Contact Information

Name _____

Address _____

City/State/Zip _____

Phone _____

E-mail _____

I want to register for:

□ Excel I—$79	□ PA CareerLink Overview with WIOA—FREE
□ Employee Expectations—FREE	□ Family Finances—FREE
□ Fundraising—FREE	□ Mandala T-Shirt—$49
□ Beginner Group Guitar Lessons—$125	□ Excel II—$79
□ Customer Service Essentials—FREE	□ Workplace Communication & Conflict Resolution—FREE
□ Volunteers: Recruit Them and Keep Them—FREE	□ Hot Glue Artwork—$39
□ Budgeting—FREE	□ Stress Management—FREE
□ Time Management—FREE	□ Pastel Christmas Tree—$39

Total enclosed: _____

□ I want to receive Hi-Ed information by e-mail

Please register early to assure a seat in the class you wish to enroll!

Make Checks Payable to:
Higher Education Council

Register by filling out the form above and mail it to:
Higher Education Council
589 Hospital Drive, STE F
Warren, PA 16365
Or
Online at: NorthEastHi-Ed.org

Register online at NorthEastHi-Ed.org or fill out the registration form and mail it to Hi-Ed with payment.

For more information or if you have any questions please call (814) 723-3222

Cancellation Policy

- If you cancel three or more business days before the start of class, you will receive a full refund.
- If you cancel less than three business days prior to the start of class, you will receive credit toward the registration fee of another class.
- If you are a no-show without prior notification, you will not receive a refund or credit of the registration fee.
- In the event that Hi-Ed cancels the class, you will receive a full refund.

North East HI-ED

College & University Center

Summer / Fall Classes 2022

Adult Education Classes are held in

North East

At the 4 NINE Center 103 Clay Street

4N·I·N·E

For Neighbors in North East

Center

Personal Enrichment Classes

Mandala T-Shirts: T; Aug. 23; 10:00 am-1:00 pm; $49; Gravel Pit Park. This fun workshop requires no experience and combines dot mandala painting with fabric painting on your choice of a white or black t-shirt. Lear to layout a mandala design and create the various dot painting strokes, then choose your paint colors and make a t-shirt with color and texture that you will want to wear. Dress for working with paints. When you register, include the size and color of shirt you want to work on. All supplies and materials will be provided. Come dressed for painting!

Beginner Group Guitar Lessons: W; Aug. 24-Sept 28; 6:00-7:00 pm; 6-hour; Spencer Drake; $125; 103 Clay St. Spencer has been teaching private guitar lessons since 2003 (18 years). He has an AS degree in music and has been an adjunct faculty member at JCC since 2010, teaching the Beginning Guitar class at the Dunkirk campus. He has played guitar and bass in bands for most of his life and has played gigs all across the country.

Hot Glue Artwork: F; Sept. 23; 10:00 am-1:00 pm; $39; 103 Clay St. Glue is one of the first craft materials we learn to use as children. In this 3-hourclass, we will use it to create artwork that you will want to hang on your wall... and you may find you use it to create lots of decorative items for your home! We will start by "painting" on a canvas with hot glue to create a quick and easy abstract design with texture, then we will embellish it with paint colors of your choice. Bring your glue gun and plenty of glue sticks. All other materials will be provided. Dress to get messy!

Beginner Pastel Christmas Tree: M; Oct. 24; 12:00 -2:00 pm; $39; 103 Clay St. Get in the holiday mood by painting an evergreen tree in the woods wit colorful Christmas bulbs, birds, and snow. This 2-hour class is great for beginners to learn some basic techniques for working with soft pastels and how easy it is to create the effect of falling snow. We will be working on a 6"x8" sanded pastel card with a pre-cut mat to take your painting home for framing. All supplies and materials will be provided. This class is suitable for age 16 and up.

Workforce Development Classes

Daytime Excel I: F; Aug 5 & 12; 9:00 am-12:00 pm; Diane Howard; $79; 103 Clay St.

PA CareerLink Overview with WIOA: F; Aug 5; 10:00 am-11:00 am; ***FREE***; 103 Clay St. The purpose of this workshop is to hear an overview of all the services offered through CareerLink and the partner organizations, including a personal assessment of your needs and the formulation of an initial plan, including possible referrals. Learn about the Workforce Innovation and Opportunity Act Program (WIOA) and it's eligibility requirements.

Employee Expectations: F; Aug 5; 11:00 am-12:00 pm; ***FREE***; 103 Clay St. The purpose of this workshop is to learn about what employers are expecting from an employee in the workplace, including hard skills and soft skills.

Family Finances: W; Aug 10; 1:00 pm; Bobbi Randall; ***FREE***; 103 Clay St.

Fundraising: F; Aug 19; 10:00 am-12:00 pm; ***FREE***; Bob Crowley; 103 Clay St. Join us as Bob takes us through annual giving, capital campaigns, estate gifts, major gifts and endowments.

Daytime Excel II: F; Sept 9 &16; 9:00 am-12:00 pm; Diane Howard; $79; 103 Clay St.

Customer Service Essentials: F; Sept 9; 10:00 am-11:00 am; ***FREE***; 103 Clay St. The purpose of this workshop is to describe the fundamentals of good customer service and learn how to communicate effectively with customers and resolve customer complaints.

Workplace Communication & Conflict Resolution: F; Sept 9; 11:00 am-12:00 pm; ***FREE***; 103 Clay St. The purpose of this workshop is to learn about unhealthy versus healthy workplace communication styles and techniques, as well as practice methods to overcome conflict for the betterment of yourself and your working relationships.

Volunteers: Recruit Them and Keep Them: F; Sept 16; 10:00 am-12:00 pm; ***FREE***; Vicki Stetson; 103 Clay St. Join us as Vicki gives us the ins and outs of finding and keeping volunteers!

Budgeting: W; Oct 5; 1:00 pm; Bobbi Randall; ***FREE***; 103 Clay St.

Stress Management: F; Oct 7; 10:00 am-11:00 am; FREE; 103 Clay St. The purpose of this workshop is to learn
short-term and long-term techniques to deal with stress, create more peaceful environments, and calm your life.

Time Management and Self-Care: F; Oct 7; 11:00 am-12:)0 pm; FREE; 103 Clay St. The purpose of this workshop is to describe ways to improve your time management skills and identify ways to manage and practice self-care.