



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Introduction to Healthcare						
<p>This course serves as an introduction to allied health professions. The course reviews the US healthcare delivery system and identifies roles within that system. The course also introduces the student to concepts of cultural diversity, healthcare law and ethics, Universal Precautions, stress in the workplace, professionalism, communication and interpersonal relations and strategies for becoming a successful healthcare employee. Textbooks are an additional cost and mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$163	Lancaster	71872	2/22/2012 - 3/28/2012	W	6:00 PM-9:00 PM	Aikey Trotta, Brenda E.

Introduction to Healthcare						
<p>This course serves as an introduction to allied health professions. The course reviews the US healthcare delivery system and identifies roles within that system. The course also introduces the student to concepts of cultural diversity, healthcare law and ethics, Universal Precautions, stress in the workplace, professionalism, communication and interpersonal relations and strategies for becoming a successful healthcare employee. Textbooks are an additional cost and mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$163	Harrisburg	71967	4/19/2012 - 5/24/2012	R	10:00 AM-1:00 PM	Feldser, Louise A.

Introduction to Healthcare						
<p>This course serves as an introduction to allied health professions. The course reviews the US healthcare delivery system and identifies roles within that system. The course also introduces the student to concepts of cultural diversity, healthcare law and ethics, Universal Precautions, stress in the workplace, professionalism, communication and interpersonal relations and strategies for becoming a successful healthcare employee. Textbooks are an additional cost and mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$163	Harrisburg	71972	1/25/2012 - 2/29/2012	W	5:30 PM-8:30 PM	Feldser, Louise A.



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Introduction to Healthcare						
<p>This course serves as an introduction to allied health professions. The course reviews the US healthcare delivery system and identifies roles within that system. The course also introduces the student to concepts of cultural diversity, healthcare law and ethics, Universal Precautions, stress in the workplace, professionalism, communication and interpersonal relations and strategies for becoming a successful healthcare employee. Textbooks are an additional cost and mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$163	Lebanon	72166	4/16/2012 - 5/21/2012	M	6:00 PM-9:00 PM	Coryer, Carrie A.

ICD-10 Coding Overview						
<p>Prerequisites: Medical Terminology, Introduction to Anatomy and Physiology, Intro to CPT Coding, ICD-9 Coding and Introduction to Medical Insurance. This course is for billers and coders and will introduce the concepts of ICD-10 CM/PCS coding both for diagnoses and for procedures as found in the ICD10 CM/PCS Volumes I, II and III. The effective date of October 1, 2013 and the steps that will be necessary to get ready for the implementation and all the entities that will be affected by the implementation of such a system will be discussed. Sample coding questions with copies from the current proposed DRAFT of ICD 10-CM/PCS will be used as a teaching tool in this presentation. A power point presentation provided by CMS will also be used for teaching purposes as well as a power point presentation for the GEM (Generalized Equivalency Map-</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$91	Harrisburg	72263	6/19/2012 - 6/26/2012	T	6:00 PM-9:00 PM	Hunter, Cynthia L.

ICD-10 Coding Overview						
<p>Prerequisites: Medical Terminology, Introduction to Anatomy and Physiology, Intro to CPT Coding, ICD-9 Coding and Introduction to Medical Insurance. This course is for billers and coders and will introduce the concepts of ICD-10 CM/PCS coding both for diagnoses and for procedures as found in the ICD10 CM/PCS Volumes I, II and III. The effective date of October 1, 2013 and the steps that will be necessary to get ready for the implementation and all the entities that will be affected by the implementation of such a system will be discussed. Sample coding questions with copies from the current proposed DRAFT of ICD 10-CM/PCS will be used as a teaching tool in this presentation. A power point presentation provided by CMS will also be used for teaching purposes as well as a power point presentation for the GEM (Generalized Equivalency Map-</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$91	Lancaster	72422	6/18/2012 - 6/25/2012	M	6:00 PM-9:00 PM	Alfonso, Matthew F.



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EKG Theory I

Prerequisites: Introduction to Healthcare, Medical Terminology, Introduction to Anatomy and Physiology This course deals with basic scientific theory underlying EKG's and cardiac rhythms. This course is designed to provide the allied health professional with knowledge and skills necessary to recognize cardiac dysrhythmias. The course will include a review of cardiac anatomy and physiology. Related pathology will be reviewed as well. Textbooks are an additional cost and are mandatory the first day of class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Lancaster	71884	1/4/2012 - 2/22/2012	W	6:00 PM-9:00 PM	Snyder, Holly M.

EKG Theory II

Prerequisites: Introduction to Healthcare, Medical Terminology, Introduction to Anatomy and Physiology, EKG Theory I. This course deals with basic scientific theory underlying 12 -Lead EKGs. The relationship between myocardial infarctions and associated EKG changes will be included. This course will provide the knowledge and skills necessary to identify electrolyte imbalances, bundle branch blocks, and chamber enlargements. Related pathology and pharmacology will also be discussed. Textbooks are an additional cost and are mandatory first day of class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$220	Lancaster	71889	3/7/2012 - 4/11/2012	W	6:00 PM-9:00 PM	Snyder, Holly M.

Hospital Billing

Prerequisites: Introctution to CPT Coding, ICD-9 Coding, Introduction to Medical Insurance. This course will explore billing, coding and payment for hospital outpatient and inpatient services. The class will place a focus on applicable Medicare payment systems, Diagnosis Related Group (DRG) ICD-9-CM, HCPCS coding, and the UB-04 as it relates to facility billing. Learned concepts will be exercised through the utilization of case studies. Textbooks are an additional cost and are mandatory first day of class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$123	Lancaster	71867	5/7/2012 - 6/4/2012	M	5:30 PM-8:30 PM	Stamey, Car- olyn A.



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Hospital Billing						
<p>Prerequisites: Introction to CPT Coding, ICD-9 Coding, Introduction to Medical Insurance. This course will explore billing, coding and payment for hospital outpatient and inpatient services. The class will place a focus on applicable Medicare payment systems, Diagnosis Related Group (DRG) ICD-9-CM, HCPCS coding, and the UB-04 as it relates to facility billing. Learned concepts will be exercised through the utilization of case studies. Textbooks are an additional cost and are mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$123	Harrisburg	71982	5/7/2012 - 6/4/2012	M	5:30 PM-8:30 PM	Staff

Hospital Billing						
<p>Prerequisites: Introction to CPT Coding, ICD-9 Coding, Introduction to Medical Insurance. This course will explore billing, coding and payment for hospital outpatient and inpatient services. The class will place a focus on applicable Medicare payment systems, Diagnosis Related Group (DRG) ICD-9-CM, HCPCS coding, and the UB-04 as it relates to facility billing. Learned concepts will be exercised through the utilization of case studies. Textbooks are an additional cost and are mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$123	Lebanon	72021	5/31/2012 - 6/28/2012	R	6:00 PM-9:00 PM	DeVay, Yvette M.

Hospital Billing						
<p>Prerequisites: Introction to CPT Coding, ICD-9 Coding, Introduction to Medical Insurance. This course will explore billing, coding and payment for hospital outpatient and inpatient services. The class will place a focus on applicable Medicare payment systems, Diagnosis Related Group (DRG) ICD-9-CM, HCPCS coding, and the UB-04 as it relates to facility billing. Learned concepts will be exercised through the utilization of case studies. Textbooks are an additional cost and are mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$123	York	72269	5/31/2012 - 6/28/2012	R	6:00 PM-9:00 PM	Hunter, Cynthia L.



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Insurance Reimbursement Calcul						
<p>This course covers the system for calculating and determining the correct reimbursement for medical fee schedules, including (RBRVS) resource-based relative values systems, RVU's and (PPS) perspective payment systems. Focus will also be on reading and understanding EOB's. Textbooks are an additional cost and mandatory first day of class. Prerequisites: Medical Terminology, Intro to A&P, Intro to CPT Coding, ICD-9 Coding and Intro to Medical Insurance</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$123	Lancaster	71934	3/26/2012 - 4/23/2012	M	6:00 PM-9:00 PM	Staff

Insurance Reimbursement Calcul						
<p>This course covers the system for calculating and determining the correct reimbursement for medical fee schedules, including (RBRVS) resource-based relative values systems, RVU's and (PPS) perspective payment systems. Focus will also be on reading and understanding EOB's. Textbooks are an additional cost and mandatory first day of class. Prerequisites: Medical Terminology, Intro to A&P, Intro to CPT Coding, ICD-9 Coding and Intro to Medical Insurance</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$123	Harrisburg	71969	3/27/2012 - 4/24/2012	T	5:30 PM-8:30 PM	Lynam, Rebecca M.

Insurance Reimbursement Calcul						
<p>This course covers the system for calculating and determining the correct reimbursement for medical fee schedules, including (RBRVS) resource-based relative values systems, RVU's and (PPS) perspective payment systems. Focus will also be on reading and understanding EOB's. Textbooks are an additional cost and mandatory first day of class. Prerequisites: Medical Terminology, Intro to A&P, Intro to CPT Coding, ICD-9 Coding and Intro to Medical Insurance</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$123	Lebanon	72168	2/14/2012 - 3/20/2012	T	6:00 PM-9:00 PM	Staff



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Coding & Auditing E&M Services

This course is for physician and outpatient hospital billers and coders and will introduce the concepts of correct coding of Evaluation and Management services, the current CMS Evaluation and Management guidelines, and current audit tools available. This course can be chosen as one of the required electives for the Medical Insurance Billing Technician Certificate Program.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$91	Lebanon	72020	6/18/2012 - 6/25/2012	M	6:00 PM-9:00 PM	DeVay, Yvette M.

Medical Record Documentation

This course will introduce the importance of medical record documentation in coding and billing healthcare services. The course will present methods of documentation, an introduction to electronic medical records, & documentation guidelines and essentials. Students will be introduced to the necessary chart elements for general and specific healthcare services. Students will be introduced to the concepts of addendums, late entries, and record corrections. Appropriate methods of physician query will also be discussed. This course can be chosen as one of the required electives for the Medical Insurance Billing Certificate Program. Textbooks are an additional cost and mandatory first day of class. Prerequisite: Intro to CPT Coding and ICD-9 Coding.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$91	Harrisburg	71971	6/18/2012 - 6/25/2012	M	5:30 PM-8:30 PM	Hunter, Cyn- thia L.

Anatomy & Physiology, Intro to

This course serves as an introduction for any career in the healthcare field. Basic body organization and review of all body systems are included within this course. There is no lab required. Textbooks are an additional cost and mandatory first day of class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$397	Lancaster	71873	3/20/2012 - 6/26/2012	T	6:00 PM-9:00 PM	Kindrew, Di- anne L.



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Anatomy & Physiology, Intro to						
<p>This course serves as an introduction for any career in the healthcare field. Basic body organization and review of all body systems are included within this course. There is no lab required. Textbooks are an additional cost and mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$397	Harrisburg	71966	1/19/2012 - 5/10/2012	R	6:00 PM-9:00 PM	George, David N.

Anatomy & Physiology, Intro to						
<p>This course serves as an introduction for any career in the healthcare field. Basic body organization and review of all body systems are included within this course. There is no lab required. Textbooks are an additional cost and mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$397	Lebanon	72025	1/19/2012 - 5/10/2012	R	6:00 PM-9:00 PM	Leonzo, Tye J.

Anatomy & Physiology, Intro to						
<p>This course serves as an introduction for any career in the healthcare field. Basic body organization and review of all body systems are included within this course. There is no lab required. Textbooks are an additional cost and mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$397	Harrisburg	72169	1/5/2012 - 5/3/2012	R	6:00 PM-9:00 PM	George, David N.



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Anatomy & Physiology, Intro to

This course serves as an introduction for any career in the healthcare field. Basic body organization and review of all body systems are included within this course. There is no lab required. Textbooks are an additional cost and mandatory first day of class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$397	York	72268	3/21/2012 - 6/27/2012	T	6:00 PM-9:00 PM	George, David N.

Anatomy & Physiology, Intro to

This course serves as an introduction for any career in the healthcare field. Basic body organization and review of all body systems are included within this course. There is no lab required. Textbooks are an additional cost and mandatory first day of class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$397	Gettysburg	72279	3/20/2012 - 6/12/2012	T	6:00 PM-9:00 PM	Miner, Mary A.

Pharmacy Practice

This course serves as a cornerstone to the Pharmacy Technician program. This course provides an overview of the pharmacy technology field and develops the fundamental concepts and principles for success within the field. Topics include the system, the profession of pharmacy, administrative aspects of pharmacy technology and the education and training of the technician. Other issues to be reviewed within course content are pharmacy technology, institutional medication distribution systems, repackaging pharmaceuticals and intravenous admixture programs. Shadowing observation in retail/hospital pharmacy settings is a requirement for this course. Textbooks are an additional cost and mandatory the first day of class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$535	Harrisburg	72345	1/11/2012 - 3/7/2012	W	6:00 PM-9:00 PM	Ayala, Allen R.



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Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$535	Lancaster	72346	6/13/2012 - 8/15/2012	W	6:00 PM-9:00 PM	DuPrey, Joseph

EKG Applications

Prerequisite: Intro to Healthcare, Medical Terminology, Intro to A&P, EKG Theory I and EKG Theory II. This course provides a hands-on introduction to the devices used in testing the cardiovascular system. This will include recording of basic vital signs, EKGs, cardiac monitoring and stress testing. The course involves the set up and adjustments of the equipment as well as the interpretation of the results. Textbooks are an additional cost and mandatory first day of class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$407	Lancaster	71932	4/25/2012 - 6/27/2012	W	6:00 PM-9:00 PM	Snyder, Holly M.

Medical Insurance Introduction

Class provides a review of insurance and third-party payment systems. Focus will be on government programs. A basic overview of CMS1500 claims reporting will also be provided. Medical laws and ethics pertaining to health information and HIPAA will be reviewed and discussed. Proper disclosure of health information will be reviewed. Textbooks are an additional cost and mandatory first day of class. Prerequisites: Medical Terminology, Intro to A&P, Intro to CPT Coding and ICD-9 Coding

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$203	Lancaster	71933	1/23/2012 - 3/12/2012	M	6:00 PM-9:00 PM	Modderman, Jennifer A.



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Medical Insurance Introduction						
<p>Class provides a review of insurance and third-party payment systems. Focus will be on government programs. A basic overview of CMS1500 claims reporting will also be provided. Medical laws and ethics pertaining to health information and HIPAA will be reviewed and discussed. Proper disclosure of health information will be reviewed. Textbooks are an additional cost and mandatory first day of class. Prerequisites: Medical Terminology, Intro to A&P, Intro to CPT Coding and ICD-9 Coding</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$203	Harrisburg	71970	1/24/2012 - 3/13/2012	T	5:30 PM-8:30 PM	Lynam, Rebecca M.

Medical Insurance Introduction						
<p>Class provides a review of insurance and third-party payment systems. Focus will be on government programs. A basic overview of CMS1500 claims reporting will also be provided. Medical laws and ethics pertaining to health information and HIPAA will be reviewed and discussed. Proper disclosure of health information will be reviewed. Textbooks are an additional cost and mandatory first day of class. Prerequisites: Medical Terminology, Intro to A&P, Intro to CPT Coding and ICD-9 Coding</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$203	Lebanon	72024	2/8/2012 - 4/4/2012	W	6:00 PM-9:00 PM	Staff

ICD-9 Coding						
<p>Prerequisite: Medical Terminology, Intro to Anatomy and Physiology, Intro to CPT Coding. In the healthcare arena, specific codes describe diseases, injuries and procedures. This course details the required thought process and knowledge of medical terminology, anatomy & physiology to assign the specific and correct diagnosis or ICD-9 code. Classes will include instruction and exercises to assist learning these skills. Textbooks are an additional cost and are mandatory the first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$305	Lancaster	71871	1/18/2012 - 3/28/2012	W	6:00 PM-9:00 PM	Alfonso, Matthew F.



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ICD-9 Coding						
<p>Prerequisite: Medical Terminology, Intro to Anatomy and Physiology, Intro to CPT Coding. In the healthcare arena, specific codes describe diseases, injuries and procedures. This course details the required thought process and knowledge of medical terminology, anatomy & physiology to assign the specific and correct diagnosis or ICD-9 code. Classes will include instruction and exercises to assist learning these skills. Textbooks are an additional cost and are mandatory the first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$305	Harrisburg	71968	1/23/2012 - 4/2/2012	M	6:00 PM-9:00 PM	Zigman, Robert M.

ICD-9 Coding						
<p>Prerequisite: Medical Terminology, Intro to Anatomy and Physiology, Intro to CPT Coding. In the healthcare arena, specific codes describe diseases, injuries and procedures. This course details the required thought process and knowledge of medical terminology, anatomy & physiology to assign the specific and correct diagnosis or ICD-9 code. Classes will include instruction and exercises to assist learning these skills. Textbooks are an additional cost and are mandatory the first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$305	Lebanon	72152	3/27/2012 - 6/12/2012	T	6:00 PM-9:00 PM	DeVay, Yvette M.

Anatomy & Physiology - Online						
<p>This course serves as an introduction for any career in the healthcare field. Basic body organization and review of all body systems are included within this course. There is no lab required. Textbooks are an additional cost and mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$397	Harrisburg	72250	2/27/2012 - 6/4/2012		Internet Course	Lee, Molly M.



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Medical Terminology						
<p>This course will provide the participant with an overview of medical terminology. Beginning with the frequently used prefixes and suffixes, the course will progress to include commonly used terms from each of the major body systems. Frequently used medical abbreviations will also be included. At the end of this program the student will be able to correctly spell the commonly used medical terms, pronounce the medical terms, define the frequently used medical terms, and utilize medical terms in the workplace. Textbooks are an additional cost and mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Lancaster	71935	1/10/2012 - 3/13/2012	T	6:00 PM-9:00 PM	Kindrew, Dianne L.

Medical Terminology						
<p>This course will provide the participant with an overview of medical terminology. Beginning with the frequently used prefixes and suffixes, the course will progress to include commonly used terms from each of the major body systems. Frequently used medical abbreviations will also be included. At the end of this program the student will be able to correctly spell the commonly used medical terms, pronounce the medical terms, define the frequently used medical terms, and utilize medical terms in the workplace. Textbooks are an additional cost and mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	71983	4/9/2012 - 6/11/2012	M	5:30 PM-8:30 PM	Feldser, Louise A.

Medical Terminology						
<p>This course will provide the participant with an overview of medical terminology. Beginning with the frequently used prefixes and suffixes, the course will progress to include commonly used terms from each of the major body systems. Frequently used medical abbreviations will also be included. At the end of this program the student will be able to correctly spell the commonly used medical terms, pronounce the medical terms, define the frequently used medical terms, and utilize medical terms in the workplace. Textbooks are an additional cost and mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Lebanon	72022	1/23/2012 - 4/2/2012	M	6:00 PM-9:00 PM	Coryer, Carrie A.



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Medical Terminology						
<p>This course will provide the participant with an overview of medical terminology. Beginning with the frequently used prefixes and suffixes, the course will progress to include commonly used terms from each of the major body systems. Frequently used medical abbreviations will also be included. At the end of this program the student will be able to correctly spell the commonly used medical terms, pronounce the medical terms, define the frequently used medical terms, and utilize medical terms in the workplace. Textbooks are an additional cost and mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	York	72266	1/10/2012 - 3/13/2012	T	6:00 PM-9:00 PM	Beranek, Therese E.

Medical Terminology						
<p>This course will provide the participant with an overview of medical terminology. Beginning with the frequently used prefixes and suffixes, the course will progress to include commonly used terms from each of the major body systems. Frequently used medical abbreviations will also be included. At the end of this program the student will be able to correctly spell the commonly used medical terms, pronounce the medical terms, define the frequently used medical terms, and utilize medical terms in the workplace. Textbooks are an additional cost and mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Gettysburg	72280	1/3/2012 - 3/6/2012	T	6:00 PM-9:00 PM	Hunter, Cynthia L.

Appeals, Fair Hearings, Collections						
<p>Prerequisite: Intro to Medical Insurance This course will cover the basic processes involved in generating appeals to third-party payers (i.e. insurance companies), basic skills of telephone appeals, creation of written appeals, Medicare's appeal process, and the basic guidelines for collections including legal aspects. Textbooks are an additional cost and mandatory first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$91	Lancaster	71931	6/19/2012 - 6/26/2012	T	6:00 PM-9:00 PM	Connor, Renee



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Pharmacy Law & Ethics

Prerequisite: Pharmacy Practice Introduction to the legal system as it pertains to the pharmaceutical field. Topics include organization and jurisdiction of federal, state and local courts, introduction to legal terminology, review of local, state and federal laws that specifically affect the pharmaceutical field and investigation of typical ethical problems encountered in the pharmacy profession. Textbooks are an additional cost and mandatory the first day of class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$179	Harrisburg	72350	6/6/2012 - 6/20/2012	W	6:00 PM-9:00 PM	Ayala, Allen R.

Pharmacy Tech Math

Prerequisite: Pharmacy Practice This course is an introduction to basic mathematical tools used by Pharmacy Technicians. Topics include general mathematics, basic algebra, systems of measurement and drug calculations (equivalents, conversions, ratios and proportions, percentages, drug dilution, pediatric dosing). Students will also review how to calculate intravenous medication administration. Textbooks are an additional cost and mandatory the first day of class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$358	Harrisburg	72348	4/25/2012 - 5/30/2012	W	6:00 PM-9:00 PM	Conrad, Marian M.

Pharmacy Science

Prerequisite: Pharmacy Practice This course will deal with the sciences as they relate to pharmaceutical practice. The different classifications of drugs will be the center of the discussion within the content of the course. The impact of different classifications on the different body systems will be reviewed. Textbooks are an additional cost and mandatory the first day of class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$358	Harrisburg	72347	3/14/2012 - 4/18/2012	W	6:00 PM-9:00 PM	Conrad, Marian M.



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IV Therapy						
<p>This interactive course will focus on the performance of venipuncture, calculation, regulation of infusions, maintenance of IV sites and the recognition and treatment of the complications of IV therapy. Supervised simulated insertion allows a critique of the skills learned and an opportunity for individual instruction. This course is a review for Registered Nurses and fulfills the requirements for IV therapy for LPN's in Pennsylvania.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$269	Harrisburg	70770	1/19/2012 - 1/21/2012	R	8:00 AM-12:00 PM	Crissinger, Deborah M.

IV Therapy						
<p>This interactive course will focus on the performance of venipuncture, calculation, regulation of infusions, maintenance of IV sites and the recognition and treatment of the complications of IV therapy. Supervised simulated insertion allows a critique of the skills learned and an opportunity for individual instruction. This course is a review for Registered Nurses and fulfills the requirements for IV therapy for LPN's in Pennsylvania.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$269	Harrisburg	70771	3/30/2012 - 3/31/2012	FS	8:00 AM-4:30 PM	Crissinger, Deborah M.

Spanish for Healthcare Personnel						
<p>Learn basic Spanish language skills needed for courtesy expressions, routine visit dialogue, asking for and taking information, making appointments, giving directions, discussions of anatomy, illnesses, emergencies, and family planning through sample conversations and role play. Gain an understanding of cultural differences.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72340	3/1/2012 - 5/3/2012	R	5:30 PM-8:30 PM	Sanchez, Marisela



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Spanish for Healthcare Personnn						
Learn basic Spanish language skills needed for courtesy expressions, routine visit dialogue, asking for and taking information, making appointments, giving directions, discussions of anatomy, illnesses, emergencies, and family planning through sample conversations and role play. Gain an understanding of cultural differences.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72341	9/10/2012 - 11/12/2012	M	5:30 PM-9:30 PM	Staff

Spanish for Healthcare Personnn						
Learn basic Spanish language skills needed for courtesy expressions, routine visit dialogue, asking for and taking information, making appointments, giving directions, discussions of anatomy, illnesses, emergencies, and family planning through sample conversations and role play. Gain an understanding of cultural differences.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72354	5/15/2012 - 6/14/2012	TR	5:30 PM-9:30 PM	Sanchez, Marisela

Cardiology Tech Cert Prep Cour						
Prerequisite: Completed Cardiology Technician Certificate Program or currently employed in the field. This course provides a registry review and refresher for students interested in pursuing the CCT exam as offered through CCI. An overview will be provided on the outline of the CCI exam and the application process. A review of anatomy and physiology, pharmacology, rhythm strip analysis EKG interpretation and 12-Lead EKG interpretation will be covered. A morning break and lunch period are included in the schedule. Lunch is own your own. Feel free to bring a packed lunch or step out to a local eatery.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$101	Lancaster	71865	1/7/2012 - 1/7/2012	S	7:30 AM-4:30 PM	Snyder, Holly M.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

CPT Coding						
<p>Prerequisite: Medical Terminology, Intro to Anatomy and Physiology. This course will provide a basic understanding of CPT Coding which is a system developed by the AMA for standardizing the terminology and coding used to describe medical services and procedures. These codes allow for comparability in pricing, billing and utilization review. The course combines lecture and hands-on applications. The classes are designed for individuals who have minimal CPT coding experience. Text-books are an additional cost and are mandatory the first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$305	Lancaster	71870	4/18/2012 - 6/27/2012	W	6:00 PM-9:00 PM	Alfonso, Matthew F.

CPT Coding						
<p>Prerequisite: Medical Terminology, Intro to Anatomy and Physiology. This course will provide a basic understanding of CPT Coding which is a system developed by the AMA for standardizing the terminology and coding used to describe medical services and procedures. These codes allow for comparability in pricing, billing and utilization review. The course combines lecture and hands-on applications. The classes are designed for individuals who have minimal CPT coding experience. Text-books are an additional cost and are mandatory the first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$305	Harrisburg	71984	4/16/2012 - 6/25/2012	M	6:00 PM-9:00 PM	Connor, Renee

CPT Coding						
<p>Prerequisite: Medical Terminology, Intro to Anatomy and Physiology. This course will provide a basic understanding of CPT Coding which is a system developed by the AMA for standardizing the terminology and coding used to describe medical services and procedures. These codes allow for comparability in pricing, billing and utilization review. The course combines lecture and hands-on applications. The classes are designed for individuals who have minimal CPT coding experience. Text-books are an additional cost and are mandatory the first day of class.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$305	Lebanon	72154	4/11/2012 - 6/27/2012	W	5:30 PM-8:30 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Coding Certification Prep Cour						
Prerequisites: Intro to CPT Coding and ICD-9 Coding Students will be given the necessary information to prepare and apply for coding certification, explore exam-taking skills, and review case studies.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$101	Lancaster	71866	6/2/2012 - 6/2/2012	S	8:00 AM-2:30 PM	Alfonso, Matthew F.

Coding Certification Prep Cour						
Prerequisites: Intro to CPT Coding and ICD-9 Coding Students will be given the necessary information to prepare and apply for coding certification, explore exam-taking skills, and review case studies.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$101	Harrisburg	71962	6/13/2012 - 6/20/2012	W	5:30 PM-8:30 PM	DeVay, Yvette M.

Advanced Coding I						
Prerequisites: Med Terminology, Intro to A&P, Intro to CPT Coding and ICD-9 Coding This course builds on coding skills with case studies in CPT and ICD-9 coding and a focus on Category II and III codes, PQRI, HCPCS level II and an overview of ICD-10. Textbooks are an additional cost and are mandatory first day of class. This class is anticipated to be offered each fall term.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$305	Harrisburg	71963	1/9/2012 - 3/19/2012	M	6:00 PM-9:00 PM	Connor, Renee



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Advanced Coding II

Prerequisites: Medical Terminology, Intro to A&P, Intro to CPT Coding and ICD9 Coding This course further builds on coding skills with a focus on chart auditing, Fee for Service payments versus DRG's, HMO's, etc., CMS (HCFA) reviews and appeals, accounts receivable management and collection procedures, NCCI and compliance. Textbooks are an additional cost and are mandatory first day of class. This course is anticipated to be offered each fall term.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$305	Harrisburg	71965	3/28/2012 - 5/30/2012	W	5:30 PM-8:30 PM	DeVay, Yvette M.

Phlebotomy Intro

Prerequisite: Experienced Healthcare Professional This course is designed for experienced healthcare professionals who want to obtain a new skill or refresh old skills and techniques. Topics include safety procedures, infection control, specimen collection, collection equipment, point-of-care testing, customer service and the role of the phlebotomist in the healthcare system. Textbooks are an additional cost and mandatory first day of class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Lancaster	72330	1/17/2012 - 5/11/2012	W	8:00 AM-10:00 AM	Staff

Phlebotomy Intro

Prerequisite: Experienced Healthcare Professional This course is designed for experienced healthcare professionals who want to obtain a new skill or refresh old skills and techniques. Topics include safety procedures, infection control, specimen collection, collection equipment, point-of-care testing, customer service and the role of the phlebotomist in the healthcare system. Textbooks are an additional cost and mandatory first day of class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Lancaster	72332	2/25/2012 - 5/11/2012	S	9:00 AM-12:05 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Personal Care Home Admn

This course offers the full training for new administrators and also offers individual courses to meet the 24 annual CEU required for existing administrators. This course has been approved by the PA DPW to meet the requirements set forth in regulations. This program is designed to strengthen health and safety requirements and more adequately address all of the issues surrounding resident care.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1480	Harrisburg	72314	4/10/2012 - 5/26/2012	S	8:00 AM-5:30 PM	Foster, Jackie A.

Medical Terminology-Online

This course will provide the participant with an overview of medical terminology. Beginning with the frequently used prefixes and suffixes, the course will progress to include commonly used terms from each of the major body systems. Frequently used medical abbreviations will also be included. At the end of this program, the student will be able to correctly spell the commonly used medical terms, pronounce the medical terms, define the frequently used medical terms, and utilize medical terms in the workplace. Textbooks are an additional cost and mandatory the first day of class. The entire course is administered online and students will receive an online course information packet after registration.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72247	1/23/2012 - 3/26/2012		Internet Course	Lyter, Natalie E.

Medical Terminology-Online

This course will provide the participant with an overview of medical terminology. Beginning with the frequently used prefixes and suffixes, the course will progress to include commonly used terms from each of the major body systems. Frequently used medical abbreviations will also be included. At the end of this program, the student will be able to correctly spell the commonly used medical terms, pronounce the medical terms, define the frequently used medical terms, and utilize medical terms in the workplace. Textbooks are an additional cost and mandatory the first day of class. The entire course is administered online and students will receive an online course information packet after registration.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72248	3/12/2012 - 5/14/2012		Internet Course	Feldser, Louise A.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Intro to Healthcare Online

This course serves as an introduction to allied health professions. The course reviews the US healthcare delivery system and identifies roles within that system. The course also introduces the student to concepts of cultural diversity, healthcare law and ethics, Universal Precautions, stress in the workplace, professionalism, communication and interpersonal relations and strategies for becoming a successful healthcare employee. Textbooks are an additional cost and mandatory first day of class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$163	Harrisburg	72249	1/30/2012 - 3/5/2012		Internet Course	Feldser, Louise A.

Assisted Living Residence Trng

Training program for new assisted living residence administrators. The program is for those individuals that have already successfully completed the 100-hour Personal Care Home Administrators Training. Topics in this course are unique to assisted living such as neurological impairments, infection control, resident composition, informed consent and person centered care. Please contact our office for course specific requirements that must be met in order to take the course.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$240	Harrisburg	72388	3/24/2012 - 3/31/2012	S	8:00 AM-5:00 PM	Johnston, Marie E.

Assisted Living Residence Trng

Training program for new assisted living residence administrators. The program is for those individuals that have already successfully completed the 100-hour Personal Care Home Administrators Training. Topics in this course are unique to assisted living such as neurological impairments, infection control, resident composition, informed consent and person centered care. Please contact our office for course specific requirements that must be met in order to take the course.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$240	Harrisburg	72389	6/4/2012 - 6/13/2012	TR	5:30 PM-9:30 PM	Johnston, Marie E.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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 \$40.00.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$180	Harrisburg	72625	1/4/2012 - 1/12/2012	WR	5:00 PM-9:00 PM	Gibson, Victor S.

Enhanced Emiss. Insp. Cert.

This 16 and one-half 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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$200	Lancaster	72470	2/20/2012 - 2/29/2012	MW	6:00 PM-10:00 PM	Finefrock, Jonathan C.

PA Emissions - ReCertification

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

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$87	Lancaster	72464	1/18/2012 - 1/18/2012	W	6:00 PM-10:00 PM	Finefrock, Jonathan C.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

PA Emissions - ReCertification						
This 4 hour course is to re-certify automotive technicians who are Emissions Inspection Technicians.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$87	Lancaster	72465	2/23/2012 - 2/23/2012	R	5:30 PM-9:30 PM	Keener, Joseph S.

PA Emissions - ReCertification						
This 4 hour course is to re-certify automotive technicians who are Emissions Inspection Technicians.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$87	Lancaster	72466	3/21/2012 - 3/21/2012	W	6:00 PM-10:00 PM	Finefrock, Jonathan C.

PA Emissions - ReCertification						
This 4 hour course is to re-certify automotive technicians who are Emissions Inspection Technicians.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$87	Lancaster	72467	4/26/2012 - 4/26/2012	R	5:30 PM-9:30 PM	Keener, Joseph S.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

PA Emissions - ReCertification						
This 4 hour course is to re-certify automotive technicians who are Emissions Inspection Technicians.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$87	Harrisburg	72620	1/23/2012 - 1/23/2012	M	5:30 PM-9:30 PM	Grumbine, Gary W.

PA Emissions - ReCertification						
This 4 hour course is to re-certify automotive technicians who are Emissions Inspection Technicians.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$87	Harrisburg	72621	2/13/2012 - 2/13/2012	M	5:30 PM-9:30 PM	Grumbine, Gary W.

PA Emissions - ReCertification						
This 4 hour course is to re-certify automotive technicians who are Emissions Inspection Technicians.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$87	Harrisburg	72622	3/12/2012 - 3/12/2012	M	5:30 PM-9:30 PM	Grumbine, Gary W.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

PA Emissions - ReCertification						
This 4 hour course is to re-certify automotive technicians who are Emissions Inspection Technicians.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$87	Harrisburg	72623	4/23/2012 - 4/23/2012	M	5:30 PM-9:30 PM	Grumbine, Gary W.

PA Emissions - ReCertification						
This 4 hour course is to re-certify automotive technicians who are Emissions Inspection Technicians.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$87	Harrisburg	72624	5/7/2012 - 5/7/2012	M	5:30 PM-9:30 PM	Grumbine, Gary W.

Ceramic Tile Installation						
This 2 session workshop will demonstrate how to install ceramic floor tile. Topics will include layout, setting, cutting, and grouting of tiles. This class is held at Harrisburg Wall and Flooring, 1914 Paxton Street Harrisburg PA.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$90	Harrisburg	72553	5/15/2012 - 5/22/2012	T	6:00 PM-9:00 PM	Bentz, Kenneth F.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$399	Harrisburg	72612	2/4/2012 - 2/25/2012	S	8:00 AM-2:30 PM	Quigley, James D.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$399	Harrisburg	72613	4/14/2012 - 5/5/2012	S	8:00 AM-2:30 PM	Quigley, James D.

Construction Documents/TECH

This course is designed to prepare for certification examinations by the Construction Specifications Institute. Topics include the Institute's Manual of Practice and American Institute of Architects' General Conditions of Construction Contracts.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$140	Harrisburg	71808	1/23/2012 - 4/2/2012	M	5:30 PM-8:30 PM	Brunski, Paul L.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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. . .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72431	4/14/2012 - 4/21/2012	S	9:00 AM-4:00 PM	Lorenzo, Nathan F.

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. .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$219	Harrisburg	72339	1/10/2012 - 1/19/2012	TR	6:00 PM-9:00 PM	Gardner, Brian K.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72382	4/20/2012 - 4/27/2012	F	8:00 AM-12:30 PM	McNew, Melany L.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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. .						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72448	3/6/2012 - 3/27/2012	T	6:00 PM-9:00 PM	Lorenzo, Nathan F.

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. .						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72449	4/28/2012 - 5/5/2012	S	9:00 AM-4:00 PM	Lorenzo, Nathan F.

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. .						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Lancaster	72527	2/22/2012 - 3/5/2012	MW	6:00 PM-9:00 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72333	2/8/2012 - 2/15/2012	MW	1:00 PM-4:00 PM	McNew, Melany L.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72334	3/6/2012 - 3/13/2012	TR	6:00 PM-9:00 PM	Dawber, Rich- ard A.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72335	4/23/2012 - 4/30/2012	MW	1:00 PM-4:00 PM	McNew, Melany L.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72511	5/3/2012 - 5/10/2012	TR	6:00 PM-9:00 PM	Staff

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. . . .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72336	3/20/2012 - 3/27/2012	TR	6:00 PM-9:00 PM	Dawber, Rich- ard A.

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. . . .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72337	3/26/2012 - 4/2/2012	MW	9:00 AM-12:00 PM	McNew, Melany L.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72338	4/3/2012 - 4/12/2012	TR	6:00 PM-9:00 PM	Dawber, Richard A.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72744	1/10/2012 - 1/19/2012	TR	6:00 PM-9:00 PM	Dawber, Richard A.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	70872	1/5/2012 - 1/12/2012	TR	6:00 PM-9:00 PM	Ray, Beverly S.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72355	2/8/2012 - 2/15/2012	MW	9:00 AM-12:00 PM	McNew, Melany L.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72356	2/16/2012 - 2/23/2012	TR	6:00 PM-9:00 PM	Petrina, Philip M.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72357	4/11/2012 - 4/18/2012	MW	1:00 PM-4:00 PM	McNew, Melany L.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72358	5/1/2012 - 5/8/2012	TR	6:00 PM-9:00 PM	McCullough, Jody R.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72523	1/26/2012 - 2/2/2012	TR	6:00 PM-9:00 PM	Staff

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72524	5/22/2012 - 5/29/2012	TR	6:00 PM-9:00 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72359	2/27/2012 - 3/5/2012	MW	6:00 PM-9:00 PM	Petrina, Philip M.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72360	3/5/2012 - 3/12/2012	MW	1:00 PM-4:00 PM	McNew, Melany L.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72361	5/7/2012 - 5/11/2012	MWF	1:00 PM-4:00 PM	McNew, Melany L.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72525	2/16/2012 - 2/23/2012	TR	6:00 PM-9:00 PM	Staff

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72362	3/19/2012 - 3/28/2012	MW	1:00 PM-4:00 PM	McNew, Melany L.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72363	4/16/2012 - 4/25/2012	MW	6:00 PM-9:00 PM	Dawber, Rich- ard A.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72364	5/14/2012 - 5/23/2012	MW	1:00 PM-4:00 PM	McNew, Melany L.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Lancaster	72522	3/1/2012 - 3/13/2012	TR	6:00 PM-9:00 PM	Staff

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72376	1/25/2012 - 2/8/2012	W	6:00 PM-9:00 PM	Nicholas, Darryl C.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72377	2/20/2012 - 2/27/2012	MW	9:00 AM-12:00 PM	McNew, Melany L.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72378	3/14/2012 - 3/21/2012	MW	9:00 AM-12:00 PM	McNew, Melany L.

Intro 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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$119	Lancaster	72526	1/21/2012 - 1/21/2012	S	9:00 AM-4:00 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$179	Harrisburg	72368	1/20/2012 - 1/20/2012	F	9:00 AM-4:00 PM	McNew, Melany L.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72390	1/18/2012 - 2/1/2012	W	9:00 AM-12:00 PM	McNew, Melany L.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72391	2/2/2012 - 2/9/2012	TR	6:00 PM-9:00 PM	McCullough, Jody R.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72392	5/2/2012 - 5/7/2012	MWF	9:00 AM-12:00 PM	McNew, Melany L.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72530	4/5/2012 - 4/12/2012	TR	6:00 PM-9:00 PM	Staff

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72393	2/13/2012 - 2/20/2012	MW	6:00 PM-9:00 PM	Dawber, Rich- ard A.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72394	3/5/2012 - 3/12/2012	MW	9:00 AM-12:00 PM	McNew, Melany L.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72395	5/14/2012 - 5/21/2012	MW	9:00 AM-12:00 PM	McNew, Melany L.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72531	4/19/2012 - 4/26/2012	TR	6:00 PM-9:00 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72396	4/4/2012 - 4/18/2012	M	9:00 AM-12:00 PM	McNew, Melany L.

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. .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$290	Lancaster	70871	1/4/2012 - 1/18/2012	MW	6:00 PM-9:00 PM	Staff

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. .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$290	Harrisburg	72454	1/24/2012 - 2/21/2012	T	6:00 PM-9:00 PM	Glovier, Joel A.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Web Authoring						
<p>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. .</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$290	Harrisburg	72455	3/17/2012 - 3/31/2012	S	9:00 AM-2:30 PM	Glovier, Joel A.

Web Authoring						
<p>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. .</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$290	Lancaster	72529	1/25/2012 - 2/6/2012	MW	6:00 PM-9:00 PM	Staff

Adobe Photoshop Advanced						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72450	4/5/2012 - 4/26/2012	R	6:00 PM-9:00 PM	Lorenzo, Nathan F.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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, Photo-blending to incorporate several photos into one, and panorama tools.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$290	Harrisburg	72451	2/21/2012 - 3/1/2012	TR	6:00 PM-9:00 PM	Nicholas, Darryl C.

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, Photo-blending to incorporate several photos into one, and panorama tools.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$290	Harrisburg	72452	4/14/2012 - 4/21/2012	S	9:00 AM-4:00 PM	Nicholas, Darryl C.

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, Photo-blending to incorporate several photos into one, and panorama tools.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$290	Lancaster	72521	4/18/2012 - 4/30/2012	MW	6:00 PM-9:00 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72383	1/11/2012 - 1/13/2012	WF	8:00 AM-12:30 PM	McNew, Melany L.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72384	1/24/2012 - 1/31/2012	TR	6:00 PM-9:00 PM	Dawber, Rich- ard A.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72385	4/17/2012 - 4/24/2012	TR	6:00 PM-9:00 PM	Gardner, Bri- an K.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72387	4/23/2012 - 4/30/2012	MW	9:00 AM-12:00 PM	McNew, Melany L.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$49	Lancaster	70870	12/21/2011 - 12/21/2011	W	6:00 PM-9:00 PM	Mackey, Wade T.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$219	Lancaster	72514	2/6/2012 - 2/15/2012	MW	8:00 AM-12:00 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Word Business Essentials

Students will learn the basic essentials of Word used in most typical business environments. Topics include getting familiar with the Word environment, editing and formatting text. Working with document setup including margins and page setup options, along with proofing tools and printing. After establishing basics, students will learn to enhance business documents with tables and graphics as well as create a mail merge document.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72397	1/9/2012 - 1/9/2012	M	8:00 AM-5:00 PM	McNew, Melany L.

Word Business Essentials

Students will learn the basic essentials of Word used in most typical business environments. Topics include getting familiar with the Word environment, editing and formatting text. Working with document setup including margins and page setup options, along with proofing tools and printing. After establishing basics, students will learn to enhance business documents with tables and graphics as well as create a mail merge document.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72399	4/13/2012 - 4/13/2012	F	8:00 AM-5:00 PM	McNew, Melany L.

Word Business Essentials

Students will learn the basic essentials of Word used in most typical business environments. Topics include getting familiar with the Word environment, editing and formatting text. Working with document setup including margins and page setup options, along with proofing tools and printing. After establishing basics, students will learn to enhance business documents with tables and graphics as well as create a mail merge document.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72541	3/9/2012 - 3/9/2012	F	8:00 AM-5:00 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Excel Business Essentials						
<p>Students will learn the basics of using Microsoft Excel features relevant to skills most would use in a normal business environment. By course end, students will have a working knowledge of terminology, basic formulas and functions, as well as sorting, filtering, charting and printing Excel data.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72366	1/23/2012 - 1/23/2012	M	8:00 AM-5:00 PM	McNew, Melany L.

Excel Business Essentials						
<p>Students will learn the basics of using Microsoft Excel features relevant to skills most would use in a normal business environment. By course end, students will have a working knowledge of terminology, basic formulas and functions, as well as sorting, filtering, charting and printing Excel data.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72367	3/30/2012 - 3/30/2012	F	8:00 AM-5:00 PM	McNew, Melany L.

Excel Business Essentials						
<p>Students will learn the basics of using Microsoft Excel features relevant to skills most would use in a normal business environment. By course end, students will have a working knowledge of terminology, basic formulas and functions, as well as sorting, filtering, charting and printing Excel data.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72538	2/17/2012 - 2/17/2012	F	8:00 AM-5:00 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Project Business Essentials

Students will learn the basic essentials of MS Project used in most typical project management environments. Topics include familiarization with the Project environment, creating a task list and working with project resources. Scheduling linking and planning tasks along with assigning resources are also discussed. After establishing basics, students will learn to manage the project plan and create custom views and reports.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$209	Harrisburg	72380	2/6/2012 - 2/6/2012	M	8:00 AM-5:00 PM	McNew, Melany L.

Project Business Essentials

Students will learn the basic essentials of MS Project used in most typical project management environments. Topics include familiarization with the Project environment, creating a task list and working with project resources. Scheduling linking and planning tasks along with assigning resources are also discussed. After establishing basics, students will learn to manage the project plan and create custom views and reports.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$209	Harrisburg	72381	3/23/2012 - 3/23/2012	F	8:00 AM-5:00 PM	McNew, Melany L.

PowerPoint Business Essentials

Students will learn the basic essentials of PowerPoint used in typical business environments. Initial topics include creating new presentations, formatting text on slides, using drawing objects, charts, and diagrams. Transitions and animation effects, timings, along with techniques for proper delivery will also be covered.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72379	1/30/2012 - 1/30/2012	M	8:00 AM-5:00 PM	McNew, Melany L.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Excel Data Management

Students will learn how to manage list data in Excel. Topics covered include data validation within lists, filtering and sorting, using functions that assist in finding list data as well as creating Pivot Tables to clearly present data.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$95	Harrisburg	72365	3/16/2012 - 3/16/2012	F	8:30 AM-12:30 PM	McNew, Melany L.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$219	Lancaster	72515	5/2/2012 - 5/14/2012	MW	6:00 PM-9:00 PM	Staff

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. .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$329		71697	3/27/2012 - 4/24/2012	T	5:30 PM-8:30 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

QuickBooks						
<p>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. .</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$329	Harrisburg	72456	3/5/2012 - 3/19/2012	MW	6:00 PM-9:00 PM	Wagner, Jennifer D.

QuickBooks						
<p>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. .</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$329	Harrisburg	72457	5/5/2012 - 5/19/2012	S	9:00 AM-3:00 PM	Burg, Theresa M.

QuickBooks						
<p>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. .</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$329	Lancaster	72528	3/20/2012 - 4/3/2012	TR	6:00 PM-9:00 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Adobe Dreamweaver Basic						
<p>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</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72424	2/18/2012 - 2/25/2012	S	9:00 AM-4:00 PM	Staff

Adobe Dreamweaver Basic						
<p>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</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72425	4/3/2012 - 4/24/2012	T	6:00 PM-9:00 PM	Meeson, Cur- tis S.

Adobe Dreamweaver Basic						
<p>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</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Lancaster	72519	3/14/2012 - 3/26/2012	MW	6:00 PM-9:00 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72426	3/3/2012 - 3/10/2012	S	9:00 AM-4:00 PM	Staff

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72427	5/1/2012 - 5/22/2012	T	6:00 PM-9:00 PM	Meeson, Curtis S.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Lancaster	72518	4/2/2012 - 4/11/2012	MW	6:00 PM-9:00 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Adobe InDesign Basic

Join the growing ranks of professionals using InDesign, the standard in layout and design. Use powerful features, like multiple undo, style support and flexible gradients to boost your productivity and enhance your creativity. Covers tools and palettes, text formatting, creating/editing shapes, use of color, cropping/masking, and tables. Prerequisite: Windows Introduction or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72439	2/2/2012 - 2/23/2012	R	6:00 PM-9:00 PM	Lorenzo, Na- than F.

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. . .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$609	Harrisburg	72442	1/24/2012 - 2/23/2012	TR	9:00 AM-12:00 PM	Morris, Beth E.

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. . .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$609	Harrisburg	72488	2/14/2012 - 4/17/2012	T	6:00 PM-9:00 PM	Wood, Mar- celle F.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

AutoCAD Fundamentals						
<p>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. . .</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$799	Lancaster	72513	2/13/2012 - 3/21/2012	MW	6:00 PM-9:00 PM	Staff

AutoCAD Advanced						
<p>Topics include attributes, external references, entity filters, advanced draw/modify commands, grips, and Mtext multilines. 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. . .</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$609	Harrisburg	72443	3/6/2012 - 4/5/2012	TR	9:00 AM-12:00 PM	Morris, Beth E.

AutoCAD Advanced						
<p>Topics include attributes, external references, entity filters, advanced draw/modify commands, grips, and Mtext multilines. 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. . .</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$639	Lancaster	72512	4/2/2012 - 5/2/2012	MW	6:00 PM-9:00 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$499	Harrisburg	72491	2/11/2012 - 3/24/2012	S	9:00 AM-1:00 PM	Butala, Michael J.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$499	Harrisburg	72492	4/14/2012 - 6/2/2012	S	9:00 AM-1:00 PM	Wood, Marcelle F.

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. . .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$529	Lancaster	70866	1/17/2012 - 2/9/2012	TR	6:00 PM-9:00 PM	Barlow, William R.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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. Space limited to 12 participants. To register, call (717) 780-2414 or (717) 780-2679.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$25	Harrisburg	72489	1/17/2012 - 1/17/2012	T	6:00 PM-8:00 PM	Butala, Michael J.

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. Space limited to 12 participants. To register, call (717) 780-2414 or (717) 780-2679.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$25	Harrisburg	72490	1/27/2012 - 1/27/2012	F	5:30 PM-7:30 PM	Butala, Michael J.

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. Space is limited To register, call (717) 780-2414. .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$25	Harrisburg	72440	1/12/2012 - 1/12/2012	R	10:00 AM-12:00 PM	Morris, Beth E.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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. Space is limited To register, call (717) 780-2414. .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$25	Harrisburg	72441	1/19/2012 - 1/19/2012	R	9:00 AM-11:00 AM	Morris, Beth E.

Cisco Cert Netwrk Assoc (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. . . .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$3325	Harrisburg	72295	4/12/2012 - 6/5/2012	S	8:30 AM-4:30 PM	Canady, Shawn T.

Cisco Cert Netwrk Assoc (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. . . .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$3325	Lancaster	72532	1/19/2012 - 4/5/2012	S	8:30 AM-4:30 PM	Canady, Shawn T.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

CompTIA A+						
<p>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. . . .</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$3079	Harrisburg	72292	1/24/2012 - 3/17/2012	S	8:30 AM-4:30 PM	Bowker, Stephen B.

CompTIA A+						
<p>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. . . .</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$3079	Lancaster	72516	3/8/2012 - 5/31/2012	MTR	6:00 PM-9:30 PM	Kresge, Roger L.

MS IT Cert Exam 70-640						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$2695	Harrisburg	72296	1/30/2012 - 3/10/2012	S	8:30 AM-4:30 PM	Smith, Gerald S.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

MS IT Cert 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 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 6421A in the Microsoft learning system preparing the student for exam 70-642.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1895	Harrisburg	72297	3/19/2012 - 4/11/2012	S	8:30 AM-4:30 PM	Smith, Gerald S.

MS IT Cert 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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1125	Harrisburg	72298	4/23/2012 - 5/14/2012	MW	6:00 PM-9:30 PM	Smith, Gerald S.

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. . . .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1895	Lancaster	70862	1/17/2012 - 2/23/2012	TR	6:00 PM-9:30 PM	Kresge, Roger L.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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. . . .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1895	Harrisburg	72293	3/27/2012 - 4/19/2012	S	8:30 AM-4:30 PM	Bowker, Stephen B.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1849	Harrisburg	72294	5/1/2012 - 5/24/2012	S	8:30 AM-4:30 PM	Bowker, Stephen B.

Residential Electrical 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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$312	Harrisburg	71781	3/20/2012 - 4/19/2012	TR	6:00 PM-9:00 PM	Garman, Christopher



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$299	Harrisburg	72614	3/10/2012 - 3/24/2012	S	8:00 AM-2:30 PM	Quigley, James D.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$75	Harrisburg	72317	4/3/2012 - 4/5/2012	TR	6:00 PM-9:30 PM	Staff

Heartsaver CPR and AED

The Heartsaver AED course prepares students to provide CPR and use the AED in a safe, timely and effective manner to adults, children and infants in cardio-pulmonary arrest. Does not meet the requirements for healthcare provider. **STUDENTS MUST REGISTER AT LEAST TWO WEEKS PRIOR TO CLASS START DATE.**

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$40	Harrisburg	72311	2/2/2012 - 2/2/2012	R	6:00 PM-9:30 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Heartsaver CPR and AED

The Heartsaver AED course prepares students to provide CPR and use the AED in a safe, timely and effective manner to adults, children and infants in cardio-pulmonary arrest. Does not meet the requirements for healthcare provider. STUDENTS MUST REGISTER AT LEAST TWO WEEKS PRIOR TO CLASS START DATE.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$40	Harrisburg	72312	3/1/2012 - 3/1/2012	R	6:00 PM-9:30 PM	Staff

Heartsaver CPR and AED

The Heartsaver AED course prepares students to provide CPR and use the AED in a safe, timely and effective manner to adults, children and infants in cardio-pulmonary arrest. Does not meet the requirements for healthcare provider. STUDENTS MUST REGISTER AT LEAST TWO WEEKS PRIOR TO CLASS START DATE.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$40	Harrisburg	72313	5/3/2012 - 5/3/2012	R	6:00 PM-9:30 PM	Staff

Heartsaver CPR and AED

The Heartsaver AED course prepares students to provide CPR and use the AED in a safe, timely and effective manner to adults, children and infants in cardio-pulmonary arrest. Does not meet the requirements for healthcare provider. STUDENTS MUST REGISTER AT LEAST TWO WEEKS PRIOR TO CLASS START DATE.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$40	Harrisburg	72315	6/7/2012 - 6/7/2012	R	6:00 PM-9:30 PM	Staff



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$99		72584	1/23/2012 - 3/12/2012	M	Internet Course	McNaughton, David W.

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.

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

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.

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.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

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

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.

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

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.

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.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Workers' Comp ReCert

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.

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

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.

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.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1300	Harrisburg	72554	2/20/2012 - 2/24/2012	MTWRF	8:00 AM-5:00 PM	Briggs, Jennifer P.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Building Analyst/Energy Audit						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1300	Harrisburg	72555	5/14/2012 - 5/18/2012	MTWRF	8:00 AM-5:00 PM	Briggs, Jennifer P.

Building Analyst/Energy Audit						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1300	Harrisburg	72556	6/11/2012 - 6/15/2012	MTWRF	8:00 AM-5:00 PM	Briggs, Jennifer P.

PV NABCEP Int Entry Lev 40 Hrs						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$825		72499	1/16/2012 - 1/20/2012	MTWRF	8:00 AM-5:00 PM	Schmerl, Michael



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

PV NABCEP Int Entry Lev 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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$825		72504	2/20/2012 - 2/24/2012	MTWRF	8:00 AM-5:00 PM	Schmerl, Mi- chael

PV NABCEP Entry Lev Tech 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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1200	Harrisburg	72444	1/12/2012 - 3/1/2012	TR	7:00 AM-11:00 AM	Barnes, Mi- chael F.

PV NABCEP Entry Lev Tech 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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1200	Harrisburg	72735	1/30/2012 - 4/4/2012	MW	6:00 PM-9:00 PM	Barnes, Mi- chael F.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

PV NABCEP Entry Level Exam

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$110		72505	1/20/2012 - 1/20/2012	F	5:00 PM-8:00 PM	Deitz, Cheryleen H.

PV NABCEP Entry Level Exam

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$110		72510	2/24/2012 - 2/24/2012	F	5:00 PM-8:00 PM	Deitz, Cheryleen H.

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. STUDENT SHOULD REGISTER 2 WEEKS PRIOR TO CLASS SO BOOK CAN BE MAILED TO STUDENT.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$170	Harrisburg	71806	2/24/2012 - 2/25/2012	FS	8:00 AM-3:00 PM	Burns, Ed- ward A.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

EPA Refrigerant Prep & 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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$170	Harrisburg	71807	2/17/2012 - 2/18/2012	FS	8:00 AM-3:00 PM	Keener, Dar- rell R.

Motoman NX100 BasicProgramming

This four day program is designed to prepare each student with the necessary skills for operations, setup, programming and basic operational troubleshooting of the Motoman NX100 Robot. The course will be taught with a 50/50 theory to hands on approach. Theory portions will be followed by lab exercises to ensure an in indepth understanding of all key topics.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1500		72459	1/9/2012 - 1/12/2012	MTWR	8:00 AM-4:00 PM	Lepp, Thomas D.

Motoman NX100 BasicProgramming

This four day program is designed to prepare each student with the necessary skills for operations, setup, programming and basic operational troubleshooting of the Motoman NX100 Robot. The course will be taught with a 50/50 theory to hands on approach. Theory portions will be followed by lab exercises to ensure an in indepth understanding of all key topics.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1500		72460	2/13/2012 - 2/16/2012	MTWR	8:00 AM-4:00 PM	Lepp, Thomas D.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Motoman NX100 BasicProgramming						
<p>This four day program is designed to prepare each student with the necessary skills for operations, setup, programming and basic operational troubleshooting of the Motoman NX100 Robot. The course will be taught with a 50/50 theory to hands on approach. Theory portions will be followed by lab exercises to ensure an in indepth understanding of all key topics.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1500		72461	3/5/2012 - 3/8/2012	MTWR	8:00 AM-4:00 PM	Lepp, Thomas D.

Motoman NX100 BasicProgramming						
<p>This four day program is designed to prepare each student with the necessary skills for operations, setup, programming and basic operational troubleshooting of the Motoman NX100 Robot. The course will be taught with a 50/50 theory to hands on approach. Theory portions will be followed by lab exercises to ensure an in indepth understanding of all key topics.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1500		72462	4/16/2012 - 4/19/2012	MTWR	8:00 AM-4:00 PM	Lepp, Thomas D.

Motoman NX100 BasicProgramming						
<p>This four day program is designed to prepare each student with the necessary skills for operations, setup, programming and basic operational troubleshooting of the Motoman NX100 Robot. The course will be taught with a 50/50 theory to hands on approach. Theory portions will be followed by lab exercises to ensure an in indepth understanding of all key topics.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1500		72463	5/7/2012 - 5/10/2012	MTWR	8:00 AM-4:00 PM	Lepp, Thomas D.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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. Cost of class covers book and lab fees. Book given to student first night of class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$735	Harrisburg	71782	1/17/2012 - 5/11/2012	T	5:30 PM-9:30 PM	Alleman, Bryan L.

Acct & Finance/Non-Fin Mgrs

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.

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.

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. 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.

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.



Spring 2012 Public Course Schedule

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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	72647	1/26/2012 - 2/9/2012	T	6:30 PM-9:00 PM	McNaughton, David W.

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	Harrisburg	72676	2/16/2012 - 3/1/2012	R	6:30 PM-9:00 PM	McNaughton, David W.

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	Harrisburg	72677	2/11/2012 - 2/25/2012	S	10:00 AM-12:30 PM	McNaughton, David W.



Spring 2012 Public Course Schedule

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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		72682	3/13/2012 - 3/27/2012	T	6:30 PM-9:00 PM	McNaughton, David W.

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		72683	3/8/2012 - 3/22/2012	R	6:30 PM-9:00 PM	McNaughton, David W.

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		72684	3/3/2012 - 3/17/2012	S	10:00 AM-12:30 PM	McNaughton, David W.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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		72702	4/3/2012 - 4/17/2012	T	6:30 PM-9:00 PM	McNaughton, David W.

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		72703	3/29/2012 - 4/12/2012	R	6:30 PM-9:00 PM	McNaughton, David W.

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	72704	4/24/2012 - 5/8/2012	T	6:30 PM-9:00 PM	McNaughton, David W.



Spring 2012 Public Course Schedule

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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	72705	4/19/2012 - 5/3/2012	R	6:30 PM-9:00 PM	McNaughton, David W.

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	Harrisburg	72738	2/1/2012 - 2/29/2012	W	6:30 PM-9:00 PM	McNaughton, David W.

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	Harrisburg	72756	3/13/2012 - 3/27/2012	T	6:30 PM-9:00 PM	McNaughton, David W.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$85	Harrisburg	72416	1/9/2012 - 2/22/2012	MW	4:45 PM-5:45 PM	Morgan, Kay

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$101	Harrisburg	72417	3/12/2012 - 5/2/2012	MW	4:45 PM-5:45 PM	Morgan, Kay

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$69	Harrisburg	72406	1/13/2012 - 3/2/2012	F	9:00 AM-10:15 AM	Einstein, Fran E.



Spring 2012 Public Course Schedule

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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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$62	Harrisburg	72407	3/16/2012 - 5/4/2012	F	9:00 AM-10:15 AM	Einstein, Fran E.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$101	Harrisburg	72411	1/10/2012 - 3/1/2012	TR	10:00 AM-11:00 AM	Einstein, Fran E.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$96	Harrisburg	72412	3/13/2012 - 5/3/2012	TR	10:00 AM-11:00 AM	Einstein, Fran E.



Spring 2012 Public Course Schedule

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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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$69	Harrisburg	72413	5/22/2012 - 6/21/2012	TR	10:00 AM-11:00 AM	Einstein, Fran E.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$101	Harrisburg	72408	1/10/2012 - 3/1/2012	TR	8:45 AM-9:45 AM	Einstein, Fran E.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$96	Harrisburg	72409	3/13/2012 - 5/3/2012	TR	8:45 AM-9:45 AM	Einstein, Fran E.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$69	Harrisburg	72410	5/22/2012 - 6/21/2012	TR	8:45 AM-9:45 AM	Einstein, Fran E.

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						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$76	Harrisburg	72402	1/9/2012 - 2/29/2012	MW	10:15 AM-11:00 AM	Einstein, Fran E.

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						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$79	Harrisburg	72404	3/12/2012 - 5/2/2012	MW	10:15 AM-11:00 AM	Einstein, Fran E.



Spring 2012 Public Course Schedule

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Deep Water Power Workout						
<p>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</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$60	Harrisburg	72405	5/21/2012 - 6/20/2012	MW	10:15 AM-11:00 AM	Einstein, Fran E.

Fluid Fitness						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$67	Harrisburg	72414	1/9/2012 - 2/22/2012	MW	5:50 PM-6:35 PM	Morgan, Kay

Fluid Fitness						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$79	Harrisburg	72415	3/12/2012 - 5/2/2012	MW	5:50 PM-6:35 PM	Morgan, Kay



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$96	Harrisburg	72373	1/9/2012 - 2/29/2012	MW	9:00 AM-10:00 AM	Einstein, Fran E.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$101	Harrisburg	72374	3/12/2012 - 5/2/2012	MW	9:00 AM-10:00 AM	Einstein, Fran E.

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.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$69	Harrisburg	72375	5/21/2012 - 6/20/2012	MW	9:00 AM-10:00 AM	Einstein, Fran E.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Aqua Jogger						
Water exercise.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$79	Harrisburg	72371	1/10/2012 - 2/23/2012	TR	5:00 PM-6:00 PM	Lentz, Patricia A.

Aqua Jogger						
Water exercise.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$79	Harrisburg	72372	3/6/2012 - 4/12/2012	TR	5:00 PM-6:00 PM	Lentz, Patricia A.

"Cuff 'em" Deep Water						
Join a deep water weekend class which will add either extra buoyancy or drag resistance to wrists and/or ankles with cuffs designed to add to the benefits of your exercise. Movements are designed to work well with the added resistance. Cardio intervals are offered to attain and maintain fitness levels. Those with no prior water resistance or wish to do exercises without extra equipment are also welcome. You must be comfortable in deep water wearing a flotation belt to free arms and legs for full movement.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$47	Harrisburg	72418	1/14/2012 - 2/18/2012	S	9:00 AM-10:00 AM	Morgan, Kay



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

"Cuff 'em" Deep Water						
<p>Join a deep water weekend class which will add either extra buoyancy or drag resistance to wrists and/or ankles with cuffs designed to add to the benefits of your exercise. Movements are designed to work well with the added resistance. Cardio intervals are offered to attain and maintain fitness levels. Those with no prior water resistance or wish to do exercises without extra equipment are also welcome. You must be comfortable in deep water wearing a flotation belt to free arms and legs for full movement.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$47	Harrisburg	72419	3/17/2012 - 4/28/2012	S	9:00 AM-10:00 AM	Morgan, Kay

Deep Water Weekend						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$47	Harrisburg	72429	1/14/2012 - 2/18/2012	S	10:10 AM-11:10 AM	Morgan, Kay

Deep Water Weekend						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$47	Harrisburg	72430	3/17/2012 - 4/28/2012	S	10:10 AM-11:10 AM	Morgan, Kay



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.)

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$99	Harrisburg	70226	12/17/2011 - 12/17/2011	S	8:00 AM-3:00 PM	Samento, Tony D.

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.)

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$99	Harrisburg	70227	1/21/2012 - 1/21/2012	S	8:00 AM-3:00 PM	Samento, Tony D.

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.)

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$99	Harrisburg	71795	2/18/2012 - 2/18/2012	S	8:00 AM-3:00 PM	Samento, Tony D.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.)

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$99	Harrisburg	71796	3/17/2012 - 3/17/2012	S	8:00 AM-3:00 PM	Samento, Tony D.

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.)

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$99	Harrisburg	71797	4/21/2012 - 4/21/2012	S	8:00 AM-3:00 PM	Samento, Tony D.

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.)

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$99	Harrisburg	71798	5/19/2012 - 5/19/2012	S	8:00 AM-3:00 PM	Samento, Tony D.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.)

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$99	Harrisburg	71799	6/16/2012 - 6/16/2012	S	8:00 AM-3:00 PM	Samento, Tony D.

Basic Truck Driving Trng-CI A

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$5100	Harrisburg	71412	1/9/2012 - 2/16/2012	MTWR	7:30 AM-5:30 PM	Sanden, Timothy J.

Basic Truck Driving Trng-CI A

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$5100	Harrisburg	71415	2/20/2012 - 3/29/2012	MTWR	7:30 AM-5:30 PM	Sanden, Timothy J.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Basic Truck Driving Trng-CI A						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$5100	Harrisburg	71418	4/2/2012 - 5/10/2012	MTWR	7:30 AM-5:30 PM	Sanden, Timothy J.

Basic Truck Driving Trng-CI A						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$5100	Harrisburg	71421	5/14/2012 - 6/21/2012	MTWR	7:30 AM-5:30 PM	Sanden, Timothy J.

Basic Truck Driving Trng-CI A						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$5100	Harrisburg	71424	6/25/2012 - 8/2/2012	MTWR	7:30 AM-5:30 PM	Sanden, Timothy J.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Refresher/Upgrade to Class "A"						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$2100	Harrisburg	71414	1/9/2012 - 1/13/2012	M	7:30 AM-3:30 PM	Sanden, Timothy J.

Refresher/Upgrade to Class "A"						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$2100	Harrisburg	71417	2/20/2012 - 2/24/2012	M	7:30 AM-3:30 PM	Sanden, Timothy J.

Refresher/Upgrade to Class "A"						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$2100	Harrisburg	71420	4/2/2012 - 4/6/2012	M	7:30 AM-3:30 PM	Sanden, Timothy J.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Refresher/Upgrade to Class "A"						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$2100	Harrisburg	71423	5/14/2012 - 5/18/2012	M	7:30 AM-3:30 PM	Sanden, Timothy J.

Refresher/Upgrade to Class "A"						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$2100	Harrisburg	71426	6/25/2012 - 6/29/2012	M	7:30 AM-3:30 PM	Sanden, Timothy J.

Refresher/Upgrade to Class "A"						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$2100	Harrisburg	71429	1/28/2012 - 2/5/2012	US	7:30 AM-5:30 PM	Sanden, Timothy J.



Spring 2012 Public Course Schedule

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Refresher/Upgrade to Class "A"						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$2100	Harrisburg	71430	3/10/2012 - 3/18/2012	US	7:30 AM-5:30 PM	Sanden, Timothy J.

Refresher/Upgrade to Class "A"						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$2100	Harrisburg	71431	4/21/2012 - 4/29/2012	US	7:30 AM-5:30 PM	Sanden, Timothy J.

Refresher/Upgrade to Class "A"						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$2100	Harrisburg	71432	6/2/2012 - 6/10/2012	US	7:30 AM-5:30 PM	Sanden, Timothy J.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

CDL for Diesel Mech Training						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1300	Harrisburg	71433	1/16/2012 - 1/19/2012	MTWR	7:30 AM-12:30 PM	Sanden, Timothy J.

CDL for Diesel Mech Training						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1300	Harrisburg	71434	2/27/2012 - 3/1/2012	MTWR	7:30 AM-12:30 PM	Sanden, Timothy J.

CDL for Diesel Mech Training						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1300	Harrisburg	71435	4/9/2012 - 4/12/2012	MTWR	7:30 AM-12:30 PM	Sanden, Timothy J.



Spring 2012 Public Course Schedule

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CDL for Diesel Mech Training						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$1300	Harrisburg	71436	5/21/2012 - 5/24/2012	MTWR	7:30 AM-12:30 PM	Sanden, Timothy J.

Defensive Driving						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$50	Harrisburg	71462	1/24/2012 - 1/24/2012	T	5:30 PM-9:30 PM	Sanden, Timothy J.

Defensive Driving						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$50	Harrisburg	71463	3/22/2012 - 3/22/2012	R	5:30 PM-9:30 PM	Sanden, Timothy J.



Spring 2012 Public Course Schedule

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Defensive Driving						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$50	Harrisburg	71464	5/17/2012 - 5/17/2012	R	5:30 PM-9:30 PM	Sanden, Timothy J.

Defensive Driving						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$60	Harrisburg	71467	2/21/2012 - 2/21/2012	T	5:30 PM-9:30 PM	Sanden, Timothy J.

Defensive Driving						
<p>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.</p>						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$60	Harrisburg	71468	4/10/2012 - 4/10/2012	T	5:30 PM-9:30 PM	Sanden, Timothy J.



Spring 2012 Public Course Schedule

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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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$60	Harrisburg	71469	6/12/2012 - 6/12/2012	T	5:30 PM-9:30 PM	Sanden, Timothy J.

Truck Driver Training-Class B

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$4000	Harrisburg	71413	1/9/2012 - 2/2/2012	MTWR	7:30 AM-5:30 PM	Sanden, Timothy J.

Truck Driver Training-Class B

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$4000	Harrisburg	71416	2/20/2012 - 3/15/2012	MTWR	7:30 AM-5:30 PM	Sanden, Timothy J.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

Truck Driver Training-Class B						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$4000	Harrisburg	71419	4/2/2012 - 4/26/2012	MTWR	7:30 AM-5:30 PM	Sanden, Timothy J.

Truck Driver Training-Class B						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$4000	Harrisburg	71422	5/14/2012 - 6/7/2012	MTWR	7:30 AM-5:30 PM	Sanden, Timothy J.

Truck Driver Training-Class B						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$4000	Harrisburg	71425	6/25/2012 - 7/19/2012	MTWR	7:30 AM-5:30 PM	Sanden, Timothy J.



Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please call 717-780-2414.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$349	Harrisburg	72536	4/21/2012 - 6/16/2012	S	8:30 AM-12:30 PM	Starkey, Edgar R.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$349	Harrisburg	72544	3/12/2012 - 4/4/2012	MW	5:30 PM-8:30 PM	Godshall, Wayne L.

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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$399	Harrisburg	72535	1/21/2012 - 4/14/2012	S	8:30 AM-12:30 PM	Starkey, Edgar R.



Spring 2012 Public Course Schedule

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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.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$399	Harrisburg	72543	1/23/2012 - 2/29/2012	MW	5:30 PM-8:30 PM	Godshall, Wayne L.