

Adult & Industry Education

2010 Fall Schedule

~ New! Home Health Care Aid Certification Program – Classes begin in 2011 – Call now to register! ~

<i>New! Business Education for Licensed Salon Professionals</i>						
Training for Success	Lisa Arnold	8/30/10	Mon	1.5 hrs.	2:30 – 4:00 p.m.	\$20.*
Cost Effective Inventory	Lisa Arnold	10/25/10	Mon	1.5 hrs.	2:30 – 4:00 p.m.	\$20.*
Policy Manual & Service Menu Design	Lisa Arnold	1/10/11	Mon	1.5 hrs.	2:30 – 4:00 p.m.	\$20.*
Your Front Desk: The Heartbeat of your Business <i>(*1 hour webinar with follow-up discussion)</i>	Lisa Arnold	3/14/11	Mon	1.5 hrs.	2:30 – 4:00 p.m.	\$20.*

<i>Administrative Assistant Program</i>						
Computer Keyboarding	E. Saladyga	10/4/10 – 10/25/10	Mon	8 hrs.	6 – 8 p.m.	\$125.
Business Writing	J. Sabulski	10/6/10 – 10/27/10	Wed	12 hrs.	6 – 9 p.m.	\$95.
Microsoft Office 2007	B. Shoemaker	11/2/10 – 11/30/10	Tue/Thu	24 hrs.	6 – 9 p.m.	\$270.
PowerPoint/Oral Presentation	J. Sabulski	12/1/10 – 12/22/10	Wed	12 hrs.	6 – 9 p.m.	\$135.
Entrepreneurial Math	E. Saladyga	12/2/10 – 12/21/10	Tue/Thu	18 hrs.	6 – 9 p.m.	\$175.

<i>Welding Program</i>						
Personal Safety Items – jacket, gloves and glasses are required and can be purchased for an additional \$45.						
Welding 1 – S.M.A.W.	W. Kelchner	10/4/10 – 11/3/10	Mon/Wed	30 hrs.	6 – 9 p.m.	\$270.
Welding 2 – S.M.A.W.	W. Kelchner	11/8/10 – 12/13/10	Mon/Wed	30 hrs.	6 – 9 p.m.	\$270.
Basic Welding – Mig/Tig	W. Kelchner	1/3/11 – 2/2/11	Mon/Wed	30 hrs.	6 – 9 p.m.	\$310.

<i>Electrical Occupations Program</i>						
Basic Electricity	R. Slusser	10/4/10 – 10/27/10	Mon/Wed	24 hrs.	6 – 9 p.m.	\$270.
Three Phase Motor Controls	A. Gambucci	11/1/10 – 11/24/10	Mon/Wed	24 hrs.	6 – 9 p.m.	\$295.
Programmable Logic Controllers (PLC)	R. Marino	12/8/10 – 1/26/11	Wed	24 hrs.	6 – 9:30 p.m.	\$295.

Driver's Theory (<i>Minimum Age: 15</i>) <i>(Held at Central Columbia High School)</i>	B. Mathias	11/2/10 – 12/7/10 or 1/4/11 – 2/3/11	Tue/Thu Tue/Thu	30 hrs. 30 hrs.	5:30 – 8:00 p.m. 5:30 – 8:00 p.m.	\$50. \$50.
Machine Technology	C. Fry	10/4/10 – 10/27/10	Mon/Wed	24 hrs.	6 – 9 p.m.	\$250.
Machine Technology CNC	M. Sitrer	11/16/10 – 12/14/10	Tue/Thu	24 hrs.	6 – 9 p.m.	\$250.
Residential Plumbing	C. Hart	1/4/11 – 1/27/11	Tue/Thu	24 hrs.	6 – 9 p.m.	\$225.
Residential Wiring	E. Turowski	10/9/10 – 11/13/10	Sat	24 hrs.	8 a.m. – Noon	\$225.
Rafter Layout & Roof Construction	C. Hart	11/1/10 – 11/24/10	Mon/Wed	24 hrs.	6 – 9 p.m.	\$225.
Bar Management & Mixology + RAMP	S. Anderson	10/4/10 – 11/1/10	Mon/Wed	24 hrs.	6 – 9 p.m.	\$300.
Responsible Alcohol Management Program	J. Kravich	11/1/10	Mon	3 hrs.	6 – 9 p.m.	\$35.
AHA Heartsaver CPR w/ AED <i>(This class is for laypeople, not healthcare professionals.)</i>	A. Cary	10/6/10	Wed	4hrs.	6 – 10 p.m.	\$35.*

AHA Heartsaver CPR w/AED Renewal <i>(This class is for laypeople, not healthcare professionals – you must submit a copy of your current CPR card with registration.)</i>	A. Cary	10/13/10	Wed	4 hrs.	6 – 10 p.m.	\$35.*
AHA Basic Life Support <i>(Health care professionals only)</i>	A. Cary	11/3/10	Wed	4 hrs.	6 – 10 p.m.	\$35.*
AHA Basic Life Support Renewal <i>(Health care professionals only – you must submit a copy of your current CPR card with registration.)</i> <i>* CPR/BLS participants will need to pre-register at least 2 weeks prior to class and pick up student textbook at the Adult Education office to review before class. Cost of book is an additional fee.</i>	A. Cary	11/10/10	Wed	4 hrs.	6 – 10 p.m.	\$35.*
Welcome to the World of Computers	B. Shoemaker	10/5/10 – 10/21/10	Tue/Thu	18 hrs.	6 – 9 p.m.	\$175.
Digital Photography	M. Zarrett	10/4/10 – 10/13/10	Mon/Wed	12 hrs.	6 – 9 p.m.	\$95.
Adobe Photoshop CS3	M. Zarrett	10/18/10 – 11/3/10	Mon/Wed	18 hrs.	6 – 9 p.m.	\$175.
Adobe InDesign CS3	R. Naus	10/5/10 – 11/16/10	Tue/Thu	24 hrs.	7:30 – 9:30 p.m.	\$270.
Introduction to QuickBooks	D. Gabsewics/D. Milheim	10/11/10 – 10/20/10	Mon/Wed	12 hrs.	6 – 9 p.m.	\$195.
OBD Emission Inspector Recertification (EIR)	M. Christian	10/9/10	Sat	4 hrs.	8 a.m. – Noon	\$95.
OBD Emission Inspector Certification (EIC)	M. Christian	10/16/10 – 10/30/10	Sat	16 hrs.	8 a.m. – 2:30 p.m.	\$225.
PA Safety Inspection Mechanic	M. Christian	9/11/10 – 9/18/10 11/6/10 – 11/20/10	Sat Sat	12 hrs. 12 hrs.	8 a.m. – 3 p.m. 8 a.m. - Noon	\$170. \$170.
Tole Painting for Beginners	E. Saladyga	11/1/10 – 11/22/10	Mon	12 hrs.	6 – 9 p.m.	\$125.
Edible Bouquets	E. Zajac	11/2/10 – 11/9/10	Tue	5 hrs.	7 – 9:30 p.m.	\$35.*
Floral for the Holidays <i>*\$15 material fee is due at the beginning of each floral class made payable to the instructor, Mr. Ed Zajac.</i>	E. Zajac	12/7/10 – 12/14/10	Tue	5 hrs.	7 – 9:30 p.m.	\$35.*
Easy Microwave Cooking	J. Dubbs	11/4/10 – 11/18/10	Thu	6 hrs.	6 – 8 p.m.	\$70.
ServSafe Food Safety (ServSafe Essentials 5 th edition included in fee)	S. Matje	10/9/10 – 10/16/10 10/18/10	Sat Mon	16 hrs. 1 hr.	8 a.m. – 4:30 p.m. 5:30 – 6:30 p.m.	\$210.
PA Food Safety Recertification <i>(Class only)</i>	S. Matje	10/16/10	Sat	8 hrs.	8 a.m. - 4:30 p.m.	\$85.
National ServSafe Recertification <i>(Class and Exam)</i>	S. Matje	10/16/10 10/18/10	Sat Mon	8 hrs. 1 hr.	8 a.m. – 4:30 p.m. 5:30 – 6:30 p.m.	\$145.
ServSafe* Exam Proctoring (upon completion of approved online ServSafe* course)					<i>by appointment</i>	\$75.

****There will be no adult education classes held at CMAVTS on the following dates due to school activities or holidays:
10/28, 11/25, 11/26, 11/29, 12/23, 12/24, 12/27, 12/28, 12/29, 12/30, 12/31.**

To register by phone - call the Adult Education Office at 570-784-8040, ext. 3347.

For complete class descriptions and a printable registration form, go to the Adult Education web site at www.cmvt.us/adult_ed.htm

Gatlin/Ed2Go Certificate Programs

In partnership with Gatlin Education, we are proud to offer a wide variety of certificate programs. These online programs are longer in length, more intensive in their scope, and provide an overall education that may lead you to a new occupation. Go to www.gatlineducation.com/cmvt.

Ed2Go Short Courses

In partnership with Ed2Go, the Adult Education Department offers several short learning programs. Go to www.ed2go.com/cmvt.