

NEW! Human Resource Management

See BC3 Main Campus section for description.

The Role of the HR Professional 130120-22671 2/25	Wed	5:30 PM - 9:30 PM	CR	Room 121	Hartman	4 Hrs	\$75
Employee Training & Development 130122-22672 3/4 & 3/18	Wed	5:30 PM - 9:30 PM	CR	Room 121	Orozco	8 Hrs	\$150
Recruiting, Selection & Hiring 130121-22673 3/25-4/1	Wed	5:30 PM - 9:30 PM	CR	Room 121	Hartman	8 Hrs	\$150
Compensation: Pay & Benefits 130123-22674 4/8-4/15	Wed	5:30 PM - 9:30 PM	CR	Room 121	TBA	8 Hrs	\$150
Employee & Labor Relations 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.

Global Skills for the 21st Century 130059-22686 2/21	Sat	9:00 AM - 12:30 PM	CR	Room 118	Kopelic	3.5 Hrs	\$75
Cultural Differences vs. Competitive Advantages 130060-22687 2/28	Sat	9:00 AM - 12:30 PM	CR	Room 118	Kopelic	3.5 Hrs	\$75
Bridging the Cultural Communication Gap 130061-22688 3/7	Sat	9:00 AM - 12:30 PM	CR	Room 118	Kopelic	3.5 Hrs	\$75
International Travel Safety 130062-22689 3/21	Sat	9:00 AM - 12:30 PM	CR	Room 118	Kopelic	3.5 Hrs	\$75
Understanding the International Economy 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.

Human Behavior & Interpersonal Skills 130052-20805 3/3	Tue	5:30 PM - 9:30 PM	CR	Room 119	Bagdon	4 Hrs	\$75
Skills of Supervision 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 Solving, Decision Making & Creativity 130029-20808 3/31	Tue	5:30 PM - 9:30 PM	CR	Room 119	Bagdon	4 Hrs	\$75
Motivating Employees 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 Conflict & Change 130032-20811 4/21	Tue	5:30 PM - 9:30 PM	CR	Room 119	Bagdon	4 Hrs	\$75
Ethics/Appraising & Rewarding Performance 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 @ Cranberry
BC3/TB	Main Campus/Science & Technology Building	LC	BC3 @ Lawrence Crossing
BC3/HE	Main Campus/Humanities & Education Building	LP	BC3 @ LindenPointe

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

- Communications
- Team Building
- Business Etiquette
- Cultural Diversity
- Customer Service
- MS Office Applications
- Leadership & Supervision
- Custom Courses

Industry Training

- AutoCAD Essentials
- Solidworks
- CNC Training
- Master CAM Training
- Blueprint Reading
- GD&T Training
- 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 724-287-8711, ext. 8421 and a member of our staff will assist you in course selection and registration.

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BUTLER, PA



P.O. Box 1203 • Butler, PA 16003-1203

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

Butler County Community College

Certificate Programs & Professional Education



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 Administration. 274 total hours.

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

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/professionaled

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



