SCEC Education Partners

Alvernia University	Northampton Community College
Bloomsburg University	NEPA MAEA
East Stroudsburg University	Neumann College
Empire Beauty School	Penn State-Schuylkill
King's College	Schuylkill Chamber of Commerce
Lehigh Carbon Community College	Schuylkill Health School of Nursing
Lifelong Learning Center	Schuylkill Technology Centers
Literacy Council	Temple University-Harrisburg
Marywood University	University of Scranton
McCann School of Bus. & Tech.	Wilkes University

1-7 W. Centre Street
P.O. Box 255
Mahanoy City, PA 17948

**Schuylkill Community
Education Council**

Educating Schuylkill County Starts Here!

SCEC SPRING 2010

ALL COURSES OFFERED AT:
1-7 W. CENTRE STREET, MAHANOY CITY, PA 17948
TEL: 570-773-1270 WWW.SCHUYLKILL EDUCATION.ORG

�֍ Bloomsburg University
✖ East Stroudsburg University
✖ Lehigh Carbon Community College
✚ Lifelong Learning Center
✖ NEPA Alliance

+ Penn State University Hazleton/Schuylkill
+ SCEC Computer Courses
+ SCEC Online Courses
+ Temple University-Harrisburg
+ Miller Analogies Testing (MAT)
+ ETS Praxis I and II Testing

Inside This Issue:

PEARSON

Harcourt Assessment
Miller Analogies Test

The SCEC is a Controlled Test Center for Administering the Miller Analogies Test

The Miller Analogies Test (MAT) is a high-level test of analytical ability that requires the solution of problems stated as analogies.

The MAT is intended to measure your ability to recognize relationships between ideas, your fluency in the English language, and your general knowledge of the humanities, natural sciences, mathematics, and social sciences.

The SCEC represents an excellent test location for candidates applying to graduate programs that accept MAT scores for admission.

Test Dates

MATs are Administered the 3rd Wednesday each month

AUGUST 19—SEPTEMBER 16—OCTOBER 21—NOVEMBER 18

DECEMBER 16—JANUARY 20—FEBRUARY 17—MARCH 17

Test Information

- *Candidate Information Booklet* is available online at www.milleranalogies.com.
- Test Fee is $65.00 payable by check or money order to SCEC.
- Testing is held the 3rd Wednesday of the month, 11:00 AM to 12:00 noon.

Test Registration

- Registration deadline is two weeks prior to the test date.
- Call the SCEC at 570-773-1270 to register.

Educational Testing Services
Praxis I & II Testing 09-10

Praxis I Testing Dates

| Test Date | Registration Deadlines | | | | | Scores | |
	Regular	Late	Emer-gency	Outside U.S.	Monday Testing	By Phone	Online
11/14/09	10/15/09	10/22/09	11/6/09	9/17/09	10/1/09	12/11/09	12/15/09
1/9/10	12/10/09	12/17/09	1/1/10	11/12/09	11/26/09	2/5/10	2/9/10
3/13/10	2/11/10	2/18/10	3/5/10	1/14/10	1/28/10	4/9/10	4/13/10
4/24/10	3/25/10	4/1/10	4/16/10	2/25/10	3/11/10	5/21/10	5/25/10
7/24/10	6/24/10	7/1/10	7/16/10	5/27/10	6/10/10	8/20/10	8/24/10

Praxis II Testing Dates

| Test Date | Registration Deadlines | | | | | Scores | |
	Regular	Late	Emer-gency	Outside U.S.	Monday Testing	By Phone	Online
9/12/09	8/13/09	8/20/09	9/4/09	7/16/09	7/30/09	10/9/09	10/13/09
11/14/09	10/15/09	10/22/09	11/6/09	9/17/09	10/1/09	12/11/09	12/15/09
1/9/10	12/10/09	12/17/09	1/1/10	11/12/09	11/26/09	2/5/10	2/9/10
3/13/10	2/11/10	2/18/10	3/5/10	1/14/10	1/28/10	4/9/10	4/13/10
4/24/10	3/25/10	4/1/10	4/16/10	2/25/10	3/11/10	5/21/10	5/25/10
6/12/10	5/13/10	5/20/10	6/4/10	4/15/10	4/29/10	7/9/10	7/13/10
7/24/10	6/24/10	7/1/10	7/16/10	5/27/10	6/10/10	8/20/10	8/24/10

Paper-Based Test Registration

♦ Registration deadline is approximately *one* month before the test date.
♦ SCEC's School Code: 19447 01 B P
♦ **Register:**
   ♦ **Online** using a credit card at www.ets.org Monday-Friday 7:00 a.m.-10:00 p.m. and Saturday 7:00 a.m.-Sunday 8:00 p.m. After adding a test(s) to your online cart, search for SCEC praxis test center in PA then choose Mahanoy City (Schuylkill Community Education Center) from the list or use the school code above.
   ♦ **Mail** by downloading the registration form at www.ets.org and follow the instructions in the Praxis Series 2009-10 Information and Registration Bulletin.
   ♦ **Call** ETS to order a Praxis Information and Registration Bulletin at 1-800-772-9476 (allow 1-2 weeks for delivery and 3 weeks for processing a mailed registration form).

Introduction to Voiceovers (09FS239C)   Monday, November 30/7:00 PM-9:00 PM
Instructor: Voiceovers for All   Cost: $65.00
Have you ever wanted to be the voice everyone hears on TV and radio commercials, or documentary or audiobook narrations? You too can become a Professional Voiceover Artist! This fun, informative, and empowering class will teach you the basics of the voice over industry to help you decide if it is something you'd like to pursue. We will discuss the many different types of voiceovers and what it takes to get started as a voice actor. Your voice will be recorded as you read from real scripts so you can receive a professional voice evaluation later. Be warned, many who have taken this class have gone on to become real, bona-fide, professional Voice Actors. Come ready to laugh, learn, and be inspired... This class is taught by a professional voice actor from the voice acting training company, Voices For All.

Leadership in Organizations   Tuesday, March 23/8:00 AM-5:00 PM
Instructor: Dr. Annette Cremo   Cost: $99.00
In today's changing environment, strong, effective leaders are needed in organizations more than ever. Today's managers need dynamic skills to lead and motivate their workers. Designed for leaders and managers in an information and service society, participants will learn about the various dimensions of personal and organizational change and the changing role of the leader, develop strategies to lead teams to improved performance and greater effectiveness, plan how to personally deal with change and develop strategies to assist employees in understanding the change process.

Becoming A Customer Service Star   Tuesday, April 27/8:00 AM-5:00 PM
Instructor: Dr. Annette Cremo   Cost: $99.00
Customer service and retention is an important step in any quality-minded organization and involves all employees from front line operators to executives. Becoming a Customer Service Star has been proven effective with people at all levels because each person is able to identify his or her own service action plan. Becoming a Customer Service Star is designed to give individuals a profile of their customer service strengths and weaknesses. It can be used as an individual analysis, a measure for personal development, a picture for building a service team, or an opportunity to identify changes needed in policies or operating procedures. Participants will develop strategies to address the Five Points of Customer Service, the hallmarks of customer service and charting their future with customer service.

Registration Form   *Full payment must accompany your registration.*   #041
Name _____   Day Phone _____
Street Address _____   Evening Phone _____
City/Zip _____   Email _____
Adult Contact if Child _____   Child Birthdate _____

Course #	Course Title	Start Date	Fee
			$
			$

Please also register my friend, spouse, or child for the following course:
Name _____   Day Phone _____
Street Address _____   Evening Phone _____
City/Zip _____   Email _____
Adult Contact if Child _____   Child Birthdate _____

Course #	Course Title	Start Date	Fee
			$

Mail registration form and payment to: Total Fees Enclosed $_____
❏ Make checks payable to **"Bloomsburg University"**
Magee Center
700 W. Main St.
Bloomsburg, PA 17815-1301
❏ Visa or Mastercard # _____ Exp. _____
Cardholder signature _____

Bloomsburg University is committed to equal educational and employment opportunities for all persons without regard to race, religion, gender, age, national origin, sexual orientation, disability or veteran's status.
Registration Options - 3 ways to register for noncredit courses:

● Walk in - visit our offices at the Magee Center, 700 West Main Street in Bloomsburg. Office hours are 8 a.m. to 4:30 p.m. Monday through Friday, and Monday through Thursday evenings when classes are held at the Magee Center.

● By Mail - send completed registration form and payment to: Continuing Education, Magee Center, 700 West Main Street, Bloomsburg, PA 17815

● By Phone - 570-389-4420 or By Fax - 570-389-5060 (Visa, MasterCard, Discover, American Express)

East Stroudsburg University of Pennsylvania
Off-Campus Continuing Professional Education

Spring 2010
Schuylkill Community Education Council
Mahanoy City

Planning for Change
The goals of quality education will be analyzed as a basis for curriculum change. The relationship between affective education and cognition will be reviewed and assessed through a group process. Systems for change will be developed utilizing personal influence and power. The workshop also helps participants acquire additional skills in expanding their knowledge and use of Reality Therapy in the educational environment. (Workshop Course-3 graduate credits)

Theory and Practice of Schools Without Failure II
Educators will gain experience in conducting diagnostic class meetings and in providing the educational climate necessary for self-discipline. Curriculum planning related to self-directed learning will be explored. Recent advancements in brain research, psychology, and learning theory will be presented. (Workshop Course-3 graduate credits)

Section*	Course*	Title	Instructor	Dates & Times
Y872 or Y942	ELED 585 or PSED 545	Planning for Change	Joe Martin	Wednesday & Thursday, 5:00 – 10:00pm February 3, 4; March 3, 4; April 14, 15, 28, 29
Y870 or Y940	ELED 584 or PSED 544	Schools Without Failure II	Joe Martin	Friday, 5:00 – 9:30pm Saturday, 8:00am – 5:00pm February 5, 6; March 5, 6; April 16, 17

*Courses are cross listed. Please select one section ELED=Elem Ed cr. or PSED=Secondary Ed cr.

TUITION & FEES   3 Credit Graduate Course (*tuition subject to change without notice*)
Off-Campus Courses (excluding Monroe County):

	Tuition	General Fee	TECH Fee**	Total
PA Resident	$ 1110.00	$25.00	$60.00	$1195.00
Non PA Resident	$ 1779.00	$25.00	$82.00	$1886.00

** TECH fee is charged once per semester for part-time graduate students (1-8 credits). Fee increases to $103.00 for PA residents and $155.00 for non-PA residents for full-time graduate students (9-15 credits).

REGISTRATION INFORMATION

Mail/Fax/In person: Complete all information on the off-campus registration form and submit with payment or select a deferment option (see registration form for details). Make your check/money order payable to East Stroudsburg University or fill in credit card information on registration form. Return by mail to **East Stroudsburg University, Office of Continuing Education, Zimbar Hall, 200 Prospect Street, East Stroudsburg, PA 18301-2999 or FAX to 570-422-2874.**

● Courses are 3 graduate credits. Although they can count in specified degree programs, if you are enrolled in a degree or formal certification program, you are urged to check with your advisor before registering to determine if the course or workshop will fit into one of the requirements in your specific program. If you are *intending* to enroll in a formal program, please request a Graduate Catalog so you are aware of the requirements at 570-422-3536.
Course offerings are subject to change. For more information and updates visit www.esu.edu/ extendedlearning **Need more information? Call the Office of Extended Learning at 570-422-2872 or email jserowick@po-box.esu.edu**

SCEC-Online Courses
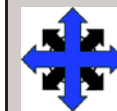
More than 300 online courses

> Instructor-Facilitated
Online Learning
Learn from the comfort of home!

SCEC

All instructor-facilitated online courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Courses Start as Low as:

$89

Enroll Now!

Give us a call

1-570-773-1270

or
follow the easy steps below

How to Get Started:

1. Visit our Online Instruction Center:
   www.ed2go.com/scec

2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with the username and password you selected during enrollment.

Introduction to Microsoft Excel
Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to QuickBooks
Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel
Work faster and more productively with Excel's most powerful tools.

GRE Preparation - Part 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE.

Real Estate Investing
Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access
Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word
Learn how to create and modify documents with the world's most popular word processor.

Project Management Fundamentals
Gain the skills you'll need to succeed in the fast-growing field of project management.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to Dreamweaver
Harness the broad range of capabilities Dreamweaver brings to Web development.

MORE COURSES AVAILABLE
AT OUR ONLINE INSTRUCTION CENTER.

SCEC-Computer Courses

Computer Basics
March 22, 2010
Monday/ 5:00 PM-8:00 PM
Instructor: Dr. Evelyn Wassel
Cost: $20.00

This course is directed to individuals who have little knowledge or practice in the use of computers.. The major emphasis of this course is to enable individuals to develop a basic awareness of the use of computers and how to operate and interact with computers. Participants will work within a windows environment: orientation to the keyboard and mouse, managing computer files, running programs, etc.

Internet Basics
March 24, 2010
Wednesday/ 5:00 PM-8:00 PM
Instructor: Dr. Evelyn Wassel
Cost: $20.00

This course will allow individuals to better understand the Internet, as well as learn how to use a search engine and communicate online using email. After completing this course, individuals should feel comfortable using the internet and have attained a basic understanding of how to search and communicate online.

Microsoft Word-Basic
March 29, 2010
Monday/ 5:00 PM-8:00 PM
Instructor: Dr. Evelyn Wassel
Cost: $20.00

The basic skills of creating, editing, formatting, and saving documents using Microsoft Word will be covered. Other topics include: moving and navigating within a document; selecting, moving, and copying text; character and paragraph formatting; introduction to tabs and tables, headers, footers, margin, and page breaks and printing documents.

Microsoft Word-Intermediate
April 12, 2010
Monday/ 5:00 PM-8:00 PM
Instructor: Dr. Evelyn Wassel
Cost: $20.00

This course will allow participants to explore more Microsoft Word features than the basic course. A basic understanding of MS Word features is required. Topics covered will include: changing default settings, manipulating the Quick Access Toolbar, using keyboard shortcuts, changing headers/footers, altering print options and many other tools to make Word more manageable.

Intermediate Internet
April 20, 2010
Tuesday/ 5:00 PM-8:00 PM
Instructor: Dr. Evelyn Wassel
Cost: $20.00

This course will allow individuals to better understand various search engines and different forms of social networking including Twitter, Skype and Facebook. Media sharing sites (e.g. shutterfly) will also be introduced.

Registration Form

☐ Comp Basics ☐ Internet Basics ☐ Word-Basic ☐ Word-Inter ☐ Internet Inter

Name_____

Address_____

Town/State/Zip_____

Home Phone (_____)_____   Total Enclosed: _____

Mail registration form and check made payable to:
SCEC
1-7 West Centre Street, P.O. Box 255
Mahanoy City, PA 17948
For more information call 570-773-1270

East Stroudsburg University Registration

East Stroudsburg University of Pennsylvania
Off-Campus Continuing Professional Education

Registration Form

☐ Please check this box if you would like us to update our system with the address and phone number below. If you have changed your name since last attending ESU, please visit Enrollment Services at www.esu.edu to download a name change form.

Student Information

SOCIAL SECURITY NUMBER*   BIRTHDATE

Gender: ☐ Male ☐ Female

FIRST NAME   MIDDLE INITIAL   LAST NAME

PA Resident: ☐ Yes ☐ No

ADDRESS

Ethnic Background: (Optional - for Federal Report)
☐ American Indian or Alaskan Native
☐ Black   CITY   STATE   ZIP   COUNTY
☐ White   TELEPHONE NO. (HOME)   EMAIL
☐ Hispanic
☐ Asian/Pacific Islander   Have you ever taken a course offered by ESU? ☐ Yes (Year _____) ☐ No

Teaching level:
SCHOOL DISTRICT   HIGHEST DEGREE EARNED   INSTITUTION   YEAR
☐ Elementary
☐ Intermediate   COLLEGE (UNDERGRADUATE) (IF DIFFERENT FROM ABOVE)
☐ High School   HOW DID YOU HEAR ABOUT OUR OFF-CAMPUS COURSES?

Registration Information
☐ Summer 2009   ☐ Fall 2009   ☐ Spring 2010

SECTION #	COURSE #	COURSE TITLE	LOCATION

Payment Information   Please select one of the following options for billing

☐ **Check/Money Order**
I have included a check or money order made out to East Stroudsburg University.

☐ **Direct Bill**
My employer participates in a direct bill program with ESU. NOTE: By checking this box and signing below, you authorize release of your grades to your organization for payment purposes.
Please bill:
_____
_____ directly.

☐ **Tuition Deferment**
Defer tuition charges. I agree to make payment to the University two weeks prior to the end of the semester. Registration and transcript holds will be placed on unpaid accounts.

☐ **Charge**
Complete and return for Visa/Mastercard payments
☐ Visa ☐ Mastercard ☐ Discover

CARD HOLDER'S NAME
CREDIT CARD NUMBER
EXP. DATE   AMOUNT
AUTHORIZED SIGNATURE   DATE

SIGNATURE OF STUDENT   DATE

I attest that the above information given is both accurate and complete.

*ESU uses your SS# as your student ID number. By placing your SS# on this application and signing the application, you consent to the university's use of that number for identification purposes. If you choose not to provide it, you will be assigned a number.

Mail or fax completed form to:
The Office of Continuing Professional Education
East Stroudsburg University of Pennsylvania
200 Prospect Street
East Stroudsburg, PA 18301-2999
Phone 570.422.2872 • Fax 570.422.2874 • Email cesmnr@po-box.esu.edu

Lehigh Carbon
COMMUNITY COLLEGE

Water Treatment Plant Operator I
CAR786-T50
February 2-April 22
Thursday/8:30 AM-11:45 AM
Instructor: Joseph Salla
Cost: $459

This course is designed to train operators in the practical aspects of operating and maintaining water treatment plants, emphasizing safe practices and procedures. Information is presented on the importance and responsibilities of a water treatment plant operator, sources of water, reservoir management, and intake structures. Operators will learn how to safely operate and maintain coagulation, flocculation, sedimentation, filtration, and disinfection processes. They will also learn to control tastes and odors in drinking water, control corrosion to meet the requirements of the Lead and Copper Rule, perform basic water laboratory procedures, and solve arithmetic problems commonly associated with water treatment plant operators. An important segment of the course provides operators information on overall plant operation and covers topics such as daily operating procedures, regulations of flows, chemical use and handling, records and reports, plant maintenance, safety and security, emergency conditions and procedures, handling complaints, and energy conservation. 36 Professional Education Units through PA Department of Environmental Protection. Text is included and will be available on first day of class.

Water Treatment Plant Operator II
CAR784-T50
April 27-June 1
Tues. & Thurs./8:30 AM-11:30 AM
Instructor: Joseph Salla
Cost: $439

This course is designed to train operators in the practical aspects of operating and maintaining water treatment plants, emphasizing safe practices and procedures. Information is presented on drinking water regulations (including the Safe Drinking Water Act), iron and manganese control, fluoridation, softening, trihalomethanes, demineralization, handling and disposal of process wastes, maintenance, instrumentation, and advanced laboratory procedures. Administrative procedures for dealing with budgeting, setting rates, recordkeeping, personnel administration, public relations, and emergency planning are also covered in this course. PA Department of Environmental Resources continuing education class for Water/Wastewater operation, 33 hours. Text is included and will be available on first day of class. Text is included and will be available on first day of class.

Please Note: All classes require minimum enrollment numbers to run and this will be determined within one week of scheduled class start. If class is cancelled, students are issued a full refund.

Registration Form on Opposite Page

Course	Course #	Date		Time	Cost
Orientation	HPA 5025	Fri.	April 6	9:00 am-4:00 pm	
Complete 100 Hours	NURS 5006	All	All	All	$1,395
Medication Procedures, Medication Effect, and Side Effect & Universal Precautions	NURS 5006A (7)	Mon.	April 19	8:30 am-4:30 pm	$140
Personal Care Services and Personal Hygiene	NURS 5006B (9)	Tues.	April 20	8:00 am-5:30 pm	$180
Writing, Completing, and Implementing Initial Assessments; Annual Assessments; & Support Plans	NURS 5006D (7)	Wed.	April 21	8:30 am-4:00 pm	$140
Recreation	NURS 5006E (4)	Wed.	April 21	5:00-9:00 pm	$80
Nutrition, Food Handling & Sanitation	NURS 5006C (5)	Thus.	April 22	8:00 am-1:00 pm	$100
Cultural Competency	NURS 5006F (3)	Thurs.	April 22	2:00-5:00 pm	$60
First Aid Training	NURS 5006S (3)	Thurs.	April 22	5:00-8:00 pm	$30
Care for Residents with Mental Retardation	NURS 5006J (2)	Fri.	April 23	8:00-10:00 am	$40
Gerontology	NURS 5006T (6)	Fri.	April 23	10:00 am-5:00 pm	$120
Care for Residents with Dementia, Cognitive Impairments and Other Special Needs	NURS 5006I (8)	Mon.	May 17	8:00 am-5:00 pm	$160
Abuse & Neglect Prevention and Reporting	NURS 5006K (6)	Tues.	May 18	8:00 am-2:00 pm	$120
Fire Prevention & Emergency Preparedness	NURS 5006M (4)	Tues.	May 18	2:30-6:30 pm	$80
Community Resources, Social Services & Activities in the Community	NURS 5006W (4)	Wed.	May 19	8:00 am-12:00 pm	$80
Budgeting, Financial Recordkeeping & Resident Records	NURS 5006P (4)	Wed.	May 19	1:00-5:00 pm	$80
Local, State & Federal Laws and Regulations Pertaining to the Operation of a Home	NURS 5006Q (2)	Thurs.	May 20	8:00-10:00 am	$40
Resident-Home Contracts	NURS 5006V (2)	Thurs.	May 20	10:00 am-12:00 pm	$40
Resident Rights	NURS 5006R (3)	Thurs.	May 20	1:00-4:00 pm	$60
Certification in CPR and Obstructed Airway Techniques and Training in First Aid	NURS 5006S (4)	Thurs.	May 20	5:00-9:00 pm	$80
Staff Supervision and Staff Person Training including Developing Orientation and Training Guidelines for Staff	NURS 5006O (8)	Fri.	May 21	8:00 am-5:00 pm	$160
Care for Residents with Mental Illness	NURS 5006U (9)	Sat.	May 22	7:30 am-5:00 pm	$180
PCHA Exam	NA	Sat.	May 22	6:00-8:00 pm	

PENNSTATE
CONTINUING EDUCATION
Penn State for YOU!

Personal Care Home Administrator Training
Hazleton/Schuylkill
Spring 2010 Schedule

Developed by Penn State at the request of the Pennsylvania Department of Public Welfare (DPW), this program is designed for individuals who are preparing to become personal care home administrators and to help health care professionals meet their continuing education requirements.

The courses address nineteen topics about patient care and legal and technical issues surrounding personal care homes, as well as issues related to patients who need home care assistance. Courses may be taken individually, or complete the full 100 hours and take the final exam to earn your certificate.

Who should attend:
- Aspiring administrators who need to complete their initial 100 hour training
- Personal care home and nursing home administrators preparing for the PCHA exam
- Individuals providing elder care for family members
- Health care professionals who need to fulfill continuing education requirements

This program is an approved CareerLink program. If you are unemployed and considering an occupation in the field of health care, you may be able to register at CareerLink to participate in this program through TAA funds. For more information, contact your local CareerLink office.

Continuing Education Requirements
You can earn contact hours to meet your continuing education requirements - with courses in this program on topics that fit your interests. Personal care home administrators are required to complete 24 hours of continuing education per year; direct care staff, 12 hours; nursing home administrators, 48 hours every two years. Aspiring personal care home administrators must successfully complete the 100-hour training prior to initial employment as an administrator.

These courses are approved by the Pennsylvania Department of Public Welfare for personal care home administrators to satisfy continuing education requirements.

For more information and to register, contact your closest Penn State campus:

Hazleton Campus	**Schuylkill Campus**
Hazleton, PA	**Schuylkill Haven, PA**
Attention: Lisa Wargula	Attention: Jodi Staller
(570) 450-3576	(570) 385-6221
LMW24@psu.edu	ZJS7@psu.edu

✣ **Course List on Opposite Page**

LCCC Registration

Services for Students with Disabilities Access or academic accommodations may be arranged by calling 610-799-1190.

6 WAYS TO REGISTER
1. MAIL:Send completed registration form with credit card information, check, or money order to Enrollment Services/Noncredit Registration, Lehigh Carbon Community College, 4525 Education Park Drive, Schnecksville, PA 18078-2598.
2. PHONE:Take advantage of LCCC's 24-hour phone registration system. Dial 610-799-1998.
Please have your Social Security number or date of birth, course numbers, and credit card information available when you call. You should have on hand all the information requested on the mail-in registration form. This is a voice-activated answering system, so please speak clearly. Please do not enter data using your phone keypad.
3. FAX:You can fax your registration at any time; our fax machine is on 24 hours a day. Fax your completed registration form with your credit card number, expiration date, and your signature.
- Carbon Center-570-669-7013
- Schnecksville-610-799-1173
- Morgan Center-570-668-7296
4. IN PERSON: Register in person in Enrollment Services in the Administration Building on LCCC's main campus or at Donley, Carbon, or Morgan centers. Please bring your Social Security number or date of birth, course selections, and payment or charge card. Please use only check or charge at off-campus sites.
5. PURCHASE ORDER: Organizations enrolling staff for training and development purposes will be invoiced if a purchase order number is provided.
6. ONLINE: Visit www.lccc.edu. Choose "Noncredit Courses." Search courses by location, subject, or keyword. Click on the title of the course for which you wish to register and follow the online instructions to continue.

For timely registration, please be certain all information is complete.   Payment Option: ____ Credit Card ___Check
____ Other

_____/_____/_____   or SS #_____   ( )( )
(Birthdate)   Sex   M   F
Print Name _____
(last)   (first)   (mi)
Home Address _____. _____
(number and street)   (city)   (state)   (zip)
Phone: Home (   ) _____ Work (   )_____ E-Mail _____

1) Course Title_____ Fee $_____
_____ - _____
(insert code listed next to "#" on course schedule)

ETHNIC BACKGROUND (For Statistical Purposes Only)
(W)   (   ) White - Non-Hispanic Origin   (A)   (   ) Asian or Pacific Islander
(B)   (   ) Black - Non-Hispanic Origin   (H)   (   ) Hispanic
(I)   (   ) American Indian/Alaskan   (O)   (   ) Non-Resident Alien
(X)   (   ) Unknown

Are you taking this course at the request of your employer? (   ) Yes   (   ) No

Who is your employer? _____

IN WHICH SCHOOL DISTRICT ARE YOU A RESIDENT? _____

Please submit check at time of registration. If paying with credit card, the Business Office of LCCC will contact you for credit card Information upon receipt of this form.

Lifelong Learning Center
Adult Basic Education Program

GED Preparation Program

Open Enrollment
2010 Schedule:
Tuesdays/1:30 PM-4:30 PM
Instructor: Linda Lazar

Registration

Class schedules may change throughout the year; please call before attending to confirm time and date.
For more information and to register, contact Dorothy at 570-874-0137 or toll free at 800-945-1333.

TEMPLE UNIVERSITY
Harrisburg

Master's of Social Work-Graduate Courses

Practice of Social Service Delivery II
SSA 5108-304
January 16-May 11
Tuesdays
6:00 PM-8:40 PM
Instructor: Dr. James Corbin
Cost: $590.00 per credit

This course is the second in a two-course introductory sequence (following SSA 5003) and covers research methods designed to provide graduate social work students with a basic understanding of social work research. Students build on their understanding of the research process covered in SSA 5003. Basic program evaluation concepts are covered. Students learn quantitative and qualitative techniques to evaluate programs and direct practice with individuals, families and groups. Basic descriptive, inferential, and multivariate techniques are covered, as are qualitative analysis methods. Students continue to use and critically consume and apply interpret professional literature to social work practice situations.

Social Work Research Methods II
SSA 5004-304
Alternate Saturdays
January 23-April 17
9:00 AM-4:00 PM
Instructor: Dr. David Zanis
Cost: $590.00 per credit

This course builds on SSA 5107 by focusing on refinement of and competence in generalist social work practice.

ONLINE REGISTRATION FOR GRADUATE STUDENTS IS MANDATORY
IF YOU ARE ELIGIBLE, MAINTAINING A GPA OF AT LEAST A 2.0, REGISTER THROUGH

NEPA Local Technical Assistance
Program (LTAP) & PennDOT

Northeastern Pennsylvania Alliance
NEPA

LTAP pennsylvania
DEPARTMENT OF TRANSPORTATION

Principles of Paving
April 5, 2010
8:00 AM-3:00 PM
Cost: Free
Eligible Participants: Local/County
Government Employees Only
Other: Continental Breakfast & Lunch Included

Course Description

This course is for municipal employees who are involved in the planning, inspecting and placement of asphalt paving operations. The course will provide the information needed to properly plan and monitor a hot mix asphalt paving project. Basic knowledge of hot mix asphalt materials and construction specifications will be provided. The importance of proper roadway preparation to obtain a long lasting product will be discussed. A basic understanding of the delivery, placement, and compaction process in paving operations will be provided. Intended Audience: Public Works employees who pave with hot mix asphalt, particularly roadmasters, foremen and equipment operators that operate rollers, pavers, distributors, and dump trucks on the job. Others who would benefit from this course include: inspectors, and street supervisors involved in monitoring hot mix asphalt paving projects for local governments.

About the LTAP Program

The PennDOT Local Technical Assistance Program (LTAP) has been serving Pennsylvania's municipalities with transportation road maintenance and safety training since 1983. Services available through LTAP include workshop training, on-site technical assistance, updates on the latest technologies and innovations, field demonstrations, library and information materials, and newsletters. These services are available to all municipalities in the state and are provided at little or no cost to the user. For more information about LTAP visit National LTAP Association (NLTAPA) or Pennsylvania LTAP website.

For more information contact:
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1151 Oak Street
Pittston, PA 18640
PH: (570)655-5581
FAX: (570) 654-5137
WEB:http://www.nepa-alliance.org