/Weekend Support Line

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

215-968-8189 - Evenings after 4:30

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

Security and Safety

Office of Security and Safety

Cottage 4 • 215-968-8394

Motor Vehicle Regulations

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

Parking Permits

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

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

Emergencies

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

Evening Shuttle Service

A shuttle runs between 6-11 pm on Monday -

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

Campus Crime Information

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

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

Tutoring Center

215-968-8218 • www.bucks.edu/tutor

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

Technology Learning Centers

215-497-8754 • www.bucks.edu/tlc

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

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

www.bucks.edu/tlc

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

Veterans Stars & Stripes Lounge

Newtown: Charles Rollins Center, 2nd Floor

Lower Bucks: Second Floor

Upper Bucks: First Floor, South Building

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

Emergency Closings

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

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

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

Brochure Key

Help Finding Content

- 1 Use the main table of contents on **page 2** to find the program section that interests you.
- 2 Detailed tables of contents are on the first page of every section.
- 3 Find courses beneath categories and sub-categories as indicated.

Section Category

Section Sub Category

Course Title
Course Description...

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

How to Read Course Details

LOCATION / FEE / COURSE # / SECTION /
Newtown Campus / \$179 / WSMCE 3576 C01 /
DAY DATE TIME
2 Sa, 2/14 & 2/21, 8:30 am-1:30 pm

Veterans Approved Courses

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



Act 48 for Educators

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



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

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

Online Training

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



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



www.bucks.edu/LERNclasses

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



Learn More

Look for the ed2go logo throughout the brochure.

A new section begins each month:
May 21, June 18, July 16, Aug 20

www.ed2go.com/bucks



www.gatlineducation.com/bucks



www.theknowledgebase.org/bucks



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

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Healing Arts..... 15 <ul style="list-style-type: none"> • Applying Mental Health Practices in the Workplace • Harp Therapy • Mindfulness-Based Stress Reduction Program • Reiki Courses • Self-Care for the Caregiver 	Massage Modalities 17 <ul style="list-style-type: none"> • The Art of Advanced Therapeutic Stone Massage • Continuing Education Programs for Licensed Massage Therapists
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Medical Imaging

Customized Courses also available.

For more info on all Medical Imaging Programs:

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

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



Registry Review (40 Hrs)

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

\$200/ program is ongoing; contact Marie Leodore at marie.leodore@bucks.edu for updates.

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

Check us out online at: www.bucks.edu/radiography



Dental Radiography Test Prep Online (144 Hrs)

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

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

Online/ \$499/ WRADT 1214 W20/ 6/2 – 9/15
Class online Tue/Thu

Mammography Online:

Online/\$2000/WRADT 1205 W20/ 6/2 - 10/10

CT Online:

Online/\$2000/WRADT 1206 W20/ 6/2 – 10/10

MRI Online

Online/\$2000/WRADT 1207 W20/ - 6/2 - 10/10.
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. Upon successful completion of our certificate program, students are prepared to sit for the National Council Licensure Examination LPN (NCLEX) and become a Licensed Practical Nurse. This program is an excellent stepping stone towards a RN degree, or can provide exciting opportunities working as a LPN in a variety of patient care settings. The first step to admission is the NLN-PN Pre-Entrance Exam, which is a non-medical, basic Math, Reading, and Science test. There are a limited number of testing dates, so register today!

For more information about the PN Program call:

Michelle Rue, Director
Practical Nursing Program

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

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 (51 Hrs)

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

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

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

9 Mon, 8 Wed, 6/2 - 7/28, 6-9 pm

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

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

Michelle Rue, Director
Practical Nursing Program, 215-968-8448
email: michelle.rue@bucks.edu

Check our website for Practical Nursing Infosession dates.

www.bucks.edu/practical

Nurse Aide Training Program (130 Hrs)

Requirements PRIOR to registration: Physical and Two-Step PPD Test, High School Diploma or GED, Assessment Test or evidence of college/trade school 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 living in Pennsylvania for LESS than two years.

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

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

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

Approved by the Pennsylvania Department of Education

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

Nurse Aide Training Class times and details:

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

WB1/ Class: 3 Th, 5/15 – 5/29, 8:30 am-1 pm,
11 Tu, 5/20 – 7/29, 8:30 am-2 pm,
Clinical: Pennswood Village / 8 Th, 6/5 – 7/24,
7 am-3:30 pm, (7/24, 7 am–2:30 pm)/ *C. Gillis R.N.*

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

W50/ Class: 11 Mon, 6/2-8/11, 9:30 am-3 pm,
3 Wed, 6/4 – 6/18, 9:30 am-2 pm
Clinical: HCR Manor Care/ 8 Wed, 6/25 – 8/13,
7 am-3:30 pm, (8/13, 7 am–2:30 pm)/ *B. Gallagher, R.N.*

W51/ Class: 11 Tu, 7/8 – 9/16, 9:30 am-3 pm,
3 Thu, 7/10 – 7/24, 9:30 am- 2 pm
Clinical: HCR Manor Care/ 8 Th, 7/31 – 9/18,
7 am-3:30 pm, (9/18, 7 am–2:30 pm)/ *B. Gallagher, R.N.*

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

W70/ Class: 2 Thu, 5/22 - 5/29, 9 am - 3 pm,
3 Wed, 5/28 - 6/11, 9 am - 3 pm, 5 Mon, 6/2 - 6/9,
6/23, 6/30, 7/7, 9 am - 3 pm, 1 Mon, 6/16,
9 am - 3:30 pm, 1 Tue, 6/17, 9 am - 3:30 pm
Clinical: Peter Becker Community/
3 Thu, 6/5 - 6/19, 1:30 pm - 10 pm,
3 Wed, 6/18 - 7/2, 1:30 pm - 10 pm,
1 Wed, 7/9, 7 am - 3:30 pm, 1 Wed, 7/16, 7 am - 2:30 pm
Sally VanderLoop, R.N.

Continuing Education for Nurses

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

EKG Interpretation: Basic Cardiac Dysrhythmia Hybrid

This course is designed for nurses, working in telemetry, critical care and trauma, as well as techs working in telemetry units. You will learn concepts that allow for the basic interpretation of EKG rhythms. It will include how to measure and plot EKG rhythm components as well as treatment methods for specific abnormal rhythms. This course has an online portion that is completed prior to the 2 classroom dates. *Susan Salley, RN, CCRN, CEN*

Newtown Campus/\$85/WHPAH 0259 WB1/
3 hrs Online, 6/3 – 6/16 & 2 Tu, 6/17 & 6/24, 6-9 pm
Application for nursing contact hours submitted to PSNA

Nursing Review & Re-Entry into Practice

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

\$1,305 (plus textbook)/ WHPAH 0310 WA1
Orientation: Newtown Campus/ Wed, 5/28, 6-8 pm
Classroom: Lower Bucks Campus/ 6 Mon & 5 Wed,
6/2 – 7/7, 6-10 pm
Skills Review: Newtown Campus/ Wed &, Mon, 7/9 & 7/14, 6-10 pm
Clinical: St Mary Medical Center/ 4 Mon & 4 Wed,
7/16 – 8/11, 6-10 pm

See Also - Page 17

- **Applying Mental Health Practices in the Workplace**
- **Self-Care for the Caregiver**

Thanatology

Courses to resume in Fall 2014

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

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

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

Kimberly L. Rabago, MSW

Required Courses

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

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

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

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

Phlebotomy for Healthcare Personnel

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

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

Newtown Campus/ \$85/ WHPAH 0331 WB1/

2 Wed, 6/17 & 6/24, 6-9 pm

Ordering Textbooks

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

Emergency Closings/ Inclement Weather

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

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

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

Ordering Textbooks

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

Medical Reimbursement/Coding & Transcription

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

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

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

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

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

Medical Reimbursement/Coding Specialist Certificate Hybrid (180 Hrs)

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

Crystal Peurifoy & Linda James

Coming Back in the Fall 2014

Medical Reimbursement/Coding Specialist Certificate (180 Hrs)

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

Newtown Campus/\$2520 (plus textbooks, AAPC membership, practice exams, and CPC certification exam)

WHPAH 2501 WB1/21 Mon & 22 Wed,
6/9 - 11/5, 6 pm-9 pm (no class 9/1) &
9 Sa, 6/14, 6/21, 6/28, 9/6, 9/13, 9/27, 10/4,
10/18, 10/25, & 11/5, 8:30 am - 2 pm

Healthcare Information Technology Courses

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

For more information:

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

or email: janet.baker@bucks.edu

or visit: bucks.edu/con-ed-courses

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

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

Newtown Campus/ \$2520 (plus books, practice exams and NHA CEHRS certification exam)

WHPAH 2505 W20/

Orientation: Mon, 6/2, 8 am-12 pm,

Class: Fri, 6/6 - 8/22, 8 am-12 pm

See Also -

- **Medical Reimbursement/Coding - See above on this page**
- **More Healthcare Information Technology Courses - Page 36**

Ordering Textbooks

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

Physical Therapy Aide

Physical Therapy Aide Program (50 Hrs)

This comprehensive 50-hour Physical Therapy Aide Program prepares you for the growing field of Physical Therapy. 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. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers and some orthopedic clinics.

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

Newtown Campus/\$1,405 (text included)/

WHPAH 0277 WB1/

12 Mon, 6/2 – 8/18, 5-9 pm, & 1 Mon, 8/25, 5-7 pm

For more information:

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

or email: janet.baker@bucks.edu

or visit: bucks.edu/con-ed-courses

Pharmacy Technician

Pharmacy Technician Comprehensive (75 Hrs)

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

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

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

WHPAH 0273 WB1-WB2

WB1/ 13 Tu & 12 Th, 5/27 – 8/21 (no class 7/3),
9 am-noon/ *Alan Vogenberg, R.Ph., FASCP*

WB2/ 14 Tu & 11 Th, 6/3 – 8/28 (no class 7/3),
6:30-9:30 pm/ *Dr. Joseph Urban, B.S. Pharmacy,*
M.B.A., Doctor of Pharmacy



Dental Assistant

Dental Assisting Program

Being Revised for Fall 2014.

Please call for more information, 215-968-8324

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

CPR, First Aid Training & Safety

CPR and First Aid Courses

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

For more information please contact:

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

Heartsaver 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, 6/21, 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/ 2 Tu, 6/17 & 6/24 6pm-9pm
 Approved Hours: 4 (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/ 2 Mon, 7/14 & 7/21, 6pm-9pm
 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/
 WB1/ Sa, 6/7, 9 am – 3:30 pm
 WB2/ 2 Wed, 6/11 & 6/18, 6 pm – 9 pm
 WB3/ Sa, 6/28, 9 am – 3:30 pm
 WB4/ 2 Tue, 7/8 & 7/15, 6 pm – 9 pm
 WB5/ 2 Th, 8/7 & 8/14, 6 pm – 9 pm
 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/ Tu, 6/3
 WB2/ Thur, 6/19
 WB3/ Mon, 7/7
 WB4/ Wed, 7/23
 WB5/ Mon, 8/4
 Approved Hours: 4 (Act 48)



EKG Phlebotomy Technician

For more information:

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

Phlebotomy Technician Hybrid (90 hours)

This hybrid 90-hour certificate program prepares you to become a 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 Simplified with Course Connect, 2nd Ed. by Garza

Newtown Campus/ WHPAH 0257 W20/
 \$1819 (plus text)
 Orientation/ Tu, 6/10, 6pm – 10pm
 Class/Clinical/ 9 Tu, 6/17 - 8/19 (no class 7/22),
 6pm – 10pm
 Exam: 8/19, 6pm - 8pm
 All other work online.



EKG/Phlebotomy Technician Comprehensive (150 Hrs)

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

It is possible to take the 60-hour EKG course only (\$1,399 – plus text and course connect package) or the 90-hour Phlebotomy course only (\$1,819 – plus text).

For more details call 215-968-8025 or visit our website: www.bucks.edu/allied_health.

Text: EKG Plain & Simple with Phlebotomy Simplified by Ellis & Garza
 Newtown Campus/ WHPAH 0261 WB1/
 \$3,005 (plus text and course connect package)/
 11 Mon, 11 Wed & 11 Fri, 5/28-8/29 (no class 6/4,
 7/4, 7/21, 7/23, 7/25, 8/18, 8/20, 8/22),
 8:30am-12:30pm
 3 Sat, 6/14, 6/21, 6/28, 9 am – 3:30 pm

Healing & Massage Modalities

Healing Arts

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

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

Harp Therapy

Certified Harp Therapist & Certified Master Harp Therapist

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

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

Completion of all of the above is required for the Certified Harp Therapist designation. The Mastery level requires an additional 185 hours plus two additional modules: Module VI, 120-hour internship (payable to BEDSIDE HARP), Module VII, a 17-hour classroom module (payable to the College).

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*

Module I: To Soothe the Savage Beast

WSMCE 4010 CA1/

Module II: Glimpses Within

WSMCE 4011 CA1/ Sa, Su, 5/17 & 5/18; 9am-5:30pm, Fri, 5/23; 9am-5:30pm, Sa, 5/24; 2pm-9pm & Su, 5/25; 9am-5:30pm

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

WSMCE 4012 CA1/ Fri, 6/20; 9am-5:30pm, Sa, 6/21; 2pm-9pm & Su, 6/22; 9am-5:30pm; Fri, 6/27; 9am-5:30pm; Sa, 6/28; 9am-9pm; Su, 6/29; 9am-5:30pm

Module IV: Creating Work for Yourself

WSMCE 4013 CA1/ Next Offering Fall 2014

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

The MBSR program is a highly researched eight-week program developed by Jon Kabat-Zinn at the University of Massachusetts Medical School's Center for Mindfulness more than 25 years ago. Kabat-Zinn defines mindfulness as "paying attention in a particular way: on purpose, in the present moment and nonjudgmentally, most simply described as the intentional cultivation of nonjudgmental moment-to-moment awareness." Those who wish to take the course are required to attend this session. *Edie Eileen Elkan, B.A., M.A.*

Newtown. Next Offering: Fall, 2014

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

The Mindfulness-Based Stress Reduction (MBSR) program was developed by Jon Kabat-Zinn at the University of Massachusetts Medical School's Center for Mindfulness more than 25 years ago. Since then, this eight-week program has been offered in a variety of international settings. Mindfulness in MBSR can be most simply described as the intentional cultivation of nonjudgmental moment-to-moment awareness" (Kabat-Zinn, 1996). "Three key elements of the definition—intentionality, present-centeredness and absence of judgment—are repeated and reinforced through the MBSR teachers in classes unfolding week by week around the world" (McCown, Reibel, Micozzi, page 64). This course follows the model MBSR 8-week plus a full day of mindfulness. *Edie Eileen Elkan, B.A., M.A.*

Newtown/ Next offering, Fall 2014

Continued on page 16

See also: [Hypnotherapy, page 25](#)

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. *Glenda R. Smith, Certified Reiki Master Teacher*

RHEAL 0100 / \$109 (includes manual)/
C01, C50 & C70; 6:30-9:30pm
C01/ Newtown Campus/ 3 Wed, 6/4-6/18;
C50/ Lower Bucks Campus /3 Th, 6/12-6/26;
C70/ Upper Bucks Campus /3 Mon, 5/5-5/19

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 / \$109 (includes manual) /C01, C50,
& C70
C01/ Newtown Campus/ Fri, 6/27; 6:30-9:30pm &
Sa, 6/28, 9am-6pm
C50/ Lower Bucks Campus/ Fri, 8/1; 6:30-9:30pm
& Sa, 8/2; 9:00am-6:00pm
C70/ Upper Bucks Campus/ 4 Mon. 6/2-6/23,
6:30-9:30pm
Glenda R. Smith, Certified Reiki Master Teacher

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

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

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

Coming in Fall 2014

For additional info on Reiki III, contact:

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

See Also:

Introduction to Ayurveda - Page 47

Discover Your Passion - How To Live Your Dreams Now - Page 46

Clutter Free Living - Organize Your Life courses - Page 46

www.bucks.edu/con-ed-courses

Change Grow Succeed

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

Come to Bucks if you want to:

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

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

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

Newtown Campus/\$125/RHEAL 1020 WB1/
3 Thu, 6/12 - 6/26, 6 pm - 9 pm

Self-Care for the Caregiver (6hrs) NEW

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

Newtown Campus/\$85/RHEAL 1021 WB1/2 Thu,
8/14 & 8/21, 6 pm - 9 pm

Massage Modalities

For more information on Massage Modalities, please contact:

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

Continuing Education Programs for Licensed Massage Therapists

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

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

The Art of Advanced Therapeutic Stone Massage (16 CE's)

Advanced Stone Therapy is for the serious professional. Basic knowledge of hot stone massage is a prerequisite for this seminar. Release techniques for the Low Back area are taught which includes the Periformis, QL, and Psoas. Shoulder area releases for the subscapularis, supraspinatus, and infraspinatus are demonstrated, as well as problems areas in the neck and extremities, like Carpal Tunnel and Plantar Fasciitis. Students learn the therapeutic treatments with both hot and cold stones. Review is presented on the contraindications, care and cleaning of the stones and equipment, and important facts like temperature and handling of the stones. Power up your stone massage, be informed, be inspired, and be effective. Take your practice to the next level and realize your greatest stone potential. *Pat Mayrhofer*

Newtown Campus/\$395/ OHEAL 0102 WB1/
Sa, 6/7 & Su, 6/8, 9 am-6 pm

Emergency Closings/ Inclement Weather

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

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

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



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

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

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- Certificate in Customer Research

Business Services and Marketing

Business Research Certificate

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

Three one-month courses. Certificate available for successful completion. \$495 total for all 3 courses. (Courses cannot be taken individually.)

Online/ \$495/ ESMCE 4330 C30/

- **Section 1:** Introduction to Business Research, 6/2-6/27
- **Section 2:** Business Statistics, 7/7-8/1
- **Section 3:** Qualitative Business Research, 8/5-8/29


 www.bucks.edu/LERNclasses



Certificate in Customer Service

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

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

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

Keys to Customer Service

Online/ \$145/ ESMCE 4312 C30/ 6/2-6/27

Extraordinary Customer Service

Online/ \$145/ ESMCE 4321 C30/ 7/7-8/1

 www.bucks.edu/LERNclasses

Certificate in eMarketing Essentials

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

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



Improving Email Promotions

Online/ ESMCE 4304 C30/ 6/2-6/27

Boosting Your Web Site Traffic

Online/ ESMCE 4304 C30/ 7/7-8/1

Online Advertising

Online/ ESMCE 4305 C30/ 8/5-8/29

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 emotional 'trigger' that plain text cannot do.

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

Video Marketing

Online/ \$245/ ESMCE 4327 C30/ 6/2-6/27

YouTube for Business

Online/ \$245/ ESBEN 0216 C30/ 7/7-8/1



 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.

Nonprofits

Certificate in Non-Profit Administration

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

\$595 for both courses and certificate – must purchase together to receive bundle price.

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/ 6/2-6/27

Marketing Using Social Media

Online/ ESMCE 4301C30/ 7/7-8/1

Integrating Social Media in Your Organization

Online/ ESMCE 4302 C30/ 8/5-8/29

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

 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.

Introduction to Mobile Marketing

Online/ \$195/ ESMCE 4326 C30/ 6/2-6/27

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

Online/ \$245/ ESBEN 0211 C30/ 7/7-8/1

Advanced Mobile Marketing

Online/ \$245/ ESBEN 0217 C30/ 8/5-8/29

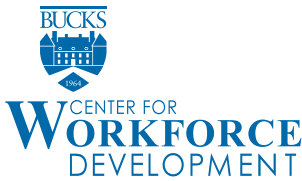
 www.bucks.edu/LERNclasses

Ordering Textbooks

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



Customized Training



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

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

Computer Skills

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

Job-Specific Skills

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

Professional/Personal Development

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

Industry Partnerships

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

Needs Assessment

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

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

215-968-8006

cwd@bucks.edu

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

Entrepreneurs

For more info on all Entrepreneur Programs:

call: (215) 504-8532

email: coned@bucks.edu

Entrepreneurship Certificate

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

Three one-month online courses / \$495 total for all 3 courses and certificate (Must register for all three classes at the same time to get the bundled price.)

Courses required for certificate:

- Entrepreneur Boot Camp
- The Business Plan
- Entrepreneurial Marketing

Entrepreneur Boot Camp

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

Online one month course / \$195 / ESBEN 0210 C30/ 6/2-6/27

The Business Plan

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

Online one month course / \$195/ ESBEN 0219 C30/ 7/7-8/1

Entrepreneurial Marketing

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

Online one month course / \$195 / ESBEN 0222 30/ 8/5-8/29

See Also:

[Workplace Professional Skills - page 59](#)
[Business Services & Marketing - page 18](#)

Facebook for Business

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

Online/ \$245/ ESBEN 0213 C30/ 7/7-8/1

Google +

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

Online/ \$195/ ESBEN 0221 C30/ 6/2-6/27, C31/ 8/5-8/29

Google Analytics

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

Online/ \$195/ ESBEN 0214 C30/ 5/5-5/30 C31/ 7/7-8/1

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/ 6/2-6/27

Certificate in Customer Research

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

Online/ \$395/ ESBEN 0220 C30/
Next Offering: 9/2-10/24



- 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)

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ACT 48

ACT 48

Certificate in Online Teaching

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

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

Designing Online Instruction

Online/ ECPED 1501 C30/ 5/5-5/16
Approved Hours: 16 (Act 48)



Building Online Learning Communities

Online/ ECPED 1501 C30/ 5/5-5/16
Approved Hours: 16 (Act 48)

Advanced Teaching Online

Online/ ECPED 1500 C30/ 6/2-6/27
Approved Hours: 16 (Act 48)

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

 www.bucks.edu/LERNclasses

For additional Act 48 classes, see

- Arts and Leisure, page 48
- Entry Level Computer Courses, page 33
- Office Software, page 34
- Foreign Language, page 42

Look for the Act 48 logo throughout the brochure.

Certificate in Teaching Adults

This is your invitation to teach others in-person and join in one of the more important functions in life - passing on knowledge and skills to others. It is both an opportunity and a responsibility. This course is for novices or experienced teachers who wishes to improve their skills. Students will review both the teaching fundamentals and learn advanced techniques that will enhance their teaching. The lead instructor is author of How to Teach Adults, the best-selling book on the subject. The e-book version is included in the course.

Online/ \$295/ ECPED 1505 C30/

Next Offering: 9/2-10/24

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 the differences between learning styles of girls and boys. Take away 10 top tips for helping both genders become more efficient learners and 5 tips to help both be more successful in the classroom and workplace. Get research data not available anywhere else.

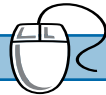
Online/ ECPED 1551 C30/ \$145/ 6/2-6/27

Approved Hours: 16 (Act 48)



 www.bucks.edu/LERNclasses

More Online Classes for Teaching Professionals



Visit our website at www.ed2go.com/bucks

A new section begins each month:

- May 21
- June 18
- July 16
- August 20

ed2go

Learn More

For more information on how to register for ed2go classes see [page 7](#).

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 2010
- Microsoft Excel 2010 in the Classroom
- Response to Intervention: Reading Strategies That Work
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Singapore Math: Number Sense and Computational Strategies
- Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Spanish in the Classroom
- Students with Asperger's Syndrome
- Teaching Preschool: A Year of Inspiring Lessons
- Teaching Science: Grades 4-6
- Teaching Smarter with SMARTBoards
- Teaching Students with Autism: Strategies for Success
- Teaching Students with ADHD
- Teaching Writing: Grades 4-6
- The Creative Classroom
- Understanding Adolescents
- Integrating Technology in Classrooms

Certified Public Accountant

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

Eligible courses include:

- Access - page 34
- Excel - page 34
- Quickbooks - page 35

Child Development

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

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

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

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

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

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

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

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

For further information please contact 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

Next Offering: Fall 2014

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*

\$355/ WSMCE 3232

Required orientation at Newtown Campus,

Next offering: Spring 2015

Approved Hours: 60 (Act 48, CDA)

FREE Information Session

XSMCE 3230 C01

Next Offering: Fall 2014



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.

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 in Fall 2014

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

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

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

Who should enroll?

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

Added Benefits of certifying through

Bucks County Community College

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

Approx. 500 hrs home, web & classroom.

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

Newtown Campus/ **Next Offering Fall 2014**

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

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

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

Certified Hypnotherapy/ Hypno-Counseling Instructor

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

Newtown Campus/ **Next Offering: Fall 2014**

Professional Engineers

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

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

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

Bucks Continuing Education Courses eligible for Engineering CEUs:

- Construction Certificates, page 56
- Advanced Manufacturing, page 57
- Lean Six Sigma, page 27
- Project Management, page 26
- AutoCAD® & Revit®, page 34

Project Management



Project Management Classroom


Managers, executives and project specialists all know the importance of good project tracking and planning. In the Project Management Certificate Program, participants will learn the project management life cycle as defined by the Project Management Institute (PMI).

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 Bucks 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.

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

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

Newtown/ \$490 /WSMCE 5403 C01/ 
10 Wed, 6/4-8/13, 6-9pm

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

Newtown/ \$490 /WSMCE 5404 C01/
Next Offering: Fall 2014



Project Management Online

This comprehensive online program is designed to familiarize managers, executives, professionals and project specialists with the importance of good project launches, effective planning and scheduling, and important control and closing of a project. Learn the project management life cycle as defined by the Project Management Institute (PMI).

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

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

Online/ \$490 (plus \$87 for textbooks)/
WSMCE 5405 C20/ 6/9 - 7/13 
Approved Hours: 30 (PMI, Act 48)

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

Online/ \$490 /WSMCE 5406 C20/ 7/21-8/24
Approved Hours: 30 (PMI, 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.

See also:

Microsoft Project Basic & Advanced 2010 - See Page 35

Lean Six Sigma

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

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

Certification

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



Green Belt Certification

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

Newtown Campus/ \$2,450/

Classes forming in the Fall!

For more information, 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 in the Fall!

For more information, visit:

www.bucks.edu/academics/cwd/lean6sigma

Approved Hours: 80 (PMP)



Testimonials

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

Please see our Senior Citizen policy on page 4.

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

ServSafe

SERVSAFE® Certification

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

English Language, *William Rech*

Newtown Campus/ WSERV 0001 C01 - C03

C01/ 2 Mo, 6/16 & 6/23; 8:30 am -5:00 pm

C02/ 2 Mo, 8/11 & 8/18; 8:30 am -5:00 pm

C03/ 2 Sa, 9/20 & 9/27; 8:30 am -5:00 pm

Chinese Language, *Betty L. Tsai*

Lower Bucks Campus/WSERV 0010 C50/

2 Mo, 8/11 & 8/18 8:30 am - 5:00 pm

SERVSAFE® Recertification

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

English Language, *William Rech*

Newtown Campus/ OSERV 0050 C01 & C02

C01/ Mo, 6/30; 8:30 am -5:00 pm

C02/ Mo, 8/4; 8:30 am -5:00 pm

Chinese Language, *Betty L. Tsai*

Lower Bucks Campus/OSERV 0051 C50/

Mo, 7/21; 8:30 am - 5:00 pm

See also: Personal Trainer - page 47



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

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

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

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| • Inventor | • QuickBooks |
| • Access Basic to Advanced | • Microsoft Project Basic to Advanced |
| • Excel Basic to Advanced | |

Microsoft Certifications



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

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

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

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

Look for this course offering in Fall 2014

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

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

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

Newtown Campus/\$1400 (test voucher included)/
WITAC 1092 C01/ 7/8-8/28, 6:30-10pm

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

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

Newtown Campus/\$1400 (test voucher included)/
WITAC 1093 C01/

Look for this course offering in Fall 2014

Ordering Textbooks

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

Microsoft's Visual Studio Development Environment

Introduction to Programming Using C# (42 Hrs)

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

Newtown Campus/ \$985 (plus book fee)/
WITAC 2103 C01/

Look for this course offering in Fall 2014

Advanced Programming using C# (42 Hrs)

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

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

Look for this course offering in Fall 2014

Introduction to Web Development Using C# (42 Hrs)

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

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

Look for this course offering in Fall 2014

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

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.

Database Administration

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

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

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

Look for this course offering in Fall 2014

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

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

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

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

7 Tu & 7 Th, 7/8-8/21, 6:30 – 10:00 pm

Administering Microsoft SQL Server 2012 Databases (48 Hrs)

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

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

Newtown Campus/ \$960 (plus book fee)/
WITAC 2502 C01/

Look for this course offering in Fall 2014



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

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

Prerequisites: Administering Microsoft SQL Server 2012 Databases WITAC 2502

Newtown Campus/ \$960 (plus book fee)/
WITAC 2509 C01/

Look for this course offering in Fall 2014

Oracle Database Administration (40 Hrs)

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

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

Newtown Campus/ \$960 (plus book fee)/
WITAC 2015 C01/

Look for this course offering in Fall 2014



What is a Microsoft Certified Technology Specialist (MCSA)?

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

Certificate Testing

IT Academy/Cisco Networking Academy/CompTIA Member

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

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

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



Pearson VUE, Prometric™ and Certiport Testing Center

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

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

www.Prometric.com for Certification test offered by Prometric

www.Certiport.com for Certification test offered by Certiport

or call: 215-968-8068

Cisco Certifications

Cisco Certified Networking Associate

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



Module 1: Networking Fundamentals (76 Hrs)

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

Newtown Campus / \$1200 (plus book fee) / WITAC 1011 C01

11 Mon & 11 Wed, 6/2-8/20, 6:30-10 pm (no class 6/30, 7/2)

Module 2: Routing Protocols and Concepts (68 Hrs)

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

Upper Bucks Campus / \$945 (plus book fee) / WITAC 1012 C70

9 Tu & 8 Th, 7/1-8/28 6-10pm (no class 7/3)

Module 3: LAN Switching and Wireless (36 Hrs)

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

Newtown Campus / \$525 (plus book fee) / WITAC 1013 C01/

Look for this course offering in Fall 2014

Module 4: Wan Technologies (36 Hrs)

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

Newtown Campus / \$525 (plus book fee) / WITAC 1014 C01/

Look for this course offering in Fall 2014

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

Certification Information at www.cisco.com

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

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

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

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

Prerequisites: 640-802, or 200-120 CCNA

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

Look for this course offering in Fall 2014

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

CompTIA Certifications

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

A+ Certification (128 Hrs)

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

Certification Tests:

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

Newtown Campus/ \$1865 (plus book fee)/(test voucher included)
WITAC 2002 C01/

Look for this course offering in Fall 2014

Network+ Certification (72 Hrs)

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

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

Certification Test: N10-005 for CompTIA Network+ Certification

Lower Bucks Campus/ \$1395 (plus book fee)/(test voucher included)/WITAC 1005 C50/
11 Mon & 10 Wed, 6/16-8/27 (no class 7/3)



Security+ Certification (64 Hrs)

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

Certification Test: SY0-301 for CompTIA Security+ Certification

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

Look for this course offering in Fall 2014

Linux+ Certification (72 Hrs)

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

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

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

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

Look for this course offering in Fall 2014

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

Quarterly Information Sessions!

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

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

Emergency Closings/ Inclement Weather

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

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

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

Entry Level Programs

Free Computer Workshop (3 Hrs)

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

RCOSY 0016 C01-C70

Newtown Campus/ C01/ 1 Mon, 6/2, 6:30-9:30 pm

Lower Bucks Campus/ C50/ 1 Mon, 6/2, 6:30-9:30 pm

Upper Bucks Campus/ C70/ 1 Mon, 6/2, 6:30-9:30 pm

Comprehensive File Management (12 Hrs)

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

\$198 (instructor will provide material) / WCOSY 0041 C50, C70

Lower Bucks Campus/ C50/ 4 Th, 6/12- 7/3, 6:00-9:00 pm

Upper Bucks Campus/ C70/ 4 Wed, 6/18-7/9, 6:00-9:00 pm

Microsoft Windows 8.1 (24 Hrs)

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

\$280 (plus book fee)/ WCOSY 0034 C01-C70/ 6:30-9:30 pm

Newtown Campus/ C01/ 8 Mon, 6/9-7/28

Lower Bucks Campus/ C50/ 8 Mon, 6/9-7/28

Upper Bucks Campus/ C70/ 8 Mon, 6/9-7/28

Microsoft Server Fundamentals (9 Hrs)

This course teaches the fundamental concepts of Windows Server Administration.

Newtown Campus/ \$225 (plus book fee)/ WCOSY 0350 C01

3 Tu, 6/3-6/17, 6:30-9:30 pm

Please see our new Senior Citizen policy on page 4.

Microsoft Networking Fundamentals (9 Hrs)

This course teaches the fundamental Networking concepts.

Newtown Campus/ \$225 (plus book fee)/WCOSY 0325 C01

3 Tu., 7/8-7/22, 6:30-9:30 pm

Microsoft Security Fundamentals (9 Hrs)

This course teaches the fundamental Security concepts.

Newtown Campus/\$225 (plus book fee)/WCOSY 0310 C01

3 Tu, 8/5-8/19, 6:30-9:30 pm

Microsoft Database Fundamentals (9 Hrs)

This course teaches the fundamentals of Database Administration.

Newtown Campus/ \$225 (plus book fee)/ WCOSY 1625 C01/

Look for this course offering in Fall 2014

Introduction to MAC OS X (9 Hrs)

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

Newtown Campus/ \$225 (plus book fee)/ WCOSY 0051 C01/

Look for this course offering in Fall 2014

Options for 55+

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

See also:

Second Act Computer Series - page 53
Special Interest Technology series - page 51

Cloud Computing/Virtualization/Mobile Computing

Google's Android Application Development Essentials (42 Hrs)

Learn the Android Architecture and its Development and Application Environments.

\$985/ WITAC 2108/ C01

Look for course offerings in Fall 2014

Advanced Topics for Android Application Development (42 Hrs)

Learn the Android Architecture and its Development and Application Environments.

Look for course offerings in Fall 2014

VMware (80 Hrs)

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

\$2400/ WITAC 2200/ C01

Look for course offerings in Fall 2014

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



Office Software

AutoCAD® Essentials (36 Hrs)

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

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

\$630 (plus book fee)/ WCOAP 6064 WB1
Newtown Campus/ WB1/ 12 Th, 6/5-8/28 (no class on 7/3), 6:30-9:30 pm

AutoCAD 3D Modeling 2nd Level

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

\$630 (plus book fee)

Look for course offerings in Fall 2014

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. Prerequisite: A working knowledge of computers, MS Windows, and previous experience in architectural design, drafting, or engineering is necessary. No previous CAD experience is necessary.

\$750 (plus book fee)

Look for course offerings in Fall 2014

Approved Hours: 36 (Act 48, Engineers)



Autodesk Inventor (36 Hrs)

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

\$675 (plus book fee)/ WCOAP 6070 WB1
Newtown Campus/ WB1/ 12 Tu, 6/3-8/26
(no class on 7/1), 6:30-9:30 pm



Access Basic (12 Hrs)

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

\$225 (plus book fee)/ WCOAP 3041 C01-C70/
6:30-9:30 pm

Newtown Campus/ C01/ 4 Th, 6/5-6/26

Lower Bucks Campus/ C50/ 4 Th 6/5-6/26

Upper Bucks Campus/ C70/ 4 Th, 6/5-6/26

Approved Hours: 12 (Act 48, CPA)



Access Intermediate (12 Hrs)

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

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

Newtown Campus/ C01/ 4 Th, 7/10-7/31

Lower Bucks Campus/ C50/ 4 Th, 7/10-7/31

Upper Bucks Campus/ C70/ 4 Th, 7/10-7/31

Approved Hours: 12 (Act 48, CPA)



Access Advanced (12 Hrs)

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

\$255 (plus book fee)/WCOAP 3034 C01-C70/
6:30-9:30 pm

Newtown Campus/ C01/ 4 Th, 8/7-8/28

Lower Bucks Campus/ C50/ 4 Th, 8/7-8/28

Upper Bucks Campus/ C70/ 4 Th, 8/7-8/28

Approved Hours: 12 (Act 48, CPA)



Excel Basic (12 Hrs)

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

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

Newtown Campus/ C01/ 4 Tu, 6/3-6/24

Lower Bucks Campus/ C50/ 4 Mon, 6/2-6/23

Upper Bucks Campus/ C70/ 4 Mon, 6/2-6/23

Approved Hours: 12 (Act 48, CPA)



Excel Intermediate (12 Hrs)

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

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

Newtown Campus/ C01/ 4 Tu., 7/8-7/29

Lower Bucks Campus/ C50/ 4 Mon, 7/7-7/28

Upper Bucks Campus/ C70/ 4 Mon, 7/7-7/28

Approved Hours: 12 (Act 48, CPA)



Excel Advanced (12 Hrs)

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

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

Newtown Campus/ C01/ 4 Tu, 8/5-8/26

Lower Bucks Campus/ C50/ 4 Mon. 8/4-8/25

Upper Bucks Campus/ C70/ 4 Mon. 8/4-8/25

Approved Hours: 12 (Act 48, CPA)



Continued on page 35

Word Basics (12 Hrs)

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

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

Newtown Campus/ C01/ 4 Wed, 6/4-6/25

Lower Bucks Campus/ C50/ 4 Tu, 6/3-6/24

Upper Bucks Campus/ C70/ 4 Tu, 6/3-6/24

Approved Hours: 12 (Act 48)

**Word Intermediate (12 Hrs)**

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

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

Newtown Campus/ C01/ 4 Wed, 7/9-7/30

Lower Bucks Campus/ C50/ 4 Tu, 7/8-7/29

Upper Bucks Campus/ C70/ 4 Tu, 7/8-7/29

Approved Hours: 12 (Act 48)

**Word Advanced (12 Hrs)**

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

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

Newtown Campus/ C01/ 4 Wed, 8/6-8/27

Lower Bucks Campus/ C50/ 4 Tu, 8/5-8/26

Upper Bucks Campus/ C70/ 4 Tu, 8/5-8/26

Approved Hours: 12 (Act 48)

**PowerPoint Basics (9 Hrs)**

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

\$225 (plus book fee)/WCOAP 1083 C50, C70/ 6:30-9:30 pm

Lower Bucks Campus/ C50/ 3 Wed, 6/4-6/18

Upper Bucks Campus/ C70/ 3 Wed, 6/4-6/18

Approved Hours: 9 (Act 48)

**PowerPoint Advanced (9 Hrs)**

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

\$225 (plus book fee)/ WCOAP 1084 C50, C70/
6:30-9:30 pm

Lower Bucks Campus/ C50/ 3 Wed, 7/9-7/23

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

Approved Hours: 9 (Act 48)

**QuickBooks Fundamentals (15 Hrs)**

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

\$375 (plus book fee)/ WCOAP 1606 C01

Newtown Campus/ C01/ 5 Wed., 6/4-7/9 (no class on 7/2), 6:30-9:30 pm

Approved Hours: 15 (Act 48, CPA)

**QuickBooks Payroll Module (6 Hrs)**

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

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

\$125 (plus book fee)/ WCOAP 1607 C01

Newtown Campus/ C01/ 2 Wed, 7/23-7/30, 6:30-9:30 pm

Approved Hours: 6 (Act 48, CPA)

**QuickBooks: Tips and Tricks (4 Hrs)**

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

\$85 (plus book fee)/WCOAP 1605 C01

Newtown Campus/ C01/ 1 Wed, 8/13, 6-10pm

Approved Hours: 4 (Act 48, CPA)

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

If you are a current Project Manager or Administrator, or see this as your next career step, this course is for you! Learn the basic functions and features of this powerful project management tool: 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/ WCOAP 3054/ C01

Look for course offerings in Fall 2014

Approved Hours: 12 (Act 48, PMI)

**Microsoft Project Advanced (12 Hrs)**

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

\$245/ WCOAP 3052/ C01

Look for course offerings in Fall 2014

Approved Hours: 12 (Act 48, PMI)



Healthcare Information Technology Courses

CompTIA Healthcare IT Technician Certificate (30 Hrs)

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

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

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

Look for course offerings in Fall 2014

PACS – Picture Archiving and Capture System

Certified PACS Technical Associate (48 Hrs)

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

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

Look for course offerings in Fall 2014

Certified PACS Associate Clinical (75Hrs)

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

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

Look for course offerings in Fall 2014

See Also -

- [Medical Billing and Coding - Page 12](#)
- [More Healthcare Information Technology Courses - Page 12](#)

Graphics & Web Courses

Web Development/Programming

HTML 5 & JavaScript

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

HTML Fundamentals (24 Hrs)

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

Lower Bucks Campus/ C50/ 8 Tu, 6/10-7/29

Upper Bucks Campus/ C70/ 8 Tu, 6/17-8/5

Approved Hours: 24 (Act 48)



JavaScript Fundamentals (24 Hrs)

Upper Bucks Campus/\$320 (plus book fee)/ WCO-AP 6621 C70/

Look for this course offering in Fall 2014

Approved Hours: 24 (Act 48)



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

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

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

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

\$865 (plus book fee)/ WITAC 3000/ C01

Upper Bucks Campus/ C70/ 12 Wed, 6/18-10/1

(no class 7/2, 8/13, 9/3, 9/24) 6:30-9:30 PM

Approved Hours: 36 (Act 48)



Web Design Applications

Dreamweaver Basic (12 Hrs)

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

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

\$395 (plus book fee) WCOAP 6511/ C01

Look for course offerings in Fall 2014



Dreamweaver Advanced (12 Hrs)

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

Prerequisites: Dreamweaver Level 1 WCOAP 6511

\$395 (plus book fee) WCOAP 6512/ C01

Look for course offerings in Fall 2014



Flash Basic (15 Hrs)

You will learn how to integrate text, images, video and sound into your Web projects, create animations and application interfaces.

\$405 (plus book fee) WCOAP 6040/ C01

Look for course offerings in Fall 2014



Flash Advanced (15 Hrs)

You will learn how to create vector paths, animate shapes, adjust movie clip properties, use Action Script, and use Adobe Media Encoder and review project management basics

\$405 (plus book fee) WCOAP 6041/ C01

Look for course offerings in Fall 2014



Search Engine Optimization – SEO (3 Hrs)

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

\$95 (plus book fee) WCOAP 6516/ C01

Look for course offerings in Fall 2014



Ordering Textbooks

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

Register Online!

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

Quarterly Information Sessions!

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

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

Computer Graphics

Adobe Lightroom (9 Hrs)

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

Newtown Campus/ \$225 (plus book fee)/WCOAP 6028 C01/

Look for course offerings in Fall 2014

Approved hours: 9 (Act 48)

**Adobe Illustrator Basic (12 Hrs)**

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

Newtown Campus/\$400 (plus book fee)/WCOAP 6011 C01/

4 Mon, 6/2-6/23, 6:30-9:30 pm

Approved hours: 12 (Act 48)

**Adobe Illustrator Advanced (12 Hrs)**

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

Newtown Campus/\$400 (plus book fee)/ WCOAP 6012 C01/

4 Mon, 7/7-7/28, 6:30-9:30 pm

Approved hours: 12 (Act 48)

**Adobe InDesign Basic (12 Hrs)**

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

Newtown Campus/\$400 (plus book fee)/WCOAP 6526 C01

4 Wed, 6/4-6/25, 6:30-9:30pm

Approved hours: 12 (Act 48)

**Adobe InDesign Intermediate (12 Hrs)**

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

Newtown Campus/\$400 (plus book fee)/WCOAP 6527 C01

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

Approved hours: 12 (Act 48)

**Adobe InDesign Advanced (12 Hrs)**

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

Newtown Campus/\$400 (plus book fee)/WCOAP 6528 C01 /

4 Wed, 8/6-8/27, 6:30-9:30 pm

Approved hours: 12 (Act 48)

**Adobe Photoshop Basic (12 Hrs)**

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

Newtown Campus/\$400 (plus book fee)/ WCOAP 6020 C01/

4 Tu., 6/3-6/24, 6:30-9:30pm

Approved hours: 12 (Act 48)

**Adobe Photoshop Advanced (12 Hrs)**

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

\$400 (plus book fee)/WCOAP 6021 C01

Newtown Campus/C01 / 4 Tu, 7/8-7/29, 6:30-9:30pm

Approved hours: 12 (Act 48)

**Adobe Photoshop Production (9 Hrs)**

Learn to create professional-looking images for high-end business printers and commercial print shops.

Newtown Campus/\$225 (plus book fee)/ WCOAP 6027 C01/

3 Tu, 8/12-8/26, 6:30-9:30 pm

Approved hours: 9 (Act 48)

**Digital Camera Workshop (12 Hrs)**

Learn how to use the functions of your digital camera correctly.

\$395 (plus book fee)/RCOAP 6010 C01

Look for course offerings in Fall 2014

Approved hours: 12 (Act 48)



Personal Development



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

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

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Language/ESL

Free ESL Placement Meeting!

Monday, May 12, 2014, 6:30-8:30 pm, in the Charles Rollins Center on our Newtown Campus (near the cafeteria). No registration needed—just come!

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

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

- Register early! Get \$20 off each class if you register by May 16th!
- Registration Deadline, May 23rd
- To register, call 215-968-8409 (Option #1)
- For ESL information, call 215-968-8413 or send an email to: donna.kirn@bucks.edu
- Classes are 8 weeks long.
- For more English practice, sign up for 2 or more classes!

Beginning ESL

Newtown Campus

ESL Course 1A / \$320 (includes text)

LESLA 0009 C01 & C02

For students with limited English, all English skills studied

Mondays and Wednesdays

C01/ June 2-July 23, 10 am-12:30 pm

C02/ June 2-July 23, 7-9:30 pm

ESL Course 1B / \$320 (includes text)

LESLA 0010 C01 & C02

For advanced beginners, all English skills studied.

Mondays and Wednesdays

C01/ June 2-July 23, 10 am-12:30 pm

C02/ June 2-July 23, 7-9:30 pm

Lower Bucks Campus

ESL Course 1A / \$320 (includes text)

LESLA 0009 C50

For students with limited English, all English skills studied

Tuesdays and Thursdays

June 3-July 24 7-9:30 pm

Intermediate ESL

Newtown Campus

Intermediate ESL 2A / \$320 (includes text)

LESLA 0216 C01 & C02

For students with low intermediate English, all English skills studied

Mondays and Wednesdays

C01/ June 2-July 23, 10 am-12:30 pm

C02/ June 2-July 23, 7-9:30 pm

Intermediate ESL 2B / \$320 (includes text)

LESLA 0217 C01 & C02

For students with intermediate English, all English skills studied

Mondays and Wednesdays

C01/ June 2-July 23, 10 am-12:30 pm

C02/ June 2-July 23, 7-9:30 pm

Intermediate ESL 2C / \$320 (includes text)

LESLA 0218 C01 & C02

For high intermediate students to prepare for advanced level

Mondays and Wednesdays

C01/ June 2-July 23, 10 am-12:30 pm

C02/ June 2-July 23, 7-9:30 pm

Lower Bucks Campus

Intermediate ESL / \$320 (includes text)

LESLA 0216 C50/\$350 (includes text)

All English skills studied

Tuesdays and Thursdays

C50/ June 3-July 24, 7-9:30 pm

Advanced ESL

Newtown Campus

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

LESLA 0317 C01 & C02
All English skills studied
Mondays and Wednesdays
C01/ June 2-July 23, 10 am-12:30 pm
C02/ June 2-July 23, 7-9:30 pm

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

LESLA 0318 C01 & C02
All English skills studied
Mondays and Wednesdays
C01/ June 2-July 23, 10 am-12:30 pm
C02/ June 2-July 23, 7-9:30 pm

Lower Bucks Campus

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

LESLA 0317 C50
All English skills studied
Tuesdays and Thursdays
June 3-July 24 7-9:30 pm

Specific Skill Courses

Newtown Campus

Conversation and Culture/\$235 (includes text)

LESLA 0215 C01 & C02
For high beginning to intermediate speaker
Thursdays
C01/ June 5-July 24 10 am-12:30 pm
C02/ June 5-July 24 7-9:30 pm

All Levels Writing/\$235 (includes text)

LESLA 0501 C01 & C02
Writing skills will be taught at each student's own level
Tuesdays
C01/ June 3-July 22, 10 am-12:30 pm
C02/ June 3-July 22, 7-9:30 pm

Adv. Pronunciation / \$235 (includes text)

LESLA 0319 C01
Pronunciation/accent reduction, speaking
Thursdays
June 5-July 24 10 am-12:30 pm

Test Preparation

Newtown Campus

IBT TOEFL Test Preparation / \$385 (includes text)

ATEST 2502 C01/
Adv. English skills and practice tests for the TOEFL test – taught in computer lab
Mondays and Wednesdays
C01/June 2-July 23, 10 am-1 pm

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/ \$199 (includes text)/ 8Th, June 5-July 24, 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/ \$99/ EESLA 0207/ See page 7 for dates.

ed200 | Learn More





Foreign Language

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

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

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

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

Mandarin Chinese

Greg Tang, M.S.

Newtown Campus/\$170 (plus \$25 book fee; \$32 CD optional; same book for all levels)

Course I: RLANG 0568 C01

6 Tu, 6/3-7/15, 6:30-9 pm (no class on Tuesday, 7/8)

Course II: RLANG 0569 C01

6 Tu, 7/22-9/2, 6:30-9 pm (no class on Tuesday, 8/12)

Approved Hours: 15 (Act 48)



Italian

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

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

Course I: RLANG 0209 C01

5 Tu & Th, 6/3-7/3, 7-9:30 pm

Course II: RLANG 0214 C01

5 Tu & Th, 7/15-8/14, 7-9:30 pm

Approved Hours: 25 (Act 48)



Spanish

Carmen Violeta Vicente, B.S.

Newtown Campus/\$200 (plus \$30 book fee- same book for all levels)

Course I: RLANG 0405 C01/

8 Mon, 6/30-8/18 6-8:30 pm

Course III: RLANG 0407 C01/

8 Wed, 6/25-8/13 6-8:30pm

Approved Hours: 20 (Act 48)



Brazilian Portuguese

Almerinda Gaskill, B.A.

Newtown Campus/\$200 (plus \$35 book fee, optional \$28 CD)

Course I: RLANG 0800 C01

10 Mon, 6/9-8/11, 6:30-8:30 pm

Approved Hours: 20 (Act 48)



Advanced Spanish Conversation, Reading and Grammar

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

Newtown Campus/ \$200 (plus \$15 text) RLANG 0419 C01

10 Tu, 6/10-8/12; 6:30-8:30 pm

Approved Hours: 20 (Act 48)



German

Irmgard Linhoff, M.S.

Newtown Campus/\$200 (plus \$18 book fee payable to instructor)

Approved Hours: 20 (Act 48)

Course I: RLANG 0301 C01

10 Tu, 5/27-7/29, 7-9:00 pm

Approved Hours: 20 (Act 48)



www.bucks.edu/con-ed-courses

Change
Grow Succeed

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

Come to Bucks if you want to:

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

Culinary



Wok 'N Walk Tour of Chinatown

As seen on “The Tonight Show,” “The Ellen DeGeneres Show” & TV Food Network’s The Best of...” Also named the #1 attraction in Philadelphia Chinatown by Disney’s Family Fun magazine. Join us for this three hour interactive event beginning with an insider’s tour of this vibrant community to experience the history, culture and food of Chinatown. Chef Joseph Poon’s team will serve a full lunch or dinner following your two hour walking tour. Your visit will include a tour of Chinatown including stops at a Buddhist Temple, and a Chinese bakery to taste delicious bubble tea and Chinese pastries, the fortune cookie company Asian and more. You’ll visit the market where Chef Poon shares assorted Chinese remedies and Asian herbs along with their health benefits. You may even see some Chinese Character writing or vegetable carving. Receive free gifts if you listen closely to Chef Poon so you can answer his questions and win surprises along the way. (Stops vary depending upon timing.) 10:30 am tour followed by lunch. 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, 6/21, 10:30 am-1:30 pm

Home Canning – Syrups & Sundae Toppings

NEW

Wouldn’t it be nice to go to your pantry and open up a jar of Blueberry Syrup for your pancakes or a jar of Chocolate Raspberry Sundae topping to enjoy on top of your favorite ice cream. We will be making from fresh fruit a delicious Blueberry Syrup and a decadent Chocolate Raspberry Sundae Topping in a hot water bath canner that you can enjoy all year long. We will be covering the safety issues, hot water bath technique, proper storage and inventory. Bring a potholder or canvas bag to class so you can leave with your creation. Handouts and recipes will be provided. *Marian Bolum*

Newtown Campus/\$49 (plus \$20 materials fee payable to instructor)
RCULI 4158 C01
Fri, 6/20, 6:00-9:00 pm

Home Canning – Tomatoes

NEW

Home Canning allows you to preserve the summer’s bounty at its peak of freshness to enjoy all year long. We will cover the safety concerns, proper storage and inventory of home canning. This class you will learn how to can whole and crushed tomatoes in the hot water bath so they can be used in their favorite recipes. Bring a potholder or canvas bag to class so you can leave with fresh preserved tomatoes. Handouts and recipes will be provided. *Marian Bolum*

Newtown Campus/\$49 (plus \$20 materials fee payable to instructor)
RCULI 4159 C01
Fri, 6/27, 6:00-9:00 pm

Home Canning – Condiments – Mustard and Ketchup

NEW

It’s barbecue and party time. This class you will learn how to make Lemon Sage Wine Mustard and Cranberry Ketchup that you can enjoy at your next cook out. We will cover the safety concerns, how to can in hot water bath, proper storage and inventory of home canning. Bring a potholder or canvas bag to class so you can leave with your creation. *Marian Bolum*

Newtown Campus/\$49 (plus \$20 materials fee payable to instructor)
RCULI 4160 C01
Fri, 8/1, 6:00-9:00 pm

Making Household Natural Cleaning Products

NEW

Did you ever read the back of a household cleaner and not know what the ingredients are or even be able to pronounce them? Learn how to make fast and easy home cleaning products from natural ingredients. In this class, you learn how to make laundry detergent, dish detergent and all-purpose citrus cleaner. Not only do you save money by making these items, It is better for you and the environment. We will also discuss and recipes will be given out for other cleaning products. Please bring a bag for your items to take home. *Marian Bolum*

Newtown Campus/\$40 (plus \$20 materials fee payable to instructor)
RCEGN 6775 C01
Fri, 7/18, 6:00-8:30 pm

Beeswax and its Natural Beauty

NEW

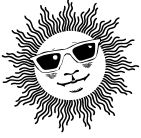
Beeswax and Honey is a pure ingredient that is utilized in so many ways. This class will give you a brief discussion regarding how bees make honey and beeswax. You will also get a chance to taste local honey and wax that we will be using to make lip balm, moisturizer, hand cream and a small candle. Come and learn the wonders on what we can make with the honey worker bees creation that we can enjoy. *Marian Bolum*

Newtown Campus/\$49 (plus \$20 materials fee payable to instructor)
RCEGN 6776 C01
Fri, 8/8, 6:00-9:00 pm

Please see our Senior Citizen policy on page 4.

Plan Ahead - We recommend you sign up at least 7 days prior to the first day of class.

Youth, Parents & Teachers



Kids On Campus 2014

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 2014 Summer brochure is available by calling **215-968-8016**, or emailing rick.snyder@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 or filled throughout the summer.

For Camp Updates check our site: www.bucks.edu/newcamps

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

AGES 5-6

JUNE 23-27

- Supergym
- Color Me Crazy

JUNE 30- JULY 4

- Abcs & 123s
- Disney Princes And Princesses
- Incredible, Edible Experiments And Kitchen Magic!
- Time Travelers
- Sports Bonanza

JULY 7-11

- Fun With Art
- Playtime Puppet Theater
- Recipe For Science
- Seuss On The Loose

JULY 14-18

- Bug Bonanza
- Craft Kaleidoscope
- Little Space Explorers

JULY 21-25

- Time Travelers
- Sports Bonanza
- Supergym
- Treasure Island - Life As A Pirate

JULY 28- AUG 1

- Bug Bonanza
- Recipe For Science
- Around The World In Five Days

AUG 4-8

- Disney Princes and Princesses
- Time Travelers

AUG 11-15

- Bug Bonanza
- Sports Bonanza
- Squish, Squash, Dribble, Dab

AGES 7-9

JUNE 23-27

- Ultimate Escapes
- Mountain Biking / Disc Golf
- Kaboom!
- Lego Animation
- Wanna Be A Star
- Awesome Artists
- Creature Feature
- Super Heroes

JUNE 30-JULY 3

- Get Crafty with Paper
- Ultimate Escapes
- 3d Sculpture For Multidimensional Kids
- Fitness Fun
- Totally Skateboard

JULY 7-11

- Ultimate Escapes
- Fitness Fun
- Basketball
- Lego Animation
- Decathlon Camp: Track, Field & Fitness
- Creature Feature
- Mountain Biking / Disc Golf
- Fabulous Fishing
- Little Lights Yoga

JULY 14-18

- Art Expressions
- Tennis, Anyone??
- Fabulous Fishing
- Super Heroes
- Beginner's Lacrosse For Boys & Girls
- Kaboom!
- Lego Animation
- Fotofun
- Supergym II
- Creature Feature
- Decathlon Camp: Track, Field & Fitness
- Super Summer Readers

JULY 21-25

- Lego Animation
- Basketball
- Fitness Fun
- American Girl Camp
- Toys And Sew Much More
- Math Mania & Computer Fun
- Rockin Recorder Band

JULY 28-AUG 1

- Journey of the Mind
- Lego Animation
- Little Lights Yoga
- Supergym II
- Tape It To Make It
- Tennis, Anyone??

AUG 4-8

- Tennis, Anyone??
- Fabulous Fishing
- Girls + Science = Fun
- Inline Skating
- Ultimate Frisbee
- Kaboom!
- Lego Animation

AUG 11-15

- Fabulous Fishing
- Journey of the Mind
- Super Heroes
- Tape It to Make It
- Intramural Sports

AGES 10-13

JUNE 23-27

- Lego Animation
- Kaboom!
- Kidz Biz Camp
- Mountain Biking / Disc Golf
- Kid Kuisine I
- Nostar Camp
- Environmental Explorers - Part 2
- Classy Glass
- Beginner Sewing
- Tye Dye To Die For
- Junior Lifeguarding
- Lego Robotics

JUNE 30-JULY 3

- Fitness Fun
- Totally Skateboard
- Low Sew-No Sew Bags
- Introduction To Flash
- Student Racing Challenge
- Kid Kuisine I
- Adventure Games
- Introduction To Cross Country/ Trail Running
- Dream House
- Duct Tape Creative Crafts
- Intro To Model Railroading

JULY 7-11

- Environmental Explorers - Part 2
- Project Fashion
- Basketball
- Fitness Fun
- Fabulous Fishing
- Get Crafty With Paper
- Mountain Biking / Disc Golf
- Hogwarts
- Lego Animation
- Planet Pioneers
- Jazz Workshop
- Musical Theater
- Dreamweaver
- Decathlon Camp: Track, Field & Fitness
- "Kid Kuisine " - Baking I
- Scratchit
- Lego Animation II
- Lego Robotics

JULY 14-18

- Environmental Explorers - Part 2
- Tennis, Anyone??
- Totally Hands-On Science
- Fabulous Fishing
- Beginner's Lacrosse For Boys & Girls
- Hogwarts
- Kaboom!
- Thousand Paper Cranes
- Music & Voice Production Camp
- Lego Animation
- Creating Digital Music
- Robotics/Rocketry I
- Electronic Excitement
- Musical Theater - 3 Week Camp
- Decathlon Camp: Track, Field & Fitness
- Csi - Crime Scene Investigation
- Mock Trial
- Video Production
- Kids "A La Carte"

JULY 21-25

- Fitness Fun
- Art Expressions
- Basketball
- Underwater Rovers
- Hogwarts II
- Clay Animation
- Woodturning
- Podcasting
- Music & Voice Production Camp
- Lego Animation
- Creating Digital Music
- Financial Whiz Kidz
- Csi - Crime Scene Investigation

JULY 28-AUG 1

- Digital Video
- Underwater Rovers
- Volleyball Academy
- Tennis, Anyone??
- Study Skills For Savvy Students
- Castle Building
- Clay Animation
- Woodturning
- 101 Ways With A T-Shirt
- Game Maker
- Music & Voice Production Camp
- Lego Animation
- Kidz Biz Camp
- Robotics/Rocketry I
- Hogwarts II Pre-Requisite: Hogwarts Year One And Two.
- The Great Debaters

AUG 4-8

- Tennis, Anyone??
- Girls + Science = Fun
- Fabulous Fishing
- Volleyball Academy
- Creative Hair, Nails, & Skincare 2
- Game Maker
- Inline Skating
- Ultimate Frisbee
- Math Mania & Computer Fun
- Kaboom!
- Upcycled Fashion
- Music & Voice Production Camp
- Lego Animation
- Rocketry II
- Aspiring Actors
- Student Racing Challenge
- Financial Whiz Kidz
- Introduction To Cross Country/ Trail Running
- Mock Trial II

AUG 11-15

- Flag Football
- Totally Hands-On Science
- Fabulous Fishing
- Capture The Moment
- Creative Hair Styling & Nail Care
- Intramural Sports
- Adventures In Comic Creation & Scratch
- Nastar Ex
- Aspiring Actors
- Brilliant Bridge Builders

AGES 13+

JUNE 23-27

- Beginner Sewing
- Kidz Biz Camp
- Mountain Biking/Disc Golf
- Junior Lifeguarding
- Nastar Camp

JUNE 30-JULY 3

- Duct Tape Creative Crafts
- Dream House
- Intro to Cross Country/Trail Running
- Totally Skateboard
- Low sew-No Sew Bags
- Teenage Hair and Skincare
- Intro to Model Railroading

JULY 7-11

- Decathlon Camp: Track, field and Fitness
- Basketball
- Mock Trial
- Mountain Biking/Disc Golf
- Project Fashion
- Fabulous Fishing

JULY 14-18

- Electronic Excitement
- Decathlon Camp: Track, Field and Fitness
- Dreamweaver
- Tennis Anyone??
- Robotic Arm
- Beginner's Lacrosse for boys and Girls
- Music & Voice Production Camp
- Fabulous Fishing
- Art Frenzy
- Psyched

JULY 21-25

- Basketball
- Underwater Rovers
- Woodturning
- Music & Voice Production Camp
- Video Production
- Financial Whiz Kidz
- Psyched
- Hogwarts II

JULY 28-AUG 1

- Advanced art Expressions
- Underwater Rovers
- Volleyball Academy
- Tennis Anyone??
- Woodturning
- 101 Ways with a T-SHIRT
- Game Maker
- Music & Voice Production Camp
- Kidz Biz Camp
- Hogwarts III

AUG 4-8

- Tennis Anyone??
- Fabulous Fishing
- Volleyball Academy
- Creative Hair,Nails & Skincare II
- Game Maker
- Inline Skating
- Ultimate Frisbee
- Upcycled Fashion
- Music and Voice Production Camp
- Financial Whiz Kidz
- Introduction to Cross Country/ Trail Running
- Mock Trial II
- College Entrance Exam Preparation Program (PSAT/SAT)
- ACT Test Preparation Program

AUG 11-15

- Flag Football
- Fabulous Fishing
- Creative Hair styling & Nail Care
- Intramural Sports
- Nastar Ex
- Brilliant Bridge Builders
- College Entrance Exam Prep
- ACT Test Preparation Program



Personal Mindfulness

Discover Your Passion - How to Live Your Dreams Now NEW

Do you feel discontent with your life and stuck in your current situation but don't know how to get out? Perhaps you dream of a career change, writing a novel, or traveling the world. What are you passionate about? Knowing your passions are your clues, the keys which unlock the door to your destiny. Discover the one thing that can change everything about your life. *Dr. Leena Gupta*

Newtown Campus/ \$49/ RCEGN 6501 WB1 & WB2
WB1/ Thu, 6/12, 6 - 9 pm
WB2/ Mon, 6/16, 1pm - 4pm

From Stuck to Stoked: Rekindling Joy in Your Life NEW

This course is about self-discovery or rediscovery, and shaping the life you want to live. This requires that you make a PACCT with yourself: Prioritize your values, passions and wishes to imagine what your most loved life would be like. Act on your intentions to manifest your goals, believing in both mind and body that you will achieve them. As you Create Changes, assess yourself and your relationships Please bring to class your focus, the courage to take risks, the discipline to believe, and a journal that in- spires you to write daily. *Ann Schreiber, RN, BSN*

\$59/ RHEAL 8003 C01 & C50/
C01/Newtown Campus 2 Wed., 7/9-7/16 7-9pm
C50/Lower Bucks Campus 2 Thu. 7/10-7/17 7-9pm

Inner Guidance: Tips for Tuning into Your Higher Self NEW

We all have inner guidance. It's the divine speaking to us, to Soul, and it's always present in our lives and with us at all times. Inner guidance is an exceptional spiritual tool. It opens the door of the heart to divine assistance, like having the wisest person in the world at our shoulder, helping us with every decision. Discover your own inner guidance through a series of techniques designed to open us to our divine birthright. This course is open to all, regardless of your spiritual orientation. The techniques are universal yet practical and easy to do. Inner guidance is not just for saints or prophets, it's for anyone who would like to explore how to listen to God. *Lisa Gage*

Newtown Campus/\$59
RCEGN 6749 C01/
2 Thurs. 7/10 - 7/17, 7-9pm

Introduction To The Work of Byron Katie Workshop

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

Newtown Campus/\$39/RCEGN 4205
C01/Wed, 6/18, 6:30-8:30 pm
C02/Wed, 6/25, 6:30-8:30 pm
C03/Wed, 7/9, 6:30-8:30 pm
C04/Wed, 7/16, 6:30-8:30 pm

Weight Loss, The Easy and Natural Way

Lose weight easily by changing your "relationship" with food. Are you a "comfort eater", do you make poor food choices, are you unmotivated to exercise or simply eat too much? This is NOT a diet. Hypnosis works by modifying attitudes and eliminating cravings at a subconscious level. It is safe and is as natural as daydreaming. Under the direction of *Philip Holder, Ph.D*

Newtown Campus/\$49 (plus \$25 materials fee payable to instructor)
RHEAL 0047 C01/ Tu, 6/17, 6:30-9:30 pm

Meditation Made Easy

Meditation is often shrouded in mystery. It is actually a great way to manage stress, increase productivity, develop intuitive and creative powers, reenergize, and improve your quality of life. We will provide simple tools to help you meditate effectively on your own and acquire skills that can benefit you for a lifetime. Under the direction of *Philip Holder, Ph.D*

Newtown Campus/\$49 (plus \$45 materials fee payable to instructor)
RHEAL 0046 C01/ Th,6/12, 6:30-9:30 pm ACT 48
Approved Hours: 3 (Act 48)

Past Lives: The Theory and the Experience

Is it real or is it fantasy? Would you like to know if you are an old spirit, if you have lived a previous life or lives? In many cultures it is believed that our fears and anxieties, our talents and creative abilities, may have their roots in experiences from a previous life. By discovering our past experiences, and how they have led us to where we are now, we can better understand ourselves, our likes, our dislikes, our fears, our goals and our desires. During class, Dr. Holder will ask for volunteers who would like to experience a past life regression through hypnosis. Note: Please plan to arrive early as doors will be closed to avoid disruption. Under the direction of *Philip Holder, Ph.D.*

Newtown Campus/\$49 (plus \$25 materials fee payable to instructor)/
RHEAL 0032 C01/ Tu, 7/15, 6:30-9:30 pm
Approved Hours: 3 (Act 48)

Accessing Your Intuitive and Creative Self ACT 48

The answers to all of our questions are within us. Learn to overcome the problems and barriers you may be experiencing and discover your own truthful answers. Dr. Philip Holder has appeared in many magazines, on radio, and on television and can help you understand and perhaps experience this amazing phenomenon. Under the direction of *Philip Holder, Ph.D.*

Newtown Campus/\$49 (plus \$25 materials fee payable to instructor)/
RCEGN 6742 C01/ Th, 7/17 6:30-9:30 pm NEW

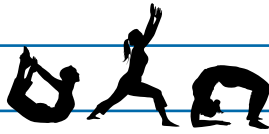
Clutter Free Living - Organize Your Life

Summer time is a time of renewal and the perfect time to declutter your home and your life! Living your life clutter free is like a breath of fresh air. Learn to use the power of your mind to enable yourself to improve organizational skills, to set realistic goals and create personal rewards for your accomplishments in this interactive workshop. *Dr. Leena Gupta*

Newtown Campus/\$49 RCEGN 6502 WB1 & WB2
WB1/ Mon, 7/7, 1pm - 4pm
WB2/ Thu, 7/10, 6-9 pm

See Also: [Healing Arts - Pages 15 - 17](#)

Health & Fitness



ARC Lifeguard Training

Learn the skills needed to attain American Red Cross Lifeguarding Certification. This will include water skills, classroom skills, CPR and AED certifications. Students must successfully complete all course requirements and pass both written and practical exams for certification. *Jamie Bintliff*

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

Newtown Campus/ \$255/ PHPAH 1000 C01/
C01 / Fr, 5/2/14; 6-9pm,
Sa & Su, 5/3/14 & 5/4/14; 8am-4pm,
Sa & Su, 5/10/14 & 5/11/14; 8am-4pm
Approved Hours: 35 (Act 48)

ACT 48

Living a Whole Foods Lifestyle NEW

There are so many mixed messages about what's healthy, and what's not. Join us for a series that goes back to the basics of nutrition. You will explore not only the benefits a diet rich in whole foods can have on our health, but also the negative effects a diet high in processed foods can have on the body. You will gather a multitude of practical tips and resources to transition to a more whole food based lifestyle without becoming overwhelmed! Come see how easy and delicious eating healthy can be! *Meghan Maguire, CTRS*

Newtown Campus/\$49 (plus \$5 materials fee payable to instructor)
RHEAL 1008/ C01/ 3 Wed. 5/28-6/11, 6:30-7:30pm

Personal Trainer

Do you have a passion for exercise, health and fitness? This course will provide you with the necessary skills and knowledge to become a successful Personal Trainer. After successful completion of the course, students should be well-prepared to sit for the American Council on Exercise Personal Training exam. Newly revised course based on the 4th edition of the ACE Personal Trainer Manual. *Will Eagle*

Newtown Campus/ \$605 (plus approx. \$95 for text*)/ WFTNS 1008 C01/

Next Offering Fall 2014

Approved Hours: 64 (Act 48)

*ACE Personal Trainer Manual (2 book set), American Council on Exercise, 4th edition
Sample Test for Personal Trainer Certification Exam (www.acefitness.org) Call to order & receive discount: 1-888-825-363

Plan Ahead - We recommend you sign up at least 7 days prior to the first day of class.

Introduction to Tribal Style Bellydance NEW

Welcome to Tribal Style Bellydance! This is a fun and challenging dance form that is joyous, empowering and builds community and camaraderie. In this 4 week workshop style introductory class, you will learn some of the fundamental moves of the dance form and get a taste of improvisation. This is the perfect way to prepare for the Level I class that begins in September even if you have no dance experience. *Jennifer A. Parilo, BSN, RN*

Lower Bucks Campus/\$59 RFTNS 6046 C50 & C51
C50 4 Wed. 7/9 – 7/30, 7-8pm
C51 4 Wed. 8/6 – 8/27, 7-8pm

Is Type 2 Diabetes in Your Future? NEW

Are you a desk-dweller by day and a couch potato by night? Are you overweight? Do you tend to carry weight around your middle? You might be at risk of developing type 2 diabetes, a disease that afflicts over 20 million people in the United States. Diabetes is our country's chief cause of blindness, kidney failure and lower-limb amputation, and the seventh leading cause of death. You can delay or prevent this serious illness with healthy lifestyle choices that we'll discuss. You'll learn: How type 2 diabetes develops, what it is and how it affects the body; and its signs and symptoms. *Ann Schreiber, RN, BSN*

Newtown Campus/ \$59/ RHEAL 1009/ C01
2 Wed. 8/6-8/13, 7-9pm

Lower Bucks Campus/ \$59/RHEAL 1009/ C50
2 Thu, 8/7-8/14 7-9pm

Introduction to Ayurveda

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

Newtown Campus/\$95 (plus \$10 paid to instructor for food/herbs)/RHEAL 0131 WB1/
2 Tu, 7/22 & 7/29, 6-9:30 pm

Hatha Yoga – All Levels Welcome

In this class, our mission is to provide comprehensive instruction to students of all ages and skill levels. The alignment-based approach cultivates strength, flexibility, and balance in a challenging yet responsible manner. Through this practice students are guided towards a deeper awareness of the interactions of body, mind, and spirit. With a dedication to personal attention this class will help all students to develop their own unique practice at their own pace. Please bring your yoga mat and a firm blanket to sit on. A block and strap would be good too. *Lynn Hewitt*

Newtown Campus/\$79/RFTNS 0127/C01
6 Tu, 6/3-7/8, 5:30-7:00pm



Drawing and Painting from Life: Figure, Portrait, Costume NEW

In this 6-week course we will focus on painting and drawing the live model. Through an academic approach I will encourage you to be expressive and find your own style. We will begin the first 3 weeks with drawing the figure from short gesture poses to longer studies. The last 3 weeks we'll concentrate on painting the figure –life, costume, portrait. We will delve into color and finding the palette that best works for you, the ideal brushes, canvas or panel, and drawing materials. We will discuss general academic framework for drawing and paint the figure such as anatomy, drapery, design, composition etc. This course is for students who have some knowledge of drawing and painting. Or if you are an experienced master I will show you how to push yourself even further. Individual attention, demos and discussions throughout. *George Thompson*

Newtown Campus/\$225 (including live model fee; plus \$150 for materials) RFNRT 8017 C01
6 Mon., 6/23-7/28 6:30-9:30

Getting the Perfect Shot

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

Newtown Campus/ \$159/RFNRT 2585 C01
7 Tu, 6/3-7/15 6:30-9:30pm

Informal Photographic Portraiture

Ever wonder how to get great looking portraits when you have very little equipment? Get more out of your 35mm digital camera, flash and image processing program, while working in tandem with advertising and entertainment photographer, Tom DeLorenzo,. Course consists of 3 informal portrait projects that will take you from the idea to completion. Projects: studio, interior locations and exterior locations portraits. All projects to utilize depth-of-field control and motion/panning techniques; on-camera flash synchronizations; and image processing. A basic knowledge of digital capture is suggested. Students should bring their camera, flash and instruction manuals. *Thomas DeLorenzo, AA.*

Newtown Campus/ \$159/ RFNRT 2586 C01
7 Thu, 6/5-7/17 6:30-9:30pm

Basic Floral Design: Introduction

This hands-on course is designed for learners of ages 16+ with or without experience in floral design. Learn the fundamentals of fresh floral design, how to condition and care for fresh flowers, use floral foam, tape, and wire in basic floral design. Create beautiful arrangements for yourself or a friend in many styles including a hand-tied bouquet, a basket design, and small square centerpiece. Students will take home the arrangements they create in class. *Dr. Jessica Kim*

Newtown Campus/ \$99 (Flower cost \$100 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)/ RFNRT 5108/ C01/
5 Mon, 6/2-6/30, 6:00-8:00pm
(10 hours)

Basic Floral Design Intermediate

Build on your basic knowledge of floral design by learning more challenging techniques that incorporate bidding, wiring, and taping with a variety of flowers and foliage as well as containers of various shapes and sizes to create a wide range of exceptional designs. Each student will take home the arrangements they create in class. *Dr. Jessica Kim*

Newtown Campus/ \$99 (Flower cost \$100 paid directly to instructor; \$25 optional designer kit that includes tools and supplies) RFNRT 5109/ C01/
5 Mon, 6/2-6/30, 8:15-10:15pm
(10 hours)

The Ultimate Do-It-Yourself Wedding Workshop: Plan and Design Your Own Wedding

This course is designed for anyone who is interested in planning and designing their own or someone else's wedding. An expert wedding professional will share helpful tips and advice that will save you time and money. This a hands-on course that will help you create guests lists, favors, centerpieces, and much more. Anyone can benefit from this course if you have any interest in planning a party or an event. *Dr. Jessica Kim*

Newtown Campus/ \$159 (plus materials fee of \$15 paid directly to instructor)
RFNRT 5113/ C01/ 8 Tu, 6/3-7/29 (no class 7/1),
6:00-7:30pm
(12 hours)

Plan Ahead - We recommend you sign up at least 7 days prior to the first day of class.

Music

Guitar for the Adult Beginner

The less experienced you are the better! Learn to play chords and simple strumming patterns as well as easy blues scales and get started playing the guitar. In just six weeks you will learn how to play some simple songs such as “Back In Black” by AC/DC, “Bad Moon Rising” by CCR, or “Iron Man” by Black Sabbath. No experience reading music necessary! Must provide own guitar. *Don Leffler, B.M.*

Newtown Campus/ \$120/ RMUSC 1168

C01 8 Mon., 6/2-7/21 6:30-7:30 pm

Approved Hours: 8(Act 48)

**Guitar for the Adult Beginner, Continued**

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

Newtown Campus/ \$120/ RMUSC 1169 C01

8 Mon., 6/2-7/21 7:45-8:45pm

Approved Hours: 8 (Act 48)

**Beatles 101**

From “Here Comes the Sun” to “Blackbird” to “Let it Be”, learn how to play and arrange Beatles music on the guitar. Some experience required. This class is ideal for people that have taken “Guitar for the Adult Beginner” and perfect for those that like to sing while playing the guitar. Must provide own guitar. *Don Leffler, B.M.*

Newtown Campus/\$100/RMUSC 1189/C01

8 Mon., 7/28-9/22, (no classes on Monday, 9/1)

6:30-7:30

Approved Hours: 8 (Act 48)

**Piano Master Class**

Tailored to people already schooled in playing the piano, participants will develop more confidence in their playing and performing skills as well as their listening skills. Students will perform and be critiqued leading to improved musicality and technique.

Elizabeth Crockett

RMUSC 1193 C01 / 10 Wed, 6/11-8/13 (no class 7/2); 6:30-7:30 pm

Harp Therapy

Research indicates that music, most especially harp music, has a positive effect on the body, mind and emotions. A music background, while helpful, is not necessary. More important is your desire to play beautiful music on a beautiful instrument. Harps are available for rent or purchase. Please call Bedside Harp directly at 215-752-7599 to arrange for an instrument prior to the first class. Classes are kept small to assure individualized attention. Enrollment is limited to 6 students per section. There is a one-time \$125 materials fee for new students which include text, music and handouts. *Edie Elkan, B.A.*

All sessions will be held at Bedside Harp, 6318 Neshaminy Valley Drive, Bensalem, PA / \$399 (plus \$125 materials fee payable to instructor)/ Contact Bedside Harp for times and dates.

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

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

Learn to Play the Folk Harp - Intermediate
RMUSC 1135 CA1

Private Music Lessons

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

Newtown Campus Fees:

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

Lessons are available for the following instruments:

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

For Music Majors

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

Steven.Bresnen@bucks.edu

See also: Page 52

- The Harlem Renaissance
- Opera and Ballet in Louis XIV's France
- The World of J.S.Bach

Lifelong Learning

Special Interest

Birds and Butterflies of Tyler State Park

Come join Jon Sutton for this fun, active, light-hearted, and informative field class. We will cover the basics of bird identification with a nice mix of butterflies and dragonflies thrown in! Jon is a former Audubon Society field trip leader for many years and also taught summer field classes for 3rd and fourth graders through his former school district in Wisconsin. We will meet for five days at 6:30am until 8:30am in three different locations within Tyler Park. It'll be a great time! Bring binoculars, sense of humor, and walking shoes.

Tyler State Park/ \$159 / RCEGN 6300 CA1
Wed, Thu, Fri, Mon, Tu, 6/25-7/8 (No class 7/4, week of 7/7 reserved for makeup classes for inclement weather), 6:30-8:30am

Instant Speed Reading

Increase your reading speed in just one class! Learn to eliminate the reading hang-ups that are slowing your reading experience. Whether for work or school, or just to catch up on summer reading, we will show you how to increase your reading speed while improving reading comprehension. This method was created by Dave Farrow, designated as Sony's speed reading spokesperson for the Sony Reader.

Wendy Richmond, B.S.

Newtown Campus/ \$39/ RCEGN 1532 C01
Wed., 6/4, 6:30-9 pm

Unleash Your Brain: Increase Your Memory

Are you always forgetting where you left things? Do you want to stop forgetting why you walked into a room? Discover the system created by a Guinness Record holder for Greatest Memory. Learn to easily recall names, dates and facts, effortlessly recall details from conversations exactly when you need them, and quickly learn foreign language vocabulary. In only one session, you will triple your memory, learn the secret to triggering your long term memory at will, and unleash perfect focus when you need it most. This system was featured on Live with Regis and Kelly, CNN, Fox News, The Today Show, Discovery Channel, and more. *Wendy Richmond, B.S.*

Newtown Campus/ \$39/ RCEGN 4203 C01/
Wed, 6/11 6:30-9 pm

Archeology – An Armchair Explorer's Guide

Find your inner Indiana Jones; while quenching your appetite for the archaeology, history, and the past! Archaeology: An Armchair Explorer's Guide is your ticket to explore ancient civilizations and exotic locales while staying close to home. We'll begin in prehistory, and journey through time discovering cultures and peoples from locations around the world. Lively lectures, authentic artifacts and cultural objects make up this fun and unique offering. *Matthew Bielecki, B.S., B.A.*

Newtown Campus/ \$89/ RCEGN 8110 C01
4 Thu, 5/29-6/19 6:30-8:30pm

Private Pilot Ground School

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

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

Robert W. Lamberti, CFA, CFIII, AGI, IGI

Newtown Campus/ \$500 (includes \$200 Private Pilot Kit)/ RCEGN 9000 C01/

Next Offering: Fall 2014

FREE information session, Newtown Campus

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

Be Your Own Boss: How to Turn Your Crafts into Cash

This hands-on course is designed for learners ages 18+. Students will be introduced to some of the most popular ways of marketing and selling crafts without owning or leasing a brick-and-mortar retail store. Learn how to put together a business plan the basic economics of running a business, and how to sell your crafts in stores and in person. Discover some of the most popular venues to sell crafts in Bucks County and learn to use POS software and various merchant services so you can accept all major credit cards without the hassle of leasing a terminal. By the end of the semester, students will be able to actively sell their products as a part-time or full-time entrepreneur. This is a great course for those who are looking for a hobby or a part-time job or even a career change. *Dr. Jessica Kim*

Newtown Campus/ \$159 (includes materials)/ RCEGN 6777 C01/8 Tu, 6/3-7/29 (no class 7/1), 8:00-9:30pm

Free Vacations – Travel Free, and Make Money Doing It!

Would you like FREE vacations? With the current challenging economy, it is so important to learn the inside secrets to free travel. From how to maximize your frequent flyer miles and get “bumped” for a free flight, to travelling as an Air Courier or working as a tour guide or teaching English abroad, you will discover all the tips, and safety and travel advice from an expert “free” traveler. *Gina Henry, M.I.M.*

Newtown Campus/ \$49 (plus \$15 book fee [retails for \$39.95], payable to instructor)/RCEGN 2032 C01/ Tu, 5/13, 6:00-9:30 pm

Getting Paid to Talk: Making Money with Your Voice

Ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce you to the growing field of voice over. Learn what the pros look for, how to prepare, and where to find work in your area! We'll discuss industry pros and cons, play samples from working voice professionals and provide an opportunity for students to record a short professional script under the direction of the instructor.

For a more detailed class description:

www.voicecoaches.com/gppt

Newtown Campus/ \$54/ RSBEN 0004 C01

Thu, 6/26, 6:30-9:00pm

Technology Series

iPads® and iPhones® - what about those Apps?

iPads and iPhones have not changed the way people communicate, they have impacted the ways we interface with the world and organize our lives. In this course, students will become more familiar with their device settings, decode associated vocabulary, and learn how to search for new applications (“apps”) that will transform their mobile technology experience. We will explore some apps in class that will be useful for photography, social media, fitness and nutrition, travel, movies, and magazines. Please come to the first class with a working Apple ID. *Margaret Montet, M.M., M. L.S.*

Newtown Campus/\$59/ RCOAP 8044 C01/

3 Wed, 5/21-6/4 6:30-8:30 pm

Approved Hours: 6 (Act 48)



Social Media

Learn to navigate popular social media sites such as Twitter, Facebook, Blogger, and Pinterest! Participants in this course will learn what each site does best. With social media you can communicate with friends and family, share photos and videos, learn about breaking news as it happens, interact with innovators in a field or your favorite movie star, wake up your inner memoirist, share recipes with cooks around the world, and much, much more. We'll explore resources to enhance your social media experiences, and where to go for more information. Social Media is here to stay, and it just keeps getting more interesting. *Margaret Montet, M.M., M.L.S.*

Newtown Campus/ \$59/ RCOAP 8042 C01/

3 Wed, 6/11-6/25, 6:30-8:30 pm

Blogging - Start a Blog That Matters

This is an introductory course in blogging for students new to this ever increasing popular world of social media. You too can be a blogger! Experienced blogger Gargi Seshadri will guide you through the basics of finding ideal blog settings, getting your feet wet on blogspot.com, and will help you set up an attractive blog that is right for you. Learn about blog hosting options, template designs, adding content, creating interesting posts, adding images, video, maintaining your blog and marketing to a target audience. Wordpress will only be described briefly. Great for beginners who want to join the blogging world and have no experience with blogging. Those with more experience in blogging may want to look for a more advanced blogging class as this will not get into any programming concepts or advanced topics. Prerequisite: Basic file management knowledge and a good working knowledge of the internet. *Gargi Seshadri, M.S.*

Newtown Campus/ \$119/ RCOSY 8032/C01

4 Thu, 7/10-7/31 6:30-8:30pm

Approved Hours: 8 (Act 48)



Second Act - Adults - Age 55+

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

More adults are also entering second careers and want new, marketable skills. So, whether you're interested in personal enrichment, or a second career, take a look at all the possibilities before you.

The Harlem Renaissance

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

Newtown Campus/\$74/RCEGN 8706/C01
3 Wed., 7/16-7/30, 6:30-8:30 pm

Opera and Ballet in Louis XIV's France NEW

Louis XIV, the "Sun King" (1638-1715) loved to dance. During his long reign, he brought ballet, opera, and other arts into the cultural life of the French aristocracy and thus created a distinct French tradition. We'll learn about Louis the man and Louis the king with an emphasis on the arts of his time. *Margaret Montet, M.M., M.L.S.*

Pennswood Village/\$74/RMUSC 8006 CPV1
3 Wed., 6/4-6/18 10:00am-12:00 pm

The World of J.S. Bach NEW

Johann Sebastian Bach (1685-1750) was a genius who spent his entire life in a small region of Germany. His oeuvre self-divides according to his employment and the appropriate music he was called upon to compose. Participants in this course will follow Bach from Eisenach to Leipzig to listen and learn about his musical innovations. *Margaret Montet, M.M., M.L.S.*

Pennswood Village/\$74/RMUSC 8007 CPV1
3 Wed., 7/16-7/30 10:00am-12:00 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/ \$39 (plus \$2 materials fee payable to instructor)/
RCEGN 8650 C01/ 1 Tues., 5/6, 6-9 pm

Mah Jongg

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

Newtown Campus/ \$99 (plus \$10 materials fee payable to instructor)
RCEGN 8652 C01/ 3Thu, 5/8-5/22 6-9 pm

Skincare and Menopause

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

Newtown Campus/ \$39 (plus \$10 materials fee payable to instructor)/RHEAL 8002 C01/
2 Tues., 6/10-6/17, 6-8pm

AARP – SMART DRIVER Refresher Class

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

Newtown Campus/\$0/ RCEGN 8052
C01/Mon, 6/2, 6-10 pm
C02/Mon, 7/7, 6-10 pm
C03/Mon, 8/4, 6-10 pm

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., M.L.S.*

Newtown Campus /\$74/ RMUSC 8003 C01/
3 Tues., 6/10-6/24, 6:30-8:30 pm
Approved Hours: 6 (Act 48)

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

Second Act Computer Series

Do you want to learn or improve computer skills, but have been hesitant to take the plunge? This series is designed for adults ages 50+, taught at your level, at your speed, and addressing issues that we all face in this fast-paced technological world! You too can be "Tech Savvy"!

Where Did My File Go? Understanding File Management

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 SecondAct Computer Series, unless you can demonstrate knowledge of basic file management.

Gargi Seshadri, M.S

Newtown Campus/ \$129/ RCOSEY 8030 C01/
4 Tu, 7/11-7/22 1-4pm

Approved Hours: 12 (Act 48)



Microsoft Word 2013 – Beginners

Learn to use Microsoft Word to prepare documents for business or personal use and navigate through the program easily. Discover basic editing tools, to insert pictures and stylistic elements into the Word document and much more. Prerequisite: Have taken the class "Where did my File Go? Or be comfortable using a computer including managing and working with files. *Gargi Seshadri, M.S*

Newtown Campus/\$129 (includes text)
RCOAP 8011 C01/

4 Tu, 7/29-8/19, 6-9 pm

Approved Hours: 12 (Act 48)



Windows 8.1 for Beginners

This class will provide you with an understanding of how Windows 8.1 works and helps you to gain fluency in the terms used for the new look and feel of this version of the operating system. The focus will be on basic concepts: getting used to the environment, moving back and forth from the desktop to the start screen, accessing desktop applications, using the internet in a new and more improved manner and accessing mail service. This hands-on experience will help you to understand how things have changed from the previous versions of Windows and will address the workflow that occurs in this new context. There are no prerequisites for this class. However, you must have a computer system available with Windows 8.1 loaded on your computer. We will talk about Windows 8 in terms of the changes made between Windows 8 and 8.1. However, covering both 8 and 8.1 will not be possible, so those who have not upgraded to Windows 8.1 are urged to upgrade to the Windows 8.1 platform prior to starting this class. If you are using previous versions of Windows (e.g. XP, Vista or Windows 7), you will not be able to follow the concepts and exercises for this class. *Gargi Seshadri, M.S.*

Newtown Campus/ \$149/ RCOSEY 8033 C01/
5 Wed., 7/2-7/30, 9am-12pm

Microsoft Excel 2013 for Beginners

MS Excel 2013 will allow students to create spreadsheets to manage data for their personal or business needs. They will be able to manipulate data, figures, and perform calculations to manage their accounting or financial needs. This course not only takes you from the beginners level EXCEL concepts, but branches into intermediate concepts that will allow you to feel confident in creating professional looking spreadsheets in a matter of a few weeks. Prerequisites: Where Did My File Go? or a familiarity with using and managing file systems.

Newtown Campus/ \$129/ RCOAP 8045
4 Wed., 7/30-8/20, 6-9pm

Approved Hours: 12 (Act 48)



Emergency Closings/ Inclement Weather

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

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

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

Test Preparation



Little Known Secrets of Paying for College

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

Newtown Campus/ \$49/ RCEGN 8803 C01
Tu, 6/3, 6:30-9:30 pm

College Entrance Boards Tutoring Course (SAT/PSAT)

David Gelb

Newtown Campus/ \$259 (plus text)/ ATEST 1502
Next Offering: Fall 2014

ACT Exam Preparation Course

David Gelb

Newtown Campus/ \$259 (plus text)/ ATEST 1500
Next Offering: Fall 2014

Graduate Record Exam Preparation Course (GRE)

Online/ \$95 / ETEST 1522 / Part 1
Online/ \$95 / ETEST 1523/ Part 2



See page 7 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 7 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 7 for dates.



GED® Test Preparation – FREE

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

**For more information on GED, please call:
Bridget Hughes at 215-504-8553
or Eunice Rush-Day at 215-258-7741**

Register Online!

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

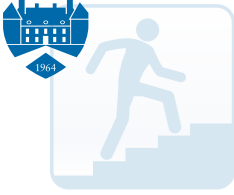
Register Online!

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.



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)

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Command Spanish



Command Spanish® Online

Command Spanish®, Inc. offers innovative e-Training Spanish language programs. All programs are based on the exclusive, revolutionary Language Power-Lock System which unites seven interactive processes to provide contextualized, purposeful learning opportunities.

Online/ \$99

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

215-968-8359 or e-mail: sherry.mckinney@bucks.edu

Online Spanish Language courses are available in the following fields and more:

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

To sign up for an online course, visit www.commandspanish.com

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

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

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

Online Construction Courses

All Online/C30/ 6/23/14 – 9/1/2014

For complete descriptions of these courses, see www.constructionclasses.com



Introduction to Construction Estimating - Start Anytime

ETMCO 1500 C30/ \$520 (includes text)

Essential Construction Math - Start Anytime

ETMCO 1501 C30/ \$520 (includes text)

Construction Blueprint Reading

ETMCO 1502 C30/ \$520 (includes text)

Estimating and Bidding 1

ETMCO 1503 C30/ \$520 (includes text)

Estimating and Bidding 2

ETMCO 1504 C30/ \$520 (includes text)

Construction Materials and Processes

ETMCO 1505 C30/ \$520 (includes text)

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 session dates are: 6/23/14 – 9/1/14

Construction Supervision

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

Following classes required for each certificate:

Certificate in On-Site Supervision

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

Construction Supervisor Certificate in Project Management

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

Certificate in Construction Supervisory Technologies

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

June 23 – September 1, 2014 Summer Session

Construction Equipment & Methods

ETMCO 1506 C30 / \$520 (includes text)

Oral & Written Communication

WTMCO 2002 C30/\$420 (plus \$156 textbook)

Contract Documents & Construction Law

WTMCO 2004 C30/\$420 (plus \$156 textbook)

Planning & Scheduling

WTMCO 2005 C30/\$415 (plus \$156 textbook)

LEED for New Construction:

Applying the Guidelines

WTMCO 3002 C30/\$520 (includes text)

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 Skills

Advanced Manufacturing

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

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

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

Lab Hours

(scheduled by appointment)

Daytime Hours: Mon - Wed, 8 am-5 pm

Evening hours: Tu & Th, 5-9 pm

Weekend hours: Saturday, 8 am-1 pm

New, Unique Features:

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

Available Certificate Programs

- Production Technician Certificate
- Industrial Electro/Mechanical 1 Certificate
- PLC Technician Certificate
- Hydraulics Troubleshooting Certificate
- NIMS CNC Machine Operator Certificate
- Industrial Welding 1 Certificate
- Energy Technician 1 Certificate
- AM/IST 1 Advanced Manufacturing/Integrated Systems Technology Certificate

Advanced Manufacturing Credentialed Training Paths

All Certificates are potential training end-points.



**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

Training offered at the Advanced Manufacturing Training Center in Bristol.

CNC Machine Operator Certificate - 250 Hrs

- Introduction to Manufacturing
- Basic Trigonometry
- CNC Machine Operator Processes

***NIMS**

Industrial Welding I Certificate - 250 Hrs

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

***MSSC**

Production Technician Certificate - 200 Hrs

- Introduction to Manufacturing
- Welding Basics
- Mfg Prod. Skills: AC/DC, Elect Fabrication, Prod Assy

***MSSC**

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

*May sit for national certification exams: NIMS National Institute of Metalworking Skills; MSSC Manufacturing Skills Standards Council

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

AMIST 1 - Advanced Manufacturing/ Integrated System Technology Certificate - 720 Hrs, \$9645

For those interested in the AM/IST pathway, additional stackable credentials are available in:

Industrial Mechanical 1 - 135 hrs, \$2,363

Industrial Mechanical 2 - 105 hrs, \$1,838

Industrial Electrical 1 - 135 hrs, \$2,363

Industrial Electrical 2 - 65 hrs, \$1,138

Industrial PLC's (Programmable Logic Controllers) - 80 hrs, \$1,400

Energy Technician - 140 hrs, \$2,450

Call us at 215-504-8695 to get more information about program details and learn how we can help you up-skill for high priority industrial technical positions for today and tomorrow!

Individual Industrial Skills Courses

PLC (Programmable Logic Controllers) Troubleshooting A-B SLC 500/RSLOGIX 500 & Siemens S7

Learn programming and troubleshooting of programmable logic controllers and their use in industrial, commercial, and residential applications.

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

Advanced Manufacturing Training Center/ \$1400.
WTMCO 1124 AM1/ 6 Tu & Th, 6/17-7/24, 5:30-9:15 pm/ 80 hrs (45 hrs class; 35 hrs e-learning).

Testimonial:

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

B. Ferguson, Maintenance Supervisor, Greif, Warminster Steel

Advanced PLC Programming

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

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

Advanced Manufacturing Training Center/\$795/
WTMCO 1121/AM1/ 8 Wed, 6/18-8/6, 5-8:45 pm (no class 11/27)

Industrial Hydraulics

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

Advanced Manufacturing Training Center/ \$875.
WTMCO 1639 AM1 / 9 Wed, 6/18-8/13, 5:30-8:30 pm
50 hrs (27 hrs class; 23 hrs e-learning).

Locomotive Engineer & Conductor Basic Training Program

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

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

Mark Mattis, DSLE; Certified Train Service Engineer

Newtown Campus/\$365 (plus approx. \$100 text)/
WTMCO 1151 C01/ **Next Offering: Fall 2014**

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

FREE INFORMATION SESSIONS

XTMCO 1151/ C01 & C02/

Next Offering: Fall 2014

Drafting/Industrial Design

- AutoCAD® Essentials - page 34
- AutoCAD® 3D Modeling - page 34
- Revit® Architecture Basics - page 34

Workplace Professional Skills

Certificate in Designing Webinars

Discover the power of successful webinars. Learn the 4 key strategies to creating successful webinars. Acquire the planning skills involved in budgeting, pricing, and marketing webinar meetings. Upon successful completion of the course, participants will receive a certificate in designing webinars. This course is taught by two of the foremost authorities on webinars.

Two one-month online courses / \$345 total for all 2 courses and certificate (Must register for all three classes at the same time to get the bundled price.)

Designing Successful Webinars


Online/ \$195/ ESMCE 4322 C30/ 6/2-6/27

Managing and Marketing Webinars

Online/ \$195/ ESMCE 4342 C30/ 8/5-8/29

Media Buying Strategies

The course presents concepts and strategies from a business decision-making perspective. This approach emphasizes the marketing decisions that business owners are most likely to confront in their marketing operations when meeting with various media outlets and managing their marketing campaigns. Gain knowledge of media buying strategies that help promote organizations and boost sales and profits.

Online/ \$195/ ESMCE 4324
C30/ 5/5-5/30, C31/ 7/7-8/1 

Management Certificate

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

Three one month online courses. \$595 for all 3 courses and certificate.

Management Boot Camp

Online/ \$295/ ESMCE 4333 C30/ 6/2-6/27

Time and Productivity Management

Online/ \$195/ ESBEN 0211 C30/ 7/7-8/1

Managing Generations in the Workplace

Online/ \$175/ ESBEN 0217 C30/ 8/5-8/29

Notary Training

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

Approved Hours: 3 (Notary Public)

Newtown Campus/ \$75/ WSBEN 0130 C01-C03/
6:30-9:30 pm
C01/ Tu, 6/3
C02/ Tu, 7/8
C03/ Tu, 8/5


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/
6:30-9:30 pm
C01/ Thu, 6/26,
C02/ Thu, 7/17
C03/ Thu, 8/14

Supervisory & Leadership Certificate

As a supervisor, ensuring team efficiency is the key to success. This course provides practical, easy to understand, and insightful team-building strategies as well as tips and techniques for improving overall effectiveness as a supervisor. 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/ 6/2-7/25

Using Personality Profiles for Better Work Performance

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

Online/ \$295/ ESMCE 4332 C30/ 8/5-8/29

Business Coaching Certificate

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

Online 2 month, 2 part certificate/ \$295/
ESMCE 4323 C30/ 6/2-8/1



See Also -

- Personal Trainer - Page 47
- Healing & Massage - Page 15
- Hypnotherapy - Page 25

Fashion Design

The Fashion Design Certificate program is designed for students who share a love of fashion and design and feel that they have the talent to pursue a career in design. Students will enhance their own design skills, translate concepts onto paper, and eventually into actual garments. At the completion the program, students will be prepared to enter the fashion design industry in the capacity of a design assistant or part of a product development team. This program will concentrate solely on women's wear.

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.

Offered Fall and Spring

Core Classes

- Fashion Design I
- Fashion Design II
- Fashion Illustration
- Basic Garment Construction
- Pattern Drafting I

Electives: (choose 2)

- Pattern Drafting II (prerequisite: Basic Garment Construction & Pattern Drafting I)
- Sewing Techniques (prerequisite: Basic Garment Construction & Pattern Drafting I & II)
- A drawing or painting class (pages 48)
- A computer-aided design class such as Photoshop or Illustrator (page 38)

For more information, contact:

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

Emergency Closings/ Inclement Weather

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

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

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

Coming Fall 2014!

Cultural
Events at
Bucks!

A Family Favorite Returns to Bucks...

Golden Dragon Acrobats

A Must See!

Details:

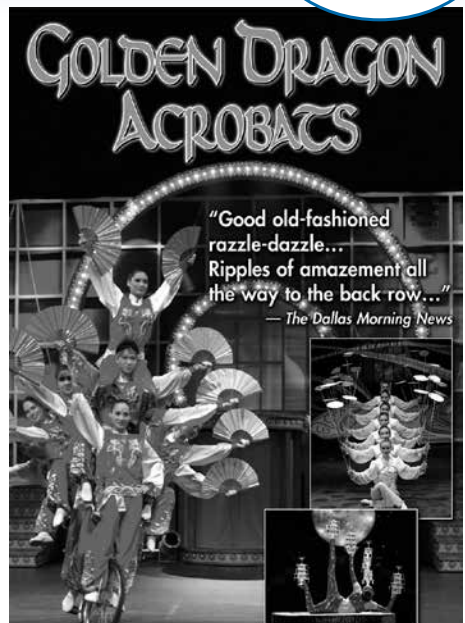
Saturday, November 15, 2014

Two performances: 2pm and 5pm

Tickets: www.bucks.edu/tickets

Info: www.bucks.edu/cultural

Phone: 215.968.8087




Green Courses

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/ 6/2-7/25

 www.bucks.edu/LERNclasses

**LEED® Green Associate Exam Preparation Study Group**

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

Online/ \$995/ ETEST 2001 C30/ 6/2-7/25

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

Courses \$520 including ext. **All online.**

June 23 - September 1, 2014 - Summer Session

LEED for New Construction: Applying the Guidelines

WTMCO 3002 C30/\$520 (includes text)

**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

Technical Writing

Technical Writing

Technical writing and communication are among the fastest growing fields in the nation. Add something to that degree in English, History, Philosophy, Communications, Advertising or Marketing that will help you get a job using your language skills in this rewarding profession. Learn key concepts in and specific techniques necessary for technical communication, and prepare for the challenges facing today's technical writer.


The Technical Writing Certificate Program includes:

- I. Elements of Technical Writing I
- II. Elements of Technical Writing II
- III. Mathematics & Science for the Technical Writer
- IV. Microsoft Word- Introduction or Intermediate
- V. Adobe InDesign, Photoshop or Illustrator

Course I: Elements of Technical Writing I

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

David Gelb

Newtown Campus/ \$165 (plus \$9 text)/ 

WSMCE 5475 C01/ **Fall 2014**


Approved Hours: 12 (Act 48)

Course II: Elements of Technical Writing II

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

Newtown Campus/ \$165 (same text as Course I)/

WSMCE 5476 C01/ **Fall 2014**


Approved Hours: 12 (Act 48) 

Course III: Mathematics & Science for the Technical Writer

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

Newtown Campus/ \$165 (plus \$12 text) / WSMCE

5477 C01/ **Fall 2014**

Approved Hours: 12 (Act 48) 

Course IV: Choose one of the following

- Introduction or Intermediate Word (online at www.ed2go.com/bucks)
- Basic, Intermediate or Advanced Word - (in class) - page 35

Course V: Choose one of the following

- Adobe Illustrator, Basic or Advanced - page 38
- Adobe Photoshop, Basic or Advanced - page 38
- InDesign, Basic or Advanced - page 38

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



Department Information

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



- For more information visit: www.bucks.edu/publicsafety
- For a course schedules, registration and information on certification or national certification exams, contact the Staff at 215-340-8417 or 1-888-BUCKS 77
- For e-mail inquiries, contact: charles.moritz@bucks.edu

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

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

Department of Public and Industrial Safety Training & Certification:

Robert Grunmeier II, Executive Director, Contracted Public and Industrial Safety Training & Certification
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Matthew Hatrak, Director, Certification and Curriculum
(Acting Point of Contact for Field Operations Northeast)
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Visit the Department of Public Safety Training & Certification web page at:

www.bucks.edu/publicsafety

Registration Form For Non-Credit Courses - Summer 2014

For more information on how to register, see page 5.

Please Print

Name _____
 Home Address _____ Birth Date _____
 City _____ State _____ Zip _____
 Home Phone _____ Work Phone _____
 Business Name _____
 Business Address _____

Check if new address

Email address* _____

*May we email you information about new and special programs? _____ Yes _____ No

Are you a returning student or is this your first class at Bucks? _____ New _____ Returning

How did you hear about the course (s)?
 _____ Bucks brochure _____ Bucks Web site
 _____ Newspaper _____ Friend/Relative
 _____ TV/Radio _____ Other _____

Are you taking this course at the request of your employer? _____ Yes _____ No

Do you anticipate being reimbursed by your employer? _____ Yes _____ No

Please enter key code found in the
 box on the back cover of the brochure. _____

Registrant Signature _____

Senior Citizen

If you need disability-related accommodations, please call 215-968-8463, at least one week in advance to the start of class.

Course No.	Course Title	Section	Start Date	Fee
Do not include materials fees with the registration payment!				Total

Student I.D.# _____

Check No. _____ Check issued by _____

Credit Card # _____ Exp. Date _____

Security Code _____

See refund policy on **page 4**.

Make checks payable to: Bucks County Community College

Return to: Bucks County Community College
 Continuing Education
 275 Swamp Road,
 Newtown, PA 18940

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

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



Bucks County Community College
Continuing Education, Workforce Development, Public Safety
275 Swamp Road · Newtown, PA 18940
215.968.8409 · www.bucks.edu/con-ed-courses

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Look for our many online course options



Kids On Campus - Page 44
for updates, visit bucks.edu/kidsoncampus

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View Course Offerings Online

Sum - 1400

May - August 2014