

Spring 2012



Continuing Education

new, interactive
TRAINING

facilities

Enhance your work IQ! *See p.20*

DANCECOOKCREATEGROW
WITH **CONFIDENCE**

Personal enrichment classes offered
at our Richland Campus unless specified.

See p.4

Looking for a
new career?

See p.13

YOUTH
golf
CLINIC *See p.10*

**FINANCING
OPTIONS!** *See p.21*

814.262.3815

www.pennhighlands.edu/continuinged

AN INVITATION

FROM THE CONTINUING EDUCATION STAFF

It is my pleasure to introduce the newest schedule of courses offered by Pennsylvania Highlands Community College Continuing Education department. In the pages of this brochure, you will find old favorites as well as fresh, new course topics.



Through our various continuing education components, we encourage lifelong learning. Enhance your work skills, develop new talents or enjoy the satisfaction of personal enrichment.

Take advantage of your Community College's resources and facilities. Our enthusiastic and knowledgeable instructors are anxious to share their professional knowledge or the passion they enjoy for a hobby.

The variety of our offerings, from traditional classes to online choices, is a reflection of your suggestions. We welcome your ideas for additional topics you feel would benefit the residents of our community. Simply contact me at continuinged@pennhighlands.edu.

We hope to see you at Pennsylvania Highlands Community College!

Best regards,

A handwritten signature in black ink that reads "Grace Markum".

Grace Markum
Associate Vice President for Continuing Education

The logo for "Climb Higher" in a green, cursive font. The word "Climb" is on the top line and "Higher" is on the bottom line, with a green swoosh underline under "Higher".

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ARTS & CRAFTS

Develop Your Own Painting Style [ZAC 030]

Instructor Alan Rauch demonstrates how to use colors and brush strokes to help you create a strong individual style. Complete 3 exciting works of art that you will proudly take home. Materials list provided upon registration.

Tuition: \$76

Dates: Thursdays, 10:30am-12:30pm, 4/12-5/17

Learn to Paint Like the Impressionist Masters [ZAC 029]

Instructor Alan Rauch uses demonstrations and personal instruction to teach you skills made famous by Monet and Van Gogh. Complete 3 paintings that would have made the "Masters" proud. Materials list provided upon registration.

Tuition: \$76

Dates: Tuesdays, 6-8pm, 4/3-5/8

Pet Portraits [ZAC 031]

Instructor Alan Rauch demonstrates how to capture your beloved pet's true character and personality. Learn how to capture on canvas a wonderful reminder of good times shared with your faithful friend. Materials list provided upon registration.

Tuition: \$76

Dates: Wednesdays, 10:30am-12:30pm, 4/11-5/16

Learn Drawing, Design, and Painting [ZAC 032]

Painting successfully requires learning the vital fundamentals before you begin. Learn basic drawing, design and painting skills. Instructor Alan Rauch provides guidance and encouragement as you take your paintings to a higher level. Materials list provided upon registration.

Tuition: \$76

Dates: Mondays, 10:30am-12:30pm, 4/9-5/14

Sewing for Beginners [ZAC 004]

Instructor Mary Ellen Ambroe provides students with a foundation to begin sewing and to expand on that knowledge in the future. The basics will be covered, including an overview of the sewing machine, pattern, fabric and notion selection, fabric layout, cutting and marking, and garment assembly. The second class includes a visit to a fabric store where experts will assist students in selecting a pattern, fabric and notions if necessary. The cost of materials is extra and will be paid by the student at the fabric store. Students must bring their sewing machine with the instruction manual, thread, bobbins, scissors, measuring tape and straight pins to class.

Tuition: \$76

Dates & Locations:

Richland: Tuesdays, 6:30-9pm, 1/31-3/6

Ebensburg: Wednesdays, 9-11:30am, 2/1-3/7

Next Steps in Sewing [ZAC 007]

This sewing course, with instructor Mary Ellen Ambroe, is designed for those with some basic skills who are now ready to learn more. The focus will be to make a top or a blouse. (Please: no zippers, button cuffs, elaborate ruffles.) Students should have a working knowledge of their sewing machine and a basic understanding of pattern and fabric selection. Students must bring their sewing machine, scissors, measuring tape, straight pins, selected pattern and fabric.

Tuition: \$64

Dates & Locations:

Richland: Tuesdays, 6:30-9pm, 3/13-4/10

Ebensburg: Wednesdays, 9-11:30am, 3/14-4/1

Learn to Knit [ZAC 001] - Ebensburg

This course is designed for those who have never knit but always wanted to learn. Instructor Kathleen Davis will guide you as you learn the basic knitting stitches enabling you to progress at your own pace onto more challenging projects. Complete 2 different projects during the course. Materials list provided at registration. The cost of materials is extra.

Tuition: \$48

Dates: Tuesdays, 6-9pm, 3/6-3/27

Trash to Treasure [ZAC 027]

This new workshop shares how to recycle your salvaged collectibles into creative treasures. Gather your yard sale finds and thrift shop gems and bring them to the workshop. Professional artist and craftsman, Alan Rauch, shares his creative ideas with you. In your first session, get started with the first steps in transforming your funky finds into treasures. He suggests creative ideas for your piece and recommends refinishing materials needed for the next classes. Then, learn how to prepare surfaces for refinishing and applications such as dry brushing, simple Fresco, aging simulation and ornamental decorative touches. It's fun to experiment! This workshop stimulates your imagination and helps you create imaginative, unique works of art. *Please do not bring items in need of repair to the workshop.

Tuition: \$75

Dates: Thursdays, 6-8pm, 4/4-5/9

Beginner's Floral Design [ZAC 028]

Gain the basic knowledge of the most commonly used flowers, fillers, and design styles, along with bow making in this exciting class with pro floral designer Melanie Rossi. Complete projects, such as single- and triple-bud vases, two popular design style arrangements, and a dozen roses arranged in a vase. Additional topics include balance, symmetry, and complimentary seasonal colors. Tuition includes all materials (quality floral shears, flowers, containers, etc.).

Tuition: \$149

Dates: Mondays, 6-8pm, 3/5-3/26

Floral Design II [ZAC 037]

This second level course is centered around proms and weddings. Professional floral designer Melanie Rossi teaches students to make wrist corsages, several types of bouquets (hand-held, hand-tied, presentation bouquets) and floral cake toppers. Cost of materials is included in tuition.

Tuition: \$149

Dates: Mondays, 6-8pm, 4/2-4/23

Beginner Jewelry Design [ZAC 035]

Learn the basics of jewelry making in this fun class! Instructor Janet Cannon's passion is to develop a superior quality of hand-made jewelry that is fun, functional, and fashionably trendy. Join her as you learn to make bracelets, necklaces, and earrings, as well as the best places to order supplies and how to price your creations! Most supplies are provided. Students will have the option of purchasing extra items, but they will not be needed on the first night of class.

Tuition: \$69

Dates: Tuesdays, 6-8pm, 3/6-4/10

NEW CLASSES

Knit an Aran Isle Pillow [ZAC 033] - Ebensburg

Learn the historical patterns used in Irish fishermen sweaters for centuries. Pattern symbols tell Irish tales of life, faith, family, sea, and hills of Ireland. These patterns originated in the Aran Isles and Galway coast of Ireland. Learn proper execution of various Aran stitches and construction techniques for finishing your pillow. Not for beginner knitters. Participants must have completed the beginner course and/or have confidence in their knitting abilities. Materials list provided upon registration.

Tuition: \$48

Dates: Tuesdays, 6-9pm, 4/3 - 4/24

Knitter's Choice [ZAC 034] - Ebensburg

This class is for knitters of any skill level. Participants are invited to bring in projects they have started and need help or encouragement on, or who simply like to be in the company of other knitters. We will share experience, ideas, and address problems.

Tuition: \$48

Dates: Thursdays, 6-9pm, 2/2-2/23

COMPUTERS cont.

SOCIAL NETWORKING

Your Online Identity [ZCO 012]

Learn how to establish and manage your online identity on social networking sites such as Facebook, Twitter, and LinkedIn, without compromising your privacy. In this hands-on course, experienced instructor, Kristy Baxter, walks you through creating accounts, discusses pitfalls & benefits, helps you find friends and/or professional contacts, share photos, and more.

Tuition: \$25

Dates: Tuesday, 6-9pm, 3/13

Learn:



COMPUTERS

Basic Computers [CED 017]

Beginners are introduced to personal computers and the Windows Operating System. Learn terminology and the basic features of Windows. Acquire knowledge to be able to start software applications, navigate through Windows and use basic word processing features.

Tuition: \$69

Dates: Monday & Wednesday, 6-9pm, 3/5 & 3/7

Introduction to Word *Must register at least 1 week prior to start of class

This course is the first of the three levels of training in Word. It will provide knowledge on creating new documents, navigation and selection techniques, editing text, formatting text, tables, page layout, proofing and printing documents and graphics.

Tuition: \$129 (includes textbook)

Dates: Word 2007 [CED 014] - Mondays & Wednesdays, 6-9pm, 3/12-3/19
Word 2010 [CED 046] - Tuesdays & Thursdays, 6-9pm, 3/13-3/20

Intermediate Word *Must register at least 1 week prior to start of class

This course is the second of three levels of training in Microsoft Word. Intermediate and some advanced topics are covered. Learn text and page formatting techniques, creating and using tables and templates.

Tuition: \$129 (includes textbook)

Dates: Word 2007 [CED 018] - Mondays & Wednesdays, 6-9pm, 3/21-3/28
Word 2010 [CED 047] - Tuesdays & Thursdays, 6-9pm, 3/22-3/29

Introduction to Excel *Must register at least 1 week prior to start of class

This course is the first of the three levels of training in Excel. Topics include: terminology, entering and editing data, modifying a worksheet, using functions, formatting worksheets, printing, creating charts, and managing large workbooks.

Tuition: \$129 (includes textbook)

Dates: Excel 2007 [CED 025] - Mondays & Wednesdays, 6-9pm, 4/2-4/9
Excel 2010 [CED 048] - Tuesdays & Thursdays, 6-9pm, 4/10-4/17

Intermediate Excel *Must register at least 1 week prior to start of class

This course is the second of three levels of training in Excel. Topics include: multiple worksheets and workbooks, advanced formatting, outlining and subtotals, cell and range names, lists and tables, web and internet features, advanced charting, documenting and auditing, and templates and settings.

Tuition: \$129 (includes textbook)

Dates: Excel 2007 [CED 026] - Mondays & Wednesdays, 6-9pm, 4/11-4/18
Excel 2010 [CED 049] - Tuesdays & Thursdays, 6-9pm, 4/19-4/26

Microsoft®

DANCE **each student in classes that require a partner must register separately*

*Dancing with a Partner - Beginner [ZDA 001]

Wedding receptions, cruises, galas... Wouldn't it be fun to "wow" your friends, family and co-workers with new dance moves? This class enables couples to enjoy dancing with each other while learning basic dance patterns and techniques for slow dancing and Swing/Jitterbug. Learn the principals of moving together and to lead and follow. (Note: this class is designed for pairs. Students should wear comfortable shoes with a smooth sole. Athletic shoes are not recommended.)

Tuition: \$62/pair

Dates: Thursdays, 7-8pm, 2/9-3/8
Mondays, 6-7pm, 3/19-4/16

*Dancing with a Partner - Level II [ZDA 005]

Instructors Paul and Jeanie take your dancing skills to the next level. Build on the patterns and steps learned in the Dancing with a Partner (Beginner) section. (Note: this class is designed for pairs. Students should wear comfortable shoes with a smooth sole. Athletic shoes are not recommended.)

Prerequisite: Beginner Partner Dancing or Pre-Bronze American Style Smooth Dancing.

Tuition: \$62/pair

Dates: Mondays, 8-9pm, 2/6-3/12 (no class on 2/20)
Thursdays, 7-8pm, 3/15-4/19 (no class on 4/5)

*Dancing with a Partner - Level III [ZDA 009]

Build on previous courses as Paul and Jeanie help you add new patterns and techniques. Blend or combine the various patterns. (Note: this class is designed for pairs. Students should wear comfortable shoes with a smooth sole. Athletic shoes are not recommended.)

Prerequisite: Beginner and Level II Partner Dancing or Bronze I American Smooth Dancing.

Tuition: \$62/pair

Dates: Mondays, 6-7pm, 2/6-3/12 (no class on 2/20)
Mondays, 8-9pm, 3/19-4/16

*Intro to Latin Dancing [ZDA 006]

Join instructors Paul & Jeanie and learn to dance to songs such as "Under the Board Walk", "Margaritaville", "My Maria", or Santana's "Smooth" (Cha-Cha). Beginner patterns and techniques are introduced. (Note: this class is designed for pairs. Students should wear comfortable shoes with a smooth sole. Athletic shoes are not recommended.)

Tuition: \$62/pair

Dates: Thursdays, 8-9pm, 2/9-3/8

*Latin Dancing - Level II [ZDA 007]

With the guidance of instructors Paul & Jeanie, students expand their knowledge of patterns and techniques learned in Intro to Latin Dancing. (Note: this class is designed for pairs. Students should wear comfortable shoes with a smooth sole. Athletic shoes are not recommended.)

Prerequisite: Intro to Latin Dancing or Pre-Bronze American Style Rhythm.

Tuition: \$62/pair

Dates: Thursdays, 8-9pm, 3/15-4/19 (no class on 4/5)

*Latin Dancing - Level III [ZDA 010]

Build on previous courses as Paul & Jeanie help you learn new patterns and techniques. Review earlier patterns and consider ways to blend them. (Note: this class is designed for pairs. Students should wear comfortable shoes with a smooth sole. Athletic shoes are not recommended.)

Prerequisite: Intro to Latin Dancing and Level II or Bronze I in American Style Rhythm Dancing.

Tuition: \$62/pair

Dates: Thursdays, 6-7pm, 2/9-3/8

*Night Club Slow Dancing [ZDA 024]

Learn to dance to slow music as a couple. Most of us do the "bear hug squeeze" when the music is slow. This course offers some very nice patterns and movements, such as Foxy and Night Club Two Step, to help you enjoy dancing to slow music with your partner. No prior dance experience is needed.

Tuition: \$62/pair

Dates: Thursdays, 6-7pm, 3/15-4/19
(no class on 4/5)

Bellydance I [ZDA 013]

Using the Cabaret style of bellydance, we will learn choreography to "Ya Leil." New and returning dancers are welcome as we strut our stuff in this saucy dance. Please bring your hip scarf (Available from instructor - \$15.00).

Tuition: \$25

Dates: Mondays, 7:30-8:30pm, 3/5-3/26

Bellydance II [ZDA 022]

Continuing in the Cabaret style, our dance this class is "Raks Araby." In addition to learning new steps, we will be playing finger cymbals to add rhythmic accent as we "shake our booties." You may bring your own finger cymbals or purchase from the instructor on the first night of class (\$15.00). Please bring your hip scarf. Written notes provided and CD of music available from instructor.

Tuition: \$25

Dates: Mondays, 7:30-8:30pm, 4/2-4/23

Bellydance III [ZDA 018]

"Hizzi Ya Na Waem: is a peppy dance with lots of sassy fun – a finale you won't want to miss! Bring your hip scarf. Written notes provided; CD of music available from instructor.

Tuition: \$25

Dates: Mondays, 7:30-8:30pm, 4/30-5/21

American Tribal Style [ZDA 023]

This is a fun way to "shake" stress and get a full body workout. After a brief review of the steps learned in the fall, we'll continue with steps used in the group improvisational dance known as American Tribal style. We'll expand our dance vocabulary and practice following the leader, as well as take turns being the leader. We will also use finger cymbals. Please bring your hip scarf. (Hip Scarf and finger cymbals are available from instructor first night of class - \$15.00 each). Written notes provided, and CD of music available from instructor.

Tuition: \$19

Dates: Mondays, 7:30-8:30pm, 2/6-2/27
(no class on 2/20)

FOOD & SPIRITS

Cookie Bouquets [ZFS 011]

Make someone's day with a cookie bouquet for Valentine's Day and Spring/Easter! Within 2 hours, instructor Allegra Slick teaches you to bake the perfect cookie, decorate it and assemble it into a lovely bouquet. Cost of supplies is extra. A list will be given upon registration.

Tuition: \$19

Date: Monday, 6-8pm, 1/30

Nut Rolls [ZFS 052]

No need to order your nut rolls this Easter! Bring your apron and rolling pin and join instructor Allegra Slick as you learn how to make this traditional sweet bread pastry from scratch. Cost of supplies/ingredients included.

Tuition: \$34

Date: Monday, 6-8:30pm, 3/19

WILTON METHOD CAKE DECORATING CLASSES

Cake Decorating Basics [ZFS 001]

The Wilton Method® Decorating Basics Course is the perfect place to start! Wilton Method Instructor, Barb George, shows you, step by step, the correct way to decorate, so you experience the excitement of decorating your first cake. Understand how to bake a great cake, see how to make and color icing and learn the best way to ice a cake. Practice the three fundamentals of decorating, enabling you to approach each technique the right way for great results. You'll learn to create icing drop flowers, rosettes, shells, pompom flowers, leaves, shaggy mums, and the ribbon rose. Quickly learn how easy it is to create the perfect dessert for any occasion while sharing the fun with other students, who encourage you along the way. Cost of materials is extra (estimated at \$40-\$60). Needed items list provided by instructor.

Tuition: \$45

Dates: Tuesdays, 6-9pm, 4/3-4/24

Flowers and Cake Design [ZFS 025]

After completing Decorating Basics, Flowers and Cake Design is one of two additional Wilton Method courses offered. In Flowers and Cake Design, explore sophisticated ways to bring your cakes and desserts to life! Wilton Method Instructor, Barb George, teaches you to create breathtaking icing flowers such as pansies, lilies and the famous Wilton Rose. Then, discover the secrets of arranging them in a beautifully balanced cake-top bouquet. Frame your amazing flowers using an impressive border treatment or basketweave design. Cost of materials is extra. A list will be provided by the instructor.

Tuition: \$45

Dates & Locations:

Ebensburg: Tuesdays, 6-9pm, 2/7-2/28

Richland: Tuesdays, 6-9pm, 5/1-5/29
(no class on 5/15)

Gum Paste and Fondant [ZFS 026]

After completing Decorating Basics, Gum Paste and Fondant is one of two additional Wilton Method courses offered. In Gum Paste and Fondant discover an exciting way to decorate cakes. Wilton Method Instructor, Barb George, leads you step by step to create amazing hand-shaped flowers, beautiful borders and bold accents using these easy-to-shape icings. New techniques bring you closer to your crowning achievement: a final course cake showcasing your skills. Build confidence as you decorate with gum paste and fondant. Create cakes that add excitement to your family celebrations for years to come. Cost of materials is extra. A list is provided by the instructor.

Tuition: \$45

Dates & Locations:

Ebensburg: Tuesdays, 6-9pm, 3/6-3/27

Richland: Tuesdays, 6-9pm, 6/5-6/26

Advanced Gum Paste Flowers [ZFS 053]

You will learn techniques to create beautiful, delicate floral blooms for cake top decorations or sculpted floral displays. You will create a garden full of breathtaking flowers like gerbera daisy, stargazer lily, sweet pea, Briar rose, stephanotis bud and flower as well as ivy and lily leaves. You learn how to design and arrange the flowers and leaves into sprays that look spectacular on your best cakes. *It is helpful to have taken Wilton's Gum Paste and fondant course. Wilton Course 4 Advanced Gum Paste Flowers kit is needed the first night of class. See supply list (sent after registration) for other necessary supplies.*

Tuition: \$35

Dates: Thursdays, 6-8pm, 6/7-6/28

Brownie and Cupcake Class [ZFS 054]

Give cake decorating a try with Wilton's One-lesson Brownie and Cupcake Class! In this 3-hour class, Wilton Method instructor, Barb George, introduces basic skills of cake decorating as you try your hand at decorating brownies and cupcakes. Discover the fun of cake decorating! This is a great parent-child course (children should be at least 8 years old). Cost of supplies is extra. A list will be provided upon registration.

Tuition: \$15

Dates & Locations:

Ebensburg: Thursday, 6-9pm, 2/16

Richland: Saturday, 1-4pm, 4/28

Cookie Class [ZFS 039]

Have you seen those yummy cookie centerpieces all over town? Now is your chance to learn how to make one yourself. It's easy, with our Wilton Method Cookie Class. In just two lessons, Wilton Method Instructor, Barb George, helps you make a festive arrangement that is sure to make any celebration special. Cost of supplies is extra. A list will be provided upon registration.

Tuition: \$27

Dates & Locations:

Ebensburg: Thursdays, 6-9pm, 3/22-3/29

Richland: Saturdays, 1-4pm, 5/5-5/12

Cake Pops [ZFS 055]

Get ready for the most stick-tacular treats that ever popped up at a party! It's time for cake pops — grabbable goodies on a stick you'll love to dip, decorate, and devour. With cake pops, traditional cakes break away from the plate and stand up to join the celebration! Eyes will pop and jaws will drop when your guests see the sensational designs on display. Join Wilton Method Instructor, Barb George, and learn to make these delicious treats! Cost of supplies is extra. A list will be provided upon registration.

Tuition: \$15

Dates & Locations:

Ebensburg: Thursday, 6-9pm, 3/1

Richland: Saturday, 1-4pm, 4/14

FOOD & SPIRITS

NATURE'S COOKING FOR WEIGHT LOSS SERIES

Pennsylvania Highlands Community College is proud to introduce **NATURE'S KITCHEN COOKING FOR WEIGHT LOSS SERIES** with Laurie Jacobson, featuring **ALL NEW RECIPES!**

In Nature's Kitchen, we emphasize healthful eating as a path toward optimum health and natural weight loss. Come and explore the exciting, versatile, and delicious world of whole foods cooking as you learn how to create simple, nutritious, plant-based meals the entire family will enjoy. All classes include a generous serving of food samples!

Mastering the Basics [ZFS 015]

Join Laurie for this class that gets you started in your transition to a healthier way of eating by focusing on the fundamentals of proper grain, bean, and vegetable cookery. Plant-based foods, oils, seasonings, condiments, and cooking styles are introduced as we prepare a complete and tasty low-fat, high-fiber, no-cholesterol meal.

Tuition: \$30

Date: Wednesday, 6- 8:30pm, 2/29

Sweet and Sugar-Free [ZFS 028]

Have a sweet tooth? You can still enjoy good health and stay slim if you learn how to use natural sweeteners and substitute whole grain flours for refined, processed white flour. In this class Laurie teaches the use of seasonal fruits, juices, and natural syrups to create rich and satisfying desserts.

Tuition: \$30

Date: Wednesday, 6- 8:30pm, 5/9

Calcium-Rich Cooking [ZFS 029]

Certain plant-based foods contain significant amounts of calcium. By incorporating these foods into our diets, we can easily meet our daily calcium needs. Laurie discusses the best ways to prevent osteoporosis as she teaches you to prepare delicious, calcium-rich, bone-building meals containing no dairy products.

Tuition: \$30

Date: Wednesday, 6- 8:30pm, 4/4

Tofu Cookery [ZFS 030]

Tofu, made from soybeans, is a great addition to a healthful diet. Medical studies show that eating tofu helps protect against heart disease and cancer. The trick is in knowing what to do with this relatively bland, cholesterol-free food. Come join Laurie and learn how this versatile plant-based food can be used to create tasty dips, entrees, and even dessert.

Tuition: \$30

Date: Wednesday, 6- 8:30pm, 3/28

Cooking for Weight Loss [ZFS 031]

Getting older does not have to mean getting heavier. We just need to learn to make wise food choices. A diet rich in whole, natural, plant-based foods satisfies the appetite and diminishes food cravings. Join Laurie as we prepare a complete plant-based meal focusing on foods that melt fat and increase metabolism.

Tuition: \$30

Date: Wednesday, 6- 8:30pm, 3/14

Super Salads [ZFS 032]

The preparation of "salad" is one cooking method where a cook's knowledge and creativity can shine, as taste and texture combinations are virtually endless. Laurie teaches the use of a variety of grains, pasta, beans, vegetables, natural oils and seasonings to create beautiful, healthful salads great for any occasion.

Tuition: \$30

Date: Wednesday, 6- 8:30pm, 4/18

Pack a Picnic [ZFS 036]

In this class Laurie emphasizes low-fat, high-fiber dishes that travel well, needing little refrigeration, and no reheating. Whether you're packing a cooler for a picnic, heading to a potluck, traveling to a sports activity or simply filling a lunchbox, these dishes make great take-a-longs!

Tuition: \$30

Date: Wednesday, 6- 8:30pm, 5/2

PUBLIC SAFETY



We provide numerous opportunities for EMS and fire service training, including **First Responder and EMT - Bridge.**

We are now an Educational Training Agency under the Pennsylvania State Fire Academy's System, enabling us to offer the entirety of the Academy's Level Fire Training Curriculum.



Check out course dates and times at www.pennhighlands.edu/publicsafety or call **814.262.6449** for more information.

Start making a difference.
Enroll today!



GENERAL INTEREST

Photography for Beginners [ZGI 020] - Somerset

Whether you just bought a new camera or have been struggling for awhile, our professional instructor, Chris Hay, will help explain what you need to know (and even stuff you don't need to know!) We'll also discuss basic composition and lighting along with storing digital files and how to print them. Although we'll be able to work with almost any digital camera, you MUST have your owner's manual with you and you should have a basic understanding of how your camera operates.

Tuition: \$129

Dates: Thursdays, 6-9pm, 2/2-2/23

Photoshop [ZGI 021] - Somerset

Although you may think taking pictures is fun, wait until you see what you can do with this popular software program! It's like having a darkroom in your computer. Join instructor Chris Hay and learn to edit and manipulate your photos. You'll need to have your own version of Photoshop

Elements loaded on your laptop and ready to go at the start of class. Again, a basic knowledge of your computer operation is a must.

Tuition: \$129

Dates: Thursdays, 6-9pm, 3/1-3/22

An Intro to Voiceovers [ZGI 003]

This fun and empowering 2-hour introductory workshop covers the different types of voiceovers and what tools are needed to find success. You'll be coached as you read a script, and be recorded so you can receive a professional voiceover evaluation later. You'll have the knowledge necessary to help you decide if this is something you'd like to pursue. Taught by a professional voice actor from the Voice Acting Training Company, Voices For All.

Tuition: \$39

Dates: Thursday, 6-8pm, 4/12

A Driver's Guide to Basic Auto Care & Maintenance [ZGI 027]

Join Corey Markum, Wyotech graduate in Automotive Technology, as he demonstrates and encourages a stress-free, hands-on workshop in basic vehicle care and maintenance. Learn how to use jumper cables, change a tire and other useful skills. Ideal for new drivers or those seeking a quick refresher. Class will be held outdoors, rain or shine. Students are encouraged to bring their vehicles.

Tuition: \$19

Date: Tuesday, 6-8pm, 5/22

MIND & BODY

Accupressure for Stress Relief [ZMB 001]

Instructor Janet Yoder shares how to use simple accupressure to treat everyday ailments. Treat common problems such as headaches, sinus pain, nausea, and ease life's common stresses naturally! Students locate major pressure points and learn how to activate them. A \$5 materials fee is payable to the instructor in class.

Tuition: \$19

Date: Saturday, 9am-12pm, 3/24

YOUTH PROGRAMS

Story Time for Toddlers [ZKC 011]

In this program, instructor Wendy Girard provides toddlers ages 18 months to 3 years and their caregivers with a fun, educational experience. This exciting class will include story time, followed by a craft and an opportunity to engage in movement, dance and/or play to improve your child's motor skills. Please note: a parent or caregiver must remain with child at all times.

Tuition: \$45 (includes cost of craft supplies)

Dates: Fridays, 10-11am, 2/3-3/2

Fridays, 10-11am, 3/16-4/20 (no class on 4/6)

Fiction Writing for Teens [ZWR 005]

Learn the fundamentals of writing, whether you want to create flash fiction or an epic novel. Exercises in plot, characterization, and setting help you discover what you want to write, as well as how to write it. Our instructor, experienced writer Kristy Baxter, teaches how to keep the reader turning pages. Discover how to dream up compelling characters, and turn your everyday surroundings into a fascinating world!

Tuition: \$50

Dates: Thursdays, 6-8pm, 3/1-3/29

Wilton Method Kids Class [ZKC 016]

If you want to spark a child's interest in baking and cake decorating, this is a great opportunity! Kids will have a blast in this class, where they'll learn how to bake and decorate cakes, cupcakes, cookies, brownies and much more. They'll learn the importance of thoroughly reading a recipe and mixing properly. Wilton Method Instructor Barb George will open their minds to creative ideas while they enjoy hands-on baking and decorating experience. For Ages 9-12. Cost of supplies is extra. A list will be provided.

Tuition: \$27

Dates & Locations:

Ebensburg: Thursdays, 6-9pm, 3/8-3/15

Richland: Thursdays, 6-9pm, 5/24-5/31

YOUTH golf CLINIC [ZKC 015]

Grab your clubs and head to Windber Country Club for a golf clinic like no other offered in the area! Geared for girls and boys entering grades 7 - 11 with a general knowledge of golf, this experience is designed as a prep clinic for summer play and fall school golf programs. Work with Windber Country Club Golf Professional, Carl Irvin, and Windber High School Golf Team Coach, Dave Mihalko, to refine your golf fundamentals and learn the technical and mental aspects of a winning game. Golf scholarship information will be provided. *This clinic takes place at Windber Country Club.*

Tuition: \$59

Dates: Mondays, 5:30-6:30pm, 5/21-6/25

(no class on 5/28)

How to Give a GREAT Back Massage - Therapeutic Massage [ZMB 004]

Learn professional techniques to provide your friends and family with a healthy, natural application of massage therapy for the back, neck and face. Janet Yoder teaches basic massage strokes by applying proper pressure. Specific work is demonstrated on back muscles, and includes relaxation for the face, neck and arms. Best suited for pairs so students can practice techniques on each other. Each student must pay separately. A \$5 materials fee is payable to the instructor in class.

Tuition: \$19 **Dates:** Saturday, 9am-12pm, 4/21

Open Level Yoga [ZMB 012]

Whether you are new and curious, or you are an experienced practitioner, this class is for you! Join instructor, Adriann White, as we gently stretch and strengthen our bodies while clearing our minds and releasing stress.

Tuition: \$19 (3-week session) **Dates:** Mondays, 6:15-7:15pm, 2/6-2/27 (no class on 2/20) [ZMB 012.01]

Tuition: \$25 **Dates:** Mondays, 6:15-7:15pm, 3/5-3/26 [ZMB 012.02]

Mondays, 6:15-7:15pm, 4/2-4/23 [ZMB 012.03]

Mondays, 6:15-7:15pm, 4/30-5/21 [ZMB 012.04]

Fire Up Your Metabolism [ZMB 013]

Dieters today are frustrated and discouraged. Many dieters see weight losses vanish as soon as they veer from their regimented eating program. This is because many people don't burn calories efficiently. Laurie Jacobson shows you how to increase your metabolic rate—the speed at which you burn calories—by making simple, relatively small changes in your diet and lifestyle. These changes help you lose weight and keep it off, while gaining strength and energy.

Tuition: \$20 **Date:** Monday, 6-9pm, 3/12

Natural Health and Weight Loss [ZMB 014]

Make the transition to a low-fat diet rich in whole, natural foods and fiber and lose weight without counting calories or dieting. Moreover, keep it off, re-energize and cleanse your body, helping prevent debilitating and life threatening diseases. Laurie Jacobson shows you how to incorporate fat-melting whole foods into your life so you lose weight naturally while enjoying generous servings of delicious, no cholesterol dishes.

Tuition: \$20 **Date:** Wednesday, 6-9pm, 2/15

Meals That Heal [ZMB 016]

The food choices we make every day have a direct impact on the state of our health. Simple dietary changes and specific natural foods can often cure sickness, reduce cholesterol levels, open clogged arteries, regulate blood sugar imbalances, promote weight loss, and generally improve the quality of life. In this class instructor, Laurie Jacobson, focuses on specific foods scientifically shown to significantly reduce our risk of developing serious diseases such as hypertension, diabetes, cancer, heart disease, and obesity.

Tuition: \$20 **Date:** Monday, 6-9pm, 4/16

Zumba [ZMB 019] - Club 814

Zumba fuses hypnotic Latin rhythms and easy-to-follow moves to create a one-of-a-kind fitness program that will blow you away. The routines feature interval training sessions where fast and slow rhythms and resistance training are combined to tone and sculpt your body while burning fat. Add some Latin and Hip Hop flavor into the mix and you've got a Zumba class! Zumba has been named the single most influential movement in the fitness industry - once you try it, you will see why! Join licensed Zumba instructor Kaylie Walker.

Tuition: Adults-\$5, Students-\$3 with ID; No need to pre-register, just pay as you go.

Dates: Every Monday evening, 5:45-6:45pm and Every Thursday evening, 7:30-8:30pm

Perfect Health - Ayurvedic Lifestyle Program [ZMB 021]

Ayurveda, the 5,000-year-old healing system founded in India, means wisdom of life. This program provides tools to enhance physical and emotional well-being through conscious choices and enlivening the connection between mind, body, and spirit. When our bodies and minds are in balance, we can make nourishing choices, achieve healing, and experience the change we seek. This program helps you identify the imbalances in your life, teaches how to correct them, and helps you develop a nurturing daily routine. Learn to release emotions in a healthy way, so that they don't build up in your physiology. Most important, as your stress is eliminated, your mind and body begin to function with maximum effectiveness, creating health, vitality, and happiness. Taught by Patty Eppley, a certified teacher of the Perfect Health Ayurvedic Lifestyle Program.

Tuition: \$90 (includes course workbook)

Dates: Thursdays, 6-9pm, 3/1-3/29

Transitions Weight Management System [ZMB 022]

Are you seeking to lose weight, have more energy, and look and feel great? If so, then the Transitions Lifestyle Weight Management Program is your answer! This is not a diet, but rather a comprehensive, positive lifestyle system that teaches you the proper food that our bodies burn as fuel for energy, and the foods that are just stored as fat. This program gives you all the tools and support reach your individual goals in achieving and maintaining a healthy weight and lifestyle. Using a combination of a healthy eating plan, exercise, and optional supplements, this 12-week program taught by Weight Management Coach Patti Cover, guides you as you learn to make the necessary life-style changes needed to shed those unwanted pounds for good!

Tuition: \$300 (payment plan available)

Dates: Saturdays, 10-11am, 1/14-3/31; Wednesdays, 6:30-7:30pm, 1/25-4/11

Saturdays, 11:30am-12:30pm, 2/11 - 4/28 (no class on 4/7)

Mondays, 6:30-7:30pm, 3/12-5/29 (no class on 5/28, last class held on a Tuesday)

Thursdays, 6:30-7:30pm, 4/12-6/28

MONEY

Financial Success in Troubled Times [ZM0 008]

Harold Shepley & Associates, "A Debt Relief Law Firm," present this workshop. Learn the secrets to financial wellness, as well as how to free up cash, improve your credit score, get out of debt, and avoid bankruptcy. Wills/living wills and powers of attorney will be discussed.

Tuition: \$10

Dates & Locations:

Richland: Thursday, 6:30-8pm, 2/23

Somerset: Thursday, 6-7:30pm, 2/9

Clicker is Quicker! [ZPE 005] - Somerset

Learn the magic of a kind of new dog whisper with a "Click!" This two-hour workshop will help you understand how the method of clicker training works to train your dog. Learn how to quickly communicate with your dog to train, build a better relationship, and have fun! This workshop is informational with games. Humans only. No pets!.

Tuition: \$20

Dates: Wednesday, 6-8pm, 3/21 [ZPE 005.01]

Wednesday, 6-8pm, 5/9 [ZPE 005.02]

MUSIC

Introduction to Guitar [ZMU 005]

Have you always wanted to learn how to play the guitar? Instructor, George Byich, gets you started by introducing the principles of guitar theory, common chords, guitar tablature, and simple melody patterns. No music reading is required. Must provide your own guitar.

Tuition: \$59

Dates: Wednesdays, 6-7pm, 2/1-3/21

Guitar for Beginners [ZMU 001]

Do you have some guitar experience but don't feel you are ready for the "intermediate" level? Then this is the course for you! Instructor, George Byich, guides you in our supportive group environment as you build your confidence and ability. Must provide your own guitar.

Tuition: \$59

Dates: Wednesdays, 7-8pm, 2/1-3/21

Intermediate Guitar [ZMU 002]

This class is for those who have some prior guitar-playing experience. Our Guitar for Beginners course is NOT a prerequisite for this course if you already know the basics. Instructor, George Byich, assists as you continue to build on what you already know in this non-threatening group environment. Must provide your own guitar.

Tuition: \$59

Dates: Thursdays, 7-8pm, 2/2-3/22

PETS

Pet First Aid/CPR [ZPE 004] - Somerset

This class is for pet owners who may need to save their pet's life. Knowing the life saving skills and techniques of pet first aid is a very important part of being a caring pet owner or caretaker. You will learn: Restraining an ill or injured pet; Pet CPR; Rescue Breathing; ABC's of Pet First Aid; Choking Management; Bleeding Protocols; Poisoning; Pet Wellness Assessment; and much, much more!

Humans only. NO pets!

Tuition: \$40

Dates: Wednesdays, 6-8pm,
3/7-3/14 [ZPE 004.01]
Wednesday, 6-8pm,
4/25-5/2 [ZPE 004.02]

WRITING

Writing for the Next Generation [ZWR 006]

A new generation of readers is growing up. Learn to write fiction that will keep them interested. This introductory course with instructor, Kristy Baxter, explores tone, voice, and word choice; knowing your audience; and writing for youths from toddlers to teens.

Tuition: \$30

Dates: Tuesdays, 7-9pm, 2/21-3/6

Roadmap to Publication: Seeing Your Words in Print [ZWR 008]

From avoiding writing scams to finding an agent, instructor, Kristy Baxter, teaches you to navigate the complex publishing world, learn how to research markets and agents, craft an effective query letter or proposal and take your first steps toward publication.

Tuition: \$40

Dates: Tuesdays, 6-8pm, 4/10-5/1

Short Story Writing [ZWR 009]

Learn how to craft effective short fiction, from the rising genre of flash fiction to the traditional short story. Instructor, Kristy Baxter, teaches you how to combine plot, characterization, setting, and dialogue to create interesting short fiction.

Tuition: \$60

Dates: Wednesdays, 6-9pm, 3/21-4/18

Writing Your First Novel [ZWR 010]

From Chapter One to "the End," learn to combine the fundamental elements of fiction to write a novel. Kristy Baxter guides your exploration of plot, characterization, setting, perspective, and dialogue, teaching how to weave them together to tell a story.

Tuition: \$72

Dates: Wednesdays, 6-9pm, 2/8 - 3/14

APPLY WITHIN ●●●●●●●●●●

We are always seeking new instructors. If you possess any skills or knowledge you wish to share please contact us at 814.262.3815 or communityed@pennhighlands.edu.

WRITING cont.

Blogging [ZWR 016]

Learn to set up a blog and share your ideas/opinions/expertise with the world. Instructor, Kristy Baxter, covers personalizing your layout, registering your blog, creating meaningful blog posts, and potential money-making opportunities. Requires computer/Internet working knowledge.

Tuition: \$30 **Dates:** Tuesdays, 6-8pm, 3/20-4/3

Word for Writers [ZWR 017]

Do you find yourself frustrated with headers and indentations? Struggle no more! Word for Writers teaches writers how to properly format a manuscript in any version of Microsoft Word, as well as tips and tricks to increase the ease and efficiency with which you write. Please specify which version of Word you use when registering.

Tuition: \$19 **Date:** Wednesday, 6-9pm, 4/25

PROFESSIONAL/CERTIFICATION COURSES

Personal Trainer Certificate [ZPR 003]

This challenging course is taught over a 9-week period for better retention and skill competency. The National Exam is held on the 9th week. Proof of CPR and a 30-hour internship will prepare you to work successfully in the fitness field. Textbook is required and not included in course fees.

Tuition: \$649 (Payment plan available)

Lab Fee: \$35

Dates: Saturdays, 9am-2pm, 3/3-5/5 (no class on 4/7)

Phlebotomy I [CED 180]

The primary responsibility of a phlebotomist is to collect blood for diagnostic laboratory testing. This course provides lectures and hands-on student laboratory. Topics of discussion include Universal Precautions and safety, special collection procedures, handling and processing of specimens, anatomy and physiology, medical terminology, and communication skills. The focus is to provide the student with the manual skills to perform venipuncture and skin puncture techniques and the didactic training to assure quality specimens. A certificate of completion is awarded to students maintaining a minimum of 75% in each area measured: professionalism, written quizzes, written final exam and venipuncture/microcollection competencies. This course is a prerequisite for Phlebotomy II. Students must successfully complete both Phlebotomy I and Phlebotomy II-Clinical Practice to qualify for national certification exam application. Class size limited to 12 students. All classes will be held at our Richland Campus. Cost of course includes all laboratory fees. Cost of course does not include uniforms, malpractice insurance, Hepatitis B vaccination (very highly recommended), or book. Please purchase book prior to the first class.

Tuition: \$924 (Payment plans available)

**Continuing Education Loans may be available.*

Dates: Mondays & Wednesdays, 5pm-9pm, 2/13-4/23 (no class on 2/20)

Tuesdays & Thursdays, 3pm-7pm, 3/13-5/22 (no class on 4/5)

Phlebotomy II [CED 181]

This course allows students to improve and practice their clinical skills one-on-one, with a clinical instructor or Phlebotomist, in a clinical setting. The College's clinical instructor will schedule all clinical hours on an individual basis at local hospitals. Clinical hours may encompass varied shifts: Monday through Sunday. Students must successfully complete Phlebotomy I with a certificate of completion. Students must successfully complete Phlebotomy II to qualify for the national certification exam application. Class limited to 12 students. Hospitals require the following, which is not covered by the cost of the course: uniforms, malpractice insurance, criminal background check (also FBI background check if PA resident less than 2 years), child abuse clearance, urine drug screen, CPR certification, Hepatitis B vaccination (recommended), and certain immunizations and health tests. Pennsylvania Highlands will provide a photo ID.

Tuition: \$618 (Payment plan available)

**Continuing Education loans may be available.*

Date: 4/30-6/29

5/29-7/31

Pharmacy Technician [CED 111]

This comprehensive 50 hour course prepares the student for an entry-level position in the pharmacy field as an ancillary worker under the supervision of a registered pharmacist working in the hospital, community pharmacy, or home infusion pharmacy. Course content includes medical terminology specific to pharmacy reading, interpreting prescriptions, and defining drugs by generic and brand names. Students learn dosage calculations, I.V. flow rates, drug compounding and dose conversions. Dispensing of prescription, inventory control, billing and reimbursement are discussed. Upon completion, students are prepared to sit for the National Certification Pharmacy Technical exam. Cost of course includes books, supplies and job placement assistance.

Tuition: \$999 (Payment plan available)

**Continuing Education loans may be available.*

Dates: Mondays & Wednesdays, 6-8:30pm, 2/13-4/23 (no class on 2/20)

PROFESSIONAL COURSES CONT.



One-day ServSafe Certification [CED 135]

Registration is necessary two weeks prior to the start date of this course.

This one-day course is recommended for people in occupations where food is handled. This course meets PA licensure guidelines and is a one-day eight hour class. The length of the entire course is 15 hours. This includes 7.5 hours of self/home study prior to the date of the one-day seminar. Participants must sign an affidavit the day of the course stating that they have participated in 7.5 hours of home study prior to taking the course. A textbook, therefore, must be purchased.

Tuition: \$90

Date: Check website.

Certified Fiber Optics Technician Course (CFOT)

This introductory 3-day fiber optics course is designed for anyone interested in becoming a Certified Fiber Optics Technician. This program combines theory and 75% hands-on activities to prepare the student to take the CFOT (Certified Fiber Optics Technician) test sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. Student are introduced to industry standards governing FTTH (Fiber To The Home), FTTH (Fiber To The Home and LAN/WAN fiber networks. Students are further introduced to basic fusion and mechanical splicing. Learn to identify fiber types, recognize various connectors used in fiber installation; and install, terminate, splice, and properly test installed fiber cable to existing standards. This program explores the history and future of fiber optics and fiber optics capabilities, and cost of installation. Standards covered: NECA/FOA-301-2004, EIA/TIA 568-B.3, ANSI/TIA/EIA 607-A, and NEC Article 770-50. Anyone interested in becoming a Certified Fiber Optics Technician should attend this class.

Upon successful completion, this program is recognized for BICSI CECs (Continuing Education Credits): RDDD 21, OSP 21, INST 15, TECH 18, Cert. Trainer 21. Course fee includes all books study materials.

This program prepares the student to take the CFOT (Certified Fiber Optics Technician) exam given and graded at the end of class. Students will be able to effectively and efficiently install, terminate, and test multimode/singlemode fiber optic networks.

Students should have a basic working knowledge of computers; be able to see and identify small items; be able to speak and understand the English language.

Tuition: \$700 (Includes books & materials)

**Continuing Education Loans may be available*

Dates: Wednesday-Friday, 8am-5pm, 1/25-1/27

Monday-Wednesday, 8am-5pm, 3/26-3/28

Monday-Wednesday, 8am-5pm, 6/11-6/13

Certified Fiber Optics Specialist in Testing & Maintenance (CFOS/T)

This 2-day (16-hour) program is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. A focal point in the program is to offer a general, easy to understand, approach to fiber optics testing standards with little theory and considerable hands on activities. This comprehensive program explains the variety of testing standards, equipment and technological approaches used in fiber network testing and splicing and how to choose among them. This 75% hands on course explores the overall spectrum of testing and maintenance of single and multi- mode fiber optics networks and provides a detailed overview and demonstration of various pieces of equipment used in testing and maintenance. Subject matter includes a detailed study of ANSI/TIA/EIA-526-14(7)A, OTDR fundamentals and uses, OTDR vs. Insertion Loss Testing, Return Loss Testing, and Attenuation testing using the Power Source and Light Meter. This course is accredited by BICSI for RCDD 14, OSP 14, INST 14, TECH 14, Cert. Trainer 14.

Prerequisite: CFOT Course or another Formal Fiber Optics Training Course within preceding 6 months, or 1 Year Fiber Optics Related Experience. Must have taken and passed the Basic CFOT Exam prior to registering Specialist Certification (CFOS/T) with the FOA.

This program prepares the student to take the Advanced Fiber Optics Certification Exam given at the end of class. Student will be able to effectively and efficiently identify fiber network defects, and provide QA (Quality Assurance) procedures to minimize or eliminate future network outages. Students will receive a Certificate of Completion at the end of the program.

Tuition: \$675 (Includes books & materials) **Continuing Education Loans may be available.*

Dates: Saturday & Monday, 8am-5pm, 1/28 & 1/30

Thursday & Friday, 8am - 5pm, 6/14 & 6/15

Certified Fiber Optics Splicing Specialist Course (CFOS/S)

This 2-day program includes a complete PowerPoint presentation explaining the importance of high performance splicing and further details the points necessary to achieve these splices. The depth of this presentation is much greater than most textbooks and provides background information about splicing that is very important to the student. An overview of OTDR functions and trace understanding is also provided during this presentation. 85% hands-on classroom activities will provide training in both fusion and mechanical splicing of both single and multi-mode fiber optic cables. Both inside and outside plant fiber optic cable types will be utilized during these hands-on sessions along with inside and outside plant enclosures and splice trays. The student will be responsible for successfully making and testing both single mode and multi-mode mechanical and fusion splices. In addition to the basic splicing activities outlined above, the student will further be required to correctly and efficiently install spliced fibers into splice trays and trays in enclosures. The student will further be required to achieve a splice loss of less than 0.15 dB for all splices and demonstrate proficiency in interpretation of splice loss using OTDR splice traces. This program is approved for BICSI CECs (Continuing Education Credits): RCDD 14, OSP14, INST 14, TECH 14, and Cert. Trainer 14.

Prerequisite: CFOT Course or another Formal Fiber Optics Training Course within preceding 6 months, or 1 Year Fiber Optics Related Experience. Must have taken and passed the Basic CFOT Exam prior to registering Specialist Certification (CFOS/T) with the FOA.

This program prepares the student to take the CFOS/S (Certified Fiber Optics Specialist/Splicing exam that is sanctioned by the FOA (Fiber Optics Association). The exam is given and graded the final day of class.

Tuition: \$675 (Includes books & materials) *Continuing Education Loans may be available.

Dates: Tuesday-Wednesday, 8am-5pm, 1/31-2/1

Certified Fiber Optic Technician Outside Plant CFOT/OSP

This 3-day, 24 hour fiber optic tech course is designed for anyone interested in learning how to properly install Outside Plant (OSP) Fiber Optics Cabling. This Fiber Optic Training combines lecture sessions and 85% hands-on activities to prepare the student to take the CFOT OSP hands on and written exams that are sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. This course introduces the student to industry standards governing the installation, testing, and troubleshooting of OSP fiber optics cable. Proper Mid-Span Access procedures will be demonstrated during class. Students will learn how to properly identify OSP fiber cabling types, recognize various outside plant closures used in OSP fiber installation, install, prepare, terminate, splice, and properly test and troubleshoot installed OSP fiber cable to existing standards. Anyone interested in becoming a Certified Fiber Optics OSP Technician should

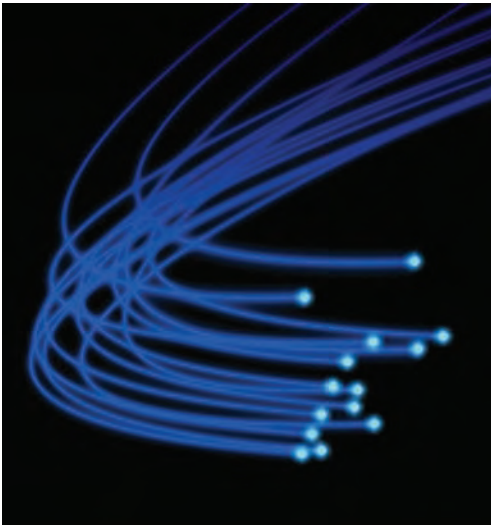
attend this class. Course fee includes study materials, Text Book, CD and exams. Note: The student must pass both the written and hands on exams to successfully pass this course. This course is accredited by BICSI for CECs: RCDD - 20, RITP - 20, OSP - 20, INST 2 (Copper/Fiber) - 15, Technician - 18, and Certified Trainer - 20.

Prerequisite: CFOT Course or another Formal Fiber Optics Training Course within preceding 6 months, or 1 Year Fiber Optics Related Experience. Once successfully completed, in order to register this CFOT/OSP certification with the FOA, the student must have taken and successfully completed the CFOT written exam. The basic, 3-day CFOT course is offered in conjunction with the OSP Course to allow the student the opportunity to understand the basics prior to taking the more advanced OSP Course.

Program prepares the student to take the Fiber Optics Outside Plant (OSP) Certification Exam (Written and Hands-On) given at the end of class. Student will be able to effectively and efficiently troubleshoot, test, identify, and repair OSP fiber network cabling, and provide QA (Quality Assurance) procedures to minimize or eliminate future network outages.

Tuition: \$775 (Includes books & materials) *Continuing Education Loans may be available.

Dates: Thursday-Saturday, 8am-5pm, 3/29-3/31



ONLINE classes

EWS FASHION ACADEMY

PROTRAIN

ED2GO

EWS FASHION ACADEMY

Non sewers, beginners, intermediate, and advanced sewers are all welcome. Learn how to sew from the Master Tailor-Designer Eric W. Stiles Sr., former top Supervisor and Head Tailor-Fitter for Giorgio Armani, Polo Ralph Lauren and others. Mr. Stiles has more than 35 years of professional experience, and is an industry expert who taught fashion design at 10 well-respected colleges.

Basic Sewing/Tailoring I

Learn some of the special techniques that the top European and Domestic designers use in their clothing construction, fitting, and pressing. Stop making those "Home-Made Looking" clothes, learn how to make them like the professionals. It's highly recommended to take the Sewing/Tailoring and the Pattern Drafting classes together, to enhance and maximize your skills. No sewing experience is required. Materials list will be provided on the first day of class. (Supplies are not included in the price of the course). You will need a sewing machine at home. You have the option of continuing with more advanced classes which will allow you to further enhance and develop your skills.

Tuition: \$48

Dates: 2/13-3/5 or 3/26-4/16

Basic Sewing/Tailoring II

Learn how to correctly use a thimble and needle, as well as 3 hand stitches: overcast, baste, and the halfback stitches. After finishing the stitch pads, you will begin your next pocket: the Quarter Top. You will continue working on the Quarter Top pocket until completion. The next pocket (the side pocket) begins in this class, and will complete in the next class of Clothing Construction 3. It's highly recommended to take the Pattern Drafting 2 when taking Sewing/Tailoring 2 to enhance and maximize your skills. Materials list will be provided on the first day of class. (Supplies are not included in the price of the course). You will need a sewing machine at home. You have the option of continuing with more advanced classes Clothing construction 3 and Pattern Drafting 3, which will allow you to further enhance and develop your skills.

Tuition: \$60

Dates: 2/13-3/12 or 3/26-4/23

Pattern Drafting I

Learn the formulas used to draft patterns from beginning to end. Stop wasting time and money and using commercial patterns. Learn to make your own, and start designing your own line of clothing, that will fit and enhance your body! Product and Development, a procedure used to help the designer improve and complete their patterns, will be taught. It's highly recommended to take the Sewing/Tailoring and the Pattern Drafting classes together, to enhance and maximize your skills. No sewing experience is required. Materials list will be provided on the first day of class. (Supplies are not included in the price of the course).

Tuition: \$48

Dates: 2/13-3/5 or 3/26-4/16

Pattern Drafting II

Continue learning more advanced formulas used to draft professional patterns from beginning to end. You will continue with procedures used to help the designer improve and complete their patterns. It's highly recommended to take the Sewing/Tailoring 2 when taking Pattern Drafting 2 to enhance and maximize your skills. Materials list will be provided on the first day of class. (Supplies are not included in the price of the course). You have the option of continuing with more advanced classes Clothing construction 3 and Pattern Drafting 3, which will allow you to further enhance and develop your skills.

Tuition: \$60

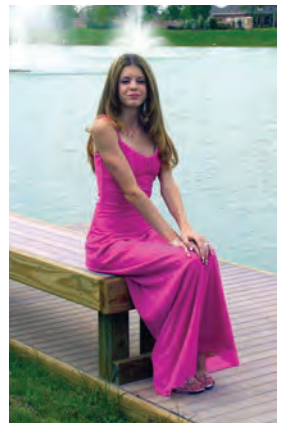
Dates: 2/13-3/12 or 3/26-4/23

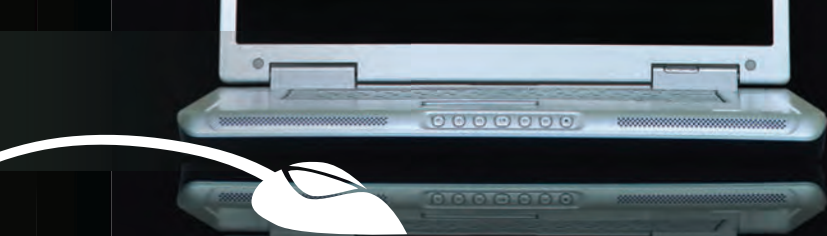
Pattern Drafting III

This course will consist of 6 sessions and this class comes first. This class must be taken before beginning the Sewing / Construction 3 class. In this class, learn how to draft the full scale of the skirt and of the pant drafts on brown drafting paper. You will also learn how to make the needed adjustments on these patterns for yourself and or clients. The construction of the skirt and pant patterns will only be covered in the Sewing/Construction #3 class. You must have completed parts 1 and 2 to enter this class. NO-EXCEPTIONS ! Materials list will be provided before the first day of class. (Supplies are not included in the price of the course). **Note: This class runs 2 times a week for 3 weeks.*

Tuition: \$72

Dates: 2/13-3/19 or 3/26-4/30





CAREER STEP | COMPUAUGHT | VITAL LEARNING

Sewing/Construction III

This course will consist of 6 sessions. Only after you have completed Pattern Drafting III can you take this class. In this class you will learn how the professionals construct their sample skirt and pant patterns in muslin. Muslin is a test fabric used for creating test garments and adjusting your paper patterns. You will also learn how to perform fittings, and to make adjustment on these muslin garments, within parts of the fitting process. These adjustments will then be performed in the altering of your paper patterns for their corrections. Learn what the markings in the fitting mean. You must have taken parts 1 and 2 of the Sewing/Tailoring classes to enter this class. NO EXCEPTIONS !! Materials list will be provided before the first day of class. (Supplies are not included in the price of the course). **Note: This class runs 2 times a week for 3 weeks.*

Tuition: \$72

Dates: 2/13-3/19 or 3/26-4/30

ProTrain CLASSES

**Continuing Education loans available for those who qualify.*

Looking for affordable, self-paced, online certificate programs that can train you for the latest, in-demand job skills? Pennsylvania Highlands Community College, in partnership with ProTrain Online, is your solution! With online training you have flexible anytime, anywhere learning. Gain the skills you need to excel in the jobs for the new economy. Visit us at <http://www.theknowledgebase.org/pennhighlands> for a complete listing of available online certificates, programs and courses.

- Entry Level Green Training
- Indoor Air Quality
- Renewable Energy Training
- Environmental Training
- Healthcare/Allied Health
- Programming/Web Design & Development
- Business/Management/Leadership
- Law and Legal
- LEED Certification
- Energy Auditing/Weatherization
- Sustainability - Green Supply Chain Training
- Industrial and Skilled Trades
- Information Technology Certifications
- Desktop Skills/Computer Applications
- Accounting/ Financial Services/Tax Preparer
- Education/Teacher

ED2GO CLASSES

All Education To Go courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. 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 on the third Wednesday of each month. Please visit our Online Instruction Center at <http://www.ed2go.com/pennhighcc> to see exact start dates for the courses that interest you.

- Grant Writing/Nonprofits
- Languages
- Test Prep
- Art, History, Math, & More
- Law & Legal Careers
- Web Design
- Certification Prep
- Start Your Own Business
- Personal Development
- Writing
- Health Care
- Personal Finance
- Web Programming
- Computer Programming
- Career Ideas
- Personal Enrichment
- Digital Photography
- Teaching
- Computer Applications
- Networking/Troubleshooting

LUNCH-TIME WEBINAR SERIES

All webinars occur from 12-1pm. The cost of each webinar is \$19.99 per person.

Basic Selling Skills Review

Fine tune your skills to increase sales revenue.

Dates: 6/13 & 6/20

Time Management

Learn tips and tricks to manage the many demands on your time.

Dates: 5/2 & 5/9

To register,
please contact us at
814.262.3815.

ONLINE classes

CAREER STEP

COMPUTAUGHT

VITAL LEARNING

CAREER STEP

**Continuing Education Loans may be available.*

Train at home for an in-demand healthcare career. According to the U.S. Department of Labor, healthcare will generate 3.2 million new jobs by 2018. You can be prepared to pursue those career opportunities in one year!

- Online Medical Administrative Assistant - \$1,209.95
- Online Medical Transcription - \$1,889.95
- Online Medical Transcription Editor - \$2,389.95
- Online Medical Coding & Billing (Outpatient Only) - \$1,934.95
- Online Medical Coding & Billing (Inpatient & Outpatient) - \$2,299.95



These online, self-paced courses are available 24hours/day, 7 days/week. Pricing includes all materials, shipping, online access, student support, graduate services, etc.

For more information visit us at <http://careerstep.com/ap/pennhighlands> or call **814.262.3815**.

CompuTaught

Teaming with Career WebSchool, Pennsylvania Highlands has multiple Pennsylvania real estate pre-license courses for you to choose from, and all of our lessons can be completed online as soon as your registration is complete. You can choose an a-la-carte course or get the most value for your time and money with a course package.

We also offer courses and packages for broker pre-licensing, as well as continuing education courses for residential and commercial renewal.

Career WebSchool appraiser courses let you study from your home or office to fulfill your real estate appraiser license education requirements the fast, convenient and easy way. With Career WebSchool's Pennsylvania real estate appraisal courses, you save time, expense, and effort. You also receive the finest real estate appraiser education foundation offered online.

For more information visit us at <http://www.careerwebschool.com/1765/> or call **814.262.3815**.

VITAL LEARNING

Improve productivity throughout your organization with Vital Learning's productivity curriculum. These courses target specific skills that can help increase productivity and improve your bottom line. All Vital Learning course offerings are \$84.

For more information contact us at **814.262.3815** or visit us online at www.pennhighlands.edu/workforceed/workforcecourses/vital_learning.html.

- Essential Skills of Leadership
- Developing and Coaching Others – Team Leader
- Delivering Customer Focused Service
- STAR Service
- Achieving Communication Awareness
- Diversity Awareness
- Professionalism in the Office
- Making Customer Recommendations
- The Incoming Sales Call
- Essential Skills of Communicating
- Coaching Job Skills
- Improving Work Habits
- Delegating
- Managing Complaints
- Resolving Conflicts
- Developing Performance Goals and Standards
- Providing Performance Feedback
- Supporting Change
- Effective Discipline
- Communicating Up
- Hiring Winning Talent
- Motivating Team Members
- Dealing with Difficult Customer Situation

CUSTOM TRAINING IS AVAILABLE!

Single and multiple date custom training is available. Choose from these topics or request a topic specific to your business.

- Time Management
- Business Writing for the 21st Century
- Meetings that Work
- Basic Selling Skills
- Creating a Social Media Plan for My Business
- Making the Most of Networking Opportunities
- Customer Service in the Hospitality Industry
- Customer Service in Service Industries



For information or to discuss your specific training needs, please call **814.262.3812**.

WORKFORCE EDUCATION CENTER



The Pennsylvania Highlands Workforce Education Center provides a premier learning and meeting location for businesses and organizations.

**Schedule
your
meeting
today!**

**Three Classrooms to
Accommodate Groups
of up to 68.**

State-of-the-art services include:

- Surround Enhanced Video Conferencing Systems
- Multifunction Classroom

All rooms are equipped with:

- Smart Board technology
- Wi-Fi capability
- LCD televisions
- High Definition projection



On-site catering and convenient location.

814.262.3815

www.pennhighlands.edu/workforceed

CONTINUING EDUCATION

financing options

AVAILABLE

Loans

Private student loans are available for certain programs. Loans can be used to fund up to 100% of school certified education costs (a minimum of \$1,000 is required).

A variety of loan products exist and students are encouraged to investigate options thoroughly. Pennsylvania Highlands does not recommend lenders and does not maintain a preferred lender list.

Additional information regarding private student loans and a comparison chart may be found at <http://www.finaid.org/loans/privatestudentloans.phtml>. Information on one available product, the Smart Option Loan offered by Sallie Mae, may be found at <https://www.salliemae.com/student-loans/smart-option-student-loan/>.

The following programs are eligible for funding:

- Certified Fiber Optics Courses
- Phlebotomy
- Pharmacy Technician
- ProTrain Online Courses and Programs (those costing more than \$500)
- All CareerStep Online Programs

AFFORDABILITY

at your fingertips

Payment Plan

A payment plan is available for some programs. The plan allows students to register for classes while making convenient monthly payments on their tuition over a specified period of time. A 20% down payment is due at registration, along with a one-time payment plan fee of \$25.

The following programs are eligible for the payment plan:

- Phlebotomy
- Pharmacy Technician
- Personal Trainer Certificate
- Transitions Weight Management System

Contact Continuing Education at **814.262.3815**
for more information.

Climb Higher

INFORMATION & FORMS

REGISTRATION INFORMATION

Course registrations are accepted on an ongoing basis, but must be received prior to the course start date. Confirmation of course registration, including room location(s), will be mailed upon receipt of a completed registration form and payment.

You will not be enrolled in a course until a completed registration form and payment are received.

Payments by check or credit card are accepted for course registrations. A fee of \$25 will be assessed for any check refused for insufficient funds.

Pennsylvania Highlands Community College reserves the right to add or delete courses, as well as change class times, locations, fees, or instructors at any time.

REFUND POLICY

Refunds are available for registered students under the following guidelines:

- A 100% refund is awarded if the course must be cancelled.
- Refund requests will be accepted up to 48 hours before the class begins.

CONTACT INFORMATION

CONTACT

Phone

814.262.3815 *(for course questions)*

814.262.6439 *(to register)*

Email

continuinged@pennhighlands.edu

Fax

814.269.9712

Mailing Address

Continuing Education
Pennsylvania Highlands
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101 Community College Way
Johnstown, PA 15904

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Associate Vice President for
Continuing Education

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gmarkum@pennhighlands.edu

REGISTRATION FORM - SPRING 2012

PENNSYLVANIA HIGHLANDS CONTINUING EDUCATION

101 Community College Way, Johnstown, PA 15904

814.262.3815

(to register contact 814.262.6439)

814.269.9712 (Fax)

pennhighlands.edu/continuinged

NAME: _____

ADDRESS 1: _____

ADDRESS 2: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (_____) _____

EMAIL: _____

COUNTY OF RESIDENCE: _____

COURSE CODE	COURSE TITLE	COST
TOTAL COST:		

Method of Payment

Check Information *(if paying by check fill out below)*

(Make Checks payable to Pennsylvania Highlands Community College)

Check Number: _____

Credit Card Information *(if paying by credit card fill out below)*

___ Visa or ___ Mastercard *(check one if applicable)*

Card #: _____ Security Code: _____

Expiration Date: ____/____

SIGNATURE: _____ DATE: _____

How did you hear about us?

Mailing

College Website

Newspaper

Friend

Email

Other _____

Nonprofit Org.
U.S. Postage
PAID
Johnstown, PA
Permit No. 187



CONTINUING EDUCATION

Spring 2012 Schedule

Climb Higher

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