



# Spring 2012 Public Course Schedule

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On-Line Business Plan						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$99		72584	1/23/2012 - 3/12/2012	M	Internet Course	McNaughton, David W.

Facebook Basics						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$50	Lebanon	72636	1/27/2012 - 1/27/2012	F	9:00 AM-12:00 PM	Kirchner, Marjorie H.

Facebook Page for Business						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$50	Lebanon	72593	2/24/2012 - 2/24/2012	F	9:00 AM-12:00 PM	Kirchner, Marjorie H.



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Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$50	York	72688	3/16/2012 - 3/16/2012	F	1:00 PM-4:00 PM	Verotsky, Frances M.

Spanish in the Workplace						
<p>Introductin to simple conversational Spanish which provides basic information concerning speech and life, and studies simple rules for grammar, explains differences in English and Spanish ways of expressing oneself, and conveys an appreciation for culture and language. Includes discussion of terminology and situations in the workplace.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$110		71614	3/27/2012 - 4/24/2012	T	5:30 PM-8:30 PM	Verotsky, Frances M.

Workers' Comp ReCert						
<p>This training, designed for companies, satisfies one of the main requirements of the Commonwealth's Safety Committee Workers' Compensation, Discount Program, which may lead to a 5% discount on companies' workers' compensation insurance premiums. Certified instructors will review what regulatory requirements are needed for PA Workplace Safety Committee, Certification/Recertification process and filing of applications.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$50	Harrisburg	72473	3/14/2012 - 3/14/2012	W	8:30 AM-12:30 PM	Verotsky, Frances M.



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Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$50	Gettysburg	72479	6/6/2012 - 6/6/2012	W	8:30 AM-12:30 PM	Verotsky, Frances M.

Workers' Comp ReCert						
<p>This training, designed for companies, satisfies one of the main requirements of the Commonwealth's Safety Committee Workers' Compensation, Discount Program, which may lead to a 5% discount on companies' workers' compensation insurance premiums. Certified instructors will review what regulatory requirements are needed for PA Workplace Safety Committee, Certification/Recertification process and filing of applications.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$50		72637	4/25/2012 - 4/25/2012	W	8:30 AM-12:30 PM	Verotsky, Frances M.

Acct & Finance/Non-Fin Mgrs						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$329	Harrisburg	72648	6/5/2012 - 6/19/2012	TR	6:00 PM-9:00 PM	Kashella, John G.



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Retirement Planning Today						
<p>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. In just 3 informative sessions, you will discover strategies to manage investment risks, tax-saving topics to discuss with your accountant, important questions to ask before buying insurance coverage, understanding retirement plans, as well as planning for retirement today or in the future. Textbook included. Couples may attend together for a single registration fee. Class sizes are limited so register today.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$49	Lebanon	72646	1/24/2012 - 2/7/2012	R	6:30 PM-9:00 PM	McNaughton, David W.

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Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$49	Lebanon	72647	1/26/2012 - 2/9/2012	T	6:30 PM-9:00 PM	McNaughton, David W.

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Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$49	Harrisburg	72676	2/16/2012 - 3/1/2012	R	6:30 PM-9:00 PM	McNaughton, David W.



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Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$49	Harrisburg	72677	2/11/2012 - 2/25/2012	S	10:00 AM-12:30 PM	McNaughton, David W.

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Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$49		72682	3/13/2012 - 3/27/2012	T	6:30 PM-9:00 PM	McNaughton, David W.

Retirement Planning Today						
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Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$49		72683	3/8/2012 - 3/22/2012	R	6:30 PM-9:00 PM	McNaughton, David W.



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Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$49		72684	3/3/2012 - 3/17/2012	S	10:00 AM-12:30 PM	McNaughton, David W.

Retirement Planning Today						
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Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$49		72702	4/3/2012 - 4/17/2012	T	6:30 PM-9:00 PM	McNaughton, David W.

Retirement Planning Today						
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Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$49		72703	3/29/2012 - 4/12/2012	R	6:30 PM-9:00 PM	McNaughton, David W.



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Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$49	Lebanon	72704	4/24/2012 - 5/8/2012	T	6:30 PM-9:00 PM	McNaughton, David W.

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Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$49	Lebanon	72705	4/19/2012 - 5/3/2012	R	6:30 PM-9:00 PM	McNaughton, David W.

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Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$49	Harrisburg	72738	2/1/2012 - 2/29/2012	W	6:30 PM-9:00 PM	McNaughton, David W.



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Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$49	Harrisburg	72756	3/13/2012 - 3/27/2012	T	6:30 PM-9:00 PM	McNaughton, David W.