

Winter/Spring 2012 Adult Programs

Somerset County Technology Center

Somerset County's Leading Center for
Career and Technical Education



Financial Aid available on some programs.

Furniture Refinish and Repair

Applications in furniture refinishing and repair. Students are encouraged to bring a small item to work on.

Day: Monday, Jan. 16

Time: 6—9 p.m.

Length: 5 sessions

Tuition: \$80 + supplies

Basic Carpentry and Household Repair

Applications in drywall finishing, texturing and repair will start the class off.

Students will help customize the next 4 classes based on their wants/needs. This class is interactive and hands-on.



Day: Tues. Jan. 17

Time: 6—9 p.m.

Length: 5 sessions

Cost: \$100

CNC Router Operation

Application in Corel draw, tool path and CNC operation. Start with the computer and end with a project.

Day: Thursday, Jan 19

Time: 6—9 p.m.

Length: 5 sessions, 15 hrs.

Cost: \$100

Electric/Gas Metal Arc Welding



Learn arc welding methods to strike an arc, run a weld bead, and perform surface and fillet welds at various positions. Gas welding will include techniques in MIG and

TIG welding. Course will cover theory of welding technology, blueprint reading, as well as practical hands on application. Prepare for AWS vertical plate weld certification. Cost of certification test is \$50.

Day: Mon/Wed. Mar. 5

Time: 6—10 p.m.

Length: 12 weeks

Cost: \$650

Machine, Tool and Die Technology



This course will introduce the basics of the machining trades including operation and set up of lathes and boring machines. Safety, blueprint reading, precision measuring and

practical hands on applications will be presented.

Day: Tuesday & Thursdays beginning January 16

Cost: \$500

Time: 6—10 p.m.

Length: 12.5 weeks

Residential Electricity

This course will introduce students to residential wiring procedures and techniques and provides a basic understanding of the National Electric Code. Students will learn theory and have practical lab application.



Day: Mon. & Wed. Jan 16

Cost: \$400

Time: 6-9 p.m.

Length: 10 weeks

Safe and Practical Operation of Wood Working Equipment

Students will learn safe and practical application of wood working equipment including table saw, joiner, lathe, sander and many more. This class is designed to help students become their own home DIY contractor.

Day: Wed. Jan 18

Time: 6—9 p.m.

Length: 4 sessions

Cost: \$60

TIPS

Tips is designed for servers at restaurants, bars, hotels, or any establishment where alcohol is consumed on the premises. Employees learn strategies for serving alcohol responsibly while providing the best possible customer service.

Training provides participants the opportunity to practice for real life situations.

Call for more information.



OSHA training
available.
Call for details.

AUTO

PA State Auto Inspection Class



Upon successful completion of this class, you will take the PA Auto Inspection License Exam. The class consists of 10 hours of instruction and a one hour baseline examination. Tactile Category 1, 2, and 3 examinations will follow by individual appointment. Those who pass will receive their Auto Inspectors License for all categories taken and passed.

Dates: April 2 & 4, 5:00 to 9:00 p.m.

April 11, 5:00 to 8:00 p.m.

Cost: \$170 (includes textbook, baseline exam and ONE tactile test) The cost for each additional category is \$40, retests \$40.)

Auto Care Class for Parent/Child ages 12 to 15

Learn basic mechanical car care, change a tire, check your tire pressure, fluid levels, and more. (for grandparents/grandchild, mother or father/child, etc.)

Date: Thursday, April 19

Time: 6 - 9 p.m.

Length: 3 hours

Cost: \$20

Maximum students: 5

Basic Auto Body

This class is designed for the DIY person. Participants will gain valuable information including safety, basic rust repair, fiberglass repair, panel repair and replacement, panel prep, spraying primer, paint and clear coat. This class is a combination of classroom and hands-on learning—a great way to learn, save money, and keep your vehicle looking great.

Dates: Tuesdays, January 17, 2012

Cost: \$300

Length: 11 sessions

Time: 6 — 10 p. m.

Maximum students: 8

Saturday Certifications

are now available

Basic Metal Arc Welding

This class is designed for those who want the skill with limited time. Participants will learn how to run a bead, fillet weld, V groove, the 5 basic weld joints, 4 welding positions, and symbols related to the profession, will do some aluminum. This class will prepare students for the DWS 1-1 AWS certifications. \$50 exam fee required.

Dates: Saturdays, March 10—31

Cost: \$350

Time: 8 a.m.—4 p.m.

Length: 4 sessions

First Aid, CPR, AED Heartsaver

Adult* Pediatric* Infant*

This class gets you a two year certification

This course is designed for individuals desiring to be prepared for a first aid or cardiac emergency, whether it is because of job responsibilities, a regulatory requirement or for personal growth. This course includes basic first aid and skills testing for CPR/AED with an American Heart Association Instructor. Participants who complete the course will receive an AHA Heartsaver completion card.

On-site company training also available.

Date: Sat., March 24

Cost: \$70

Time: 8 a.m. to 4 p.m.

Length: 7.5 hours

For Saturday Computer classes see the “Computer Section”

Phlebotomy/EKG Lab Procedures



Students will learn procedures in drawing blood samples and use of equipment for blood analysis. In addition students will learn to operate and perform electrocardiograms. Safe medical operational procedures will be strictly enforced. Students will be required

to draw each others blood and will be required to purchase malpractice insurance (approx. \$35), TB test and Criminal background check will be required at students expense.

Day: Tues., March 13 **Time:** 6 to 9:30 p.m.
Tuition: \$500 (inc. textbook) **Length:** 12 sessions

Thinking of a career in healthcare?

Before investing a lot of money sign up for this four week class where you will be introduced to medical terminology, healthcare math, anatomy & Physiology, and pharmacology. Whether you aspire to be a practical nurse, dialysis technician, phlebotomist, certified nurse aide, or another career in the medical field, this class has been designed to help you better plan your career.

Dates: Wednesdays, April 4—25 **Time:** 6—8 p.m.
Cost: \$55 **Length:** 4 sessions

CPR, AED Heartsaver Adult* Pediatric* Infant*

This class gets you a two year certification

This course is designed for individuals desiring to be prepared for a cardiac emergency, whether it is because of job responsibilities, a regulatory requirement or for personal growth. This course includes skills testing for CPR/AED with an American Heart Association Instructor. Participants who complete the course will receive an AHA Heartsaver completion card. On-site company training also available.

Time: 6:00 p.m.—9:45 p.m.
Day: Thursday, April 12 **Cost:** \$35

Certified Nurse Aide Training

Enter a career and provide a vital role in a multi-disciplinarian health care team. Students will learn the skills necessary to work in a long-term care, acute care, or private duty setting. Students will be provided with classroom instruction as well as practical clinical training.



Requirements:

- ◆ Physical exam
- ◆ 2 step mantoux TB test
- ◆ PA Criminal Check (\$10)
- ◆ FBI Criminal Check (\$36) (if a non-resident or a resident for less than two years)

The costs for any necessary clearances, physical examinations, uniforms, or various TB tests or vaccinations along with the PA State Certification Examination costs are not included in class fee and are the responsibility of the student.

No one will be permitted into class until both steps of the TB test are done, documented and turned into the school office. Please allow three weeks to get this completed.

Successful completion of this course fulfills the PA training requirements, which allows participants to take the nurse aid certification examination.

Next class begins Feb. 20, 2011

Day: Classroom/Clinical, Mon.. Tues, Wed, & Thurs
Length: 6 weeks **Tuition:** \$650
Time: 4:30 to 9:30 p. m. 120 Class and Clinical hrs.
 Additional costs for a books and uniform.

CPR/AED for Healthcare Providers

April 17 from 6—9:30 p.m. Cost: \$40

**CHECK OUT
OUR WEBSITE:**

sctc.net

HEALTHCARE

School of Practical Nursing

A Practical Nurse (LPN) is an integral part of the health care team who works with physicians and registered nurses to provide skilled care and comfort to patients.



The Practical Nursing program at SCTC provides an opportunity for students to start their health care career by completing a 52-week program which includes classroom theory, lab procedures, and clinical experiences.

Tuition: \$15,000 which includes books and supplies

Beginning in January, 2012, we will be accepting applications for the Fall 2012 class.

Financial Aide available to those who qualify.

Please call 814-443-3651 ext. 6171.

Dialysis Technician

Dialysis Technicians work with people whose kidneys no longer work properly or at all. They operate machines that remove wastes, salts, and extra water from patients blood while keeping safe levels of certain chemicals. Program consists of theory, practice, and clinical experience.



The Dialysis Technicians profession is listed on the State's High Priority Occupations list. This program is approved for funding under the Workforce Investment Act.

Days: Monday through Thursday beginning Feb. 27

Time: 4:30 to 9:00 pm

Length: 33 weeks, 600 hrs.

Several Saturday sessions are scheduled from 7 a.m. to 3 p.m.

Tuition: \$4,000

Additional Expenses: Text books, PA background check, FBI background check, 2 step TB test, uniform, drug screen, physical, and entrance exam.

CULINARY

Cooking Series

You are invited for a hands-on cooking experience where you will acquire new culinary skills and enjoy your efforts. Come to one or all.

All class sizes are limited to 10.

Soups and Stews—Making delicious and hearty beef, chicken and veggie soups and stews will be the focus. Basic techniques and Chef's secrets will help you put the "WOW" in your dishes. Eating will be the highlight of every class.

Dates: Tues. Jan 17

Time: 5:30 –8 pm

Cost: \$30 includes a \$10 materials fee

Italian: Molto Bene! It doesn't matter if you're looking to get in touch with your Italian roots or, if you're like me, and simply love Italian food. Experience the joys of Italian cooking and give yourself the opportunity to share those joys around the table just like they do in the old country. You will be making Raviolo filled with eggplant & cheese in tomato sauce and Pasta and bean soup.

Dates: Tuesday, Jan. 24

Time: 5:30—8 p.m.

Cost: \$30 includes a \$10 materials fee

Comfort Food: Comfort food speaks to all of us because it does exactly what the name says. Indulge yourself with some of your old favorites and perhaps discover some new ones. Learn these straight forward dishes and share the comfort they give with family and friends. You will be making Breakfast Polenta and Macaroni and cheese with butter crumb topping.

Date: Tuesday, Jan. 31

Time: 5:30—8 p.m.

Cost: \$30 includes a \$10 materials fee

Mediterranean: The Mediterranean peoples have always known how to enjoy life, and enjoying the Mediterranean food is a very important aspect of the Mediterranean way of life. Using meat, seafood, vegetables and cheese, you will learn to create healthy and satisfying meals the whole family will enjoy. This evening's menu will surprise and delight you!

Date: Tuesday, Feb. 7

Time: 5:30—8 p.m.

Cost: \$30 includes a \$15 materials fee

ServSafe Classes Certification & Renewal



Training meets requirements of the 2009 US Model Food Code from the USDA and Department of Agriculture.

Certification: This course will entail training and preparation for exam given during the last class.

Length: 16 hours

Cost: \$175 includes textbook

Renewal: This course must be taken every five years. It will fulfill the renewal requirement with class and exam.

Length: 8 hours

Cost: \$125 includes textbook

Dates for both classes: April 16 & 17, 23 & 24, 2012

Time: 6—10 p.m.

On-site company training also available.

COMPUTER

Meet SCTC Adult Education Computer Instructor --- Mary Ann Foxwell

A graduate of Indiana University of Pennsylvania, Ms. Foxwell worked for many years at various software development companies throughout the Northern Virginia area as a technical writer, corporate trainer, and web developer. She brings her 20+ years of writing, design, and technology experience to her role of Adult Education instructor.

ALL COMPUTER CLASSES WILL BE TAUGHT BY MS. FOXWELL!

Basic Computer Skills – Part 1

Basic Computer 1 is for people with little or no computer experience. Learn basic computer terminology, how hardware and software work together, the basics of the Windows operating system, and how to navigate your desktop. This six-week course starts with very simple computer concepts:

- ◆ What is a mouse and how do I use it?
- ◆ Where is my cursor?
- ◆ What is the Windows Desktop?
- ◆ What do I do with this Taskbar thing?
- ◆ How do I create a document?
- ◆ I created a document---now where do I put it?
- ◆ I saved my document but now I can't find it...Help!
- ◆ How do I organize my files?

And many more basic topics!

Time: 6—8 p.m.

Cost: \$110

Begins: Monday, February 6

Length: 6 sessions

Basic Computer Skills – Part 2

Basic Computer 2 picks up where Part 1 ends. This six-week course builds on the concepts covered in Part 1 and explores the following topics:

- ◆ Accessing programs using the Start menu
- ◆ The Windows Control Panel
- ◆ Using the Microsoft Office suite
- ◆ Fundamentals of word processing
- ◆ File management
- ◆ File types
- ◆ Pictures and Movies
- ◆ Brief Discussion of email and web navigating
- ◆ Solving some common computer problems

Time: 6—8 p.m.

Cost: \$110

Begins: Monday, April 16

Length: 6 sessions

Intro to the Internet – Part 1

Intro to the Internet 1 is designed for people who want to learn the basics of the internet from the ground up. This class explores the following topics:

- ◆ Brief history of the Internet
- ◆ Using a Browser
- ◆ Navigating the Web
- ◆ Parts of a Website
- ◆ Types of Websites
- ◆ Using a Search Engine
- ◆ Using a Web-based Email Account
- ◆ Staying Safe on the Internet

Time: 6—8 p.m.

Cost: \$110

Begins: Wednesday, February 8

Length: 6 sessions

Intro to the Internet – Part 2

Intro to the Internet 2 continues the discussion of World Wide Web topics introduced in Part 1 and emphasizes Internet safety. This six-week course builds on the concepts covered in Part 1 and further explores the following topics:

- ◆ How to Avoid Internet Scams
- ◆ Identify Dangerous Email
- ◆ Phishing
- ◆ How to Protect Yourself Against Viruses
- ◆ Building a web page—A Look Behind the Scenes

Time: 6—8 p.m.

Cost: \$110

Begins: Wednesday, April 18

Length: 6 sessions

Working with Digital Pictures (Two 4-hour sessions)

This class covers the fundamentals of working with digital pictures using common Windows programs to edit, display and print your photos. The following topics will be covered:

- ◆ Getting pictures from your camera into your computer
- ◆ Windows Photo Gallery and the Pictures folder
- ◆ Viewing your pictures
- ◆ Organizing and finding your pictures
- ◆ Fixing pictures
- ◆ Sharing pictures
- ◆ Printing pictures
- ◆ Backing up your pictures
- ◆ Working with the Pictures folder

Time: 8 a.m. to noon

Cost: \$85

Begins: Saturday, March 24 & 31

Length: 2 sessions

Using Email (One 4-hour session/Saturday)

Learn the basics of using an email program to send and receive electronic messages. In this class, students will learn about the following:

- ◆ Types of email programs
- ◆ Webmail
- ◆ Creating an email account
- ◆ Parts of an email message
- ◆ How to create attachments
- ◆ Security issues and how to avoid being scammed

Time: 8 a.m. to noon

Cost: \$30

Begins: Saturday, February 25

Intermediate Excel Class

If you have taken basic Excel or are comfortable using the most common Excel functions, step up to the next level with Intermediate Excel. In this course you will learn to:

- Use conditional formatting
- Name cells and ranges
- Work with data across multiple worksheets
- Configure worksheets for printing
- Manage large worksheets
- Sort data
- Use Templates

And much more!

Time: 6-8 p.m.

Cost: \$75

Date: Thursday April 19 to May 10

Length: 4 sessions

Advanced Excel Class

If you have experience using Excel or you have already taken Basic & Intermediate Excel, explore even more sophisticated functions and calculations in our Advanced Excel class. In this course you will take an in-depth look at:

- Conditional Statements & Functions
- Nested Logic Statements
- Data Analysis
- Sorting/Filtering/Subtotaling
- Importing/Exporting/Sharing Data
- Pivot Tables
- Graphic Elements

And much more!

Time: 6-8 p.m.

Cost: \$75

Date: Thursday, June 7 to June 28

Length: 4 sessions

Basic Word

Introductory course in Microsoft's versatile word processor.

Participants will:

- ◆ Create documents
- ◆ Set margins & alignments
- ◆ Set tabs
- ◆ Insert page breaks
- ◆ Format text
- ◆ Create headers and footers

And much more!

Time: 6—8 p.m.

Cost: \$75

Date: Tuesdays, February 7

Length: 4 sessions

Basic Microsoft PowerPoint

Introduction to the most popular presentation software. This course will enable participants to:

- ◆ prepare new presentations
- ◆ modify existing presentation and graphics, tables and charts,
- ◆ format slides
- ◆ deliver a presentation.

And much more!

Time: 6-8 p.m.

Cost: \$75

Dates: Tuesdays, March 20—April 10

Length: 4 sessions

See our Computer Class Calendar on the next page for all our classes at a glance.

What our past students have said...

I just wanted to let you know I appreciate your patience with me. Also, your knowledge in Excel and computers is above and beyond! You are very good at what you do!
~ Rex

The welding teacher was very knowledgeable about the subject and over all a very nice guy. I would be interested in another longer welding course if I had the same instructor.
~Tom

Dialysis is the perfect combination of one on one patient care in a medical setting..
~ Dani

FEBRUARY 2012

MON	TUE	WED	THU	FRI	SAT
		1	2	3	4
6 Basic Computer 1	7 Basic Word	8 Intro to Internet 1	9	10	11
13 Basic Computer 1	14 Basic Word	15 Intro to Internet 1	16	17	18
20 Basic Computer 1	21 Basic Word	22 Intro to Internet 1	23	24	25 Using Email
27 Basic Computer 1	28 Basic Word	29 Intro to Internet 1			

Computer Class Calendar

MARCH

MON	TUE	WED	THU	FRI	SAT
			1	2	3
5 Basic Computer 1	6	7 Intro to Internet 1	8	9	10
12 Basic Computer 1	13	14 Intro to Internet 1	15	16	17
19	20 Basic Powerpoint	21	22	23	24 Digital Pictures
26	27 Basic Powerpoint	28	29	30	31 Digital Pictures

MAY

MON	TUE	WED	THU	FRI
	1	2 Intro to Internet 2	3 Intermediate Excel	4
7 Basic Computer 2	8	9 Intro to Internet 2	10 Intermediate Excel	11
14 Basic Computer 2	15	16 Intro to Internet 2	17	18
21 Basic Computer 2	22	23 Intro to Internet 2	24	25
28	29	30	31	

APRIL

MON	TUE	WED	THU	FRI
2	3 Basic Powerpoint	4	5	6
9	10 Basic Powerpoint	11	12	13
16 Basic Computer 2	17	18 Intro to Internet 2	19 Intermediate Excel	20
23 Basic Computer 2	24	25 Intro to Internet 2	26 Intermediate Excel	27
30 Basic Computer 2				

JUNE

MON	TUE	WED	THU	FRI
				1
4	5	6	7 Advanced Excel	8
11	12	13	14 Advanced Excel	15
18	19	20	21 Advanced Excel	22
25	26	27	28 Advanced Excel	29

The Road to Success Somerset County Technology Center

281 Technology Drive
Somerset, PA 15501



COMMERCIAL TRUCK DRIVING

Help Wanted Professional Drivers Good Pay and Benefits



This is a frequent ad in most newspapers across the country. Professional drivers are in demand and a career in trucking

can offer you a steady well-paying job with opportunities for advancement and financial security.

320 hours—8 weeks Tuition—\$6000

Next class starts January 23, March 19 & May 14, 2012

BASIC FORKLIFT OPERATOR TRAINING

Training will include instructional video and hands on operation for safe operating procedures. Can be scheduled for on-site training.



Day: Monday & Tuesday, Feb 13 & 14 Length: 6 hrs
Time: 6:00 — 9:00 p.m. Tuition: \$100

National Center for Construction National Certification

HEAVY EQUIPMENT OPERATIONS with CDL LICENSE

The area's only National Certified Heavy Equipment training program. The program is administered in 3 certified levels and will provide the fundamentals of heavy equipment operations as well as earning a Class A CDL. Program provides theoretical learning base as well as practical hands on training with equipment.

Learn to perform trench work and prepare lay-out, excavate and back-fill building sites; read blueprints as well as utilize a transit and levels plus much more.



16 weeks, 608 hours Tuition: \$9,900

Next class starts February 6, 2012

**Program approved for WIA,
TRA, and Veterans funding.**

**For an application and
more information,**

CALL 443-3651 ext. 6156.

www.sctc.net

Marcellus Shale Related Courses

Courses related to employment opportunities
with the gas industry:

Commercial Truck Driving

Welding

Heavy Equipment

OSHA Safety Training

Computer Aided Drafting

Machining

Adult Basic Education

**Earn a High School Diploma/G.E.D.
Improve Reading and Math Scores
Help yourself to a better education and job.**



It's easy to start and it's **FREE!**

<i>Location</i>	<i>Facility</i>	<i>Day</i>	<i>Time</i>
Somerset	Career Link	Mon. & Wed.	8:00 a.m.—4:30 p. m
Central City	Borough Building	Tues. & Thurs	1:00 to 5:00 p.m.
Boswell	Boswell Heights	Friday	8:00 a.m.—4:30 p.m.
Meyersdale	Library	Wednesday	8:00 a.m.—4:30 p.m.

Call 814-443-3651 ext. 6156 to arrange for orientation and evaluation.

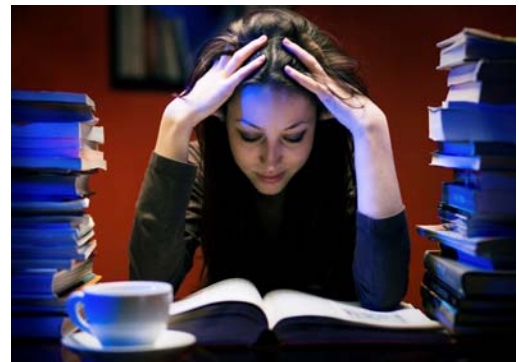
GED Test Schedule

2011—December 6 & 7

2012—February 7 & 8

April 10 & 11

June 12& 13



The test is divided into two parts and given over
two evenings starting at 5:30 pm.

Test fee - \$75 for the full battery.

Individual test sections \$15.00 each

Pre-registration required at least one week prior to test date

Choose a new career path for a bright and rewarding future.

Earn a Technical career in a year! Prime Time Technical Training Programs

Adults may take advantage of occupational training programs during regular day school hours (9:00 am to 3:00 pm). All career training programs are competency based and allow students to progress at their own pace. Most programs consist of two semesters of training totaling 1,000 hours. The cost is \$7,600 for most programs. Programs are approved for Workforce Investment Funding. Enrollment is open entry and students are accepted throughout the school year. See us about cross training in various disciplines.

COSMETOLOGY - Fully licensed program for training as a Cosmetologist. Prepare for this rewarding career where job opportunities exist in salons or become self employed. Students become eligible for state board exam upon completion.

Certification: PA State Cosmetology License

Length: 36 wks., 1,250 hrs.

Tuition: \$9,500

MANICURIST - Preparation for licensure as a manicurist. Learn decontamination and infection control, basic manicure and pedicure techniques, artificial nail application, nail design, and anatomy. Eligibility for state board exam upon completion.

Certification: PA State Manicure License

Length: 6 wks, 200 hours

Tuition: \$1,520

CARPENTRY (MILLWORK) - Students will train in building construction trades leading to careers including carpenter, home remodeler, cabinet maker, siding and roof specialist, construction worker, and building contractor.

ELECTRICAL OCCUPATIONS - Electrical training involves three major branches: residential, commercial and industrial electricity. Students learn theory and regulatory codes as well as practical applications.

Certification: UCANDO – Programmable Logic Controllers

MARKETING - Course is designed for those interested in careers in merchandising, marketing, and management. Employment opportunities are ever increasing with the advancement of retail selling establishments and techniques

MASONRY - Training involves brick and block-laying techniques and procedures for creating structures and designed for residential and commercial applications.

WELDING - Students learn the latest procedures and techniques in bonding and fabricating metal. Employment opportunities exist for trained welders in commercial and industrial fabrication plants.

Certification: American Welding Society

FOOD PREPARATION AND SERVICE - Students learn the main functions of food service personnel through instruction and practical application in the school restaurant.

Certification: US Dept. of Agriculture Serve-Safe

CHILD CARE OCCUPATIONS – Course will cover stages of child development, safety and first aid in caring for children, day care regulations, planning and presenting information to children, nutrition, guidance and discipline techniques, and personal care of children.

Certification: PA Dept. of Welfare Assistant Group Supervisor

DRAFTING AND DESIGN - The advancement in technology and need for drafting technicians continues to grow. Students learn and may specialize in machine and mechanical drafting, civil engineering, surveying, mapping and architecture. Students also use the latest Computer-aided drafting systems.

HEATING, VENTILATION, AND AIR CONDITIONING - Learn to install, troubleshoot, and repair heating, refrigeration, and air conditioning systems. Theory and practical applications are emphasized.

Certification: EPA Section 608 (all types of Freon)

MACHINE SHOP - Employment for machinists has traditionally been excellent and the future demand increases. Learn modern machining techniques which include precision measuring, use of machine tools, and computerized numerical control programming.

Certification: National Institute for Metalworking Skills

MEDICAL ASSISTANT - This training prepares students for a wide variety of paraprofessional careers in the medical and nursing assistant field. Technical and practical application of medical techniques are developed and observational and cooperative experiences with health care agencies is provided.

Certification: PA Nurse Aide Registry, CPR, First Aide

NETWORKING—Students will learn the basics of computers, physical networking using copper and fiber optic cabling, logical networking with Cisco based coursework.

Certification: Cisco Certified Network Administrator

Cross Training Programs:

Consists of 4 semesters, 2000 hours, tuition \$15,200

Machine Shop/Welding Technology

Carpentry/Masonry Technology

Heating, Ventilation, and Air Conditioning/Electrical

Technology

Prime Time Programs are now eligible for financial aid to those who qualify

DISTANCE LEARNING

ON-LINE CLASSES

Introduction

Our instructor-facilitated online courses are fun and highly interactive. You'll discover plenty of opportunities to interact not only with your instructor, but also with your fellow students. Most courses are six weeks long. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, and more. All courses can be completed entirely from your home or office at any time of the day or night.

Online Instruction Center

To learn more about our online courses, visit our Online Instruction Center at: www.ed2go.com/somtech

At our Online Instruction Center, you'll find complete course descriptions, lesson outlines, and evaluations from former students, course requirements, and instructor credentials. You can even attend a demonstration course.

Requirements:

Every course we offer has been carefully engineered to provide you with quick and easy access to all your course materials--no matter what type of computer you use or what type of Internet connection you have. Some courses may require additional software or have other requirements that are NOT listed in this publication. Before registering for any course, go to the Online Instruction Center and read the complete course requirements for that course.

Schedule:

Each course runs for six weeks. Once you've registered and paid for your course, your next step will be to go to our Online Instruction Center and attend the required online orientation. During the orientation procedure, you will learn about the specific requirements for your course and how to contact your instructor. You'll also be granted an opportunity to select the password that you will use to access your course materials.

Each on-line course is offered starting at four intervals during the

Winter/Spring 2012 Term—

January 18, February 15, March 21, and April 18

At the end of each course, we can provide you with a certificate of completion. You can show this certificate to an existing or potential employer as evidence of having successfully completed all course requirements.

Questions? Ask at our Online Instruction Center, or call us at **(814) 443-3651 ext. 6165**

DISTANCE LEARNING—ONLINE CLASSES

www.ed2go.com/somtech

Most classes are \$85. Go online to see a complete listing.

Basic Computer Literacy	Children, Parents and Family
Computer Applications	Languages
PC Networking & Security	Personal Enrichment
Web & Computer Programming	Personal Finance
Web and Computer Programming	Health & Wellness
Certification Prep Courses	Grant Writing & Nonprofit
Sales and Marketing	Test Prep
The Internet	Teaching & Education
Digital Photography	Law & Legal Careers
Creative Writing Courses	Health Care
Start Your Own Business	
Business/Management	
Accounting	

Registrations accepted

Monday—Thursday 8:30 a.m.—8:00 p.m.

Fridays 8:30 a.m.—2:00 p.m.

www.gatlineducation.com/somerset

Online Career Training Programs open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Healthcare and Fitness

Administrative Dental Assistant \$1295
Administrative Medical Specialist with
Medical Billing and Coding \$1695
Administrative Medical Specialist with Medical Billing and Coding
+ Medical Terminology \$1995
Advanced Coding for the Physician's Office \$1095
Advanced Hospital Coding and CCS Prep \$1395
Advanced Personal Fitness Trained \$2495
Clinical Dental Assistant \$1295
ICD-10 Medical Coding \$1295
Medical Billing and Coding \$1295
Medical Billing & Coding + Medical Terminology \$1595
Medical Terminology \$495
Medical Transcription \$1295
Medical Transcription + Medical Terminology \$1595
Pharmacy Technician \$1695
Veterinary Assistant \$1495

Business and Professional

Adm. Professional with Microsoft Office 2007 Master \$1695
Certified Alternative Dispute Resolution Specialist \$2695
Certified Bookkeeper \$1495
Certified Global Business Professional \$2195
Certified Mediator \$1295
Chartered Tax Professional \$1495
Grant Writing \$1795
Legal Secretary \$1795
Microsoft Excel 2007 \$2795
Microsoft Office 2007 Master \$1295
Microsoft Office Specialist 2003 (MOS) \$1295
Microsoft Office Specialist 2007 \$1595
Microsoft Outlook 2007 \$495
Microsoft PowerPoint 2007 \$495
Microsoft Project 2007 \$695
Microsoft Windows Vista \$495
Microsoft Word 2007 \$495
Paralegal \$1495
Pay Per Click Marketing \$1195
Payroll Practice and Management \$1295
Records Management Certificate \$1095
Technical Writing \$1295

IT and Software Development

AutoCAD 2009 \$1695
AutoCAD 2011 \$2095
AutoCAD with AutoCAD 3D \$2995
AutoCAD 3D \$1195
AutoCAD 3D, Software included \$1495
Cisco CCNA Certification Training \$1695
TIA A= Certification Training \$1395
Comp TIA Network = Certification Training \$1195

Comp TIA Security = Certification Training \$1195
Forensic Computer Examiner \$2795
Web Database Developer \$1495
Webmaster \$1495
Understanding Earned Value Management \$995

Media and Design

Digital Arts Certificate \$5095
Fine Arts Certificate \$5095
Game Art Certificate \$5095
Graphic Design with Photoshop CS3 Training \$1495
Graphic Design with Photoshop CS4 Training \$1495
Graphic Design with Photoshop CS5 Training \$1495
Multimedia Arts Certificate \$5095
Residential Interior Designer \$1695
Video Game Design and Development \$1695
Web Design Certificate \$5095

Hospitality and Service Industry

Casino Blackjack Dealer \$1095
Casino Poker Dealer \$1095
Event Management and Design \$1595
Certified Wedding Planner \$1595
Travel agent Training \$1295

Skilled Trades and Industrial

Biofuel Production Operations \$2295
Carpentry \$1095
Certified Architectural Glass Technician \$1495
Certified Auto Glass Technician \$1495
Certified Window and Door Installer \$1495
Chemical Plant Operation \$2295
Freight Broker/Agent Training \$1395
Home Inspection Certificate \$1795
HVAC Technician \$2795
Natural Gas Plant Operations \$2295
Oil Refinery Operations \$2295
Paper Mill Operation \$2295
Power Plant Operation \$2295
Pulp Mill Operation \$2295

Sustainable Energy and Going Green

Building Analyst Quick Start: BPIBA Certification \$995
Certified Green Supply Chain Professional \$1295
Certified Indoor Air Quality Manager \$1295
Certified Indoor Environmentalist \$795
Performing Comprehensive Building Assessments \$595
Principles of Green Buildings \$495
Senior Certified Sustainability Professional \$2195
Solar Power Professional \$1395
Wind Energy Professional \$1895

Somerset County Technology Center
281 Technology Drive
Somerset, PA 15501

Registration Procedures

1. Registration is open until one week prior to the start of classes. Registration times are from 10 a.m. to 8 p.m. Monday through Thursday and Friday 10 am until 2 pm.
2. Registration may be done in person, by mail, or by fax. Persons may complete a registration form and mail with check or money order payable to SCTC or visit the Somerset County Technology Center located at 281 Technology Drive, Somerset, PA 15501. Forms may be requested by calling (814) 443-3651. Mail in forms should be directed to the attention of the Adult Education Office. You can fax your registration form if payment is by VISA, MasterCard, Discover, or agency billing. Fax cannot be used when paying by check. Please remember to include all information needed for payment when using a credit card or agency billing. The fax number is 814-445-6716

Payment

1. Full tuition is due at the time of registration.
2. Methods of payment are cash, check, or credit card (VISA, Master Card & Discover).
3. Checks may be made out to Somerset County Technology Center or SCTC.
4. If a company is paying the course fee and/or text cost, they must submit a letter on company letterhead specifying the cost items in which the company agrees to pay.

Policies

1. Persons eligible for enrollment include adults and youth who have reached their 16th birthday and have the ability to profit from the instruction.
2. **Prices listed are for tuition only. All courses usually have additional costs for books and some for materials.**
3. All listed courses will be offered if a minimum number of individuals (at least 6) enroll and if a qualified instructor is available. Otherwise the course is subject to cancellation.
4. All registrants should report for their first scheduled class unless otherwise notified.
5. Only persons who have enrolled in a course that has been cancelled will be notified.
6. All courses are scheduled to begin as specified.
7. **THERE ARE NO TUITION REFUNDS ONCE REGISTRATION CLOSES one week prior to the start of class.**
8. Course day and hours are subject to change. Classes are not scheduled on school holidays and may be cancelled due to weather and other unforeseen circumstances.
9. A certificate is presented to students who attend 90% of classes and meet minimum course grade requirements.

AN EQUAL RIGHTS AND OPPORTUNITY