

Spring 2015

bucks.edu/con-ed-courses

Change

English as a Second Language - page 42



Grow

Health & Fitness - page 47

Succeed

Advanced Manufacturing - page 60



Continuing
Education
Workforce
Development
Public Safety



Bucks County
Community College

Programs



Allied Health — 8

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



Business & Industry — 18

- Business Services & Marketing
- Customized Training
- Entrepreneurs



Credentialing — 23

- Act 48
- Aviation
- Child Development
- Hypnotherapy
- Professional Engineers
- Project Management
- ServSafe



Information Technology — 30

- Certification Testing
- Cisco Certifications
- Cloud/Mobile Computing
- CompTIA Certifications
- Entry Level Programs
- Graphics & Web Courses
- Health Information Technology
- Microsoft Certifications
- Office Software



Personal Development — 41

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



Professional Development — 58

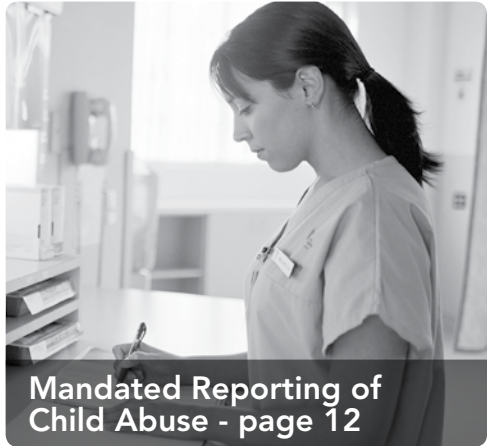
- Command Spanish
- Construction Certificates
- Industrial Skills Training
- Workforce Professional Skills



Public Safety — 66

Information

Brochure Key	7
General Information	4
How To Register	5
Cultural Programming	50
Student Services/Support	6
Registration Form	67



Mandated Reporting of Child Abuse - page 12



Information Technology - page 30



Child Development Associate - page 26

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 2015

Campers & Parents Loved Kids on Campus, 2014!

Come back in 2015 for creative workshops and sports clinics that will make your child's summer a learning experience and a fun adventure.

Call **215-968-8409 (Option 1)** 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

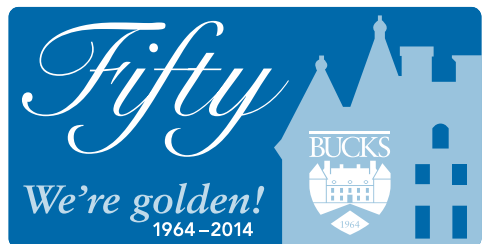
or check our site: www.bucks.edu/newcamps



It's the College's 50th Anniversary!

Join us at bucks.edu/50

- Sign the Guestbook
- Check out Historical Photos and Timeline
- Learn About Upcoming 50th Anniversary Events



Businesses, make us a part of your team!

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

For More Info, See Page 22



W CENTER FOR
WORKFORCE
DEVELOPMENT



General Information

Age Requirements for Taking Courses

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

Continuing Education Units

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

Course Changes/Cancellations

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

Emergency Closings & Inclement Weather

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

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

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

Employer Tuition Assistance

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

Lifetime Learning Credit

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

Parking Permits & Verification of Enrollment

A parking permit will be sent to registrants before class begins. This mailing will include your enrollment confirmation and textbook or materials information. Please feel free to call us at **215-968-8409 (Option 1)**.

Plan Ahead

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

Returned Checks

Students whose checks are returned to the College due to insufficient funds or other clearing issues, will be assessed a bad check fee of \$25 for each occurrence.

Refund Policy

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

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

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

Sallie Mae Loans

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

Staff Waivers

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

Senior Citizen Policy

Adults who are 65 and over and Bucks County residents, may attend Certificate and Computer classes at 50% off the stated fee, plus books/materials fees. Please call for appropriate books/materials costs before registering. Due to the demand for these classes, we can only permit two seniors per class at this discount. Seniors may attend all other non-credit classes free of charge on a space-available basis. **Note:** ed2go, LERN, Harp & Hypnotherapy & related classes, online construction classes, ProTrain, Gatlin, trips, Aviation, Chinese American Cuisine, Oil Painting Classes, Djembe Drums, 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. Full payment is due upon registration.

Other registration options:

FAX

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

Walk-In

Come in person (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 67**) 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 67.

Cultural Programming

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

For upcoming events, see ad on page 50.

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

Phone: **215.968.8087**

Tickets: www.bucks.edu/tickets

Student Services/Support

Child Care

Early Learning Center

215-968-8082 • www.bucks.edu/elc

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

Counseling Services

215-968-8189 • counseling@bucks.edu

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

Accessibility Office

215-968-8182 (V)

www.bucks.edu/accessibility

Rollins Bldg, Student Services

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

Evening/Weekend Support Line

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

215-968-8189 - Evenings after 4:30

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

Security and Safety

Office of Security and Safety

Cottage 4 • 215-968-8394

Motor Vehicle Regulations

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

Parking Permits

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

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

Emergencies

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

Evening Shuttle Service

A shuttle runs between 6-11 pm on Monday - Thursday nights shuttling students to and from the parking lots to a drop off area behind Penn and Founders Halls.

Campus Crime Information

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

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

Tutoring Center

215-968-8218 • www.bucks.edu/tutor

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

Technology Learning Centers

215-497-8754 • www.bucks.edu/tlc

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

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

www.bucks.edu/tlc

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

Veterans Stars & Stripes Lounge

Newtown: Charles Rollins Center, 2nd Floor

Lower Bucks: Second Floor

Upper Bucks: First Floor, South Building

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

Emergency Closings

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

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

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

Brochure Key

Help Finding Content

1

Use the main table of contents on **page 2** to find the program section that interests you.

2

Detailed tables of contents are on the first page of every section.

3

Find courses beneath categories and sub-categories as indicated.

Section Category

Section Sub Category

Course Title

Course Description...

4

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

How to Read Course Details

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

Veterans Approved Courses

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



Act 48 for Educators

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



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

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

Online Training

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



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



www.bucks.edu/LERNclasses

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



Learn More

Look for the ed2go logo throughout the brochure.

A new section begins each month:
Jan. 21, Feb. 18, Mar. 18, May 20, April 15

www.ed2go.com/bucks



www.gatlineducation.com/bucks



www.theknowledgebase.org/bucks



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

Section Contents

CPR, First Aid Training	15
Dental Assisting	14
EKG/Phlebotomy	15
<ul style="list-style-type: none"> • EKG/Phlebotomy Technician Hybrid Comprehensive • Phlebotomy Technician Hybrid 	<ul style="list-style-type: none"> • EKG Technician Hybrid
Healing & Massage Modalities	16
Healing Arts..... 16 <ul style="list-style-type: none"> • Harp Therapy • Conversations on Research for Harp Therapists • Introduction to Ayurveda • Mindfulness-Based Stress Reduction Program • Reiki Courses 	Massage Modalities 17 <ul style="list-style-type: none"> • Clinical Acupressure • Seva Stress Release • Thai Massage Intro to Advanced
Hemodialysis Technician	12
Mandated Reporting of Child Abuse	12
Medical Reimbursement & Coding and Medical Transcription	13
<ul style="list-style-type: none"> • Medical Reimbursement/Coding Specialist Certificate Hybrid • Medical Transcription A to Z: A Premier Home-Study Course 	Healthcare Information Technology 13 <ul style="list-style-type: none"> • Electronic Health Record and Practice Management Specialist Hybrid
Medical Imaging	9
Nursing	9
Practical Nursing Program 9 Nurse Aide Training..... 10 Continuing Education for Nurses..... 11 <ul style="list-style-type: none"> • Nursing Review & Re-Entry into Practice • Thanatology 	<ul style="list-style-type: none"> • Phlebotomy for Healthcare Personnel • EKG Interpretation • Neurological Assessment • Heart Failure & Cardiomyopathy
Pharmacy Technician	14
Physical Therapy Aide	14

Medical Imaging

Customized Courses also available.

For more info on all Medical Imaging Programs:

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

email: marie.leodore@bucks.edu

www.bucks.edu/radiography

Radiography Program

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

Tuition \$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/ **Coming Soon**

Mammography Online:

Online/\$2000/WRADT 1202 W20/

CT Online:

Online/\$2000/WRADT 1206 W20/

MRI Online

Online/\$2000/WRADT 1207 W20/

Upcoming dates for classes are posted online at

www.bucks.edu/radiography



Nursing

Interested in healthcare with an IT approach?

Certified PACs Associate - See Page 38

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/

8 Mon, 9 Wed, 1/5 – 3/4 (no class 1/19), 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 Information Session 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; verification of Pennsylvania residency, two forms of identification (one photo ID, both must be signature bearing); Pennsylvania State Police Criminal Background Check; FBI Criminal Check for those living in Pennsylvania for LESS than two years.

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

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

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

Approved by the Pennsylvania Department of Education

For more information about the Nurse Aide Program, please contact Denise McCardle-Ladden, Assistant Director at :

215-968-8482, or

email: denise.mccardle@bucks.edu

Nurse Aide Training Class times and details:

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

See our website for class times and dates:

www.bucks.edu/nurseaide

Newtown Campus/ \$959 (includes two textbooks)/WHPAH 0303 WB1- WB5

WB1/ 1/20 to 4/9/15

Classroom: 11 Tues, 1/20 – 3/31, 8:30 am-2 pm;
3 Thurs, 1/22 – 2/5, 8:30 am-1 pm

Clinical Orientation: Thurs, 2/12, 7 am – 11 am,

Clinical: 8 Thurs, 2/19 – 4/9, 1 Tues, 4/7,

7 am - 3:30 pm (4/9, 7 am–2:30 pm) (no clinical 4/2)

Clinical Site: Chandler Hall **Instructor:** *C. Gillis, R.N.*

WB2/ 1/28 – 4/16/15

Classroom: 11 Wed, 1/28 – 4/15, 9:30 am-3 pm;
3 Thurs, 1/29 – 2/12, 9:30 am-2 pm (no class 4/8)

Clinical Orientation: Thurs, 2/19, 7 – 11 am,

Clinical: 8 Thurs., 2/26 – 4/16, 7 am-3:30 pm,
(4/16, 7 am–2:30 pm)

Clinical Site: Pennswood Village

Instructor: *J. Thomas, R.N.*

WB3/ 2/16 – 5/16/15

Classroom: 11 Mon., 2/16 – 5/4, 5pm-10:30pm,
3 Fri, 2/20 - 3/6, 5pm-9:30pm (no class 4/6)

Clinical Orientation: Sat, 3/14, 7–11 am,

Clinical: 8 Sat. 3/21 – 5/16, 7am-3:30pm

(5/16, 7am-2:30pm) (no clinical 4/4),

Clinical Site: Pennswood Village

Instructors: *M.A. Adams, RN and L. Hesson, RN*

WB4/ 3/2 to 5/26/15

Classroom: 11 Mon, 3/2 – 5/18, 9:30 am-3 pm;
3 Tues, 3/3 – 3/17, 9:30 am-2 pm (no class 4/6)

Clinical Orientation: Tues, 3/24, 7 – 11 am,

Clinical: 8 Tues., 3/31 – 5/26, 7 am-3:30 pm,
(5/26, 7 am–2:30 pm) (no clinical 4/7),

Clinical Site: Pennswood Village

Instructor: *J. Thomas, R.N.*

WB5/ 3/7 to 5/31/15

Classroom: 3 Sat, 3/7 – 3/21, 9am-1:30pm;

11 Sun, 3/8-5/31, 9am-2:30pm, (no class 4/5 & 5/24)

Clinical Orientation: Sat, 3/28, 7 – 11 am,

Clinical: 8 Sat., 4/4 - 5/30, 7am-3:30pm (5/30,
7am-2:30pm) (no clinical 5/23)

Clinical Site: Pickering Manor

Instructor: *Shagufia Choudhry, RN*

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

W50 1/20 to 4/9/15

Classroom: 11 Tues, 1/20 – 3/31, 9:30 am-3 pm;
3 Thurs, 1/22 – 2/5, 9:30 am-2 pm

Clinical Orientation: Thurs, 2/12, 8 am – 12 pm;

Clinical: 8 Thurs 2/19 – 4/9, 8 am-4:30 pm,
(4/9, 8 am–3:30 pm)

Clinical Site: HCR Manor Care

Instructor: *B. Gallagher, R.N.*

W51 2/26 – 5/16/15

Classroom: 11 Thurs, 2/26 – 5/7, 4 pm-9:30pm;
3 Sat, 2/28 – 3/14, 9:30am- 2pm

Clinical Orientation: Sat, 3/21, 7 – 11 am,

Clinical: 8 Sat., 3/28 – 5/16, 7 am-3:30 pm, (5/16,
7 am–2:30 pm)

Clinical Site: HCR Manor Care

Instructor: *C. Scott, R.N.*

Continuing Education for Nurses

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

Nursing Review & Re-Entry into Practice

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

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

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

Orientation: Newtown Campus/ Wed, 1/28, 6-8 pm

Classroom: Lower Bucks Campus/ 6 Mon & 5 Wed, 2/2 – 3/9 6-10 pm

Skills Review: Newtown Campus/ Wed & Mon, 3/11 & 3/16, 6-10 pm

Clinical: St. Mary Medical Center/ 4 Mon & 4 Wed, 3/18 – 4/13, 6-10 pm

Thanatology

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

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

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

Kimberly L. Rabago, MSW

Required Courses

- I. The Nature of Loss
- II. The Dying, Terminally Ill Patient
- III. Cultural and Spiritual Issues in Dying
- IV. Preparing for Death - 1/24
- V. Caring for the Caregiver through the Illness and Aftermath - 2/14
- VI. Trauma and the Dying Process - 3/14
- VII. Bereavement, Grief and Mourning - 4/11
- 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 – 5/9

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

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

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

Phlebotomy for Healthcare Personnel (6 Hrs)

This course is designed as an introduction to, and review of, the basic skills of phlebotomy and a review for returning healthcare workers. This course will include the latest NAACLS guidelines and competencies necessary to provide a continuum of care. Emphasis will be on the fundamental theory and techniques of drawing blood samples as well as safety awareness, proper laboratory practices, and professionalism. *Gail Donegan, BS, MT, (ASCP)*
Text: So You're Going to Collect a Blood Specimen: An Introduction to Phlebotomy 13th Edition (2010) by F. Kiechle

Newtown Campus/ \$85/ WHPAH 0331 WB1/
2 Wed, 4/15 & 4/22, 6-9 pm

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 WB20/
3 hrs Online, 3/16 -3/30 & 2 W, 4/1 & 4/8, 6-9 pm
Application for nursing contact hours submitted to PSNA

Heart Failure and Cardiomyopathy

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

Newtown Campus /\$65 /WHPAH 0556 WB1/
W, 3/18, 6-10 pm

Approved Hours: 4 (PSNA for Nurses)

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

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

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

Online/ \$497/ WHPAH 0074 WB20/Register anytime between Jan to May. MUST be completed by May 22. For more information on course and modules, please visit bucks.edu/endoflife

Neurological Assessment

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

Newtown Campus/\$65/WHPAH 0558 WB1/
W, 5/13, 6-10 pm

Approved hours: 4 (PSNA for Nurses)

Eat for Health Challenge

This 7 week group lecture series covers several topics to assist you in learning the basics of eating nutrient-dense diet. The weekly topics include:

- Introduction to Eating Healthy
- Hunger & Food Addiction
- Magical/Mythical Protein
- Emotional Factors in Weight Loss & Health
- Nutritarian vs. Vegetarian
- The Skinny about Fats
- Nutritarian Cooking Secrets

Crystal Widmann, MS, NCC, Reiki Master, Certified Nutrition Education Trainer, Certified Personal Trainer

Newtown Campus/ \$139 (plus textbook)/
WHPAH 0042 WB1/ 7 Wed. 3/4 – 4/15, 7 – 8:30 pm
“Eat to Live”, Joel Fuhrman, Little, Brown, and
company: Revised edition (January 5, 2011)
ISBN 9780316120913

The Life Cycle of Clinical Trials (72 Hrs)

This course is designed as an introduction to the process of Clinical Trials in the Biopharmaceutical Industry. This course will include an extensive overview of the clinical trials process, background history, design features, and FDA involvement. This introduction class is geared for any healthcare professional such as: nursing, physical therapy, and pharmacy technicians. It also includes career opportunities that are available for anyone looking to change careers or learn more about the Biopharmaceutical Industry (Clinical Trials). *Kenza McFadden, MPA*

Newtown Campus/ \$1,149/ WHPAH 3010 WB1/
18 Mon & 18 Wed 2/9- 6/15, 6:30-8:30 pm (no class 5/25)
No Book Required

See Also:

[Personal Mindfulness Courses - Page 45](#)

[Health and Fitness Courses - Page 47](#)

Hemodialysis Technician

Hemodialysis Technician Program (75 Hrs)

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

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

Newtown Campus/ \$2,205 (plus textbooks)/
WHPAH 0590 WB1/ 13 Tu & 12 Th, 2/24 – 5/19,
6:30 pm-9:30 pm

Mandated Child Abuse Reporting

Mandated Reporting of Child Abuse (3 Hrs)

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

Newtown Campus/\$25/WHPAH 0028
WB1/ Mon, 1/12, 9 am -12 pm
WB2/Wed, 2/4, 6 pm – 9 pm
WB3/Tue, 2/17, 1 pm – 4 pm

Upper Bucks Campus/
W70/ Mon, 2/23, 6 pm – 9 pm

Lower Bucks Campus
W50/Thu, 3/5, 6 pm – 9 pm

Protecting children is the responsibility of us all. Anybody who suspects that a child is being hurt, has the right to report that suspicion. But, certain professionals, due to their contact or work with children, have special responsibilities. These people are called mandated reporters and are required by law to report suspected child abuse. Mandated reporters are of critical importance in the child abuse prevention effort. This training identifies the role and responsibility bystanders and care providers play in the prevention, protection and intervention of child abuse. More information on Act 31 can be viewed at the following link: <http://www.legis.state.pa.us/cfdocs/Legis/LI/uconsCheck.cfm?txtType=HTM&yr=2014&sessInd=0&smthLwInd=0&act=31>

Medical Reimbursement, Coding & Medical Transcription

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

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

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

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

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

Medical Reimbursement/Coding Specialist Certificate Hybrid (180 Hrs)

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

Crystal Peurifoy

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

Orientation: 1 Mon, 3/2, 5 pm-9 pm,

Class: 11 Mon, 3/9-5/18, 5pm-9pm, All other work online

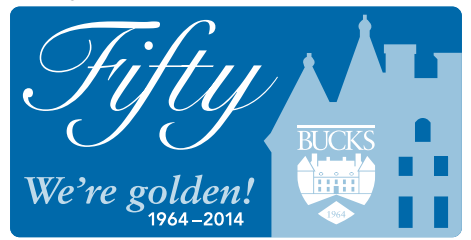
Medical Reimbursement/Coding Specialist Certificate (180 hours)

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

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

20 Mon & 21 Wed, 3/2/15 – 7/22/15 (no class 5/25), 6 pm–9:30pm, & 7 Sat, 3/14, 3/28, 4/11, 4/25, 5/9, 6/6, 6/27, 8:30 am – 2 pm

It's the College's 50th Anniversary!
Join us at bucks.edu/50



Healthcare Information Technology Courses

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

For more information:

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

or email: janet.baker@bucks.edu
or visit: bucks.edu/alliedhealth

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

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

Newtown Campus/ \$2,520 (plus textbook, practice exams and NHA CEHRS certification exam)
WHPAH 2505 W20/

Orientation: Mon, 2/16, 8 am-12 pm,

Class: 12 Fri, 2/20-5/8 (no class 4/3), 8 am-12 pm,
All other work online

See Also -

- **Medical Reimbursement/Coding - See above on this page**
- **More Healthcare Information Technology Courses - Page 38**

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

Newtown Campus/\$1,405 (plus textbook)/
WHPAH 0277 WB1/ 12 Mon, 2/23 – 5/11,
5-9 pm, & 1 Mon, 5/18, 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/alliedhealth

Pharmacy Technician

Pharmacy Technician Comprehensive (75 Hrs)

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

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

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

WB1/ 13 Tu & 12 Th, 2/24 – 5/19, 9 am-noon /
Alan Vogenberg, R.Ph., FASCP

WB2/ 12 Tu & 13 Th, 3/5 – 5/28, 6:30-9:30 pm /
Dr. Joseph Urban, B.S. Pharmacy, M.B.A., Doctor of Pharmacy



Dental Assisting

Dental Assisting Program (100 Hrs)

This 100-hour Dental Assisting Program prepares you for entry level positions in one of the fastest growing health care positions – Dental Assisting. Administrative aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical aspects include: introduction to oral anatomy; dental operator; dental equipment; introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas.

Additionally, this course is designed to prepare you to sit for the DANB Radiology Health and Safety Examination (RHS). The Commonwealth of Pennsylvania requires that any dental office employee who will be performing radiological procedures as auxiliary personnel (other than a licensed dentist or

dental hygienist) must take and pass the DANB Radiology Health and Safety Examination (RHS) and register with the State. The cost of this exam is \$175 and is not included as part of the cost of this program. The DANB exam is administered at Pearson Vue Centers.

Newtown Campus/ \$2,300/ (plus textbook)/
WHPAH 3000 WB1 & WB2

WB1/ 18 Tu & 15 Th, 2/3 – 5/26, 6:30-9:30 pm
(5/26, 6:30 – 8:30 pm) *Lisa Jones, EFDA*

WB2/20 Sa, 3/7 – 8/8, (no class 4/4, 5/23, 7/4),
9am-2:30pm, *Debra DiSandro, RDA, EFDA*

CPR, First Aid Training & Safety

CPR and First Aid Courses

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

For more information please contact:

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

Heartsaver Adult CPR/AED and First Aid

(American Heart Association 2 year certification)
 For professionals who need Adult CPR & basic first aid for the workplace. *Janet Baker, M.Ed.*

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

PHPAH 0002 WB1/ Sa, 4/11, 9 am-3:30 pm
 Approved Hours: 6 (Act 48)



Heartsaver Pediatric CPR & First Aid

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

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

PHPAH 0014 WB1/ Sa, 3/28, 9am-3:30 pm
 Approved Hours: 6 (Act 48)



CPR for Healthcare Providers - Certification

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

Newtown Campus/ \$85 (includes book & card)/
 PHPAH 0003 WB1- WB5/ 9am - 3:30pm

WB1/ Sa, 1/31

WB2/ Sa, 2/21

WB3/ Sa, 3/21

WB4/ Sa, 4/18

WB5/ Sa, 5/16

Approved Hours: 6 (Act 48)



CPR Recertification for Healthcare Providers & Community

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

Newtown Campus/ \$65 (includes card)/

PHPAH 0004 WB1- WB5, 6-10 pm

WB1/ Wed, 1/28

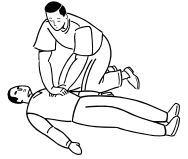
WB2/ Tu, 2/17

WB3/ Wed, 3/18

WB4/ Tu, 4/21

WB5/ Tu, 5/19

Approved Hours: 4 (Act 48)



EKG Phlebotomy Technician

For more information:

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

EKG/Phlebotomy Technician Hybrid Comprehensive (164 Hrs)

This 164-hour hybrid certificate program prepares you to become an EKG & Phlebotomy Technician. You will learn medical terminology, vital signs, patient care skills, how to perform a 12 lead EKG, interpretation of cardiac strips, venipuncture, blood draw collection, and safety. You will be prepared to work in a variety of healthcare settings such as: hospitals, clinics, cardiac rehabilitation centers, laboratories, donation facilities, and physicians' offices. Upon successful completion of these courses you will be eligible to take two separate national certification exams for EKG and Phlebotomy Technician. The costs of the examinations are not included in this course. For more information about the exam go to www.nhanow.com. *Gail Dittes, R.N.*

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

WHPAH 0249 W20/ Orientation: M, 2/9, 6pm - 10pm
 Classroom: 12 Sa, 2/14 - 5/9 (no class 4/4)

8:30am - 3:30pm

Review and EKG NHA exam/ (cost not included)/TBA

Phlebotomy NHA exam/ (cost not included)/TBA

All other work online; 6 hours per week.

It is possible to take the 90-hour Phlebotomy or 60-hour EKG course only:

Phlebotomy Technician Hybrid (97 Hrs)

Newtown Campus/\$1,819 (plus text and course connect package & NHA Exam)/ WHPAH 0264

W20/ Orientation: M, 2/9, 6pm - 10pm

Classroom: 5 Sa, 2/14 - 3/14, 8:30am - 3:30pm;

7 Sa, 3/21 - 5/9, (no class 4/4), 1pm - 3:30pm

NHA Exam (cost not included)/TBA

All other work online; 6 hours per week the first 5 weeks and 1 hour per week last 7 weeks

EKG Technician Hybrid (67 Hrs)

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

W20/ Orientation: M, 3/16, 6pm - 10pm

Classroom: 7 Sa, 3/21 - 5/9, (no class 4/4),

8:30am - 12:30pm

NHA Exam (cost not included)/TBA

All other work online; Approximately 4 hours per week



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

Reiki Courses

Reiki Level I

Relieve stress, revitalize your body and energize your life with the ancient art of Reiki! A non-invasive, powerful tool for natural healing, Reiki energy transfer can help eliminate fatigue, tension, and pain, accelerate healing, promote tranquility, and increase awareness. Learn how to transfer Reiki energy by relieving energy blockages in the body. All classes must be attended to receive a Certificate of Completion. *Glenda R. Smith, Certified Reiki Master Teacher*

RHEAL 0100 / \$115 (includes manual) /
C01/ Newtown Campus/ 3 Wed, 3/25, 4/1, 4/8;
6:30-9:30pm

Reiki Level II

Take a "Quantum Leap" in Reiki power in Level III! Students will learn how to transmit energy over any distance and time, penetrating the time-space barrier, apply Reiki to ideas and situations, send Reiki to loved ones, address unwanted habits and enhance your talents. All classes must be attended to receive a Certificate of Completion.

RHEAL 0102 / \$115 (includes manual) /
C01/ Newtown Campus/ Fri, 4/24; 6:30-9:30pm &
Sa, 4/25; 9am-6pm
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 WB1/
Fri, 5/8, 6-9 pm & Sa, 5/9, 9 am-4 pm

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

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

Conversations on Research for Harp Therapists

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

Online/\$299/WSMCE 4021 C20/ 1/12/15 – 4/13/15

See Also:

[Personal Mindfulness Courses - Page 45](#)
[Health and Fitness Courses - Page 47](#)

Introduction to Ayurveda (7 Hrs)

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

Newtown Campus/\$95 (plus \$10 paid to instructor for food/herbs)/OHEAL 0131 WB1/
2 Tu, 3/3 & 3/10, 6-9:30 pm

See also: [Hypnotherapy, page 27](#)

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
 or visit: bucks.edu/alliedhealth

Clinical Acupressure 1: Basic Applications (24 CE's) for LMT's and Nurses

This workshop teaches how to use acupressure to balance and energize the whole body and specific parts, as well as address symptoms. In addition, you will also receive a clinical handbook and study guide with more than 70 specific acupressure formulas for specific body parts and conditions. Appropriate for clinical applications. This workshop is ideal for professionals with hands-on experience. Non-experienced practitioners should consider taking an introductory course such as the SEVA/Stress Release workshop or seek approval from the instructor. *Missy Oleaga, LMT*

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

Newtown Campus/ \$595/OHEAL 0110 WB1/
 2 Sa & 2 Su, 2/28, 3/1, 3/7, 3/8 9 am-3:30 pm

Acupressure for Self Care Seva Stress Release Part 1 (3 CE's)

This three hour class teaches an acupressure protocol (The Seva Stress Release) that can be used for self-care, addressing a wide range of needs, including general relaxation and well-being or extreme shock and stress. This workshop does not require previous bodywork experience. This dynamic and interactive workshop allows the participant to fully experience the Seva Stress release through demonstration and hands-on practice. In this workshop participants learn about the healing and transforming power of acupressure, practice techniques to use for self-care, learn Chakra Tai Chi, and take home skills they can use for the rest of their life. *Missy Oleaga, LMT*

Newtown Campus/\$65 /OHEAL 0118 WB1/
 Thu, 2/19, 9 am- 12 pm

Seva Stress Release: Part 2 (3 CE's) For LMT and Nurses

Prerequisite: Seva Stress Release: Part One

Our special form of acupressure touch is reviewed, and students learn to give acupressure to others. The Seva Stress Release is demonstrated and practiced in two new ways: seated in chairs and lying comfortably on massage tables. After taking modules one and two, students have enough information and skill to practice easily on themselves, as well as with family and friends. These two modules (or a complete 6 hour Seva Stress Release workshop) comprise the pre-requisite for taking any of the remaining Acupressure for Anyone workshops. *Missy Oleaga, LMT*

Newtown Campus/\$65 /OHEAL 0119 WB1/
 Thu, 2/19, 1-4 pm

Introduction to Thai Massage (14 Hrs)

This weekend workshop is designed to introduce the beginner with some of the foundations of Thai massage. Key points will be reviewed on benefits, contraindications, body awareness and self-care. You will be taught a mini 60 minute routine that includes: techniques for feet, legs, hara, upper body, head and face. The training will move at a steady pace. Be ready to work and be worked on. Please be mentally and physically prepared, take notes and follow along in the handouts. There will be time for discussion, questions and practice. *Barbara Panno LMT, RTT*

Newtown Campus/\$275/ OHEAL 0113 WB1/
 Sa & Su, 3/7 & 3/8, 9 am-5 pm

Traditional Thai Massage, Level 1, Basic, Front Position (28 CE's)

This course is designed to provide you with the fundamental tools to perform the Front Position of a traditional northern style Thai Massage. You will learn how to give a full-body treatment with the client mostly supine. You will be shown how to perform individual movements in a flowing, rhythmic routine, addressing most major muscle groups and joints in the body. We will develop and strengthen balance, focus, and good body mechanics. In this work, both the giver and the receiver benefit from the session. *Barbara Panno, LMT, RTT*

Newtown Campus/\$475/ OHEAL 0120 WB1/
 2 Sa & 2 Su, 4/11, 4/12, 4/18, 4/19, 9 am-5 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

Ordering Textbooks

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



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

- Unless otherwise noted, for further information on the following courses, please contact Continuing Education at [215-968-8104](tel:215-968-8104)
- For 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)

Section Contents

Business Services & Marketing

18

- Business Research Certificate
- Effective Copywriting
- Certificate in Data Analysis
- Cyber Security for Managers
- Certificate in Customer Service
- Certificate in eMarketing Essentials
- Video Marketing Certificate
- Certificate in Social Media for Business
- Managing Social Media Platforms Certificate
- Mobile Marketing Certificate
- Nonprofits 20
- Certificate in Non-Profit Administration

Customized Training

22

- Custom Courses to Meet Your Company's Needs

Entrepreneurs

20

- Entrepreneurship Certificate
- Entrepreneurship Finance Certificate
- Accounting and Finance for Non-Financial Managers
- Funding Your Business
- Cash is King
- Google +
- Google Analytics
- Instagram for Business
- Marketing with Images
- 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, C30/ 2/2-2/27; C31/ 4/6-5/1
- **Section 2:** Business Statistics, C30/ 3/2-3/27; C31/ 5/4-5/29
- **Section 3:** Qualitative Business Research, C30/ 4/6-5/1



Effective Copywriting

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

Online/ \$195/ ESMCE 0230 C30/ 3/2-3/27; C31/ 5/4-5/29

Certificate in Data Analysis

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

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

Introduction to Data Analysis

Online/ \$195/ ESMCE 0226 C30/ 2/2-2/27; C31/ 4/6-5/1

Intermediate Data Analysis

Online/ \$195/ ESMCE 0227 C30/ 3/2-3/27; C31/ 5/4-5/29

Advanced Data Analysis

Online/ \$195/ ESMCE 0228 C30/ 4/6-5/1



Cyber Security for Managers

Cyber security issues are all around us and reach nearly every part of our business and work, from on-line banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism.

At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information.

Online/ \$245/ ESMCE 0229 C30/ 3/2-3/27;
C31/ 5/4-5/29

 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.

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

Keys to Customer Service

Online/ \$145/ ESMCE 4312 C30/ 2/2-2/27;
C31/ 4/6-5/1

Extraordinary Customer Service

Online/ \$145/ ESMCE 4321 C30/ 3/2-3/27;
C31/ 5/4-5/29

 www.bucks.edu/LERNclasses

Certificate in eMarketing Essentials

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

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

Must take all three courses for certificate.

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

Improving Email Promotions


Online/ ESMCE 4303 C30/2/2-2/27; C31/ 4/6-5/1

Boosting Your Web Site Traffic

Online/ ESMCE 4304 C30/ 3/2-3/27; C31/ 5/4-5/29

Online Advertising

Online/ ESMCE 4305 C30/ 4/6-5/1

 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. \$245 each/ take both (certificate) for \$395 Must take both courses for certificate.


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

Video Marketing

Online/ \$245/ ESMCE 4327 C30/ 2/2-2/27;
C31/ 4/6-5/1

YouTube for Business

Online/ \$245/ ESMCE 0216 C30/ 3/2-3/27;
C31/ 5/4-5/29

 www.bucks.edu/LERNclasses

Certificate in Social Media for Business

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

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

Must take all three courses for certificate.

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

Introduction to Social Media


Online/ ESMCE 4300 C30/ 2/2-2/27; C31/ 4/6-5/1

Marketing Using Social Media

Online/ ESMCE 4301C30/ 3/2-3/27; C31/ 5/4-5/29

Integrating Social Media in Your Organization

Online/ ESMCE 4302 C30/ 4/6-5/1

 www.bucks.edu/LERNclasses

Continued on page 20

Ordering Textbooks

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

Register Online!

For 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.

Managing Social Media Platforms Certificate

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

\$195 each/ take all three for \$495 Must take all three courses for certificate.

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

Twitter

Online/ ESMCE 0215 C30/ 2/2-2/27; C31/ 4/6-5/1

Facebook for Business

Online/ ESMCE 0213 C30/ 3/2-3/27; C31/ 5/4-5/29

LinkedIn for Business

Online/ ESMCE 0223 C30/ 4/6-5/1

Mobile Marketing Certificate

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.

Three one-month courses. \$195 each/ take all three for \$595 Must take all three courses for certificate.

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

Introduction to Mobile Marketing

Online/ \$195/ ESMCE 4326 C30/ 2/2-2/27; C31/ 4/6-5/1

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

Online/ \$245/ ESMCE 0211 C30/ 3/2-3/27; C31/ 5/4-5/29

Advanced Mobile Marketing

Online/ \$245/ ESMCE 0217 C30/ 4/6-5/1



www.bucks.edu/LERNclasses

Nonprofits

Certificate in Non-Profit Administration

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

Take both courses for \$595 Must take both courses for certificate.

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

Revenue Generation for Nonprofits

Online/ \$495/ ESMCE 4340 C30/ 2/2-3/27; C31/ 4/6-5/29

Program Evaluation for Nonprofit Professionals

Online/ \$245/ ESMCE 4341 C30/ 4/6-5/1



www.bucks.edu/LERNclasses



Entrepreneurs

Entrepreneurship Certificate

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

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

Entrepreneur Boot Camp

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

Online one month course / \$195 / ESBEN 0210 C30/ 2/2-2/27; C31/ 4/6-5/1

The Business Plan

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

Online one month course / \$195/ ESBEN 0219 C30/ 3/2-3/27; C31/ 5/4-5/29

Entrepreneurial Marketing

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

Online one month course / \$195 / ESBEN 0222 C30/ 4/6-5/1



For more info on all Entrepreneur Programs:

call: (215) 504-8532

email: coned@bucks.edu

Entrepreneurship Finance Certificate

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

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

Accounting and Finance for Non-Financial Managers

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

Online/ \$195/ ESBEN 0225 C30/ 2/2-2/27; C31/ 4/6-5/1

**Cash is King**

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

Online/ \$195/ ESBEN 0224 C30/ 3/2-3/27; C31/ 5/4-5/29

**Funding Your Business**

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

Online/ \$195/ ESBEN 0223 C30/ 4/6-5/1

**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/ ESMCE 0221 C30/ 4/6-5/1

**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/ ESMCE 0214 C30/ 3/2-3/27; C31/ 5/4-5/29

**Instagram for Business**

With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We'll also explore Dos and Don'ts of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An android or iOS device is needed to take full advantage of the exercises in this class.

Online/ \$195/ ESMCE 0224 C30/ 2/2-2/27; C31/ 4/6-5/1

**Marketing with Images**

People love interacting with pictures on social media! They are the most popular and engaging posts on Facebook. Stay current with the latest new sites and changes in trends.

Then learn how to identify what images work for your business goals. Discover new sources for photos and images and learn how to quickly and easily edit them to suit your marketing objectives. Learn what different social sites are best image sharing and how to maximize each site for a specific business goal. You will leave class with a new set of tools and a road map to supercharge your marketing campaign.

Online/ \$195/ ESMCE 0225 C30/ 10/6-10/31

**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/ ESMCE 0220 C30/ 2/2-3/27

**See Also:**

Workplace Professional Skills - page 62

Business Services & Marketing - page 18

Customized Training



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

The Center for Workforce Development supports employers in Bucks County. We offer affordable, dynamic, 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 Academies
- Negotiation Skills
- Performance Evaluation
- Presentation Skills
- Problem Solving/Decision-making Skills
- Project Management
- Sales Training
- Stress Management
- Teambuilding
- Time Management
- Workplace English as a Second Language
- Workplace Foundation Skills

Industry Partnerships

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

Needs Assessment

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

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

215-968-8006

cwd@bucks.edu

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



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

Section Contents

Aviation	24
• Private Pilot Ground School	
Certified Public Accountant	26
Child Development	26
• CDA Parts I and II	
• CDA Renewal	
Hypnotherapy	27
• Advanced Master Hypnotherapist / Hypno-Counselor Certification	
• Certified Hypnotherapist / Hypno-Counselor	
• Certified Hypnotherapy/ Hypno-Counseling Instructor	
Professional Engineers	28
Project Management	28
• Project Management Classroom and Online	
Lean Six Sigma 29	
ServSafe	29
• ServSafe Certification	
• ServSafe Recertification	
Teaching Professionals - Online Courses	24
ACT 48 24	• Gender in the Classroom
• Certificate in Online Teaching	ed2go 25
• Certificate in Teaching Adults	

Emergency Closings/ Inclement Weather

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

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

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

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.

Aviation

Private Pilot Ground School

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

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

Robert W. Lamberti, ATP, CFI/III, MEI, AGI, IGI

Newtown Campus/ \$500/ RCEGN 9000 C01/
8 Mon, 2/23-4/20 (no class 3/16); 6:30-9:30pm

FREE information session, Newtown Campus

Mon, 2/9, 6:30-8:00pm

Call 215-968-8409 (option 1) and register for XCEGN 9001 C01

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

Online Courses for Teaching Professionals

ACT 48

PLEASE NOTE: Not all Ed2Go or LERN courses are eligible for ACT 48 credit. Only courses which are specifically approved for Act 48 credit will be processed. Approved courses are listed in the catalog with an ACT 48 logo. If you have any questions on whether a course is eligible for Act 48 credit, please contact Maryann Brennan (maryann.brennan@bucks.edu or 215-968-8104) before registering for the class.

Certificate in Teaching Adults

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

Online/ \$295/ ECPED 1505 C30/ 2/2-3/27

Approved Hours: 32 (Act 48)



www.bucks.edu/LERNclasses

Certificate in Online Teaching

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

\$195 each, or \$495 for all 3 courses (certificate), or \$795 to become a Certified Online Instructor*(COI) (Must register for all three classes at the same time to get the bundled price.)

Advanced Teaching Online

Online/ ECPED 1500 C30/ 2/2-2/27; C31/ 4/6-5/1

Approved Hours: 16 (Act 48)



Designing Online Instruction

Online/ ECPED 1501 C30/ 2/2-2/13; C31/ 5/4-5/15

Approved Hours: 16 (Act 48)

Fostering Online Discussion

Online/ ECPED 1503 C30/ 3/2-3/27

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



www.bucks.edu/LERNclasses

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/ 3/2-3/27

Approved Hours: 16 (Act 48)

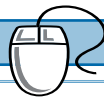


www.bucks.edu/LERNclasses

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



ed2go



Visit our website at www.ed2go.com/bucks

A new section begins each month:

- Jan. 21
- Feb. 18
- Mar. 18
- May 20
- April 15

ed2go | Learn More

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

Classes are 6 Weeks Long

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

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*

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 36
- Quickbooks - page 37
- Excel - page 36

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



FREE Information Session
XSMCE 3230 C01/ Mon, 2/9/15; 6:30-8:00pm

CDA Part I

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

Hybrid Online/ \$365/ WSMCE 3231 C20/ 3/2/15 - 5/11/15

Required orientation at Newtown Campus, Mon, 3/2, 6:30-9:30pm, plus two additional onsite classes 4/6 & 5/4



Approved Hours: 60 (Act 48, CDA)  

CDA Part II

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

Hybrid Online/ \$365/ WSMCE 3232 C20/ 3/2/15 - 5/11/15

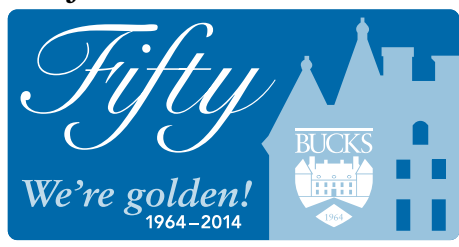
Required orientation at Newtown Campus, Mon, 3/2, 6:30-9:30pm, plus two additional onsite classes 4/6 & 5/4

Approved Hours: 60 (Act 48, CDA)  

CDA Renewal

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

It's the College's 50th Anniversary!
Join us at bucks.edu/50



Hypnotherapy

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

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

Certified Hypnotherapist / Hypno-Counselor

Online/On Site Hybrid

Please note: All Sunday classes will be held off campus. Learn About It For FREE

Join Dr. Holder for a free, fun and informative demonstration Thur, 1/15; 7-9pm

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

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

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

Who should enroll?

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

Added Benefits of certifying through

Bucks County Community College

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

Approx. 360 hrs home, web & classroom.

Hybrid/\$1,795/ WSMCE 5232 C20

Online/ Sa, 1/24, 11am-2pm; Wed, 1/28, 6-9pm;

Wed, 2/4, 6-9pm; Sa, 2/21, 11am-2pm;

Sa, 3/7, 11am-2pm; Wed, 3/11, 6-9pm; Wed, 3/25,

6-9pm; Wed, 4/8, 6-9pm; Sa, 4/25, 11am-2pm;

Sa, 5/9, 11am-2pm

Last 3 days at BodySmart Wellness, Sa, Sun, & Mo, 5/16-5/18, 10am-6pm

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

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

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

Instructor: *Dr. Philip Holder*

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

Advanced Master Hypnotherapist / Hypno-Counselor Certification

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! Call Dr. Holder at 215-493-1204 for details today.

Dr. Philip Holder

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

WSMCE 5253 C20/ (Hybrid)

Sa, 1/31, 11am-3pm; Sa, 2/7, 11am-3pm;

Wed, 2/18, 11am-3pm; Wed, 2/25, 11am-3pm;

Sa, 3/14, 11am-3pm; Sa, 3/28, 11am-3pm; Sa, 4/4,

11am-3pm; Sa, 4/18, 11am-3pm; Wed, 4/22,

11am-3pm; Wed, 4/29, 11am-3pm; Sa, 5/2, 10am-6pm

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

Certified Hypnotherapy/ Hypno-Counseling Instructor

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

WSMCE 5254 C20/ Online/ \$695/

Sa, 4/11, Su, 4/12, and Mo, 4/13; 10am-5pm each day

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

Professional Engineers

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

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

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

Bucks Continuing Education Courses eligible for Engineering CEUs:

- Construction Certificates, page 61
- Advanced Manufacturing, page 60
- Lean Six Sigma, page 29
- Project Management, see below
- AutoCAD® & Revit®, page 36

Project Management



Project Management Classroom

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

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

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

Newtown/ \$525 (Plus the \$75 for textbook)/ WSMCE 5403 C01/ (31 Hrs)
 5 Wed, 1/28-2/25; 6-9pm
 4 Sa, 1/31-2/21; 8:30am-12:30pm



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

Module II takes the project proposal through the Organizational and Operational Phases, building the project plan and addressing potential changes throughout the project. Content includes the change management that is inherent in every project. The experiences and lessons learned from participating in the case study workshops will assist the students to incorporate best practices and improve their understanding of the project management process.

Newtown/ \$525 /WSMCE 5404 C01/ (31 Hrs)
 5 Wed, 3/25-4/22; 6-9pm
 4 Sa, 3/28-4/18; 8:30am-12:30pm



Project Management Online

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

Celine Gullace, Ph.D., PMP

Text required:

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

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

Online/ \$525 (plus \$158 for textbooks)/ (30 Hrs)
 WSMCE 5405 C20/ 1/26/15-2/2/15



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

Online/ \$525 / (30 Hrs)
 WSMCE 5406 C20/ 2/16/15-3/23/15



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 37

Lean Six Sigma

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

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

Certification

Lean Six Sigma certification awarded upon successful completion of classroom training, examination, project, and instructor evaluation. **For more information, call 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/ WSMCE 5274 WB1/
5 Th & 5 Sat, 2/19, 2/21, 2/26, 2/28, 3/5, 3/7, 3/12,
3/14, 3/19, 3/21, Th-6-10pm, Sat-8:30 am-5 pm

For more information, visit:

www.bucks.edu/academics/cwd/lean6sigma

Black Belt Certification

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

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

Newtown Campus/ \$3,100/ WSMCE 5271 WB1/
5 Tu, 5 Th, & 5 Sat, 4/14, 4/16, 4/18, 4/21, 4/23,
4/25, 4/28, 4/30, 5/2, 5/5, 5/7, 5/9, 5/12, 5/14,
5/16, Tu& Th-6-10 pm, Sat-8:30 am-5 pm

For more information, visit:

www.bucks.edu/academics/cwd/lean6sigma



Testimonials

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

Please see our Senior
Citizen policy on page 4.

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

ServSafe

SERVSAFE® Certification

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

English Language, *Martin Goldman*

Newtown Campus/ WSERV 0001 C01 - C02
C01 / 2 Sa, 2/21/15 & 2/28/15; 8:30am-5:00pm
C02 / 2 Sa, 4/18/15 & 4/25/15; 8:30am-5:00pm

Chinese Language, *Betty L. Tsai*

Lower Bucks Campus/WSERV 0010 C50/
2 Mon, 4/6/15 & 4/13/15, 8:30 am – 5:00 pm

SERVSAFE® Recertification

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

English Language, *Martin Goldman*

Newtown Campus/ OSERV 0050 C01
C01 / 1 Sa, 3/28/15; 8:30am-5:00pm

Chinese Language, *Betty L. Tsai*

Lower Bucks Campus/OSERV 0051 C50/
Mo, 3/30/15; 8:30 am – 5:00 pm

See also:

Culinary for Personal Enrichment - page 44



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

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

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

Section Contents

Certificate Testing 38

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

Cisco Certifications 33

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

Cloud/Mobile Computing 35

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

CompTIA Certifications 34

- A+, Network+, Security+ and Linux+ Certifications
- Computer Forensics Fundamentals 34

Entry Level Programs 35

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

Graphics & Web Courses 39

- | | |
|---------------------------------------|---|
| Computer Graphics..... 40 | Web Development/Programming..... 39 |
| • Adobe Illustrator Basic to Advanced | • Building Websites with Python & Django |
| • Adobe InDesign Basic to Advanced | • Creating a Dynamic Website with PHP and MySQL |
| • Adobe Lightroom | • HTML, Java Script & JQuery |
| • Adobe Photoshop Basic to Advanced | Web Design..... 39 |
| | • Dreamweaver Basic to Advanced |
| | • Search Engine Optimization – SEO |

Health Information Technology 38

- CompTIA Healthcare IT Technician Certificate
- PACS – Picture Archiving and Capture System

Microsoft Certifications 31

- | | |
|--|--|
| • Administering Windows Server 2012 | Microsoft Visual Studio Development Environment 31 |
| • Configuring Windows Server 2012 | Database Administration..... 32 |
| • Configuring Advanced Windows Server 2012 | |

Office Software 36

- | | |
|---------------------------------------|--------------------------------|
| • Access Basic to Advanced | • PowerPoint Basic to Advanced |
| • AutoCAD® | • QuickBooks |
| • Excel Basic to Advanced | • Revit®Architecture Basics |
| • Inventor | • Word Basic to Advanced |
| • Microsoft Project 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/ 7 Mon & 7 Wed, 4/6-5/20,
6:00-10:00pm

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

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

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

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

Look for this course offering in Summer 2015

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 Summer 2015

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 Summer 2015

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/ 12 Mon, 2/2-4/20,
6:30-10:00pm

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 Summer/Fall 2015

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/ 8 Sat, 3/7-5/2 (no class 4/4),
9:00am-3:30pm

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

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

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

Newtown Campus/\$960 (plus book fee)/
WITAC 2501 C01/ 6 T & 6 Th, 5/12-6/18,
6:00-10:00pm

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/ 6 T & 6 Th, 7/7-8/13,
6:00-10:00pm



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 Summer 2015

Microsoft Business Intelligence Solutions

Newtown Campus/ \$995 (plus book fee)/
WITAC 2512 C01/ 10 Sat, 3/7-5/16 (no class 4/4),
9:00am-3:30pm

Oracle Database Fundamentals (48 Hrs)

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

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

Newtown Campus/ \$795 (plus book fee)/
WITAC 2016 C01, 14 Th, 2/19-5/21,
6:30pm-10:00pm



What is a Microsoft Certified Technology Specialist (MCSA)?

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

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/>

Cisco Certifications

Cisco Certified Networking Associate

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



Module 1: Networking Fundamentals (76 Hrs)

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

Lower Bucks Campus/\$1200 (plus book fee)/ WITAC 1011 C50

Look for this course offering in Fall 2015

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.

Lower Bucks Campus /\$945 (plus book fee)/ WITAC 1012 C50/ 10 Mon & 10 Wed, 1/5-3/11, 6:30-10:00pm

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.

Lower Bucks Campus/ \$525 (plus book fee)/ WITAC 1013 C70/ 6 Mon & 5 Wed, 3/23-4/27, 6:30-10:00pm

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.

\$525 (plus book fee)/ WITAC 1014 C01 & C50/ 6:30-10:00pm
Newtown Campus/ C01/ 6 Mon & 5 Wed, 2/2-3/9,
Lower Bucks Campus/ C50/ 6 Mon & 5 Wed, 5/4-6/15 (no class 5/25, 5/27)

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

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

Certification Information at www.cisco.com

CCNA® Security (Cisco IOS Network Security - IINS) 72 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 2015

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

CompTIA Certifications

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

A+ Certification (128 Hrs)

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

Certification Tests:

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

Upper Bucks Campus/ \$1865 (plus book fee)/(test voucher included)
WITAC 2002 C70/ 12 Tu & 11 Th, 2/3-5/21, 6:00-10:00pm

Network+ Certification (72 Hrs)

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

Certification Test: N10-005 for CompTIA Network+ Certification
Newtown Campus/ \$1395 (plus book fee)/(test voucher included)/ WITAC 1005 C01/ 1 7 Sat, 3/28-5/16 (no class 4/4) 9am-3:30pm., 5/26-6/18, 4 Tu & 4 Th 6-10pm

Security+ Certification (64 Hrs)

CompTIA Security+ is an international, vendor-neutral certification that demonstrates competency in network security; compliance and operational security; threats and vulnerabilities; application, data and host security; access control and identity management; and cryptography. CompTIA Security+ provides the knowledge of security concepts, tools and procedures to react to security incidents. Certification Test: SY0-301 for CompTIA Security+ Certification

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

Look for this course offering in Summer 2015

Linux+ Certification (72 Hrs)

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

Certification test: LX0-101 covers system architecture; Linux Installation and package management; GNU and Unix commands; devices, Linux file systems, and file system hierarchy standards. LX0-102 covers shells, scripting and data management; user interfaces and desktops; administrative tasks; essential system services; networking fundamentals and security.

Newtown Campus/ \$1395 (plus book fee)/(test voucher included)/ WITAC 2600 C01/ 12 Sat, 2/28-5/30 (no class 4/4, 5/23), 9:00am- 3:30pm

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

Computer Forensics Fundamentals

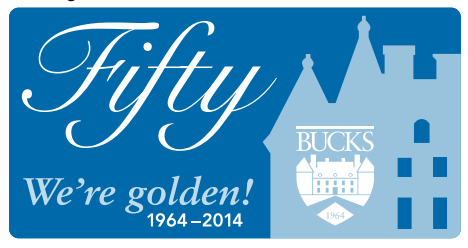
Computer Forensics Fundamentals

What you will learn:

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

Newtown Campus/\$1,195 (plus book fee)/ WITAC 2113 C01/ 16 Tu., 2/3-5/19, 6:30-10:00pm

It's the College's 50th Anniversary!
Join us at bucks.edu/50



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 Tu, 2/17, 6:30-9:30 pm

Lower Bucks Campus/ C50/ 1 Tu, 2/24, 6:30-9:30 pm

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

Microsoft Windows 8.1 (24 Hrs)

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

\$320 (plus book fee)/ WCOSY 0034 C01-C70/

Newtown Campus/ C01/ 8 Tu, 3/17-5/5,

6:30-9:30pm

Lower Bucks Campus/ C50/ 8 Tu, 3/31-5/19,

6:30-9:30pm

Upper Bucks Campus/ C70/ 8 M, 3/30-5/18,

6:30-9:30pm

Microsoft Gaming Fundamentals (12 Hrs)

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

WCOSY 0352 C01/ 4 Wed, 5/6-5/27, 6:30-9:30pm

Microsoft Server Fundamentals (12 Hrs)

This course teaches the fundamental concepts of Windows Server Administration.

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

WCOSY 0351 C01/ 4 Wed, 2/4-2/25, 6:30-9:30 pm

Microsoft Networking Fundamentals (12 Hrs)

This course teaches the fundamental Networking concepts.

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

0326 C01/ 4 Wed, 3/4-3/25, 6:30-9:30 pm

Microsoft Security Fundamentals (12 Hrs)

This course teaches the fundamental Security concepts.

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

0311 C01/ 4 Wed, 4/8-4/29, 6:30-9:30 pm

Microsoft Database Fundamentals (12 Hrs)

This course teaches the fundamentals of Database Administration.

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

WCOSY 1626 C01/ 4 Wed, 2/4-2/25, 6:30-9:30pm

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.

\$225 (plus book fee)/ WCOSY 0051 C01-C70/

Newtown Campus/ C01/ 3 Th., 3/5-3/19,

6:30-9:30pm

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

6:30-9:30pm

See also:

Second Act Computer Series - page 56
Special Interest Technology series - page 54

Please see our new Senior Citizen policy on page 4.

Cloud Computing/Virtualization/Mobile Computing

Google's Android Application Development Essentials (42 Hrs)

Learn the Android Architecture and its Development and Application Environments.

Newtown Campus/\$985/ WITAC 2108/

Look for this course offering in Fall 2015

Advanced Topics for Android Application Development (42 Hrs)

Learn the Android Architecture and its Development and Application Environments.

Newtown Campus/ \$985/ WITAC 2109/ C01

Look for course offerings in Spring 2015

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

VMware (80 Hrs)



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

Newtown Campus/\$2,395/ WITAC 2200/ C01/

10 Tu & 10 Th, 3/17-5/21, 6:30-10:00pm

Apple iOS

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

12 Tu, 4/14-6/2, 6:30-9:30pm

Check Online for More Courses: bucks.edu/itacademy

Building Websites using Python and Django

Developing for iOS using XCode and Objective-C

Front-End Web Development

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 working knowledge of PC's and Microsoft Windows is necessary. An understanding of basic drafting skills and blueprint reading is helpful.

\$630 (plus book fee)/ WCOAP 6064 WB1-W70
Newtown Campus/WB1 12 Tu, 2/3-4/21,
6:30-9:30 pm
Lower Bucks Campus/W50/ 6 Sat, 1/24-2/28, 9:00am-3:30pm
Upper Bucks Campus/ W70/ 9 Mon, 3/23-5/18,
5:30-9:30pm

AutoCAD 3D Modeling 2nd Level

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

Newtown Campus/ \$630 (plus book fee)/WCOAP 6065 WB1/
6 Sat, 3/14-4/25 (no class 4/4), 9:00am-3:30pm
Approved Hours: 36 (Act 48, Engineers)

Revit® Architecture Basics (36 Hrs)

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.

Newtown Campus/\$750 (plus book fee)/ WCOAP
6068 WB1, 9 M, 3/2-4/27, 5:30-9:30pm
Approved Hours: 36 (Act 48, Engineers)

Autodesk Inventor (36 Hrs)

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

Lower Bucks Campus/\$675 (plus book fee)/
WCOAP 6070 W50, 12 Wed, 3/4- 5/20, 6:30-9:30pm

SolidWorks Essentials

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

Newtown/\$650 (plus book fee)/ WCOAP
WB1/9 M, 2/2-3/30, 5:30-9:30 pm/36 hrs

Access Basic (12 Hrs)

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

Newtown Campus/\$225 (plus book fee)/ WCOAP 3041
C01/ 4 Mon, 3/2-3/23, 6:30-9:30pm
Approved Hours: 12 (Act 48, CPA)

Access Intermediate (12 Hrs)

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

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

Newtown Campus/\$225 (plus book fee)/
WCOAP 3042 C01 / 4 Mon, 3/30-4/20, 6:30-9:30pm
Approved Hours: 12 (Act 48, CPA)

Access Advanced (12 Hrs)

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

Newtown Campus/\$225 (plus book fee)/WCOAP
3034 C01/ 4 Mon, 4/27-5/18, 6:30-9:30pm
Approved Hours: 12 (Act 48, CPA)

Excel Basic (12 Hrs)

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

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

Newtown Campus/ C01/ 4 Tu, 3/3-3/24
Lower Bucks Campus/ C50/ 4 Tu, 2/3-2/24
Upper Bucks Campus/ C70/ 4 Tu, 2/3-2/24
Approved Hours: 12 (Act 48, CPA)

Excel Intermediate (12 Hrs)

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

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

Newtown Campus/ C01/ 4 Tu, 3/31-4/21
Lower Bucks Campus/ C50/ 4 Tu, 3/3-3/24
Upper Bucks Campus/ C70/ 4 Tu, 3/3-3/24
Approved Hours: 12 (Act 48, CPA)

Excel Advanced (12 Hrs)

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

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

Newtown Campus/ C01/ 4 Tu, 4/28-5/19
Lower Bucks Campus/ C50/ 4 Tu, 4/7-4/28
Upper Bucks Campus/ C70/ 4 Tu, 4/7-4/28
Approved Hours: 12 (Act 48, CPA)

Continued on page 37

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, 3/4-3/25

Lower Bucks Campus/ C50/ 4 Wed, 2/4-2/25

Upper Bucks Campus/ C70/ 4 Wed, 2/4-2/25

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, 4/1-4/22

Lower Bucks Campus/ C50/ 4 Wed, 3/4-3/25

Upper Bucks Campus/ C70/ 4 Wed, 3/4-3/25

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, 4/29-5/20

Lower Bucks Campus/ C50/ 4 Wed, 4/8-4/29

Upper Bucks Campus/ C70/ 4 Wed, 4/8-4/29

Approved Hours: 12 (Act 48)

**PowerPoint Basics (9 Hrs)**

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

\$225 (plus book fee)/ WCOAP 1083 C01-C70/
6:30-9:30pm

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

Lower Bucks Campus/ C50/ 3 Th, 2/5-2/19

Upper Bucks Campus/ C70/ 3 Th, 2/5-2/19

**PowerPoint Advanced (9 Hrs)**

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

\$225 (plus book fee)/ WCOAP 1084 C01-C70/
6:30-9:30pm

Newtown Campus/ C01/ 3 Th, 4/2-4/16

Lower Bucks Campus/ C50/ 3 Th, 3/5-3/19

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

**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-C50/
6:30-9:30pm

Newtown Campus/ C01/ 5 Mon, 4/6-5/4

Lower Bucks Campus/ C50/ 5 Mon, 2/2-3/2

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-C70/
6:30-9:30pm

Newtown Campus/ C01/ 2 Mon, 5/11-5/18

Lower Bucks Campus/ C50/ 2 Mon, 3/9-3/16

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

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

\$125 (plus book fee)/

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

Newtown Campus/ C01/ 2 Mon., 6/1-6/8

Lower Bucks Campus/C50/ 2 Mon, 3/23-3/30

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

If you are a current Project Manager or Administrator, or see this as your next career step, this course is for you! Learn the basic functions and features of this powerful project management tool. Prerequisite: Experience with Microsoft WORD and EXCEL (or equivalent) ; some experience on a project team or completion of a course in the fundamentals of Project Management; students must have access to a computer with MS Project 2010.

\$245/ WCOAP 3054/ C01-C50, 6:30-9:30pm

Newtown Campus/C01/ 4 Th, 3/5-3/26

Lower Bucks Campus/C50/ 4 Mon, 4/6-4/27

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-C50, 6:30-9:30pm

Newtown Campus/C01/ 4 Th, 4/2-4/23

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

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 Spring 2015

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 2015

Certified PACS Associate Clinical (75Hrs)

Interested in Healthcare with an IT slant? This course provides professionals with the tolls to master the clinical component of the PACS system.

\$1195 (plus book fee)/ WITAC 4001 C20, M,W,F 11:00am-2:00pm online

See Also -

- **Medical Billing and Coding - Page 13**
- **More Healthcare Information Technology Courses - Page 13**

Ordering Textbooks

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

Certificate Testing

IT Academy/Cisco Networking Academy/CompTIA Member

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

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

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



Pearson VUE, Prometric™ and Certiport Testing Center

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

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

www.Prometric.com for Certification test offered by Prometric

www.Certiport.com for Certification test offered by Certiport

or call: 215-968-8068

Register Online!

For 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.

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/>

Graphics & Web Courses

Web Development/Programming

HTML Fundamentals (24 Hrs)

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

Lower Bucks Campus/ C50/ 8 Wed, 4/1-5/20
Approved Hours: 24 (Act 48)



JavaScript Fundamentals (24 Hrs)

\$320 (plus book fee)/ WCOAP 6621 C50-C70/ 6:30-9:30pm

Lower Bucks County/ C50/ 8 Wed, 2/4-3/25
Upper Bucks County/C70/ 8 Mon, 2/2-3/23
Approved Hours: 24 (Act 48)



jQuery Fundamentals (18 Hrs)

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

Upper Bucks County/C70/ 6 Wed, 4/1-5/6

Creating Dynamic Website with PHP and MySQL (36 Hrs)

\$585 (plus text book)/ WITAC 3000 C01/ 6:30-9:30pm
Newtown/C01/ 12 Mon, 2/9-4/20

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

Building Websites using Python and Django (24 hrs)

\$320 (plus text book)/ WCOSY 6100 C01/ 6:30-9:30pm

Newtown/C01/ 12 Mon, 2/9-4/2

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

Front-End Web Development (24 hrs)

\$320 (plus text book)/WCOSY 6101/C01/
Newtown/C01/ 12 Tu, 2/10-4/7, 6:30-9:30pm

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.

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

WCOAP 6511/ C50/ 4 Wed, 3/4-3/25, 6:30-9:30pm



Dreamweaver Advanced (12 Hrs)

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

Prerequisites: Dreamweaver Level 1 WCOAP 6511

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

WCOAP 6512/ C50/ 4 Wed, 4/1-4/29, 6:30-9:30pm



Search Engine Optimization – SEO (3 Hrs)

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

\$95 (plus book fee)/ WCOAP 6516 C50-C70/ 6:30-9:30pm

Look for this course offering in Summer 2015




Computer Graphics

Adobe Illustrator Basic (15 Hrs)

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


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

Newtown Campus/C01/ 5 Wed, 3/4-4/1 
Lower Bucks Campus/C50/ 5 Th, 3/5-4/2
Upper Bucks Campus/C70/ 5 Th, 3/5-4/2
Approved hours: 12 (Act 48)

Adobe Illustrator Advanced (15 Hrs)

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


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

Newtown Campus/C01/ 5 Wed, 4/8-5/6 
Lower Bucks Campus/C50/ 5 Th, 4/9-5/7
Upper Bucks Campus/C70/ 5 Th, 4/9-5/7
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.


\$395 (plus book fee)/WCOAP 6526 C01-C70/
Newtown Campus/C01/ 4 Tu, 3/3-3/24, 6:30-9:30pm

Lower Bucks Campus/C50/ 4 Mon, 3/2-3/23,
6:30-9:30pm
Upper Bucks Campus/C70/ 2 Sat, 3/7-3/14, 
9:00am-3:30pm
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.


\$395 (plus book fee)/WCOAP 6527 C01-C70/
Newtown Campus/C01/ 4 Tu, 3/31-4/21, 6:30-9:30

Lower Bucks Campus/C50/ 4 Mon, 3/30-4/20,
6:30-9:30pm
Upper Bucks Campus/C70/ 2 Sat, 3/21-3/28, 
9:00am-3:30pm
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.


\$395 (plus book fee)/WCOAP 6528 C01-C70 /

Newtown Campus/C01/ 4 Tu, 4/28-5/19, 
6:30-9:30pm
Lower Bucks County/C50/ 4 Mon,
4/27-5/18, 6:30-9:30pm
Upper Bucks County/C70/ 2 Sat, 4/11-4/18,
9:00-3:30pm
Approved hours: 12 (Act 48)

Adobe Photoshop Basic (12 Hrs)

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


\$395 (plus book fee)/ WCOAP 6020 C01-C70/
6:30-9:30pm

Newtown Campus/C01/ 4 Mon, 3/2-3/23 
Lower Bucks County/C50/ 4 Tu, 3/3-3/24
Upper Bucks County/C70/ 4 Wed, 3/4-3/25
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.

\$395 (plus book fee)/WCOAP 6021 C01-C70,
6:30-9:30pm

Newtown Campus/C01 / 4 Mon, 3/30-4/20 
Lower Bucks County/C50/ 4 Tu, 3/31-4/21
Upper Bucks County/C70/ 4 Wed, 4/1-4/22
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)

Section Contents

Arts & Leisure

49

Arts 49

- Designing with Flowers
- Knitting
- Oil Painting & Watercolors
- Stained Glass
- Photography

Literature and Writing 52

- Write Better... Write Away

Music 51

- Djembe Drum Lessons
- Fingerpicking - Guitar
- Guitar Courses
- Harp Therapy & Folk Harp
- Piano Master Class
- Private Music Lessons

Culinary

44

- From Farm-to-Table
- Home Canning – Garden Pickled Vegetable and Antipasti
- Home Canning – Jam & Whoopie Pies

- Wok 'N Walk Tour of Chinatown
- Vietnamese Home Cuisine

Health & Fitness

47

- ARC Lifeguard Training
- Ba Gua Zhang
- Latin Cha-Cha & Salsa
- Living A Whole Foods Healthy Lifestyle
- Personal Trainer
- Popular Party Line Dancing

- SmartShield System (Of Personal Protection)
- Tai Chi
- Tribal Style Bellydance
- Wedding Dances
- Yoga
- Zumba

Language/ESL

42

English as a Second Language 42

- Beginning, Intermediate, and Advanced
- Easy English Courses
- Test Preparation

Foreign Language 43

- Mandarin Chinese, Italian, Brazilian Portuguese, Spanish, French, and German

Lifelong Learning

52

Special Interest 52

- Archeology
- American Sign Language (ASL)
- Birding
- How-To Game Workshops
- Private Pilot Ground School
- Resume Writing
- Wilderness Survival
- Technology Series - software, blogging

Second Act - Ages 50+ 54

- AARP Smart Driver
- Archeology
- Drawing & Watercolor
- Computers and Technology
- How-To Game Workshops
- Literature
- Music Listening Courses
- Photography

Personal Mindfulness

45

- Contemplative Spirituality
- Meditation
- Philosophy

- Self Help

Test Prep

57

- ACT Exam Preparation Course
- College Entrance boards Tutoring Course (SAT/PSAT)
- College Essay Jumpstart
- GED Test Preparation

- GMAT Preparation
- Graduate Record Exam Preparation Course (GRE)
- Law School Admission Test Prep Course (LSAT)
- Little Known Secrets of Paying for College

Youth, Parents & Teachers

45

- Ballet/Tap

- Healthy Skincare and Makeup for Teenagers

Language/ESL

Free ESL Placement Meeting!

Monday, January 26, 2015, 6:30-8:30 pm, in the Charles Rollins Center on our Newtown Campus (near the cafeteria). No registration needed—just come!

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

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

- Register early! Get \$20 off each class if you register by January 30, 2015!
- Registration Deadline, February 6, 2015
- Registrations will not be accepted after the third class
- To register, call 215-968-8409 (Option #1)
- For ESL information, call 215-497-8729 or send an email to: donna.kirn@bucks.edu
- Classes are 12 weeks long.
- For more English practice, sign up for 2 or more classes!

Beginning ESL

Newtown Campus

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

LESLA 0003 C01 & C02

For students with limited English, all English skills studied

Mondays and Wednesdays

C01/ Feb 16 - May 13 (no class on 3/16 & 3/18)

10 am-12 pm

C02/ Feb. 16-May 13 (no class on 3/16 & 3/18)

7-9 pm

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

LESLA 0004 C01 & C02

For advanced beginners, all English skills studied.

Mondays and Wednesdays

C01/ Feb. 16 – May 13 (no class on 3/16 & 3/18)

10 am-12 pm

C02/ Feb. 16 – May 13 (no class on 3/16 & 3/18)

7-9 pm

Lower Bucks Campus

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

LESLA 0003 C50

For students with limited English, all English skills studied

Tuesday and Thursdays

C50/Feb 17- May 14, (no class on 3/17 & 3/19)

10am-12 pm

Intermediate ESL

Newtown Campus

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

LESLA 0201 C01 & C02

For students with low intermediate English, all English skills studied

Mondays and Wednesdays

C01/ Feb. 16 – May 13 (no class on 3/16 & 3/18)

10 am-12 pm

C02/ Feb. 16 – May 13 (no class on 3/16 & 3/18) 7-9 pm

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

LESLA 0203 C01 & C02

For students with intermediate English, all English skills studied

Mondays and Wednesdays

C01/ Feb. 16 – May 13 (no class on 3/16 & 3/18)

10 am-12 pm

C02/ Feb. 16 – May 13 (no class on 3/16 & 3/18) 7-9 pm

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

LESLA 0213 C01 & C02

For high intermediate students to prepare for advanced level

Mondays and Wednesdays

C01/ Feb. 16 – May 13 (no class on 3/16 & 3/18)

10 am-12 pm

C02/ Feb. 16 – May 13 (no class on 3/16 & 3/18)

7-9 pm

Lower Bucks Campus

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

LESLA 0201 C50

For students with limited English, all English skills studied

Tuesday and Thursdays

C50/Feb 17- May 14, (no class on 3/17 & 3/19)

7-9 pm

Advanced ESL

Newtown Campus

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

LESLA 0312 C01 & C02
 All English skills studied
 Mondays and Wednesdays
 C01/ Feb. 16 – May 13 (no class on 3/16 & 3/18) 10 am-12 pm
 C02/ Feb. 16 – May 13 (no class on 3/16 & 3/18) 7-9 pm

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

LESLA 0313 C01 & C02
 All English skills studied
 Mondays and Wednesdays
 C01/ Feb. 16 – May 13 (no class on 3/16 & 3/18) 10 am-12 pm
 C02/ Feb. 16 – May 13 (no class on 3/16 & 3/18) 7-9 pm

Specific Skill Courses

Newtown Campus

Conversation and Pronunciation/\$235 (includes text)

LESLA 0202 C01 & C02
 For intermediate to advanced speakers
 Thursdays
 C01/Feb. 19 – May 14 (no classes on 3/19), 7-9 pm
 C02/Feb. 19 - May 14 (no classes on 3/19), 10 am - 12 pm

All Levels Writing/\$235 (includes text)

LESLA 0500 C01
 Writing skills will be taught at each student's own level
 Tuesdays
 C01/ Feb 17 – May 12 (no classes on 3/17), 7-9 pm

Easy English 3

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

Online/ \$99/ EESLA 0207/ **See page 25 for dates**



Test Preparation

IBT TOEFL Test Preparation
 Newtown Campus/ \$385 (includes text)/ ATEST 2502 C01
 Advanced English skills and practice tests for the TOEFL test.
 Tuesday and Thursdays
 C01/Feb 17 – May 14 (no classes on 3/17 and 3/19) 7-9 pm



Foreign Language

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

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

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

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

Mandarin Chinese

Greg Tang, M.S.
 Newtown Campus/\$170 (plus \$25 book fee; \$32 CD optional; same book for all levels)

Course I: RLANG 0568 C01
 6 Thu, 2/5-3/12, 6:30-9 pm

Course II: RLANG 0569 C01
 6 Thu, 3/26-4/30, 6:30-9 pm
 Approved Hours: 15 (Act 48)



Italian

Newtown Campus, Susan Montemurro, B.A.
Course I: RLANG 0209 C01/ \$234 (plus \$20 book fee)
 10 Wed, 1/28-4/8 (no classes on 3/18) 7-9:30 pm

Course II: RLANG 0214 C01/ \$234 (plus \$20 book fee)
 10 Tu, 1/27-4/7 (no classes on 3/17), 7-9:30 pm

Lower Bucks Campus, David Arcangeli, B.A., B.Th.
Course I: RLANG 0209 C50/\$234 (plus \$30 book fee)
 10 Tu 2/17-4/28, (no class on 3/17) 7-9:30 pm
 Approved Hours 25 (Act 48)



Brazilian Portuguese

Almerinda Gaskill, B.A.

Newtown Campus/\$200 (plus \$36 book fee, optional \$28 CD)

Course I: RLANG 0800 C01

10 Wed, 2/25-5/6 (no class on 3/18) 6:30-8:30 pm

Course II: RLANG 0801 C01

10 Thurs, 2/26-5/7 (no class on 3/19) 6:30-8:30 pm

Approved Hours: 20 (Act 48)



French

Natalie Paulus, B.S.

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

Course I: RLANG 0001 C01

10 Th, 2/19-4/30 (no class 3/19) 6:30-8:30

Approved Hours: 20 (Act 48)

German

Irmgard Linhoff, M.S.

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

Course I: RLANG 0301 C01

10 Tu, 2/24-5/5 (no class 3/17) 7-9pm

Approved Hours: 20 (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 Wed, 2/18-4/15 (no class 3/18), 6-8:30pm

Course II: RLANG 0406 C01/ 8 Wed, 4/22-6/10, 6-8:30pm

Course III: RLANG 0407 C01/ 8 Mon, 2/23-4/20 (no class 3/16), 6-8:30pm

Course IV: RLANG 0408 C01/ 8 Mon, 4/27-6/22, (no class 5/25), 6-8:30pm

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 book fee)/ RLANG 0419 C01/ 10 Tu, 2/24-5/5 (no class 3/17) 6:30-8:30 pm
Approved Hours: 20 (Act 48)



Culinary

Wok 'N Walk Tour of Chinatown

Join Chef Joseph Poon for this three hour interactive event beginning with an insider's tour of Chinatown to experience its history, culture and cuisine. Following your two hour tour, you will enjoy lunch in Chinatown. Chinatown visits include a Buddhist Temple, a Chinese bakery, the Asian grocery and more. As seen on "The Tonight Show," "The Ellen DeGeneres Show" & TV Food Network's The Best of..." Named the #1 attraction in Philadelphia Chinatown by Disney's Family Fun magazine.

NOTE: Class will be held at Chef Poon's Kitchen at 1010 Cherry Street, 2nd floor, Philadelphia. Directions will be included with confirmation.

\$69 (includes meal) /RCULI 2801 CA1
Sat, 2/28, 10:30-1:30 pm

From Farm-to-Table

Learn how to choose and store delicious fresh products right from a farmers market or farm. This class we will be taking a trip to a local farmers market, where we speak to some farmers about the value of purchasing right from the farms. After we purchase some fresh produce, we will go back to school and enjoy a lunch from fresh local food. Recipes, food storage and lunch included in class. *Marian Bolum*

Newtown Campus/ \$59 (plus \$20 material fee payable to instructor) RCULI 4156 C01/
Sat, 4/18, 9am-1 pm (includes trip and travel time)

Vietnamese Home Cuisine

This is a basic course covering traditional Vietnamese cuisine. This course will teach participants to cook authentic northern style Vietnamese (Hanoi) dishes over a 3 week period. *Ha Thu Le – B.A. Chinese, BCCC Certificate Culinary/Pastry & Catering Art., assisted by Chef Earl Arrowood, CC, CCE, AAC, M.Sc.*

Newtown Campus/ \$109 (plus \$25 material fee payable to instructor)/ RCULI 4168 C01
3 Fri. 2/27-3/13, 6-9 pm

Home Canning – Garden Pickled Vegetable and Antipasti



Imagine the recipes that you can create by opening up a jar of Garden Vegetable Pickles right from your pantry. These unbelievable vegetables can be used in countless ways to brighten up any recipes. You will learn how to use the Hot Water Bath Canning technique with step by step instructions along with a discussion on safety, storage and inventory. Along with learning how to make pickles, see them in action and enjoy it in a delicious Antipasti display. Class includes recipes, handouts and a jar filled with Pickled Vegetables. *Marian Bolum*

Newtown Campus/\$49 (plus \$15 materials fee payable to instructor)/ RCULI 4167 C01/ Fri, 3/27, 6-9 pm

Home Canning – Jam & Whoopie Pies



There's nothing like opening a jar of homemade Strawberry Jam with a hint of vanilla that can be added to any breakfast, lunch or dessert item to make it even more special. You will learn how to use the Hot Water Bath Canning technique with step by step instructions, along with a discussion on safety, storage and inventory, so you never have to buy jam from a store again. Along with making Strawberry Vanilla Jam, you will learn to make Chocolate Whoopie Pie and see our preserves in action with a jam filling. Class includes recipes, handouts, dessert and a jar of Strawberry Vanilla Jam. *Marian Bolum*

Newtown Campus/\$49 (plus \$15 materials fee payable to instructor)/ RCULI 4166 C01
Sat, 3/28, 10 am-1 pm

Please see our Senior Citizen policy on page 4.

Youth, Parents & Teachers

Healthy Skincare and Makeup for Teenagers

This forum is a great opportunity to ask a licensed esthetician/professional makeup artist any questions “you” may have regarding skincare products as part of a daily routine. Learn more about the basic steps for simple skincare and the importance of selecting proper nature-based ingredients in skincare products and makeup. Emphasis will be placed on how to read labels and look for the “healthy ingredients in choosing your personal skincare and makeup regimen”, including tips and techniques for makeup while showing special make-up techniques for your PROM.

Barbara Grabosky, Image Consultant, Licensed Esthetician

Newtown Campus/\$39 (plus \$10 material fee payable to instructor)

RCHYC 2103 C01/ 1 Tu, 4/7, 6:30-8:30 pm

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

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

Newtown Campus /\$69

RCHYC 0501 C01

6 Wed, 2/25-4/8 (no class 3/18), 4:30-5:15pm

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

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

Newtown Campus /\$69

RCHYC 0509 C01

6 Wed, 2/25-4/8 (no class 3/18), 5:20-6:05pm

Personal Mindfulness



Who the HECK is Talking in My Head?

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

Newtown Campus/ \$39/ RCEGN 4206

C01/Wed, 2/26, 6:30-8:30 pm

C02/Wed, 3/25, 6:30-8:30 pm

C03/Wed, 4/29, 6:30-8:30 pm

To Love, Honor and Cherish Thyself

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

Newtown Campus/\$89 /RHEAL 0212 C01

6 Tu, 2/24-4/7 (no class on 3/17) 7-9 pm

Contemplative Spirituality

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

Rev. Dr. Marianne Morgan

Newtown Campus/ \$79/ RHEAL 0056 C01

5 Thu, 2/12-3/12, 6:30-8:00 pm

Contemplative Spirituality II **NEW**

This course is for those who have taken Contemplative Spirituality and would like to continue with an introduction study of the spiritual practices of “presence” that have withstood the test of time. In our time together we’ll also learn about some of the great spiritual masters of the contemplative tradition and how their lives can be an inspiration in our own spiritual journey. *Rev. Dr. Marianne Morgan*

Newtown Campus/ \$79/ RHEAL 0057 C01

5 Thu, 3/26-4/23, 6:30-8:00 pm

Inner Guidance – Tips for Tuning into Your Higher Self

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 6778 C01/
2 Thu, 4/16-4/23, 7-9pm

Owning Your Life

Unleash the power that you have within you. Be in the driver's seat of your life. The answer is not always easy, but it is simple. Anyone can do it... "Own your life". As long as you give ownership to forces outside of yourself you cannot control your destiny. Only when you accept responsibility, and cultivate self-truth, can you establish your direction.

Instruction supplied by BodySmart Wellness LLC. under the direction of Philip Holder Ph.D. Medical Coordinator, BodySmart Wellness LLC

Newtown Campus/ \$65 (CD for \$25 payable to instructor)/ RHEAL 0062 C01/
Thur, 3/5/15, 6:30-8:30 pm

Trance State and Meditation

The conscious mind is the analytical and rational part of the mind. The subconscious mind is responsible for creativity, perception, intuition, habits, and emotions. The conscious mind is our mental recorder and calculator. Our subconscious mind generates the creative, artistic, and intuitive characteristics that we possess. We live in a "Left Brain" society where emphasis is placed on developing analytical skills. Just like exercising a muscle, that which we exercise will grow stronger. That which we do not will atrophy. *Instruction supplied by BodySmart Wellness LLC. under the direction of Philip Holder Ph.D. Medical Coordinator, BodySmart Wellness LLC*

Newtown Campus/\$65 (plus \$45 materials fee payable to instructor)
RHEAL 0061 C01/ Thur, 2/19/15, 6:30-9:30 pm
Approved Hours: 3 (Act 48)

ACT 48

Past Lives: The Theory and the Experience

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

ACT 48

Newtown Campus/\$65 (plus \$25 materials fee payable to instructor)/
RHEAL 0032 C01/ Thur, 3/19/15, 6:30-9:30 pm
Approved Hours: 3 (Act 48)

Grief Management

We all handle grief differently. If you are mourning a loved one who has passed, grieving over the breakup of a relationship, or are bearing other emotional burdens, this course can help you move through your grief in a positive way. Under the direction of *Philip Holder, Ph.D.*

Newtown Campus/\$65 (plus \$25 materials fee payable to instructor)/
RHEAL 0060 C01/ Thu, 4/2/15, 6:30-8:30pm

Managing Stress and Enjoying the Challenges of Life

This workshop will help participants acquire the tools to reduce the effects of stress, gain new energy and vitality, improve your health, raise your energy levels and achieve your personal goals with greater satisfaction and peace of mind. *Dr. Philip Holder*

Newtown Campus/ \$65 (CD for \$XX payable to instructor)
RHEAL 0063 C01/ Thur, 5/14/15; 6:30-8:30 pm

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

Community Day 2015!

Bucks County Community College, Newtown Campus

Saturday, April 25, 2015, 10am-2pm

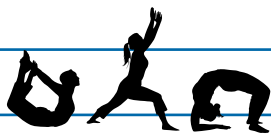
Celebrating the College's 50th Anniversary

Come and join us for a free, family-friendly event featuring hands-on activities for adults and children of all ages offered across our 200-acre campus. Rain or Shine.

Visit bucks.edu/communityday for more information.



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*

Newtown Campus/ \$255/ PHPAH 1000 C01 /

Fri, 5/1/15, 6-9pm,

Sa & Su, 5/2/15 & 5/3/15; 8am-4pm,

Sa & Su, 5/9/15 & 5/10/15; 8am-4pm

ACT 48

Living A Whole Foods Healthy Lifestyle

There are so many mixed messages about what's healthy, and what's not. Join us for a three week 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! Learn the why and the how of whole foods. 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, 2/11-2/25, 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 5th edition of the ACE Personal Trainer Manual.

Newtown Campus/ \$615 (plus approx. \$95 for text*)/ WFTNS 1008 C01/Please check the website for the latest information.

<http://www.bucks.edu/academics/coned/personal-dev/health-fitness/>

*ACE Personal Trainer Manual (2 book set),

American Council on Exercise, 5th edition

Sample Test for Personal Trainer Certification Exam (www.acefitness.org) Call to order & receive discount: 1-888-825-363

Tribal Style Bellydance, Level 1

This is a fun and challenging dance form that is joyous, empowering and builds community & camaraderie. Culled from the folk dances of North Africa, the Middle East, India, and the Mediterranean; Tribal Style Bellydance is an unique fusion of ancient dance forms. Women of the 'Tribe' learn a set vocabulary of moves, and performance is presented in an improvised lead-and-follow format. Together they weave a beautiful tapestry of dance that mesmerizes audiences. This dance is for women and by women regardless of age, shape or size. We dance for ourselves and each other, celebrating our own uniqueness and beauty with every step. No dance experience is required. Please wear comfortable, form fitting clothing such as yoga pants and a tank top. *Jennifer A. Parilo, BSN, RN*

Lower Bucks Campus/\$99 /RFTNS 6047 C50

12 Thu, 2/19-5/14 (no class 3/19) 6:30-7:30 pm

Tribal Style Bellydance, Level II **NEW**

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

Lower Bucks Campus/\$99 /RFTNS 6049 C50

12 Thu, 2/19-5/14 (no class on 3/19) 7:45-8:45 pm

Zumba Fitness **NEW**



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

Newtown Campus/\$89 /RFTNS 8008 C01 & C02

C01/8 Mon, 2/9-4/6, (no class 3/16) 6:15-7:15

Tara McFillin

C02/8 Wed, 2/18-4/15, (no class 3/18) 6:15-7:15

Greta Jars

Basic I: Latin Cha-Cha and Salsa **NEW**

The BASIC CLASS you don't want to miss! Great DANCES to learn, the two most popular club and wedding dances, the sensual CHA-CHA and the sizzling, energetic SALSA, are combined in this BASIC DANCE CLASS. Even the BASIC PATTERNS are fun to perform. Couples and singles are welcome. *Margaret Menhardt*

Newtown Campus/\$59 per person, \$99 per couple/

RFTNS 6052/C01/ 3 Thu, 2/26-3/12 7-8 pm

See Also:

- [Healing Arts - Page 16](#)

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

Personal Development

Intermediate I: Latin Cha-Cha and Salsa **NEW**

Now you are ready to embellish your BASIC LATIN CHA-CHA and SALSA patterns. Easy to learn COMBINATIONS, that will definitely get your feet going, will be presented in this CLASS. Couples and Singles welcomed. *Margaret Menhardt*

Newtown Campus/ \$59 per person, \$99 per couple/ RFTNS 6053/C01

3 Thu, 3/26-4/16 (no class on 4/2) 7-8 pm

Wedding Dances: Slow Dancing and Bachata **NEW**

This is a great CLASS for WEDDING COUPLES, parents and guests, to get you ready for your special day. Bring your music selection and I will help you choreograph your first dance. Patterns from BASIC to INTERMEDIATE are taught. You will learn how to hold your partner, lead and follow steps and in no time at all, you'll be dancing like the stars! Couples and Singles welcomed. *Margaret Menhardt*

Newtown Campus/ \$59 per person, \$99 per couple/ RFTNS 6054/C01

3 Thu, 4/23-5/7 7-8 pm

Popular Party Line Dancing

LINE DANCING is very popular at WEDDINGS AND PARTIES, don't be left behind. Even if you never danced before, you will find steps simple and fun to learn, a blast to perform with your friends, it's also a good workout. Join us to learn the WOBLE, SUMMER NIGHT CHA-CHA, SWAY ME NOW, BIKINI HOP, CARIBBEAN TWO STEP TANGO, CHILY CHA-CHA and more. Couples and Singles welcomed. *Margaret Menhardt*

Newtown Campus/ \$69 per person, \$129 per couple/ RFTNS 6045 C01/

4 Mon. 4/13-5/4 7-8 pm

Hatha Yoga and Meditation **NEW**

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

Newtown Campus/ \$69/ RFTNS 0131/ C01

6 Tuesdays, 4/14-5/19 5:30-7:00

It's the College's 50th Anniversary!
Join us at bucks.edu/50



Fifty
We're golden!
1964-2014

BUCKS
UNIVERSITY

Tai-Chi Chuan

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

Newtown Campus/ \$89/ RFTNS 0512 C01/

8 Tu, 1/20-3/10, 7:15-8:15 pm

Ba Gua Zhang **NEW**

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

Newtown Campus/ \$89/ RFTNS 0149 C01

8 Tu, 3/24-5/12, 7:15-8:15pm

Yoga for Renewal **NEW**

Hibernation season is almost over and spring is coming. The vernal equinox is a balance of light and dark, a time to renew. Leave winter behind and step into a new cycle of growth in awareness and consciousness through movement, breath (pranayama), mudra (hand positions), and meditation. Kundalin Yoga strengthens, relaxes and renews. Practice at your own pace. Please bring a yoga mat and a firm blanket or cushion to sit on. *Priscilla Estes, RYT, IKYTA*

Newtown Campus/ \$69/ RFTNS 0132 C01

6 Tu, 2/24-4/7 (no class 3/17) 5:30-7pm

SmartShield System (Of Personal Protection)

KNOWLEDGE IS POWER! Learn how to keep yourself and your loved ones safe in our unsettled world one day of training could save your life! We live in an increasingly dangerous world. It seems that law enforcement usually arrives after the fact and is therefore incapable of protecting us the vast majority of the time. Virtually every victim of violent crime was caught unprepared and off guard. We leave our homes for work or recreation; we send our children to school and off to college assuming that someone will be looking out for their safety. That attitude can and has often led to tragedy. In truth... no one is really looking out for you or your children. Personal responsibility and preparedness on each individual's part is essential in our increasingly dangerous world. Under the direction of *Philip Holder, Ph.D.*

Newtown Campus/ \$125/ WFTNS 1200 C01/Sa, 3/21/15; 10am-6pm

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

Arts & Leisure



Arts

Circular Loom Knitting – **NEW** Basic Hat

Students will learn the basics of knitting a hat on a circular loom while starting and completing one hat during class. *Jodie Smola, M.A.*

Upper Bucks Campus/\$39/ RFNRT 5030/ C70 & C71
C70/ Wed, 2/4, 6-8 pm
C71/ Wed, 3/11, 6-8 pm

Circular Loom Knitting – **NEW** Popcorn Stitch Hat

Students will learn a bubble stitch on a circular loom while starting and completing one hat during class. *Jodie Smola, M.A.*

Upper Bucks Campus/\$39/ RFNRT 5029/ C70 & C71
C70/ Wed, 4/8, 6-8 pm
C71/ Wed, 5/6, 6-8 pm

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/ \$179/ RFNRT 2585 C01
7 Tu, 2/24-4/14 (no class 3/17), 6:30-9:30pm

Informal Photographic Portraiture

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

Newtown Campus/ \$179/ RFNRT 2586 C01
7 Thu, 2/26-4/16 (no class 3/19), 6:30-9:30pm

Winning Portraits That Sell

What sets a portrait photographer apart in the professional market? Learn to create winning portraits with your DSLR that will appeal to the professional photography industry. Take photos that “pop” through hands-on and supportive guidance from professional photographer Jamie Christopher. Please bring your DSLR camera with interchangeable lens mount to class. *Jamie Christopher*

Newtown Campus/ \$239/ RFNRT 2579 C01/
10 Wed., 2/4-4/15 (no class 3/18) 6:00-8:30pm

Black & White Photography Software Seminar

This course will teach students the differences between major post-processing black & white photography programs, enabling them to select a program that will best complement their photographic vision. *Jodie Smola, M.A.*

Upper Bucks Campus/\$59/ RFNRT 2576/ C70 & C71
C70/2 Wed, 1/14-1/21, 6-8 pm
C71/2 Sat, 2/21-2/28, 9-11 am
Approved Hours: 4 (Act 48)

Mobile Photography Seminar – Core Photography Apps

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

Upper Bucks Campus/\$39/ RFNRT 2591/ C70 & C71
C70/ Wed, 2/11, 6-8 pm
C71/ Wed, 4/15, 6-8 pm

HDR (High Dynamic Range) Photography

Learn how to shoot and process HDR photographs. Upon successful completion of this course, students will be able to produce vivid photographs that come alive off of the page. *Jodie Smola, M.A.*

Upper Bucks/ \$69/ RFNRT 2587 C70
3 Sa, 3/21-4/4, 9-11am
Approved Hours: 6 (Act 48)

Taking Your Camera Out of Automatic

Anyone can point and click. You can learn to do more! In a short time, learn how to use your camera in manual, including the use of aperture, shutter, and ISO settings. Please bring camera with manual settings to class. *Jodie Smola, M.A.*

Upper Bucks Campus/ \$69/ RFNRT 2577 C70 & C71/
C70/ 3 Sat, 1/10-1/24, 9-11am
C71/ 3 Sat, 4/11-4/25, 9-11 am
Approved Hours: 6 (Act 48)

**See Our Floral Design Certificate
Program - Page 63**

Watercolor – Basics & Beyond

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

Newtown Campus/ \$159 (plus approx. \$120 for materials)/ RFNRT 2530 C01
6 Tu, 1/20-2/24, 6-9 pm

Alla Prima Painting

The artist Cecilia Beaux was advised by seascape artist Alexander Harrison to take up plein air painting to help her portrait and figure painting. The idea was to quickly render the subject before the subject moved or the environment changed. An Alla Prima or Premier Coup painting is generally completed in one or two sittings with minimal changes. You will learn the necessary techniques to complete a painting in a short time period from a still life or a live model. Emphasis will be on quick interpretations color, technique, and composition. A materials list will be mailed prior to class. *Larry Chestnut, B.A.*

Newtown Campus/ \$159/ RFNRT 2526 C01
6 Tues, 3/10-4/21 (no class 3/17), 6-9 pm
Approved Hours: 18 (Act 48)

Landscape Oil Painting NEW

Students will use reference photos as a springboard for learning the basics of landscape painting. Drawing, color theory, composition, brushwork, painting techniques, and materials will be covered in this six week class. All levels welcomed! A materials list will be mailed prior to class. *Maggie Leiby*

Upper Bucks Campus/\$159/RFNRT 8022 C70
6 Wed, 3/25-4/29, 6-9pm

Painting from Photographs

Turn your favorite photos into paintings! Create beautiful works of art using the media of your choice: pastel, watercolor, acrylic or oils. Choose your own subject matter from your photo collection: and learn how to turn it into your own masterpiece. Have fun while learning in an open studio workshop atmosphere. A materials list will be mailed prior to class. *Ann Woolsey*

Upper Bucks Campus/ \$209/ RFNRT 2570 C70
8 Tues, 3/24-5/19 (no class on 4/21) 6-9 pm
Approved Hours: 24 (Act 48)

Stained Glass – Not Just For Windows!

Let the light shine through! Students will learn the basic techniques of glass cutting, foiling, and soldering. Students will choose a pattern and make 1 or 2 complete projects to take home. Returning students that have already taken the beginners class can further their skills. *Dan Burstein*

Newtown Campus/ \$199 (plus \$90-100 materials fee payable to instructor)/ RFNRT 0408 C01/
8 Fri 2/20-4/17 (no class on 3/20), 6-8:30pm
Approved Hours: 20 (Act 48)

Stained Glass – Continued

Further your skills in glass cutting, foiling, and soldering. For students ready to move on to more complex projects. Choose a pattern and make 1 or 2 complete projects to take home. Students provide own tools, glass, and soldering iron. *Dan Burstein*

Newtown Campus/ \$199/ RFNRT 0449 C01/
8 Fri 2/20-4/17 (no class on 3/20), 7:30-10pm
Approved Hours: 20 (Act 48)

Cultural Events @ Bucks, 2015

at the Kevin and Sima Zlock Performing Arts Center
(Previously Gateway Auditorium), Newtown Campus

Classical Pianist Simone Dinnerstein

Thurs, March 26, 2015 at 7:30 pm
\$24 general admission, \$10 students, seniors & military personnel

Bucks Idol - Student Talent Show

Thurs, April 2, and Fri, April 3 at 6 pm.
\$10 general admission
\$8 for students, seniors, & military personnel

Tickets: www.bucks.edu/tickets

Info: www.bucks.edu/cultural

Phone: 215.968.8087



Classical Pianist Simone Dinnerstein

Music

Guitar for the Adult Beginner

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

Newtown Campus/ \$120/ RMUSC 1168 C01
8 Mon, 1/26-3/23 (no class 3/16) 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, 1/26-3/23 (no class 3/16), 7:45-8:45pm
Approved Hours: 8 (Act 48)

Fingerpicking Guitar for the Adult Beginner

Might you be the next James Taylor? You have to start somewhere! Discover the “PIMA” method of finger picking guitar, along with simple chords, so that in a short time you will be able to play simple songs, such as “Blackbird” by the Beatles. You will even gain the confidence to write your own easy songs using chords and finger patterns. *Don Leffler, B.M.*

Newtown Campus/\$95/RMUSC 1186 C01
6 Mon, 3/30-5/4, 6:30-7:30 pm
Approved Hours: 6 (Act 48)

Playing the Djembe Drum, the Tradition Rhythms of West Africa

The Djembe drum is the very popular goblet shaped hand-drum from West Africa. This class will start with the basics of hand drumming stressing technique and clarity of notes. We play multi part African rhythms where each drum plays a different pattern. Together the drummers create rich and interesting percussion music. The most important skill learned is listening to the other instruments and keeping in time, playing together. Playing in a tight drum circle is a transcendent experience and lots of fun with many proven health benefits. Drums are also available for purchase and the rental fee can be applied. *Jim Davidson*

Newtown Campus/\$139 (There is a one-time drum rental fee of \$35, waived if you bring your own full size djembe) (11” head minimum)
RMUSC 1194 C01
4 Tu & 4 Thu, 3/24-4/16, 6-8pm

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.

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:

- [Evolution of the Symphony - Page 55](#)

Literature and Writing

Write This Way

Learn how to construct the perfect sentence, and you'll learn clear and concise writing. In this course you will learn how to view your writing in phrases and clauses and not word for word. This will lead to proper sentence construction, clearer writing, an understanding of the parts of speech, and the proper use of punctuation.

Roman Griffen

Newtown Campus/ \$129/ RCEGN 1533 C01
7 Wed., 3/4-4/22 (no class 3/18), 7-9 pm

Lifelong Learning

Special Interest

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

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

Newtown Campus /\$99 (plus \$13 book fee)
RCEGN 8807 C01
8 tu, 2/3-3/31 9 (no class 3/17), 6:30-8pm

Wilderness Survival: Land Navigation, Signaling, and Edibles (snares & edible plants)

Gain the knowledge and confidence needed to deal with outdoor survival situations in this comprehensive and exciting class. Sharpen your skills and learn new ones, including: building various snare and traps, identifying tips and strategies for edible plants and land navigation. This information packed program incorporates Native American skills, military survival techniques with a respect for the environment to create a fun and valuable course. *Bob Collins*

Newtown Campus /\$99 (plus \$5 materials fee payable to instructor)/ RCEGN 8809 C01
2 Sat, 2/14-2/21, 8 am – 1 pm

Wilderness Survival: Shelter, Water, & Fire

Gain the knowledge and confidence needed to deal with outdoor survival situations in this comprehensive and exciting class. Sharpen your skills and learn new ones including: shelter building, water procurement and purification techniques, fire-craft, the psychology of survival, and survival tools and tips for success in survival situations. This information packed program incorporates Native American skills, military survival techniques with a respect for the environment to create a fun and valuable course. *Bob Collins*

Newtown Campus /\$99 (plus \$5 materials fee payable to instructor)
RCEGN 8808 C01
2 Sat, 3/28-4/4, 8 am – 1 pm

Beginning Birding

Learn the basics of bird watching and bird identification to join the over 50 million Americans who have bird watching as a hobby. Participants will learn about Citizen Science opportunities in order to submit their observations to join world-wide databases on bird behavior. This course includes 2 in-class sessions and 2 field trips (recommended to wear walking shoes). *Diane Smith, Bucks County Audubon Society*

Newtown Campus/\$89/RCEGN 6321 C01
2 Thurs, 3/26-4/2, 6-8pm
2 Sat, field trips 4/4-4/11, 8-10 am
Bucks County Audubon Society

Easybridge – an Introduction to Duplicate Bridge

“Bridge is the world's greatest game of the mind!” Do you like to have fun? Meet new people? Want to keep your brain sharp? Bridge is stimulating and challenging and provides the ideal setting for socializing and making new friends. If you have never played before, this is the class for you. You will be playing bridge right from the first lesson. *Barbara Patterson, certified ACBL Instructor*

Newtown Campus/ \$99/ RCEGN 5012 C01
6 Tu, 4/7-5/12, 4-6pm

Intermediate Duplicate Bridge

Intermediate Duplicate Bridge is designed for players looking to practice bridge and improve their game. Not designed for the absolute beginner but for the intermediate or improving player. This course gives basic introduction to the standard bidding conventions used on bridge websites as well as duplicate clubs. *Barbara Patterson, certified ACBL Instructor*

Newtown Campus/ \$99/ RCEGN 5014 C01
6 Tu, 4/7-5/12, 6-8 pm

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.

For more info, see page 24

Introduction to Evaluating, Appraising and Establishing Antique Values

Come discover evaluation and appraisal techniques which you can use for personal, legal or insurance purposes. Learn the proper way to investigate and establish values of antiques and collectibles. Then have fun practicing what you have learned as you participate in a "Mock Road Show Event" within the classroom setting. Each participant should bring one item for appraisal.
Daniel Worden

Newtown Campus/ \$49/ RCEGN 6684 C01/
Thu, 3/26, 6-9 pm

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

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

Newtown Campus/ \$165 (includes materials)/
RCEGN 6779 C01/ 8 Wed, 1/21-3/25 (no class on
3/11 & 3/18); 7:00-9:00pm

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/ \$165 (plus materials fee of \$35 paid directly to instructor)
RFNRT 5114/ C01/ 8 Tu, 1/27-3/24 (no class
3/17), 6:30-8:30pm

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/
Thur, 2/5, 6-9:30pm

Getting Paid to Talk: Making Money with Your Voice

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

For a more detailed class description:
www.voicecoaches.com/gppt

Newtown Campus/ \$55/ RSBEN 0004 C01
Mo, 3/2, 6:30-9:00 pm

Passion to Profits – How to Start a Profitable Online Business That You Love

Learn how to take your passion, interest, knowledge or experience and turn it into a profitable online business. One that you can start and run with very little money and no special technical skills. If you can browse the internet and manage email then you have all the skills you need to do this. In this 3 hour workshop you will learn step-by-step how to start and run a successful online business. From launching a free website, creating products, attracting customers, to collecting payments safely online. Nothing is left out. Each student will also receive a 50 page step-by-step guide that reviews everything covered in this comprehensive workshop. (In digital form) *Ron Shaffer*

Newtown Campus/\$59/RCEGN 6974 C01 & C02
C01/ Thu, 2/26, 6-9pm
C02/ Sat, 3/7, 9am-12pm

See Also, These New Courses:

- [America Before Columbus - Page 54](#)

Developing The Winning Resume

This course is designed for student to develop a winning resume package which includes cover letter, resume, reference page and thank you letter. The instructor will provide the tools on how to demonstrate and highlight the professional skills on your cover letter and resume. In each session, students will have various assignments on creating a winning resume and cover letters for corporate companies, non/for profit organizations and other related industries. We will practice "mock trial" interviews. The instructor will assist the students with researching for current job openings. At the end of the course, students will have a completed resume package design. *Mr. Kimani Davis, CEO, Transform Agency, LLC*

Newtown Campus/ \$69/ RCEGN 8810 C01
3 Wed, 2/25-3/11, 6:30-8:30pm

Technology Series

Blogging - An Introduction

If you seek to build a blog site that matches your personality and serves a purpose for communicating your unique message, this class is for you. Experienced blogger, Uriah Young, will guide you through the process of blog creation, maintenance, and promotion. This introductory blogging course will focus on utilizing the features offered on blogspot.com.

Learn how to apply templates, create interesting posts, add images, and incorporate multimedia for a blog site you can be proud to say you designed. Prerequisite - Basic file managing knowledge and a grasp of internet browsing. *Uriah Young M.ED.*

Newtown Campus/ \$89/ RCOAP 8046 C01
4 Thu, 3/5-4/2 (no class 3/19), 6:30-8:30pm
Approved Hours: 8 (Act 48)

Second Act - Adults - Age 55+

Options for 55+

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

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

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

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

Canasta

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

Newtown Campus/ \$49 (plus \$3 materials fee payable to instructor)/RCEGN 8650 C01
Thu, 3/26, 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 cards. An experienced educator will explain the basics in simple terms and guide you as you play, learn and enjoy your new skill. Enrollment is limited to ensure a successful learning experience. *Neilia Makadok, B.S.*

Newtown Campus/ \$99 (plus \$11 materials fee payable to instructor)/RCEGN 8652 C01
3 Wed, 2/25-3/11, 6-9 pm

Archaeology – Becoming Human: The Quest to Uncover Human Origins

The story of the quest for human origins is a fascinating one. This course examines the breakthroughs responsible for our modern interpretation of our species origins. From a worldwide hoax, eccentric characters and presumptions to scientific advances, we will investigate the history of key discoveries. This program is designed to be entertaining and informative. It encourages an exchange of ideas by introducing participants to topics from a “hands-on” approach through personal interaction with prehistoric artifacts and is filled exploring humorous stories, lively conversation, film clips and PowerPoint presentations. *Matthew Bielecki, B.S., B.A.*

Newtown Campus/ \$89/ RCEGN 8111 C01
4 Thu, 3/26-4/16, 6:30-8:30pm

America Before Columbus

Pre-Columbian peoples were not intermittently settled in an unspoiled wilderness; rather, there were vast numbers who actively shaped and influenced the geography around them. The Aztec enjoyed running water and impeccably clean streets. Mesoamerican cultures grew corn in a focused breeding process that has been called man's first feat of genetic engineering. Native peoples were not living lightly on the land but were manipulating and managing their world in many ways. We will examine the Maya, Aztec, Inka and many other pre Columbian cultures through interactive talks, PowerPoint presentations, and artifacts. *Matthew Beilecki, B.S., B.A.*

*Pennswood Village/ \$89/ RCEGN 8112 CPV1
4 Wed, 4/22-5/13, 10am – 12 pm

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

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.*

*Pennswood Village/ \$89/ RCEGN 8110 CPV1
4 Wed, 3/18-4/8 10 am – 12 pm

Learning to Use Your Digital Camera

This class is designed for those who own a DSLR (Digital Single-Lens Reflex) camera or an advanced Point and Shoot camera (those with full manual controls). Students will learn basic digital photography theory and will learn how to set the controls on their camera so that they are able to intelligently use the camera under most lighting conditions. Note: this course is not for those who own a basic point and shoot camera, as there are no user controls available. *James J. Grimes, M.Ed.*

Newtown Campus/ \$49 / RFNRT 8015 C01 & C02
C01 Wed, 2/4, 10am-1 pm
C02 Wed, 3/4, 10am-1 pm

Introduction to Photography, Film and Digital

This class is designed for those students who have either taken the Learning to Use Your Digital Camera or who have had some experience in using an SLR or DSLR camera. Note: This class is not for anyone who does not know how to use an SLR or DSLR. *James J. Grimes, M.Ed.*

Newtown Campus/ \$99 / RFNRT 2581 C01
4 Wed, 4/1-4/22 10am-1 pm

Creative Collage

The world of collage is like no other medium. It challenges the beginner artist as well as the more accomplished artist. It offers versatile materials, exciting visual effects and media and combination of collage processes. Bring your creativity! *Danielle Cargas*

*Pennswood Village/ \$159/ RFNRT 3472 CPV1
8 Thu, 1/22-3/12, 10am-12:30pm

Sketchbook Drawing

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

*Pennswood Village/ \$109 (plus \$20 material fee payable to instructor)/ RFNRT 0726 CPV1
7 Thu, 4/9-5/21, 10am-12pm

The Evolution of the Symphony

Explore the evolution of the symphony from the 18th century through the 20th century and become more confident when listening to music. Regardless of prior knowledge, students will gain familiarity with this musical form as well as the roughly thirty composers most identified with the genre. We'll start with Bach's sons and end with Lutoslawski. Class meetings will be part lecture, part listening, and part discussion with lots of fun. Lists of supplementary reading and listening will be supplied for the intellectually curious. *Margaret Montet, M.M., M.L.S.*

*Pennswood Village/ \$99/ RMUSC 8009 CPV1
6 Sat, 2/21-4/4 (no class 3/14) 10am-12pm

From Tyranny to Anarchy in South Africa: J.M. Coetzee's LIFE of MICHAEL K AND DISGRACE

As South Africa transforms violently from the brutal tyranny of apartheid to the brutal anarchy of the new political system which follows apartheid's overthrow, these novels by Nobel laureate J.M. Coetzee depict the lives of 2 men who understand, pursue, and experience freedom in their struggle for survival within and outside the repressive barriers they encounter in radically different ways. Race, class, language, politics and history separate them, but it is the tortured land itself that enables each to discover his identity. *Jo Ellen Winters*

*Pennswood Village/\$119 (includes book fee)/ RCEGN 8388/ CPV1/
7 Mon, 3/23-5/4, 10 am-12 pm

Watercolor – Awash with Color

This course is for the beginner to intermediate watercolor artist who wants to achieve sparkling highlights and luscious wet washes in this transparent, luminous medium. Expect a fun and supportive atmosphere as you explore painting washes, glazing, wet into wet, dry-brush and texturing techniques. Emphasis will be on promoting creativity and the realization and appreciation of the individual vision of each artist. A materials list will be provided. You are encouraged to bring your own photographic reference materials. We will also work from still life setups. *Jo-Ann Osnoe, B.F.A.*

*Pennswood Village/ \$129/ RFNRT 8014 CPV1
6 Sat, 3/14-4/18, 9 am-12 pm

AARP - Driver Safety Program

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

Lower Bucks Campus/ \$0/ RCEGN 8050 C50, C51, C52
 C50/Wed, 3/11 & Thu, 3/12, 1-5pm
 C51/Wed, 4/8 & Thu, 4/9, 1-5pm
 C52/Wed, 5/13 & Thu, 5/14, 1-5pm

Please see our Senior Citizen policy on page 4.

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, C02 & C03
 C01/Sat, 3/7, 8 am-12 pm
 C02/Sat, 4/11, 8 am-12 pm
 C03/Sat, 5/2, 8 am-12 pm

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

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

Newtown Campus/ \$129/ RCOSY 8028 C01
 C01/ 3 Thu, 2/19-3/5, 10am-12pm
 Approved Hours: 6 (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.

Newtown Campus/\$129 (includes text)
 RCOAP 8011 C01
 C01/ 6 Thu, 3/26-4/30, 10am-12pm
 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. There are no prerequisites for this class.

Newtown Campus/ \$149/ RCOSY 8034 C01/
 4 Tue, 2/17-3/10, 10am-12pm

Microsoft Excel 2013 for Beginners

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

Newtown Campus/ \$129/ RCOAP 8045 C01
 C01/ 6 Tue, 3/24-4/28, 10am-12pm
 Approved Hours: 12 (Act 48)



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. *The College Funding Coach*

Newtown Campus/ \$49/ RCEGN 8803 /6:30-9:30pm
C01/ Tu, 2/10
C02/ Tu, 5/12

College Entrance Boards Tutoring Course (SAT/PSAT)

David Gelb

Newtown Campus/ \$299 (includes text)/ ATEST 1508
C01/ 10 Sa, 3/7-5/23 (no class 4/4 & 3/21); 9am-12pm

ACT Exam Preparation Course

David Gelb

Newtown Campus/ \$299 (includes text)/ ATEST 1509
C01/ 10 Sa, 3/7-5/23 (no class 4/4 & 3/21); 12pm-3pm

Graduate Record Exam Preparation Course (GRE)

David Gelb

Newtown Campus/ \$299 (includes text)/ ATEST 1523
C01/ 10 Sa, 3/7-5/23 (no class 4/4 & 3/21); 3-6pm

Law School Admission Test (LSAT) Preparation Course

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

Online/ \$95 / ETEST 0020 / Part 1

Online/ \$95 / ETEST 0021/ Part 2

See page 25 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 25 for dates.

GED® Test Preparation – FREE

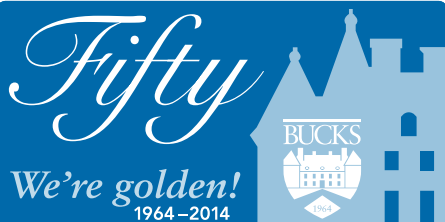
Free GED® Test Preparation Classes are available at Bucks County Community College's Lower and Upper Bucks Campuses. Classes cover the academic knowledge needed to pass the GED® test subjects. Our comprehensive classes strengthen your communication, information processing, problem solving, and critical 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!

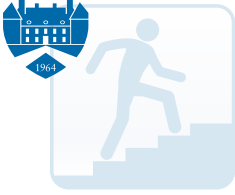
For on-line registration please go to the following website: **www.bucks.edu/howtoregister**
This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the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

It's the College's 50th Anniversary!
Join us at bucks.edu/50





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)

Section Contents

Command Spanish

59

Construction Certificates

61

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

Industrial Skills

59

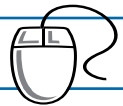
- PLC (Programmable Logic Controllers)
- Advanced PLC Programming
- Industrial Hydraulics
- Locomotive Engineer & Conductor Basic Training
- Advanced Manufacturing..... 60
- Advanced Manufacturing Credentialed Training
- AMIST I - Advanced Manufacturing/Integrated System Technology Certificate

Workplace Professional Skills

63

- Certificate in Designing Webinars
- Management Certificate
- Certificate in Workplace Communication
- Notary Training
- Signing Agent Training
- Business Coaching Certificate
- Floral Design Certificate Program..... 64
- Green Courses..... 65
- LEED® AP + Building Design & Construction
- LEED® Green Associate Exam Preparation Study Group
- LEED® for Existing Buildings: Operations + Maintenance Exam Preparation Study Group
- Technical Writing 65
- Fashion Design 63
- Fashion Design I
- Fashion Illustration
- Sewing Techniques II

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

Industrial Skills

PLC (Programmable Logic Controllers) Troubleshooting A-B SLC 500/RSLOGIX 500 & Siemens S7

Learn programming and troubleshooting of programmable logic controllers and their use in industrial, commercial, and residential applications.

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

Advanced Manufacturing Training Center/ \$1400.
WTMCO 1124 AM1/ 12 Tu, 2/24-5/12,
5:30-9:15pm/ 80 hrs (45 hrs class; 35 hrs e-learning).

Testimonial:

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

B. Ferguson, Maintenance Supervisor, Greif, Warminster Steel

Blueprint Reading for Welders

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

Advanced Manufacturing Training Center/\$450/
WTMCO 0124 AM1/10 M, 3/9-5/11, 5-9 pm/40 hrs

Drafting/Industrial Design

- AutoCAD® Essentials - page 36
- AutoCAD® 3D Modeling - page 36
- Revit® Architecture Basics - page 36
- Autodesk Inventor - page 36
- SolidWorks Essentials - page 36

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.

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

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, 3/18-5/13, 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/ 4 Sa, 4/25- 5/16,
9am-5:30pm & 3 Sa, 5/30-6/20, 9am-1pm;
& 7 Tu, 5/5-7/23 , 6:30-9:30pm

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

FREE INFORMATION SESSIONS - Please contact Bucks Continuing Education Office to register: (215) 968-8409 (Option #1)

XTMCO 1151/ C01
C01/ Tues, 4/14 ; 6:30-8:00pm

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

Eligible for Sallie Mae Loans.

Advanced Manufacturing Credentialed Training Paths

All Certificates are potential training end-points.

Production Technician Certificate - 200 Hrs, \$2200

- Introduction to Manufacturing
- Welding Basics
- Mfg Prod. Skills: AC/DC, Elect Fabrication, Prod Assy ***MSSC**

Industrial Welding I Certificate - 250 Hrs, \$3275

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

AMIST 1 - Advanced Manufacturing/Integrated System Technology Certificate - 720 Hrs, \$9645

- Introduction to Manufacturing
- Manufacturing Production Skills
- Industrial Mechanical 1+2 ***MSSC**
- PLC Troubleshooting **PMMI**
- Industrial Electrical 1+2 **IMTCPA**

CNC Machine Operator Certificate - 250 Hrs, \$3275

- Introduction to Manufacturing
- Basic Trigonometry
- CNC Machine Operator Processes ***NIMS**

Stackable Credentials in the AMIST Pathway Include:

- Industrial Mechanical 1 - 135 Hrs, \$2363
- Industrial Mechanical 2 - 105 Hrs, \$1838
- Industrial Electrical 1 - 135 Hrs, \$2363
- Industrial PLC's (Programmable Logic Controllers) - 80 Hrs, \$1400
- Industrial Electrical 2 - 65 Hrs, \$1138

These programs are helping students find jobs!

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

***Course completers may sit for national certification exams:**

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

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.

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

Construction Certificates



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

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

NEW

Workplace Benefits

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

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

Construction Estimating

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

Must complete 5 of the following 6 classes:

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

Construction Practices

Must complete 8 of the following 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

*Denotes a course that runs every quarter.

Construction Supervision

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

Must complete all of the 10 following classes:

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

The following course may be substituted for any of the previously mentioned courses

- General and Specialty Contractor Dynamics

Civil Sitework Construction

Must complete all 4 of the following classes.

- Estimating Civil and SiteWork Construction
 - Construction Materials and Processes
 - Construction Equipment and Methods
 - Practical Applications of Civil Construction
- Choose one of the following courses to complete the Certificate in Civil Sitework:
- Contract Documents and Construction Law
 - Planning and Schedule

For more information, contact:

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

All Online/C30/Winter Session Dates: 1/12/15-3/22/2015; Spring Session Dates: 4/6/15 – 6/15/15
For complete descriptions of these courses, see www.constructionclasses.com

Introduction to Construction Estimating - Start Anytime

ETMCO 1500 C30/ \$540 (includes text)

Essential Construction Math - Start Anytime

ETMCO 1501 C30/ \$540 (includes text)

Construction Blueprint Reading

ETMCO 1502 C30/ \$540 (includes text)

Estimating and Bidding 1

ETMCO 1503 C30/ \$540 (includes text)

Estimating and Bidding 2

ETMCO 1504 C30/ \$540 (includes text)

Construction Materials and Processes

ETMCO 1505 C30/ \$540 (includes text)

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

January 12 – March 22, 2015 - Winter Session

Construction Equipment and Methods

ETMCO 1506 C30/ \$440 (plus \$156 text)

Estimating Civil and Site Work Construction NEW!

ETMCO 1508 C30/ \$440 (plus \$156 text)

Leadership and Motivation

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

Construction Problem Solving and Decision Making

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

Cost Awareness and Production Control

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

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

April 6 – June 15, 2015 – Spring Session

Oral & Written Communication

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

Contract Documents and Construction Law

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

Planning and Scheduling

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

Building Green Buildings: The Contractor's Perspective

ETMCO 3003 C30/ \$540



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 / \$195 each / take both for \$345 (**Must complete both classes for certificate. Must register for both classes at the same time to get the bundled price.**)

Designing Successful Webinars

Online/ ESMCE 4322/
C30/ 3/2-3/27
C31/ 5/4-5/29



Managing and Marketing Webinars

Online/ ESMCE 4342 C30/ 4/6-5/1

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.

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

Management Boot Camp

Online/ \$295/ ESMCE 4333
C30/ 2/2-2/27; C31/ 4/6-5/1



New 21st Century Strategies for Productivity and Time Management

Online/ \$195/ ESMCE 4337 C30/ 3/2-3/27;
C31/ 5/4-5/29

Managing Generations in the Workplace

Online/ \$175/ ESMCE 4306 C30/ 4/6-5/1

Certificate in Workplace Communication

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

Conflict Management

Online/ \$245/ ESMCE 4328 C30/ 2/2-2/27; C31/ 4/6-5/1



Negotiation: Get What You Want

Online/ \$195/ ESMCE 4329 C30/ 3/2-3/27; C31/ 5/4-5/29

Using Personality Profiles for Better Work Performance

Online/ \$295/ ESMCE 4332 C30/ 4/6-5/1

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/ \$79/ WSBEN 0130 C01-C09/
6:30-9:30 pm

C01/ Thu, 1/22

C02/ Thu, 2/5

C03/ Thu, 2/19

C04/ Tu, 3/10

C05/ Thu, 3/19

C06/ Thu, 4/2

C07/ Tu, 4/21

C08/ Thu, 5/7

C09/ Thu, 5/21



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-C05/
8:30am-12:30 pm

C01/ Sa, 1/31

C02/ Sa, 2/28

C03/ Sa, 3/28

C04/ Sa, 4/18

C05/ Sa, 5/23

Business Coaching Certificate

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

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

Mentoring and Coaching in the Workplace Level 1

C30/ 2/2-2/27

C31/ 4/6-5/1

Mentoring and Coaching in the Workplace Level 2

C30/ 3/2-3/27

C31/ 5/4-5/29



Floral Design Certificate Program

The Floral Design Certificate Program is designed for students of ages 18+ with or without experience designing with fresh flowers. All that is required is a shared love of flowers and design and the belief that they have the talent to pursue a career in floral design. Learn the basics from designing with fresh flowers including how to care and condition fresh cut flowers to prolong their life to creating various floral arrangements related to the theme of each course. Students will learn various terminology as well as trends in the flower designing industry.

The curriculum includes 96 hours of classroom instruction in 5 core courses and 3 electives of your choice. This certificate must be completed within two years. Attendance at 80% of classes is required. Classes are offered throughout the year.

Core Classes:

- Basic Floral Design
- Intermediate Floral Design
- Fresh Flowers for Life's Special Occasions
- Modern Floral Design
- The Business of Floral Design

Electives: (choose 3)

Prerequisites: Intro to Basic Floral Design & Basic Floral Design Intermediate

- Advanced Floral Design
- Celebrating the Holidays with Fresh Flowers
- Weddings and Special Occasions
- Gift Giving with Fresh Flowers & Fruits

Basic Floral Design

This hands-on course is designed for learners of ages 18+ with or without experience in floral design. Learn the fundamentals of fresh floral design, how to condition and care for fresh flowers, use floral foam, tape, and wire in basic floral design. Create beautiful arrangements for yourself or a friend in many styles including a hand-tied bouquet, a basket design, and small square centerpiece. Students will take home the arrangements they create in class. *Dr. Jessica Kim*

Newtown Campus/ \$189 (Flower cost \$185 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)

RFNRT 5115/ C01/ 7 Mon, 1/26-3/23 (no class on 2/16 & 3/16); 6:30-8:30pm

Intermediate Floral Design

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

Newtown Campus/ \$189 (Flower cost \$195 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)

RFNRT 5126/ C01/ 7 Mo, 3/23-5/11 (no class 4/6), 6:30-8:30pm

Weddings & Special Occasions

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

Newtown Campus/ \$189 (Flower cost \$195 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)

RFNRT 5127/ C01/ 8 Tu, 3/24-5/12; 6:30-8:30pm

Floral Design Boot Camp

This one-day workshop is designed especially for those individuals who are interested in learning the basics of floral design but cannot fit a weekly class into their busy schedule. Intended for beginners with little or no prior design experience, students will learn everything from how to shop for fresh flowers to conditioning them once you bring them home. Students will be introduced to a variety of containers so that they will know how to arrange flowers in tall, short, wide and narrow vases. Learn to design in fresh water as well as floral foam. Everything needed to create five different designs will be provided including fresh flowers, all containers, wet foam, conditioning supplies, ribbons, and more. Bring a sack lunch. Choose one of the dates or choose all 4 for more practice! *Dr. Jessica Kim*

Newtown Campus/ \$159 (Flower cost: \$165 paid directly to instructor; \$25 optional designer kit that includes tools and supplies)

RFNRT 5128/ C01-C04; 9:30am-3:30pm

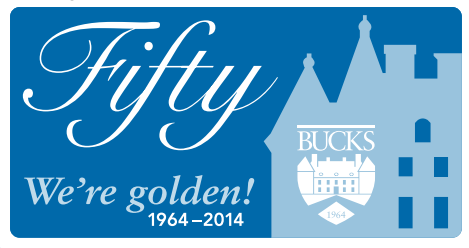
C01/ Sa, 1/24

C02/ Sa, 2/28

C03/ Sa, 3/28

C04/ Sa, 4/25

It's the College's 50th Anniversary!
Join us at bucks.edu/50



Fashion Design

The Fashion Design Certificate program is designed for students who share a love of fashion and design and feel that they have the talent to pursue a career in design. Students will enhance their own design skills, translate concepts onto paper, and eventually into actual garments. At the completion of the program, students will be prepared to enter the fashion design industry in the capacity of a design assistant or part of a product development team. This program will concentrate solely on women's wear.

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 I (prerequisite: Basic Garment Construction)
- Sewing Techniques II (prerequisite: Basic Garment Construction, and Sewing Techniques I)
- A drawing or painting class (pages 49 & 50)
- A computer-aided design class such as Photoshop or Illustrator (page 40)

For more information, contact:

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

Fashion Design II

A continuation of Fashion Design I, you will enhance your understanding and skills with an emphasis on merchandising a clothing collection, presentation techniques and building a portfolio. (Materials list will be mailed prior to the start of class.) (Prerequisite: Fashion Design I & Fashion II-illustration) *Paula Molino, M.Ed.*

Newtown Campus/ \$205 (plus approx. \$25 materials, and \$90 book fee)/ WSMCE 3711 C01/
6 Wed, 3/4-4/15 (no class 3/18); 6:30-9:30 pm

Basic Garment Construction

Learn the fundamentals of sewing including hand and machine sewing, how to select fabrics based on style and fabric, pattern layout and construction methods. You will complete one simple garment. Materials list will be mailed prior to first class; approximate cost \$80. Bring your portable sewing machine to class. *Paula Molino, M.Ed.*

Newtown Campus/\$195 (plus \$40 book fee)/ WSMCE 3713 C01/ 6 Wed, 1/21 -2/25, 6:30-9:30 pm

Pattern Drafting I

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

Newtown Campus/ \$265 (plus \$20 payable to the instructor)/ WSMCE 3714 C01/ 8 Wed, 4/8-5/27, 6:30-9:30 pm

Pattern Drafting II

This class will teach students to design and create a garment (skirt, pant, blouse) from existing slopers. Each student will create a garment (pant, skirt, or blouse) from a basic sloper and learn how design elements, (dart manipulation, sleeves, collars, necklines) translate to the flat pattern. As a final project students will complete a garment from their own designs. *Virginia Buck*

Newtown Campus/\$265 (plus \$20 payable to the instructor)/ WSMCE 3715 C01/
8 Wed, 6/3-7/22; 6:30-9:30 pm

Sewing Techniques

No more will you have to hear, "That looks homemade." This course will teach you sewing techniques to improve your finished garment and give it that "professional" flair. *Virginia Buck*

Newtown Campus/ \$265 (plus \$20 payable to the instructor)/ WSMCE 3716 C01/
8 Tu, 2/17-4/14 (no class 3/17), 6:30-9:30 pm

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*

Green Courses

LEED® AP + Building Design & Construction

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

Online/ \$795/ ETEST 2000 C30 & C31/
C30/ 2/2-3/27
C31/ 4/6-5/29



www.bucks.edu/LERNclasses

LEED® v4 Green Associate Exam Preparation Study Group

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

Online/ \$695/ ETEST 2001
C30/ 2/2-3/27
C31/ 4/6-5/29



www.bucks.edu/LERNclasses

LEED® v4 Accredited Professional for Existing Buildings: Operations + Maintenance Exam Preparation Study Group

The course will prepare students to earn the LEED for Existing Buildings Operations & Maintenance Accredited Professional (LEED AP O+M) credential from the Green Building Certification Institute. This exam tests the knowledge and skills necessary to participate in the operation and maintenance of existing buildings that implement sustainable practices and reduce the environmental impact of a building over its functional life cycle. Please note that experience on a LEED project is an eligibility requirement to sit for this exam. Students examine case studies of LEED for Existing Buildings Operations & Maintenance certified building projects, concepts of integrated design, third-party verification and the LEED administration process.

Online/ \$795/ ETEST 2002
C30/ 2/2-3/27
C31/ 4/6-5/29



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.

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

Newtown Campus/ \$169 (plus \$9 text)/
WSMCE 5475 C01/ 4 Mon, 3/2-3/30
(no class 3/16); 6-9 pm
Approved Hours: 12 (Act 48)

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

Newtown Campus/ \$169 (same text as Course I)/
WSMCE 5476 C01/ 4 Mon, 4/6-4/27; 6-9 pm
Approved Hours: 12 (Act 48)

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

Newtown Campus/ \$169/ WSMCE 5477 C01/
4 Mon, 5/4-6/1 (no class 5/25), 6-9 pm
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 37

Course V: Choose one of the following

- Adobe Illustrator, Basic or Advanced - page 40
- Adobe Photoshop, Basic or Advanced - page 40
- InDesign, Basic or Advanced - page 40

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:

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Matthew Hatrak, Director, Certification and Curriculum, Field Operations (Northeast PA Region)
matthew.hatrak@bucks.edu

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

www.bucks.edu/publicsafety

Registration Form For Non-Credit Courses - Spring 2015

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
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Sprg - 1501

Januray-May 2015

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