



APRIL E-Newsletter

Budgets and Accounting For Non-Financial Managers

Presented By: Brian Beerman from Beerman, Piper and Associates, LLC.

This seminar is targeted for the manager who is responsible for a departmental company budget, but who has had no formal financial training.



When? April 20, 2005
What Time? 8:30 - 4:30
Where? Armstrong Education Center
How Much? Cost: \$50
Lunch will be included.

Topics that will be discussed include:

- * Understanding Financial Statements
- * Financial Planning
- * Developing Budgets
- * Cost Controls
- * How to Survive Financial Setbacks
- * Plan for Capital Expenditures
- * Tracking Costs

Please register by April 15, 2005
Call Mindy at 724-543-2599 ext. 222
Or mindyaet@alltel.net



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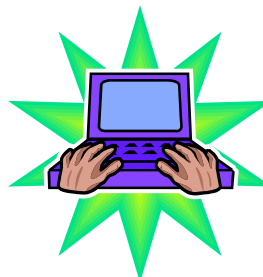
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Special points of interest:

- FREE Web-Based Learning!
- New Adult Ed Classes Starting!
- FREE Career Counseling!
- Call the AET Today!

Hurry and Sign up for our FREE Computer Skills Class for Seniors!

Sugar Creek Rest and Meadow Lake Manor of Sugar Creek is sponsoring a **FREE** computer skills class for seniors. You will receive hands-on instruction on Word Processing, Internet Navigation, and E-mail. The class will take place at the Armstrong Educational Trust on Tuesday, April 12, 2005 from 9:00 a.m.—3:00 pm. Our very own Dawn Stewart will be the instructor. You will also receive a free lunch, a gift bag, and a certificate of achievement.





Phone: 724-763-6316
Email: elcaet@alltel.net

More than just two buildings set on 31 acres of park, meadow, and forest, the Crooked Creek ELC is an organization dedicated to promoting environmental education in Armstrong County.



www.crookedcreekelc.org

RD #3 Box 323B
Ford City, PA 16226
724-763-6316

Donate to the ELC and get your name engraved on our tree!

Our donation tree was made and donated to us by woodshop students at West Shamokin High School. You can have your name engraved on a leaf and placed on our beautiful donation tree when you give a donation to the ELC.

There are four different options available:

\$100 Donation - Bronze Leaf

\$250 Donation - Silver Leaf

\$500 Donation - Gold Leaf

\$1000 Donation - Foundation Stone



Lenape Adult Ed Classes Beginning Soon!

Welding II: TIG and MIG: For those who work as welders and know welding basics. This hands-on class will cover stick, mig, and tig welding. This course does not include certification. Class size is very limited so call now! (18 clock hours)
Monday from 6-9 p.m. from 4/11/05-5/16/05 **\$153.00**

State Inspection Certification Training: Must be 18 year of age and have a current valid operator's license. Perfect attendance is mandatory. Students should read handbook (obtained when you register) before 1st class date. Class size is limited. Book included with fee. (12 clock hours)
Tues & Wed from 6:30-9:30 p.m. from 4/12/05-4/20/05 **\$103.00**

Microsoft Word II: This course will enable the student to understand the intermediate concepts of using Microsoft Word. Students will learn the procedures of adding columns and tables to a document, as well as all the formatting features connected with them. They will also be instructed on the finer points of working with envelopes and labels and how to set up mail merge. (12.5 clock hours)
Wednesday from 6-8:30 p.m. from 4/13/05 -5/11/05 **\$62.00**

QuickBooks Advanced: This class is for those who are already familiar with the software, but would like to become more knowledgeable with the details and also how it can help save time and money. The topics discussed will include items list, inventory, sales tax, processing payroll, using estimate and time tracking, working with accounts payable and analyzing financial data. (3 clock hours)
Saturday from 9 a.m.-12 p.m. on 4/30/05 **\$35.00**

Pharmacy Technician Test Review: This one time "coaching session" will cover test topics with particular emphasis on pharmacy math. Please bring a calculator and notebook. (3 clock hours)
Wednesday from 6-9 p.m. on 4/13/05 **\$35.00**

Medical Insurance Billing Basics: This course is designed to provide the participant with basic knowledge of common types of medical insurance. Upon completion, the participant will be able to prepare medical claims for submission to the insurance providers most commonly found in this area. It is strongly recommended that prior classes in medical terminology and medical coding have been completed. (15 clock hours)
Mon & Wed from 6-9 p.m. from 4/13/05-4/27/05 **\$165.00**

Face, Neck and Shoulder Massage: Use Swedish massage techniques to do facial, neck and shoulder massage to relieve the stress of the day, promote good posture and health. Wear comfortable clothing and bring a dowel, massage lotion, two sheets and a pillow case. (3.5 clock hours)
Wednesday from 5:30-9 p.m. on 4/27/05 **\$27.00**

Thinking of going back to school? We Can Help!

The Armstrong Educational Trust has partnered with Penn State's Educational Opportunity Center to offer free services to eligible adults interested in pursuing post-secondary education. Free services provided include admissions assistance, financial aid assistance, and career counseling. A representative of the Educational Opportunity Center is available on the second and fourth Tuesday of each month on an hourly basis at the Armstrong Education Center in West Hills Industrial

Park. You can meet with a representative **FREE** of charge to get your plan into action.

Make an appointment today!

Call: 724-543-2599

or: 1-800-201-3712.

Call Today For FREE and Easy Web-Based Learning!

The Armstrong Educational Trust (AET) has partnered with the Pennsylvania State System of Higher Education Foundation Inc. to offer free access to PLATO Learning Online Adult Education Classes to residents of Armstrong County.



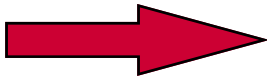
Adult learners in Armstrong County can logon to the AET website at :

www.armstrongedutruster.org and click on "What's New" to view a list of online courseware offerings, which include GED 2002 preparation courses, life and job skill lessons, basic skills enrichment and more. For Armstrong County residents who do not have internet access, personal computers are available at the Armstrong Educational Trust.

*Real
Learning.
Real
Results.*

**To learn more about enrolling in the online adult
education classes, contact the
AET at 724-543-2599 ext. 233.**

Just a few of the
many courses
that are offered...



- * Nurse Entrance Test Tutorials
- * GED 2002 Tutorials
- * Praxis Tutorials
- * Pre-Algebra, Algebra 1 & 2
- * Data Skills
- * Life & Job Skills
- * Communications
- * Business Basics
- * Reading Strategies
- * Writing Strategies
- * Pre-Employment Competencies
- * Problem Solving
- * Physics 1 & 2
- * Chemistry 1 & 2
- * Geometry 1 & 2
- * Biology Series

Educational Links

Match your skills with possible careers www.careerkey.org

Information about careers <http://stats.bls.gov/home.htm>

Learn about Fast-Growing Jobs www.acinet.org

Explore health care careers www.chc.hcwp.org

Start exploring career options www.careervoyages.gov

U-Promise Program- www.upromise.com

Pennsylvania Higher Education Assistance Agency (PHEAA) www.pheaa.org/
www.srnexpress.com

www.collegeispossible.org
www.embark.com
www.finaid.org

www.wiredscholar.com
Pennsylvania Dept of Education www.pde.state.pa.us/

PA Virtual Community College www.pavcc.org/index.shtml
Fafsa on the Web www.fafsa.ed.gov/



Armstrong Educational Trust

Armstrong Educational Trust

West Hills Industrial Park
81 Glade Drive
Kittanning, PA 16201

Phone: 724-543-2599
Fax: 724-545-6127
E-mail: dlbaet@alltel.net

▶ "Training For Life!"

www.armstrongedutrust.org

The Armstrong Educational Trust Mission:

To strengthen career awareness and promote post secondary continuing education, occupational training, workforce development, and certification programs on a timely basis for business, industry, and general economic development in Armstrong County and surrounding areas

Armstrong Educational Trust Staff:

Mindy Knappenberger ~ Executive Director *** Dawn Stewart ~ Office Manager
Dennis Hawley ~ ELC Program Coordinator *** Harmony Ritchie ~ Americorps Worker

April 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <i>ELC Steering Committee Meeting</i>	2
3	4 <i>Board Training at ELC</i>	5	6	7	8	9
10	11	12 <i>FREE Seniors Class</i>	13	14	15	16
17	18	19 <i>AET Board Meeting</i>	20 <i>Budgets & Accounting Class</i>	21	22	23
24	25	26	27	28	29	30