



SPRING 2012 OUTREACH & CONTINUING EDUCATION CREDIT & NON-CREDIT SCHEDULE

724-430-4211 toll-free: 1-877-568-4130 www.fayette.psu.edu

PENNSTATE



Fayette The Eberly
Campus

Outreach & Continuing Education
P.O. Box 519, Uniontown, PA 15401

The Eberly
Campus
Fayette



PENNSTATE

Non-Profit Org.
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Uniontown, PA 15401
Permit No. 78

NON-CREDIT COURSES

Information Technology MS Office Programs

Basic Typing & Mouse Essentials	\$65.00
Mondays 1/30 to 2/13	6:00-8:00 p.m.
Introduction to Computers	\$85.00
Mondays 2/20 to 3/12	6:00-8:00 p.m.
Word Level I	\$125.00
Tuesdays 1/31 to 2/21	6:00-9:00 p.m.
Word Level II	\$125.00
Tuesdays 2/28 to 3/20	6:00-9:00 p.m.
Excel Level I	\$125.00
Wednesdays 2/1 to 2/22	6:00-9:00 p.m.
Excel Level II	\$125.00
Wednesdays 2/29 to 3/21	6:00-9:00 p.m.
QuickBooks	\$125.00
Thursdays 2/2 to 2/23	6:00-9:00 p.m.
QuickBooks Advanced	\$125.00
Thursdays 3/1 to 3/22	6:00-9:00 p.m.
PowerPoint	\$95.00
Mondays 3/19 to 4/2	6:00-9:00 p.m.
MS Publisher Level I	\$95.00
Wednesdays 3/28 to 4/11	6:00-8:00 p.m.
Introduction to Facebook & Twitter	\$45.00
Mondays 4/9 to 4/16	6:00-8:00 p.m.
Internet Safety for Your Family	\$35.00
Thursday 4/12	6:00-9:00 p.m.
Business Blogging	\$45.00
Mondays 2/20 to 2/27	6:00-8:00 p.m.
Business Facebook and Twitter	\$45.00
Thursdays 2/23 to 3/1	6:00-8:00 p.m.
Coordinating Online & Offline Marketing	\$35.00
Thursday 3/15	6:00-9:00 p.m.
Microsoft Word Flyers & Brochures Design	\$35.00
Monday 3/12	6:00-9:00 p.m.
Making Your Website Work Better	\$65.00
Wednesdays 5/9 to 5/16	6:00-9:00 p.m.
Introduction to Windows 7	\$125.00
Mondays 3/12 to 4/2	6:00-9:00 p.m.

Professional Development

One-Day Certified Public Accounting Seminar
Tax, Accounting, Auditing, and Professional Development
Saturday 3/3 or 4/28 8:00 a.m.-4:00 p.m.

Nursing Home Administrator Training (120-Hour)

Assisted Living Administrator Training (15-Hour)

Personal Care Home Administrator Training

For more information, program costs, and a complete course schedule, call 724-430-4211.

Company-Based Training

If your organization has a number of employees who could benefit from a training program, certificate or degree tailored to your specific needs, Penn State Fayette will develop the program on site or at a location of your choice.

Let us partner with you to move your organization forward.

Penn State Fayette, The Eberly Campus Continuing Education Department provides customized programs that will meet your organization's specific needs.

Penn State has the talent, resources and capabilities including assessments, training, credentialing that can be applied to build skills and enhance knowledge of employees.

Our faculty will collaborate with your company to make sure our programs fit your unique requirements. Our statewide Continuing Education network and faculty combine real world business experience with academic credentials. For your convenience, delivery times are flexible and most programs can be held on campus or at your company's site.

Training topics include:

- Team Building and Communications
- Project Management
- Supervision and Management Training
- HR and Employment Management
- Workplace Learning and Performance
- Engineering and Technology
- Supply Management and Process Improvement
- Sales and Marketing
- Non-Profit Outreach & Marketing
- New Business Marketing
- Marketing Using Social Media
- Blueprint Reading
- Evaluate Employee Performance

Real Estate Certificate

Real Estate Fundamentals (Required)	\$295.00
Tuesdays 3/6 to 5/8	6:00-9:00 p.m.
Real Estate Practice (Required)	\$295.00
Wednesdays 3/7 to 5/9	6:00-9:00 p.m.
Real Estate Market Value	\$99.00
Thursday 4/5	9:00 a.m.-4:30 p.m.
Real Estate Property Management	\$99.00
Friday 4/6	9:00 a.m.-4:30 p.m.

40-Hour Mining Training Certification

40-Hour Mining Training Certification **\$199.00**
Fridays 3/23, 3/30, 4/13, 4/20 8:00 a.m.-5:00 p.m.

SAT Preparation Courses

SAT Prep Course	\$99.00
Thursdays 2/2 to 3/1	6:00-9:00 p.m.
Thursdays 3/29 to 4/26	6:00-9:00 p.m.

Fee includes textbook. If you have *The Official SAT Study Guide: For the New SAT* textbook the course fee is reduced to \$79.

Marcellus Shale And Energy Courses

Marcellus Shale Land Use Practices In Pennsylvania Certificate—*This program consists of multiple courses to provide a broad introduction to the Marcellus Shale industry in Pennsylvania, including legal, environmental, and geological perspectives. You can register for any course or for the entire certificate.*

These courses include:

- Introduction to Marcellus Shale in PA
- Geological Fundamentals of Natural Gas
- Fundamentals of Hydrology/Environmental Concerns
- Introduction to the Land Professional in PA
- Introduction to Legal Research, Title Abstracting, Use of Records & Legal Documents
- Introduction to Basic Legal Principles & Ethical Responsibilities
- Pennsylvania Oil & Gas Law
- Introduction to Real Estate Law
- Introduction to Geothermal Energy
- SafeLand USA Orientation
- Green Building Education Design & Construction Training Workshops

For more information, please call 724-430-4211.

Personal Enrichment Courses

Introduction to Grant Writing	Tuesdays	3/6 to 3/20	6:00-9:00 p.m.	\$95.00
Grant Development and Marketing	Tuesdays	3/27 to 4/10	6:00-9:00 p.m.	\$95.00
Understanding Point and Shoot Digital Cameras	Wednesday	2/22	6:00-8:00 p.m.	\$35.00
Digital Photography, You & Your Camera	Wednesdays	2/29 to 3/21	6:00-8:00 p.m.	\$105.00
Digital Photography II	Wednesdays	3/28 to 4/18	6:00-8:00 p.m.	\$105.00
Basic Drawing for Beginners	Mondays	3/12 to 3/26	6:00-9:00 p.m.	\$65.00
Intermediate Drawing	Mondays	4/2 to 4/16	6:00-9:00 p.m.	\$65.00
Basic Sign Language	Thursdays	5/3 to 5/24	6:00-9:00 p.m.	\$125.00
Intermediate Sign Language	Thursdays	5/31 to 6/21	6:00-9:00 p.m.	\$125.00
Italian for Beginners	Thursdays	3/1 to 3/29	6:00-8:00 p.m.	\$105.00
Intermediate Italian	Thursdays	4/5 to 5/3	6:00-8:00 p.m.	\$105.00
Investing Basics	Thursdays	3/22 to 3/29	6:00-9:00 p.m.	\$79.00

Small Business Development Center (SBDC)

Penn State Fayette in cooperation with The Small Business Development Center at Saint Vincent College will be offering classes for individuals planning to start or improve their small business. For a schedule of classes please call 724-430-4211.

Pittsburgh Ballet

Mark your calendars! The Pittsburgh Ballet is coming to Penn State, Fayette on Saturday, April 28, 2012.

For more information call 724-430-4211.

Summer Camps for Children

Penn State, Fayette will be offering a variety of camps for elementary and secondary school students.

For more information call 724-430-4211.

CREDIT COURSES FOR ADULT LEARNERS

Nursing Classes

RN to BS in Nursing

Dying and Death	NURS 464	Tuesdays	3/13 to 5/1	5:05-9:45 p.m.
Data Management for Nurse Manager	NURS 431	Thursdays	3/15 to 5/3	5:05-9:45 p.m.

Being offered at Westmoreland County Community College in Youngwood, Pa.

School Nurse Professional Development

Psychotropic Drugs (1 credit)	NURS 462	Wed. & Thurs.	6/27 & 6/28	8:00 a.m.-5:00 p.m.
Drugs of Abuse and Mental Health Issues (3 credits)	<i>Date and Time to be determined.</i>			

Sustainable Landscape Technology Certificate

The program is designed for the beginning landscaper and as a refresher course for the established landscape contractor. The sustainable landscape technology certificate is a 17-credit, six-course program. The schedule includes evening classes with field trips.

Computer Applications for Landscape Contracting (2 Credits)	HORT 120	Tuesdays	2/21 to 4/17	6:00-9:30 p.m.
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Emphasis is placed on the use of commercial software used for landscape planning and estimating.

CENTER FOR COMMUNITY AND PUBLIC SAFETY

Course/Location	Day/s	Date/s	Time	Fees
EMT @ Smock V.F.D.	Saturdays	1/7 to 4/21	8:00 a.m.-4:00 p.m.	\$375
EMT @ American EMS	Mondays & Thursdays	1/9 to 4/26	6:00 p.m.-10:00 p.m.	\$175
PALS Provider @ Somerset Hosp.	Saturday & Sunday	1/14 to 1/15	8:00 a.m.-4:00 p.m.	\$135
BLS @ PSU	Saturdays	1/21, 2/18, 3/10, 4/28, 5/19	9:00 a.m.-3:00 p.m.	\$50**
EMT Instructor @ Rostraver EMS	Mondays & Thursdays	1/23 to 2/23	6:00 p.m.-10:00 p.m.	\$195
CPR Instructor @ PSU	Saturday	2/11	9:00 a.m.-5:00 p.m.	\$95
PALS Recert. @ Somerset Hospital	Saturday	3/17	8:00 a.m.-4:00 p.m.	\$100
ACLS Recert. @ Somerset Hospital	Saturday	4/14	8:00 a.m.-4:00 p.m.	\$100

For Course information and costs, please call 724-430-4217 or email amm490@psu.edu.

**Price includes AHA Student Manual.

Cancellation and Refund Policy:

Students who do not cancel in writing, at least two business days prior to the first class session, will be responsible for the complete fee. Some courses may have additional books and material fees.

This publication is available in alternative media on request.

Penn State encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact us at 724-430-4211 in advance of your participation or visit.

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce. U.Ed. FEO 12-064

REGISTRATION FORM

Name: _____ Date of Birth: _____

Address: _____
City State Zip Code

Work Phone: _____ Home Phone: _____

E-mail: _____

By checking this box I agree to allow Penn State to use this e-mail to communicate with me about this program.

Course	Dates	Time	Tuition

Federal law requires that institutions of higher education gather the following information regarding the ethnicity and race of its students and employees. Your individual information will be kept strictly confidential. The law only requires institutions to report aggregate totals for each category. Select the appropriate responses regarding your ethnicity and your race:

- Is your ethnicity Hispanic/Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin)?
 Yes, Hispanic/Latino No, not Hispanic/Latino
- What is your race? (Select one or more)
 White Black or African American Asian American Indian or Alaska Native Native Hawaiian or Other Pacific Islander

Enclosed is my check for \$ _____ made payable to: Penn State University

Charge my: VISA MasterCard Card #: _____ Expiration Date: _____

Mail to: Penn State Fayette, The Eberly Campus, Continuing Education, P.O. Box 519, Uniontown, PA 15401
 Call: 724-430-4211 or Fax: 724-430-4208