

## **THE BUSINESS INSTITUTE**

10% discount for 3 or more employees from the same company

10% discount for chamber members

### **Start-Up Basics**

Is starting a business right for you? Are you already in the early stages of starting a small business? Topics include an assessment to determine if you are ready to begin your own business, different avenues to establish a successful venture, and how to reach a Go/No-Go decision. Existing business owners can use this workshop as a “check.”

**DATE:** Monday, January 23  
**TIME:** 6:30 pm – 9:00 pm  
**SESSIONS:** 1  
**FEE:** FREE  
**INSTRUCTOR:** SCORE, Counselors to America’s Small Business

### **SCORE – Simple Steps for Starting Your Business – 1.0 CEUs**

In this series of workshops, you will learn to develop a marketing strategy, identify the best ways to fund your start-up, and turn your idea into action with tools and templates. You will also get useful and helpful mentoring sessions and connect with other entrepreneurs. Between sessions, participants should have access to a computer with an internet connection and Microsoft Excel or Open Office.

\*Veterans attend for FREE

\*Each student will be assigned a SCORE Business Counselor. You can meet with your SCORE Counselor outside of the classroom to obtain additional help with your Business Plan.

**DATE:** Mondays, Feb. 6 – Feb. 27  
**TIME:** 6:30 pm – 9:00 pm  
**SESSIONS:** 4  
**FEE:** \$215/\$195 Early Bird  
**INSTRUCTOR:** SCORE, Counselors to America’s Small Business

### **Intro – Grant Writing - .8 CEUs**

This workshop, designed for new writers, is an overview of the process of writing a proposal, including preliminary work needed, common elements of a proposal, universal rules to follow and tips and strategies from JAE Enterprises, Inc.’s writing professionals.

**DATE:** Saturdays, Feb. 4 – Feb. 25  
**TIME:** 10:00 am – 12:00 pm  
**SESSIONS:** 4  
**FEE:** \$180/\$160 Early Bird  
**INSTRUCTOR:** Kelley E. Ewing, Jr., B.A.

### **Inter. – Grant Writing - .6 CEUs**

As a more in-depth, advanced training in writing, this workshop is an ideal follow-up to the introductory workshop also offered in this three part series. This workshop is recommended for writers with some experience, and offers advanced instruction on writing a proposal to secure more grants from private and public sources.

**DATE:** Saturdays, March 3 – March 17  
**TIME:** 10:00 am – 12:00 pm  
**SESSIONS:** 3  
**FEE:** \$140/\$120 Early Bird  
**INSTRUCTOR:** Kelley E. Ewing, Jr., B.A.

### **Project Description for Funding - .6 CEUs**

The project description is a key part of the proposal. Through a hands-on group process, you will learn the components of writing an effective project description for funding and use this new knowledge to compose a project description and project budget during the workshop. **Prerequisite:** Intermediate Grant Writing.

**DATE:** Saturdays, March 24 – April 14  
No Class April 7  
**TIME:** 10:00 am – 12:00 pm  
**SESSIONS:** 3  
**FEE:** \$140/\$120 Early Bird  
**INSTRUCTOR:** Kelley E. Ewing, Jr., B.A.

### **NEW Starting an Online Business – 1.2 CEUs**

In this series, you will learn how to plan your online business, develop your online presence, website design, merchant accounts, online marketing tools, and social media for your business. Upon completion of this seminar, you will be introduced to:

- The benefits of an online business
- Strategies for finding your target market
- Payment processing, security and shipping options
- Creating an online brand
- Designing a viable website
- The benefits of using social media for business
- Addressing legal issues

**DATE:** Thursdays, Feb. 9, 16, 23, March 1, 8, 15  
**TIME:** 6:30 pm – 8:30 pm  
**SESSIONS:** 6  
**FEE:** \$170/\$150 Early Bird  
**INSTRUCTOR:** VKG Associates

### **Marketing & Sales - .6 CEUs**

A small marketing budget doesn't mean you can't meet your goals and business objectives, you just have to be more creative in your marketing tactics. This workshop shows you how to get maximum exposure at minimum cost. Learn effective, low-cost,

and non-cost strategies to improve sales, develop your company's image, and build your bottom line.

**DATE:** Saturday, Jan. 21  
**TIME:** 9:00 am – 4:00 pm, Lunch 12:00 pm - 1:00 pm (provide your own lunch)  
**SESSIONS:** 1  
**FEE:** \$120/\$110 Early Bird  
**INSTRUCTOR:** VKG Associates

### **Customer Service - .6 CEUs**

Have you ever encountered an unpleasant customer? Do you worry that you're not assertive enough? Do you struggle to solve problems? Do you know who your customers are? Do you strive for individual and organizational goals? Hone your customer service skills in this class.

**DATE:** Saturday, March 17  
**TIME:** 9:00 am – 4:00 pm, Lunch 12:00 pm – 1:00 pm (provide your own lunch)  
**SESSIONS:** 1  
**FEE:** \$120/\$110 Early Bird  
**INSTRUCTOR:** VKG Associates

### **Accounting for the Non-Accountant - .6 CEUs**

Every business owner, entrepreneur, or self-employed individual needs a basic understanding of accounting practices. However, many do not, and avoid or abdicate the responsibility. This workshop will introduce you to the nuts and bolts of accounting, including understanding the general ledger, profit and loss statements and balance sheets, as well as cash flow projections and fiscal management.

**DATE:** Saturday, Feb. 18  
**TIME:** 9:00 am – 4:00 pm, Lunch 12:00 pm – 1:00 pm (provide your own lunch)  
**SESSIONS:** 1  
**FEE:** \$120/\$110 Early Bird  
**INSTRUCTOR:** VKG Associates

### **Survival Skills for Public Speaking – 1.2 CEU**

A great presenter has two unique qualities, appropriate skills and personal confidence. This confidence comes from knowing what you want to say, and being comfortable with your communication skills. In this two-day workshop, you will master the skills that will make you a better speaker and presenter. Come prepared to be video-taped!

**DATE:** Saturdays, April 14 & 21  
**TIME:** 9:00 am – 4:00 pm, Lunch 12:00 pm – 1:00 pm (provide your own lunch)  
**SESSIONS:** 2  
**FEE:** \$220/\$200 Early Bird

**INSTRUCTOR:** VKG Associates

## **Institute of Health Management**

### **Medical Certificate Program**

#### **Medical Terminology/Survey of A&P I – 3.0 CEUs**

This seminar will help you understand basic medical vocabulary including anatomical systems and physical processes. You will learn the elements of how words are formed. All personnel in the health fields (*and students of all backgrounds*) will benefit from this course. The primary objective is to explain terminology in its proper context, which is the structure and function of the human body in health and disease.

**DATE:** Tuesdays, Jan. 17 – March 20

**TIME:** 6:30 pm – 9:30 pm

**SESSIONS:** 10

**FEE:** \$270/\$250 Early Bird

**INSTRUCTOR:** Mary Lou Schneiders, D.P.M.

**TEXTBOOK REQUIRED:** (Purchased the first night of class at college bookstore)

#### **Medical Terminology/Survey of A&P II – 3.0 CEUs**

This is a continuation of Medical Terminology/ Survey of Anatomy and Physiology – Part I, focusing on building and understanding basic medical vocabulary. All personnel in the health fields and students of all backgrounds will benefit from this course. The primary objective is to explain terminology in its proper context, which is the structure and function of the human body in health and disease. **Prerequisite:** Medical Terminology/A&P Part I.

**DATE:** Tuesdays, April 3 – June 5

**TIME:** 6:30 pm – 9:30 pm

**SESSIONS:** 10

**FEE:** \$270/\$250 Early Bird

**INSTRUCTOR:** Mary Lou Schneiders, D.P.M.

**TEXTBOOK REQUIRED:** (Same textbook as Medical Terminology/Survey of Anatomy and Physiology – Part 1)

#### **Medical Billing I - - 2.4 CEUs**

Medical Billing staff will facilitate the reimbursement process by utilizing the appropriate documentation from a physician into codes. These codes are submitted to the patient's medical insurance for payment. The student will be exposed to the various coding tools, as well as understand the entire revenue cycle process, from intake to services provided to appropriate reimbursement. The student will learn about the CMS-1500 claim form, as well as the accepted standard for electronic claims. In addition, the HIPAA privacy legislation will be reviewed in the class. There will be a discussion on fraud and abuse laws and regulations and the NPI enumerator will also be discussed. **Prerequisite:** Medical Terminology/A&P Part I only.

**DATE:** Wednesdays, Jan. 11 – Feb. 29  
**TIME:** 6:30 pm – 9:30 pm  
**SESSIONS:** 8  
**FEE:** \$225/\$205 Early Bird  
**INSTRUCTOR:** Angelo Vacirca, C.P.A.M.  
**TEXTBOOK REQUIRED:** (Purchased the first night of class at college bookstore)

### **Medical Billing II – 2.7 CEUs**

The student will become acquainted with the particular characteristics of each insurance payer and the appropriate rules for claim submission of payers such as Indemnity plans, HMO's, PPO's, Worker's Compensation and the state by state variances, Medicare, Parts A, B & D, as well as the nuances of the Medicare Secondary Payor program, the Medicaid program and the state-by-state variances. The importance of effectively communicating with medical insurance companies through the use of ICD9 and CPT4 will be stressed. The student will also become aware of the various disability types of claims, as well as understand the Tricare program. In this class, there is a full review of the difference between Medical Billing and Facility (Hospital Billing). The various hospital reimbursement programs are discussed in full detail. This course will review the medical billing claim form, CMS-1500, and include a hands on computer lab class to generate an actual claim. **Prerequisites:** Medical Billing Level I, Medical Terminology/A&P Part I.

(Good computer skills recommended).

**DATE:** Wednesdays, March 7 – May 2  
**TIME:** 6:30 pm – 9:30 pm  
**SESSIONS:** 9  
**FEE:** \$250/\$230 Early Bird  
**INSTRUCTOR:** Angelo Vacirca, C.P.A.M.  
**TEXTBOOK REQUIRED:** (Same textbook as Medical Billing Level 1)

### **Medical Coding I – 4.8 CEUs**

Medical Coders facilitate the reimbursement process by translating the diagnosis of a patient's complaint, and the related medical or surgical services into codes. The CPT manual will be used for instruction. ICD-9 and HCPCS will also be discussed. This course will help prepare the student for the Certified Professional Coders (CPC) certification exam, given by the American Academy of Professional Coders (AAPC). **Prerequisites:** Medical Terminology/A&P Part I and Part II, Medical Billing Level I only.

**DATE:** Mondays & Thursdays, Jan. 9 – March 5  
No Class Jan. 16  
**TIME:** 6:30 pm – 9:30 pm  
**SESSIONS:** 16  
**FEE:** \$380/\$360 Early Bird  
**INSTRUCTOR:** Bernadette Clemens, C.P.C.  
**TEXTBOOK REQUIRED:** (Inquire at registration for purchasing details)

## **Medical Coding II – 4.8 CEUs**

Continued discussion, practice, and application in medical coding in preparation for the Certified Professional Coders (CPC) certification exam, given by the American Academy of Professional Coders (AAPC). **Prerequisites:** Medical Coding Level I, Medical Terminology/A&P Part I and Part II, Medical Billing Level I only.

**DATE:** Mondays & Thursdays, March 8 – May 7  
No class April 5 & April 9

**TIME:** 6:30 pm – 9:30 pm

**SESSIONS:** 16

**FEE:** \$380/\$360

**INSTRUCTOR:** Rosalie Agravante, B.S.N., C.P.C.

**TEXTBOOK REQUIRED:** (Same textbook as Medical Coding Level I)

## **NEW - ELECTRONIC HEALTH RECORDS SYSTEMS (EHR) TECHNOLOGIST CERTIFICATE PROGRAM**

The Federal Government has mandated that doctors and hospitals convert to electronic health records (EHR), creating new career opportunities for those with the knowledge and skills to assist with widespread adoption and use.

### **TAKE ADVANTAGE OF THIS OPPORTUNITY AT MANOR COLLEGE**

This six-course EHR Technologist program will prepare you for this high growth job area.

The EHR Technologist acts as Project Manager to coordinate and supervise everything

- Completes an assessment of the office/practice
- Evaluates office efficiency
- Selects and works with vendor
- Implements the program, manages the information
- Provides technical assistance
- Supervises updates

Employment Opportunities:

- Hospitals
- Doctor offices
- Nursing homes
- Retirement homes
- Rehab facilities
- Psych facilities
- Correctional facilities
- Labs
- Large physician business entities

- Military
- Legal (malpractice)
- Vendors
- Consultant Organizations

Specialties:

- Legal
- Research & Dev.
- Security
- Helpdesk
- Trainer
- Product specialist for vendor

**Introduction to Healthcare**

This course focuses on the Healthcare categories, orienting individuals on the history of healthcare and public health in the U.S. and the impact of healthcare reform on the current environment. It provides an understanding of the culture of healthcare and offers an explanation of specific terminologies used, in addition to how care is organized in practice settings, job expectations within healthcare, privacy and regulatory issues.

**DATE:** Tuesdays & Thursdays, Jan. 5 – Jan. 31

**TIME:** 6:30 pm – 9:30 pm

**DATE:** Saturdays, Jan. 14 & 28

**TIME:** 9:00 am – 4:00 pm

**SESSIONS:** 10

**FEE:** \$473

**TEXTBOOK REQUIRED:** \$75

**Applied Informatics**

This course will provide basic and detailed information associated with the use of information technology in a physician practice, pertaining to standards, data structures and architectures. This course will also address essential components linked to implementing information technology for effective quality reporting of data, quality improvement analysis and workflow redesign, along with utilization of outcomes within a healthcare system to improve care standards.

**DATE:** Tuesdays & Thursdays, Feb. 2 – Feb. 28

**TIME:** 6:30 pm – 9:30 pm

**DATE:** Saturdays, Feb. 11 & 25

**TIME:** 9:00 am – 4:00 pm

**SESSIONS:** 10

**FEE:** \$473

**TEXTBOOK REQUIRED:** \$75

**Essential Components of EHR**

This course will provide an understanding of EHR system components, and the environment surrounding information technology in the healthcare industry. This includes architecture, networking requirements and key functions, along with identifying

barriers, and challenges to adoption, and will address interventions for successful implementation. Further detail will be offered on National efforts such as the National Health Information Network.

This class will include a laboratory component which will allow students to work with simulated systems or real systems with simulated data. You will play the role of practitioners using these systems. You will experience threats to security and appreciate the need for standards, high levels of usability, and how errors can occur. Materials must support hands-on experience in computer labs and on-site in health organizations.

**DATE:** Tuesdays & Thursdays, March 1 – March 27

**TIME:** 6:30 pm – 9:30 pm

**DATE:** Saturdays, Marcy 10 & 24

**TIME:** 9:00 am – 4:00 pm

**SESSIONS:** 10

**FEE:** \$473

**TEXTBOOK REQUIRED:** \$75

**COMPUTER LAB:** \$40

### **System Selection and Implementation**

This course will provide a framework for understanding the features of leading EHR systems, components associated with selecting an EHR system and how the systems integrate. Emphasis will be given to key selection and contracting considerations, the business case and purchase negotiations. Further focus on the installation and maintenance of systems will be provided, along with review of implementation issues tied to information technology. This course also offers access to tools that are proven to work in the “field”.

**DATE:** Tuesdays & Thursdays, March 29 – April 26

No Class April 5

**TIME:** 6:30 pm – 9:30 pm

**DATE:** Saturdays, April 14 & 28

**TIME:** 9:00 am – 4:00 pm

**SESSIONS:** 10

**FEE:** \$473

**TEXTBOOK REQUIRED:** \$75

**COMPUTER LAB:** \$40

### **Fundamentals of Management**

This course focuses on project management, process analysis and change, and covers the fundamentals of leadership, project management and change management within the clinical operations setting. This course will also provide an understanding of project management tools and techniques resulting in the ability to create and follow a project management plan, in addition to addressing styles that work for effective Health IT deployment.

**Based**

**DATE:** Tuesdays & Thursdays, May 1 – May 29

No Class May 17  
**TIME:** 6:30 pm – 9:30 pm  
**DATE:** Saturdays, May 5 & 19  
**TIME:** 9:00 am – 4:00 pm  
**SESSIONS:** 10  
**FEE:** \$473  
**TEXTBOOK REQUIRED:** \$75

### **Human Factors**

This course will introduce students to the field of human factors analysis and the role it plays in enhancing effectiveness and efficiency in the workplace amongst teams. Additionally, human factor analysis will be applied to improving health, safety and customer and staff satisfaction. Specific attention will be given to human-computer interaction as it pertains to workflow and process redesign, user profiling, data gathering, and transitions.

This course will also include development of skills necessary to communicate effectively across the full range of roles that will be encountered in health care and public health settings.

**DATE:** Tuesdays & Thursdays, June 5 – June 28  
**TIME:** 6:30 pm – 9:30 pm  
**DATE:** Saturdays, Jun 2 & 16  
**TIME:** 9:00 am – 4:00 pm  
**SESSIONS:** 10  
**FEE:** \$473  
**TEXTBOOK REQUIRED:** \$75

### **Spanish for Healthcare Professionals – 1.5 CEUs**

In this healthcare-specific Spanish language course, the most important Spanish commands, questions, and phrases will be learned for use when providing care to Spanish speaking patients in medical offices and hospitals. Emphasis is placed on increasing the quality of patient care by increasing your ability to communicate with patients and their families. Students will learn to use Spanish to obtain necessary information and patient history, obtain vital signs, perform routine procedures and honor patient's requests.

**DATE:** Wednesdays, Feb. 8 – March 7  
**TIME:** 6:30 pm – 9:30 pm  
**SESSIONS:** 5  
**FEE:** \$169/\$149 Early Bird  
**INSTRUCTOR:** Nina Grecco, M.S.W.  
**TEXTBOOK REQUIRED:** (Purchased the first night of class at college bookstore)

## **DENTAL**

### **Certification Review Course and Practice Exam for Dental Assistants – 39 CEUs**

Gain greater earning potential as a Certified Dental Assistant (CDA). This review course is designed to prepare the dental assistant to take the Dental Assisting National Board Exam. Topics include: infection control, chairside procedures, dental materials and radiology. Eligibility Requirements: Two years full-time experience and current Healthcare Provider CPR. **Successful passing of practice test will satisfy CDA requirement for EFDA Certificate Program at Manor College.**

**DATE:** Thursdays, Jan. 19 – April 26  
No Class April 5  
**TIME:** 6:30 pm – 9:30 pm  
6:30 pm – 8:30 pm on Jan. 19 & 26  
**SESSIONS:** 14  
**INSTRUCTOR:** Kathy Malone, RDH, EFDA , Joanne Villante, CDA, EFDA  
**FEE:** \$390/\$370 Early Bird  
**TEXTBOOK REQUIRED (Purchased first night of class at college bookstore)**

**Successful passing of practice exam will satisfy CDA requirement for EFDA Certificate Program at Manor College**

### **Review for PA X-Ray Certification – 7 CEUs**

This is a refresher course designed to prepare the dental auxiliary for the PA Radiological Examination. Topics include: radiation safety, radiological film and storage, intraoral radiographic techniques, processing and mounting and evaluation of radiographs.

**Prerequisite:** Must have at least 6 months to a year dental experience.

**DATE:** Thursdays, Jan. 19 – Feb. 2  
**TIME:** 6:30 pm – 8:30 pm  
6:30 pm – 9:30 pm on Feb. 2  
**SESSIONS:** 3  
**FEE:** \$105/\$95 Early Bird  
**INSTRUCTOR:** Kathy Malone, RDH, EFD

### **Dental Hygiene – Continuing Education Courses**

Saturday, March 31, 2012

At the Willow Grove Giant Super Food Store Community Center

For more information call 215-884-2218 or 215-885-2360, ext. 284

## **REAL ESTATE FOR LICENSING AND INVESTMENT**

### **Real Estate Fundamentals**

Participants will learn to identify the essentials of conveying real property including analyzing the agreement of sale, and distinguishing types of mortgages, liens,

encumbrances and ownerships to help their customers make informed decisions. Students will be able to apply practical applications of real estate concepts through illustrations and learned terms and definitions.

**DATE:** Tuesdays & Thursdays, Feb. 7 – March 8  
**TIME:** 6:30 pm – 9:30 pm  
**SESSIONS:** 10  
**FEE:** \$255/\$235 Early Bird  
**INSTRUCTOR:** Dennis Cline & Denise Lombardo  
**TEXTBOOK REQUIRED:** (Purchased the first night of class at college bookstore)

### **Real Estate Practice**

This course will explore, and give a greater knowledge of, the industry. Fair housing practices, licensing laws, rules and regulations and code of ethics will be examined and discussed so the student will be able to communicate with the public. Participants will be able to calculate commission, explain the appraisal process and how to differentiate between approaches of estimating values, and demonstrate an understanding of capitalization and depreciation math calculations.

**DATE:** Tuesdays & Thursdays, May 13 – April 17  
No Class April 5  
**TIME:** 6:30 pm – 9:30 pm  
**SESSIONS:** 10  
**FEE:** \$255/\$235 Early Bird  
**INSTRUCTOR:** Dennis Cline & Denise Lombardo  
**TEXTBOOK REQUIRED:** (Purchased the first night of class at college bookstore unless already purchased for Real Estate Fundamentals)

### **Real Estate Exam Prep**

Be prepared for the Pennsylvania State Licensing exam. You will review test taking strategies and key concepts from the Real Estate Fundamentals and Practice courses to be able to focus on the study materials, raise your confidence level and improve your chances for a passing score. **Prerequisites:** Successful completion of Real Estate Fundamentals and Real Estate Practice coursework.

**DATE:** Tuesday & Thursday, May 1 & 3  
**TIME:** 6:30 pm – 9:30 pm  
**SESSIONS:** 2  
**FEE:** \$100/\$90 Early Bird  
**INSTRUCTOR:** Dennis Cline & Denise Lombardo

### **Real Estate Lecture Series**

#### **Biennial Licensing Renewal for 2012**

**Approved for: Real Estate Continuing Education**

#### **Module I**

**Introduction to Investment Property**

**DATE:** Friday, March 23, 2012  
**TIME:** 9:00 am – 5:00 pm  
**DATE:** Friday, March 30, 2012  
**TIME:** 9:00 am – 5:00 pm  
**HOURS:** 14  
**FEE:** \$160 (includes all books and materials)  
**INSTRUCTOR:** Dennis Cline

**Module 2****Mortgage Fraud**

**DATE:** Wednesday, April 4, 2012  
**TIME:** 6:00 pm – 9:30 pm  
**HOURS:** 3.5  
**FEE:** \$40 (includes all books and materials)  
**INSTRUCTOR:** Dennis Cline

**Risk Management**

**DATE:** Wednesday, April 11, 2012  
**TIME:** 6:00 pm – 9:30 pm  
**HOURS:** 3.5  
**FEE:** \$40 (includes all books and materials)  
**INSTRUCTOR:** Dennis Cline

**Creative Financing and the Licensee**

**DATE:** Wednesday, April 18, 2012  
**TIME:** 6:00 pm – 9:30 pm  
**HOURS:** 3.5  
**FEE:** \$40 (includes all books and materials)  
**INSTRUCTOR:** Dennis Cline

**Residential Property Management**

**DATE:** Wednesday, April 25, 2012  
**TIME:** 6:00 pm – 9:30 pm  
**HOURS:** 3.5  
**FEE:** \$40 (includes all books and materials)  
**INSTRUCTOR:** Dennis Cline

**Module 3****Real Estate Contracts**

**DATE:** Friday, May 4, 2012

**TIME:** 9:00 am – 5:00 pm  
**DATE:** Friday, May 11, 2012  
**TIME:** 9:00 am – 5:00 pm  
**HOURS:** 14  
**FEE:** \$160 (includes all books and materials)  
**INSTRUCTOR:** Dennis Cline

## ACADEMIC REFRESHERS

### Prep Chemistry

This is a basic refresher course that prepares students to take an introductory college chemistry course or enter an allied health program. A must for those who have never taken high school chemistry. Recommended for those who need a brush up.

**DATE:** Wednesdays, , Jan. 25 – April 25  
**TIME:** 6:30 pm – 9:30 pm  
**SESSIONS:** 14  
**FEE:** \$310/\$290 Early Bird  
**INSTRUCTOR:** Brian Dressler, D.C.  
**TEXTBOOK REQUIRED:** (Purchased the first night of class at college bookstore)

### Prep Biology

You will cover the basic concepts of biology. This course prepares students to take an introductory college level biology course or enter an allied health program. A must for those who have never taken high school biology. Recommended for those who need a brush up.

**DATE:** Mondays, Jan. 23 – April 30  
No Class April 9  
**TIME:** 6:30 pm – 9:30 pm  
**SESSIONS:** 14  
**FEE:** \$310/\$290 Early Bird  
**INSTRUCTOR:** Brian Dressler, D.C.  
**TEXTBOOK REQUIRED:** (Purchased the first night of class at college bookstore)

### Math Refresher

This refresher course allows adults to tackle higher-level math with confidence. You will review basic algebra, decimals, percents, fractions, positive and negative numbers and word problems. Recommended for adults returning to school.

**DATE:** Mondays, Jan. 23 – March 26

**TIME:** 6:30 pm – 8:30 pm  
**SESSIONS:** 10  
**FEE:** \$200/180 Early Bird  
**INSTRUCTOR:** Robert Hirsch, P.E.  
**TEXTBOOK REQUIRED:** (Purchased the first night of class at college bookstore)

### **Writing for Academic Purposes**

Gain more confidence in your writing skills as you brush up on grammar, sentence structure and writing mechanics that will enable you to take on written assignments, reports, memos and letters. Recommended for adults returning to school.

**DATE:** Wednesdays, Jan 25 – March 28  
**TIME:** 6:30 pm – 8:30 pm  
**SESSIONS:** 10  
**FEE:** \$200/\$180  
**INSTRUCTOR:** Elaine Slott, B.A.

## **ENGLISH AS A SECOND LANGUAGE**

### **English as a Second Language for Academic Purposes**

Basic essay writing class for the non-native English speaker. Improve your basic writing skills from a paragraph to essay. Weekly writing homework required.

**DATE:** Mondays, Jan. 23 – April 16  
No Class April 9  
**TIME:** 6:30 pm – 9:30 pm  
**SESSIONS:** 12  
**HOURS:** 36  
**FEE:** \$320/\$300 Early Bird  
**INSTRUCTOR:** George Bezanis, M.Ed.  
**TEXTBOOK REQUIRED:** (Purchased the first night of class at college bookstore)

### **English as a Second Language I**

This English class is for the real beginner who speaks very little or no English. Learn basic reading, writing, listening and speaking skills through small and large group activities.

**DATE:** Thursdays, Jan. 5 – March 29  
No Class March 8  
**TIME:** 6:30 pm – 9:30 pm  
**SESSIONS:** 12  
**HOURS:** 36  
**FEE:** \$320/\$300 Early Bird  
**INSTRUCTOR:** Olena Pawluk, M.S.

**TEXTBOOK REQUIRED:** (Purchased the first night of class at college bookstore)

### **English as a Second Language II**

Gain confidence in your use of everyday English by improving your listening and speaking skills. Expand your English vocabulary and improve your conversational skills through interactive small and large group activities.

**DATE:** Thursdays, Jan. 5 – April 12  
No class March 8 & 29, April 5

**TIME:** 6:30 pm – 9:30 pm

**SESSIONS:** 12

**HOURS:** 36

**FEE:** \$320/\$300 Early Bird

**INSTRUCTOR:** Stephanie Zangwill, M.P.S.

**TEXTBOOK REQUIRED:** (Purchased the first night of class at college bookstore)

### **NEW ESL Grammar**

This grammar class will help you to learn essential English grammar rules and when to apply them. We will also use grammar to practice listening and reading comprehension as well as conversation through interactive small and large group activities. Weekly grammar homework required.

**DATE:** Tuesdays, Jan. 3 – April 24  
No class March 6 & 27

**TIME:** 6:30 pm – 9:30 pm

**SESSIONS:** 15

**HOURS:** 45

**FEE:** \$395/\$300 Early Bird

**INSTRUCTOR:** Stephanie Zangwill, M.P.S.

**TEXTBOOK REQUIRED:** (Purchased the first night of class at college bookstore)

## **THE CIVIL WAR INSTITUTE**

### **\*\*Prisons and Prisoners - .6 CEUs – 6 Hours – Act 48 Approved**

This course will look at the dark side of the Civil War. It will explore many locations of the prisons to see how the combatants treated each other and finally find the answer to the question “Why?” The topics to be discussed will include: the various types of prison camps, treatment of prisoners, the parole and exchange system, prisoner numbers and deaths, and President Lincoln’s problems dealing with them.

**DATE:** Wednesdays, Jan. 25, Feb. 1, 8

**TIME:** 6:30 pm – 8:30 pm

**SESSIONS:** 3

**FEE:** \$65/\$55 Early Bird

**INSTRUCTOR:** Hugh Boyle

### **\*\*Opening the War in the West – .6 CEUs – 6 Hours – Act 48 Approved**

While 1862 was a near unbroken string of failures for the Army of the Potomac in the East, the Union forces had things their own way in the West. The North's first great victory was Fort Donelson. Pea Ridge, the largest battle west of the Mississippi, was also a victory for the Union, even though the Federals were outnumbered. But, the butcher's bill was high, too; Shiloh was the war's first great bloodbath, but tragically, not its last.

**DATE:** Thursdays, February 9, 16, 23  
**TIME:** 6:30 pm – 8:30 pm  
**SESSIONS:** 3  
**FEE:** \$65/\$55 Early Bird  
**INSTRUCTOR:** Jerry Carrier

**\*\*Medicine in the Civil War - .6 CEUs –6Hours**

This course will explore that era of Civil War medicine that ministered to the sick before antitoxins and the science of bacteriology existed, when crude sanitation and an ignorance of water were deadly. It will look at how more men died of disease than battle wounds. The course will show how these Civil War doctors became medical explorers in treating disease, and why there were so many amputations. You will see how the medicine of the day met the horror of the battlefield.

**DATE:** Mondays, March 12, 19, 26  
**TIME:** 6:30 pm – 8:30 pm  
**SESSIONS:** 3  
**FEE:** \$65/\$55 Early Bird  
**INSTRUCTOR:** Herb Kaufman, M.Ed.

**\*\*City Life During the Civil War – 1.2 CEUs – 12 Hours – Act 48 Approved**

Most of the Civil War's battles were fought in the country or near small towns, and few of the nation's cities heard the sound of gunfire, but that doesn't mean the cities were untouched by the war. This course examines how the war affected Philadelphia, New York, Washington, Richmond, Baltimore and New Orleans.

**DATE:** Saturdays, March 31 - May 19  
No class on April 7 and 28  
**TIME:** 10:00 am – 12:00 pm  
**SESSIONS:** 6  
**FEE:** \$110/\$100 Early Bird  
**INSTRUCTOR:** Delaware Valley Civil War Round Table

**\*The Battle of Gettysburg: A New Perspective – 1.2 CEUs – 12 Hours – Act 48 Approved**

This is a new course designed to explore the Campaign and Battle of Gettysburg, and the creation of the National Battlefield Park. The course will focus on the correspondence, communication, orders and memoirs of the citizens, soldiers and politicians of the era. As well as the three days of Gettysburg, learn about the Southern viewpoint of the campaign, the response in the North, the biographies and actions of the officers on both sides, controversies of the battle, and the history of the creation of the National

Battlefield Park. This course will be of value to those who have previously taken the Gettysburg class as it explores new aspects of the campaign and battle.

**DATE:** Wednesdays, April 11, 18, 25, May 2, 9, 16  
**TIME:** 6:30 pm – 8:30 pm  
**SESSIONS:** 6  
**FEE:** \$110/\$100 Early Bird  
**INSTRUCTOR:** Herb Kaufman, M.Ed.

**\*\*African Americans: Road to Freedom .6 CEUs – 6 Hours – Act 48 Approved**

This course will cover the role of the African-Americans in the Civil War, how they fought and where they fought. It will look at their regiments, their leaders and the battles in which they were engaged. This course will examine the contribution of African-Americans on both sides, Blue and Gray. It will look at how they were treated, how they reacted and what their success did for African-Americans then and now.

**DATE:** Mondays, April 16, 23, 30  
**TIME:** 6:30 pm – 8:30 pm  
**SESSIONS:** 3  
**FEE:** \$65/\$55 Early Bird  
**INSTRUCTOR:** Paula Gidjunis

**\*Core Courses**

**\*\* Electives**

## **COMPUTER TRAINING**

**Intro to Personal Computers - .9 CEUs – 9 hrs. – Act 48 Approved**

Take this hands-on introductory seminar to discover the world of computers. You will learn the basics and background of personal computers and computer terminology, the uses for a computer, essential commands and how to navigate in the Windows Operating Systems.

No previous knowledge needed.

**DATE:** Mondays, Jan. 9, 23, 30  
**TIME:** 6:30 pm – 9:30 pm  
**HOURS:** 9 Hours  
**FEE:** \$160/\$140 Early Bird  
**TEXTBOOK REQUIRED:** (Purchased the first night of class from the instructor)

**Introduction to Windows 7 – 1.2 CEUs – 12 hrs. – Act 48 Approved**

This is an introductory hands-on seminar to teach you to identify Windows elements within the Windows 7 operating system. Topics include starting a program, working with a window, working with files and folders and basic

Windows 7 applications. **Prerequisite:** Introduction To Personal Computers or equivalent.

**DATE:** Mondays, Feb. 6, 13, 27, March 5  
No class Feb. 20  
**TIME:** 6:30 pm – 9:30 pm  
**HOURS:** 12 Hours  
**FEE:** \$170/\$150 Early Bird  
**TEXTBOOK REQUIRED:** (Purchased the first night of class from the instructor)

**Microsoft Word 2007 - An Introduction – 1.2 CEUs – 12 hrs. – Act 48 Approved**

Participants will learn how to use the new features in Word 2007, create and edit documents, save, open or close documents, apply formatting options, set tabs and indents, change the view mode, manipulate the text using features such as copy and paste, and preview and then print the document. **Prerequisite:** Microsoft Windows knowledge and experience.

**DATE:** Mondays, March 12, 19, 26, April 2  
**TIME:** 6:30 pm – 9:30 pm  
**HOURS:** 12 Hours  
**FEE:** \$225/\$205 Early Bird  
**TEXTBOOK REQUIRED:** (Purchased the first night of class from the instructor)

**Microsoft Word 2007 – Beyond the Basics - .9 CEUs – 9 hrs. – Act 48 Approved**

In Microsoft Office Word 2007 Beyond participants will learn how to work with templates, create headers and footers, add hyperlinks, use research tools and smart tags, create a mail merger, and send a document electronically. **Prerequisite:** Microsoft Word 2007 – An Introduction

**DATE:** Mondays, April 9, 16, 23  
**TIME:** 6:30 pm – 9:30 pm  
**HOURS:** 9 Hours  
**FEE:** \$180/\$160 Early Bird  
**TEXTBOOK REQUIRED:** (Purchased the first night of class from the instructor)

**Microsoft Excel 2007 – An Introduction – 1.2 CEUs – 12 hrs. – Act 48 Approved**

Microsoft Office Excel 2007 Introduction teaches participants how to work with worksheets and workbooks, create, modify and format worksheets, and create formulas. **Prerequisite:** Microsoft Windows knowledge and experience.

**DATE:** Tuesdays, March 13, 20, 27, April 3  
**TIME:** 6:30pm – 9:30 pm  
**HOURS:** 12 Hours  
**FEE:** \$225/\$205 Early Bird  
**TEXTBOOK REQUIRED:** (Purchased the first night of class from the instructor)

**Microsoft Excel 2007 – Beyond the Basics - .9 CEUs – 9 hrs. – Act 48 Approved**

Microsoft Office Excel 2007 Beyond teaches participants how to create formulas and

functions, use templates, work with tables to manage data, insert and manage objects, and use excel with other programs. **Prerequisite:** Microsoft Excel 2007 – An Introduction.

**DATE:** Tuesdays, April 4, 17, 24

**TIME:** 6:30 pm – 9:30 pm

**HOURS:** 9 Hours

**FEE:** \$180/\$160 Early Bird

**TEXTBOOK REQUIRED:** (Purchased the first night of class from the instructor)

### **Quickbooks Pro 2008 – An Introduction – 1.2 CEUs – 12 hrs. – Act 48 Approved**

In Intuit QuickBooks Introduction participants will learn how to create a company file; use the help facility for assistance; and set up vendors, customers, and employee lists, as well as use forms and registers to process transactions. Participants will learn to make journal entries; and work with sales, customer invoices and credit memos.

**DATE:** Wednesdays, April 4, 11, 18, 25

**TIME:** 6:30 pm – 9:30 pm

**HOURS:** 12 Hours

**FEE:** \$225/\$205 Early Bird

**TEXTBOOK REQUIRED:** (Purchased the first night of class from the instructor)

### **Quickbooks Pro 2008 – Beyond the Basics - .9 CEUs – 9 hrs. – Act 48 Approved**

In Intuit QuickBooks Beyond, participants will learn how to work with reports, use the loan manager, set up inventory, create an assemble item, set up and use petty cash account, set up credit card accounts, and work with online banking. **Prerequisite:** QuickBooks Introduction.

**DATE:** Wednesdays, May 2, 9, 16

**TIME:** 6:30 pm – 9:30 pm

**HOURS:** 9 Hours

**FEE:** \$180/\$160

**TEXTBOOK REQUIRED:** (Purchased the first night of class from the instructor)

### **Microsoft PowerPoint 2007 - .9 CEUs – 9 hrs. – Act 48 Approved**

In this course you will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. You will add graphical objects to a presentation and modify slides to present data in a structured form.

**Prerequisite:** Knowledge of Windows.

**DATE:** Thursdays, April 26, May 3, 10

**TIME:** 6:30 pm – 9:30 pm

**HOURS:** 9 Hours

**FEE:** \$180/\$160 Early Bird

**TEXTBOOK REQUIRED:** (Purchased the first night of class from the instructor)

### **Digital Photography**

Would you like to know how to get the most out of your digital images? Do you want to know more about using your digital camera? Learn how to use the latest imaging

software to resize, recolor and get your images ready to put on the web, email to friends or relatives or make into cards and print out through your printer. We will also discuss printers and software options for use on your home computer. Bring your digital camera to class along with cables and software needed to load your images as well as any photo CD you wish to use. **Prerequisite:** Basic knowledge of computer operation.

**DATE:** Tuesdays & Thursdays, April 10 & 12  
**TIME:** 6:30 pm – 9:30 pm  
**HOURS:** 6  
**FEE:** \$109/\$99 Early Bird  
**INSTRUCTOR:** Mary Croke, M.F.A.

### **Adobe Photoshop**

Wish you could do more with your digital photographs? Looking to move beyond just fixing red eye and want to really be creative? Photoshop works with any photography to change the look or add special effects. You can make your own greeting cards or make pages or collages for your scrapbook. A scanner to convert printed photographs to digital images will be available. We will also cover repairing damaged photographs and digitally painting black and white images. Bring your digital or traditional photographs to class. Digital photographs can be on a CD or still in the camera. If you are bringing your camera, be sure to bring your camera's software CD and cable for connecting to the computer. **Prerequisites:** Basic knowledge of the PC and email.

**DATE:** Tuesdays & Thursdays, April 17 & 19  
**TIME:** 6:30 pm – 9:30 pm  
**HOURS:** 6  
**FEE:** \$115/\$105 Early Bird  
**INSTRUCTOR:** Mary Croke, M.F.A.

## **COMPUTERS FOR SENIORS**

### **Intro to Personal Computers for Seniors**

Take this hands-on introductory seminar to discover the world of computers. You will learn the basics and background of personal computers and computer terminology, the many uses for a computer, essential commands and how to navigate in the Windows environment. Instruction is fun, informative and enjoyable. No previous knowledge needed.

**DATE:** Saturdays, Jan. 14 – Feb. 4  
**TIME:** 10:00 am – 12:00 pm  
**HOURS:** 8 Hours  
**FEE:** \$79/\$69 Early Bird  
**TEXTBOOK REQUIRED:** (Purchased the first night of class from the instructor)

### **Introduction to Windows 7 for Seniors**

This is an introductory hands-on seminar to teach you to identify Windows elements within the operating system. Topics include, switching between open windows, accessing programs using the start menu, using the mouse, opening and closing windows

applications, and sizing and arranging windows. **Prerequisite:** Introduction to Computers or equivalent.

**DATE:** Saturdays, Feb. 11 – March 3

**TIME:** 10:00 am – 12:00 pm

**HOURS:** 8 Hours

**FEE:** \$79/\$69 Early Bird

**TEXTBOOK REQUIRED:** (Purchased the first night of class from the instructor)

### **Internet for Seniors**

Learn about hooking up to an Internet provider (MSN, AOL, Comcast etc.). Learn terminology for the Internet, identify window elements, and use search engines to research information. Explore features of the World Wide Web, such as chat rooms, downloading information and more. **Prerequisite:** Knowledge of Windows.

**DATE:** Saturdays, March 10 - 31

**TIME:** 10:00 am – 12:00 pm

**HOURS:** 8 Hours

**FEE:** \$79/\$69 Early Bird

**TEXTBOOK REQUIRED:** (Purchased the first night of class from the instructor)

### **Introduction to MS Word for Seniors**

By learning this powerful program you can save time with your most difficult word processing assignments. You will learn to create a simple document, save a document, print a document, work with text, format text, work with headers and footers, check spelling and grammar as you type, use the auto corrections option, and manage your documents. **Prerequisite:** Knowledge of Windows.

**DATE:** Saturdays, April 14 – May 5

**TIME:** 10:00 am – 12:00 pm

**HOURS:** 8 Hours

**FEE:** \$79/\$69 Early Bird

**TEXTBOOK REQUIRED:** (Purchased the first night of class from the instructor)