SCEC Education Partners

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

SCEC
S C R I N G  2 0 1 0
ALL COURSES OFFERED AT:
1-7 W. CENTRE STREET, MAHANOY CITY, PA 17948
TEL: 570-773-1270 WWW.SCHUYLKILL.EDUCATION.ORG

+ Bloomsburg University
+ East Stroudsburg University
+ Lehigh Carbon Community College
+ Lifelong Learning Center
+ NEPA Alliance
+ Penn State University-Harrisburg/Schuylkill
+ SCEC Computer Courses
+ SCEC Online Courses
+ Temple University-Harrisburg
+ Miller Analogies Testing (MAT)
+ IETS Praxis I and II Testing

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

Schuylkill Community Education Council

Educating Schuylkill County Starts Here!
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Harcourt Assessment
Miller Analogies Test

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

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

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

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

Test Dates

MATs are Administered the 3rd Wednesday each month
AUGUST 19—SEPTEMBER 16—OCTOBER 21—NOVEMBER 18
DECEMBER 16—JANUARY 20—FEBRUARY 17—MARCH 17

Test Information

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

Test Registration

- Registration deadline is two weeks prior to the test date.
- Call the SCEC at 570-773-1270 to register.
Introduction to Voiceovers (09FS239C) Monday, November 30/7:00 PM-9:00 PM
Instructor: Voiceovers for All Cost: $65.00
Have you ever wanted to be the voice everyone hears on TV and radio commercials, or documentary or audiobook narrations? You too can become a Professional Voiceover Artist! This fun, informative, and empowering class will teach you the basics of the voice over industry to help you decide if it is something you’d like to pursue. We will discuss the many different types of voiceovers and what it takes to get started as a voice actor. Your voice will be recorded as you read from real scripts so you can receive a professional voice evaluation later. Be warned, many who have taken this class have gone on to become real, bona-fide, professional Voice Actors. Come ready to laugh, learn, and be inspired... This class is taught by a professional voice actor from the voice acting training company, Voices For All.

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

Becoming A Customer Service Star Tuesday, April 27/8:00 AM-5:00 PM
Instructor: Dr. Annette Cremo Cost: $99.00
Customer service and retention is an important step in any quality-minded organization and involves all employees from front line service operations to executives. Becoming a Customer Service Star has been proven effective with people at all levels because each person is able to identify his or her own service action plan. Becoming a Customer Service Star is designed to give individuals a profile of their customer service strengths and weaknesses. It can be used as an individual analysis, a measure for personal development, a picture for building a team or to identify service needs in policies or operating procedures. Participants will develop strategies to address the Five Points of Customer Service, the hallmarks of customer service and charting their future with customer service.
Spring 2010
Schuylkill Community Education Council
Mahanoy City

Planning for Change

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

Workshop Course-3 graduate credits

Theory and Practice of Schools Without Failure II

Educators will gain experience in conducting diagnostic class meetings and in providing the educational climate necessary for self-directed. Curriculum planning related to self-directed learning will be explored. Recent advancements in brain research, psychology, and learning theory will be presented. (Workshop Course-3 graduate credits)

TUITION & FEES

3 Credit Graduate Course

Off-Campus Courses (excluding Monroe County):

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<th>Course*</th>
<th>Instructor</th>
<th>Dates &amp; Times</th>
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<td>Y872 or Y942</td>
<td>ELED 585 or PSED 545</td>
<td>Joe Martin</td>
<td>Wednesday-Thursday, 5:00 – 10:00pm, February 3, 4; March 3, 4; April 14, 15, 25, 29</td>
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<tr>
<td>Y870 or Y940</td>
<td>ELED 584 or PSED 544</td>
<td>Joe Martin</td>
<td>Friday, 5:00 – 9:30pm, Saturday, 8:00am – 1:00pm, February 5, 6; March 5, 6; April 16, 17</td>
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*Courses are cross listed. Please select one section ELED=Elem Ed cr or PSED=Secondary Ed cr.

Tuition:

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

REGISTRATION INFORMATION

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

* Courses are 3 graduate credits. Although they can count in specified degree programs, if you are enrolled in a degree or formal certification program, you are urged to check with your advisor before registering to determine if the course or workshop will fit into one of the requirements in your specific program. If you are intending to enroll in a formal program, please request a Graduate Catalog so you are aware of the requirements at 570-422-3356.

Course offerings are subject to change. For more information and updates visit www.esu.edu/extendedlearning Need more information? Call the Office of Extended Learning at 570-422-2872 or email pierwickj@po-box.esu.edu

If you haven’t already registered…..there’s still time! Call us today for information—570-422-2872

SCC-Online Courses

SCEC

Online Learning

All instructor-facilitated online courses run for six weeks (plus a 1-hour grace period at the end). Courses are purpose-oriented and include lectures, quizzes, homework, class meetings, discussion forums, supplementary files, and more. You can complete your coursework entirely from your home office and at any time of the day or night. Once courses begin monthly. Please visit our Online Instructional Center to see exact start dates for all courses that interest you.

Courses Start As Low As: $89

Enroll Now!

Click the EasyLink, choose the department and course title you are interested in and select the Enroll button. Follow the instructions to enroll and pay for your course. Have you created a username and password that will allow you access to the Classroom?

3 Credit Graduate Course

www.ed2go.com/scec

Introduction to SCCEC

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

SCCEC

Certification

Learn the basics of HTML for creating dynamic and well-designed pages.

Intermediate Microsoft Word

Learn Word’s powerful tools.

Word for Windows Part I (Powerful tools and technologies for success in the workplace and on the web).

Project Management Fundamentals

Learn the basics of Project Management.

Certification

Learn the basics of HTML for creating dynamic and well-designed pages.

Microsoft Word

Learn the basics of HTML for creating dynamic and well-designed pages.

Professional Toolset for the Windows

Learn to use the tools to create professional looking websites.

Introduction to Microsoft Access

Learn to create and modify documents with the world’s most popular word processor.

Instructor-Facilitated Online Learning

More courses available at our ONLINE INSTRUCTIONAL CENTER. Call 1-877-773-1270 or email jserowick@po-box.esu.edu

> Instructor-Facilitated Online Learning

www.ed2go.com/scec
SCEC-Computer Courses

Computer Basics
March 22, 2010
Instructor: Dr. Evelyn Wassel
Cost: $20.00
This course is directed to individuals who have little knowledge or practice in the use of computers. The major emphasis of this course is to enable individuals to develop a basic awareness of the use of computers and how to operate and interact with computers. Participants will work within a windows environment: orientation to the keyboard and mouse, managing computer files, running programs, etc.

Microsoft Word-Basic
March 29, 2010
Instructor: Dr. Evelyn Wassel
Cost: $20.00
The basic skills of creating, editing, formatting, and saving documents using Microsoft Word will be covered. Other topics include: moving and navigating within a document; selecting, moving, and copying text; character and paragraph formatting; introduction to tables and tables, headers, footers, margin, and page breaks and printing documents.

Internet Basics
March 24, 2010
Instructor: Dr. Evelyn Wassel
Cost: $20.00
This course will allow individuals to better understand the internet, as well as learn how to use a search engine and communicate online using email. After completing this course, individuals should feel comfortable using the internet and have attained a basic understanding of how to search and communicate online.

Microsoft Word-Intermediate
April 12, 2010
Instructor: Dr. Evelyn Wassel
Cost: $20.00
This course will allow participants to explore more Microsoft Word features than the basic course. A basic understanding of MS Word features is required. Topics covered will include: changing default settings, manipulating the Quick Access Toolbar, using keyboard shortcuts, changing headers/footers, altering print options and many other tools to make Word more manageable.

Intermediate Internet
April 20, 2010
Instructor: Dr. Evelyn Wassel
Cost: $20.00
This course will allow individuals to better understand various search engines and different forms of social networking including Twitter, Skype and Facebook. Media sharing sites (e.g. shutterfly) will also be introduced.

Registration Form

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

Name______________________________
Address______________________________
Home Phone (________)                 Total Enclosed:________

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

East Stroudsburg University Registration

Please check this box if you would like to update our records with the address and phone number below. If you have changed your name or lost your USG, please visit Enrollment Services at www.esu.edu to download a name change form.

Student Information

- General
- Visiting
- EA
- PA
- Other

Mail registration form and check made payable to:
SCEC
1-7 West Centre Street, P.O. Box 255
Mahanoy City, PA 17948

For more information call 570-773-1270

Payment Information

- Debit/Credit
- Check
- Money Order

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

This course is designed to train operators in the practical aspects of operating and maintaining water treatment plants, emphasizing safe practices and procedures. Information is presented on the importance and responsibilities of a water treatment plant operator, sources of water, reservoir management, and intake structures. Operators will learn how to safely operate and maintain coagulation, flocculation, sedimentation, filtration, and disinfection processes. They will also learn to control tastes and odors in drinking water, control corrosion to meet the requirements of the Lead and Copper Rule, perform basic water laboratory procedures, and solve arithmetic problems commonly associated with water treatment plant operators. An important segment of the course provides operators information on overall plant operation and covers topics such as daily operating procedures, regulations of flows, chemical use and handling, records and reports, plant maintenance, handling and disposal of process wastes, maintenance, instrumentation, and advanced laboratory procedures. Administrative procedures for dealing with budgeting, setting rates, recordkeeping, personnel administration, public relations, and emergency planning are also covered in this course. PA Department of Environmental Resources continuing education class for Water/Wastewater operators, 36 Professional Education Units through PA Department of Environmental Protection. Text is included and will be available on first day of class.

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

This course is designed to train operators in the practical aspects of operating and maintaining water treatment plants, emphasizing safe practices and procedures. Information is presented on drinking water regulations (including the Safe Drinking Water Act), iron and manganese control, fluoridation, softening, trihalomethanes, demineralization, handling and disposal of process wastes, maintenance, instrumentation, and advanced laboratory procedures. Administrative procedures for dealing with budgeting, setting rates, recordkeeping, personnel administration, public relations, and emergency planning are also covered in this course. PA Department of Environmental Resources continuing education class for Water/Wastewater operators, 36 Professional Education Units through PA Department of Environmental Protection. Text is included and will be available on first day of class.

Please Note: All classes require minimum enrollment numbers to run and this will be determined within one week of scheduled class start. If class is cancelled, students are issued a full refund.
Developed by Penn State at the request of the Pennsylvania Department of Public Welfare (DPW), this program is designed for individuals who are preparing to become personal care home administrators and to help health care professionals meet their continuing education requirements.

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

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

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

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

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

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

**Hazleton Campus**
Hazleton, PA
Attention: Lisa Wargula
(570) 450-3576
LMW24@psu.edu

**Schuylkill Campus**
Schuylkill Haven, PA
Attention: Jodi Staller
(570) 385-6221
Z.IS7@psu.edu

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

6 WAYS TO REGISTER
1. MAIL: Send completed registration form with credit card information, check, or money order to Enrollment Services/Noncredit Registration, Lehigh Carbon Community College, 4525 Education Park Drive, Schnecksville, PA 18078-2598.
3. FAX: You can fax your registration at any time; our fax machine is on 24 hours a day. Fax your completed registration form with your credit card number, expiration date, and your signature.
4. IN PERSON: Register in person in Enrollment Services in the Administration Building on LCCC’s main campus or at Donley, Carbon, or Morgan centers. Please bring your Social Security number or date of birth, course selections, and payment or charge card. Please use only check or charge at off-campus sites.
5. PURCHASE ORDER: Organizations enrolling staff for training and development purposes will be invoiced if a purchase order number is provided.
6. ONLINE: Visit www.lccc.edu. Choose “Noncredit Courses.” Search courses by location, subject, or keyword. Click on the title of the course for which you wish to register and follow the online instructions to continue.

Check the box if you wish to register for multiple classes.

For timely registration, please be certain all information is complete.

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For use only if you are an employee of an organization.

Please submit check at time of registration. If paying with credit card, the Business Office of LCCC will contact you for credit card information upon receipt of this form.
Master's of Social Work-Graduate Courses

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

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

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

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

*ONLINE REGISTRATION FOR GRADUATE STUDENTS IS MANDATORY*
IF YOU ARE ELIGIBLE, MAINTAINING A GPA OF AT LEAST A 2.5, REGISTER THROUGH GED Preparation Program

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

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

Lifelong Learning Center
Adult Basic Education Program

NEPA Local Technical Assistance Program (LTAP) & PennDOT

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

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

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

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