

## *Small Business Services*

### University of Pittsburgh/Bradford Business Resource Center

- Provides services to entrepreneurs and existing businesses through business planning, business consulting, grant writing, & grant administration. These services are free of charge.
- A BRC representative is available at the PCEC Coudersport office and the PCEC Port Allegany Education Center on the first Wednesday of every month. Call the PCEC for details or to register.

### Clarion University Small Business Resource Center

- Provides guidelines on how to finance your business; what to consider before you start; information needed to start; and the importance of a business plan.
- The Clarion SBDC holds a free workshop on the second Wednesday of every month alternating between the Coudersport Office and the PCEC Port Allegany Education Center

## *Services for Visitors*

- The PCEC provides free computer usage/ internet access for visitors to the Potter County area to check email, conduct research, and so forth.
- Visitors are encouraged to join our classes! Many visitors have taken part in our personal enrichment classes, and have particularly enjoyed the Amateur Astronomy courses, which prepared them for viewing at Cherry Springs State Park, Potter County's Dark Sky Park.

## Contact Information:

PCEC Coudersport Office  
227 N. Main Street  
Coudersport, PA 16915  
Phone: 814-274-4877  
Fax: 814-274-4887

PCEC Galeton Office  
20 Bridge Street  
Galeton, PA 16922  
Phone: 814-435-9490  
Fax: 814-435-9491

PCEC Port Allegany Education Center  
8 N. Main Street  
Port Allegany, PA 16743  
Phone: 814-642-2295  
Fax: 814-642-2344

Email: [staff@pottercountyedcouncil.org](mailto:staff@pottercountyedcouncil.org)  
Web: [www.pottercountyedcouncil.org](http://www.pottercountyedcouncil.org)

### **Staff:**

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Coudersport Office Manager

**Deanna Sherman**  
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**Candi Hand**  
Port Allegany Office Manager

**Carol Spaulding**  
Student Advisor

**Carol Szymanik**  
Financial Assistant

# Potter County Education Council



## *What's in it for you?*

This brochure details the services available at the Potter County Education Council offices and classes that we offer.



**Potter County  
Education Council**  
Connecting you to the World  
through Education

The Potter County Education Council and our partners are constantly working to bring resources to our area and make it a better, more prosperous place to live, work, and play. This brochure provides a listing of the services that we and our partners offer, some of the classes we've held or are holding currently, and the projects that the PCEC is involved with.

## ***Educational Services***

### **Education/Career Counseling**

(all these services are provided at no cost)

- Resumé creation
- Career Closet—Professional attire for job interviews or beginning a new career
- Assistance with college searches and financial aid forms

### **Accredited Classes**

- In collaboration with local colleges and universities, the PCEC offers various college-accredited classes at various times. Current programs include:
  - Act 48 continuing education for teachers
  - LPN classes from Penn College
  - Paralegal classes - Lock Haven University
  - Pre-nursing/Pre-education classes through University of Pittsburgh at Bradford

### **Non-credit Classes**

- A+/N+ Certification Preparation classes
- ServSafe Food Preparation Certification Course
- Non-Profit Cooking for Crowds
- Food For Profit
- Opportunity Knocks Program—designed to prepare potential students for higher education in order to enter the workforce at higher levels
- Computer classes:
  - Microsoft Office
  - Microsoft FrontPage web design
  - HTML web design
  - Introduction to PERL Programming

### **Personal Enrichment Classes**

- Herbal Classes/Cooking with Herbs
- Gardening workshops
- Digital Photography classes
- Cake Decorating classes
- Amateur Astronomy workshops
- Doll making classes
- Genealogy workshops

### **GED Study**

- The PCEC offers several ways to study for your GED.
  - PLATO computerized learning system
  - GED study guides/printed materials
  - Tutoring available
  - GED Classes (as scheduled)

### **Self-Paced Educational Tools**

- Mavis Beacon Teaches Typing typing tutorial
- Ten Thumbs typing tutorial
- Video Professor CD's for Microsoft Office programs
- PLATO computer-based learning system for GED study, remedial study, advanced study in numerous academic and business-related subjects
- ICDL (International Computer Driving License), the world's leading basic skills computer certification

### **Distance Education**

- Exam Proctoring for distance education courses
- Assistance in finding legitimate distance education programs for individual courses and/or certificate and degree programs at both Pennsylvania institutions and those nationwide

### **Resource Library**

- Various area college catalogs
- GED study guides
- Guide books to colleges, programs, majors, careers, and financial aid
- FASFA Financial Aid forms

## ***Community & Economic Development***

### **Workforce Training & Development**

- Identify programming that will help individuals obtain the skills/certification to pursue employment in a high demand occupation
- Work with companies and industry to assess and help meet workforce development needs
- Provide local organizations with access to meeting facilities, computer labs and Polycom interactive television equipment
- Assist companies in identifying grant funds including WEDnet, Customized Job Training Grants, Incumbent Worker Grants, Dislocated Worker Grants, and other funding streams
- Provide eGovernment training to county, townships and municipal employees.

### **Economic & Community Development Projects**

- Provide assistance to the steering committee for the Food Matrix Project
- Help establish the Leadership Potter County and Leadership McKean County Programs
- Serve on Community Economic Development Committees
- Work with the Route 6 Heritage Corridor to develop a Hospitality Management Certificate
- Oversee the Strategic Plan for the Value Added Wood Products industry in the Lumber Heritage Region
- Serve on Heritage Park Boards including Route 6 Corridor and Lumber Heritage Region
- Provide access to economic and community development resources available through Penn State
- Provide access to business development resources available through Penn State
- Serve on Regional Workforce Investment Board Committees
- Participate in county-wide comprehensive planning projects
- Provide input and guidance in community and economic development projects throughout Potter, McKean and Cameron counties as they arise.