

PENNSSTATE

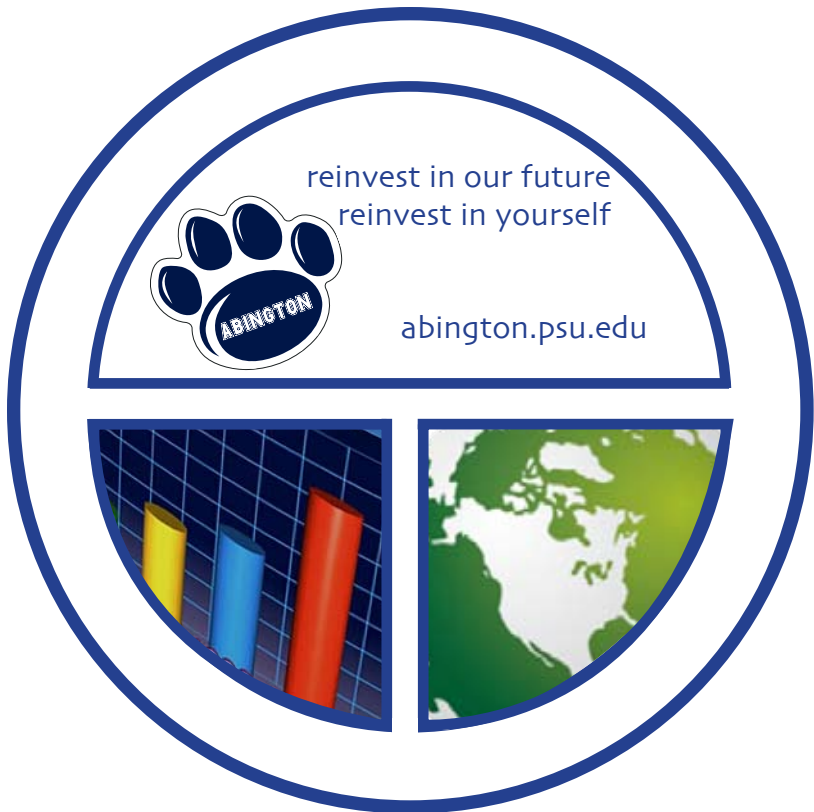


Abington



RESOURCE GUIDE

September–December 2009



[abington.psu.edu/resourceguide](http://abington.psu.edu/resourceguide)

215-881-7400

# Reinvest in yourself Penn State Abington can help:

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*For detailed information on all of the programs listed,  
please refer to our website [www.abington.psu.edu/resourceguide](http://www.abington.psu.edu/resourceguide)*

*Cover artwork inspired by the US Government's Recovery Act logo.  
More at - [www.recovery.gov](http://www.recovery.gov)*

# KEEP YOURSELF COMPETITIVE IN 2009

## Attend one of our **FREE** Workshops

### Career Transition Programs

#### Feeling out of Touch with Technology?

Tuesday, 6:00–7:00 p.m. August 11, 2009

Get yourself up to speed in this technology overview seminar. Are the terms flash drive, Blackberry, and YouTube foreign to you? Learn about these, Facebook, LinkedIn, Google, and more.

**Presenter:** Nelson Wax, M.S., Career Counselor, Career Development Center

FREE!

#### How to Start Your Own Business

Thursday, 6:00–7:00 p.m. August 13, 2009

Tired of being an employee and thinking of starting something yourself and going it alone? Explore some of the following areas:

- How to prepare financially; how much do I need?
- Manage the fear and excitement
- What questions should I ask myself and others?
- Am I an entrepreneur? Do I have the right mind set?
- How long will it take to make it work?

These are only some of the questions. Come and enjoy the open discussion and presentation led by someone who went through it and successfully.

**Presenter:** David S. Rocchino, Chief Sales Officer, E.V.P. and Cofounder, Health Advocate

FREE!

#### The #1 Job Search Method – Networking

Wednesday, 6:00–7:00 p.m. August 19, 2009

Approximately 80% of all jobs are found through networking. Learn how to develop this valuable skill so you can remain competitive in today's job market.

**Presenter:** Karen Carli, M.S., LPC, Associate Director, Career Development Center

FREE!

#### Managing Your Career in Today's Economy

Thursday, 6:00–7:00 p.m. Aug 27, 2009

Today's job seekers are faced with new challenges as they look for work in a competitive job market. Career planning is central in maintaining an advantage over the competition. Take steps now to prepare yourself for your next employment transition.

**Presenter:** Karen Carli, M.S., LPC, Associate Director, Career Development Center

FREE!

#### How to Use Office 2007 to Find and Keep a Job

Wednesday, 6:00–7:00 p.m. October 7, 2009

Using Word templates to create a winning resume. The ways Excel helps with budgeting. How PowerPoint helps sell your ideas.

**Presenter:** James Ceresani

FREE!

See page 4 for more ....

**Interested? Contact Robin via email at [rmb33@psu.edu](mailto:rmb33@psu.edu) or call 215-881-7400**

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## KEEP YOURSELF COMPETITIVE IN 2009

### Attend one of our **FREE** Workshops

#### Project Management

##### What You Really Need to Know About Project Management

FREE!

Wednesday, 6:00–7:00 p.m. September 9, 2009

What exactly is a project manager? Learn the top things you need to know about project management and how project management can enhance your job skills.

Presenter: Gary Somma, MBA, M.S., PMP, Project Management faculty

#### Energy Efficiency

##### Energy Efficiency for Businesses, Schools and Municipalities - A Stepped Approach to Energy Initiatives

FREE!

Tuesday, 6:00–7:00 p.m. September 29, 2009

Why engage in an energy conservation/efficiency initiative?

What are the best first steps to take toward reducing energy consumption in a building?

What are some of the methods used to evaluate energy consumption?

What options provide the greatest savings?

**Presenter:** Paul Spiegel P.E. LEED AP, President, Practical Energy Solutions

#### Ecosociate by EcoBroker

##### What is an Ecosociate?

FREE!

Thursday, 6:00–7:00 p.m. September 10, 2009

How can obtaining this credential assist me in my real estate career?

If I am buying or selling a home, how can using a real estate agent/broker with this credential help me?

**Presenter:** Laurence Elliott, Broker/A.B.R./G.R.I./E-Pro/C.R.S./E.R.E.S/Ecosociate

**Interested? Contact Robin via email at [rmb33@psu.edu](mailto:rmb33@psu.edu) or call 215-881-7400**

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## Business Analyst Certificate

- *Business analysts, in the generic sense, serve as the link between the business interests and the technology that will be employed to deliver the functionality required by it*
- *They keep the project focused on the needs for which it was initiated*

Each course runs Fridays, 8:30 a.m.–4:30 p.m. and is in a blended format

October 2 & October 9, 2009: **Business Analyst Fundamentals**, Fee: \$995

October 16, 23, & 30, 2009: **Business Analyst Project Management**, Fee: \$995

November 6 & 13, 2009: **Business Analyst Process Mapping**, Fee: \$1495

November 20, December 4 & 11, 2009: **Business Analyst Requirements Gathering**, Fee: \$1495

## Business Writing

- *Enhance your overall professional writing skills*
- *Explore and apply professional writing techniques to the challenges found within e-mails and other types of documents you write most often*

### **Business Writing BUS 5030**

Fridays, 8:30 a.m.–4:30 p.m. September 18–25, 2009 Fee: \$595 (2 sessions)

## Career and Life Planning

### **Transitioning Your Career in Today's Economy**

Thursdays, 6:00–8:00 p.m. September 10–October 8, 2009 Fee: \$99 (5 sessions)

Are you in a field that is downsizing? Will you be working more years than you expected? Is it time to rediscover your passion? Need help identifying your encore career? Do you need a “bridge job”? This course includes tools you need: Self assessment, résumé writing, effective interviewing, Web-based job searches, and new opportunities in green careers.

### **How to Effectively Use the Web in the Job Search Process**

Tuesdays, 6:00–8:00 p.m. October 20–November 3, 2009 Fee: \$75 (3 sessions)

Includes social professional networking sites

### **Using Microsoft Word to Create Your Resume**

Tuesdays, 6:00–8:00 p.m. November 10 and 17, 2009 Fee: \$49 (2 sessions)

- Use Word techniques to format your resume, and Word quick keys.
- Explore how to use internet research to boost language on resumes.
- Learn how to upload your resume, and complete online applications.

## Computer Assisted Design (CAD)

- *Now using AutoCAD 2010*
- *Maximize the use of CAD, from beginners to experts*

### **Computer-Assisted Design (CAD) I**

Wednesdays, 6:00–9:00 p.m. September 9–October 28, 2009 Fee: \$545 (8 sessions)

### **Computer-Assisted Design (CAD) II**

Wednesdays, 6:00–9:00 p.m. November 4–December 16, 2009 Fee: \$545 (7 sessions)

### **SolidWorks Essentials 2009**

Mondays, 6:00–9:00 p.m. October 5–November 9, 2009 Fee: \$545 (6 sessions)

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## Ecosociate byEcoBroker

- *EcoBroker is the premier green designation program for real estate professionals.*
- *EcoBroker Certified® professionals help clients market properties with green features, save money, and live comfortably, through energy efficiency and environmentally-sensitive choices.*

### EcoBroker Environmental Advantage

Tuesdays & Thursdays, 6:00–9:00 p.m. October 6–8, 2009 Fee: \$395 (2 sessions)

### EcoBroker Energy Advantage

Tuesdays & Thursdays, 6:00–9:00 p.m. October 13–15, 2009 Fee: \$395 (2 sessions)

### EcoBroker Green Market Advantage

Tuesdays & Thursdays, 6:00–9:00 p.m. October 20–22, 2009 Fee: \$395 (2 sessions)



## Conducting a Facilities Audit

- *Understanding the requirements of the building systems and equipment in terms of utility and energy consumption*
- *Introduction to the basics of a facilities audit; to aid in understanding your facility and the cost of operations; and to prepare you to take the next steps to increase efficiency and reduce operations costs*

### Conducting a Facilities Audit C P E 8314

Wednesday, 1:00–5:00 p.m. October 28, 2009 Fee: \$249 (1 session)

## Finance Fundamentals

- *Overview of the fundamentals of finance and accounting for non-financial managers*
- *Understand and speak the “numbers-side” of business*
- *Learn the “nuts and bolts” of financial concepts*
- *Learn basic accounting, budgeting and financial analysis tools*

### Finance Fundamentals M DEV 6021

Thursday & Friday, 8:00 a.m.–5:00 p.m. November 5–6, 2009 Fee: \$995 (2 sessions)

## Green Advantage®

- *Green Advantage® is an environmental certification for building-related practitioners - primarily contractors, subcontractors and trades people*
- *Learn current green building principles, materials, and techniques*

### Green Advantage Environmental Certification

Thursday, 8:00 a.m.–5:00 p.m. October 22, 2009 Fee: \$525 (1 session)

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## Green Construction

- *Learn about sustainable HVAC products such as high efficiency boilers, heat exchange and heat recovery equipment, ground source heat pump systems, centrifugal pumps and hydronic systems*
- *Review the ASHRAE Green Guide*
- *Ongoing LEED discussions*

### **Sustainable Mechanical Systems - HVAC**

Tuesdays, 6:00–9:00 p.m. September 8–November 10, 2009 Fee: \$375 (10 sessions)

- *Learn how to install photovoltaic systems supplying electric power to residential/commercial buildings*
- *This prepares installers, designers and estimators for other entry level positions requiring basic electrical wiring skills.*
- *Updates and reviews common wiring methods and the bid process*

### **Solar - Photovoltaic (PV) System Installer**

Thursday and Friday, 8:00 a.m.–5:00 p.m. October 29 and 30, 2009 Fee: \$1,800 (price does not include materials or the textbook)

## Leadership Certificate (Functional Manager)

- *Upgrade your leadership skills*
- *Explore and practice key ideas of management*
- *Participants will apply new knowledge to current industry challenges- in addition to issues such as “doing more with less” and “sharing of best practices”*

### **Functional Manager M DEV 5300**

Tuesdays, 5:00–9:00 p.m. September 8–November 24, 2009 Fee: \$2350 (12 sessions)

## Microsoft Office 2007

- *Upgrade your computer skills*
- *Stay competitive in today's job market*
- *Learn and utilize what Office 2007 can do*

### **Word 2007 for Windows CSE 5315**

Tuesdays, 6:00–9:00 p.m. October 20–November 3, 2009 Fee: \$95 (3 sessions)

### **Excel 2007 for Windows CSE 5317**

Thursdays, 6:00–9:00 p.m. October 22–November 12, 2009 Fee: \$125 (4 sessions)

### **Access 2007 for Windows CSE 5316**

Tuesdays, 6:00–9:00 p.m. November 10–December 1, 2009 Fee: \$125 (4 sessions)

### **PowerPoint 2007 for Windows CSE 5332**

Thursdays, 6:00–9:00 p.m. December 3–10, 2009 Fee: \$65 (2 sessions)

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## Microsoft SQL Server

- *Stay competitive in today's job market*
- *Enhance your skills and knowledge base*

### **MS SQL Server CSE 5084**

Wednesdays, 6:00–9:00 p.m. September 23–November 4, 2009 Fee: \$585 (7 sessions)

## .NET Certificate Using MS Visual Studio 2008

- *Stay abreast of the rapid changes in computer technology*
- *Learn and utilize the latest innovations in technology*
- *Enhance your skills and knowledge base*

### **Developing .NET Solutions with Visual Basic .NET CSE 5203**

Mondays, 6:00–9:00 p.m. September 14–November 2, 2009 (No class 9/28) Fee: \$585 (7 sessions)

### **Developing .NET Solutions with C# CSE 5200**

Mondays, 6:00–9:00 p.m. November 16–January 11, 2010 Fee: \$585 (7 sessions)

### **Building Web-Based Solutions Using ASP.NET CSE 5206**

Mondays, 6:00–9:00 p.m. February 1–March 15, 2010 Fee: \$585 (7 sessions)

### **Developing .NET Web Services and ADO.NET Applications CSE 5212**

Saturdays, 1:00–4:00 p.m. September 26–November 4 Fee: \$585 (8 sessions)

Mondays, 6:00–9:00 p.m. April 5–May 24, 2010 Fee: \$585 (8 sessions)

### **Introduction to XML.NET CSE 5210**

Wednesdays, 6:00–9:00 p.m. November 11–December 16, 2009 Fee: \$475 (5 sessions)

### **Crystal Reports CSE 5325**

Mondays, 6:00–9:00 p.m. June 7–July 12, 2010 (No class 7/5) Fee: \$475 (5 sessions)

## Object Oriented Programming Using JAVA

- *Learn a state of the art approach to designing software*
- *Gain marketable programming skills for today's workplace*

### **Introduction to JAVA Programming CSE 6517**

Tuesdays, 6:00–9:00 p.m. September 15–October 27, 2009 Fee: \$575 (7 sessions)

### **Intermediate JAVA Programming CSE 5032**

Tuesdays, 6:00–9:00 p.m. November 3–December 5, 2009 Fee: \$575 (7 sessions)

### **Advanced JAVA Programming CSE 6682**

Tuesdays, 6:00–9:00 p.m. January 19–March 2, 2010 Fee: \$575 (7 sessions)

## Oracle 10g Certificate

- *Speed up your professional growth by gaining Oracle certification*
- *Our instructors use Oracle daily in the workplace*
- *We are a member of the Oracle Workforce Development Program and only offer Oracle approved curriculum and courseware*

### **Oracle Database 10g: Introduction to SQL CSE 5282**

Saturdays, 9:00 a.m.–12:20 p.m. September 26–December 19, 2009 (No class on 11/28), Fee: \$1425 (12 sessions)

### **Oracle 10g: Administration Workshop I CSE 5283**

Saturdays, 9:00 a.m.–12:20 p.m. January 9 – March 27, 2010 Fee: \$1425 (12 sessions)

### **Oracle 10g: Administration Workshop II CSE 5284**

Saturdays, 9:00 a.m.–12:20 p.m. April 10–July 10, 2010 (No class on 5/29 or 7/3), Fee: \$1425 (12 sessions)

**ORACLE**

**WORKFORCE  
DEVELOPMENT PROGRAM**

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Detailed program info on the Web! [abington.psu.edu/resourceguide](http://abington.psu.edu/resourceguide)

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## Project Management Certificate

- *Be more desirable to your current employer - Project Managers help keep costs down*
- *Enhance your skills and knowledge base*
- *Looks great on your résumé or job application*
- *PMI Certification is nationally recognized as the standard in this field*

### Project Initiation and Planning PJMGT 5000

Mondays, 6:00–9:00 p.m. September 14–November 2, 2009, (No class 9/28), Fee: \$525 (7 sessions) (Price includes PMBOK Guide)

### Project Scheduling and Integration PJMGT 5001A

Mondays, 6:00–9:00 p.m. November 9–December 21, 2009, Fee: \$495 (7 sessions)

### Project Costing and Control PJMGT 5002

Mondays, 6:00–9:00 p.m. January 11–March 1, 2010, (No class 1/18/10), Fee: \$495 (7 sessions)

### Project Risk and Change Management PJMGT 5003

Mondays, 6:00–9:00 p.m. March 15–May 3, 2010 (No class 3/29/10), Fee: \$495 (7 sessions)

### Project Management Professional Exam Preparation BUSAD 5518

Thursdays, 6:00–9:00 p.m. October 15–November 12, 2009 Fee: \$475 (5 sessions)

## Project Management Bootcamp

- *This is an overview program to acquaint individuals in business and industry to some of the key principles in Project Management from the five process areas and nine knowledge areas.*
- *Those who should attend include team leaders, new project managers, business analysts, and those interested in learning more about core competencies.*

### Project Management Bootcamp PJMGT 5007

Fridays, 8:30 a.m.–4:30 p.m. November 6–20, 2009, Fee: \$995 (3 sessions)

## PMP Continuing Education (PDUs)

- *PMP's are required to earn 60 PDUs over a three year cycle*
- *Gain PDUs from our interactive, hands-on program*

### Understanding Project Essentials

Thursday, 9:00 a.m.–4:00 p.m. September 24, 2009, Fee: \$425 (1 session)

Approved by the Project Management Institute for 6 contact hours/PDUs

### Using Microsoft Project 2007 CSE 6579

Thursday & Friday, 9:00 a.m.–4:00 p.m. October 29–30, 2009, Fee: \$795 (2 sessions)

Approved by the Project Management Institute for 12 contact hours/PDUs



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## Professional Engineer (PE) Exam Review

- *For the practicing engineer who plans to take the Professional Engineer Examination*
- *Sessions include three phases of engineering; problem-solving skills emphasized; and questions from past examinations are also reviewed.*
- *National Exam will be April 16, 2010*

### Professional Engineer (PE) Exam Review

Thursdays, 6:00–9:00 p.m. September 17–April 1, 2010, (No class November 26, December 24 and 31) Fee: \$850 (Does not include materials)

## Production & Inventory Management

- *Topics covered include: Elements of the Supply Chain; Just-in-Time; Total Quality Management; Manufacturing Resources Planning; Demand Planning; Capacity Management*

### Basics of Supply Chain Management – Module 1 (30 hours of instruction, 3 review)

Mondays and Thursdays, 6:00–9:00 p.m. September 21–October 29, 2009 Fee: \$600  
October 29 will be a test review session

### Master Planning of Resources - Module 2 (24 hours of instruction, 3 review)

Mondays and Thursdays, 6:00–9:00 p.m. November 9–December 10, 2009 Fee: \$540  
December 10 will be a test review session

## Supply Chain Management Courses

- *For experienced supply management professionals*
- *Become familiarized with the material covered in the ISM (CPSM) bridge exam; the body of knowledge comprising it and test preparation techniques*
- *Pursue your Certified Professional in Supply Management (CPSM) as your chance to leverage your knowledge and experience into career advancement*

### Certified Professional in Supply Management (CPSM) Certification Bridge Exam Preparation CPE 5004o

Tuesdays, 6:00–9:00 p.m. October 27–December 15, 2009, Fee: \$1195 (8 sessions)

- *Overview and examination of the key issues, concerns of supply management: contracting and negotiations, costs, finance, social responsibility, sourcing and supplier relationship management*

### Foundations of Supply Management - Certified Professional in Supply Management (CPSM) CPE 5001o

Tuesdays, 6:00–9:00 p.m. September 1–October 20, 2009, Fee: \$1195 (8 sessions)

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## Talent Management and Succession Planning

- Learn techniques for maintaining leadership continuity and key issues in talent.
- This is for anyone in succession planning, including human resource professionals, small business owners, and general managers.

### Talent Management and Succession Planning

Fridays, 8:30 a.m.–4:30 p.m. October 2 and 16, 2009, Fee: \$995 (16 hours)

- Everyday skills for managing talent resources including attracting, developing, and retaining a talented workforce.
- This is for anyone in succession planning, including human resources professionals, small business owners, and general managers.

### Everyday Talent Management

Fridays, 8:00 a.m.–5:00 p.m. November 6 and 13, 2009, Fee: \$995 (16 hours)

## Nurse Management Credit Certificate

- Enrich knowledge of basic healthcare organizations and administration.
- Manage Nurse Personnel
- Collect, Analyze and Manage Nursing Data
- Enhance Managerial behaviors
- For Licensed RNs only
- Required for certificate (12 credits total): NURS 430 (Fall 2009), NURS 431 (Spring 2010), NURS 432 (Spring 2010), NURS 433 (TBD)
- Courses in this Certificate fulfill the nursing electives component of Penn State's RN to BSN Undergraduate Degree!

### NURS 430 Organization and Administration for the Nurse Manager (3 Cr)

Introduction to organizational theory and principles of practice in the administration of nursing services and patient care. Prerequisite: valid RN license.

Mondays, 6:00 pm -9:00 pm, September 28–December 14, 2009

**Cost: Undergraduate tuition rates apply to this course; Graduate tuition rates apply to those students who have a bachelor's degree.**

**Call for more details.**

## Web Graphics Courses

- Learn to create and maintain your own Web site
- Learn the design software used in designing Web pages

### Photoshop CSE 5065

Mondays, 6:00–9:00 p.m. September 14–October 19, 2009, (No class 9/28) Fee: \$395 (5 sessions)

### Dreamweaver CSE 5066

Tuesdays, 6:00–9:00 p.m. September 8–October 27, 2009, (No class 10/6), Fee: \$535 (7 sessions)

### Cold Fusion CSE 5015

Wednesdays, 6:00–9:00 p.m. October 21–December 16, 2009, (No class 11/25) Fee: \$535 (8 sessions)

### JAVAScripting CSE 6625

Tuesdays, 6:00–9:30 p.m. September 15–October 27, 2009, Fee: \$535 (7 sessions)

## Youth and Teen Programs

Penn State Abington offers a wide variety of programs for children and teens throughout the year. Each of our programs is designed to provide a blend of educational as well as fun and unique experiences in our university setting. All programs are taught by university-approved instructors. Please visit our website for information on our current program schedule.

[www.abington.psu.edu/youthteen](http://www.abington.psu.edu/youthteen)

## PSAT and SAT Test Preparation

- *Learn test taking skills and strategies*

### **PSAT Preparation Course YTHPR 5102**

Tuesdays, 6:15–8:30 p.m. September 8–29, 2009, Fee: \$140 (4 sessions)

### **SAT Preparation Verbal YTHPR 5099**

**Section 1:** Wednesdays\*, 6:15–8:30 p.m. September 9–30, 2009, \*(*First class will be on Thurs. 9/10, rest on Wed. evenings.*)

Fee: \$140 (4 sessions)

**Section 2:** Saturdays, 9:00 a.m.–12:00 p.m. September 26–October 10, 2009 Fee: \$140 (3 sessions)

### **SAT Preparation Math YTHPR 5100**

**Section 1:** Thursdays\*, 6:15–8:30 p.m. September 10–October 1, 2009, \*(*First class will be on Wed. 9/9, rest on Thurs evenings.*)

Fee: \$140 (4 sessions)

**Section 2:** Saturdays, 12:30–3:30 p.m. September 26–October 10, 2009 Fee: \$140 (3 sessions)

*For students taking both the math and verbal courses, the discounted total fee is \$260.*



## Preparing for College Series

*Each of the following one night workshops is for those interested in learning about the college application process. The \$35 cost for each program includes one parent and one child.*

**Study Skills for Success for the High School Student and Upcoming College Student** Wednesday, October 14, 2009, 7:30–9:30 p.m.

**Introduction to College Applications 101** Wednesday, October 21, 2009, 7-9 p.m.

**Getting Into College: Planning Begins in the 9th and 10th Grades** Wednesday, October 28, 2009, 7-9 p.m.

**Being Proactive About Your College Search and Application Process: A Workshop Designed for the B Student** Wednesday, November 4, 2009, 7-9 p.m.

[www.abington.psu.edu/youthteen](http://www.abington.psu.edu/youthteen)

Detailed program info on the Web! [abington.psu.edu/resourceguide](http://abington.psu.edu/resourceguide)

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## Coming Fall 2009:PennStateAbington@611

A meeting, learning and communication center for

- @ Businesses, organizations and individuals
- @ Classes, seminars, meetings
- @ State-of-the-art teleconferencing

Located at the Abington Towne Center  
1495 Old York Road  
Abington, PA



More details can be found at

**[www.abington.psu.edu/pennstateabington@611](http://www.abington.psu.edu/pennstateabington@611)**

**The workforce is changing.  
Are your employees ready?**

# WorkforceSolutions

Workforce Solutions can provide your organization:

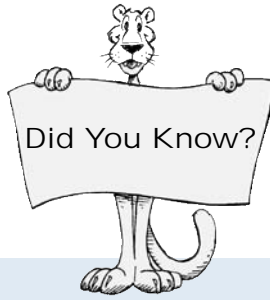
- Needs assessments and diagnostics
- Grant funding assistance for your training initiatives
- Leading research and workplace applications in topics including Management and Supervision, Employee Performance, Project Management, Six Sigma, and Business Analysis

For more information, visit us at  
[abington.psu.edu/workforce-solutions](http://abington.psu.edu/workforce-solutions)

**Or contact us:**

Joy Fraunfelter  
215-881-7487  
[jkf10@psu.edu](mailto:jkf10@psu.edu)

Randy Ingbritsen  
215-881-7405  
[rxi3@psu.edu](mailto:rxi3@psu.edu)



Penn State Abington offers continuing professional education courses for professions that need mandatory education credits to maintain their professional license in Pennsylvania:

**Attorneys**  
**CPAs**  
**Certified Financial Planners**  
**Enrolled Agents**  
**Nursing Home Administrators**

**Occupational Therapists**  
**Physical Therapists**  
**Registered Nurses**  
**Social Workers**  
**Teachers**

***Why choose Penn State Abington?***

- We offer a large selection of the very finest professional education courses when you need them: weekdays, evenings, and Saturday mornings.
- Free Parking
- Small class size ensures a quality experience

**For more information contact Theresa Bloom 215-881-7402**

**Visit us on the web: [www.abington.psu.edu/resourceguide](http://www.abington.psu.edu/resourceguide)**

## **Unemployed?**

### **PA CareerLink is there to help!**

Visit our website to find your local PACareerLink for Job Search Assistance, Workshops, Career Guidance and Training Opportunities.

For more information, visit us at  
[www.cwds.state.pa.us](http://www.cwds.state.pa.us)

*Pennsylvania*  
**CareerLink**

# Registration Instructions

**Phone-In:** Call the Professional Development Office at 215-881-7389 with a MasterCard or VISA number.

**Mail-In:** Download, complete, and mail us your registration form, with payment, to the Professional Development Office, 122 Sutherland Building, 1600 Woodland Road, Abington, PA 19001-3990.

**Fax-In:** Fax the registration form to 215-881-7317. Please then call 215-881-7389 with your credit card information.

**Online:** Look for the register now links next to the course listings on our Web site.

**In Person:** Register in room 122 Sutherland, Monday through Friday, 8 a.m. to 5 p.m. or in Room 121 Sutherland, Monday through Thursday, 5–9 p.m.

## The fine print...

**Discounts:** Penn State Alums receive a 10% discount on all courses (except Oracle, .NET and youth/teen programs). Please include your graduation year on the registration form. We also offer a 10% discount for members of WHY Y. Proof of membership is required. We also offer group discounts. Please call for details.

**Note: Discount is valid only at time of registration and cannot be applied after registration is processed. Discounts cannot be combined with any other offer.**

**Computer Course Technology Fee:** There is a \$25 fee, payable once a semester, for computer courses.

**Course Cancellations:** Courses may be cancelled or postponed by the University due to insufficient enrollment or other unforeseen circumstances. If a course is cancelled, students are contacted and full refunds issued. Although we make every effort to continue certificate programs, it is within the University's right to discontinue them when necessary.

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