➤ NEW! Human Resource Management

See BC3 Main Campus section for description.

The Role of the	HR Profess	ional						
130120-22671	2/25	Wed	5:30 PM - 9:30 PM	CR	Room 121	Hartman	4 Hrs	\$75
Employee Train	ning & Devel	opment						
130122-22672	3/4 & 3/18	Wed	5:30 PM - 9:30 PM	CR	Room 121	Orozco	8 Hrs	\$150
Recruiting, Sel	ection & Hir	ing						
130121-22673	3/25-4/1	Wed	5:30 PM - 9:30 PM	CR	Room 121	Hartman	8 Hrs	\$150
Compensation:	Pay & Bene	fits						
130123-22674	4/8-4/15	Wed	5:30 PM - 9:30 PM	CR	Room 121	TBA	8 Hrs	\$150
Employee & La	bor Relation	S						
130124-22675	4/22-4/29	Wed	5:30 PM - 9:30 PM	CR	Room 121	TBA	8 Hrs	\$150

International Business Skills

Gain the knowledge and training needed to work in our global economy. This certificate can be completed in two semesters or classes can be taken individually. Additional courses will be offered in the Fall.

130059-22686	2/21	Sat	9:00 AM - 12:30 PM	CR	Room 118	Kopelic	3.5 Hrs	\$75
Cultural Differ	ences vs. Co	mpetiti	ve Advantages					
130060-22687	2/28	Sat	9:00 AM - 12:30 PM	CR	Room 118	Kopelic	3.5 Hrs	\$75
Bridging the Cu	ıltural Comm	nunicati	on Gap					
130061-22688	3/7	Sat	9:00 AM - 12:30 PM	CR	Room 118	Kopelic	3.5 Hrs	\$75
International T	ravel Safety							
130062-22689	3/21	Sat	9:00 AM - 12:30 PM	CR	Room 118	Kopelic	3.5 Hrs	\$75
Understanding	the Internat	ional E	conomy					
130072-22690	3/28	Sat	9:00 AM - 12:30 PM	CR	Room 118	Kopelic	3.5 Hrs	\$75

Leadership & Supervision

See BC3 @ Lawrence Crossing section for description.

See BC3 @ Lawrer	nce Crossing se	ction for	description.					
Human Behavio	or & Interper	sonal S	kills					
130052-20805	3/3	Tue	5:30 PM - 9:30 PM	CR	Room 119	Bagdon	4 Hrs	\$75
Skills of Superv	ision/							
130027-20806	3/17	Tue	5:30 PM - 9:30 PM	CR	Room 119	Bagdon	4 Hrs	\$75
Managing Time	& Stress							
130028-20807	3/24	Tue	5:30 PM - 9:30 PM	CR	Room 119	Bagdon	4 Hrs	\$75
Problem Solvin	g, Decision I	Making 8	£ Creativity					
130029-20808	3/31	Tue	5:30 PM - 9:30 PM	CR	Room 119	Bagdon	4 Hrs	\$75
Motivating Emp	oloyees							
130030-20809	4/7	Tue	5:30 PM - 9:30 PM	CR	Room 119	Bagdon	4 Hrs	\$75
The Supervisor	as Leader							
130031-20810	4/14	Tue	5:30 PM - 9:30 PM	CR	Room 119	Bagdon	4 Hrs	\$75
Managing Confl	ict & Change	•						
130032-20811	4/21	Tue	5:30 PM - 9:30 PM	CR	Room 119	Bagdon	4 Hrs	\$75
Ethics/Appraisi	ng & Reward	ling Per	formance					
130033-20812	4/28	Tue	5:30 PM - 9:30 PM	CR	Room 119	Bagdon	4 Hrs	\$75

Hundreds of online programs! Visit bc3.edu/professionaled

LOCATION CODES

BC3/CE	Main Campus/Continuing Education Building	CR
BC3/TB	Main Campus/Science & Technology Building	LC
BC3/HE	Main Campus/Humanities & Education Building	LP

BUSINESS & INDUSTRY TRAINING

BC3 offers contracted, customized training to meet business & industry needs.

Contact Lisa Campbell, Director of Business Programs, at 724-287-8711, ext. 8290 or Lisa.Campbell@bc3.edu

Business Training

- CommunicationsTeam Building
- Team BuildingBusiness Etiquette
- Cultural DiversityCustomer Service
- MS Office ApplicationsLeadership & Supervision
- Custom Courses

Industry Training

- AutoCAD EssentialsSolidworks
- CNC Training

BC3 @ Cranberry
BC3 @ Lawrence Crossing
BC3 @ LindenPointe

- Master CAM Training
 Descript Basedian
- Blueprint ReadingGD&T Training
- ision PLC Training
 - Basic Electronics

HOW TO REGISTER

Online Registration

Visit bc3.edu/professionaled and select "Register Online." View full course descriptions, register and pay for courses using a Mastercard, Visa, Discover Card or American Express.

Telephone Registration

Call the Certificate Programs & Professional Education Office at 724287-8711, ext. 8421 and a member of our staff will assist you in course selection and registration.

NONPROFIT ORG. U.S. POSTAGE PAID PERMIT #204 BUTLER, PA



Register Now! Energy Production Technology



Train to develop and/or upgrade the industry skills necessary or required for performing basic, entry level careers in the energy industry. Includes appropriate certifications such as PEC Safeland, OSHA 10 and First Aid/CPR which are necessary in a competitive economy. This program is funded in part by the U.S. Department of Labor - Employment and Training Adminstration. 274 total hours.

For More Information
Call 724-287-8711, ext. 8172 or visit bc3.edu/professionaled

BC3 Campus Locations

BC3 Main Campus 107 College Drive Butler, PA 16002 724.287.8711, Ext. 8421 888.826.2829

BC3 @ Cranberry 250 Executive Drive Cranberry Twp., PA 16066 724.772.5520

BC3 @ Lawrence Crossing 2849 West State Street New Castle, PA 16101 724.658.1938

BC3 @ LindenPointe 3182 Innovation Way Hermitage, PA 16148 724.346.2073

Coming in August! Welding Program Certificate



Gain the theoretical knowledge and practical, hands-on application necessary to adjoin similar and dissimilar metals, and perform a variety of other welding associated tasks. Students will attempt a minimum of two American Welding Society certifications: SMAW 1" Plate 3G/4G Combo (D1.1) and SENSE Level II Credentials. Students will also attempt certification in SMAW API Vertical Down Pipe 6G (API 1104). 600 total hours.

For More Information
Call 724-287-8711, ext. 8421 or
visit bc3.edu/professiona

Butler County Community College

Certificate Programs & Professional Education







Spring 2015

First Time Notary Seminar
NEW! Human Resource Management
International Business Skills
Integrating Social Media in the Classroom
Leadership & Supervision
Nonprofit Management & Leadership
NEW LOCATION! Personal Care

Home Administrator
Personal Fitness Trainer
Planning for Emergencies & Disasters
Project Management Essentials
Prezi - Interactive, Cloud-Based
Presentations
ServSafe Food Safety



Certificate Programs & Professional Education

BC3 MAIN CAMPUS

Location Room No. Instructor Hours Tuition

Personal Care Home Adminstrator

Personal Care Homes (PCH) provide lodging, food and some support services for people who are elderly or have mental or physical disabilities. Residents need help with dressing, eating, taking medications, mobility and finances. This 100-hour standardized training is approved by the PA Department of Public Welfare (DPW) for first-time administrators (\$1,098 total). The individual courses within the 100-hour training are for experienced administrators required to attend 24-hours of yearly job training (priced separately below). Visit our website for state required prerequisites for certification. Upon completion of the 100-hour training, students must pass the free competency test to receive a DPW Certificate. Call 724-287-8711, ext. 8421 to register for the test. See test dates and times below.

DPW Personal Care Home Orientation

DI W I CI Joliat V	care monne	Of icitati	011						
130049-20814	2/13	Fri	9:00 AM -	4:00 PM	BC3/CE	Room 18	TBA	6.5 Hrs	
Care for Reside	ents with Do	ementia,	Cognitive	Impairmen	ts & Othe	er Special	Needs		
130017-20827	2/20	Fri	8:00 AM -	4:30 PM	BC3/CE	Room 18	Bagdon	8 Hrs	\$75
Gerontology									
130013-20828	2/27	Fri	8:00 AM -	2:30 PM	BC3/CE	Room 18	Bagdon	6.5 Hrs	\$75
Staff Supervision	on								
130008-20817	3/6	Fri	8:00 AM -	4:30 PM	BC3/CE	Room 18	Dodd	8 Hrs	\$75
Care for Reside	ents with In	tellectual	l or Devel	opmental D	isabilitie	S			
130012-20818	3/13	Fri	12:30 PM	- 2:30 PM	BC3/CE	Room 18	Fisher	2 Hrs	\$37.50
Community Res	sources, So	cial Servi	ces & Act	ivities in th	e Commu	ınity			
130011-20819	3/13	Fri	8:00 AM -	12:00 PM	BC3/CE	Room 18	Bagdon	4 Hrs	\$37.50
Resident Rights	s								
130020-20820	3/19	Thu	8:00 AM -	11:00 AM	BC3/CE	Room 18	Bellich	3 Hrs	\$37.50
Abuse & Negleo	ct Preventi	on & Repo	orting						
130021-20821	3/19	Thu	11:30 AM	- 5:30 PM	BC3/CE	Room 18	Bellich	6 Hrs	\$37.50
Care for Reside	ents with M	ental Illne	ess						
130009-20823	3/27	Fri	8:00 AM -	5:30 PM	BC3/CE	Room 18	Bagdon	9 Hrs	\$99
Certification in	CPR, Obst	ructed Air	way Tech	nniques & Fi	irst Aid				
130014-20824	4/1	Wed	8:00 AM -	3:30 PM	BC3/TB	Room 110	Bourchier	7 Hrs	\$75
Writing, Compl	leting & Imp	olementin	g Initial A	ssessments	, Annual	Assessmer	nts & Suppor	t Plans	
130010-20815	4/2	Thu	9:00 AM -	2:30 PM	BC3/CE	Room 18	Howes	5 Hrs	\$75
Fire Prevention	n & Emerge	ncy Prepa	aredness						
130018-20825	4/10	Fri	8:00 AM -	12:00 PM	BC3/CE	Room 18	Weinzierl	4 Hrs	\$37.50
Recreation									
130019-20826	4/10	Fri	12:30 PM	- 4:30 PM	BC3/CE	Room 18	Daniels-Wells	4 Hrs	\$37.50
Medication Pro	cedures, M	edication	Effects 8	: Side Effect	ts & Univ	ersal Prec	autions		
130015-20816	4/16	Thu	8:00 AM -	3:30 PM	BC3/CE	Room 18	Howes	7 Hrs	\$75
Nutrition, Food	d Handling 8	£ Sanitati	on						
130016-20822	4/23	Thu	8:00 AM -	3:30 PM	BC3/CE	Room 18	Howes	7 Hrs	\$75
Cultural Compe	etency								
130023-20829	5/1	Fri	8:00 AM -	11:00 AM	BC3/CE	Room 18	Bagdon	3 Hrs	\$37.50
Budgeting, Fina	ancial Reco	rdkeeping	g & Resido	ent Records	,				
130024-20830	5/1	Fri	11:30 AM	- 3:30 PM	BC3/CE	Room 18	Bagdon	4 Hrs	\$37.50
Resident Home	Contracts								
130025-20831	5/8	Fri	8:00 AM -	10:00 AM	BC3/CE	Room 18	Lope	2 Hrs	\$37.50
Local, State &	Federal Lav	vs & Regu	lations Pe	ertaining to	the Oper	ration of a	Home		
130026-20832	5/8	Fri	10:30 AM	- 12:30 PM	BC3/CE	Room 18	Randleman	2 Hrs	\$37.50
Personal Care S	Services & I	Personal H	lygiene						
130022-20833	5/15	Fri	8:00 AM -	5:30 PM	BC3/CE	Room 18	Bagdon	9 Hrs	\$99
Personal Care I	Home Comp	etency Te	est				-		
130050-20834	5/19	Tue	10:00 AM	- 12:00 PM	BC3/CE	Room 14	TBA	2 Hrs	

Personal Fitness Training

Fortune Magazine & ABC NEWS.com name Personal Fitness Training the 4th hottest job in the U.S. at a national average of \$34 an hour. Employers like 24 Hour Fitness, LA Fitness and Gold's Gyms are just a few of the club groups that seek our graduates. This course is comprised of lecture, hands-on training and a 30-hour internship. Topics include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED and an internship are needed to receive the certificate. Offered through W.I.T.S. Textbook required.

Personal Fitness Training

130002-20864 3/10-5/7 Tue/Thu 6:30 PM - 8:30 PM BC3/CE Room 17 Ihlenfeld/ 32 Hrs \$699 & Butler YMCA McGuire

Nonprofit Management & Leadership

Acquire a working knowledge of effective management strategies in board development, fundraising, team development and delivering on the mission of a nonprofit organization. Study key challenges and identify practical solutions to real life organizational issues. Designed for those interested in employment or currently employed at a nonprofit and want to assume a leadership or management role. Also for those volunteer board members who wish to better understand board dynamics.

Nonprofit Management & Leadership

9:00 AM - 12:00 PM BC3/CE Room 18 Lutz 30 Hrs \$349 130087-20796 2/24-4/28 Tue

Leadership & Supervision

Call 724-287-8711, Ext. 8476 for class information.

NEW! Human Resource Management

Develop or enhance the skills necessary to continue gainful employment, promotion in existing employment, or basis for a supervisory or management career path in Human Resources. Human resources laws will be discussed. Topics addressed cover the total employee life cycle from recruitment to termination. Classes eligible for stackable credit.

The Role of t	he HR Profe	ssional						
130120-22676	3/10	Tue	1:00 PM - 5:00 PM	BC3/CE	Room 18	Stanger	4 Hrs	\$75
Recruiting, So	election & H	iring						
130121-22677	3/17-3/24	Tue	1:00 PM - 5:00 PM	BC3/CE	Room 18	Orozco	8 Hrs	\$150
Employee Tra	ining & Dev	elopment						
130122-22678	3/31-4/7	Tue	1:00 PM - 5:00 PM	BC3/CE	Room 18	Stanger	8 Hrs	\$150
Compensation	n: Pay & Ber	nefits						
130123-22679	4/14-4/21	Tue	1:00 PM - 5:00 PM	BC3/CE	Room 18	TBA	8 Hrs	\$150
Employee & I	abor Relati	ons						
130124-22680	4/28-5/5	Tue	1:00 PM - 5:00 PM	BC3/CE	Room 17	Stanger	8 Hrs	\$150

First Time Notary Seminar

This state-approved seminar fulfills the three-hour mandatory education provision for new Pennsylvania notaries. Notaries administer oath, witness and authenticate documents and perform other authentication duties. The seminar covers the following topics: The Notary Public Law, Notarial Seal and Register, Acceptable Forms of Identification, The Seven Notarial Powers, Electronic Notarization, Problem Documents, Wills, Powers of Attorney, Deeds and Mortgages. Offered through a partnership with the PA Association of Notaries.

First Time Notary Seminar

130044-22645 3/17-3/19 Tue/Thu 6:00 PM - 9:15 PM BC3/HE HE124 TBA

Planning for Emergencies & Disasters

Weather emergencies, terrorism incidents, influenza outbreaks and man-made disasters are all unfortunate realities in contemporary society. Good planning for emergency situations helps avoid errors and omissions. These critical seminars are designed for businesses, schools, community agencies and the public.

Business Conti	nuity P	lanning						
130004-20797	4/8	Wed	9:00 AM - 1:00 PM	BC3/CE	Room 17	Weinzierl	4 Hrs	\$69
Biological Incid	dent Re	sponse						
130005-20798	4/15	Wed	9:00 AM - 1:00 PM	BC3/CE	Room 17	Weinzierl	4 Hrs	\$69
Cyber Security	,							
130006-20799	4/22	Wed	9:00 AM - 1:00 PM	BC3/CE	Room 17	Weinzierl	4 Hrs	\$69
Community Dis	saster F	Resilience						
130007-20800	4/29	Wed	9:00 AM - 1:00 PM	BC3/CE	Room 17	Weinzierl	4 Hrs	\$69

ACT 48 Approved Classes

Integrating Social Media in the Classroom

Integrating social media in the classroom enhances the learning environment for teachers and students. Learn how to construct a learning community within Facebook and Twitter to increase student engagement and allow students to connect with faculty and classmates. Teachers will develop and/or upgrade the skills necessary or required for PA Certified Elementary, Middle and High School Classroom Teachers. This course is ACT 48 Approved upon completion and records are maintained by BC3.

Integrating Social Media in the Classroom

6:00 PM - 9:30 PM BC3/CE Room 14 Fisher

Prezi - Cloud-Based Presentations for the Classroom

Prezi is a new, web-based presentation tool with a map layout that shows contextual relationships by zooming, turning, and displaying 3D images. Use Prezi to develop an interactive multimedia presentation, import an existing PowerPoint presentation, and store them in the "cloud." Use Prezi in your classroom to get the attention of your students and teach them the technology! Teachers will develop and/or upgrade the skills necessary or required for PA Certified Elementary, Middle and High School Classroom Teachers. This course is ACT 48 Approved upon completion and records are maintained by BC3.

Prezi - Interactive, Cloud-Based Presentations for the Classroom

130118-22682 6/2 6:00 PM - 9:30 PM BC3/CE Room 14 Fisher 3.5 Hrs \$35

BC3 @ LINDENPOINTE

First Time Notary Seminar

See BC3 Main Campus section for description.

First Time Notary Seminar

130044-22646 4/29 9:00 AM - 4:00 PM LP Room 110 TBA 6.5 Hrs \$195

ServSafe Food Safety

Do you or your employees need certification in food safety? In this one day course, you will prepare for and take the ServSafe examination. Topics include safe food handling; receiving, preparation and storage of food; preventing contamination and foodborne illnesses; cleaning and sanitizing techniques; pest prevention and management; and components of good personal hygiene. Textbook and materials are included in the cost. Bring photo I.D. to class.

ServSafe Food Safety - Course & Exam

9:00 AM - 6:00 PM LP Room 110 TBA

BC3 @ LAWRENCE CROSSING

Leadership & Supervision

Businesses need individuals who are trained to assume leadership roles. Brush up on your skills with new techniques to respond innovatively and efficiently to change. Tailored for first-time supervisors and leaders. Register for one course or take them all to complete the certificate.

Human Behavio	r & Interper	sonal Sk	cills					
130052-22648	3/13	Fri	9:00 AM - 1:00 PM	LC	Room 136	Darville	4 Hrs	\$75
Skills of Superv	ision							
130027-22649	3/20	Fri	9:00 AM - 1:00 PM	LC	Room 136	Darville	4 Hrs	\$75
Managing Time	& Stress							
130028-22650	3/27	Fri	9:00 AM - 1:00 PM	LC	Room 136	Darville	4 Hrs	\$75
Problem Solving	g, Decision N	Naking 8	t Creativity					
130029-22651	4/10	Fri	9:00 AM - 1:00 PM	LC	Room 136	Darville	4 Hrs	\$75
Motivating Emp	loyees							
130030-22652	4/17	Fri	9:00 AM - 1:00 PM	LC	Room 136	Darville	4 Hrs	\$75
The Supervisor	as Leader							
130031-22653	4/24	Fri	9:00 AM - 1:00 PM	LC	Room 136	Darville	4 Hrs	\$75
Managing Confl	ict & Change							
130032-22654	5/1	Fri	9:00 AM - 1:00 PM	LC	Room 136	Darville	4 Hrs	\$75
Ethics/Appraisi	ng & Reward	ing Perf	ormance					
130033-22655	5/8	Fri	9:00 AM - 1:00 PM	LC	Room 136	Darville	4 Hrs	\$75

Personal Care Home Adminstrator

See BC3 Main Campus section for description.

Resident Rights 130020-20841 2/	′24 ⁻	Tue	8.30 AM	11:30 AM	LC	TBA	Bellich	3 Hrs	\$37.50
Abuse & Neglect P				11:30 AW	LC	IDA	Dellicii	3 1113	ф37.30
				- 6:00 PM	LC	TBA	Bellich	6 Hrs	\$37.50
Community Resou							Bemen	0 1113	φο7.00
130011-20838 3/				12:30 PM	LC	TBA	Bagdon	4 Hrs	\$37.50
Care for Residents					Disabilit	ies	8		,
130012-20839 3/			1:00 PM -		LC	TBA	Bagdon	2 Hrs	\$37.50
Certification in CF	PR. Obstruc	ted Air	wav Tech	nniaues & F	irst Aid		· ·		
130014-20844 3/	′10 -	Tue	8:30 AM -	4:00 PM	LC	TBA	Bourchier	7 Hrs	\$75
Writing, Completing	ng & Implei	mentin	g Initial A	Assessments	, Annu	al Assessmen	ts & Support	t Plans	
	₁₇	Tue	9:00 AM -	2:30 PM	LC	TBA	TBA	5 Hrs	\$75
Staff Supervision									
130008-20840 3/	24	Tue	8:30 AM -	5:00 PM	LC	TBA	Dodd	8 Hrs	\$75
Care for Residents									
			8:30 AM -		LC	TBA	Bagdon	9 Hrs	\$99
Medication Proced									
130015-20837 4/			8:30 AM -	4:00 PM	LC	TBA	Howes	7 Hrs	\$75
Nutrition, Food Ha									
			8:30 AM -	4:00 PM	LC	TBA	Howes	7 Hrs	\$75
Fire Prevention &									
	14	Tue	8:30 AM -	12:30 PM	LC	TBA	Weinzierl	4 Hrs	\$37.50
Recreation		_							
			1:00 PM -		LC	TBA	Daniels-Wells	4 Hrs	\$37.50
Care for Residents								0.11	47 5
100017 200 10 17	21	Tue	8:30 AM -	5:00 PM	LC	TBA	Bagdon	8 Hrs	\$75
Gerontology	100	-	0 00 444	2.00 DM		TDA	Б	6 5 11	47 5
		Tue	8:30 AM -	3:00 PM	LC	TBA	Bagdon	6.5 Hrs	\$75
Cultural Competer		T	0.20.444	11 20 444	LC	TDA	Dandan	2.11	#27 F (
				11:30 AM		TBA	Bagdon	3 Hrs	\$37.50
Budgeting, Financ 130024-20851 5/				ent Records - 4:00 PM	LC	TBA	Bagdon	4 Hrs	\$37.50
Resident Home Co	-	rue	12:00 PW	- 4:00 PW	LC	IDA	Баваоп	4 HIS	\$57.50
		Tue	0.20 AM	10:30 AM	LC	TBA	Lope	2 Hrs	\$37.50
Local, State & Fed								2 1115	φ37.30
				- 1:00 PM	LC	TBA	Randleman	2 Hrs	\$37.50
DPW Personal Care				- 1:00 T W	LC	IDA	Nanuleman	2 1115	φ37.30
			9:00 AM -	4.00 PM	LC	TBA	TBA	6.5 Hrs	
Personal Care Ser				4.00 T W	LO	1 D/	TDA	0.5 1115	
			8:30 AM -	6:00 PM	LC	TBA	Bagdon	9 Hrs	\$99
Personal Care Hon				0.50 1 111	_0	. 271	2080011	5 1115	433
				- 12:00 PM	LC	TBA	TBA	2 Hrs	
100000 20000 01			10.00 / (IVI	12.00 i Wi	_0			_ 1113	

BC3 @ CRANBERRY

Project Management Essentials

A high-level overview of the complete Project Management process, including the five process areas and ten knowledge areas. Designed for anyone who is new to the project management field or has found themselves in a professional position that requires starting and completing projects. Short assignments will allow for each participant to apply knowledge from the course.

Project Management Essentials

130091-22685 3/13-3/27 Fri 9:00 AM - 12:00 PM CR Room 132 TBA 9 Hrs \$150