

Welcome to the fall semester of continuing education programs at HACC, Central Pennsylvania's Community College. Continuing education courses are designed to promote personal and professional development in areas such as health and fitness, healthcare, history, computers, manufacturing, green technology, and more. With hundreds of options, these courses appeal to a wide variety of interests and attract students from all sectors of the community. Classes are held on each HACC campus and at many other sites. We also have the option of offering special sections of normally scheduled public classes for your employees at your place of business and can schedule class times to fit your employees' schedules. Courses can be customized for local businesses, community groups, retirement home communities, and clubs.

ENROLL EARLY! Continuing Education courses are mostly self-supporting. Decisions regarding whether to hold a class are based upon enrollment approximately one week prior to the start date.

JOIN US FOR A GREAT LEARNING EXPERIENCE!

THIS LIST OF CLASSES IS CURRENT AS OF AUGUST 15TH.

NEW CLASSES ARE BEING ADDED ALL THE TIME—SO CHECK BACK FREQUENTLY AT WWW.HACC.EDU

CHOOSE "NONCREDIT COURSES" IN THE BEIGE BOX ON THE RIGHT. FROM THIS SITE, SELECT "BROWSE COURSES" ON THE LEFT TO SEE A LISTING OF CATEGORIES. THEN, CHOOSE YOUR AREA/S OF INTEREST SEE AN ALPHABETICAL LISTING OF CLASSES. BE SURE TO CLICK ON "MORE INFORMATION" FOR THE CLASS TO SEE A COMPLETE LISTING OF DATES, TIMES, LOCATIONS.

You can register via the Shopping Cart or by phoning us at 780-2414. Thanks for your inquiry.

- **AUTOMOTIVE TECHNOLOGY**
- **BUSINESS/ENTREPRENEURIAL**
- **COMPUTER APPLICATIONS**
- **AUTOCAD**
- **INFORMATION TECHNOLOGY**
- **GREEN TECHNOLOGIES**
- **HEALTHCARE OCCUPATIONS**
- **MANUFACTURING**
- **MONEY**
- **FITNESS**

- **ONLINE THROUGH ED-2-GO**

AUTOMOTIVE TECHNOLOGY

Enhanced Emissions Inspection Certificate

This 16 ½ hour course will certify automotive technicians to become Pennsylvania Certified Emissions Inspection Technicians. Technicians will learn to identify, describe, and perform a visual and OBD II vehicle test according to the guidelines of the PA Department of Transportation. As part of the class, students take both the written and computerized tactile tests, which are required to become a Pennsylvania Certified Emissions Inspector. \$200

Harrisburg	70397	MW	5:45-9:45 pm	Stremmel, William R.	11/7-11/16
Lancaster	70314	MW	6-10 pm	Finefrock, Jonathan C.	8/22-8/31
Lancaster	71152	MW	6-10 pm	Finefrock, Jonathan C.	10/10-10/19

PA Emissions-Recertification

This 4 hour course is to re-certify automotive technicians who are Emissions Inspection Technicians. \$87

Harrisburg	70413	S	8 am-12 pm	Gieniec, Jeffrey L.	9/10
Harrisburg	70414	S	8 am-12 pm	Gieniec, Jeffrey L.	10/8
Harrisburg	70415	S	8 am-12 pm	Gieniec, Jeffrey L.	11/12
Harrisburg	70416	S	8 am-12 pm	Gieniec, Jeffrey L.	12/10
Lancaster	70313	W	6-10 pm	Finefrock, Jonathan C.	8/17
Lancaster	70311	T	5:30-9:30 pm	Keener, Joseph S.	9/20
Lancaster	71153	W	6-10 pm	Finefrock, Jonathan C.	11/9
Lancaster	71154	T	5:30-9:30 pm	Keener, Joseph S.	12/13

PA Vehicle Safety Inspection

This course will prepare the student on regulations and requirements concerning PA Safety Inspection of vehicles. Upon completing and successfully passing the written base- line and special category examination the student will be able to perform a PA State Safety Inspection. Additional tactile test is \$40. \$180

Harrisburg	70396	MT	5:45-9:45 pm	Stremmel, William R.	9/12-9/20
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BUSINESS/ENTREPRENEURIAL

21st Century Marketing

Heard of Facebook? LinkedIn? Twitter? These are just a few of the powerhouses behind the social media movement. You will discover who is "tweeting", how to get "Linked In" to professional referral network, and how to Facebook yourself to create stronger relationships with your customers and attract new ones. \$50

Harrisburg	71229	W	9 am-12 pm	Snavely, Kathleen K.	9/7
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Advanced Twitter

Now that you've got the basics of speaking in 140 characters, it's time to go to the next level: finding and participating in #chats, connecting with the right people to accomplish your goals, scheduling tweet time, as well as how to engage with results and attracting the "right" followers. \$50

Harrisburg	71269	W	9 am-12 pm	Snavely, Kathleen K.	10/5
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Beginning Search Engine Optimization

Learn how search engines crawl and rank your site. Learn how to research targeted keywords and how to optimize your site so that people can easily find you by using the correct word with a search engine. \$50

Harrisburg	71241	W	9 am-12 pm	Feakins, Oliver	10/12
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Blogging/Google Reading/Social Bookmarking

There are millions of blogs on the Internet. How do you find the ones interesting to you? And benefits of

blogging, besides communicating the messages that are important to you, including raising your ranking in search engines-- making it easier for potential customers to find you. You'll set-up a Google Reader account and begin to use a social bookmarking service, saving you time online! \$50
 Harrisburg 71244 W 9 am-12 pm Snively, Kathleen K. 10/26

Blogging for Business

What are blogs? How can they be used for marketing your business? What kinds of things should I do and avoid? You'll walk away with a checklist for creating a successful blog, as well as ideas you can put to work right away. \$50
 York 71268 W 1-4 pm Jennings, Cathy 11/16

Facebook Basics

In this introductory workshop, you will learn the difference between the three main types of entries on Facebook: The Profile, the Page and the Group. Beginning with a brief history and explanation of what Facebook is, this 3-hour workshop will take you through the steps of how to create your own Profile, then the steps to form a Group. A little more time is spent on taking you through the steps of creating a Page, but helping you choose the best way for you to communicate to your friends, family, and business colleagues will be the focus of this workshop.

York	71234	F	1-3 pm	Wenner, Angela	9/23
Gettysburg	71237	F	9 am-12 pm	McNaughton, David W.	11/18
Harrisburg	71231	W	9 am-12 pm	Kirchner, Marjorie	9/14
Lebanon	71235	F	9 am-12 pm	Kirchner, Marjorie M.	9/30
Lebanon	71236	R	9 am-12 pm	Kirchner, Marjorie M.	11/18

Facebook Page for Business

If you have taken the Facebook Basics workshop, then this workshop is the next step on your journey to making a Facebook Page for your business. A Facebook Page is a public profile that enables you to share your business and products with Facebook users. If you haven't done so already, you will create a page in just a few minutes. After that, we will follow Facebook's own guidelines to help make your page the best it can be. In three simple steps, you will start engaging people in conversation, expanding your fan base, and analyzing and optimizing your page so that it works for your business. \$50

Harrisburg	71238	W	9 am-12 pm	Kirchner, Marjorie	9/21
Lebanon	71243	F	9 am-12 pm	Kirchner, Marjorie	10/14

Linked In Level I

Pennsylvania ranks sixth among the states in the number of people on this social media tool--and lots of them are recruiters! Whether you're looking for a full-time job, a consulting gig, or creating strategic alliances, this is the place to be! We'll show what information should be on your profile and how to make those all-important connections \$50

Lancaster	71248	M	9 am-12 pm	Snively, Kathleen K.	11/14
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On-Line Business Plan

Develop your business plan over this six week on-line class. We will walk you through each step as we put together a professional business plan, including your financial projections. The on-line experience is both interactive and personal depending on your needs. Enjoy the freedom of completing this workshop on your free time. Discussion boards and on-line postings give you quick responses to your questions. \$150

Internet	71214	M	Internet Course	McNaughton, David W.	10/10-11/28
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Organizing Social Media Marketing

If you have taken the plunge into all of the available social media outlets, by now your head may be spinning! Are you finding it difficult to stay on top of blogging, Facebooking, and Twittering all at the same time? Are you finding that you just don't have time to devote to all of this madness? Well, don't give up. This workshop will help you get your social media marketing organized and focused by creating your own unique social media

calendar. Keeping a calendar will force you to think about what you're going to do beforehand, and prevent you from repeating the same old ideas. Social media is a powerful marketing tool. Keeping it organized will not only maximize your results, but reduce the stress that comes from feeling disorganized. \$50
 Lebanon 71246 F 9 am-12 pm Kirchner, Marjorie. 11/11

Personal & Business Taxes

This class will answer questions about personal and business filings, and how a business could affect your tax return. There will be discussion of the types of business entities and how they affect your tax liability. \$30
 Harrisburg 71061 T 6-9 pm Klingler, John 12/6

Pricing Your Product (Webinar)

What is your work worth? Putting a price on your product or service can be very difficult. Learn to factor things such as time, resources, and marketing in to your costs. \$30
 Webinar 71230 T 6-8 pm McNaughton, David W. 9/13

Role of Nonprofit Board of Directors

Raising funds and finding good board members are key elements in a nonprofit organization. The functions of governing boards are receiving increasing attention, and it is important to know the role of the board and the role of the staff. The responsibility to ensure strong and effective governance of the organization is without a doubt the most important responsibility facing nonprofit board and staff leaders today. This 3-hour course will give you an overview of the basic concepts of fund raising for staff and board members. You will also learn the basic responsibilities of governing nonprofit boards as well as evaluating current board members and selecting new board members. \$30
 Harrisburg 71046 W 6-9 pm Sibert, Randy. 10/12

Social Media Q&A

Got social media questions? Want to know how to leverage social media marketing for your business? Do you have questions about which medium is right for you? Perhaps you simply need to understand the difference among a "fan", a "friend", or a "follower". Whatever your burning social media questions, I have answers (or I will try to find them)? Join me for this Social Media Q&A and ask away! \$50
 Harrisburg 71271 T 9 am-12 pm Strella, Rachel 11/15

Starting Nonprofit Organization in Pennsylvania

This class will give you an overview of the steps and documents required to establish and operate and effective nonprofit organization in Pennsylvania. Learn about researching the community to discover the needs and making sure the community will sustain your organization. \$30
 Harrisburg 71045 T 6-9 pm Sibert, Randy. 10/11

Strategic Planning for Nonprofits

Learn how to develop mission, vision and values statements, the day-to-day impact of having a strategic plan, how to use it and not gather dust on the shelf, who to involve in the process, how to assess your competition and your organization's capabilities, and how to involve the board in developing their own strategic goals as part of the process. Most importantly, you will learn to identify and evaluate opportunities and then select a strategy to move in that direction. This session is designed for executives and board members of nonprofit Organizations. \$30
 Harrisburg 71047 W 6-9 pm Sibert, Randy. 10/26

Twitter Level I

You've got 140 characters to communicate with other people all over the world. Learn why the smartest folks on the web are here, as well as how to find and share information with them. \$50
 York 71245 F 1-4 pm Fink, Dan 10/28
 Harrisburg 71239 W 9 am-12 pm Snavey, Kathleen K. 9/28

WordPress 101

WordPress is the premiere free blogging software available free on the web. In this hands-on session, you will get an introductory "how-to" session on using this tool to communicate with potential and current customers.

\$50

Harrisburg	71265	W	9 am-12 pm	Feakins, Oliver	11/2
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WordPress Advanced

We'll move beyond the basics of setting up a WordPress site to discussing what your strategy for blogging is, look at hosted platforms and advanced features and look at how you can customize your site for search engine optimization (SEO--how Google can find you more easily).

\$50

Harrisburg	71270	W	9 am-12 pm	Feakins, Oliver.	11/9
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COMPUTER APPLICATIONS

A major concern for many individuals is determining what computer course meets their personal needs. We offer courses at varying degrees of difficulty. Introductory courses that are designed for the beginning level student, intermediate level courses for students with practical experience using the software or who have taken the corresponding introductory course, and advanced classes for students with experience and knowledge of both basic and intermediate content areas.

If you would like further information about the levels of the courses or if you are unsure where you belong, please contact the campus where you plan to enroll:

Gettysburg/York (717) 337-3855 ext. 3012

Harrisburg/Lebanon (717) 221-1359

Lancaster (717) 358-2957

All computer classes are held in a computer lab with IBM-compatible equipment and will include hands-on instruction. All textbooks or course materials are included in the price of the class unless otherwise indicated. Students should bring a Flash Drive to class, if possible.

PLEASE NOTE: Students must be at least 16 years old to enroll in a computer class.

BASICS

Basic Typing

Designed to improve keyboard knowledge, typing speed and accuracy. If you have never taken a typing course, this course is a good starting point.

\$219

Lancaster	71195	TR	6-9 pm	Staff	9/8-9/20
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Computer Basics

This class will explain computer terminology as well as hardware and software choices. Data storage, printers, and the history of computers will be discussed. You will learn to use the mouse and keyboard. An overview of Windows, application software and the Internet are also included. This course is a good choice for anyone who is just starting out.

\$219

Harrisburg	70910	WRF	8 am-12 pm	Staff	9/7-9/9
Harrisburg	70911	TR	6-9 pm	Staff	9/13-9/22
Harrisburg	70912	MW	6-9 pm	Staff	10/24-11/2

Basic Personal Computing

This course introduces students to the history of computers, basic terminology, and start up operations. Students will work within the Windows operating system to set up their desktop and manage files and folders.

Students will then use MS Word to create, edit, format and print simple documents. MS Excel worksheet operations are also included. Basic email functions and etiquette will also be taught in addition to best practices and ideas when accessing the internet. \$219

Lancaster	71194	MW	6-9 pm	Staff	10/31-11/9
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Your Computer--Beyond the Basics

So you know how to turn it on, use the mouse and keyboard, and realize that the CD tray is not a cup holder, you are now ready to learn how to get the most out of your computer. This class will show you how the Operating System works along with other applications such as word processors, electronic spreadsheets, email, and the internet. It also covers file and folder management so you don't misplace those valuable family photos and videos. Come have some fun and unleash the power of your PC! \$205

Gettysburg	70812	T	8 am-5 pm	Staff	9/6
Gettysburg	70790	TR	6-9 pm	Staff	9/13-9/20

Comprehensive Computer Basics

This 39 hour class is designed for the beginner who wants to ramp up to a working level in a short time frame. Topics covered include: basic computer terminology, internet usage, an introduction to Windows, Word Basic and Excel Basic. This is a perfect fit for those who are re-entering the workforce or changing careers. \$875

Lancaster	70844	TR	9 am-12 pm	Staff	9/13-10/25
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Outlook Basic

This class covers the basic features of Microsoft Outlook. Create e-mail accounts and send e-mail messages; learn to manage messages, contacts, tasks, and meeting requests. \$205

Harrisburg	70920	MW	1-4 pm	Staff	9/12-9/19
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Practical Computer Security

This course covers basic security concerns presented by the digital information age. The lecture will focus on practical approaches to security information on personal computers and communications, including password generation and security, virus protection, hacking, phishing, secure websites, malware, and other points of interest for general security. \$49

Lancaster	70256	R	6-9 pm	Staff	8/25
Lancaster	70870	W	6-9 pm	Staff	12/21

WINDOWS

Windows 7.0 Introduction

This course provides students with the basic skills needed to get started with personal computers and work with the various features, tools, and options available in Windows 7. Students will customize Windows 7, manage files and folders, work with simple tools, and browse the Internet. \$205

Gettysburg	70813	R	8 am-5 pm	Staff	9/8
Gettysburg	70792	TR	6-9 pm	Staff	9/27-10/4
Gettysburg	70796	TR	6-9 pm	Staff	12/6-12/13
Harrisburg	70913	MWF	8:30-11:30 am	Staff	9/12-9/16
Harrisburg	70914	TR	6-9 pm	Staff	9/27-10/4
Harrisburg	70915	TR	1:30-4:30 pm	Staff	11/1-11/8
Harrisburg	70916	MW	6-9 pm	Staff	11/14-11/21
Lancaster	70869	TR	6-9 pm	Staff	12/15-12/22
Lebanon	71108	TR	6-9 pm	Staff	11/29-12/6

UPDATES

Microsoft Office 2010 Overview

Switching from an earlier version of Microsoft Office to 2010? This hands-on class will show the main differences in versions, including new formatting and charting features, command ribbons and mini toolbars, the Office button, new file format options and page layouts. Prerequisites: Basic knowledge of Word, Excel, and PowerPoint. \$179

Gettysburg	70814	T	8 am-5 pm	Staff	9/20
Gettysburg	70793	TR	6-9 pm	Staff	10/11-10/18
Harrisburg	70918	MW	8:30-11:30 am	Staff	9/19-9/21
Harrisburg	70919	S	9 am-4 pm	Staff	12/3

WORD PROCESSING

Word Basic

Learn the basics of creating, saving and printing documents. Format text, cut, copy, paste, work with document setup, create tables, tabs, and indents, use headers and footers as well as document proofing tools.

Prerequisite: Windows Introduction or similar experience. \$205

Gettysburg	70815	R	8 am-5 pm	Staff	9/22
Gettysburg	70794	TR	6-9 pm	Staff	10/25-11/1
Harrisburg	70921	TR	1-4 pm	Staff	9/27-10/4
Harrisburg	70922	TR	6-9 pm	Staff	10/11-10/18
Harrisburg	70923	TR	8:30-11:30 am	Staff	12/13-12/20
Lancaster	70851	TR	6-9 pm	Staff	10/18-10/25
Lebanon	71105	TR	6-9 pm	Staff	11/1-11/8

Word Intermediate

Work with styles, sections, and columns. Learn how to format tables, print labels and envelopes, and work with graphics. Use document templates, manage document revisions, and work with Web features. Prerequisite:

Word Basic or similar experience. \$205

Gettysburg	70819	R	8 am-5 pm	Staff	10/20
Harrisburg	70924	TR	1-4 pm	Staff	10/6-10/13
Harrisburg	70925	TR	6-9 pm	Staff	10/25-11/1
Lancaster	70236	TR	6-9 pm	Staff	8/23-8/30
Lancaster	70858	TR	6-9 pm	Staff	11/1-11/8
Lebanon	71106	TR	6-9 pm	Staff	11/15-11/22

Word Advanced

Learn to create mail merges and form documents. Work with master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross- references, and Web frames. Record macros and customize the Word interface. Prerequisite: Word Intermediate or similar experience.

\$265

Harrisburg	70926	TR	1-4 pm	Staff	10/18-10/27
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Webinar--Word Mail Merge

This one hour Webinar will provide students with the basic skills needed to connect a data source to a document and create a final merged document in Microsoft Word. \$69

Harrisburg	71007	F	1:30-2:30 pm	Staff	10/21
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SPREADSHEET

Excel Basic

Learn to create workbooks that use basic formulas and functions. Work with cut, copy and paste options. Use

basic functions such as SUM and learn charting techniques. Prepare worksheets for printing with page setup options. Also use editing tools for proofing worksheets. Prerequisite: Windows Introduction or similar experience. \$205

Gettysburg	70816	T	8 am-5 pm	Staff	10/4
Gettysburg	70795	TR	6-9 pm	Staff	11/8-11/15
Harrisburg	70928	TR	8:30-11:30 am	Staff	9/13-9/20
Harrisburg	70929	MW	6-9 pm	Staff	9/26-10/3
Harrisburg	70930	MW	8:30-11:30 am	Staff	10/24-10/31
Harrisburg	70931	TR	6-9 pm	Staff	11/3-11/10
Lancaster	70835	TR	6-9 pm	Staff	9/6-9/13
Lebanon	71103	TR	6-9 pm	Staff	10/4-10/11

Excel Intermediate

Learn how to use formulas and functions across multiple worksheets and workbooks. Create outlines and subtotals. Name ranges and work with lists and table data. Save workbooks as web pages and PDF files. Enhance charts, discover worksheet auditing tools and learn how to protect and share workbooks.

Prerequisite: Excel Basic or similar experience. \$205

Gettysburg	70820	T	8 am-5 pm	Staff	11/1
Harrisburg	70310	S	8 am-12:30 pm	Staff	8/20-8/27
Harrisburg	70932	TR	8:30-11:30 am	Staff	9/22-9/29
Harrisburg	70933	MW	6-9 pm	Staff	10/10-10/17
Harrisburg	70934	WM	8:30-11:30 am	Staff	11/2-11/9
Harrisburg	70935	TR	6-9 pm	Staff	11/15-11/22
Lancaster	70846	TR	6-9 pm	Staff	9/20-9/27
Lebanon	71104	TR	6-9 pm	Staff	10/18-10/25

Excel Advanced

Learn advanced functions, VLOOKUP, MATCH, etc. Use data validation and database functions like DSUM. Create and work with PivotTables and PivotCharts. Learn to import and export data, run external queries and create and run macros. Prerequisite: Excel Intermediate or similar experience. \$265

Harrisburg	70318	MW	8:30-11:30 am	Staff	8/22-8/31
Harrisburg	70961	TR	8:30-11:30 am	Staff	10/4-10/13
Harrisburg	70962	MW	8:30-11:30 am	Staff	11/14-11/23
Lancaster	70849	TR	6-9 pm	Staff	10/4-10/13

Webinar--Excel 2007 Functions

In this one hour Webinar, students will learn how to use various built-in Excel Functions. Function categories include: financial, date & time, math, statistical, lookup, text and logical. \$69

Harrisburg	71008	F	1:30-2:30 pm	Staff	10/28
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Webinar--Excel Charts/Graphs

This one hour Webinar will provide students with the basic skills needed to get started with creating Charts and Graphs in Microsoft Excel. \$69

Harrisburg	71010	F	1:30-2:30 pm	Staff	11/11
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Webinar--Excel PivotTables

This one hour Webinar will provide students with the basic skills needed to get started with creating PivotTables and PivotCharts in Microsoft Excel. \$69

Harrisburg	71009	F	1:30-2:30 pm	Staff	11/4
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DATABASE

Access Basic

Learn to design and create databases; work with tables, fields, and records; sort and filter data; create basic queries, forms, and reports. Prerequisite: Windows Introduction or similar experience. \$205

Gettysburg	70817	R	8 am-5 pm	Staff	10/6
Harrisburg	70967	TR	8:30-11:30 am	Staff	10/18-10/25
Harrisburg	70968	MW	1-4 pm	Staff	11/14-11/21
Harrisburg	70969	TR	6-9 pm	Staff	11/29-12/6
Lancaster	70863	TR	6-9 pm	Staff	12/1-12/8

Access Intermediate

Learn how to normalize data; work with Lookup fields and subdatasheets, create "join" queries, add objects to forms, print reports and labels, create charts, and use PivotTables and PivotCharts. Prerequisite: Access Basic or similar experience. \$205

Gettysburg	70821	R	8 am-5 pm	Staff	11/3
Harrisburg	70970	TR	8:30-11:30 am	Staff	10/27-11/3
Harrisburg	70971	MW	1-4 pm	Staff	11/30-12/7
Harrisburg	70972	TR	6-9 pm	Staff	12/8-12/15
Lancaster	70868	TR	6-9 pm	Staff	12/15-12/22

Access Advanced

Learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; work with XML documents; optimize databases; password-protect and encrypt databases; set Access options and properties; create hyperlink fields. Prerequisite: Access Intermediate or similar experience. \$265

Harrisburg	70973	MW	1-4 pm	Staff	12/12-12/21
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MICROSOFT MY PC SERIES

Microsoft--My PC Series

Based on curriculum provided by Microsoft, the My PC Series takes a unique, jargon-free approach to teaching a variety of "getting started" PC topics. The program consists of short workshops covering PC fundamentals, Windows 7, photo editing tools, slideshows, social networking and more.

Getting Started With Windows

\$49

Gettysburg	70772	F	1-4 pm	Staff	9/16
Gettysburg	70777	F	1-4 pm	Staff	10/14
Gettysburg	70781	F	1-4 pm	Staff	11/11
Harrisburg	71003	F	8:30-11:30 am	Staff	10/21
Lancaster	70238	M	6-9 pm	Staff	8/22

Creative Photo Slideshows

\$49

Gettysburg	70773	F	1-4 pm	Staff	9/23
Gettysburg	70778	F	1-4 pm	Staff	10/21
Gettysburg	70782	F	1-4 pm	Staff	11/18
Harrisburg	71004	F	8:30-11:30 am	Staff	10/28
Lancaster	70239	M	6-9 pm	Staff	8/29

Connecting with Friends and Family

\$49

Gettysburg	70774	F	1-4 pm	Staff	9/30
Gettysburg	70779	F	1-4 pm	Staff	10/28
Gettysburg	70783	F	1-4 pm	Staff	12/2

Harrisburg	71005	F	8:30-11:30 am	Staff	11/4
Lancaster	70240	W	6-9 pm	Staff	8/31
Digital Photo Editing					\$49
Gettysburg	70775	F	1-4 pm	Staff	10/7
Gettysburg	70780	F	1-4 pm	Staff	11/4
Gettysburg	70784	F	1-4 pm	Staff	12/9
Harrisburg	70340	R	8-11 am	Staff.	8/25
Harrisburg	71006	F	8:30-11:30 am	Staff	11/11
Lancaster	70241	W	6-9 pm	Staff	8/24

PRESENTATION

PowerPoint Basic

Learn how to create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. Use editing tools and format slide content. Apply transition and animation effects. Prerequisite: Windows Introduction or similar experience. \$205

Harrisburg	70963	MW	6-9 pm	Staff	10/24-10/31
Harrisburg	70964	TR	1-4 pm	Staff	11/29-12/6
Lancaster	70856	TR	6-9 pm	Staff	11/1-11/8

PowerPoint Advanced

Learn how to customize PowerPoint by modifying the Quick Access Toolbar and creating macros. Apply themes and templates; work with SmartArt graphics and tables. Add multimedia content and interactive elements to slides, integrate PowerPoint with Word and Excel. Prerequisite: PowerPoint Basic or similar experience. \$205

Harrisburg	70965	MW	6-9 pm	Staff	11/2-11/9
Harrisburg	70966	TR	1-4 pm	Staff	12/8-12/15

PROJECT MANAGEMENT

Project Basic

Learn the basic concepts of managing complex projects using Microsoft Project. Define a goal and plan your project. Create task lists, define task relationships, and calculate project durations. Create resource lists and assign resources: use project templates: work with deadlines and multiple cost rate tables. Prerequisite: Windows Introduction or similar experience. \$205

Gettysburg	70818	T	8 am-5 pm	Staff	10/18
Harrisburg	70974	S	8:30 am-1 pm	Staff	10/1-10/8
Harrisburg	70975	MW	8:30-11:30 am	Staff	11/30-12/7
Lancaster	70865	TR	6-9 pm	Staff	12/6-12/13

Project Advanced

Focus on managing large projects using Microsoft Project. Define resources and costs; customize views and reports; use custom tables, filters, and forms. Record actuals and compare them to the baseline plan; evaluate and make adjustments to time, cost, and resource factors. Track progress and successfully close your project. Prerequisite: Project Basic or similar experience. \$205

Gettysburg	70822	T	8 am-5 pm	Staff	11/15
Harrisburg	70976	S	8:30 am-1 pm	Staff	10/15-10/22
Harrisburg	70977	MW	8:30-11:30 am	Staff	12/12-12/19

FINANCIAL

QuickBooks

Learn to set up and track account information for a small business. Create lists, bill customers, and manage accounts payable and payroll. Create reports, work with forms using accounts and registers, and work with taxes. Gain confidence in handling a wide range of accounting tasks. Prerequisite: A basic understanding of accounting methods and Windows Introduction or similar experience. . \$329

Harrisburg	70979	S	9 am-3 pm	Staff	9/10-9/24
Harrisburg	70980	MW	6-9 pm	Staff	12/5-12/19
Lancaster	70860	TR	6-9 pm	Staff	11/15-12/1
Lebanon	71107	TR	6-9 pm	Staff	9/15-9/29
Lebanon	71110	TR	6-9 pm	Staff	12/8-12/22

GRAPHIC DESIGN

Adobe Acrobat Professional

Learn to create, modify and edit PDF documents, create bookmarks and links, apply document security and digital signatures, initiate and manage reviews. Prerequisite: Windows Experience. \$295

Harrisburg	70992	TR	1-4 pm	Staff	9/13-9/22
Harrisburg	70993	TR	1-4 pm	Staff	11/10-11/22

Adobe Illustrator

This course covers the core features and functions of Illustrator; create simple and complex shapes, add color and text, modify and group items. Learn the skills that graphic designers use to create artwork for both print and the Web. Prerequisite: Windows experience. \$295

Harrisburg	70991	S	9 am-4 pm	Staff	10/15-10/22
Lancaster	70864	MW	6-9 pm	Staff	12/5-12/14

Adobe Photoshop Basic

Learn the basics of Adobe Photoshop and the skills for developing graphics for print and/or the Web. Explore original image development and photo manipulation techniques. Topics include: image editing, photo correction, problem-solving strategies, special effects graphics, and Web animation. Prerequisite: Windows Introduction or similar experience. . \$295

Gettysburg	71250	R	8 am-5 pm	Staff	11/17
Harrisburg	70985	S	9 am-4 pm	Staff	9/17-9/24
Harrisburg	70986	T	6-9 pm	Staff	11/1-11/22
Lancaster	70861	MW	6-9 pm	Staff	11/16-11/28

Adobe Photoshop Advanced

This course will focus on reviewing the fundamentals, fine-tuning special effects techniques, developing projects with multiple images and preparing graphics for animation and the Web. This includes an introduction to ImageReady, the software that works hand-in-hand with Photoshop. Prerequisite: Photoshop Basic or equivalent. \$295

Gettysburg	71252	T	8 am-5 pm	Staff.	12/6
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Adobe Photoshop Elements

Use one of the best-selling photo software programs to help you edit, save, and print your photographs. Learn to crop and resize photos, change the color and lighting, and enhance picture quality. Work with layout options, Smart Albums, Photoblending to incorporate several photos into one, and panorama tools. \$290

Harrisburg	70328	MW	6-9 pm	Pixler, Kristen H.	8/22-8/31
Harrisburg	70983	S	9 am-4 pm	Staff	9/17-9/24
Harrisburg	70984	S	9 am-4 pm	Staff	10/22-10/29
Lancaster	70859	TR	6-9 pm	Staff	11/15-11/29

Microsoft Publisher

Students will learn about user friendly desktop publishing using this Microsoft product. Learn to create letterheads, flyers, and newsletters. Add shapes, set up tables, and design simple Web sites. Prerequisite: Windows Introduction or similar experience. \$205
 Harrisburg 70978 MW 1-4 pm Staff 11/2-11/9

DIGITAL IMAGING

Introduction to Digital Cameras

This course covers the features found on digital cameras and tips on how to take great pictures. Learn basic editing techniques, turning simple snapshots into cherished keepsakes. Students are encouraged to bring their own digital cameras and accessories to class. \$119
 Harrisburg 70981 S 9 am-4 pm Staff 9/10
 Harrisburg 70982 S 9 am-4 pm Staff 10/15
 Lancaster 70841 MW 6-9 pm Staff 9/12-9/14

Macro Photography

This course teaches the fundamentals of macro (table-top) photography and macro lighting using a digital camera. \$69
 Lancaster 70847 W 6-9:30 pm Staff 9/28

Portrait Photography

This introduction to Portrait Photography fundamentals applies to people, children and pets. . \$69
 Lancaster 70845 W 6-9:30 pm Staff 9/21

INTERNET/MULTIMEDIA

Web Authoring

Learn about Web page creation and other aspects of Web authoring. Learn about Cascading Style Sheets (CSS), and Extensible Hypertext Markup Language (XHTML), JavaScript, Dynamic HTML (DHTML), and the Document Object Model (DOM). Create simple Web pages containing text, graphics, hyperlinks, tables, forms and frames. Prerequisite: Windows and Internet experience. \$290
 Gettysburg 71253 R 8 am-5 pm Staff 12/8
 Harrisburg 71001 S 9 am-4 pm Staff 10/1-10/8
 Harrisburg 71002 T 6-9 pm Staff 11/29-12/20
 Lancaster 70836 MW 6-9 pm Staff 9/7-9/19

Adobe Dreamweaver Basic

This course provides Web designers with the knowledge and hands on practice they need to build and manage professional Web sites. After learning Dreamweaver basics, you will learn to add content to a website; link to documents, files, and name anchors; add graphics and modify image properties. Prerequisite: Windows Introduction or equivalent experience \$295
 Harrisburg 70987 T 6-9 pm Staff 9/6-9/27
 Harrisburg 70988 S 9 am-4 pm Staff 11/12-11/19
 Lancaster 70848 MW 6-9:30 pm Staff 9/26-10/5

Adobe Dreamweaver Advanced

This follow up course will help you use tables, templates, libraries, and forms; create frames; use Cascading Style Sheets; create button rollovers; and test and maintain your site. Prerequisite: Dreamweaver Basic or equivalent. \$295
 Harrisburg 70989 T 6-9 pm Staff 10/4-10/25
 Harrisburg 70990 S 9 am-4 pm Staff 12/3-12/10
 Lancaster 70850 MW 6-9 pm Staff 10/12-10/24

WEBINARS

Webinar--Excel 2007 Functions

In this one hour Webinar, students will learn how to use various built-in Excel Functions. Function categories include: financial, date & time, math, statistical, lookup, text and logical. \$69
Harrisburg 71008 F 1:30-2:30 pm Staff 10/28

Webinar--Excel Charts/Graphs

This one hour Webinar will provide students with the basic skills needed to get started with creating Charts and Graphs in Microsoft Excel. \$69
Harrisburg 71010 F 1:30-2:30 pm Staff 11/11

Webinar--Excel PivotTables

This one hour Webinar will provide students with the basic skills needed to get started with creating PivotTables and PivotCharts in Microsoft Excel. \$69
Harrisburg 71009 F 1:30-2:30 pm Staff 11/4

Webinar--Word Mail Merge

This one hour Webinar will provide students with the basic skills needed to connect a data source to a document and create a final merged document in Microsoft Word. \$69
Harrisburg 71007 F 1:30-2:30 pm Staff 10/21

AUTOCAD



Lancaster Campus is a Premier Authorized Training Center

HACC's Lancaster Campus offers AutoCAD training that has been developed to provide high quality CAD education to practicing and prospective CAD users. Training includes AutoCAD Essentials, AutoCAD Advanced, AutoCAD 3-D, Inventor, Revit, Electrical and other Autodesk® products. All AutoCAD classes include: Autodesk® developed courseware, HACC and Autodesk® training certificates All trainers are Autodesk® authorized. For further information about our AutoCAD training courses, please contact Chad Ressler at (717) 358-2960 or via email at cressler@hacc.edu.

AutoCAD Overview

The exciting world of AutoCAD has limitless possibilities for a rewarding and profitable career. Choose from civil, mechanical, electrical, highway, transportation, architectural or many other disciplines. Use it for recreation, such as making patterns for projects, or designing a new room. This seminar provides an overview of what AutoCAD can do for you. This session is 2 hours in length at NO CHARGE. Space is limited. To register, call (717) 780-2414. \$25

Harrisburg	70826	T	12-2 pm	Morris, Beth E.	9/13
Harrisburg	70827	R	12-2 pm	Morris, Beth E.	9/15

AutoCAD 2011 Update

This 6 hour, hands-on, course is designed for the intermediate AutoCAD user, intending to upgrade to AutoCAD 2011. It incorporates the features, commands, and enhancements for creating, editing, and publishing drawings and includes hands-on exercises. Prerequisite: Working knowledge of AutoCAD 2002 or higher. \$179

Harrisburg	70829	TR	12-3 pm	Morris, Beth E.	11/8-11/10
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AutoCAD Fundamentals

This course teaches students the skills necessary to complete simple to complex 2-Dimensional drawings. Includes drawing setup, basic draw/modify commands, placing text, hatching, dimensional blocks, plotting, layers display control, inquiry commands, and using templates. Prerequisite: Knowledge, training, or experience with technical drawing. . . \$609

Harrisburg	70825	T	6-9 pm	Wood, Marcelle F.	9/20-11/22
Harrisburg	70828	TR	12-3 pm	Morris, Beth E.	9/27-10/27
Lancaster	70840	MW	6-9 pm	Staff	9/12-10/19

AutoCAD Advanced

Topics include attributes, external references, entity filters, advanced draw/modify commands, grips, and Mtext multiline. Students will become more proficient using AutoCAD to complete 2-Dimensional drawings. An introduction to 3-Dimensional drawing will be included. Prerequisite: AutoCAD Fundamentals or permission of the instructor. . . \$639

Lancaster	70853	MW	6-9 pm	Staff	10/26-12/5
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AutoCAD Civil 3D

This course is designed for civil engineers and surveyors who want to learn interactive, dynamic design functionality. Students will learn techniques enabling them to organize project data, work with points, create and analyze surfaces, model road corridors, create parcel layouts, perform grading and volume calculation tasks, and lay out pipe networks. Prerequisites: AutoCAD Fundamentals and Advanced. \$529

Harrisburg	70830	TR	12-3 pm	Morris, Beth E.	11/15-12/13
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AutoCAD Revit

Revit Building is a powerful parametric 3D modeling program for designing buildings. This course will enable students to create full 3-Dimensional architectural project models and set them up in working drawings. Focuses on basic tools that the majority of users will need to work with Revit. Prerequisite: AutoCAD Fundamentals and Advanced or similar experience. \$529

Lancaster	70866	MW	6-9 pm	Staff	12/7-1/11/2012
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Solidworks Overview

See the most cost effective, easy-to-use production solid modeling software the industry has to offer. Create 3D solid models, revolved features, circular patterns and much more. This seminar provides an overview of the power of Solidworks and what it can do for you or your company. This session is 2 hours in length at NO CHARGE. Space limited to 12 participants. To register, call (717) 780-2414 or (717) 780-2679. \$25

Harrisburg	70831	W	6-8 pm	Butala, Michael J.	9/14
Harrisburg	70832	W	6-8 pm	Butala, Michael J.	9/21

Solidworks

Review the basic functions of Solidworks. Students will learn the fundamentals of Solidworks, the best practices for building parametric parts, and assemblies and their associated drawings. Students will also learn modeling and patterning, configurations and editing, and assemblies and detailing. \$499

Harrisburg	70833	MW	5:30-9:30 pm	Butala, Michael J.	9/26-10/17
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Advanced Solidworks

Prerequisite is Solidworks. Advanced 3D topics in Solidworks including sheet metal, cam and gear design. Students examine applied problems in finite element analysis using COSMOS/Works. Application in PhotoWorks and Animator are also discussed. \$499

Harrisburg	70834	MW	5:30-9 pm	Butala, Michael J.	10/24-11/14
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CNC (Numerical Control)

Application of computer control of manufacturing methods. Numerical control and computer numerical control machining processes are integrated with computer-aided drafting techniques. Importing exchange files from

CAD into a CAM program to create tool paths. History of numerical control, axes and coordinates, safety in NC/CNC operation, writing a coded-language program, editing a program and many other topics are covered in this course. A laboratory fee is required covered in the cost of the class

					\$735
Harrisburg	71267	T	5:30-9 pm	Alleman, Bryan	8/23-12/13

GIS/GPS

GPS Basics

This workshop provides a basic overview of Global Positioning Systems including how they operate, GPS terms, finding locations and navigating. Uploading and downloading data will be covered. Students will receive hands on experience using a GPS.

				\$50	
Harrisburg	70938	F	8-10 am	Ernst, Nicole L.	9/23

INFORMATION TECHNOLOGY (IT)

Professional ITS Training Solutions

HACC is proud to offer a wide selection of professional certification training for adults at a competitive price. As a certification student, you will receive the highest quality training from instructors who are among the very best in the industry. In addition, some certifications are eligible to be applied toward a HACC degree program.

For details please contact:

Paula Fraser, HACC's Harrisburg Campus
(717) 221-1359 or email pkfraser@hacc.edu

Chad Ressler, HACC's Lancaster
(717) 358-2960 or email cressler@hacc.edu

Ken Corbran, HACC's Gettysburg
(717) 337-3855 ext. 3012 or email kjcorbra@hacc.edu

To register: call (717) 358-2966 in Lancaster; (717) 780-2414 or (717) 780-2616 in Harrisburg; and (717) 338-1010 in Gettysburg.

To schedule your certification exams, please call HACC's Lancaster Campus at (717) 358-2888. All students should possess a working knowledge of Microsoft Windows before enrolling in these classes.

We are a Microsoft® IT Academy

The Microsoft IT Academy Program supports academic institutions in developing a highly trained global workforce for the 21st century. From the desktop to networking and programming, students and employers worldwide look to Microsoft IT Academies for the latest technologies, in-demand skills, and the assurance of the Microsoft quality standard. All Microsoft courses use Microsoft Official Curriculum.



CompTIA® Certified Technician Programs

The CompTIA certification is the industry standard for validating vendor neutral skills expected of an entry-level computer technician. Those holding certification have a competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventative maintenance, and basic networking. CompTIA certification is the perfect launch pad for advanced careers in information technology.

CompTIA A+

CompTIA certified professionals have the ability to competently install, build, configure, upgrade, troubleshoot,

and repair computer hardware and software. The skills learned in this course are directly applicable to passing the CompTIA A+ certification objectives. Tuition includes textbook and certification exams. The course length is 84 hours. \$3,079

Gettysburg	70791	MW	6-9 pm	Staff	9/12-12/12
Harrisburg	70994	MW and	6-9:30 pm	Staff	9/19-11/9
		S	8:30 am-4:30 pm	Staff	9/24-11/5
Lancaster	70842	MTR	6-9:30 pm	Staff	9/13-11/22
Lebanon	71109	MW	6-9 pm	Staff	9/14-12/21

CompTIA Security+

This CompTIA certification course covers communication security, infrastructure security, cryptography, access control, authentication, external attack and operational and organizational security. Tuition includes textbooks and certification exam. \$1,849

Lancaster	70843	TR	6-9:30 pm	Staff	9/13-10/13
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CompTIA Network+

Network + is a vendor neutral certification that measures the technical knowledge of entry level networking professionals. It verifies that an individual possesses the knowledge needed to configure and install networks using OSI layer 2 and layer 3 protocols in peer to peer or client- server networks. The course length is 42 hours. Books and certification exams are included in the tuition. \$1,895

Harrisburg	70995	MW and	6-9:30 pm	Staff	11/21-12/19
		S	8:30 am-4:30 pm	Staff	12/3 & 12/17
Lancaster	70862	TR	6-9:30 pm	Staff	12/1/11-1/17/12

Cisco Certified Network Associate (CCNA)

This course teaches CISCO switching, routing and similar technology. Students who successfully complete this course will be able to configure switches and routers in multi- protocol networks using LAN and WAN interfaces, provide level I troubleshooting services and improve network performance and security. Tuition includes textbook and certification exam. The class length is 70 hours. . . . \$3,325

Harrisburg	70996	TR and	6-9:30 pm	Staff	9/13-10/20
		S	8:30 am-4:30 pm	Staff	9/17-10/22
Lancaster	70852	W and	6-9:30 pm	Staff	10/12-11/23
		S	9 am-4:30 pm	Staff	10/15-11/19

SQL Workshop

Transact-SQL (T-SQL) is the language used to interact with Microsoft SQL server. This course explains the basics of the T-SQL language and relation database concepts. The student will learn how to create database objects such as tables, views and indexes; retrieve and manipulate data held in the database; and create and use stored procedures, triggers and user-defined functions. \$495

Harrisburg	71000	MW	6-9 pm	Staff	11/7-11/16
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MS IT Certification Exam 70-640

Server administrators are called upon to install and support computer servers, diagnose and correct problems when a system goes down, perform audits and back ups, and install and configure hardware as well as software. This course covers the material related to the main exam requirement for the MCITP:SA certification. The covered material correlates to course 6425B and 6426B in the Microsoft learning system and combined prepare the student for exam 70-640. \$2,695

Harrisburg	70997	MW and	6-9:30 pm	Staff	9/19-10/26
		S	8:30 am-4:30 pm	Staff	10/1-10/29
Lancaster	70839	MW	6-9:30 pm	Staff	9/12-10/19
		S	8:30 am-4:30 pm	Staff	9/17-10/15

MS IT Certification Exam 70-642

Server administrators are called upon to install and support computer servers, diagnose and correct problems when a system goes down, perform audits and backups, and install and configure hardware as well as software. This course covers material related to the main exam requirement for the MCITP:SA certification. The covered material correlates to course 6421A in the Microsoft learning system preparing the student for exam 70-642. \$1,895

Harrisburg	70998	MW	6-9:30 pm	Staff	10/31-11/16
		S	8:30 am-4:30 pm	Staff	11/5-11/19
Lancaster	70854	MW	6-9:30 pm	Staff	10/31-11/30

MS IT Certification Exam 70-646

Server administrators are called upon to install and support computer servers, diagnose and correct problems when a system goes down, perform audits and back ups, and install and configure hardware as well as software. This course covers material related to the main exam requirement for the MCITP:SA certification. The covered material correlates to course 6430B in the Microsoft learning system and prepares the student for exam 70-646. \$1,125

Harrisburg	70999	MW	6-9:30 pm	Staff	11/30-12/21
Lancaster	70867	MW	6-9:30 pm	Staff	12/12-1/11/2012

GREEN TECHNOLOGIES

Greening Your Organization

Participants will gain knowledge about sustainability principles and how to build support for and implement sustainability initiatives in their work. Topics covered include: the fundamentals of sustainability and Green practices, analyze and choose appropriate metrics and report for measuring progress and results, create a personal action plan to address sustainability in your organization and many other Green topics. \$121

Harrisburg	70937	R	7:30-9:30 am	Brinton, Garry	8/25
Harrisburg	70733	W	8 am-12 pm	Brinton, Garry	10/5
Harrisburg	70734	W	8 am-12 pm	Brinton, Garry	11/2-11/16

Building Analyst/Energy Audit

This 40 hour class is designed for the person who has a basic understanding of heating and cooling systems and construction. In order to have a basic understanding of building science, candidates should read "Residential Energy Cost Savings and Comfort for Existing Buildings" and "Saturn Energy Auditor Field Guide". Both theory and practice emphasize practical problem-solving in preparation for Building Analyst (BA1) certification through the Building Performance Institute (BPI). SUPPORTIVE SERVICES MAY BE AVAILABLE TO ASSIST WITH TRANSPORTATION COSTS. FOR MORE INFORMATION, PLEASE CONTACT CHERYL DEITZ AT 717-221-1338. \$1,300

Harrisburg	70903	MTWRF	8 am-5 pm	McCann, Bonnie J.	11/7-11/11
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PV NABCEP Entry Level Technician--60 Hr

Students in this 60 hour course will learn about solar PV markets and applications, safety and electrical basics, solar energy and PV module fundamentals and system components, PV sizing principles, PV system electrical and performance analysis, maintenance and troubleshooting. The course cost per student includes books, classroom theory, hands-on application and the North American Board of Certified Energy Practitioners (NABCEP) Entry Level Exam. SUPPORTIVE SERVICES MAY BE AVAILABLE TO ASSIST WITH TRANSPORTATION COSTS. FOR MORE INFORMATION, PLEASE CONTACT CHERYL DEITZ AT 717-221-1338. \$1,200

Harrisburg	70731	TR	6-9 pm	Barnes, Michael F.	9/13-11/17
Harrisburg	70730	TR	7-11 am	Barnes, Michael F.	9/13-11/1

PV NABCEP Intermediate Entry Level--40 Hrs

Learn the fundamentals of Photovoltaic system design and installation in this 40 hour workshop designed for those interested in the expanding PV industry. Participants will gain a technical foundation for stand-alone and grid-tied code compliant solar electric systems. The content follows the North American Board of Certified Practitioners (NABCEP) learning objectives for the entry level exam, which will be offered following the workshop. SUPPORTIVE SERVICES MAY BE AVAILABLE TO ASSIST WITH TRANSPORTATION COSTS. FOR MORE INFORMATION, PLEASE CONTACT CHERYL DEITZ AT 717-221-1338. \$825
Jonestown 70855 MTWRF 8 am-5 pm Schmerl, Michael 9/12-9/16

PV NABCEP Entry Level Examination

This optional PV NABCEP Entry Level Exam will be offered following certain workshops. It is designed for builders, electricians, architects, code officials, construction and energy related business owners, teachers, attorneys, and elected officials. \$110
Jonestown 70857 F 5-8 pm Deitz, Cheryleen H. 9/16

HEALTHCARE OCCUPATIONS/CPR

EMT Basic

An EMT is a member of the pre-hospital team, providing care to patients who may call for an ambulance due to sudden illness or injury. Emergency injuries may be simple to complex. An EMT must be able to take vital signs, splint injuries, perform CPR, assist patients with medications, apply oxygen, lift and extricate patients. Good physical and psychosocial skills are needed. Prerequisite: Students under age of 18 must have parent present at the first class. Minimum age of 16 to enroll. Students will be dismissed from class after 14 hours of absence. \$425

Adams County- HACC Gettysburg Campus

70611 MW 6:30pm-10pm 11/07/11 - 04/18/12

Cumberland County - Hampden Township EMS

70604 MW 6:30pm-10pm 8/29/11 - 1/11/12

Franklin County- Marion Volunteer Fire Department

70610 TR 6:30pm-10pm 11/8/11-4/12/12

Lancaster County - Lancaster Cnty. Public Sfty Trng. Cntr

70607 MR 6:30pm - 10pm 9/19/11-2/16/12

Gordonville Fire & EMS Association

70608 TR 6:30pm-10pm 10/3/11-03/01/12

Lebanon County - Neversink Fire Company

70606 MW 6:30pm-10pm 9/19/11- 2/15/12

Union County - Mifflinburg Fire Company

70953 MW 6:30pm-10pm 8/8/11 - 11/16/11

York County - York County Fire School

70609 MW 6:30pm-10pm 10/03/11 - 2/28/2012

First Aid/CPR/AED Heartsaver

This program was developed by the American Heart Association and is designed to help students recognize and treat sudden illness and injury, bleeding control, signs of unresponsiveness, airway management, and the use of an AED. Students will learn to identify allergic reactions, provide single rescuer adult CPR, determine

levels of response, and understand what a 911 enhanced system means.

				Textbook is included and will be given out at class.	\$40	
Harrisburg	70711	W	8 am-3 pm	Staff		11/9
Harrisburg	70708	MW	6-9:30 pm	Staff		9/12-9/14

Heartsaver AED

The Heartsaver AED course prepares students to provide CPR and use an AED in a safe, timely and effective manner to adults, children and infants in cardio-pulmonary arrest.

					\$40	
Harrisburg	70707	R	6-9:30 pm	Staff		9/1
Harrisburg	70709	R	6-9:30 pm	Staff		10/6
Harrisburg	70710	R	6-9:30 pm	Staff		11/3
Harrisburg	70712	R	6-9:30 pm	Staff		12/1

MANUFACTURING

BUILDING CONSTRUCTION TECHNOLOGY

Basic Home Inspection

This four-day workshop will present the basic technical and business information the student will need in order to start operating their own successful home inspection service, which is one of the fastest growing industries in the nation. Through in-class visual aids and on-site instruction by a nationally Certified Building official, the student will gain the intense practical training necessary to professionally enter this popular field. A comprehensive workbook, study guide and inspection forms will be provided.

					\$399	
Harrisburg	70737	S	8 am-2:30 pm	Quigley, James D.		9/17-10/8
Harrisburg	70738	S	8 am-2:30 pm	Quigley, James D.		11/12-12/10

Geometric Dimensioning & Toler \$50

Harrisburg	70942	T	8-10 am	Dershem, David W.		11/8
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ELECTRICAL OCCUPATIONS

Electrical Residential Wiring

In this 30 hour course, the student will learn the proper procedures for complete installation of wiring systems for residences, utility buildings, and residential service equipment. Textbook included.

					\$312	
Harrisburg	70811	MW	6-9 pm	Garman, Christopher		10/3-11/2

National Electrical Code

Prepare for the City of Harrisburg's electrical licensing exam. This 19 1/2 hour seminar includes code layout, service, feeder, branch circuit and conductor sizing, grounding, and a critique of appropriate wiring methods for residential and business occupancies. A simulated code test designed for apprentice and journeyman electricians, and public utility mandated NCPCCI 1 & 2 Family Dwelling Code Test for Electrical Inspectors, will be given. The student must bring the latest edition of the National Electric Code.

					\$299	
Harrisburg	70739	S	8 am-2 pm	Quigley, James D.		10/15-10/29

FOOD SERVICE SANITATION

Food Safety 8 Hour ServSafe

This class is designed for those with food service experience, or for those who are re-testing because their ServSafe or Pennsylvania Food Handlers Certificate has expired. Students must review the textbook and sign an affidavit certifying 7 hours of additional independent study. Testing will be done at the end of the session. FOOD SAFETY CERTIFICATION AND RECERTIFICATION CLASSES. FOR CERTIFICATION-8 HOUR CLASSES WITH 7 HOURS INDEPENDENT STUDY PRIOR TO THE DAY OF CLASS (1-2 HOUR TESTING

AT THE END OF THE SESSION). \$110					
Harrisburg	70874	T	8 am-5 pm	Hajduk, Marcia A.	11/1
Harrisburg	70873	T	8 am-5 pm	Hajduk, Marcia A.	9/27

Online food safety courses: Participants are required to have a high speed internet connections. Testing is administered at the Harrisburg Campus

Online 15 hr food safety training (Tapseries) with proctored testing recommended for those who do not have food service experience and/or who are testing for the first time. \$190
70221 Jul 1-Jun 30

Online 8 hr food safety training (Tapseries) with proctored testing recommended for those who have food service experience and/or who are retesting. \$150
70220 Jul 1-Jun30

ServSafe Retesting fee \$60. For those who did not successfully pass the ServSafe exam with a score of 75 or more. Testing for individuals who did not take the food safety course at HACCC will be required to provide documentation of participation in an approved course.

FORKLIFT TRAINING

Forklift Certification

This course consists of both classroom and hands-on instruction. Students learn how to operate a powered industrial truck without direct supervision. The program is a certification course. (Registration deadline is the Thursday morning before each scheduled class. Payment is due at that time. No walk-ins will be admitted. PARTICIPANTS MUST BE 18 YEARS OF AGE.)

			\$99		
Harrisburg	70223	S	8 am-3 pm	Samento, Tony D.	9/17
Harrisburg	70224	S	8 am-3 pm	Samento, Tony D.	10/15
Harrisburg	70225	S	8 am-3 pm	Samento, Tony D.	11/19
Harrisburg	70226	S	8 am-3 pm	Samento, Tony D.	12/17

HEATING/VENTILATION/AIR CONDITIONING (HVAC)

R-410A Safety & Handling Test

This course is designed to provide the participant with the information necessary to successfully complete the certification test for safe refrigerant handling of R410A. This course covers the safety practices needed to work with this refrigerant. The format of this course is primarily lecture. THE STUDENT MUST ALSO TAKE THE EPA REFRIGERATION PREP AND TEST COURSE WHICH IS A SEPARATE COURSE. \$170

Harrisburg	70735	FS	8 am-3 pm	Keener, Darrell R.	9/16-9/17
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EPA Refrigerant Preparation & Testing

Designed to provide students with the information necessary to aid them in successfully completing the test for certification for safe refrigerant handling as required by the U.S. Environmental Protection Agency (EPA). Textbook included. After student registers, please call 717-221-1337 to be sent textbook to study before class. REGISTER EARLY. \$170

Harrisburg	70736	S	8-11 am	Burns, Edward A.	8/27-9/24
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MANAGEMENT

Accounting & Finance for Non-Financial Managers

Learn key accounting and finance terminology; review the key components of an organization's fiscal system and discuss the role of cash flow, asset management, and liabilities management to operations of the

organization. Review the structure of the Balance Sheet and Income Statement; and define the manager's and administrator's roles in relation to the financial aspects of the company. Textbook included. \$329
 Harrisburg 70785 TR 6-9 pm Kashella, John G. 10/18-11/1

Ethics Overview \$50

Harrisburg 70940 R 7:30-9:30 am Mieczkowski, Joseph E. 10/27
 Harrisburg 70941 R 7:30-9:30 am Mieczkowski, Joseph E. 11/10

MONEY

Retirement Planning Today

This course blends financial education with life planning to help you build assets, align your money with your values, and achieve your retirement lifestyle goals. Discover strategies to manage investment risks, tax-saving topics to discuss with your accountant, and much more. Textbook included. Couples may attend together for a single registration fee. Class sizes are limited so register today. \$69

Harrisburg	71070	R	6:30-9:00pm	Financial Educators Network	9/8-9/22
Harrisburg	71071	S	9:30am-12 pm	Financial Educators Network	9/10-24
Harrisburg	71072	T	6:30-9 pm	Financial Educators Network	9/13-9/27
Harrisburg	71199	S	9:30am-12pm	Financial Educators Network	11/12-12/3
Harrisburg	71077	T	6:30-9 pm	Financial Educators Network	11/15-11/29
Harrisburg	71102	S	9:30am-12 pm	Financial Educators Network	10/22-11/5
Harrisburg	71197	R	6:30-9:00 pm	Financial Educators Network	9/29-10/13
Harrisburg	71198	S	9:30am-12 pm	Financial Educators Network	10/8-10/22
Harrisburg	71200	T	6:30-9 pm	Financial Educators Network	10/4-10/18
Harrisburg	71202	R	6:30-9:00pm	Financial Educators Network	11/10-12/1
Lebanon	71203	R	6:30-9 pm	Financial Educators Network	10/20-11/3
Lebanon	71204	W	6:30-9 pm	Financial Educators Network	10/26-11/9

WELDING TECHNOLOGY

Basic Welding

This 36 hour class will cover shop safety and the use of hand tools and equipment. You will learn oxygen acetylene and shielding metal arc welding procedures and techniques. Basic supplies are included, however welding helmet, cutting goggles, safety glasses and gloves are required. These items can be purchased through the college. Please call 717-221-1337 for information. \$399

Harrisburg 70875 MW 5:30-8:30 pm Godshall, Wayne L. 9/19-10/26

Mig & Tig Welding

This 24 hour course will cover mig and tig welding procedure and techniques on aluminum and steel. Basic supplies included: however, welding helmet, cutting goggles, safety glasses and gloves are required. These items can be purchased through the school. Please call 717-221-1337 for information. \$349

Harrisburg 70877 MW 5:30-8:30 pm Godshall, Wayne L. 10/31-11/28

TRANSPORTATION & LOGISTICS

Basic Truck Driving Trng-CI A

\$5,100

Harrisburg	70213	US	7:30 am-5 pm	Sanden, Timothy J.	10/5-12/5
Harrisburg	70212	MTWR	7:30 am-5:30 pm	Sanden, Timothy J.	9/12-10/21
Harrisburg	70216	MTWR	7:30 am-5:30 pm	Sanden, Timothy J.	10/24-12/2

Refresher/Upgrade to Class "A" \$2,100					
Harrisburg	70215	M	7:30 am-3:30 pm	Sanden, Timothy J.	9/12-9/16
Harrisburg	70956	US	7:30 am-5:30 pm	Sanden, Timothy J.	10/1-10/9
Harrisburg	70218	M	7:30 am-3:30 pm	Sanden, Timothy J.	10/24-10/28
Harrisburg	70957	US	7:30 am-5:30 pm	Sanden, Timothy J.	11/12-11/20

Truck Driver Training-Class B \$4,000					
Harrisburg	70217	MTWR	7:30 am-5:30 pm	Sanden, Timothy J.	10/24-11/18
Harrisburg	70214	MTWR	7:30 am-5:30 pm	Sanden, Timothy J.	9/12-10/7

CDL for Diesel Mechanic Training

The program is a hands on course designed to provide students with the skills and knowledge needed to gain entry-level employment, where their CDL is a secondary requirement, such as a CDL inspector or mechanic or the skills needed to obtain/pass their commercial driver's license test. \$1,300

Harrisburg	70278	MTWR	7:30 am-12:30 pm	Sanden, Timothy J.	10/24-10/27
Harrisburg	70277	MTWR	7:30 am-12:30 pm	Sanden, Timothy J.	9/12-9/15

Defensive Driving

This program is designed to train drivers (in any type of vehicle) with the knowledge and skills needed to improve their safety awareness. Defensive driving is a form of training for motor vehicle drivers that goes beyond mastery of the road and the basic mechanics of driving.

Its aim is to reduce the risk of driving by anticipating dangerous situations, despite adverse conditions or the mistakes of others. This can be achieved through adherence to a variety of general rules, as well as the practice of specific driving. \$60

Harrisburg	70282	S	8 am-12 pm	Sanden, Timothy J.	8/20
Harrisburg	70292	M	5:30-9:30 pm	Sanden, Timothy J.	9/26
Harrisburg	70289	M	5:30-9:30 pm	Sanden, Timothy J.	10/17
Harrisburg	70297	S	8 am-12 pm	Sanden, Timothy J.	11/19
Harrisburg	70299	S	8 am-12 pm	Sanden, Timothy J.	12/10

Train the Trainer Program

This program is designed to train-the-trainer to possess the knowledge and skills needed to improve their training in safety awareness. This program is custom designed to accommodate the necessary information to reduce accidents by investigating trends and occurrences and then customizing the training to address the unique situations involved in the company's culture. This outcome is achieved through informing the drivers and trainers of specifics trends as well as the necessity of adherence to a variety of general rules and the practice of specific driving techniques. \$1,000

Harrisburg	71208	M	8 am-4:30 pm	Sanden, Timothy J.	8/22
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INDUSTRIAL AUTOMATION

CNC -Numerical Control \$735					
Harrisburg	71267	T	5:30-9:30 pm	Alleman, Bryan L.	8/23-12/13

Rigging Basic	\$0	71167	F	6 am-2:30 pm	Fitzgerald, Joseph B.
8/5-8/19					

FITNESS

Anything Goes-Water Exercise

Think shallow water weight room. Perhaps wave webs, xerings, ultra toners, or buoyancy cuffs. Our goal is to gain strength, tone-up, and HAVE FUN! Water shoes recommended.

Harrisburg	71255	F	9 -10:15 am	Einstein, Fran E.	8/26-10/7	\$62
Harrisburg	71256	F	9 -10:15 am	Einstein, Fran E.	10/21-12/9	\$62

Aquacise

Join this refreshing and invigorating deep-water exercise to improve muscle tone and cardiovascular fitness. Flotation belts keep you upright with arms and legs free for various movements. Enjoy a full body workout including abdominals. You must be comfortable in deep water.

Harrisburg	71226	MW	4:45-5:45 pm	Morgan, Kay	8/22-10/3	\$79
Harrisburg	71227	MW	4:45-5:45 pm	Morgan, Kay	10/17-12/16	\$101

Cardio Core Training

Core training is a priority in this class! Deep water aerobics combined with inner-core training will tone your muscles, develop cardiovascular fitness, and help strengthen lower back and abdominal muscles. You must be comfortable in deep water. Flotation belts are worn during class.

Harrisburg	71257	TR	10 -11 am	Einstein, Fran E.	8/23-10/6	\$90
Harrisburg	71258	TR	10 -11 am	Einstein, Fran E.	10/18-12/8	\$96

Deep Hydropower

A challenging deep-water workout using HYDRO-FIT buoyancy and resistance equipment provides maximum enjoyment, sustained physical conditioning, and optimal results. This is an intermediate/advanced level class.

Harrisburg	71259	TR	8:45-9:45 am	Einstein, Fran E.	8/23-10/6	\$90
Harrisburg	71260	TR	8:45-9:45 am	Einstein, Fran E.	10/18-12/8	\$96

Deep Water Power Workout

Power walking/running and cardio intervals will develop strong inner core strength, muscle balance, and overall well-being in this fast moving deep-water class. You must be comfortable in deep water. Flotation belts worn during class

Harrisburg	71261	MW	10:15-11 am	Einstein, Fran E.	8/22-10/5	\$67
Harrisburg	71262	MW	10:15-11 am	Einstein, Fran E.	10/17-12/7	\$79

Deep Water Weekend

Join this refreshing and invigorating deepwater exercise to improve muscle tone and cardiovascular fitness. Flotation belts keep you upright with arms and legs free for various movements. Enjoy a full body workout including abdominals. You must be comfortable in deep water.

Harrisburg	71228	S	9-10 am	Morgan, Kay	10/22-12/10	\$59
Harrisburg	71249	S	10:10-11:10 am	Morgan, Kay	10/22-12/10	\$59

Fluid Fitness

Walk, jog, and run your way to a fitter, healthier life. This deep-water class includes cardio intervals for heart health and smooth moves for muscle tone. Flotation belts suspend you as you work out in a no-impact environment. You must be comfortable in deep water.

Harrisburg	71251	MW	5:50-6:35 pm	Morgan, Kay	8/22-10/3	\$62
Harrisburg	71254	MW	5:50-6:35 pm	Morgan, Kay	10/17-12/16	\$79

Liquid Dynamics

Experience a shallow water aerobics class that has a high intensity level, moves that are physically demanding, thus stimulating the cardiovascular system and toning muscles. This class will help regain flexibility AND IS FUN! Swimming ability is not required. Water shoes recommended.

Harrisburg	71263	MW	9-10 am	Einstein, Fran E.	8/22-10/5	\$85
Harrisburg	71264	MW	9-10 am	Einstein, Fran E.	10/17-12/7	\$101

ON-LINE THROUGH *EDUCATION-2-GO*

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. **You can complete any course entirely from your home or office. Any time of the day or night.**

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- 6 Weeks of Instruction

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