



## KEYSTONE COMMUNITY EDUCATION COUNCIL

*Serving the Workforce Development needs of  
Clarion, Crawford, and Venango Counties,  
and Surrounding Areas.*

### Keystone Community Education Council

[www.keystoneceec.org](http://www.keystoneceec.org)

### MARCH 2010 ISSUE KEYSTONE COMMUNITY EDUCATION COUNCIL MONTHLY NEWSLETTER

Issue Volume 10- 03

To view this newsletter online, please go to:

<http://www.keystoneceec.org/newsletter.htm>



Community College of Allegheny County

**Keystone Community Education Council brings  
Community College of Allegheny County's  
Basic Technical Certificate Programs  
to Clarion, Venango, Crawford, and Jefferson Counties**

**[Basic Electronics Certificate](#)**

**[Basic Welding Certificate](#)**

**[Basic Machine Certificate](#)**

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



**Your gateway to training & education  
opportunities in Northwest Pennsylvania**

Make the most informed decision on where  
and how your training dollars will be spent.  
TrainingPA.com offers you the easiest way to  
search, find, and enroll in the training/ education  
you or your employees need.

**TRAINING OFFERED MARCH 2010 – MAY 2010**

Bacou-Dalloz-Falls Protection – Franklin, PA

Center for eBusiness and Advanced IT

Clarion County Career Center

Clarion County Economic Development Corporation

Clarion University of PA, Department of Continuing Education

Clarion University of PA, Small Business Development Center

Clarion University of PA, Venango Campus, Continuing Education

Clearfield County Career and Tech Center

Computer Teknology Institute - Greensburg

Conflict Resolution, Mediation, and Training

CS Technologies Plus (formerly the Learning Center, Seneca)

DuBois Business College

eMarketing Learning Center

Erie County PA CareerLink

Erie Institute of Technology

FICDA Franklin Industrial Commercial Development Authority -

Gentile –Meinert and Associates, Inc

Jeff Tech

Keystone Community Education Council

The Learning Center, Seneca Now – CS Technologies Plus

Oil Region CareerLink

Oil Region Alliance

Penn State DuBois

Penn State Erie, The Behrend College

Pittsburgh Job Corps

Precision Manufacturing Institute, Meadville

Riverside Professional Development

Slippery Rock University

South Hills School of Technical Training

Sugar Creek Station

The Learning Lab - Erie

Triangle Tech DuBois/Erie

Venango Technology Center

**Bacou-Dalloz-Falls Protection**

**Classroom Style Classes**

**Custom Classes**

**Center for eBusiness and Advanced IT**

**Classroom Style Classes**

**Online Classes**

[Email Deliverability Webinar: Factors that Impact Deliverability](#) - Center for eBusiness and Advanced IT

## Clarion County Career Center

### Classroom Style Classes

## Clarion County Economic Development Corporation

### Events

## Clarion University of PA, Department of Continuing Education

### Classroom Classes

[Excel 2007 - Level 3](#) - Clarion University - Continuing Ed., Clarion  
3/9/2010 - 3/23/2010

[Word 2007 - Level 3](#) - Clarion University - Continuing Ed., Clarion  
3/9/2010 - 3/23/2010

[Digital Photography Essentials](#) - Clarion University - Continuing Ed.,  
Clarion 3/9/2010 - 3/30/2010

[Digital Photography Intermediate](#) - Clarion University - Continuing Ed.,  
Clarion 4/6/2010 - 4/27/2010

[17th Annual Legal Video Replay](#) - Clarion University - Continuing Ed.,  
Venango Campus, Oil City 4/30/2010

### Online Classes

#### Custom Classes

[Microsoft Office 2007](#) - Clarion University - Continuing Ed., Onsite at Company or  
Clarion University Main Campus

[Quickbooks](#) - Clarion University - Continuing Ed., Company Specified

## Clarion University of PA, Small Business Development Center

### Classroom Style Classes

[FIRST STEP: CLARION, VENANGO AND FOREST COUNTY](#) - Clarion  
University of Pa SBDC, CLARION 3/6/2010

[FIRST STEP: ARMSTRONG COUNTY](#) - Clarion University of Pa SBDC,  
KITTINGING 3/9/2010

[2010 ENTREPRENEUR TRAINING SERIES: BUSINESS SUCCESSION  
PLANNING](#) - Clarion University of Pa SBDC, Oil City 3/10/2010

[FIRST STEP: POTTER COUNTY](#) - Clarion University of Pa SBDC,  
COUDERSPORT 3/13/2010

[FIRST STEP: CLEARFIELD, JEFFERSON, ELK AND CAMERON COUNTY](#) -  
Clarion University of Pa SBDC, DUBOIS 3/20/2010

[FIRST STEP: CLARION VENANGO FOREST](#) - Clarion University of Pa  
SBDC, Oil City 3/20/2010

[2010 ENTREPRENEUR TRAINING SERIES: ENTREPRENEURS CLUB  
CENTRAL](#) - Clarion University of Pa SBDC, DuBois 3/24/2010

[FIRST STEP: MCKEAN POTTER](#) - Clarion University of Pa SBDC,  
SMETHPORT 4/10/2010

[FIRST STEP: CLARION VENANGO FOREST](#) - Clarion University of Pa  
SBDC, CLARION 4/10/2010

[FIRST STEP: ARMSTRONG COUNTY](#) - Clarion University of Pa SBDC,  
KITTINGING 4/13/2010

[FIRST STEP: CLEARFIELD JEFFERSON ELK CAMERON](#) - Clarion  
University of Pa SBDC, DUBOIS 4/17/2010

[17TH ANNUAL LEGAL CONFERENCE VIDEO REPLAY](#) - Clarion University  
of Pa SBDC, Oil City 4/30/2010

[FIRST STEP: CLARION VENANGO FOREST](#) - Clarion University of Pa  
SBDC, CLARION 5/1/2010

[FIRST STEP: MCKEAN POTTER](#) - Clarion University of Pa SBDC,  
SMETHPORT 5/8/2010

[FIRST STEP: ARMSTRONG COUNTY](#) - Clarion University of Pa SBDC,  
KITTINGING 5/11/2010

[FIRST STEP: CLEARFIELD JEFFERSON ELK CAMERON](#) - Clarion

University of Pa SBDC, DUBOIS 5/15/2010

**Clarion University of PA, Venango Campus, Continuing Education**

**Classroom Style Classes**

[Senior Link Microsoft Publisher Level II](#) - Venango Campus of CUP Continuing Edu., Oil City 3/2/2010 - 3/30/2010

[Microsoft Access Database II](#) - Venango Campus of CUP Continuing Edu., Oil City 3/4/2010 - 3/18/2010

[Publisher Polish](#) - Venango Campus of CUP Continuing Edu., The Learning Center in Seneca 3/5/2010

[Conflict Resolution](#) - Venango Campus of CUP Continuing Edu., Oil City 3/10/2010

[What's New in Windows 7](#) - Venango Campus of CUP Continuing Edu., Oil City 3/12/2010

[The Basics of Teamwork](#) - Venango Campus of CUP Continuing Edu., Oil City 3/17/2010

[Home Recycling](#) - Venango Campus of CUP Continuing Edu., Oil City 3/18/2010 - 3/25/2010

[Senior Link Microsoft Word](#) - Venango Campus of CUP Continuing Edu., Oil City 3/18/2010 - 4/15/2010

[Free Foto Fixing with Picnik](#) - Venango Campus of CUP Continuing Edu., Seneca 3/19/2010

[Senior Link Microsoft Word](#) - Venango Campus of CUP Continuing Edu., Oil City 3/25/2010 - 4/22/2010

[Dealing with Bullying and Relational Aggression](#) - Venango Campus of CUP Continuing Edu., Oil City 3/31/2010

[Dealing with Bullying and Relational Aggression](#) - Venango Campus of CUP Continuing Edu., Oil City 3/31/2010

[Microsoft Word Level II](#) - Venango Campus of CUP Continuing Edu., Oil City 4/6/2010 - 4/20/2010

[How to Motivate, Coach and Counsel](#) - Venango Campus of CUP Continuing Edu., Oil City 4/17/2010

[Conflict Management](#) - Venango Campus of CUP Continuing Edu., Oil City 4/17/2010

[Crisis Intervention](#) - Venango Campus of CUP Continuing Edu., Oil City 4/21/2010

[CPR and AED instruction for Health Care Providers](#) - Venango Campus of CUP Continuing Edu., Oil City 5/15/2010

[Spring Flowers](#) - Venango Campus of CUP Continuing Edu., Oil City 5/20/2010

**Clearfield County Career and Tech Center**

**Classroom Style Classes**

**Computer Teknology Institute - Greensburg**

**Classroom Style Classes**

**Conflict Resolution, Mediation, and Training**

**Classroom Style Classes**

[Conflict Resolution and Mediation Training](#) - Conflict Resolution, Mediation & Train, Pittsburgh 3/8/2010 - 5/3/2010

**DuBois Business College**

**Classroom Style Classes**

**eMarketing Learning Center**

**Classroom Style Classes**

**Erie County PA CareerLink**  
Classroom Style Classes

**Erie Institute of Technology**  
Classroom Style Classes

[Pneumatics](#) - Erie Institute of Technology, Erie  
3/18/2010 - 5/6/2010

Customized Classes

[Blueprint Reading](#)  
[Safety](#)

**FICDA Franklin Industrial Commercial Development Authority -**  
Classroom Style Classes

**Gentile –Meinert and Associates, Inc**  
Classroom Style Classes

**Jeff Tech**  
Classroom Style Classes

[GED Test](#) - Jeff Tech, Reynoldsville 3/1/2010 - 3/2/2010  
[Microsoft Word 2007](#) - Jeff Tech, Reynoldsville 3/2/2010 - 3/4/2010  
[Mig Welding](#) - Jeff Tech, Reynoldsville 3/2/2010 - 4/8/2010  
[Intermediate Welding](#) - Jeff Tech, Reynoldsville 3/8/2010 - 4/14/2010  
[Intermediate Welding](#) - Jeff Tech, Reynoldsville 3/8/2010 - 4/14/2010  
[Microsoft Word 2](#) - Jeff Tech, Reynoldsville 3/9/2010 - 3/11/2010  
[Cake Decorating 4](#) - Jeff Tech, Reynoldsville 3/16/2010 - 4/6/2010  
[Microsoft Excel 2](#) - Jeff Tech, Reynoldsville 3/23/2010 - 3/25/2010  
[Microsoft Publisher 2007](#) - Jeff Tech, Reynoldsville 3/30/2010 -  
4/1/2010  
[PADOT Inspection Certification](#) - Jeff Tech, Reynoldsville 4/5/2010 -  
4/13/2010  
[Microsoft PowerPoint 2007](#) - Jeff Tech, Reynoldsville 4/6/2010 -  
4/8/2010  
[Microsoft Access 2007](#) - Jeff Tech, Reynoldsville 4/13/2010 -  
4/15/2010  
[Microsoft Access 2](#) - Jeff Tech, Reynoldsville 4/20/2010 - 4/22/2010  
[Introduction to Internet and E-mail](#) - Jeff Tech, Reynoldsville  
4/27/2010 - 4/29/2010  
[GED Test](#) - Jeff Tech, Reynoldsville 5/3/2010 - 5/4/2010  
[Digital Photography](#) - Jeff Tech, Reynoldsville 5/4/2010 - 5/6/2010

**Keystone Community Education Council**  
Classroom Style Classes

[Drugs in the Workplace](#) - Keystone Community Education Council,  
Clarion 3/10/2010  
[THE ART OF ACTIVE LISTENING](#) - Keystone Community Education  
Council, Meadville 3/17/2010  
[Using Social Networking to Promote your Organization](#) - Keystone  
Community Education Council, Venango Campus of CUP 4/14/2010  
[DRUGS IN THE WORKPLACE](#) - Keystone Community Education Council,  
Meadville 4/21/2010  
[DEALING EFFECTIVELY WITH THE TOXIC EMPLOYEE](#) - Keystone  
Community Education Council, Clarion 5/12/2010  
[Using Social Networking to Promote your Organization](#) - Keystone  
Community Education Council, Meadville 5/19/2010

**The Learning Center, Seneca (CS Technologies Plus)**

**Classroom Style Classes**

[Excel 2007 - Level 2](#) - The Learning Center, Seneca  
3/2/2010 - 3/4/2010  
[Access 2007 - Level 2](#) - The Learning Center, Seneca  
3/3/2010 - 3/5/2010  
[PowerPoint 2007 Complete](#) - The Learning Center, Seneca  
3/15/2010 - 3/17/2010  
[Word 2007 - Level 1](#) - The Learning Center, Seneca  
4/30/2010  
[Free Photo Editing with Picnik](#) - The Learning Center, Seneca  
5/7/2010  
[Word 2007 - Level 2](#) - The Learning Center, Seneca 5/21/2010

**Oil Region Alliance**

**Online Style Classes**

**Oil Region CareerLink**

**Classroom Style Classes**

**Penn State DuBois**

**Classroom Style Classes**

**Penn State Erie, The Behrend College**

**Classroom Style Classes**

[Injection Molding Principles](#) - Penn State Erie, The Behrend College,  
ERIE 3/8/2010 - 3/10/2010  
[Injection Molding Troubleshooting](#) - Penn State Erie, The Behrend  
College, Erie 3/10/2010 - 3/12/2010  
[Color, Color Science, and the Coloring of Plastics](#) - Penn State Erie,  
The Behrend College, Erie 3/24/2010 - 3/25/2010  
[Process Capable Tolerancing](#) - Penn State Erie, The Behrend College,  
Erie 4/8/2010 [Liquid Injection Molding Silicone Scientific Molding](#) -  
Penn State Erie, The Behrend College, Erie 5/3/2010 - 5/5/2010  
[Mold Maintenance and Mold Setting Principles](#) - Penn State Erie, The  
Behrend College, Erie 5/11/2010 - 5/12/2010  
[Injection Molding Principles](#) - Penn State Erie, The Behrend College,  
Erie 5/11/2010 - 5/13/2010  
[Thermoplastic Materials and Testing](#) - Penn State Erie, The Behrend  
College, Erie 5/13/2010 - 5/14/2010  
[Process Validation for Medical Injection Molding](#) - Penn State Erie, The  
Behrend College, Erie 5/19/2010 - 5/20/2010

**Pittsburgh Job Corps**

**Classroom Style Classes**

**Precision Manufacturing Institute, Meadville**

**Classroom Style Classes**

**Riverside Professional Development**

**Classroom Style Classes**

**Slippery Rock University**

**Classroom Style Classes**

[General Administration, Organization and Management in Nursing  
Homes](#) - Slippery Rock University, Slippery Rock 3/5/2010  
[Government's Role in Health Policy, Regulation and Reimbursement](#) -  
Slippery Rock University, Slippery Rock 3/6/2010

[Risk Management, Safety and Insurance](#) - Slippery Rock University, Slippery Rock 3/12/2010  
[Dietary Department and Patient Nutrition](#) - Slippery Rock University, Slippery Rock 3/13/2010  
[The Nursing Department and Resident Care Management](#) - Slippery Rock University, Slippery Rock 3/19/2010  
[Facility Support Services: Building/Grounds, Housekeeping, Laundry, Central Supply](#) - Slippery Rock University, Slippery Rock 3/20/2010  
[Diseases of Aging and Gerontology](#) - Slippery Rock University, Slippery Rock 3/26/2010  
[Health Support Services: Pharmacy, Medical Records and Diagnostic Services/Practical Applications in NHA Licensure](#) - Slippery Rock University, Slippery Rock 3/27/2010  
[Fiscal Management, Budgeting and Accounting](#) - Slippery Rock University, Slippery Rock 4/9/2010  
[Third Party Reimbursement](#) - Slippery Rock University, Slippery Rock 4/10/2010  
[Personnel Management and Labor Relations](#) - Slippery Rock University, Slippery Rock 4/16/2010  
[Social Services, Family and Community Relationships, Patient Rights](#) - Slippery Rock University, Slippery Rock 4/17/2010  
[Therapeutic Care in Long Term Care Facilities](#) - Slippery Rock University, Slippery Rock 4/23/2010  
[Strategic Planning and Administration Practice/Death and Dying](#) - Slippery Rock University, Slippery Rock 4/24/2010  
[Preparing for Licensure/Certification Surveys and Meeting Other Regulatory Requirements](#) - Slippery Rock University, Slippery Rock 4/30/2010  
[Understanding Regulations, Deficiencies, Plans of Corrections, and Quality Assurance](#) - Slippery Rock University, Slippery Rock 5/10/2010

#### Online Classes

[SHRM Global Learning System Program](#) - Slippery Rock University  
[Basic Proposal Writing](#) - Slippery Rock University

#### South Hills School Technical Training

Classroom Style Classes

#### Sugar Creek Station

Classroom Style Classes

#### The Learning Lab - Erie

Classroom Style Classes

#### Custom Classes

[Microsoft Office Classes](#) - The Learning Lab, On-Site

#### Triangle Tech – Dubois/Erie

Classroom Style Classes

#### Venango Technology Center

Classroom Style Classes

[Introduction to Computers](#) - Venango Technology Center, Oil City  
2/11/2010 - 3/2/2010

[Windows XP](#) - Venango Technology Center, Oil City  
3/9/2010 - 3/30/2010

[Medical Terminology](#) - Venango Technology Center, Oil City

3/15/2010 - 3/31/2010

[Computer Maintenance](#) - Venango Technology Center, Oil City

4/8/2010

[Basic Business Writing](#) - Venango Technology Center, Oil City

5/3/2010 - 5/24/2010

#### Custom Classes

Warren Center of JCC, Warren

Classroom Style Classes

#### Custom Classes

[Microsoft Project](#) - Warren Center of JCC, Warren

We welcome your comments, suggestions - just reply to this e-newsletter! Please feel free to forward a copy of this newsletter to others within or outside of your organization.

If you do not wish to receive future issues of this newsletter, please reply to this e-newsletter and asked to be removed.

[If this e-newsletter was forwarded to you and you would like to continue receiving it, please go to \[www.keystonecec.org\]\(http://www.keystonecec.org\) and follow the "Newsletter" link on the homepage to register.](#)

DISCLAIMER: This newsletter is provided as a service to the public and Keystone Community Education Council assumes no liability for damages incurred directly or indirectly as a result of errors, omissions or discrepancies. Due to the dynamics of the Internet, information obtained from external hyperlinks cannot be guaranteed as accurate or current.