

# Butler & Cranberry

## Adult Literacy

### Adult Literacy Orientation

This is your introduction to the Adult Literacy Program at BC3! We will review all classes: GED, Reading, Math, Personal Finance, Computer and Transitions. We will discuss attendance policies, GED scholarship opportunities, and student recognition. You will be introduced to staff members and take a look at your classroom. You will also participate in several assessments during this session to insure that you are assigned to an appropriate class and know your individual learning style – your success is our success!

- GED & Adult Basic Education (ABE) students must register for orientation.
- After the beginning of each class students may join classes, but only during the week of each month **after** completing the 2 day orientation.
- Orientation attendance is required and tuition is free.

Call for your seat in a student orientation listed below or to check for other available times in February, March, April & May. No orientation will be held in June.

**NABED 200-B54** – Monday/Wednesday, 1/23-1/25, 6:00PM-9:00PM, Butler Main Campus, Continuing Education Building, Instructor: TBA.

**NABED 200-B55** – Monday/Wednesday, 2/13-2/15, 6:00PM-9:00PM, Butler Main Campus, Continuing Education Building, Instructor: TBA.

**NABED 200-C52** – Tuesday/Thursday, 1/24 - 1/26, 6:00PM-9:00PM, BC3 @ Cranberry, TBA.

**NABED 200-F08** – Tuesday/Thursday, 1/10-1/12, 1:00PM-4:00PM, CareerLink.

**NABED 200-F09** – Monday/Wednesday, 1/23-1/25, 9:00AM-12:00PM, Grove City Education Center.

**NABED 200-F10** – Monday/Wednesday, 2/13-2/15, 1:00PM-4:00PM, Grove City Education Center.

**NABED 200-F11** – Monday/Wednesday, 3/26-3/28, 1:00PM-4:00PM, Grove City Education Center.

### GED Prep

This course offers instruction in the official GED test subjects. Review reading/writing, math, social studies and science. Instruction emphasizes writing and math. Prepare to take the test! Tuition: FREE.

**RGEDP 100-B52** – Monday/Wednesday, 1/30-6/13, 6:00PM-9:00PM, Butler Main Campus, Continuing Education Building, Room 16, Instructor: Gade.

**RGEDP 100-C52** – Tuesday/Thursday, 1/31-5/8, 6:00PM-9:00PM, BC3 @ Cranberry, Room TBA, Instructor: Staff.

**RGEDP 100-F02** – Tuesday/Thursday, 1/31-6/14, 9:00AM-12:00PM, Grove City Education Center, Instructor: Jordon.

### GED at a Distance

If none of the GED classes fit your schedule; learn about a flexible plan to help you study for the GED exam. With or without a computer, we can help you with planned lessons according to your individual needs. Call today for your orientation to GED at a Distance. No instructor hours Fridays. Tuition: FREE.

**RGEDP 100-B01** – Call 724-287-8711, ext. 8350 to schedule an appointment with an Instructor.

### Math for GED

Workplace and Post-Secondary Education – This course has proven successful in increasing math scores for GED testing, post-secondary entrance and required workplace exams. It will provide 10 weeks of instruction in Math Fundamentals and 10 weeks of instruction in Algebra Fundamentals. Tuition: FREE.

**NABED 102-F03** – Tuesday/Thursday, 1/17-3/22, 12:30PM-3:00PM, CareerLink, Instructor: Gade.

**NABED 102-F04** – Tuesday/Thursday, 4/17-6/21, 12:30PM-3:00PM, CareerLink, Instructor: Gade.



## Adult Literacy P R O G R A M

We're committed to helping break the barriers that keep adults from better education and better employment. Start today. Take a class, meet with a tutor, work at a distance. Tell us your goal and we will help get you started.

### Adult Literacy provides FREE instruction to adults who need to:

- Obtain their GED diploma
- Learn basic computer operation
- Learn to budget for a better future
- Improve workplace skills toward better employment
- Improve skills toward college enrollment
- Study basic reading, writing or math skills with the aid of an instructor

### Reading & Writing

This course is designed for individuals to strengthen their Reading and Writing skills to improve scores for GED, College or Trade School Entrance, and Workplace exams. Reading for understanding strategies will be taught. Additionally, skills to aid learners in writing clearly and concisely will be emphasized. Tuition: FREE.

**NABED 104-F03** – Tuesday/Thursday, 1/17-3/22, 9:30AM-12:00PM, CareerLink, Instructor: Ashenden.

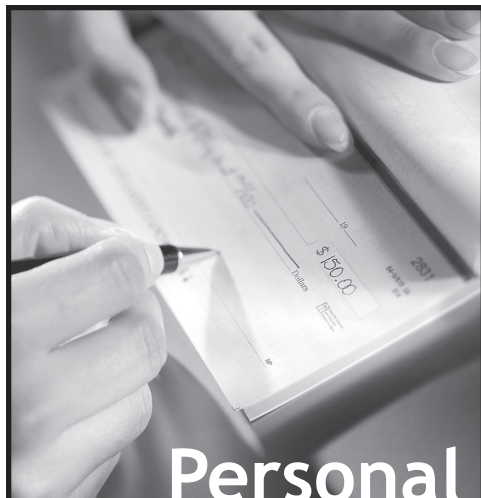
**NABED 104-F04** – Tuesday/Thursday, 4/17-6/21, 9:30AM-12:00PM, CareerLink, Instructor: Ashenden.

### Computer Group

Designed as a “first experience” with the computer for individuals who have difficulty reading, students will be guided in the following: turning the computer on, basic menus, basic MS Word and email. Basic reading, writing and computer skills will be practiced. You must attend an orientation to meet requirements for this class. Tuition: FREE.

**NABED 108-B02** – TBA, TBA, TBA, Butler Main Campus, Continuing Education Building, Room TBA, Volunteer Instructor.

**NABED 108-B52** – TBA, TBA, TBA, Butler Main Campus, Continuing Education Building, Room TBA, Volunteer Instructor.



## Personal Finance Workshop

This course is designed for individuals who have difficulty reading and understanding math concepts associated with banking, credit, interest rates, and loans. Math concepts associated with budgeting will be practiced. Tuition: FREE.

**NABED 113-F02** – Tuesday/Thursday, 1/24-2/2, 8:00AM - 11:00AM, Deshon Place, VA Medical Center, Butler, Instructor: Gade.

**NABED 113-B02** – Tuesday/Thursday, 4/10-4/19, 9:00AM -12:00PM, Butler Main Campus, Continuing Education Building, Room 16, Instructor: Gade.

### Math Review

If you struggle with basic addition, subtraction, multiplication and division, this class is for you! Activities in class will focus on everyday life skills associated with math. Practice will include shopping and cooking exercises. Tuition: FREE.

**NABED 125-F52** – Thursday, 1/19-5/31, 5:30PM-8:00PM, The Grapevine, Butler, Instructor: Ashenden.

### Reading Class

This group will assist you if you have always struggled with reading and need guided instruction to maintain every day life skills. You will practice with computers and work toward membership in an eBay club. Tuition: FREE.

**NABED 109-F52** – Tuesday, 1/17-5/29, 5:30PM-8:00PM, The Grapevine, Butler, Instructor: Ashenden.

### Workplace & Computer Skills

This group will assist you in improving reading, writing, math and computer skills for the workplace and everyday life. Tuition: FREE.

**NABED 145-B02** – Tuesday/Thursday, 2/16-5/10, 1:00PM-3:30PM, Butler Main Campus, Continuing Education Building, Room 16, Instructor: Ashenden.

### Exploring Medical Careers

In this 6 week workshop participants will develop skills that will improve foundation workplace skills. The workshop will focus on basic workplace skills to include mathematical concepts and reasoning, reading with understanding, and writing concisely, as well as speaking and listening skills. Learners will also explore essential workplace knowledge and employability skills such as working in teams and group dynamics, decision making and problem solving skills, and self management strategies. Tuition: FREE.

**RABED 180-F02** – Monday/Wednesday, 1/18-3/21, 9:00AM-12:00PM, CareerLink, Instructor: Ashenden.

**RABED 180-F03** – Monday/Wednesday, 4/16-6/20, (No class 5/28), 9:00AM-12:00PM, CareerLink, Instructor: Ashenden.

### Exploring Manufacturing Careers

In this 6 week workshop, participants will develop skills that will improve foundation workplace skills while exploring the many career pathways of the manufacturing and construction industries. The workshop will focus on basic workplace skills to include mathematical concept and reasoning, measuring skills, reading with understanding, writing for the workplace, as well as speaking and listening skills. Participants will also explore essential employability skills, such as working in teams and group dynamics, decision making and problem solving skills and self-management strategies. Tuition: FREE.

**RABED 190-F03** – Monday/Wednesday, 1/18-3/26, 12:30PM-3:30PM, CareerLink, Instructor: Ashenden.

**RABED 190-F04** – Monday/Wednesday, 4/16-6/25, (No class 5/28), 12:30PM-3:30PM, CareerLink, Instructor: Ashenden.



# The PRAXIS™ Prep Series

## Course By Appointment Tutoring Program

### Don't give up on your teaching dreams!

BC3's Education Department has designed a series of courses to prepare education majors and teachers for the Praxis exams. BC3 offers Praxis online courses as well as one-on-one tutoring. Tutoring can be done in person or online. The Tutoring Program is designed for repeat Praxis test takers. All Praxis instructors are Pennsylvania certified teachers.

#### Tuition for tutoring:

\$425 for 10 hours of instruction

**NACAD-201** – Tutoring for Praxis™ I Test  
PPST Reading, Writing, or Math

**NACAD-202** – Tutoring for Praxis™ II Test

#### Tuition for Praxis online course:

\$140 Butler County residents

**PRAX 111** – Praxis I

**PRAX 113** – Praxis II El Ed

**PRAX 114** – Praxis II Math and Science

**PRAX 115** – Praxis II English and Social Studies

### Visit

[www.passpraxis.com](http://www.passpraxis.com)

for more information

or contact Tracy Hack, Praxis Coordinator,  
at 724-287-8711, ext. 8201 or email  
[Tracy.Hack@bc3.edu](mailto:Tracy.Hack@bc3.edu).

## Reading & Math Tutorial

Do you avoid reading and math? If you would like to improve your basic reading and math skills, this one-on-one program may be for you. You can meet with a tutor on your own schedule. Gain confidence to read on the job, to your children, or just for pleasure. Practice math skills to improve every day activities from shopping and cooking to applying for a job. Tuition: FREE.

## Transitions Class

A 24 hour workshop to bridge the gap between High School/GED and Post Secondary education. You will identify skills for improvement and target study skills according to your learning styles. The instructor will introduce you to the key people on the path to Lifelong Learning. Tuition: FREE.

**NABED 300-B01** – Monday/Wednesday, 3/5-3/28, 1:00PM-4:00PM, Butler Main Campus, Continuing Education Building, Room 16, Instructor: Bland.

**NABED 300-B02** – Monday/Wednesday, 4/30-5/23, 9:00AM-12:00PM, Butler Main Campus, Continuing Education Building, Room 16, Instructor: Bland.

## Professional Development Workshops for Adult Literacy Tutors & Instructors

**Act 48 Credits are available for some of these workshops:**

### Tutor Training

Volunteers are the backbone of the Adult Literacy Education Program. You can join this growing number of dedicated individuals who offer their time and talents to help others achieve their goals. Sign up for the workshop to become a member of the literacy team. Tuition: FREE.

### Adult Literacy Education Volunteer Tutor Workshop

Learn about the role of the Adult Literacy Program in our community, the characteristics of the adult learner, and the different learning styles of adults. Become familiar with the materials used to help the adult learners in the program. You must complete both sessions to receive certification. Tuition: FREE.

#### **NABED 105-B02**

Session One – Friday, 1/20, 9:00AM-2:00PM, Butler Main Campus, Continuing Education Building, Room 16, Instructor: Reiber.

Session Two – Friday, 1/27, 9:00AM-2:00PM, Butler Main Campus, Continuing Education Building, Room 16.

### Tutoring for Employability

Learn about the reading, writing and mathematical skills needed to acquire and retain employment. Skills gained in this workshop will equip you to help your learner gain the essential skills need for succeeding in the workplace. Tuition: FREE.

**NABED 105-B04** – Friday, TBA, 9:00AM-12:00PM, Butler Main Campus, Continuing Education Building, Room 16, Instructor: Gade.

## Academic Development

### SAT Prep

Be prepared! 2011 SAT test dates are: March 10, 2012, May 5, 2012, and June 2, 2012. Using materials developed by Cambridge™ Educational Services, Inc., this course will help you prepare for the SAT. Course includes preparation in writing, critical reading and mathematics. Course materials used for preparation will reflect the current content of the SAT. Students will take a practice exam, use simulated materials and learn test taking strategies. Students should bring a calculator and one pack of 3x5 index cards to class. Tuition includes textbook and practice test.

**RACAD 104-B52** – Tuesday, 1/17-2/28, 6:00PM-9:00PM, Butler Main Campus, Instructor: McCrea, 7 sessions (21 clock hours), Tuition: \$179.

**RACAD 104-B53** – Tuesday, 3/20-5/1, 6:00PM-9:00PM, Butler Main Campus, Instructor: McCrea, 7 sessions (21 clock hours), Tuition: \$179.

**RACAD 104-C52** – Wednesday, 1/18-2/29, 6:00PM-9:00PM, BC3 @ Cranberry, Room 121, Instructor: McCrea, 7 sessions (21 clock hours), Tuition: \$179.

**RACAD 104-C53** – Wednesday, 3/21-5/2, 6:00PM-9:00PM, BC3 @ Cranberry, Room 121, Instructor: McCrea, 7 sessions (21 clock hours), Tuition: \$179.

## Languages



### American Sign Language I

This course is designed for students who have little or no previous knowledge of sign language. Course will introduce ASL as a second language. Learn approximately 300 words/signs and grammatical features of ASL. Lectures on deaf culture and the deaf community will be included. Students will be required to practice and complete outside assignments as part of the requirements for ASL I. Text required.

**RLANG 101-B52** – Wednesday, 2/1-4/4, 6:00PM-9:00PM, Butler Main Campus, Instructor: Sloboda, 10 sessions (30 clock hours), Tuition: \$149.

### NEW! American Sign Language - An Introduction

This is an introductory course in the basics of American Sign Language (ASL) and is designed for anyone who has little or no previous knowledge of ASL. Readiness for learning will be approached via visual-gestural communication techniques and visual memory exercises. ASL questions, commands, and other simple sentence structures are introduced to develop conversational skills in ASL.

**RLANG 136-C51** – Tuesday, 2/28-4/24, (No class 4/10), 6:30PM-8:30PM, BC3 @ Cranberry, Room 124, Instructor: Kirkpatrick, 8 sessions (16 clock hours), Tuition: \$95.

### NEW! Basic Sign Language

If you've ever wanted to learn basic sign language, then this class is for you. In six weeks, you will learn the alphabet, numbers, people, animals and other basic signs.

**RLANG 137-F51** – Tuesday, 3/13-4/17, 6:00PM-8:00PM, Seneca Valley Middle School, Room 201, Instructor: Rose, 6 sessions (12 clock hours), Tuition: \$89.

### Beginning Italian

This introductory level course includes instruction in forming and using language structures, vocabulary pronunciation, basic grammar, common expressions and practical phrases as well as an understanding of Italian language and culture.

**RLANG 102-C52** – Monday, 1/23-3/12, (No class 3/5), 6:00PM-9:30PM, BC3 @ Cranberry, Room 121, Instructor: Ombres, 7 sessions (24.5 clock hours), Tuition: \$130.

### Intermediate Italian

This course offers a continuation of Beginning Italian (RLANG 102) with an emphasis on reading, writing, translation and understanding Italian.

**RLANG 103-C52** – Monday, 3/19-4/30, 6:00PM-9:30PM, BC3 @ Cranberry, Room 121, Instructor: Ombres, 7 sessions (24.5 clock hours), Tuition: \$130.

### Beginning French

Learn to speak the French language – and be able to converse with the citizens of 40 different countries. This introductory level course includes instruction in pronunciation, basic grammar, common expressions, and practical phrases. Your instructor is a French native who will coach you in the nuances of this language, while providing an understanding of the French language and culture.

**RLANG 105-C52** – Monday, 3/12-4/16, 6:00PM-9:00PM, BC3 @ Cranberry, Room 135, Instructor: Jones, 6 sessions (18 clock hours), Tuition: \$98.

### NEW! Conversational Spanish

Can you barely speak Spanish even though you've taken a high school or college class? This course will simplify how to communicate in real life situations in a very simple and straightforward manner. Don't just sit in class taking notes - learn to SPEAK the language!

**RLANG 127-F52** – Wednesday, 3/7-4/25, 6:30PM-8:00PM, Seneca Valley Middle School, Room 202, Instructor: Murra, 8 sessions (12 clock hours) Tuition: \$69.

## NEW! Beginning Japanese

Asian Americans are one of the fastest growing minorities in the United States. Many aspects of Asian culture are portrayed in video games and animated cartoons. This class will focus on one particular subgroup - the Japanese. This course will be an introduction to the Japanese language including Hiragana, Katakana, Kanji, and grammar, while offering insights into the connection between language and worldview.

**RLANG 134-F52** – Thursday, 2/9-3/15, 7:00PM-9:00PM, Seneca Valley Middle School, Room 203, Instructor: Pinsky, 6 sessions (12 clock hours), Tuition: \$69.

## English as a Second Language

This course is designed for individuals whose first language is not English. Instruction will be given in reading, writing, listening and speaking for learning and improving the use of the English language. The ESL classroom can accommodate multiple levels of speaking and writing.

**NPERS 252-C03** – Tuesday/Thursday, 2/7-3/8, 1:00PM-3:00PM, BC3 @ Cranberry, Room 134, Instructor: Shriver, 10 sessions (20 clock hours), Tuition: \$125.

**NPERS 252-C04** – Tuesday/Thursday, 3/20-4/19, 1:00PM-3:00PM, BC3 @ Cranberry, Room 134, Instructor: Shriver, 10 sessions (20 clock hours), Tuition: \$125.

## Professional Development



## Certified Pharmacy Technician Training

This program can be your entry into a new, exciting professional career. You will receive an overview of pharmacy administration, compounding and dispensing procedures, drug classifications, pharmacy math, (concepts of algebra will be covered), medical terms, abbreviations and symbols, IV admixture procedures, pharmacy law and legal aspects and more. Successful candidates who pass the Pharmacy Technician Certification Board Examination will be designated Certified Pharmacy Technicians. The cost of the Board Examination is **not** included in the course tuition. The PTCB exam details will be provided in class.

**RPROF 100-B52** – Tuesday/Thursday, 1/24-4/12, 6:00PM-9:00PM, Butler Main Campus, Instructor: Young, 24 sessions (72 clock hours), Tuition: \$499.

## Getting Paid To Talk: An Introduction to Professional Voice Acting

Explore different aspects of voice acting work for television, film, radio, books on tape, documentaries and the Internet in this exciting new class! You will learn how to prepare the all-important demo and how to earn great income in this exciting field. This class is facilitated by an instructor of Creative Voice Development Group, one of the largest voice-over training organizations producing voice-overs for Discover, TLC Women's Entertainment and HGTV. Enrollment is limited to 20 students.

**RPROF 901-B52** – Wednesday, 2/29, 6:30PM-9:00PM, Butler Main Campus, Instructor: TBA, 1 session (2.5 clock hours), Tuition: \$29.

## Beginning Real Estate

As the real estate market continues to fluctuate there is no better time to enter this exciting and challenging field. Be ready when the market begins to ascend. For those who wish to become licensed real estate agents, both courses (RREAL 201 and RREAL 202) must be successfully completed prior to taking the real estate licensing test. Students must pass the PA Real Estate Commission test for licensing. Students successfully completing RREAL 201 and/or RREAL 202 will receive one original transcript and two copies of the original transcript. If you need to replace your transcript, you must submit a signed transcript request and a processing fee of \$15. Please allow at least two weeks for processing.

### Real Estate Fundamentals

This course is one of two courses designed to introduce students to the real estate industry. Fundamental principles and theories of real estate are covered including terminology, historical background, and concepts of land, property rights in realty and the means and methods of conveyance of these rights.

**RREAL 201-B52** – Thursday, 1/26-5/10, (No class 4/12), 6:00PM-8:00PM, Butler Main Campus, Continuing Education Building, Room 17, Instructor: Shields, 15 sessions (30 clock hours), Tuition: \$159.

**RREAL 201-C52** – Thursday, 1/26-5/3, 6:00PM-8:00PM, BC3 @ Cranberry, Room 121, Instructor: Thompson, 15 sessions (30 clock hours), Tuition: \$159.

### Real Estate Practices

This introductory course is designed to introduce all facets of the real estate business including a survey of vocational opportunities. Theory and practice of real estate are presented covering basic techniques, procedures, regulation and ethics involved in a real estate transaction along with a working knowledge of the forms and documents used including the related mathematics.

**RREAL 202-B52** – Thursday, 1/26-5/10, (No class 4/12), 8:00PM-10:00PM, Butler Main Campus, Continuing Education Building, Room 17, Instructor: Shields, 15 sessions (30 clock hours), Tuition: \$159.

**RREAL 202-C52** – Thursday, 1/26-5/3, 8:00PM-10:00PM, BC3 @ Cranberry, Room 121, Instructor: Thompson, 15 sessions (30 clock hours), Tuition: \$159.



## Real Estate Taxation

If you are a home owner or a real estate professional this class will provide an understanding of the theory and application of taxes to real estate ownership. This class will explain the practical aspects of real estate taxes – how they are levied and assessed, collection processes by various taxing authorities, how to research County tax documents, how to estimate real estate taxes and file a tax appeal on your own behalf, the two types of tax assessment appeals and where your tax dollars are spent by the government entities that levy the taxes.

**RREAL 207-B52** – Wednesday, 3/21, 6:00PM-9:00PM, Butler Main Campus, Instructor: Keffalas, 1 session (3 clock hours), Tuition: \$29.

## The Computer Center

### What Microsoft Version will Be Taught?

Microsoft application training is currently available in both 2007 and 2010 versions. The version being taught is referenced in the title of the course or listed before the class code.

### Text required =

Textbooks are required for most computer classes, as well as selected classes throughout the brochure designated with the textbook symbol. Textbooks will be available for purchase immediately before the first class session at BC3 @ Cranberry or at the Main Campus Bookstore. Bookstore purchases may be made by mail or online at [bc3.edu/bookstore](http://bc3.edu/bookstore).

If you have questions about textbooks, please call the Bookstore at 724-287-8711, ext. 8230. Have the course number and instructor name available to place your order.

**Prerequisites:** In order to provide the best possible learning experience, please note that some of our computer classes have prerequisites.

## Computer Fundamentals

### Should I Take Computer Fundamentals?

If one or more of the following statements are true, our staff highly recommends that you take Computer Fundamentals.

- I have no formal computer training or experience.
- I can access the Internet, but am unfamiliar with other software applications on my computer.
- I have difficulty explaining computer problems to my service provider, and/or I am uncomfortable following instructions in troubleshooting.
- I know my computer fairly well, but do not thoroughly understand how it works.
- I would like to acquire a solid, working knowledge of my computer and how to use it to its full potential.
- I am unable to do the tasks listed under, “Should I Take Windows” – see next page.

### Computer Fundamentals

Designed for the beginner, this course presents an overview of the personal computer, its operating system (Windows) and the most popular application software programs used in business today. Topics include: terminology, component parts and an introduction to Windows, word processing, spreadsheet design and database management. The course includes hands-on lab time and will guide you in determining your interest in future software application classes. A “must” for the beginning personal computer user, this course is also appropriate for anyone wishing to use his or her personal computer to its fullest potential.

**RCOMP 101-H52** – Tuesday, 2/21-4/3, 6:30PM-9:30PM, Butler High School, Room 111, Instructor: Nelson, 7 sessions (21 clock hours), Tuition: \$145.

### Computer Essentials

Designed to be useful for all computer users, beginner and experienced alike; this course presents an overview of the personal computer and the most popular software programs used today. You will learn computer history, terminology, component parts, and the Windows operating systems files and folders management. You will also be introduced to word processing spread sheeting, and presentation and database discussion, and the Internet. This course will serve as a guide to determine your interest for further classes by spending a great deal of “hands-on” time with the computer and the various software packages. This course is a must for the new PC user.

**RCOMP 105-B52** – Tuesday, 2/7-3/27, 6:00PM-9:00PM, Butler Main Campus, Continuing Education Building, Room 14, Instructor: Davis, 8 sessions (24 clock hours), Tuition: \$147.

## Register Online!

You can register for a class online at [bc3.edu](http://bc3.edu) or by phone, mail or fax.  
See pages 45-47 to learn more.

## Windows Applications

### Should I Take Windows Applications?

If your answer is “no” to one or more of these questions, our staff highly recommends that you take Windows Applications.

- Can you use Windows Explorer?
- Can you create a folder?
- Do you know the difference between “Save” and “Save As?”

### Windows

Learn Windows from the “START.” General topics include terminology, document management, using the mouse, organizing the desktop, using the menus and Explorer. The skills you gain in this introductory class will serve as a foundation for future use with Windows applications. Prerequisite: Computer Fundamentals (RCOMP 101 or RCOMP 501) or P.C. experience. (P.C. experience includes: knowing the difference between storage and memory, the ability to name, save and retrieve files and knowledge of basic computer and software terms).

#### Windows XP

**RCOMP 202-H52** – Tuesday, 4/17-5/1, 6:30PM-9:30PM, Butler High School, Room 111, Instructor: Nelson, 3 sessions (9 clock hours), Tuition: \$89.

#### Windows 2007

**RCOMP 202-C52** – Monday, 2/6-2/20, 6:00PM-9:00PM, BC3 @ Cranberry, Room 123, Instructor: Meszar, 3 sessions (9 clock hours), Tuition: \$89.

## Software Applications

### Accounting for Non-Accountants

This is an introductory course for business persons who need to develop a basic understanding of accounting. We will define and discuss assets, liabilities, owner's equity, and T-accounts. Covered are the basics of simple financial statements from transaction that occur in a small business. We will cover a business cycle form beginning transactions to ending financial statements.

**RPROF 120-B51** – Wednesday, 4/25-6/6, 6:00PM-8:30PM, BC3 Main Campus, Continuing Education Building, Room 17, Instructor: Jones, 7 sessions (17.5 clock hours), Tuition: \$99.

### NEW! Essentials for MS Word, Access, and Excel

This class is essential for students who want to know the basics of 3 popular software titles: Word, Excel and Access, without having to take a lot of classes. With this hands-on course, you will spend 1 night on each of the 3. This course will get you up and running, allowing you to do simple to more complex tasks. **Class limited to 8 participants.**

**RCOMP 719-H53** – Thursday, 4/12-4/26, 6:30PM-9:30PM, Butler High School, Room 111, Instructor: Nelson, 3 sessions (9 clock hours), Tuition: \$99.

### Word 2007, Level I

Tame document production by using MS Word to your advantage! Give your documents the professional touch by polishing your skills and increasing your productivity with this powerful word-processing program. Format and edit both text and tables. Learn to create documents that incorporate many features so that your message will really stand out! *Students will need a USB flash drive.* Prerequisite: Computer experience or Computer Fundamentals (RCOMP 101 or 601) and Windows (RCOMP 202 or 602).

**RCOMP 225-C52** – Wednesday, 2/8-3/28, (No class 3/7), 6:00PM-9:00PM, BC3 @ Cranberry, Room 123, Instructor: Meszar, 7 sessions (21 clock hours), Tuition: \$133.

### Excel 2007

With Excel for Windows, you can simplify your routine and focus on your analysis of the data at hand. Discover Excel's tools and use them to prepare, format, maintain and enhance your worksheets. Learn how to maintain Workbooks and move data between them. Insert formulas, create charts and insert clip art images. Turn your spreadsheets into meaningful charts. Prerequisite: Windows (RCOMP 202 or 602).

**RCOMP 210-C52** – Monday, 2/27-4/9, (No class 3/5), 6:00PM-9:00PM, BC3 @ Cranberry, Room 123, Instructor: Meszar, 6 sessions (18 clock hours), Tuition: \$115.

**RCOMP 210-B52** – Wednesday, 1/11-2/15, 6:00PM-9:00PM, Butler Main Campus, Continuing Education Building, Room 14, Instructor: Mahood, 6 sessions (18 clock hours), Tuition: \$125.



Learn the basics to setting up a company in QuickBooks. We will cover step-by-step all the record keeping required to manage your business. Accounting knowledge is not required. Prerequisite of basic Windows needed. You will learn how to perform business transactions and why they must be completed in a certain way so QuickBooks can create accurate reports for you and your accountant.

**RCOMP 411-B51** – Monday, 4/23-6/11, (No class 5/28), 6:00PM-9:00PM, Butler Main Campus, Continuing Education Building, Room 14, Instructor: Jones, 7 sessions (21 clock hours), Tuition: \$135.

### **NEW! Excel 2010**

Discover Excel's tools and use them to prepare, program, maintain, and enhance your worksheets. Learn how to insert formulas, create charts and insert clip art images.

**RCOMP 722-B51** – Wednesday, 3/7-4/11, 6:00PM-9:00PM, Butler Main Campus, Continuing Education Building, Room 14, Instructor: Mahood, 6 sessions (18 clock hours), Tuition: \$125.

### **NEW! Windows 7 - Getting Started**

Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this powerful new version has to offer. In this course, specifically designed for beginners and casual users, you'll learn to use Windows 7 best and most important features.

**RCOMP 716-B52** – Tuesday, 2/7-2/21, 6:30PM-9:30PM, Butler Main Campus, Continuing Education Building, Room 15, Instructor: Fisher, 3 sessions (9 clock hours), Tuition: \$115.

**RCOMP 716-B53** – Tuesday, 3/6-3/20, 6:30PM-9:30PM, Butler Main Campus, Continuing Education Building, Room 15, Instructor: Fisher, 3 sessions (9 clock hours), Tuition: \$115.

### **NEW! Windows 2007 for the Intimidated**

Does the Internet overwhelm you? Does opening up Microsoft Word intimidate you? If so, then this class is for you. Take the first step in understanding micro computing by taking this class!

**RCOMP 724-C01** – Friday, 3/16-3/30, 1:00PM-3:00PM, BC3 @ Cranberry, Room 123, Instructor: Rottman, 3 sessions (6 clock hours), Tuition: \$69.

## Computers In-A-Day

### **What Microsoft Version will be taught?**

Microsoft application training is currently available in both 2007 and 2010 versions. The version being taught is referenced in the title of the course or listed before the class code.

### **Computer Fundamentals 2007**

Introduce yourself quickly to the power of computing. This introductory course presents an overview of the most popular Microsoft application programs used in business today and makes it possible for you to become comfortable with the personal computer as you use it. Topics include: computer terminology, review of software, business and personal applications.

**RCOMP 501-B02** – Wednesday, 3/28, 9:00AM-5:00PM, Butler Main Campus, Continuing Education Building, Room 14, Instructor: Lowerre, 1 session (7 clock hours), Tuition: \$87.

### **Computer Fundamentals 2010**

Get up to speed on the power of computing. This introductory course presents an overview of the most popular Microsoft application programs used in business today and makes it possible for you to become comfortable with the personal computer as you use it. Topics include: computer terminology, review of software, business and personal applications.

**RCOMP 723-B01** – Wednesday, 2/29, 9:00AM-5:00PM, Butler Main Campus, Continuing Education Building, Room 15, Instructor: Lowerre, 1 session (7 clock hours), Tuition: \$87.

### **Word 2007, Part 1**

Polish your skills and increase your productivity using this powerful word-processing program. Discover how to design and edit documents, adjust margins and use tab settings. Incorporate graphics into your documents, including special documents like newsletters. Create documents with features to make your message stand out! Prerequisite: Windows (RCOMP 202 or 602).

**RCOMP 625-B02** – Wednesday, 4/11, 9:00AM-5:00PM, Butler Main Campus, Continuing Education Building, Room 14, Instructor: Lowerre, 1 session (7 clock hours), Tuition: \$87.

**RCOMP 625-C02** – Friday, 2/24-3/2, 9:00AM-12:30PM, BC3 @ Cranberry, Room 123, Instructor: Meszar, 2 sessions (7 clock hours), Tuition: \$87.

### **Word 2007, Part 2**

This course is a continuation of Word, Part 1 (RCOMP 625). Discover how to format tables and columns, add graphics, perform a "search and replace," execute a mail merge; add a header and footer to your documents and create envelopes and labels! Prerequisite: Word, Part 1 (RCOMP 625).

**RCOMP 626-B03** – Wednesday, 4/18, 9:00AM-5:00PM, Butler Main Campus, Continuing Education Building, Room 14, Instructor: Lowerre, 1 session (7 clock hours), Tuition: \$87.

**RCOMP 626-C02** – Friday, 3/16-3/23, 9:00AM-12:30PM, BC3 @ Cranberry, Room 123, Instructor: Meszar, 2 sessions (7 clock hours), Tuition: \$87.

### **Excel 2007, Part 1**

Learn the essentials of creating spreadsheets! Discover how easily you can use spread sheet techniques to maintain your checkbook, track expenses or simply project your earnings. Prerequisite: Windows (RCOMP 202 or 602).

**RCOMP 610-B02** – Thursday, 3/22-3/29, 12:30PM-4:00PM, Butler Main Campus, Continuing Education Building, Room 15, Instructor: Mack, 2 sessions (7 clock hours), Tuition: \$87. Tuition: \$87.

**RCOMP 610-C02** – Friday, 3/30 & 4/13, (No class 4/6), 9:00AM-12:30PM, BC3 @ Cranberry, Room 123, Instructor: Meszar, 2 sessions (7 clock hours), Tuition: \$87. Text required.

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**For Computer Classes in  
Lawrence & Mercer counties,  
see pages 25-27 and pages 32-33.**

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**Excel 2007, Part 2** 

A continuation of Excel, Part 1 (RCOMP 610). Enhance your spreadsheets through formatting choices and organization of your data using some of the button bar enhancements. Advance your math skills by using summation and building graphs. Prerequisite: Windows (RCOMP 202 or 602) and Excel, Part 1 (RCOMP 610).

**RCOMP 611-B02** – Tuesday, 4/17 & 4/24, 12:30PM-4:00PM, Butler Main Campus, Continuing Education Building, Room 15, Instructor: Mack, 2 sessions (7 clock hours), Tuition: \$87.

**PowerPoint 2007** 

Using a hands-on approach, learn how to create attention-grabbing presentations that will win over even the most sophisticated audience. In this course, you will learn the basics of creating a simple presentation using the Auto Content Wizard, adding graphics, switching to a slide presentation and presenting a slide show with special effects. Prerequisite: Windows (RCOMP 202 or 602).

**RCOMP 640-C02** – Friday, 4/20-4/27, 9:00AM-12:30PM, BC3 @ Cranberry, Room 123, Instructor: Meszar, 2 sessions (7 clock hours), Tuition: \$87.

**NEW! PowerPoint Bells & Whistles** 

Using a hands-on approach, learn how to create attention-grabbing presentations that will keep your audience engaged. In this course, you will learn the basics of creating a simple presentation, adding graphics, switching to a slide presentation and presenting a slide show with special effects. Prerequisite: Windows (RCOMP 202 or 602).

PowerPoint 2007

**RCOMP 720-B04** – Friday, 4/20, 8:00AM-4:00PM Butler Main Campus, Continuing Education Building, Room 15, Instructor: Gade, 1 session (7 clock hours), Tuition: \$87.

PowerPoint 2010

**RCOMP 720-B03** – Tuesday & Thursday, 2/21 & 2/23, 6:00PM-9:30PM Butler Main Campus, Continuing Education Building, Room 15, Instructor: Gade, 2 sessions (7 clock hours), Tuition: \$87.

**NEW! Buying & Selling on eBay- Everything You Need to Know**

Is there money hiding in your closets or on your shelves? Find out on eBay! Start your own business, or enhance your current business, by becoming comfortable with buying and selling on eBay. You will learn how to: register, complete your own auction sheet, research pricing strategies; locate inventory sources, develop successful bidding strategies, market and sell your items, use photos to their greatest advantage and understand useful HTML. No eBay experience needed. You must have an Email address to participate in this course.

**RCOMP 928-C51** – Wednesday, 2/8-2/29, 6:00PM-8:30PM, BC3 @ Cranberry, Room 130, Instructor: Fullwood, 4 sessions (10 clock hours). Tuition: \$39.

**RCOMP 928-C52** – Wednesday, 3/28-4/18, 6:00PM-8:30PM, BC3 @ Cranberry, Room 130, Instructor: Fullwood, 4 sessions (10 clock hours). Tuition: \$39.

**Introduction to Adobe Photoshop**

No matter which version of Photoshop you are using there are certain fundamentals that apply to photo editing. Learn the basics of what makes a good picture, portrait or landscape, and the kind of editing that best fits that image. Basics will include cropping, layers, adjusting layers and photo manipulation, adding text, finding free resources from the internet, and even creating your own digital images from just Photoshop tools. CS5 will be used during the course, but the information covered will apply to any of the versions of Photoshop. **Students must be computer literate and comfortable with basic Windows operations.** This is a beginning level Photoshop course.

**RCOMP 909-B52** – Monday, 3/26-5/14, (No Class 4/9), 6:30PM-9:00PM, Butler Main Campus, Continuing Education Building, Room 15, Instructor: Ford, 7 sessions (17.5 clock hours), Tuition: \$139.

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**See additional Photoshop, Photography & Digital Scrapbooking courses in the Cultural and Fine Arts section on pages 18-20.**

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**Computing for 50+****Practical Applications** 

So, maybe you weren't born with a mouse in your hand – but you bought a computer anyway. Designed for those 50+ who are new to the computer, this course will instruct you in using the mouse; navigating in the Windows environment; creating, editing and saving documents; surfing the Internet; and sending e-mail. You will leave class with a solid understanding of computers upon which to build future classes, as well as an awareness of optional modifications which will allow you to continue computing in comfort for years. No experience necessary!

**NPERS 150-B03** – Wednesday, 3/14, 9:00AM-5:00PM, Butler Main Campus, Continuing Education Building, Room 14, Instructor: Lowerre, 1 sessions (7 clock hours), Tuition: \$87.

**NPERS 150-C02** – Monday, Tuesday, Wednesday, Thursday, 4/2-4/5, 1:00PM-3:00PM, BC3 @ Cranberry, Room 123, Instructor: Meszar, 4 sessions (8 clock hours), Tuition: \$87.

**Computing for 50+ The Next Step** 

Build upon our skills that you gained in Computing for 50+ or the skills you've gained through everyday use. This is a chance to get your questions concerning Widows word-processing, Excel, PowerPoint, as well as the internet answered.

**NPERS 262-B02** – Wednesday, 3/21, 8:00AM-4:00PM, Butler Main Campus, Continuing Education Building, Room 14, Instructor: Lowerre, 1 session (7 clock hours), Tuition: \$87.

## Personal Development

Some of our courses are taught by practicing financial planners, sales persons of investment products or services, or persons who are actively involved in a business or profession that is related to the subject they teach. We endorse their ability as instructors, but make no comment as to their professional skills or abilities or the value of any product or service they sell.



### Smart Phones for Everyone

Have a smart phone? Smart enough to use it? Of course you are, but you just might need a little help learning how this miraculous device can best serve you while keeping in mind security issues. This dynamic course is a two part process. In the first session of class the group will meet with the instructor and explore sending and receiving text, video messages and email, how to take, save and organize photos as well as how to exercise parental controls. Choose from over thousands of applications to customize your smart phone experience. In your individual second session you will meet one on one with the instructor to decipher the unique qualities of your smart phone, so bring your questions to this one on one tutoring experience. Limit 5 students. Dates for one-on-one session will be chosen randomly the first evening of class.

**NPERS 263-B53** – Monday, Group session 2/13, Individual sessions: 2/20, 2/27, 3/5, 3/12, & 3/19, 6:00PM-9:00PM, Butler Main Campus, Instructor: Crowley, 2 sessions (6 clock hours), Tuition: \$129.

### NEW! Starting or Buying a Business

This course will give an overview of the various aspects of business planning structured for individuals or small groups wanting to start a business. Topics will also include an overview of valuation of an existing business or investment property.

**NPERS 255-C51** – Tuesday, 3/20-3/27, 7:00PM-9:00PM, BC3 @ Cranberry, Room 119, Instructor: Nosehese, 2 sessions (4 clock hours), Tuition: \$75.

### Hospice Volunteer Workshop

In this 13 hour workshop you will learn from an experienced staff of caregivers how to comfort and assist patients and their families as they confront end-of-life issues and challenges. Individuals will be certified to fulfill a variety of volunteer roles within Heartland Hospice family. You can use these skills in a volunteer capacity or with family and loved ones.

**NPERS 116-C02** – Friday, 4/20 & 4/27, 9:00AM-3:30PM, BC3 @ Cranberry, Room 124, Instructor: Kuhn, 2 sessions (13 clock hours), Fee: \$10 NON-REFUNDABLE.

### College Survival Skills

Are you or your teenager thinking about going to college? Do you know the “ins and outs” of succeeding in college? This course is designed for traditional and non-traditional students. Parents are also encouraged to enroll. You will learn the basics from pre-enrollment all the way through graduation.

**NPERS 256-C52** – Wednesday, 3/14-3/21, 6:30PM-8:30PM, BC3 @ Cranberry, Room 134, Instructor: Lilly, 2 sessions (4 clock hours), Tuition: \$29.

**NPERS 256-F52** – Wednesday, 4/18-4/25, 6:30PM-8:30PM, Seneca Valley Middle School, Room 203, Instructor: Lilly, 2 sessions (4 clock hours), Tuition: \$29.

### NEW! Intro to Magic

This class provides a basic introduction to card magic, coin magic, mentalism and presentation.

**NPERS 257-F52** – Tuesday, 3/6-4/10, 6:00PM-8:00PM, Seneca Valley Middle School, Room 212, Instructor: Janeda, 6 sessions (12 clock hours), Tuition: \$49.

### NEW! Archaeology & Paleontology

Are you interested in learning more about prehistoric life and ancient cultures? If so, this course is for you! Topics covered include key archaeological discoveries, paleontology, geological time and fossil collecting.

**NPERS 258-F52** – Wednesday, 4/11-4/25, 6:00PM-9:00PM, Seneca Valley Middle School, Room 212, Instructor: Riddel, 3 sessions (9 clock hours), Tuition: \$39.

### NEW! Anatomy & Physiology Refresher

This course is a refresher for individuals interested in careers in the nursing or science professions.

**NPERS 259-F52** – Wednesday, 3/21-4/4, 6:00PM-9:00PM, Seneca Valley Middle School, Room 205, Instructor: Riddel, 3 sessions (9 clock hours), Tuition: \$39.

### NEW! Become a Networking Professional

Never attend a networking event and walk away with little or no results again. Come to this event and take a look at the networking system and how you relate to the process. Through your new perceptions and strategies concerning networking, you will be able to set business and personal goals that really work. Make networking work for you and your income.

**NPERS 253-B52** – Thursday, 3/15-3/29, 6:30PM-8:30PM, Butler Main Campus, Instructor: McCool, 3 sessions (6 clock hours), Tuition: \$29.

## NEW! Networking For Life and Work - The Next Level

Do you consider yourself to be in the top 15% of Networkers? Then this class is for you. We'll go where no networker has ever gone before. We'll take your current Networking skills and help you to become memorable as well as how to be more profitable. You'll also be able to create achievable personal and business goals. Taking "Becoming a Networking Professional" is advised, but not required.

**NPERS 288-B51** – Thursday, 4/12-4/26, 6:30PM-8:30PM, Butler Main Campus, Instructor: McCool, 3 sessions (6 clock hours), Tuition: \$39.

## Paranormal Phenomenon

This course is presented by a paranormal investigator with over a decade of experience. Learn about the science and mechanics behind paranormal occurrences, how to perform an investigation and how to properly analyze evidence from the field. No matter what your interest or experience level, this is a course not to be missed! The book for the course will be available to purchase for \$20 from the instructor at the beginning of the class session.

**NPERS 225-C02** – Saturday, 3/17, 9:00AM-1:00PM, BC3 @ Cranberry, Room 118, Instructor: Schill, 1 session (4 clock hours), Tuition: \$49.

## NEW! Fossils 101

If you are interested in fossils and prehistoric life, this one night program is for you. Learn about the development and identification of fossils from all over the globe. A fossil demonstration of museum quality fossils will be presented.

**NPERS 265-F51** – Wednesday, 3/7, 6:00PM-8:00PM, Seneca Valley Middle School, Room 118, Instructor: Riddel, 1 session (2 clock hours), Tuition: \$25.

## NEW! Energy Psychology

Grounded both in ancient healing traditions and contemporary biophysics, the newly emerging field of energy psychology encompasses a wide variety of mind-body techniques being used around the world by health professionals and lay people alike. These safe, simple techniques offer the potential for rapid, dramatic, and lasting change in one's thoughts, feelings and behavior. The student will have ample opportunity to practice the techniques for themselves. We will learn by doing. Join us at the cutting edge!

**NPERS 267-C51** – Thursday, 3/1-4/19, 6:30PM-8:30PM, BC3 @ Cranberry, Room 135, Instructor: Bodnar, 8 sessions (16 clock hours), Tuition: \$59.

## NEW! Wonders of the Universe

Are you interested in the origins of the universe? Would you like to travel back 13.2 billion years? Make the journey as we take a closer look at the wonders of the universe. This course will cover the Big Bang, nucleogenesis, matter, black hole, dark energy and more.

**NPERS 268-F51** – Wednesday, 5/2, 6:00PM-9:00PM, Seneca Valley Middle School, Room 203, Instructor: Riddel, 1 session (3 clock hours), Tuition: \$29.

## NEW! Royal Watching

America is obsessed with the British royal family, and now there is finally a course indulging that pastime. Sign up today and learn the secrets, tips and tricks of Royal Watching, about the British monarchy and about monarchies both past and present. Turn your knowledge from passing wannabe to royal watching expert in only three classes.

**NPERS 269-C01** – Saturday, 2/11-2/25, 10:00AM-12:00PM, BC3 @ Cranberry, Room 124, Instructor: Gladis, 3 sessions (6 clock hours), Tuition \$35.

## NEW! Be Self-Published

Have you ever wanted to publish your own material? This course in self-publishing is ideal for everyone from the serious writer, the family album maker, or the photographer. Using blurb.com's BookSmart® program, you will learn the basics of making your own published material.

**NPERS 270-C01** – Saturday, 3/24-3/31, 10:00AM-12:00PM, BC3 @ Cranberry, Room 124, Instructor: Gladis, 2 sessions (4 clock hours), Tuition \$29.

## NEW! The Bucket List: Central Europe

Everyone should have a good, well-rounded bucket list, and no list is complete without a sojourn to the heart of Europe: the Czech Republic and Slovakia. Taking this course will assist you in the details of planning a trip to this timeless and beautiful part of Europe, from packing to transport, sights to see and local customs, and everything in between!

**NPERS 271-C01** – Saturday, 4/14-4/28, 10:00AM-12:00PM, BC3 @ Cranberry, Room 124, Instructor: Gladis, 3 sessions (6 clock hours), Tuition: \$35.

## NEW! Addictive Love & Other Broken Hearts

In this course, we will explore failed love relationships, relationships that may not have healed, and abusive relationships. You will learn to recognize destructive relationships and recognize the qualities of a healthy relationship.

**NPERS 274-C51** – Monday, 3/26, 6:30PM-8:30PM, BC3 @ Cranberry, Room 119, Instructor: Davis, 1 session (2 clock hours), Tuition: \$27.

## NEW! Assertiveness

This class will help you learn to distinguish your needs and wants and how to communicate those desires in healthy, effective and assertive ways.

**NPERS 276-C51** – Monday, 4/16, 6:30PM-8:30PM, BC3 @ Cranberry, Room 119, Instructor: Davis, 1 session (2 clock hours), Tuition: \$27.

## NEW! What is This Thing Called Depression?

Learn techniques to recognize and manage depression. This course will explore different forms of depression that limit our lifestyle and discuss coping with depression.

**NPERS 275-C51** – Monday, 4/2, 6:30PM-8:30PM, BC3 @ Cranberry, Room 119, Instructor: Davis, 1 session (2 clock hours), Tuition: \$27.

### **NEW! Adult Children of Dysfunction**

Learn behavior patterns that contribute to abuse and learn behavior that breaks the cycle of abuse. The family system that permits abuse will be discussed, along with exploration of how changing the system can change patterns of abuse.

**NPERS 272-C51**—Monday, 3/12, 6:30PM-8:30PM, BC3 @Cranberry, Room 119, Instructor: Davis, 1 session (2 clock hours), Tuition: \$27.

### **NEW! Life Changes & Challenges**

Become aware of the physical and emotional relationship changes and learn healthy coping skills.

**NPERS 273-C51** – Monday, 3/19, 6:30PM-8:30PM, BC3 @ Cranberry, Room 119, Instructor: Davis, 1 session (2 clock hours), Tuition: \$27.

### **NEW! Beyond Bobbers and Worms**

This is a great class for the casual angler who would like to spend more time catching than fishing. This short fast-paced series of classes is aimed at sharpening your lake and river fishing skills. With emphasis on bass fishing, we will review basic equipment and techniques and present more advanced methods for catching other similar sport fish. Time will also be spent on rules, safety and conservation. You will have a much better appreciation of our freshwater resources and improve your fishing and catching skills. (Bragging and fish stories will be kept to a minimum.)

**NPERS 277-F51** – Tuesday, 3/6-3/27, 7:00PM-9:00PM, Seneca Valley Middle School, Room 202, Instructor: Cardillo, 4 sessions (8 clock hours), Tuition \$49.

### **NEW! Free Marketing Ideas for Small Business**

The economy is devastating small businesses today, leading to many new and existing businesses closing their doors for good. One significant expense that any small business has to face is marketing. How to let consumers know you're in business can be a costly venture. This course will introduce small business owners to the world of free and very low-cost methods of advertising. You will learn marketing secrets that will save your business \$\$\$\$ and keep your business up and running during this economic downturn.

**NPERS 278-C51** – Monday, 3/12-4/2, 6:00PM-8:30PM, BC3 @ Cranberry, Room 122, Instructor: Voit, 4 sessions (10 clock hours), Tuition \$45.

### **NEW! Employee Turnover Problems**

Turnovers can be a serious problem for a company of any size and can cost a company a fortune in man hours, down time, interviewing, hiring and more. This three hour session will help analyze some of the reasons for employment turnovers. We will also examine a very often overlooked problem involving management and supervisor inadequacies, which can lead to problems within the department.

**NPERS 280-C01** – Friday, 2/24, 9:00AM-12:00PM, BC3 @ Cranberry, Room 132, Instructor: Voit, 1 session (3 clock hours), Tuition \$ 29.

### **NEW! Your Rights as a Consumer**

How would you handle the following problems with the knowledge you have now? Example 1: You just purchased a new stove from a reputable dealer. One week after hook up the stove malfunctions. You call the store to report the problem but they give you the run around, and finally tell you that you didn't buy the extended warranty, so there is nothing they can do for you. Example 2: A creditor calls you repeatedly. You answer the phone and the creditor charges at you, threatening to call the police, put you in jail, and other intimidating comments. The creditor then begins to call you at work, and calls family members and friends. If you aren't sure what you would do, this class is for you. You will learn how to deal with situations just like this, plus learn many tricks of the legal trade that could save you a bundle of money, and get the results you want!

**NPERS 279-F51** – Thursday, 3/1-4/19, 6:30PM-8:30PM, Seneca Valley Middle School, Room 201, Instructor: Voit, 8 sessions (16 clock hours), Tuition \$ 49.

### **NEW ONLINE CLASS!**

#### **Home School with Success**

Discover what you need to know to home school your children successfully. You'll find out how to research legal requirements, choose the best curriculum, organize your school day, provide great socialization opportunities, and make the most of raising your children. When you finish this course, you'll have lots of information and guidance to plot your homeschooling course for years to come! Check out this and our other courses for homeschooling families. Register at [www.ed2go.com/bccc](http://www.ed2go.com/bccc).

**NIOC 436**—Tuition: \$109.

### **Scuba**

Learn one of the world's most exciting sports and begin a lifetime of underwater adventure! Virtually anyone who is in good health, reasonably fit and comfortable in the water can scuba dive. Throughout the course, you'll learn the fundamentals of diving, including dive equipment and techniques. Each of the six sessions will start in the classroom, followed by a pool session where you will use full scuba equipment provided by the instructor. All you need to bring is a swimsuit and a towel. After taking this class and four open water training dives, you will be qualified and PADI certified. Additional fees for study materials, equipment rental and certification dives may apply. For details, please contact the instructor at 724 869-1989 or at [www.downdive.com](http://www.downdive.com). Enrollment is limited to 10. Register now as class fills quickly!

**NFITN 116-F51** – Tuesday, 3/27-5/8, (No class 4/10), 6:30PM-10:00PM, Seneca Valley Intermediate High School Pool, Instructor: Downey, 6 sessions (21 clock hours), Tuition: \$128.

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**See our online classes at  
[ed2go.com/bccc](http://ed2go.com/bccc).**

**We have over 300 course offerings  
online starting at \$109.**

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## Kids On Campus

### Academic Excellence at BC3

Tutoring is available for students in grades K-12. One-on-One tutoring or small group sessions are available. Tutoring begins in January. Call for details: 724-287-8711, ext. 8031.

### NEW! Yes, I Can Sign

American Sign Language is a necessary and fun way to communicate with the hearing impaired. Individuals learn the basic sign works, the alphabet, numbers and even some songs. Perhaps you can learn to use this to communicate in secret with friends or siblings. For students in grades 2-5.

**NKOC 224-B01** – Saturday, 2/4-2/25, 9:00AM-11:00AM, Butler Main Campus, Instructor: Sloboda, 4 sessions (8 clock hours), Tuition: \$49.

### Creative Writing

Get your creative juices flowing! You'll be writing short stories, poems, and even historical fiction. This class is designed for those who have an imagination that they must put on paper. For students in grades 7-12.

**NKOC 116-B01** – Monday, 4/2-4/30, (No Class 4/9), 7:00PM-8:30PM, Butler Main Campus, Instructor: Sloboda, 4 sessions (6 clock hours), Tuition: \$39.

### NEW! Fine-Arts Painting (\$)

You will experiment with two of the most versatile fine art's mediums - acrylic and water color paints. Projects will include a water color landscape, an acrylic still-life, as well as an acrylic portrait. A supply fee of \$15 is due to the instructor at the first class. For students in grades 7-12.

**NKOC 301-F51** – Wednesday, 3/21-4/25, 5:30PM-7:00PM, Butler Intermediate High School, Instructor: Bly, 6 sessions (9 clock hours), Tuition: \$49.

### NEW! Crazy About Art (\$)

In this course, students will let their creativity run wild by creating interesting and fun art projects. Art projects for this course will range from papier-mâché masks to plaster body casts. Students will also have the opportunity to polish their drawing and painting skills throughout the course. A supply fee of \$10 is due to the instructor at the first class. A supply list will be provided at the first session. For students in grades 6-12.

**NKOC 304-B02** – Saturdays, 3/31-4/28, (No class 4/7), 1:00PM-2:30PM, Butler Main Campus, Instructor: Bly, 4 sessions (6 clock hours), Tuition: \$27.

### Robotics for Kids I

If you like robots and like to program robots, this is your kind of class. This class will be an introduction to programming Mindstorms robots. Can you make your robot perform to a diagram design? For students in grades 5-8.

**NKOC 128-B52** – Wednesdays, 2/1-2/29, 6:30PM-8:00PM, Butler Main Campus, Continuing Education Building, Room 15, Instructor: McCormick, 5 sessions (7.5 clock hours), Tuition: \$49.

### NEW! Cooking with my Grand Friend (\$)

Students and a grandparent, grandfriend or any adult can cook together. Each Saturday will be a different theme, including Sunday Brunch, Party Favorites, Kid's Choice, and Family Dinner Night. Students will be making a variety of dishes each week. A supply fee of \$20 is due to the instructor at the first class. For students in grades 2-5.

**NKOC 309-B01** – Saturdays, 3/3-3/24, 9:00AM-12:00PM, Butler Main Campus Culinary Kitchen, Instructor: Covert, 4 sessions (12 clock hours), Tuition: \$45 per person.

### NEW! Freak-out with Fondant Cake Decorating (\$)

In this course, students will learn how to make a variety of cake batters and marshmallow fondant, all from scratch. There will be emphasis on artistic expression and how to use the fondant to add some pizzazz to an ordinary cake. A supply fee of \$10 is due to the instructor at the first class. A supply list will be provided at the first session. For students in grades 6-12.

**NKOC 300-B02** – Saturday, 3/31-4/28 (No class 4/7), 9:30AM-12:30PM, Butler Main Campus, Instructor: Bly, 4 sessions (12 clock hours), Tuition: \$49.

### NEW! Pirates of the Caribbean Art Camp (\$)

Students will learn the history of pirates, stories, etc. This is primarily an art camp. You will make pirate coins, flags, treasure chest, treasure maps, and hats. Arrrrrrgh. Come and make these quality art projects for grades 2-5. A \$10 supply fee is due to the instructor the first day of class.

**NKOC 306 B02** – Saturday, 3/3-3/24, 11:00AM-12:30PM, Butler Main Campus, Instructor: Beals, 4 sessions (6 clock hours), Tuition: \$49.

### NEW! Creating & Making Books - Jr. Bookmaking (\$)

Write a book - make a book. Experience the composition and manufacturing of your own personal book. Design your own pictures and cover that will contain your title page, dedication, and story. We will focus on writing a good story with attention to character development, plot, and conflict-resolution as well as setting. A \$10 supply fee is due to the instructor the first day of class. For students in grades 2-5.

**NKOC 307 B02** – Saturday, 3/3-3/24, 9:00AM-10:30AM, Butler Main Campus, Instructor: Beals, 4 sessions (6 clock hours), Tuition: \$49.

## For High School Students

### SAT Prep, Math & Algebra Fundamentals

BC3 is pleased to offer SAT Prep courses in several locations in Butler, Lawrence and Mercer Counties. Please see page 6, 24 & 31 for the course description, dates and locations.

## Music

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### Just Once Piano (\$)

While regular piano teachers teach note reading, piano professionals use chords. You can learn all the chords you'll need to play any song in this one session. Any song. Any style. Any key. If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll in this workshop. Required Materials fee of \$29 for workbook and practice CD will be collected in class by the instructor.

**NMUSC 119-B52** – Thursday, 2/2, 6:00PM-9:00PM, Butler Main Campus, Instructor: Griffin, 1 session (3 clock hours), Tuition: \$49.

### NEW! Piano by Ear (\$)

Learn how to play songs without relying on music. A very practical presentation of music theory that includes predicting chord progressions, learning from recordings and transposing - all expressed in everyday language. This is an ideal follow up to Just Once Piano and is open to anyone who has a basic understanding of chords on any instrument. Prior experience with chords recommended. Materials fee of \$29 for workbook and practice CD will be collected in class by the instructor.

**NMUSC 120-B52** – Thursday, 3/29, 6:00PM-9:00PM, Butler Main Campus, Instructor: Griffin, 1 session (3 clock hours), Tuition: \$49.

### Beginning Guitar

Dust off your guitar and come play with us! Gain a basic knowledge of chords, scales and structures. Learn 12-Bar Blues progression used in most forms of patterns and develop a general knowledge of the guitar for interest in "just playing" or in preparation for further study.

**NMUSC 114-B02** – Wednesday, 1/18-3/7, 9:00AM-10:30AM, Butler Main Campus, Instructor: Menchyk, 8 sessions (12 clock hours), Tuition: \$55.

### NEW! Know Your Bach From Rock

Have you ever wondered how music evolved from Mozart to Lady Gaga? Or where the Beatles found their groove? Or maybe you want to know the difference between "classical" music masters like Bach and Beethoven? This is a comprehensive but condensed music history course designed to educate you about the evolution of music through Baroque, Romanticism, Jazz, Blues, Rock, Pop and the music culture of today's world.

**NMUSC 121-C51** – Wednesday, 2/15-4/25, (No class 3/7), 6:30PM-9:00PM, BC3 @ Cranberry, Multipurpose Room, Instructor: Spafford, 10 sessions (25 clock hours), Tuition: \$99.

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**For school closing information,  
our Noncredit Refund Policy,  
and registration information,  
see page 45.**

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## Food Arts & Cooking

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### Everything Italian with Victoria

We have limited the following culinary classes to 12 students so that you will have a better quality experience in our culinary kitchen at BC3.

#### New! Pasta (\$)

You will drift into the Tuscan Country-side with your first bite of your own homemade pasta. Hand-made pasta dough can be made as a main course or a special dessert. You won't believe the luxury of this authentic Italian tradition until you try it. A supply fee of \$25 is due the instructor the first night of class.

**NHOGA 211-B53** – Wednesday, 2/1-2/22, 6:00PM-9:00PM, Butler Main Campus Culinary Kitchen, Instructor: Sande, 4 sessions (12 clock hours), Tuition: \$59.

#### NEW! Sauce (\$)

Meat sauce, alfredo, pesto, marinara, The smell alone will bring people in off the street as they swoon over your ability to make these decadent delicious Italian classics. A supply fee of \$25 is due the instructor the first night of class.

**NHOGA 212-B53** – Wednesday, 2/29-3/21, 6:00PM-9:00PM, Butler Main Campus Culinary Kitchen, Instructor: Sande, 4 sessions (12 clock hours), Tuition: \$59.

#### NEW! South American & Italian Desserts (\$)

Your guest will be asking for seconds (and thirds!) when they taste these decadent desserts. From Tiramisu to Flan your recipe collection is bound to grow as you perfect your kitchen craft with this experience. A supply fee of \$25 is due the instructor the first night of class.

**NHOGA 213-B52** – Wednesday, 3/28-4/18, 6:00PM-9:00PM, Butler Main Campus Culinary Kitchen, Instructor: Sande, 4 sessions (12 clock hours), Tuition: \$59.

### Extreme Cupcake Corner with Kristen

We have limited the following culinary classes to 10 students so that you will have a better quality experience in our culinary kitchen at BC3.

#### NEW! Valentine's Delights (\$)

What says love better than cake? Nothing! With love and a little ingenuity you can make a truly original valentine's day treat for your loved one. Don't miss these exciting ideas that Kristen has cooked up for you and your partner. Please bring 16 chocolate MINI cupcakes and 12 regular sized vanilla cupcakes to decorate. A supply fee of \$15 is due the instructor the night of class.

**NHOGA 288-B52** – Tuesday, 2/7, 6:00PM-9:00PM, Butler Main Campus, Culinary Kitchen, Instructor: McKivigan, 1 session (3 clock hours), Tuition: \$29.

**NEW! Country Barnyard Cupcakes (\$)**

Lions, tigers, and bears .... Not really. You will transform cupcakes into delightful barnyard animals: sheep, pigs, ducks, and cows. This is a fun theme for picnics or parties. Come and use your imagination and see what critters you can craft in this fun class. Kids and adults will enjoy feasting on these creations! Please bring 1 dozen white cupcakes for decorating. A supply fee of \$10 is due the instructor at the beginning of class.

**NHOGA 218-B52** – Tuesday, 3/27, 6:00PM-9:00PM, Butler Main Campus, Culinary Kitchen, Instructor: McKivigan, 1 session (3 clock hours), Tuition: \$29.

**NEW! Elegant Wedding Cupcakes (\$)**

A wedding is usually more than one day. There is the engagement party, rehearsal dinner, bridal shower, and sometimes a bachelorette party. You will learn to make an elegant treat for each of these events. Come prepared to transform average cupcakes into a conversation piece. Please bring 1 dozen white cupcakes for decorating. A supply fee of \$10 is due the instructor at the beginning of class.

**NHOGA 219-B52** – Tuesday, 3/13, 6:00PM-9:00PM, Butler Main Campus, Culinary Kitchen, Instructor: McKivigan, 1 session (3 clock hours), Tuition: \$29.

**In The Kitchen with Mary**

We have limited the following culinary classes to 8 students so that you will have a better quality experience in our culinary kitchen at BC3.

**Assorted Chocolates (\$)**

Just in time for Valentine's Day! Create chocolates like a professional chocolatier. Make a chocolate assortment, packaged and ready for gift giving. A supply fee of \$15 is due the instructor the first night of class.

**NHOGA 200-B51** – Monday, 2/6, 6:00PM-9:00PM, Butler Main Campus, Culinary Kitchen, Instructor Donatelli, 1 session (3 hours), Tuition: \$45.

**Cultural Foods (\$)**

Make your favorites! We love Mexican and Asian cuisines, but are never confident enough to try our hand at our favorite dishes. Well, now is the time to attempt your favorite ethnic foods. A supply fee of \$20 is due the instructor the first night of class.

**NHOGA 226-B51** – Monday, 2/20-2/27, 6:00PM-9:00PM, Butler Main Campus, Culinary Kitchen, Instructor Donatelli, 2 sessions (6 clock hours), Tuition: \$45.

**New! Craft Cooking (\$)**

Turn your culinary skills into edible crafts for gift giving or a treat to keep for yourself. A supply fee of \$25 is due the instructor the first night of class.

**NHOGA 227-B51** – Monday, 3/5-3/12, 6:00PM-9:00PM, Butler Main Campus, Culinary Kitchen, Instructor Donatelli, 2 sessions (6 clock hours), Tuition: \$45.

**3 Ingredient Gourmet**

These meals are not bland or boring, but they are simple to prepare and your family will love to try something different. You will craft Gourmet meals using only 3 ingredients! These recipes are fun and easy! Entrees as well as side dishes and desserts will be covered. A supply fee of \$25 is due the instructor the first night of class.

**NHOGA 220-B51** – Monday, 1/23 & 1/30, 6:00PM-9:00PM, Butler Main Campus, Culinary Kitchen, Instructor Donatelli, 2 sessions (6 clock hours), Tuition: \$45.

**New! Breakfast Breads (\$)**

Turn any day into a special occasion with piping hot breads fresh from the oven. These breads will be ready in 30 minutes or less and are perfect for a brunch or a special treat for your family's breakfast. A supply fee of \$15 is due the instructor the first night of class.

**NHOGA 223-B51** – Monday, 3/26-4/2, 6:00PM-9:00PM, Butler Main Campus, Culinary Kitchen, Instructor Donatelli, 2 sessions (6 clock hours), Tuition: \$45.

**Hand Dipped Easter Eggs (\$)**

Easter morning will never be the same again once you learn to create our own gourmet creations. You will hand roll these homemade fondant eggs with a variety of fillings. Your final product will be packaged and suitable for gift giving. A supply fee of \$15 is due the instructor the first night of class.

**NHOGA 189-B51** – Monday, 3/19, 6:00PM-9:00PM, Butler Main Campus, Culinary Kitchen, Instructor Donatelli, 1 session (3 clock hours), Tuition: \$29.

**New! Whole Grain Cooking (\$)**

Don't limit whole grains to just bread! There are a variety of ways to incorporate the health benefits and great taste of whole grains into your diet. These recipes include a wheat berry salad, Quinoa and more. A supply fee of \$15 is due the instructor the first night of class.

**NHOGA 224-B51** – Monday, 4/16, 6:00PM-9:00PM, Butler Main Campus, Culinary Kitchen, Instructor Donatelli, 1 session (3 clock hours), Tuition: \$29.

## Cultural & Fine Arts



### Advanced Painting Studio

Now choose from three options when attending the advanced painting studio. Join an advanced acrylic and/or oil painting studio for those art students with basic experience and understanding of color. Instruction offered in advanced techniques, demonstrations and individual tutoring. Instructor will emphasize color. Work on your choice of subject matter at your own pace. This studio is an excellent opportunity to surround yourself with other artists and creative energies. You will benefit from the mentoring of two popular and experienced artists from the Pennsylvania area.

**NARTS 211-B04** – Friday, 2/3-3/30, (No Class 3/16), 9:00AM-12:00PM, Butler Main Campus, Instructor: Ludwick & Elder, 8 sessions (24 clock hours), Tuition: \$175.

**NARTS 211-B05** – Friday, 2/3-3/30, (No Class 3/16), 12:00PM-4:00PM, Butler Main Campus, Instructor: Ludwick & Elder, 8 sessions (32 clock hours), Tuition: \$195.

**NARTS 211-B06** – Friday, 2/3-3/30, (No Class 3/16), 9:00AM-4:00PM, Butler Main Campus, Instructor: Ludwick & Elder, 8 sessions (56 clock hours), Tuition: \$265.

### One Stroke Decorative Painting (\$)

Learn the One Stroke Technique of painting. You will learn basic painting strokes to create simple and pleasing designs. Your project will be completed and sealed with varnish to ensure that your treasure last a lifetime. We will finish a project at each class. Supplies can be purchased from the instructor the night of the class. A \$45 supply fee is due at the first session.

**NARTS 144-B51** – Tuesday, 4/3-5/8, 6:00PM-9:00PM, Butler Main Campus, Instructor: Marsh, 6 sessions (18 clock hours), Tuition: \$79.

### NEW! Expressive Painting (🎨)

It's easy to express yourself! This acrylic painting course will teach you how to use basic design elements such as lines, colors and shapes to create unique, eye-catching pictures. No experience necessary. A supply list will be mailed to you before the course begins.

**NARTS 240-C02** – Saturday, 3/17-4/21 (No class 4/7), 9:30AM-12:00PM, BC3 @ Cranberry, Room 134, Instructor: Matthews, 5 sessions (12.5 clock hours), Tuition: \$45.

### NEW! Organic Digital Photography

Just you and your digital camera - that is what this class is about. Make the most of this amazing little machine as you learn to wear yourself from the automatic settings and set out to find out what you and your camera are really capable of. The purpose of this course will instruct those interested in the fundamental principles of digital photography. Students will learn camera basics, including composition, and aesthetic layouts. All students should bring a digital camera, cell phones are not acceptable. Enrollment is limited to 10.

**NARTS 232-B52** – Thursday, 2/16-3/8, 6:00PM-9:00PM, Butler Main Campus, Instructor: Gianechini, 4 sessions (12 clock hours), Tuition: \$75.

### Introduction to Digital Photography

Learn how to take outstanding digital photos – then make your photos stand out! Discover and understand the critical fundamentals of digital photography, including how to capture, enhance and edit your image. Explore Photoshop CS, as well as the manual operation of your camera. Understand photographic composition and exposure techniques. Your final steps toward enjoying great digital photography will include instruction in proper filing, management and storage techniques, printing, image quality and uploading your work onto the World Wide Web. Please bring your digital camera with you to each class session. Maximum 12 students.

**NARTS 104-B52** – Thursdays, 3/22-5/24, 6:00PM-9:00PM, Butler Main Campus, Instructor: Gianechini, 10 sessions (30 clock hours), Tuition: \$195.

**NARTS 104-C52** – Thursday, 2/9-4/19, (No class 3/8), 6:00PM-9:00PM, BC3 @ Cranberry, Room 123, Instructor: Kennedy, 10 sessions (30 clock hours), Tuition: \$149.

### Beginning Knitting (\$)

Maybe your grandmother knitted you a treasured blanket or scarf, well now it is your turn to create soft and snugly treasures for your family and friends. You will put your needles together to create basic knit and pearl stitches and then combine them to create other stitches. Our project will be a hat. Supplies can be purchased from the instructor the first night of class for \$8.

**NHOGA 154-B51** – Tuesdays, 3/6-3/27, 6:00PM-7:30PM, Butler Main Campus, Instructor Marsh, 4 sessions (6 clock hours), Tuition: \$39.

### Beginning Crochet (\$)

Crochet is a fun craft to learn in a short period of time. Once you get the hang of it, there will be no stopping you from creating scarves, hats, poncho and afghans. Learn the most used crochet stitches, single crochet, double crochet, and triple crochet. Learn to increase, decrease, and to finish off. We will be crocheting a hat. Supplies can be purchased from the instructor the first night of class for \$8.

**NHOGA 155-B51** – Tuesdays, 3/6-3/27, 7:30PM-9:00PM, Butler Main Campus, Instructor Marsh, 4 sessions (6 clock hours), Tuition: \$39.

**Three Dimensional Stained Glass (\$)**

Begin by making a 4X6 box with hinged lid. Then progress to a panel lamp shade. There are many designs to choose from, or you may bring your own pattern. Purchase of glass for lamp additional. Experience required for this class.

**NARTS 191-F51** – Thursday, 1/26-3/1, 6:30PM-8:30PM, Stained Glass Corner, Sattely, 6 sessions (12 clock hours), Tuition: \$69.

**Stained Glass Basics (\$)**

Once again we've teamed up with Stained Glass Corner to bring you an extraordinary opportunity to try your hand at this beautiful art form. In this class, you will learn both types of stained glass construction - copper foil and leaded - as you complete two projects to keep. Class will cover finishes, hanging techniques and two distinct ways to solder. There is a \$70 materials fee payable to the instructor for a starter kit which includes all the tools and supplies you need to get started. Check or cash only. You will also need to purchase the glass for your second project. Students must wear shoes with closed toes - NO SANDALS! Enrollment is limited to 8.

**NARTS 106-F52** – Tuesday, 1/31-3/20, 6:30PM-8:30 PM, Stained Glass Corner, Sattely, 8 sessions (16 clock hours), Tuition: \$135.

**Wire Wrap Cabochon Pendant (\$)**

Create a beautiful pendant by fashioning square sterling silver wire around a cabochon stone. Tools will be provided for use during this course. A materials fee of \$25 is due to the instructor the day of class. Maximum of 6 students.

**NARTS 216-Z02** – Wednesday, 3/14, 10:30AM-2:30PM, ZR Appalachian Rock Shop, Instructor: Anderson, 1 session (4 clock hours), Tuition: \$29.

**Hammered Copper Bracelet/Earrings (\$)**

Copper parts will be hammered to create a great texture on the metal. Hammered pieces will then be linked together with jump rings to create a bracelet and matching earrings. A materials fee of approximately \$20 is due to the instructor the day of class. Maximum of 6 students.

**NARTS 213-Z02** – Wednesday, 3/28, 10:30AM-2:30PM, ZR Appalachian Rock Shop, Instructor: Naleppa, 1 session (4 clock hours), Tuition: \$29.

**Beaded Wire Wrap Bracelet (\$)**

Learn how to create a sterling silver wire wrap bracelet with colorful bead enhancements. Tools will be provided for use during this course. A materials fee of approximately \$25 is due to the instructor the day of class. Maximum of 6 students.

**NARTS 236-Z02** – Wednesday, 4/11, 10:30AM-2:30PM, ZR Appalachian Rock Shop, Instructor: Anderson, 1 session (4 clock hours), Tuition: \$29.

**Etched Bracelet & Earrings (\$)**

Copper, brass, bronze or nickel - your choice! - will be etched. Etched pieces will then be linked together with jump rings to make a bracelet and matching earrings. A materials fee of approximately \$25 is due to the instructor the day of class. Maximum of 6 students.

**NARTS 238-Z02** – Wednesday, 4/25, 10:30AM-2:30PM, ZR Appalachian Rock Shop, Instructor: Naleppa, 1 session (4 clock hours), Tuition: \$29.

**Calligraphy For Every Occasion**

Would you like to be able to address envelopes in calligraphy? Make your own elegant invitations? How about a favorite saying, poem, or scripture to hang on your wall? Would you like to letter directly on your walls? Learn the ancient art of lettering by a master calligrapher.

**NARTS 185-B52** – Tuesday, 3/27-4/24, 6:30PM-8:30PM, Butler Main Campus, Instructor: Protzman-Cook, 5 sessions (10 clock hours), Tuition: \$59.

**Collage Art (🖨️)**

How would you like to take your idea and, through collage techniques, make a finished work of art? Learn how in a three hour course using the instructor's materials and paper. All you need is a reproduction of a favorite photo. You will use stamps, stencils, patterns, paint and gold leaf.

**NARTS 227-F52** – Wednesday, 3/28, 6:00PM-9:00PM, Seneca Valley Middle School, Room 240, Instructor: Hoglund, 1 session (3 clock hours), Tuition: \$29.

**NEW! Drawing Fundamentals (📐) (🖨️)**

Yes, you can draw! Come learn the easy steps and secrets of drawing. Bar graph drawing, line drawing and shading will be taught.

**NARTS 220-F52** – Thursday, 2/2-3/8, 6:00PM-8:30PM, Seneca Valley Middle School, Room 241, Instructor: Spagnolo, 6 sessions (15 clock hours), Tuition: \$59.

**Advanced Drawing (🖨️)**

If you would like to fine tune the drawing skills you already have, this class is for you. Come learn drawing techniques to improve your drawing skills. The five perceptual skills of drawing will be reviewed.

**NARTS 221-F52** – Thursday, 3/22-4/26, 6:00PM-8:30PM, Seneca Valley Middle School, Room 241, Instructor: Spagnolo, 6 sessions (15 clock hours), Tuition: \$59.

**NEW! Let's Talk Photoshop**

This course will be a fun yet professional introduction to Photoshop and graphic design. We will explore the many tools and features available in Adobe Photoshop CS5 through the creative process. Each student will be designing his or her own promotional document that when completed will be print ready. Maximum of 15 students.

**NARTS 228-C52** – Tuesday, 2/7-4/10, 6:00PM-9:00PM, BC3 @ Cranberry, Room 130, Instructor: Pinskey, 10 sessions (30 clock hours), Tuition: \$199.

### **NEW! Digital Scrapbooking**

This beginners class allows you to explore scrapbooking without all the paper, tape, and glue. Scan your old photos or use your digital photos to create beautiful scrapbook pages that will not damage or destroy your precious photos while preserving your memories. You will download digital scrapbooking kits and templates from the internet and save files in an organized manner on your computer. You will also learn how to use valuable tools in Photoshop to enhance your photos, create and print your pages. Online resources from “freebies” and how to protect your computer from harmful viruses will be discussed.

**NARTS 244-B52** – Thursday, 2/2-3/8, 6:00PM-8:00PM, Butler Main Campus, Instructor: Neff, 6 sessions (12 clock hours), Tuition: \$79.

## **Outdoor/Adventure**

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### **NEW! Bush Craft**

Bush craft refers to using those things found in nature in a survival situation as well as how to use what nature provides during a camping trip. Fire building, shelter construction, bow and arrow as well as trap making skills will be explored.

**NPERS 287-B51** – Thursday, 5/10-6/14, 7:30PM-9:00PM, Butler Main Campus, Instructor: Cancilla, 6 sessions (9 clock hours), Tuition: \$69.



## **Camp Craft**

Basic survival skills geared to camping is what you will experience and practice during this course. Proper camping locations, how to set up a tent, how to build a campfire and use it to cook a meal and what equipment to bring on your camping trip will be discussed.

**NPERS 285-B51** – Thursday, 5/10-6/14, 6:00PM-7:30PM, Butler Main Campus, Instructor: Cancilla, 6 sessions (9 clock hours), Tuition: \$69.

## **New! Classes at Mars High School!**

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### **NEW! Spanish for Tourists**

Interested in traveling to Mexico or another Spanish speaking country? This course will help you communicate in Spanish in basic situations such as greeting the locals, getting around the airport, the hotel and the city, ordering food and drinks, and shopping at the market.

**NPERS 282-T51** – Wednesday, 3/7-4/11, 6:30PM-8:30PM, Mars High School, Room 106, Instructor: Linden, 6 sessions (12 clock hours), Tuition: \$65.

### **NEW! Make Your College Transcript Work for You**

No matter where you are in your college career, this program can work for you. The key term is College Career! That's right! Did you know everything you do throughout your time in college can say mountains about you to an employer? Learn how to turn your college transcripts into a winning resume, and get that coveted job with no more experience than your time in college!

**NPERS 283-T51** – Wednesday, 3/7-3/28, 6:00PM-8:00PM, Mars High School, Room 136, Instructor: Voit, 4 sessions (8 clock hours), Tuition: \$35.

### **NEW! Stress Management**

Discover the physical, emotional and environmental triggers for stress. Learn how stress is related to anxiety and depression.

**NPERS 204-T52** – Wednesday, 3/7-4/4, 6:00PM-8:00PM, Mars High School, Room 134, Instructor: Davis, 5 sessions (10 clock hours), Tuition: \$45.

### **Still Life Art in Multi-Media**

Learn how to create a still life using the media of your choice - pencil, paint or pastels. This class will give you an opportunity to produce a piece of art you can hang in your kitchen or home. The instructor will provide the tools to capture a still-life bowl of fruit that you can enjoy.

**NARTS 231-T52** – Wednesday, 3/7-3/14, 6:00PM-8:00PM, Mars High School, Room 110, Instructor: Hoglund, 2 sessions (4 clock hours), Tuition: \$35.

### **NEW! Basic Study Skills**

Do you feel unsure about entering college? This course will cover time management, basic study skills, reading review and preparing an essay.

**NPERS 254-T52** – Wednesday, 3/14-3/28, 6:00PM-8:30PM, Mars High School, Room 130, Instructor: Rottman, 3 sessions (7.5 clock hours), Tuition: \$35.

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## **Register Online!**

You can register for a class online at [bc3.edu](http://bc3.edu) or by phone, mail or fax. See pages 45-47 to learn how to register.

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## Wellness & Alternative Medicine/Nutrition

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The listed courses are for education purposes only and are **NOT** meant to replace a physician's diagnosis or treatment. You should always consult your own physician for appropriate medical care and treatment.

### Weight Loss for Life

Have you tried everything to lose weight but still the extra pounds remain? Or do you lose weight simply to put it right back on? Losing weight isn't always just a matter of eating less and exercising more. Weight Loss for Life will help you create a healthier relationship with food and a working plan to help improve your weight and taking a healthier approach to life.

**NHEAL 104-B52** – Thursday, 3/29-4/26, 6:00PM-8:00PM, Butler Main Campus, Instructor: Kellerman, 5 sessions (10 clock hours), Tuition: \$45.

### Raising Healthy Children Naturally

What is more important than the health and safety of our children? Learn the ABC's of children's health: How to activate, build and cleanse. The current state of our children's health is quite poor, to say the least. Parents need to take charge and educate themselves and their children on natural health.

**NHEAL 111-B52** – Thursday, 3/1, 6:00PM-8:00PM, Butler Main Campus, Instructor: Kellerman, 1 session (2 clock hours), Tuition: \$27.

### Transform Your Health, Transform Your Shape

Our society is calorie rich and nutrient poor causing us to overeat and never get what we need to thrive. Learn what areas of your life need the most work and the causes of weight gain among Americans and how to correct them naturally.

**NHEAL 117-B52** – Thursday, 3/22 6:00PM-8:00PM, Butler Main Campus, Instructor: Kellerman, 1 session (2 clock hours), Tuition: \$27.

### The Art of Muscle Testing Yourself & Others

Muscle testing is a practice used to identify the current state of the electromagnetic fields within the body. Through this course you will become familiar with how to use muscle testing to determine which energy fields are out of balance while simultaneously learning ways to correct those imbalances. Muscle testing is not associated with any religion; rather, it utilizes the body's changing conductivity to provide tactile feedback.

**NHEAL 124-C52** – Monday, 2/13, 6:30PM-9:30PM, BC3 @ Cranberry, Room 133, Instructor: Anderson, 1 session (3 clock hours), Tuition: \$29.

### NEW! Muscle Testing: Imbalances in Organs and Glands

This course will teach you to locate, test, and balance organs and glands in the body by using muscle testing. (Prerequisite: The Art of Muscle Testing Yourself and Others).

**NHEAL 133-C51** – Monday, 3/19, 6:30PM-9:30PM, BC3 @ Cranberry, Room 133, Instructor: Anderson, 1 session (3 clock hours), Tuition: \$29.

### NEW! Muscle Testing: Vitamin & Mineral Imbalances

Learn how to locate, test, and balance vitamin and mineral imbalances in the body with the use of muscle testing. (Prerequisite: The Art of Muscle Testing Yourself and Others) .

**NHEAL 134-C51** – Monday, 4/16, 6:30PM-9:30PM, BC3 @ Cranberry, Room 133, Instructor: Anderson, 1 session (3 clock hours), Tuition: \$29.

## Physical Fitness & Well-Being

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Fitness courses can be strenuous. Please consult your physician. **BY ENROLLING IN THESE COURSES YOU INDICATE THAT YOU HAVE NO PHYSICAL CONDITIONS OR HEALTH HISTORY THAT WOULD MAKE YOUR PARTICIPATION HAZARDOUS TO YOUR HEALTH.**

Some of our instructors may be involved professionally in the subjects that they present. We endorse their ability as instructors; however, the College makes no comment regarding health claims or individual results obtained.

### NEW! Basic Tae Kwon Do and Self Defense

You'll begin each session with a 15 minute warm-up routine as you begin to engage in this beginner's self-defense and martial arts class. Learn basic kicks, punches, and blocking techniques along with some mixed martial arts strikes. The history of Tae Kwon Do will be explored with 10 self defense moves.

**NFITN 259-F51** – Tuesday, 2/14-4/17, 6:00PM-7:30PM, BC3 Field House, Instructor: Cammissa, 10 sessions (12 clock hours), Tuition: \$ 85.

### Pa Tuan Chin/Eastern Stretch

If you have explored yoga and tai chi chuan, you may enjoy exploring this system of 8 healing exercises from China. Designed to be therapeutic when practiced regularly, these simple exercises may become tools of health and healing in your life. The slow controlled movements use the mind-body connection to invigorate the body and calm the mind. Each class will close with a 10 minute "Breath to Relax" session. Other healing exercises will also be explored. Bring a yoga mat.

**NFITN 220-F52** – Thursday, 3/8-4/19, (No class 4/5), 6:00PM-7:00PM, Emily Brittain Elementary, Instructor: Wienand, 6 sessions (6 clock hours), Tuition: \$45.

### NEW! Total Stress Reduction

Stress makes us older, has ill effects on our health and makes us feel miserable and yet we do so little to solve this problem. You will gain several ways to combat stress as you relax at home De-stress, and calm the body and mind from a chair or on the floor. Bring a mat and small pillow.

**NFITN 257-F52** – Thursdays, 3/8-4/19, (No class 4/5), 7:00PM-8:00PM, Emily Brittain Elementary, Instructor: Wienand, 6 sessions (6 clock hours), Tuition: \$45.

### NEW! Zumba Fitness in the Morning

Get fit - Stay Fit! Zumba fitness is exercise to international dance music. We will exercise to Latin rhythms including merengue, salsa, reggae ton and cumbia. It's a party! Come and join us! Participants should bring a closed-lid water bottle, towel and dance sneakers.

**NFITN 137-B04** – Tuesday, 2/7-3/6, 6:30AM-7:30AM, Butler Main Campus, Instructor: Fincher, 5 sessions (5 clock hours), Tuition: \$45.

**NFITN 137-B05** – Tuesday, 3/20-4/17, 6:30AM-7:30AM, Butler Main Campus, Instructor: Fincher, 5 sessions (5 clock hours), Tuition: \$45.

**NFITN 137-B06** – Tuesday, 5/1-5/29, 6:30AM-7:30AM, Butler Main Campus, Instructor: Fincher, 5 sessions (5 clock hours), Tuition: \$45.

### Intro to Belly Dance

This course will teach the basic movements of belly dance and how to put movement together in a short choreography. You will learn proper posture while developing a strong, flexible core.

**NFITN 234-C52** – Monday, 3/12-4/30, 6:30PM-7:30PM, BC3 @ Cranberry, Multi-Purpose Room, Instructor: Raqs/Morse, 8 sessions (8 clock hours), Tuition: \$39.

### NEW! Belly Dance - Intermediate

Take your dance to the next level and have fun while you workout.

**NFITN 250-C52** – Monday, 3/12-4/30, 7:40PM-8:40PM, BC3 @ Cranberry, Multi-Purpose Room, Instructor: Raqs/Morse, 8 sessions (8 clock hours), Tuition: \$39.

### Cardio Interval

Fat people are more productive, have more self-confidence, more energy, less stress and better attitudes. This class will include cardio, strength training and flexibility workouts for all fitness levels targeting the abs, upper and lower body. Cardio is essential for burning calories, conditioning your heart, losing weight and improving your health. Incorporating a variety of activities and intensities helps keep your body challenged and your mind engaged. Get fit with us!

**NFITN 225-C52** – Tuesday/Thursday, 4/3-4/26, 6:30PM-7:30PM, BC3 @ Cranberry, Multi-Purpose Room, Instructor: Sharrar, 8 sessions (8 clock hours), Tuition: \$59.

### Bend & Stretch - Weight for the Sky

This class includes a combination of low impact aerobics for toning all of the body, using free weights and other equipment to shape and strengthen muscles, along with cool down of the static stretches and relaxation. This class is to improve stamina and assist in development of a productive and safe workout to create a lifetime of health and happiness.

**NFITN 134-C52** – Tuesday/Thursday, 2/7-3/22, 6:30PM-7:30PM, BC3 @ Cranberry, Multi-Purpose Room, Instructor: Sharrar, 14 sessions (14 clock hours), Tuition: \$98.

## Yoga/Pilates

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### Pilates

Get ready to build a strong core and lean toned muscles. This is a fun class that works the core, arms, and legs. The class is great for all fitness levels, beginner, and intermediate add weights for more intensity. The instructor is energetic, positive, and gives clear instruction. Weights can be used in class 2, 3, 5 lb. Bring your Yoga mat and water.

**NFITN 125-F52** – Monday, 1/30-3/26, (No Class 2/20), 7:30PM-8:30 PM, Buffalo Elementary School, Instructor: Campbell, 8 sessions (8 clock hours), Tuition: \$59.

### Family Time Yoga (ages 4 and up)

This is a Yoga class to bring the whole family together! Learn basic Hatha postures, breathing and relaxation. Bring a mat or towel to class. Children must be accompanied by a parent or guardian.

**NFITN 242-F52** – Wednesday, 2/8-2/29, 6:00PM-6:30PM, Seneca Valley Middle School, Room 234, Instructor: Wade, 4 sessions (2 clock hours), Tuition \$29.



### Yoga/Pilates With Weights

This class will help boost your metabolism and burn calories. The class combines yoga and Pilates with weights by sculpting your body, and helping to improve strength, balance, and flexibility. The instructor provides positive direction with each pose and exercise. Please bring 2, 3, or 5 lb. weights based on your fitness level. Wear comfortable clothing and bring your Yoga mat.

**NFITN 269-F52** – Monday, 4/16-5/7, 6:30PM-7:30PM, Buffalo Elementary School, Instructor: Campbell, 4 sessions (4 clock hours), Tuition: \$65.

## Intro to Yoga - Slow Pace

A slower-paced class designed to introduce you to the benefits of Yoga. Learn the fundamentals of Yoga as you improve your physical and mental well-being. Learn and hold postures, learn proper breathing and relaxation. Emphasis is placed on individual differences and a non-competitive environment is stressed. Wear comfortable clothing and bring your Yoga mat and a smile!

**NFITN 110-F52** – Monday, 1/16-4/2, 7:00PM-8:00PM, St. Peter's Church, Instructor: Stewart, 12 sessions (12 clock hours), Tuition: \$85.

## Yoga

Improve your physical and mental well being through the practice of Yoga, including exercises in: holding postures, balance, proper breathing, proper alignment and relaxation. Special emphasis will be placed on individual differences, encouraging a non-competitive, non-judgmental environment. Learn basic poses and basic routines, linking breathing to movement and hold postures and finally learning sun salutations. Yoga will help relieve stress and enhance the quality of your life. Please bring your Yoga mat and wear loose layered clothing.

**NFITN 113-F55** – Wednesday, 1/18-4/4, 6:00PM-7:00PM, St. Peter's Church, Instructor: Stewart, 12 sessions (12 clock hours), Tuition: \$85.

## Intro to Yoga

Improve your physical and mental well being through Hatha Yoga exercises: holding postures, proper breathing and meditation. Special emphasis will be placed on individual differences, with basic routines illustrated to enhance every aspect of life, helping to balance the many pressures of work, study, social life and family and personal changes. Please bring your Yoga mat and wear comfortable loose layered clothing.

**NFITN 113-C03** – Saturday, 2/11-4/21, (No class 4/7), 9:00AM-10:00AM, BC3 @ Cranberry, Multi-Purpose Room, Instructor: Wade, 10 sessions (10 clock hours), Tuition: \$59.

**NFITN 113-C04** – Saturday, 2/11-4/21, (No class 4/7), 10:15AM-11:15AM, BC3 @ Cranberry, Multi-Purpose Room, Instructor: Wade, 10 sessions (10 clock hours), Tuition: \$59.

**NFITN 113-F53** – Tuesday, 2/7-4/10, 6:30PM-7:30PM, Seneca Valley Middle School, Room 234, Instructor: Wade, 10 sessions (10 clock hours), Tuition: \$59.

**NFITN 113-F54** – Wednesday, 5/2-6/6, 6:00PM-7:00PM, Seneca Valley Middle School, Room 234, Instructor: Wade, 6 sessions (6 clock hours), Tuition: \$49.

**NFITN 113-F55** – Wednesday, 2/8-4/11, 6:45PM-7:45PM, Seneca Valley Middle School, Room 234, Instructor: Wade, 10 sessions (10 clock hours), Tuition \$59.

**NFITN 113-F56** – Monday, 4/30-6/11, (No class 5/28), 6:00PM-7:00PM, Seneca Valley Middle School, Room 234, Instructor: Wade, 6 sessions (6 clock hours), Tuition \$49.

**NFITN 113-C51** – Tuesday, 5/22-6/26, 6:00PM-7:00PM, BC3 @ Cranberry, Multi-Purpose Room, Instructor: Wade, 6 sessions (6 clock hours) Tuition \$49.

**NFITN 113-C52** – Thursday, 5/24-6/28, 6:00PM-7:00PM, BC3 @ Cranberry, Multi-Purpose Room, Instructor: Wade, 6 sessions (6 clock hours), Tuition \$49.

## New! Yoga Flow for Beginners & Intermediate

You will learn and build a strong foundation of Yoga Poses. The instructor begins the class by teaching modified yoga poses for all levels. The first weeks we focus on yoga poses, relaxation and flexibility. The final four weeks of class we will put the yoga poses together in a fluid movement. The instructor is encouraging and creates a calm welcoming atmosphere. Please bring a mat and water.

**NFITN 254-F53** – Monday, 1/30-3/26, (No class 2/20), 7:35PM-8:35PM, Buffalo Elementary School, Instructor: Campbell, 8 sessions (8 clock hours), Tuition: \$59.

## Dance

### Ballroom Smooth

Introduction to ballroom smooth dances: Foxtrot, Waltz and Night Club. Cover the smooth graceful side of ballroom. This class is at a beginning level. Partners not required.

**NFITN 200-F55** – Tuesday, 2/7-4/17, (No class 4/10), 7:00PM-8:00PM, Seneca Valley Middle School, Upper Gym, Instructor: Hughes, 10 sessions (10 clock hours), Tuition: \$56.

**NFITN 200-F54** – Wednesday, 2/8-4/11, 6:00PM-7:00PM, Summit Elementary, Instructor: Hughes, 10 sessions (10 clock hours), Tuition: \$56.

### NEW! East Coast Swing/ Cha Cha

Combine the best of both worlds as you dance the two most popular dances known to ballroom dance. The first five weeks will hit the floor and glide glide, glide with the East Coast Swing. The second five weeks we will work out with the Cha Cha. This is a great class for those who are beginners or who have taken other dance classes in the past.

**NFITN 258-F53** – Wednesday, 2/8-4/11, 7:00PM-8:00PM, Summit Elementary, Instructor: Hughes, 10 sessions (10 clock hours), Tuition: \$56.

### NEW! All About East Coast Swing

Start with the basics of this most popular dance. This fun and popular dance is a great way to get exercise as you socialize. Beginners and advanced – no partner required.

**NFITN 251-F52** – Tuesday, 2/7-4/17, (No class 4/10), 8:00PM-9:00PM, Seneca Valley Middle School, Upper Gym, Instructor: Hughes, 10 sessions (10 clock hours), Tuition: \$56.

### NEW! Cha-Cha

Start with the basics and proceed through the most popular steps of Latin Dancing. This is an excellent way to begin and a wonderful way to perfect your technique. Come and enjoy! Partner not required! Beginners and advanced.

**NFITN 252-F52** – Tuesday, 2/7-4/17, (No class 4/10), 6:00PM-7:00PM, Seneca Valley Middle School, Upper Gym, Instructor: Hughes, 10 sessions (10 clock hours), Tuition: \$56.