



*SCEC- MAHANNOY CITY:
ONE W. CENTRE STREET, MAHANNOY CITY, PA 17948*

*SCEC- SCHUYLKILL HAVEN:
220 PARKWAY, SCHUYLKILL HAVEN, PA 17972*

- * AARP
- * East Stroudsburg University
- * Lehigh Carbon Community College
- * PA Association of Nonprofit Organizations (PANO)
- * Penn State University-Environmental Training Center
- * Schuylkill Chamber of Commerce
- * SCEC Computer Courses
- * SCEC Online Courses
- * Pearson Miller Analogies Testing (MAT)
- * ETS Praxis I and II Testing

TEL: 570-773-1270

WWW.SCHUYLKILL EDUCATION.ORG



*1 W. Centre Street
P.O. Box 355
Mahannoy City, PA 17948*

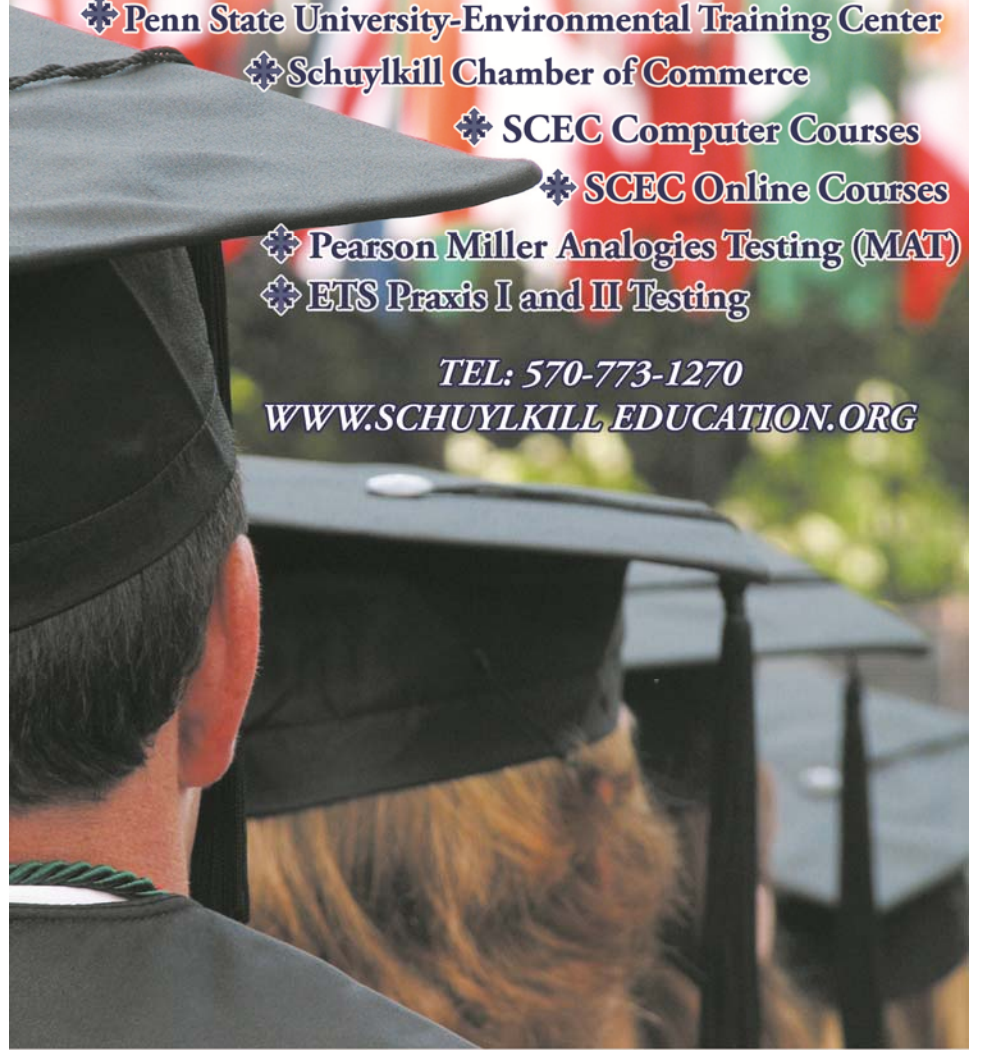
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Educational Testing Services



Educational Testing Services Praxis I & II Testing 2011-12

Praxis I Testing Dates

Test Date	Registration Deadlines					Scores	
	Regular	Extended	Emergen- cy	Outside U.S.	Monday Testing	Multiple Choice	Constr. Response
11/21/11	10/13/11	10/20/11	11/4/11	9/15/11	9/29/11	12/6/11	12/13/11
1/14/12	12/15/11	12/22/11	1/6/12	11/17/12	12/2/11	2/7/12	2/14/12
3/10/12	2/9/12	2/16/12	3/2/12	1/12/12	1/26/12	4/3/12	4/10/12
4/28/12	3/29/12	4/5/12	4/20/12	3/1/12	3/15/12	5/22/12	5/29/12
7/21/12	6/21/12	6/28/12	7/13/12	5/24/12	6/7/12	8/14/12	8/21/12

Praxis II Testing Dates

Test Date	Registration Deadlines					Scores	
	Regular	Extended	Emergen- cy	Outside U.S.	Monday Testing	Multiple Choice	Constr. Response
9/17/11	8/18/11	8/25/11	9/9/11	7/21/11	8/4/11	10/11/11	10/18/11
11/21/11	10/13/11	10/20/11	11/4/11	9/15/11	9/29/11	12/6/11	12/13/11
1/14/12	12/15/11	12/22/11	1/6/12	11/17/12	12/2/11	2/7/12	2/14/12
3/10/12	2/9/12	2/16/12	3/2/12	1/12/12	1/26/12	4/3/12	4/10/12
4/28/12	3/29/12	4/5/12	4/20/12	3/1/12	3/15/12	5/22/12	5/29/12
6/9/12	5/10/12	5/17/12	6/1/12	4/12/12	4/26/12	7/3/12	7/10/12
7/21/12	6/21/12	6/28/12	7/13/12	5/24/12	6/7/12	8/14/12	8/21/12

Paper-Based Test Registration

- ◆ Registration deadline is approximately **one** month before the test date.
- ◆ SCEC's School Codes: Mahanoy City-19447 & Schuylkill Haven-21951
- ◆ 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).



Learn from the comfort of home!

Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 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 course entirely from your home or office. Any time of the day or night.

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

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

Enroll Now!

570-773-1270

Courses as Low as:

\$89

SCEC

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.

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.

Microsoft Excel

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

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.

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 PC

Troubleshooting
Learn to decipher and solve almost any problem with your PC.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

MORE COURSES AVAILABLE AT OUR ONLINE INSTRUCTION CENTER.
www.ed2go.com/scec



East Stroudsburg University of Pennsylvania
Off-Campus Continuing Professional Education

Fall 2011

Schuylkill Community Education Council-
Schuylkill Haven Site

Planning for Change (PSED545)

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 will also help participants acquire additional skill in expanding their knowledge and use of Reality Therapy in the educational environment. (Workshop Course)

Section (CRN#)	Course	Title	Instructor	Dates & Times
91657	PSED 545	Planning for Change	Dr. Joe Martin	Wednesday, 5-10 pm Thursday, 5-10 pm Oct. 19, 20, Nov. 2, 3, 16, 17, 30, Dec. 1

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	\$1248.00	\$196.17	\$60.00	\$1504.17
Non PA Resident	\$1872.00	\$196.17	\$90.00	\$2158.17

*The General Fee is reduced for online and off-campus students to \$65.39/credit
**TECH (Technology) fee is charged \$20 per credit for part-time resident graduate students and \$30 per credit for non-resident graduate students (1-8 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

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

Gender: Male Female

PA Resident: Yes No

Ethnic Background: American Indian or Alaskan Native
(Optional - for Federal Report)

Black
 White
 Hispanic
 Asian/Pacific Islander

Teaching level: _____

SCHOOL DISTRICT: _____

Elementary
 Intermediate
 High School

SOCIAL SECURITY NUMBER* _____ BIRTHDATE _____

FIRST NAME _____ MIDDLE INITIAL _____ LAST NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTY _____

TELEPHONE NO. (HOME) _____ EMAIL _____

Have you ever taken a course offered by ESU? Yes (Year _____) No

HIGHEST DEGREE EARNED _____ INSTITUTION _____ YEAR _____

COLLEGE (BRODSGRADUATE) IF DIFFERENT FROM ABOVE _____

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 cesmmr@po-box.esu.edu

Computer Courses-Registration Form

To register, check the appropriate box next to the course(s) and return to the address below or register by phone at the phone number listed below.

SCEC-Schuylkill Haven

- Computer Basics-Oct. 5 (SH)
 Internet Basics-Oct. 11 (SH)
 Photo Editing-Oct. 26 (SH)
 Excel 1-Nov. 1 (SH)
 Excel 2-Nov. 15 (SH)
 Excel 3-Nov. 22 (SH)
 Mail Merge-Nov. 29 (SH)

SCEC-Mahanoy City

- Excel 1-Sept. 28 (MC)
 Excel 2-Oct. 5 (MC)
 Excel 3-Oct. 12 (MC)
 Mail Merge-Oct. 19 (MC)
 MS Word-Oct. 20 (MC)
 Photo Editing-Nov. 8 (MC)

Name _____

Address _____

Town/State/Zip _____

Home Phone (____) _____ Total Enclosed: _____

Mail registration form and check made payable to:

SCEC
1 West Centre Street
P.O. Box 355
Mahanoy City, PA 17948
For more information call 570-773-1270



Miller Analogies Test (MAT)

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.

MAT tests are administered when scheduled with the center:

- ◆ A Candidate Information Booklet is available online at www.milleranalogies.com
- ◆ Test Fee is \$65.00 payable by check to SCEC
- ◆ Register approximately one week prior to the desired test date
- ◆ Call SCEC at 570-773-1270 to register

SCEC - SCHUYLKILL HAVEN SITE

Excel 1-The Basics
Instructor: Lynn Ann
Wiscount
Cost: \$20.00

SCEC-Schuykill Haven
November 1, 2011
Tuesday/ 5:00 PM-8:00 PM

SCEC-Mahanoy City
September 28, 2011
Wednesday/ 5:00 PM-8:00 PM

Participants in this course will learn the proper procedures for creating, editing and formatting and saving spreadsheets. Other topics include: coping and moving data and building simple formulas.

Excel 3-Charts
Instructor: Lynn Ann
Wiscount
Cost: \$20.00

SCEC-Schuykill Haven
November 22, 2011
Tuesday/ 5:00 PM-8:00 PM

SCEC-Mahanoy City
October 12, 2011
Wednesday/ 5:00 PM-8:00 PM

This course will show participants how to create charts and pivot tables using the data from a spreadsheet. Other topics that will be covered include creating groups and subtotals, using the IF function and using nested ifs.

Excel 2-Functions
Instructor: Lynn Ann
Wiscount
Cost: \$20.00

SCEC-Schuykill Haven
November 15, 2011
Tuesday/5:00 PM-8:00 PM

SCEC-Mahanoy City
October 5, 2011
Wednesday/5:00 PM-8:00 PM

Participants of this course will learn how to create and use some of the functions that are part of the Excel program. Other topics included are absolute and relative references, naming cells, and printing.

Mail Merge and Excel Data Sources
Instructor: Lynn Ann
Wiscount
Cost: \$20.00

SCEC-Schuykill Haven
November 29, 2011
Tuesday/ 5:00 PM-8:00 PM

SCEC-Mahanoy City
October 19, 2011
Wednesday/ 5:00 PM-8:00 PM

This course will provide the skills necessary to create a mail merge in the Microsoft Word program by using an Excel spreadsheet as the data source. This merged document can be labels, envelopes, letters or a mass mailed email. This course will also cover list management, sorting, and filtering.

INTERNET SECURITY COM802

Instructor: Rich Stump
 6 PM – 8:30 PM
 September 26

Take the necessary steps to secure your computer. What are the bad guys looking for? Are you vulnerable? Tools and techniques they use to break into your secured site. What you can do to prevent problems.
 \$35.00 Per Person

WRITING TIGHT FOR BUSINESS COM842

Instructor: Conrad Flynn
 9 AM – 12 NOON
 October 11

In our fast-paced, text-messaging business world, the true art of writing professionally is getting lost BUT the demand for good solid writing skills is greater than ever. This session will give helpful tips for writing concise, polished documents that will satisfy internal and external audiences.
 \$35.00 Per Person

E-MAIL MANAGEMENT CMM414

Instructor: Sara Hoden
 2 PM – 4 PM
 November 16

Stop Living in your In-box and get your life back! Everyone is good a *checking* email...most people are pretty bad at doing something about it! Stop *checking* your email and start processing your email. Use the email process that saves time and money. \$25.00 Per Person

Registration:

- * Complete noncredit registration from available online at: <http://www.lccc.edu/sites/www.lccc.edu/files/images/noncredit%20registration%20form.pdf> or go to www.lccc.edu and search for “noncredit registration form”
- * Submit registration form and payment to: LCCC-Morgan Center, 234 High Street, Tamaqua, PA 18252
- * Register Early!!!
- * Questions? Contact Maureen Donovan, 570-668-6880, mdonovan@lccc.edu

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,





Your Partner for Nonprofit Excellence

Join us for **Popular Programs** in **1 Day . . . Friday, 09/30/11** **SAVE 20%**

PANO Programs
Your Partner for Nonprofit Excellence
www.pano.org

Schuylkill Community Education Council
220 Parkway Avenue • 2nd Floor • Room #203
Schuylkill Haven • PA 17972

Level	Basic > Intermediate	MISSION: PANO leads Pennsylvania's Community Benefit Sector to achieve its fullest potential.	VISION: PANO envisions a vibrant, thriving community where people realize their highest aspirations.
Who Should Attend?	Executives, Directors, Management Staff and Board Members		

The Development Plan—The Foundation of Success
(9:00 a.m.—12:00 p.m.) - 3.0 CPE Credits

Raise More Money from Your Business Community
(1:00 p.m.—4:00 p.m.) - 3.0 CPE Credits

Is your organization stuck in special event mode? Does your board refuse to accept their fundraising responsibility? Does the rest of your organization's staff wonder what the development office actually does all day? Is your organization dependent on grants as its sole source of funding? Have you wondered why your development plans do not get implemented?

If so, this workshop is for you. In this session, we will discuss the reasons a development plan can help assure success in your fundraising efforts; how to involve your organization's leadership, both staff and volunteers, in the process; how to assure that the plan will be implemented; and how to evaluate success. Participants will leave with a preliminary development plan for their organization. Based on the book, *The Development Plan*, written by Linda Lysakowski, ACFRE, published by Wiley Press, this workshop will teach organizations how to develop a plan that works!

Is corporate philanthropy dead or dying? If so, how can we resurrect it? Today's economy is challenging for corporations, individuals and especially for nonprofits. If your organization has relied on corporate support in the past or is thinking about how to best approach businesses in a challenging economy, this session will be one you don't want to miss. Based on research for a new book, this session will discuss the challenges facing corporations today and how nonprofits can develop win-win situations to encourage corporate philanthropy. We will discuss how to approach corporate leaders, how to motivate them to become involved in your organization, and how to develop a corporate appeal.

Although corporations and businesses contribute just over 5% of all philanthropic dollars (almost \$16 Billion last year) in the United States, much more is given through gifts in kind, corporate sponsorships, and through the personal donations of individual corporate leaders. And, in a typical capital campaign, businesses often provide a much more significant percentage of the overall goal. However many nonprofits fail to touch their local business community for a variety of reasons.

Both Programs Presented by:
Linda Lysakowski, ACFRE



Linda is President/CEO of CAPITAL VENTURE, a full service consulting firm. Linda is one of fewer than 100 professionals worldwide to hold the Advanced Certified Fund Raising Executive designation. In her eighteen years as a philanthropic consultant, Linda has managed capital campaigns ranging from \$250,000 to over \$30 million; helped hundreds of nonprofit organizations achieve their development goals, and has trained more than 18,000 professionals in all aspects of development in Canada, Mexico, Egypt and most of the 50 United States. Visit the CAPITAL VENTURE website to learn more: www.cvtfundraising.com

Take Advantage of Our Package Discount!

Full-Day Registration - SAVE 20%
Cost: \$99 (PANO Member); \$179 (Nonmember)

Half-Day Registration (A.M. -OR- P.M. Program)
Cost: \$62 (PANO Member); \$112 (Nonmember)

A.M. check-in begins at 8:30;
P.M. check-in begins at 12:30

*Lunch is provided for full-day participants

Visit www.pano.org to register!

SCEC-Computer Courses

Computer Basics

Instructor: Dr. Evelyn Wassel
SCEC-Schuylkill Haven
October 5, 2011
Wednesday/ 5:00 PM-8:00 PM
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

Instructor: Dr. Evelyn Wassel
SCEC-Schuylkill Haven
October 11, 2011
Tuesday/5:00 PM-8:00 PM
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

SCEC-Mahanoy City
October 20, 2011
Thursday/ 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.

Photo Editing for Beginners

SCEC-Schuylkill Haven
Wednesday, October 26, 2011
SCEC-Mahanoy City
Tuesday, November 8, 2011
5:00 PM-8:00 PM
Instructor: Dr. Evelyn Wassel
Cost: \$20.00

Picasa is free software that helps you instantly find, edit, and share all the photos on your PC. Every time you open Picasa, it automatically locates all your photos and sorts them into visual albums organized by date with folder names you will recognize. You can drag and drop to arrange your albums and make new groups. Picasa also makes advanced editing simple with one-click fixes. And Picasa makes it a snap to share your photos-you can email, print photos, make gift CDs, and even post photos on your own blog. *Participants will need to bring along digital photos on a camera (cable is needed to connect it to the computer), CD or flash drive.*





Driver Safety Training

Driver Safety Training-8 Hour

Course # 773321

SCEC-Mahanoy City Site

September 21 & 22

Wednesday & Thursday

9:00 AM-1:00 PM

Instructor: Judy Ledderman-Lasky

Cost: \$12 for member

or \$14 for nonmembers

The class is designed for drivers 50 years old and older and is classroom instruction only. Proof of completion of a previous AARP or other driver safety course within the last 36 months must be provided for admission to the class. Drivers completing the AARP driver safety course receive a certificate which entitles them to a rate reduction on auto insurance. Persons interested in taking the course should check with their auto insurance company as to the discount percentage. The certificate is valid for three years from date of course completion.

Persons interested in taking the course should contact the center at 570-773-1270. Class size is limited. Class materials cost \$12.00 for AARP members and \$14.00 for non-members and is payable by check to AARP at the start of class. Enrollment is open to the public and AARP membership is not required.

AARP Registration Form

September 21 & 22

Course # 773321

Name _____

Address _____

Town/State/Zip _____

Home Phone (____) _____ Total Enclosed: _____

Mail registration form to:

SCEC

1 West Centre Street

P.O. Box 355

Mahanoy City, PA 17948

For more information call 570-773-1270

Make Check Payable to AARP



Your Partner for Nonprofit Excellence



www.pano.org



ACCOUNTING 101 & BUDGETING ESSENTIALS

FUNDAMENTALS OF FINANCE & ACCOUNTING

PANO, Your Partner for Nonprofit Excellence

Level	Basic > Intermediate	MISSION: PANO leads Pennsylvania's Community Benefit Sector to achieve its fullest potential. VISION: PANO envisions a vibrant, thriving community where people realize their highest aspirations.
Who Should Attend?	Executives or managers interested in developing or improving financial management and budgeting skills	

Learn critical accounting skills and budget development skills in this highly interactive and hands-on session. Every action your organization takes has a financial impact on the bottom line. Gain greater confidence with a working knowledge of non-profit financial operations and your role in the process. In today's tight economy and shrinking sources of revenue dollars, a well-defined budget will help ensure the financial health of your organization.

How You Will Benefit from Accounting 101:

- Understand accounting terms
- Learn the accounting cycle
- Differentiate between cash and accrual based accounting
- Analyze financial statements
- Present financial statements to your board

How You Will Benefit from Budgeting Essentials:

- Understand the purpose and uses of a budget
- Identify the types of budgets
- Develop budget planning cycles
- Build budgets that support your strategic plan
- Present the budget to your board for approval
- Analyze budget reports
- Monitor budget goals

Note: Please bring your laptop (with MS Excel) and your calculator to this meeting.

Presented by:

Doris Fee, CAE, President, Blue Ridge Business Consultants



Doris Fee, CAE, President of Blue Ridge Business Consultants, has more than twenty years of senior management experience in the development and implementation of comprehensive programs integrating management,

financial, and information systems to streamline processes, enhance internal controls, and improve operational effectiveness. She has successfully directed the financial, MIS, human resources, and general office operations of international and regional organizations to help them achieve financial and operational goals.

Date & Time

Monday, November 28, 2011

9:00 a.m. to 4:00 p.m.

Location

Schuylkill Community Education Council
220 Parkway Ave.
2nd Fl. (Rm. 203)
Schuylkill Haven, PA 17972

Registration

Program Fees:

\$104 PANO Members;
\$188 Nonmembers

(Check-in begins at 8:30 a.m.)
(Lunch is included!)

(Visit www.pano.org to register!)



Field Data Workshop “How to Collect, Crunch and Analyze Your Way To An Optimized System”

12 DEP Hours
SCEC-Schuylkill Haven Site
November 8 & 15
Tuesdays / 8:30 AM-4:15 PM
Instructor: Wendy Malehorn
Cost: \$345

Target Audience:

Treatment operators who collect data and/or are responsible for keeping and analyzing data for regulatory needs or administrative/management or process control.

Course Description:

This 2-day workshop discusses the types of data that can be collected and analyzed to enhance treatment and operate Sustainable treatment systems. Emphasis is on producing meaningful analytical results that can enhance treatment and the stability of systems through relevant examples and hands-on analysis. Day 1 consists of classroom discussion and theory while Day 2 consists of practical applications using Excel. 12 hours, DW/WW, PaDEP ID# 5035

The Environmental Training Center delivers operator training for water and wastewater systems as well as professional training across the breadth of environmental issues. The Center is a Pennsylvania Department of Environmental Protection (PA DEP) pre-approved sponsor for water and wastewater operator training. The approval allows the Center to submit training courses to PA DEP under the department’s training program, which enables the Center to offer courses that will count toward operator continuing education and recertification experience requirements under the certification regulation.

Register online at:

<http://hbg.psu.edu/etc/>

For more information contact:

Penn State Harrisburg
Continuing Education
777 W. Harrisburg Pike
Middletown, PA 17057-4898
<http://www.hbg.psu.edu/ce/cetraining@psu.edu>
717-948-6505
717-948-6582

Mission

The Penn State Harrisburg Environmental Training Center in Middletown, Pa., delivers operator training for water and wastewater systems as well as professional training across the breadth of environmental issues.

SCHUYLKILL CHAMBER OF COMMERCE

is pleased to present

“QuickBooks”

Thursday, October 20, 2011

9 a.m. to 4 p.m.

Schuylkill Community Education Council
1 West Centre St., Mahanoy City

Sponsored and presented by:



Small Business Development Center
Wilkes University

Cost is \$100 per person for Schuylkill Chamber members and \$125 for non-members. Price includes workbook.

This is a hands on course.

All participants will have their own workstations.

Registration is required!

To register, please call the Schuylkill Chamber office at 570-622-1942/800-755-1942.

A Credit Card is required for registration.
(Reservations cancelled with less than 5 days advance notice will not be refunded.)

We accept

