

# **CEC** Community **Education** Council

*of Elk and Cameron Counties*



State System of Higher Education  
*The System Works for Pennsylvania*



**ccctc**  
*community college & technology center*



## PENNSSTATE



DuBois



University of Pittsburgh  
Bradford

*I want to go*  
**beyond**

Marienstadt Center • 4 Erie Avenue, Suite 200 • St. Marys, PA 15857  
814-781-3437 • 877-672-3667 (Outside Elk County)  
Email: [cec@ed-council.org](mailto:cec@ed-council.org) • Web Site: [www.ed-council.org](http://www.ed-council.org)

# COMMUNITY EDUCATION COUNCIL OF ELK AND CAMERON COUNTIES

## MISSION STATEMENT

The Community Education Council of Elk and Cameron Counties (CEC) through partnership with industry, systems of higher education and community institutions, is dedicated to the development and provision of affordable, accessible and quality advanced educational training and awareness programs for the citizens of Elk and Cameron Counties.

### Community Education Council

**4 Erie Avenue, Suite 200 • St. Marys, PA 15857**

- Tel. 814-781-3437 or 877-672-3667 (outside Elk County) • Fax 814-781-3447
- e-mail: [cec@ed-council.org](mailto:cec@ed-council.org) • Website: [www.ed-council.org](http://www.ed-council.org)

One objective of the council is to work closely with institutions of higher education to encourage them to provide programs and services in this area. In addition, the council works with students and prospective students to examine programs and identify educational opportunities which best suit their needs. This catalog outlines the credit and non-credit courses available this semester.

All classes are held in St. Marys unless otherwise specified.

Classes in St. Marys are held at the Community Education Council and St. Marys Area High School.

For room assignments and locations go to our webpage: [www.ed-council.org](http://www.ed-council.org) or call 814-781-3437 one week before classes begin.

*(All courses listed in this catalog are subject to cancellation or changes due to insufficient enrollment or other unforeseen circumstances. The institution responsible for providing the class determines the refund policy.)*

## CEC Fall Office Hours

Monday - Thursday 9:00 am to 5:00 pm and Friday 8:30 am to 4:00 pm

## BOARD OF DIRECTORS

Betsy Roberts, Chairperson  
Doug Gaffey, Co-Chairperson  
Denny Bonanno, Treasurer  
Cindy Cortinovis, Secretary

John Caribaldi  
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Michelle Bogacki

Linda Reid  
Jeanne Miglicio  
John Yates

## COMMUNITY EDUCATION COUNCIL STAFF

**Executive Director**  
Kris Kronenwetter  
[kris@ed-council.org](mailto:kris@ed-council.org)

**Administrative Assistant**  
Jackie Herbstritt  
[jackie@ed-council.org](mailto:jackie@ed-council.org)

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## ACADEMIC AND CAREER COUNSELING

Advisors from Penn State DuBois and the University of Pittsburgh at Bradford have office hours at the Community Education Council. Prospective and current students are encouraged to meet with an advisor to discuss their schedules, financial aid, and graduation requirements.

If you would like more information, contact the Community Education Council at 814-781-3437 or toll free 877-672-3667 (outside Elk County) or the respective college consultants listed below.

### **Penn State DuBois (PSU)**

Terry Hinton, Community Outreach Coordinator - 834-3593 or e-mail: [tgw1@psu.edu](mailto:tgw1@psu.edu)

The PSU office is located on the second floor at the CEC. Office hours: Monday thru Thursday 9:30 am to 7:00 pm; Friday 9:00 am to 4:00 pm, other times available by appointment.

### **University of Pittsburgh at Bradford (PITT)**

Gerry Vogt, Coordinator of Off-Campus Programs - 834-9329 or e-mail: [vogt@pitt.edu](mailto:vogt@pitt.edu)

The PITT office is located on the second floor at the CEC. PITT office hours are Monday through Thursday 9:00 am to 5:30 pm, Friday 8:00 to 4:30, evening hours available by appointment.

## CALENDAR FOR FALL 2010

	PENN STATE	PITT BRADFORD	BUTLER
Class begins:	January 11	January 5	January 18
Holidays:	January 17	January 17	April 22
Spring Break:	March 8 - 12	March 6 - 13	March 7 - 12
Last day to add:	January 11 - 20	January 18	January 24
Last day to drop:	April 9	January 18	March 28
Last day to withdrawal:	April 30	March 4	February 7
Exam Week:	May 3 - 7	April 23 - 30	May 2 - 7

## PARTICIPATING INSTITUTIONS

**The Community Education Council is pleased to work with these educational providers:**

- University of Pittsburgh at Bradford (PITT)
- Penn State DuBois (PSU)
- Butler County Community College (BC3)
- PA State System of Higher Education (PASSHE)
  - Clarion University (CU)
  - Edinboro University (EU)
- Gannon University (GU)
- Kettering University (KET)
- Manufacturer's Association (MA)
- Wilkes University (WU)



**The CEC is located in the Marienstadt building**

### **UNIVERSITY OF PITTSBURGH AT BRADFORD INFORMATION SESSIONS**

December 13, January 13, February 17, March 22 & April 18, from 2:00 pm to 5:00 pm;  
**Lunch hour sessions** ~ December 15, January 4, February 15, & March 15 from Noon to 1:00 pm  
*Come to the Information Sessions and see what Pitt-Bradford in St. Marys can do for you!*  
 Information Sessions will be held in the Pitt Office at the CEC

### **PENN STATE DUBOIS INFORMATION SESSIONS**

*Receive information about programs and degrees offered in St. Marys*  
 Upcoming Information Sessions will be announced

# CREDIT COURSES - AT A GLANCE

All courses are held in St. Marys unless indicated otherwise

## University of Pittsburgh at Bradford (PITT) ~ January 5 thru April 30

Code	Course	No	Cr	Title	Days	Time	Inst
26195	BIOL	0106	3	Human Genetics	R	5:30 pm - 8:00 pm	PITT
22956	CHEM	0187	3	Drugs in Society	WEB		PITT
25962	CIST	0205	3	Application Development	M	6:00 pm - 8:30 pm	PITT
25963	CIST	0209	3	Introduction to Web Databases	R	6:00 pm - 8:30 pm	PITT
20833	ECON	0102	3	Introduction to Microeconomics	WEB		PITT
26194	ENG	0101	3	English Composition I	M	6:00 pm - 8:30 pm	PITT
25919	ENG	0106	3	Introduction to Short Story	WEB		PITT
19653	ENTR	1302	3	Marketing the New Venture	WEB		PITT
19594	ES	0105	3	Environmental Geology	WEB		PITT
26086	ES	0110	3	Introduction to Environmental Science	WEB		PITT
19659	HIST	0107	3	US History II	W	5:30 pm - 8:00 pm	PITT
20856	MATH	0110	3	Fundamentals of Mathematics	M	3:20 pm - 5:50 pm	PITT
26138	MIS	0208	3	Business Information Systems	WEB		PITT
22975	NUR	1310	3	Ethical Dimensions of Nursing (hybrid/ITV)	R	6:00 pm - 8:30 pm	PITT
17932	NUR	1403	4	Advanced Clinical Practicum (ITV)	TBA		PITT
17933	NUR	1451	3	Capstone: Professional Nursing (hybrid)	T	4:00 pm - 7:00 pm	PITT
26048	NUR	1455	3	Nursing Leadership (hybrid)	M	4:00 pm - 7:00 pm	PITT
25866	PET	0107	3	Geology of Marcellus Shale	WEB		PITT
17894	PHYS	0103	3	Concepts of Modern Physics	WEB		PITT
26154	PSY	0206	3	Abnormal Psychology	T	6:00 pm - 8:30 pm	PITT
20437	THEA	0203	3	Play Analysis	WEB		PITT

## Penn State DuBois (PSU) ~ January 11 thru May 7

588457	B A	243	4	Social, Legal, Ethical Environmental Business	T	6:45 pm - 9:20 pm	PSU
588460	BI SCI	004	3	Human Body	T	6:45 pm - 9:20 pm	PSU
588463	CAS	100	3	Effective Speech	M	6:45 pm - 9:20 pm	PSU
588466	CN ED	401	3	Chemical Dependency Counseling	M	6:45 pm - 9:20 pm	PSU
588469	CN ED	421	3	Prevent Chemical Dependency	W	6:45 pm - 9:20 pm	PSU
588475	ECON	102	3	Microeconomics Analysis	M	6:45 pm - 9:20 pm	PSU

Code	Course	No	Cr	Title	Days	Time	Inst
588478	ENGL	015	3	Rhetoric and Composition	T/R	5:15 pm - 6:30 pm	PSU
588484	ENGL	050	3	Creative Writing	W	2:15 pm - 4:50 pm	PSU
588481	ENGL	202D	3	Business Writing	T/R	3:30 pm - 4:15 pm	PSU
588490	HD FS	249	3	Adult Development Aging	W	6:45 am - 9:20 pm	PSU
588499	IST	110	3	Info People Technology	WEB		PSU
588502	LER	100	3	Employment Relations	W	6:45 pm - 9:20 pm	PSU
609214	MATH	004	3	Intermediate College Algebra	M/W	5:15 pm - 6:30 pm	PSU
588505	MATH	026	3	Plane Trigonometry	M/W	5:15 pm - 6:30 pm	PSU
588508	MATH	140	4	Calculus Analysis Geometry I	T/R	5:00 pm - 6:35 pm	PSU
588514	MKTG	220	3	Intro Selling Technology	M/W	5:15 pm - 6:30 pm	PSU
588523	MKTG	301	3	Principles of Marketing	R	6:45 pm - 9:20 pm	PSU
588526	PHYS	151	3	Technical Physics II	T/R	6:45 pm - 8:35 pm	PSU
588532	RL ST	101	3	Comparative Religion	R	9:00 am - 11:35 am	PSU
654307	SOC	005	3	Social Problems (every other Tuesday/Web)	W	6:45 pm - 9:20 pm	PSU
588535	STAT	200	4	Elementary Statistics	T/R	4:30 pm - 6:45 pm	PSU
<b>Wilkes University (WU) ~ January 25 thru April 26</b>							
	ED	519	3	Issues, Laws and Trends in Education	T	4:30 pm - 7:30 pm	WU
<b>DEGREE PROGRAMS IN ELK COUNTY</b>							

### **UNIVERSITY OF PITTSBURGH AT BRADFORD (PITT)**

**Pre-Nursing** - Prepare yourself for a career in nursing by starting in St. Marys with prerequisite courses. Successful completion of available pre-Nursing courses will help prepare you for admission into the ASN Program at the Pitt-Bradford campus. The Nursing program is challenging, but very rewarding.

#### **Bachelor of Science in Nursing Completion Program (BSN) - PITT- (120 cr)**

This program enables registered nurses to complete their Bachelor of Science degree in Nursing. The courses will be delivered through a combination of "face-to-face" & distance education.

*Contact Gerry Vogt at the St. Marys Office at 834-9329 or e-mail: vogt@pitt.edu*

### **PENN STATE (PSU)**

#### **Associate Degree in Business Administration (2BA) - PSU - (60 cr) TRA Eligible**

- Learn how to write a business plan
- Enhance your critical thinking skills
- Understand an effective marketing strategy
- Maximize communication skills to optimize results

#### **Associate Degree in Human Development and Family Studies (2FSCC) - PSU - (60 cr) TRA Eligible**

- Associate degree for day-care professionals & school aides as mandated by the federal government
- Preparation for employment in institutional, community, hospital, public welfare & family services
- Earn the Children, Youth, & Family Services Certificate while enrolled in the associate degree program
- A valuable internship experience is built into the program
- Courses apply to the baccalaureate degree in Human Development and Family Studies (HFSCC)

*For more information or to register contact Terry in the Penn State DuBois St. Marys Office at 814-834-3593*

**Penn State - St. Marys 834-3593**

**Pitt - St. Marys 834-9329**

(Degree Programs in Elk County Continued)

### **PENN STATE (PSU) CONTINUED**

#### **Bachelor's Degree in Organizational Leadership (OLEAD) - PSU - (123 cr)**

- Blended program with World Campus
- Earn a life enhancing degree while balancing your family and career obligations
- Gain leadership and managerial skills needed to advance in almost any field
- Build practical work skills & get a strong foundation in labor management & supervisory leadership

*For more information or to register contact Terry in the Penn State DuBois St. Marys Office at 814-834-3593*

## **NEW DEGREE OFFERINGS**

### **BUTLER COUNTY COMMUNITY COLLEGE (BC3)**

Butler Community College Pennsylvania's is the fastest growing Community College and is now serving 11 Counties in the Northwest/Central Region of PA. They will be offering 2 Online Degree Programs: Business Management, Associate in Applied Science Degree and General Studies, Associate in Arts Degree

Online classes offered spring 2011:

- Business Math - Online
- English I - Online
- Intro to Business - Online
- Human Resources Management - Online
- General Psychology - Online

Face to face classes offered at Jefferson County Career Center:

- Developmental English - T/Th - 7:00 pm - 9:05 pm
- Preparatory Mathematics - M/W 7:35 pm - 9:00 pm
- Developmental Reading - M/W - 5:00 pm - 7:05 pm
- Preparatory Algebra T/Th - 5:00 pm - 6:25 pm
- Intro to Microcomputing - Sat - 9:00 am - 12:00 pm

The main satellite location is at the Jefferson County Career Center in Reynoldsville along with four branch satellite locations: Community Education Council of Elk and Cameron Counties, St. Marys; Potter County Education Council, Port Allegheny; Warren-Forest Higher Ed Council, Warren; Clarion County Career Center, Shippenville. Classes begin January 18, 2011.

*For more Information contact BC3 Admissions by calling 888-826-2829, ext. 8346 or 724-284-8501*

### **WILKES UNIVERSITY (WU)**

Is bringing a Master of Science in Educational Development and Strategies (EDS) and Classroom Technology programs to St. Marys in January 2011. The EDS program is a 30-credit master's degree that combines 18 credits of Wilkes core courses with 12 credits of courses taken through Performance Learning Systems (PLS). The Classroom Technology program is also 30 credits, requiring the same 18 credits of Wilkes core courses with 12 credits of on-line technology courses through Wilkes.

Tuition is \$387.00 per credit plus a \$35.00 fee per course. Tuition is due 30 days after each course ends. No payment or reimbursement form is required.

*For more Information Please join the open house scheduled Tuesday, November 16 from 3:00 pm to 5:00 at the CEC or contact Debbie Meszaros, Western PA Coordinator of the Educational Development and Strategies program at 800-WILKES-U ext. 3259 or 570-574-5559, or [debra.meszaros@wilkes.edu](mailto:debra.meszaros@wilkes.edu).*

## **MASTER DEGREE PROGRAMS**

### **CLARION UNIVERSITY (CU)**

#### **Master of Business Administration (33 cr) (WEB) CU**

The MBA is designed for students who have completed business foundation/prerequisite courses. A non-thesis program with concentrations offered in accounting, business economics, finance, international business, management, and marketing.

*For more Information contact Dr. Robert Balough at 814-393-2605 or e-mail: [mba@clarion.edu](mailto:mba@clarion.edu)*

### **EDINBORO UNIVERSITY OF PENNSYLVANIA**

#### **On-line Programs Master Programs - EU**

- M.Ed. Elementary - Early Childhood (30cr)
- M.Ed. in Special Education (36cr)
- Letter of Eligibility for Superintendent/ IU Executive Director (15-35cr)
- K-12 Principal Certification (27cr)
- M.Ed. in Reading (30cr)
- M.Ed in Educational Psychology (30cr)
- M.Ed. in Educational Leadership (30cr)
- RN - BSN Nursing (120cr)

*For more information, contact Office of Graduate Studies at 814-732-2856 or 888-845-2890*

(Master Degree Programs Continued)

## **GANNON UNIVERSITY**

Gannon University Online Act 48 courses

Graduate-level courses (3 credits each), offered at a reduced tuition rate of \$795.00 for the entire course. A 7-week session starting in spring 2011, courses will begin January , then again in March. Gannon will report earned credit hours to Harrisburg. For a complete listing of courses and schedules go to [www.gannon.edu/act48](http://www.gannon.edu/act48)

For more information contact the Graduate Admissions 814-871-7474 or 800-GANNON-U

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## **KETTERING UNIVERSITY (KU)**

Kettering University is a highly respected private college located in Flint, Michigan. Kettering University has retained its #1 ranking for Industrial and Manufacturing Engineering. Most degrees are offered off-campus through Kettering University's distance learning program. The methods of delivery are: DVD, CD-Rom, Videotape, Videostreaming, Web-based, and blackboard. Accredited by NCA, ABET, and ACBSP.

### **Distance Learning ...Master Degrees in:**

- Operations Management
- Engineering Management
- Manufacturing Operations
- Information Technology
- Manufacturing Management
- Mechanical Design
- Electrical/Computer Engineering
- Manufacturing Engineering

For information contact the CEC at 814-781-3437 or e-mail: [cec@ed-council.org](mailto:cec@ed-council.org)

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## **PENN STATE WORLD CAMPUS (PSU)**

Penn State's World Campus is "Penn State / On-line," delivering more than 50 distance education programs to learners around the world. The World Campus provides adult learners worldwide with some of Penn State's most highly regarded graduate, undergraduate, and continuing professional education degrees, certificates and courses available anytime, anywhere. Whether you want to complete your degree, make yourself more professionally marketable, or sharpen a few skills, we can help you get where you want to go.

For more information go to Penn State Campus webpage at <http://www.worldcampus.psu.edu/>

## **CREDIT CERTIFICATE PROGRAMS**

(CREDITS REQUIRED OF EACH PROGRAM ARE INDICATED IN PARENTHESIS)

### **PENN STATE (PSU)**

#### **NEW: Accounting, Business and Computer Skills for Professionals Certificate:**

##### **The ABC's for Today's Business Professionals - PSU - (10 cr)**

This certificate will provide the business savvy employee or individual with innovative business knowledge regarding the basics of operating a business. Courses can be applied to either a two-year or four-year business degree at Penn State.

##### **Children, Youth, and Family Services Certificate - PSU - (30 cr)**

- Applies toward a Human Development and Family Studies degree
- Work in preschools, day-care centers and family service agencies

##### **Chemical Dependency Prevention and Counseling Certificate - PSU - (18 cr)**

This certificate will help students develop a focused academic background in the prevention and treatment of dependencies. The coursework will introduce students to basic concepts related to drug and alcohol dependency, its prevention and treatment, and helping those with problems associated with chemical dependency.

##### **Foundation In Business Certificate - PSU - (17 cr)**

This certificate provides students with a solid foundation in economics, accounting, and English. It also provides students with information to broaden their understanding of the legal business environment. Continue your education into the intricacies of business by completing 15 more credits for the Advanced Certificate.

##### **Small Business Managers Certificate - PSU - (19 cr)**

- Learn how to write a business plan
- Gain a competitive edge in the small business arena
- Develop a deeper understanding of effective business practices

For more information or to register contact Terry in the Penn State DuBois St. Marys Office at 814-834-3593

**Penn State - St. Marys 834-3593**

**Pitt - St. Marys 834-9329**

## **BUSINESS/PROFESSIONAL DEVELOPMENT**

### **PENN STATE DUBOIS (PSU)**

For more information or to register contact Jeannine Hanes at 814-375-4836 or [jhanes@psu.edu](mailto:jhanes@psu.edu) or Betsy Carlson at 814-372-3005 or [bsc11@psu.edu](mailto:bsc11@psu.edu) or visit [www.dubois.psu.edu/ce](http://www.dubois.psu.edu/ce)

#### **Food Safety Certification (1.3 CEUs)**

**ACT 48 Approved**

Your food service organization needs the highest standard of food safety training and certification. In collaboration with local Penn State Extension offices, this course fulfills Pennsylvania's Food Employee Certification Act in the categories of food service, food retail, and bakery. Classes offered at the Community Education Council; Instructor: Rick Kralj; Fee: \$175.00; Thursday, May 26 and June 2, 2011; from 9:00 am to 4:30pm.

*If you are seeking recertification, you must contact Rick Kralj at the Jefferson County Cooperative Extension office to register. Please call 814-849-7361*

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**For more information** about in-demand training, professional development and credentialing opportunities, contact Jeannine Hanes at 814-375-4836 or email [jhanes@psu.edu](mailto:jhanes@psu.edu) or Betsy Carlson 814-372-3005 or email [bsc11@psu.edu](mailto:bsc11@psu.edu) or visit [www.dubois.psu.edu/ce](http://www.dubois.psu.edu/ce).

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### **UNIVERSITY OF PITTSBURGH AT BRADFORD (PITT)**

#### **Photo Story**

Do you have a large volume of digital pictures on your computer that you don't know what to do with? Photo story, free software from Microsoft, is a simple way to give life to your pictures. Learn how to turn your images into a video that can be shown from your PC or to be burned onto a CD. You can even add sound to the end result to have more fun. This is an introductory class; we will be using predetermined photos and music to create your first photo story. Take what you learn home to build your own. At the CEC; Wednesday, February 23; from 5:00 pm - 8:00 pm. \$39.00 per participant (minimum of 5 students)

#### **Working with Digital Camera - moving photos from camera to computer**

The course will give beginning photographers a tour of digital photography. Students are encouraged to bring their cameras and we will talk about how certain functions work and when to use them. This class will start with learning the camera and move on to getting the pictures from the camera to the computer and will finish with learning the basics of various photo editing software programs. At the CEC; Wednesday, March 2; from 5:00 pm - 8:00 pm. \$39.00 per participant (minimum of 5 students)

#### **How to Set-up a Facebook Account**

Want to join the Social Network but don't know where to start? Let us help you get started by teaching you how to set up your facebook account as well as your privacy settings so you can visit with family and friends through the Internet. At the CEC; Wednesday, March 16; from 5:00 pm - 7:00 pm. \$29.00 per participant (minimum of 5 students)

#### **Families Writing for Families**

Lisa Lepovetsky will explain how to write those family anecdotes, recipes and stories in a creative way. This two day class will be held at the CEC, Wednesday, March 23 and 30 from 5:00 pm to 8:00 pm; \$49.00 per participant (minimum of 5 students)

#### **Using Social Networking to Grow Your Business or Organization**

Twitter, Facebook, YouTube, LinkedIn...the list goes on and on. Social Networking sites can be overwhelming. With the growing volume of users, your business or organization can benefit greatly from the use of social networking. Before hopping right in, learn how to create an effective social media marketing strategy that not only helps grow your business, but does not halt productivity in the workplace. We will cover the social networking trends, tools, strategies and what policies should be implemented for your business or organization. At the CEC; Wednesday, April 13; from 5:00 pm - 8:00 pm. \$29.00 per participant (minimum of 6 students)

#### **Understanding Government**

This three-hour refresher class is on the structure of government, local, state and federal. How do you navigate the system? Are you interested in running for office? Why is it important to vote? How is legislation developed? These are a few of the topics to be discussed during this class. At the CEC; Wednesday, April 6; from 5:00 pm - 8:00 pm. \$29.00 per participant (minimum of 4 students)

*Contact Gerry Vogt at the St. Marys Office at 834-9329 or e-mail: [vogt@pitt.edu](mailto:vogt@pitt.edu)*

(Business/Professional Development Continued)

**UNIVERSITY OF PITTSBURGH AT BRADFORD (PITT) CONTINUED**  
**Microsoft Office Computer Courses**



Learn the skills you need to succeed with these 4-hour computer classes. You will be able to concentrate on the software skills and tools you need most. At the Community Education Council on Wednesday's from 5:00 pm to 9:00 pm. \$49.00 per participant. Registration deadline 1 week prior to the class. (minimum of 6 students)

**Concepts of Windows 7** - Shows you the basics of opening and closing programs, customizing the way your computer looks and setting up a filing system to keep track of your documents. January 19, 2011

**Concepts of Word 2007** - This course will teach you certain essentials of Microsoft Word so that you can create and edit documents to make them look the way you want. January 26, 2010

**Concepts of Excel 2007** - You will learn Excel essentials so that you can create spreadsheets, work with existing spreadsheets, use formulas and functions. February 2, 2011

**Concepts of Access 2007** - This course will teach you certain features of Microsoft Access. You will learn how to work with an existing database, create a database, run queries and print reports. February 9

**Concepts of PowerPoint 2007** - Will teach you the basics of PowerPoint. You will learn how to design and edit presentations. February 16, 2011

*Contact Gerry Vogt at the St. Marys Office at 834-9329 or e-mail: vogt@pitt.edu*

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**Noontime Nuggets**

In this "True Beginners" series you will learn a little about desktop publishing, search engines, the Internet and email. There are three noontime classes in this series starting with Microsoft Publisher:

**Microsoft Publisher:** Pick up tips and tricks of Microsoft Publisher. With all the tools you need in one place, you can achieve quick, impressive results. Create your own publications for print, such as: certificates, banners, business cards, business forms, calendars, flyers, greeting cards, labels, newsletters and signs. At the CEC on Friday, January 21 from Noon - 1:00 pm; \$10.00 per participant (minimum of 4 students)

**Sneak a Peak at the Internet:** Now that you have a computer, you are probably interested in using the Internet. This course will teach you how to surf the web and search for what you are looking for. At the CEC on Friday, February 18 from Noon to 1:00 pm; \$10.00 per participant (minimum of 4 students)

**Setting Up an Email Account - Using Yahoo:** Create an email account using Yahoo - the search engine that helps you find exactly what you are looking for. The instructor will walk you through setting up your own account as well as working with a few basic features. At the CEC on Friday, March 18 from Noon to 1:00 pm; \$10.00 per participant (minimum of 4 students)

*Contact Gerry Vogt at the St. Marys Office at 834-9329 or e-mail: vogt@pitt.edu*

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**ELK COUNTY TOASTMASTERS CLUB**

The Elk County Toastmasters Club is a local branch of Toastmasters International. Toastmasters is an effective, friendly, and economical alternative to other self-improvement programs.

*For more information: Contact Cory Straub at 814-885-8465 or email corydeb@windstream.net*

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**FREE**

**COMMUNITY EDUCATION COUNCIL**  
**FAFSA Completion Session**

If you or someone you know is going off to college, this **FREE** session is for you. Bring the student and parent 2010 tax returns if completed or the 2009 if your 2010 tax returns are not done. In this FAFSA completion session you and your child can sit at a computer and actually complete the FAFSA with a little support from PHEAA. It's a hands-on event where people can leave knowing that the FAFSA is done. Instructed by Daniel Johnston, Regional Director of PHEAA. RSVP by January 26, 2011.

This session is scheduled at the CEC, February 2, 2011 at 2:00 pm to 4:00 and again at 5:00 pm to 7:00. For more information or to register contact the CEC at 814-781-3437 or email cec@ed-council.org

**Penn State - St. Marys 834-3593**

**Pitt - St. Marys 834-9329**

(Business/Professional Development Continued)

## **COMMUNITY EDUCATION COUNCIL**

*Programs Sponsored by the St. Marys Police Department in conjunction with the St. Marys Youth Center and the Community Education Council*

### **for Disaster - Updated Drug Awareness Program FREE**

The drug abuse epidemic that has now spread across all walks of life is affecting everyone from families, individuals, businesses and our social life as we know it. The St. Marys Police Department in conjunction with the St. Marys Youth Center and the Community Education Council of Elk and Cameron Counties will be presenting a look into what the world of drugs is all about. No one can bury their head in the sand and say, "this will not affect me," as it is affecting all of us now. This very informative program along with some new information that has been gathered since the program was offered last March will be held at the St. Marys Youth Center, Erie Ave. on Wednesday March 23rd at 7:00 pm. This program is intended for an adult audience only and will last 90 minutes. The program will be both informative and open for discussion and questions. FREE program, registration is required by calling 814-781-3437 by March 16, 2011 as seating is limited.

### **Protecting Kids Online & Suicide Awareness Education FREE**

The St. Marys Police department will be hosting a Protecting Kids Online (PKO) Adult Program to educate parents about the dangers of online predators and criminal activity that occurs online. The presentations are delivered in an age appropriate way where the individuals are educated on the benefits and pitfalls of the internet and social networks. The program emphasizes the trust and communication required between kids and parents and concludes with safety rules that should be followed for online safety. This program covers digital technology, lingo, benefits, dangers and how to protect kids online. Dickinson Children Prevention Services Signs of Suicide (SOS) Program staff will co-facilitate and present the alarming information regarding the prevalence of suicide with youth and the correlation with Cyber Bullying. Additionally, SOS staff will educate parents about signs and symptoms of suicide and depression along with information regarding suicide prevention programming offered to local school systems. Held at the St. Marys Youth Center, Erie Ave. on Wednesday April 6th at 7:00 pm., registration is required by calling 814-781-3437 by March 30, 2011 as seating is limited.



For more information or to register, call 814-781-3437 or 877-672-3667 (outside Elk County)

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## **MANUFACTURER'S ASSOCIATION Supervisory Skills Certificate Program**

Learn the critical skills necessary to meet the ever-increasing challenges of being an effective supervisor in today's workplace. The position of "supervisor" is constantly evolving and to keep up with those changes, it is critical the people in that role change with it. A five-part series will teach new and experienced supervisors the skills needed to properly motivate and direct their teams to meet company goals, objectives and be in compliance with the law. The emphasis is on mastering management techniques essential to the success of both the supervisor and the company. Each Supervisory Skills class is two days, from 8:00 am to 4:00 pm. Certificates are awarded to those completing all five courses. Fee: Members \$235.00 Non-members \$325.00. Courses need not be taken in sequence. **ON-SITE TRAINING AVAILABLE.** *Courses begin this fall.*

### **Course I -**

- The supervisor's role in management
- Understanding & developing employees
- Discipline as training not punishment
- Employment law for supervisors
- Employee performance evaluations

### **Course II -**

- Leadership skills
- Employee involvement
- Motivating employees & ourselves
- Time management for supervisors
- Effective delegation
- Interviewing skills

### **Course III - January 4 & 5, 2011**

- Communications challenges in the workplace
- Feedback & active listening
- Basic training skills

### **Course III - Continued**

- Communicating between levels
- Conducting better meetings
- Giving clearer instructions
- The communication "grapevine"
- Counseling the problem employee

### **Course IV - January 25 & 26, 2011**

- Methods of group problem-solving
- Decision-making skills
- Developing an action plan

### **Course V - February 23 & 24, 2011**

- Diversity in the workplace
- Handling conflict
- Effective presentation skills
- Stress management for supervisors
- Goal-setting: How to do it!



For more information call 814-833-3200 or 800-815-2660 or [www.manp.org](http://www.manp.org)

## COMMUNITY PROGRAMS

### UNIVERSITY OF PITTSBURGH AT BRADFORD

**"Little One" Holiday Fun** - Spend some creative time with your little one this holiday season. Join us for a craft day for children between the ages of 3 to 7. We will be making a Christmas photo ornament. Bring a photo (approximately 2 1/2 inches in size) to complete the ornament. Your child will also leave with instruction in how to create a Christmas star for your table. One adult must accompany every child. Class size is limited - Register early! At the CEC, Saturday, December 4 from 10:00 am to Noon. Cost: \$7.00 per child (maximum of 24 students)

**Spring Craft Class** - Join us for a spring craft day at the CEC in St. Marys! Come and enjoy the fun as we make a creative craft to decorate your home. Whether a wreath or a broom, your instructor will walk you through the project. This class is for beginners - so come and join the fun! Saturday, March 19 from 10:00 am to 1:00 pm. \$25.00 per participant (minimum of 4 students)

Contact Gerry Vogt at the St. Marys Office at 834-9329 or e-mail: [vogt@pitt.edu](mailto:vogt@pitt.edu)



### THE ELK COUNTY DRUG AND ALCOHOL CONSORTIUM REALITY TOUR

The Reality Tour© is an innovative drug prevention & awareness program that takes you into the life of a teen on heroin. The experience is appropriate for ages 10 and up when accompanied by a parent. The dramatic portrayal of a teen on heroin from arrest and imprisonment to overdose and death is what too many families have experienced in real life.

For further details about this tour go to [www.candleinc.org](http://www.candleinc.org). Registration forms can be obtained on the website: [www.elkcountydac.org](http://www.elkcountydac.org). All tours are held at the Courthouse Annex building in Ridgway.

Contact Cindy Cortinovis at [elkcountydac@hotmail.com](mailto:elkcountydac@hotmail.com) or 814-834-1432 or Val Weis at 781-3694

## PENN STATE EXTENSION EDUCATION PROGRAMS

### PENN STATE COOPERATIVE EXTENSION

Classes will be at the Community Education Council unless otherwise specified

**MoneyTalk for Women** - Women face unique financial risks. This hands-on, fun workshop provides you the tools to access your current financial situation and develop debt reduction, savings, investments, retirement and estate planning strategies. At the CEC on Wednesdays, April 13 - May 11 from 6:30 to 9:30 pm. Cost: \$50.00 includes materials & workbook.

**Digging Out of Debt** - Learn over 20 different ways to get a grip on your finances and develop a plan to help reduce your debt and increase your savings. At the CEC on Monday April 18, from 6:00 to 9:00 pm Cost: \$15.00.

**Pennsylvania: Your Money Matters** - Financially stable households use credit wisely, take measures to protect their financial identity, keep records of financial accounts & other important papers, save regularly, & monitor spending. Learn financial lessons to establish or refine current money practices to meet everyday needs and to build wealth. At the CEC Tuesdays May 17 - June 7 from 6:00 to 9:00 pm Cost: \$40.00.

**VITA - Volunteer Income Tax Assistance Training** - Free Workshop! Would you like to help others in our community by assisting them with preparing and e-filing their federal and state income tax returns? Classroom trainings to learn tax law and preparation software will be held on: Thursdays, December 2, 9, and 16 from 9:00 am to 4:00 pm at the Elk County Extension Office. Courthouse Basement Ridgway or Saturdays, January 8, 18 and 22 from 9:00 am to 4:00 pm at the Emporium CareerLink. The course may also be accessed online at [www.irs.gov](http://www.irs.gov) and search for "link and learn". Volunteers who take and pass the basic, intermediate and advanced modules will then be certified to assist others. Learn more about VITA or register to attend the classroom workshop - contact Elk Extension Office at 814-776-5331.

Free federal and state income tax preparation assistance for families earning \$49,000.00 or less. Trained and certified IRS Volunteer can assist with preparation and e-filing of federal and state income tax returns. Appointments can be scheduled beginning January 10 and will be accepted between February 1 and April 9.

Registration fees must be received at least one week in advance of the first class. Make checks payable: PSCE County Program Funds and mailed to: Elk County Cooperative Extension, Courthouse Basement, 240 Main St., Ridgway, PA 15853. Questions call 814-776-5331 or email: [elkext@psu.edu](mailto:elkext@psu.edu).

Penn State is committed to affirmative action, equal opportunity and the diversity of its workforce.

**Penn State - St. Marys 834-3593**

**Pitt - St. Marys 834-9329**

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## ADULT LEADERSHIP PROGRAMS

### Leadership Elk County (LEC)

*"The Community Leaders of Today Preparing the Community Leaders of Tomorrow"*

LEC began its fourth year in September 2010. With 21 participants enrolled in the 10 month program. LEC was developed when a need for leaders was identified as a major concern for our rural communities; the lack of leadership in rural areas hampers the future growth of these communities. Community awareness is key to the development of a well rounded leader. The Community Education Council of Elk and Cameron Counties, the Ridgway-Elk County Chamber of Commerce, Main Street Program and the St. Marys Area Chamber of Commerce have partnered to present the 10 month, adult leadership program Leadership Elk County (LEC).

The monthly hands-on sessions will provide participants with an insight into many aspects of life in Elk County. Sessions will cover state government, local government, Elk County history, communications skills, health and human services, arts and education, economic development, personal development, technology, tourism, the environment and a class group project. In partnership with Penn State DuBois, CEU's and Act 48 credits will be awarded to interested participants.

An advisory committee of over thirty people works on planning and presenting each monthly program and was developed with the assistance of a grant from the Stackpole Hall Foundation. The registration forms may be obtained from the Community Education Council, Ridgway/Elk County Chamber of Commerce, Main Street Programs and St. Marys Area Chamber of Commerce.

The 2010-2011 participants are: Mary Ellen Alaskey, Northwest Savings Bank; Frank Beimel III, Precision Compacted Components; Tom Buck, North Central PA Regional Planning & Development Commission; Patricia Cotter, St. Marys Catholic Elementary School; Lee Cunningham, C/G Electrodes LLC; Amy Goode, Ridgway Area High School; Kim Kerchinski, St. Marys Catholic Church; Karen Leithner, Community Nurses Inc.; Sam MacDonald, Elk Regional Health Center; David Marconi, St. Marys Police Department; Shelly Meier, Dickinson Mental Health Center; Tia Meredith, St. Marys Catholic School System; LeAnn Meyer, Northern Tier Community Action Corporation; Mickey Pistner, GKN; Brenda Porter, Community Nurses Inc.; Lianne Schneider, Dickinson Mental Health Center; Jackie Scott, Community Links Inc., Community/Behavioral Health; Amy Shields, St. Marys Lumber Company (Division of Bingaman & Son Lumber); Pam Streich, North Central PA Regional Planning & Development Commission; Kenny Vogt, St. Marys Area School District; Leah Whiteman, Elk County Real Estate.



*For more information about the LEC program and future LEC classes, contact the CEC at 814-781-3437*

## YOUTH LEADERSHIP PROGRAMS

### Leaders in Training (LIT I)

LIT I took a new direction for the beginning of its eighth year. This year's program will begin in September and will be completed by the middle of January 2011. LIT I is designed for 8th grade students from the local middle schools and is sponsored by the Community Education Council. LIT I will enhance the participants leadership skills with hands-on-activities. A variety of activities for this 5 month program covers activities such as team building, communication skills, financial awareness, diversity, government awareness, diversity and community service projects.

Registrations for the ninth LIT I class will be conducted at the beginning of school in August 2011, with a deadline to register by September 9, 2011.



### Leaders in Training (LIT II)

LIT II is designed for eleventh and twelfth grade students from the local high schools. This program starts at the beginning of each school year and concludes by December. LIT II includes team building activities, job shadowing experiences and a public speaking component. The public speaking component is lead by the Toastmasters Organization. Upon completion of this program the students have a clearer view of what type of jobs they may or may not be interested in and will have developed the skills necessary to speak in public with confidence.

The registration for the 10th LIT II class 2011-2012 school year will be held during the first two weeks of school in the fall, with a deadline to apply date of September 9, 2011

*For further information about LIT I or LIT II contact the CEC at 781-3437*

**CEC 781-3437**

**www.ed-council.org**



## ED2GO ONLINE COURSES



### Ed2 Go ~ Online Courses



*More than 250 Online Courses*

Instructor-facilitated online courses are informative, fun, convenient, and highly interactive. The instructors are famous for their ability to create warm supportive communities of learners. All courses run for six weeks (with a ten day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion area, supplementary links, and more. You can complete any course entirely from your home or office. Anytime, of the day or night. Computer access is also available through the CEC.

New course sessions begin each month. Please visit our Online Instruction Center at [www.ed2go.com/cecec](http://www.ed2go.com/cecec) to see exact start dates for the courses that interest you.

- How to get started:
1. Visit our Online Instruction Center at [www.ed2go.com/cecec](http://www.ed2go.com/cecec)
  2. Click the course link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the classroom.
  3. When your course starts, return to our Online Instructor Center and click the Classroom Link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Requirements: all courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla, Firefox Web Browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information at [www.ed2go.com/cecec](http://www.ed2go.com/cecec) or call the CEC 814-781-3437 or 877-672-3667.

## BASIC EDUCATION AND GED PREPARATION

### FAMILY LITERACY PROGRAM

- Obtain your GED
- Share new and fun activities with children
- Build stronger ties with your child's school
- Improve your job skills
- help with homework
- Exchange parenting skills

Contact Nancy in St. Marys 814-834-2857, ext. 215 and in Emporium at 814-486-3889, ext. 14

## INDIVIDUALIZED SOFTWARE

**Princeton Review (ECOS)** - An Internet based program designed to help you identify and achieve your personal career and education goals. Call for an appointment at 781-3437.

- Find careers that match your skills and interests (FREE)
- Research colleges and majors (FREE)
- Learn about financial aid and scholarships (FREE)
- Prepare for SAT and ACT testing (\$5.00)

**PLATO** - Internet-based training customized to suit individual educational needs. The PLATO Learning System provides interactive, individualized instruction and has been developed to serve a wide range of students. You can review one subject or we can develop a customized curriculum to meet your personal educational needs.

- Subject areas include:
- Basic Skills
  - GED Preparation
  - High School Curriculum Review
  - Work Skills/Employability Skills
  - Business Writing/Communication Skills
  - Life Skills/Parenting Skills
  - Praxis Practice Test and Review

PLATO provides flexibility in scheduling, because the courses are customized for you, you are the class. You decide when the class will meet and how long the class sessions will be. PLATO courseware will be available to you at a cost of \$25.00 per month.

**Video-Conferencing** - Video-Conferencing is a two-way link of audio and video between two or more sites through the internet. It allows users on each end to hear and see each other in real time. Video-Conferencing is used daily by business people, sales professionals, and academics to meet "face-to-face" with a client, customer or student. Instead of flying to your next meeting - consider using video-conferencing systems. One of two ITV systems are available to businesses from Elk and Cameron Counties for a nominal fee.

**Proctoring Exams** - The Community Education Council proctors exams for Placement Tests, External Studies and current credit courses. Arrangements must be made in advance with the staff.

*For further information regarding individualized software contact the CEC at 781-3437.*

**Penn State - St. Marys 834-3593**

**Pitt - St. Marys 834-9329**

## FINANCIAL ASSISTANCE

### ADDITIONAL SCHOLARSHIP OPPORTUNITIES

The Community Education Council of Elk and Cameron Counties (CEC) has been offering an Investor's Scholarship for approximately 12 years and to date over \$33,000 has been awarded. If you will be taking a program through the CEC, contact the staff to see if you may be eligible for assistance. All financial aid is based on need.

For more information contact the CEC at 814-781-3437

### SCHOLARSHIP FUND

The Community Education Council of Elk and Cameron Counties is a participant with the Elk County Community Foundation. The council began this fund realizing that a major deterrent for adult students returning to college is not having the financial resources to do so. The CEC wants to be of assistance to those students. As the Scholarship Fund grows it will be able to provide scholarships for the citizens of Elk and Cameron Counties attending classes at the CEC.

For more information about supporting this fund, contact the Elk County Community Foundation at 834-2125

### BENDIGO STATE PARK AS A CLASSROOM 2011

The Community Education Council has received a grant from Stackpole Hall Foundation to facilitate the use of "Bendigo State Park as a classroom" by local schools and community organizations. The park provides environmental education programming coordinated by their Environmental Education Specialists.

If your group or organization is interested in a day of environmental fun at Bendigo State Parks contact the Community Education Council at 814-781-3437.

## LIBRARY INFORMATION

**Cameron County Public Library**- Computers are available  
27 West 4th Street, Emporium, PA 15834, 814-486-8011; [www.emporiumlibrary.org](http://www.emporiumlibrary.org)  
Hours: Monday, Tuesday, Thursday and Friday; 11:00 am to 7:00 pm;  
Wednesday and Saturday; 9:00 am to 1:00 pm

**Johnsonburg Public Library**- Computers are available  
520 Market St., Johnsonburg, PA 15845, 814-965-4110; [www.johnsonburglibrary.ncentral.com](http://www.johnsonburglibrary.ncentral.com)  
Monday and Friday; 10:00 am to 5:00 pm  
Tuesday, Wednesday and Thursday; 10:00 am to 8:00 pm  
Saturday; 9:00 am to 1:00 pm

**Ridgway Public Library**- Computers are available  
329 Center St., Ridgway, PA 15853, 814-773-7573; [www.ridgwaylibrary.ncentral.com](http://www.ridgwaylibrary.ncentral.com)  
Monday and Friday; 11:00 am to 5:00 pm  
Tuesday, Wednesday and Thursday; 11:00 am to 8:00 pm  
Saturday; 9:00 am to 2:00 pm

**St. Marys Public Library**- Computers are available  
127 Center St., St. Marys, PA 15857 814-834-6141; [www.stmaryslibrary.org](http://www.stmaryslibrary.org)  
Monday and Wednesday; 10:00 am to 8:00 pm  
Tuesday and Thursday; 12:00 pm to 8:00 pm  
Friday; 10:00 am to 12:00 pm  
Saturday; 10:00 am to 2:00 pm

## GRADUATION INFORMATION

**Penn State University** Students who plan to graduate at the end of the semester must use eLion to indicate their intent to graduate. Between January 2 thru 25, go on-line to eLion, choose "Graduation this Semester" and follow the instructions given.

**University of Pittsburgh** November 29, 2010 is the last day to turn in applications for graduation for April, June and August 2011 graduation. A \$15.00 fee is charged for late application.



## FACILITIES AT THE COMMUNITY EDUCATION COUNCIL

- 5 ~ Classrooms
- Executive Conference Room ~ Wireless access
- 2 ~ Computer Labs
- 1 ~ AutoCAD Lab (9 networked computers)
- 2 ~ ITV Systems
- Student Study Lounge



### TWO COMPUTER LABS



- 19 networked workstations
- 15 networked workstations
- Window 7 and Microsoft Vista
- Microsoft Office 2007
- Internet access at each workstation
- LCD projectors
- 2 Interactive Smartboards
- Networked laser printers

### VIDEO-CONFERENCING SYSTEMS

Video- conferencing is a two way link of audio and video between two or more sites. It allows users on each end to hear, see and converse in real time.

Tanberg 880 unit  
Polycom 7000  
IP connection

The facilities at the CEC are open for use by, business and organizations for a nominal fee.

Contact the CEC for further information at 814-781-3437



### **PUBLIC SERVICES AT THE CEC**

#### **Basic Notary Services:**

- Administer oaths
- Certify copies
- Affirmation
- Affidavits and verifications

View catalog on the CEC website: [www.ed-council.org](http://www.ed-council.org)  
CEC 781-3437 [www.ed-council.org](http://www.ed-council.org)