

KTI CHRONICLES

Where Student Success Comes First™

Volume 5 Issue 9

October 2010

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Keystone Technical Institute Remodeling and Renovations

By Shandy Perlman



Students and visitors to our building have been wondering what is going on in the mysterious corridors of the South Wing. All that banging and whizzing is for good reason: Keystone Technical Institute is continuing its renovations with many new additions and safety features.

We are currently installing 22 video cameras, a burglar alarm system and electronic door locks for all exterior doors. Students and staff will need to use special badges to access these doors and all of these enhancements will go into effect within the next 60 days.

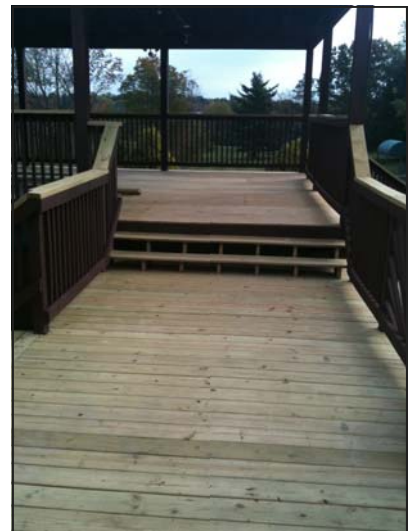
The South Wing is coming along smoothly and quickly! The newly re-modeled 5000 square feet area will include 7 new classrooms, a new massage clinic and office, staff offices and an employee break room. The new classrooms will all be wired for computer access and have overhead projectors for Power Point presentations. The new massage clinic will be equipped with 4 private massage rooms and a brand new massage office. Jen Humphrey, Registrar, has already



made the move over to the South Wing, but Dr. Hart, Dean of Education, and Dan Toth, Curriculum Developer,

will be joining her shortly. A new employee break room is also being built to accommodate our growing staff.

In addition to all our changes inside the building, outside the rear deck is being transformed and re-modeled for student use. We are building a new deck and stairs, complete



with a ramp and an open lower deck. This will be a non-smoking outside area for students to relax and get

some fresh air. Students will still be able to smoke at the "Butt Hut," but this new area will remain designated as non-smoking for everyone to enjoy.

We are very excited about all of our new renovations. A big thank you goes out to students and staff for all of your cooperation as we expand the school and enhance the atmosphere. Hopefully we will all enjoy the benefits of the new and improved KTI!

See Page 8 for even more on our new renovations...



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Profile in Success: October Student of the Month

Affirmations For Success

Always bear in mind that your own resolution to success is more important than any other one thing.

Positive thinking is the key to success in business, education, anything that you can mention. I go out there thinking that I'm going to complete every pass.

"Believe in yourself! Have faith in your abilities! Without a humble but reasonable confidence in your own powers you cannot be successful or happy."



October's student of the month is Christine Farley!

Program:
Professional Massage Therapy

Specialist

Christine was born in Erie, but was raised in Waterford, PA. Christine attended Fort Le Boeuf High School and then Slippery Rock University for 3 1/2 years. She then attended HACC to receive her Certified Nursing Assistant certificate. Christine also holds a certificate for Hospice. She currently resides in Linglestown.

Before enrolling at Keystone Technical Institute, Christine worked with End of Life at

Pinnacle Hospital. She decided to enroll in massage at KTI after she originally planned to enroll in massage back in Erie, PA. Instead, she decided to move with her partner and family and it took time to get ready to enroll in school. She has been a caregiver for 30 years and making people feel better is a must in her life.

Christine hopes to go into business for herself and employ some of the students here to come work with her. She also hopes to make the staff proud of her. Christine is confident that her externship will help her develop the skills she needs in order to accomplish her goals.

In her free time, Christine loves working outside and doing landscaping. She also enjoys going to the gym.

Currently she is training to do a half marathon in November!

About her education here at Keystone Technical Institute Christine said, "I feel the staff in all departments here at KTI have been very helpful in my education. I can ask any teacher for help and they are more than happy to help me. And that my teachers alone go out of their way to help me."

To her fellow students, Christine said, "Take what you were given and run with it. The best is in us all. So show yourself and the world what we learned here at KTI."

Congratulations Christine!



Pacific Institute Unit Fourteen: Putting Life on a Want-To

Have you ever heard the expression that there are only two things you have to do in life—die and pay taxes? Well, really, you don't even have to pay taxes. That is what this chapter of the Pacific Institute discusses—have to's and want to's. Most of what we do in life is based on our motivation.

Restrictive motivation comes into play when we do something because of fear. Most of us grew up with this type of motivation. Remember Mom telling you that if you didn't do the dishes, you couldn't watch TV? You didn't really want to do the dishes, but you knew that if you

didn't, you couldn't do something you wanted to do. Fear can be a powerful motivator, but with it can come resentment. This, in turn, causes us to feel pushed, and when we are pushed, we push back. We do the dishes, but we complain about it, and may accidentally break a few in the process. In addition, we procrastinate and find creative ways to avoid, the "have to or else" chore.

Constructive motivation, however, releases the energy within us. It's based on free will. The "or else" consequence is gone. You are doing something because you want to, not because you have to. We get up in the morning to go to school, because

we have to, but we are fine with getting up in the morning to go to Hershey Park, because we want to. See the difference?

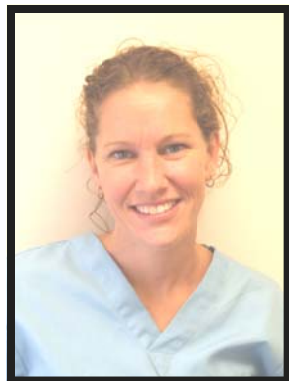
By controlling our self talk and approaching the duties of life as things we want to do rather than have to do, we can change our lives. We will find creative solutions to problems and ultimately have the kind of life we want.

Eliminate "have to" from your vocabulary. Focus on "want to."



Staff Spotlight: Laura Caldwell

Dental Assistant Instructor



Laura Caldwell grew up in the Duncannon area and currently resides there as well. She is a graduate of Susquenita High School and attended the Academy of Orthodontics, becoming Radiology certified and earning her Certified Orthodontic Assistant degree. Mrs. Caldwell is also CPR & AED certified.

For the past year, Mrs. Caldwell has stayed home with her children. She loves to watch her son play sports. Mrs. Caldwell also enjoys running.

Mrs. Caldwell has desired to be a Dental Instructor for a long time. Although this is her first time teaching in a school, she has trained many Dental Assistants over the years.

About her co-workers Mrs. Caldwell said, "The people I work with are all great. Dr. Hart is a wonderful person and so helpful."

About joining us at KTI, she said, "I feel blessed to have gotten this position and I am enjoying every day that I am here. Thank you to everyone here at KTI!"

We are so glad that you've joined us Mrs. Caldwell!



Classifieds

- Have something to sell, swap or give away?
- Looking for a particular item to buy?

If you are interested in composing a classified ad for the newsletter, please give your ads to Brian Stephenson, in Career Placement.

The cost is the best part of all-it's free!

So start cleaning out your clutter and maybe make some cash in the process!

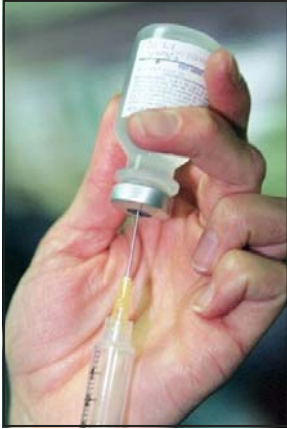
Remember-one person's trash is another person's treasure!



Tips to Prevent the Spread of Germs

(from Centers of Disease Control & Prevention)

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose and mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.)
- While sick, limit contact with others as much as possible to keep from infecting them.



Should I get a flu shot?

From: 9/13/2010 Edition of The Patriot-News

Flu viruses change from year to year, so if you've had it once, you can get it again. To expand protection against the flu to more people, Centers for Disease Control and Prevention's immunization advisory committee voted for universal vaccination in the United States this season, recommending that anyone 6 months or older take steps to be

vaccinated.

What is this year's flu vaccine for?

The vaccine for 2010-11 is designed to protect against the strain of H1N1 (swine flu) that made many people ill in 2009 and two other influenza viruses (an H3N2 virus and an influenza B virus), according to the CDC.

In what forms does the vaccine come?

The flu vaccine is available in two forms: the traditional flu shot and the nasal-spray vaccine.

The shot contains the killed virus and is usually given with a needle in the arm. It is approved for use with people who are 6 months or older, including healthy people and those with chronic medical conditions.

The nasal-spray vaccine contains live, weakened influenza viruses that do not cause the flu.

It is approved for 2 to 49 year olds without conditions that predispose them to complications of the flu and for women who are not pregnant.

Who should get vaccinated and when?

It is recommended that people get the seasonal flu vaccine as soon as it is available in their area. The typical vaccination season begins in September, and the vaccination is recommended before December because the disease peaks in January and February most years.

Although the vaccination is now universally recommended, it is especially important for pregnant women, children younger than 5 and especially those younger than 2, people 50 years and older, those with chronic medical conditions, and those who live with or care for those who are at high risk for complications of the flu.

Studies have also shown that children younger than 9 need two doses of the vaccine to maximize the benefits. All children 6 months to 8 years old are recommended to get two doses of this year's vaccine, unless they had at least one dose of the 2009 H1N1 vaccine last flu season and at least one dose of the seasonal vaccine prior to last season or two doses of seasonal flu vaccine last season.

Who shouldn't get vaccinated?

There are multiple groups of people who should not get vaccinated without consulting a physician. They include children under 6 months old, those with an illness with a fever (once recovered, these people can get vaccinated), those with an allergy to chicken eggs and those you have had a severe reaction to a flu vaccination.

How effective are the vaccinations?

Some people can still get the flu after being vaccinated. The ability of the vaccine to protect a person depends on the age and health of the person getting the vaccine and the match of the virus strains in the vaccine and those at spread during the season.

What are the known side effects of the vaccine?

The flu shot: Soreness, redness or swelling where the shot is given, fever and aches.

The nasal spray: Symptoms in children are runny nose, wheezing, headache, vomiting, muscle aches and fever. Symptoms in adults are runny nose, headache, sore throat and cough.

Where can I get a flu shot?

CVS, RiteAid, Target, Weis Markets

How much does it cost?

Ranges in cost from \$25-\$30

Many places accept health insurance

Still not convinced you should get a flu shot?

Most healthy adults may be able to infect others beginning 1 day **before** symptoms develop and up to 5-7 days **after** becoming sick. Children may pass the virus for longer than seven days. Symptoms start one to four days after the virus enters the body. **That means that you may be able to pass on the flu to someone else before you know you are sick, as well as while you are sick.** Some persons can be infected with the flu virus but have no symptoms. During this time, those persons may still spread the virus to others.

Paralegal Class Visits Camp Hill Prison

By: Jesse Reichert, Paralegal Specialist Student



On September 10, 2010, the paralegal class went to the Camp Hill Prison for a field trip. While there, we learned that there are plenty of guards, a lot of security measures, and the inmates aren't all bad people.

My favorite part about this experience would have to have been actually going into a cell and experiencing some of what the prisoners experience. We learned that they can get food through a slot if when they do role call not everyone is accounted for and it takes longer than expected. Also that each prisoner has to be at the window on the door during the day count and at night there has to be some part of the body showing to count as a person being in their cell. The doors are also controlled by a person in a "main control bubble" and they have to push a button to lock and unlock your cell door.

My other favorite part about this experience was that the prisoners are allowed to rehabilitate dogs while they are there. They do everything from potty training to simple commands like sit and stay. The prisoners that we saw had small dogs and each dog was very well behaved. This also seems to be helpful for some of the prisoners because they seemed happy and not so tense.

Overall, I enjoyed my experience at the prison and it opened my eyes to the fact that not everyone in prison tries to hurt you when you walk through the doors. It seems to be a bit on the "do it yourself" key where the prisoners are mostly dependent on themselves and very polite and very orderly. I would go back if I had the chance and I would take a longer tour to see more of the prison.

Student Accolades



During the course of their studies here at Keystone Technical Institute, many of our students take the initiative to go above and beyond to obtain additional certifications in their career field. We would like to recognize some of those students who have recently taken the extra steps to excel in their fields. We are very proud of you and your achievements!

Dental Assisting students have the opportunity to take the Dental Assisting National Boards (DANB) Exams to become Certified Dental Assistants. There are three separate tests that they must complete: Radiation Health and Safety (RHS), Infection Control (ICE), and General Chairside (GC). We are so proud to announce that the following Dental students have recently passed a portion of their DANB Exams:

- Infection Control-Rodica Spitler, Chandra Shoemaker, Stacy Weller
- Radiation Health & Safety-Kaitlin Conahan



Our Culinary Arts program gives students the opportunity to receive their National ServSafe Food Safety Certification through our Food Service, Sanitation, and Safety course. The test is proctored here and the certification is accepted nation wide through the National Restaurant Association. We are pleased and proud to announce that the following evening students are now ServSafe Certified:

- Michelle Altman
- Melissa Bly
- Deysha Davis
- Tiffany Hicks
- Jason Paul
- Sarah Yoder
- Jennie Zelis



Have you taken the steps to excel in your career field or do you know of a student who has? Please let us know so that we can share these exciting accomplishments with the whole school!



How to Close a Job Interview Successfully

From: Monster.com

"So, when do I start?" A question like that is about as aggressive as you can get at the close of the interview. It may knock the interviewer for a loop and appear to be overly aggressive, but some people think of it as closing the sale. For some people it has worked. For others this approach may not feel comfortable, or have the same effect. Your comfort level with the close -- whether you are aggressive, passive and polite or somewhere in between -- will depend on your personality, the interview situation and the job for which you are applying.

Different Strokes for Different Folks

Mr. Feeney, the manager of a product development department, held second interviews with two qualified candidates. He was preparing to make a decision to determine which candidate to hire.

The first candidate, Phyllis, was a very savvy interviewer and had related some seasoned experience stories. At the end of the interview, however, Phyllis threw him when she said, "Well, I'm sold. When would you like me to start?" He explained he still had another candidate under consideration. Phyllis smiled and asked when she could expect to hear from him. He told her the decision would be made by Friday. She had said that she looked forward to hearing from him and working together in the future. Mr. Feeney was impressed by her confidence, but put off by her forwardness.

The other candidate, Gregory, had credentials and experience equal to Phyllis's. His interviewing style was on the low-key side. He asked a lot of questions about the future of the company. When the interview was over he stated the reasons he was interested in the opportunity and why he considered himself a good fit for the job. He also asked when Mr. Feeney would be making a decision.

Mr. Feeney's decision will be based primarily on the position and the personality he is seeking. If he is looking for someone in the sales department, Phyllis probably has the better chance of getting the job due to her persuasive style. If, however, he is looking for someone who is more subdued, perhaps for an accounting position, Gregory's low-key style may be more suited. A person's personality and communication style are key factors in the interview decision.

Closing Points

Regardless of your style or how you choose to close the interview, there are some key points to keep in mind:

- Leave your interviewer with the right picture of you. Think of at least five skills or traits you want remembered after the interview.
- Ask if there is anything else you can provide, such as references, background information or work samples.
- State your interest in the position. Don't be overly anxious, but act interested. Remember to mention the added value you can bring to the job.
- Ask about the next step in the process. It's important for you to know the next step so you can follow up. Ask for the decision date.
- Find out how to contact them. If you don't hear back, you will need to know who to contact and whether they will accept calls to check the status.

Closing the sale is important, but your closing should be tailored to the position, your personality and interviewing style and the interviewer. Keeping these things in mind will help you determine which closing is appropriate for you and the situation at hand.

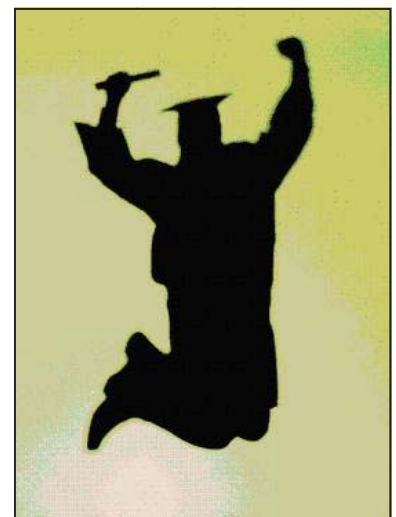
Interview Questions of the Month

How would you describe your work style?

How do you best operate? What's the optimum work situation for you? There are two sides to this: How you work and in what kinds of work environments you work best. Are you highly structured? Do you focus on one thing and get it done, or move multiple projects forward concurrently? On the environment side, do you do best in fairly structured workplaces, or do you thrive in chaos? Be specific and back up your answer with a brief example.

Tell me about your proudest achievement.

This is a behavioral question -- meaning you're being asked to talk about a specific example from your professional history. Pick an example or story about how you handled a major project that is both significant to you and rich in detail. Set up the story by providing context. Recount the situation and your role in it. Next, discuss what you did, including any analysis or problem solving, any process you set up and obstacles you had to overcome. Finally, reveal the outcome and what made you proud.



Ask the Computer Expert

By George Vujasin, Network Administrator



Dear Computer Expert,

I see on some web pages that there are services that offer a registry tune up to make my PC faster. What is a registry tune up and will this make my computer run faster, or is this just a gimmick to make money?

-Curious

Dear Curious,

The registry of a Windows based PC is a very large database that keeps track of every aspect of the computer. Everything is a very large word and concept here; every aspect of the hardware, software, user

accounts, user profiles, and additions to any of the above are recorded in the registry. Even on a standalone PC that only one person uses, the registry can grow to an enormous size. Add additional users that are installing and removing hardware and software, or put that machine on a network and it grows exponentially.

The main issue that arises with registry problems is this; most of the time Windows PCs are very good at adding items to the registry, but not so good at removing them once the hardware or software is removed. After time, there can be many registry entries that are useless, since they refer to nothing. Think of a filing cabinet that still has papers in it from 1995 to 2010. If you want to get to 2010, you have to sift through 1995 to 2009, right? Add the fact that you could get rid of most of the old papers and you get the general idea here.

Registry cleaning is a very good idea to keep a PC running smoothly. Many of the online versions are very good. They will scan your machine for any old entries that may exist, and report them for you. Usually they will only report what they found, and to remove them, you are then encouraged to buy their product. Many can be purchased in the

\$20.00 to \$40.00 price range. There are also many freeware and shareware registry cleaners out there as well.

One word of caution when using a registry cleaner. Make sure that you get software that will allow you to make a backup of the registry before you make any changes. That way, if you remove something important by mistake, you can always restore the previous copy and start all over again. Nearly all cleaners have this feature, just be sure to take advantage of it.



Birthday Watch

The following students are celebrating October birthdays:

Nicole Christino – Oct. 1st

Angel Cosner – Oct. 1st

Megan Wise – Oct. 2nd

Dwight Baublitz – Oct. 4th

Eric Tarter – Oct. 4th

Chelsey Williams – Oct. 5th

Eric Lavia – Oct. 9th

Juanita Proctor – Oct. 9th

Kayla Rode – Oct. 9th

Barbi Guth – Oct. 11th

PetaGaye Henny – Oct. 11th

Felicia Rivera – Oct. 12th

Dominic Schiano – Oct. 15th

Jasmine Baer – Oct. 17th

Carrie Noon – Oct. 17th

Marshall Garrett – Oct. 18th

Husan McAdoo – Oct. 18th

Andrea Whitcomb – Oct. 18th

Ashley Whitcomb – Oct. 18th

Stephanie Fessler – Oct. 20th

Cristina Wiles – Oct. 22nd

Deanna Myers – Oct. 24th

Samantha Rivera – Oct. 24th

Leigh Ann Dowdrick – Oct. 26th

Elizabeth Gross – Oct. 26th

James Trent – Oct. 26th

Nisha Saunders – Oct. 27th

Tina Swanson – Oct. 27th

Kevin Jacquel – Oct. 28th

Melissa Haubert – Oct. 29th

Shardai Beard – Oct. 30th

Charmekia Moore – Oct. 31st

Happy Birthday and best wishes to all of you from the students, staff, and

Placement & Externship

Congratulations to the following graduates who were recently offered employment positions:

Arlee Barnes– Dental Assistant Specialist
Dr. Patel's Office
Harrisburg, PA

Lisa Halsey– Dental Assistant Specialist
Percarpio, Keane and Associates
Mechanicsburg, PA

Juanita Proctor– Medical Assistant
Baughman Family Medicine
Harrisburg, PA

Good luck to the following students who are starting their externships in October:

Administrative Assistant
Marcia Hall

Childcare
Jillian Wenclawiak

Culinary
Sherri Conn
Jody Mecca

Massage Therapy
Carrington Williams

Medical Billing & Insurance Coding
Susan Bianchi
Pamela Elliot
Dondi Shutt

Medical Office Technology
Crystal Cook

Paralegal
Brian Blais



Back Deck Renovations



Awnings at the Rear and Student Entrances



In addition to our beautiful new deck and South Wing, Mr. Snyder has added 3 new awnings to cover entrances to the building. There have also been 6 new heating/cooling units installed. Make sure to get a look at all our new improvements!

Recipe of the Month: Curry Pumpkin Soup

Submitted by: Chef Kennedy

Ingredients:

2 tablespoons pumpkin seeds (optional)

2 tablespoons butter

3 tablespoons all-purpose flour

2 tablespoons curry powder

4 cups vegetable broth

1 (29 ounce) can pumpkin

1 1/2 cups half-and-half cream

2 tablespoons soy sauce

1 tablespoon white sugar

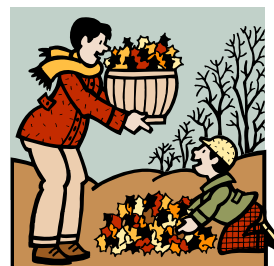
Salt and pepper to taste

Procedure:

1. Preheat oven to 375 degrees Fahrenheit. Arrange pumpkin seeds in a single layer on a baking sheet. Toast in preheated oven for about 10 minutes, or until seeds begin to brown.
2. Melt butter in a large pot over medium heat. Stir in flour and curry powder until smooth. Cook, stirring, until mixture begins to bubble. Gradually whisk in broth, and cook until thickened. Stir in pumpkin and half-and-half. Season with soy sauce, sugar, salt and pepper. Bring just to a boil, then remove from heat. Garnish with roasted pumpkin seeds.



The season is changing and it is getting cooler and damper outside. What perfect way to embrace the cold, then with a bowl of Curry Pumpkin Soup!



CALENDAR OF EVENTS

October

- 10/1:** New Student Meet & Greet
11AM-1PM
- 10/5:** CAT Meeting 3:15 PM (rm. 103)
- 10/7:** New Start-Evening;
Birthday Celebrations
12 PM & 7 PM
- 10/11:** New Start-Evening
- 10/12:** OPEN HOUSE 10AM-7PM
- 10/13:** End Mod-Eve. (Old Programs)
- 10/14:** Evening Round Table – 7 PM;
New Evening Module (Old Programs)
- 10/15:** Day Round Table – 1 PM
- 10/19:** Day Honors
- 10/26:** Evening Honors
- 10/27:** Halloween Party
- 10/28:** Day Mod Ends
- 10/29:** New Start-Day

November

- 11/2:** CAT Meeting 3:15PM (rm. 103)
- 11/3:** End Mod-Day (Old Programs)
- 11/4:** Birthday Celebrations
12 PM & 7 PM
New Mod-Day (Old Programs)
- 11/9:** OPEN HOUSE 10AM-7PM
- 11/10:** Evening Round Table – 7 PM
- 11/11:** Day Round Table – 1 PM;
- 11/16:** Day Honors
- 11/25-11/26:** SCHOOL CLOSED



October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Meet and Greet	2
3	4	5 CAT Meeting	6 Mod End-Eve.	7 New Start-Evening	8	9
10	11 New Start-Evening	12 OPEN HOUSE	13 Mod End-Eve.	14 Round Table 7 PM New Mod-Eve.	15 Round Table 1 PM	16
17	18	19 Day Honors	20	21	22	23
24	25	26 Evening Honors	27 	28 Round Table 7 PM Mod End-Day	29 New Start- Day Round Table	30
31 						

November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 CAT MEETING	3 End Mod-Day	4 New Mod-Day	5	6
7	8	9 OPEN HOUSE	10 Round Table 7 PM	11 Round Table 1 PM	12	13
14	15	16 Day Honors	17	18	19	20
21	22	23	24	25 THANKSGIVING	26 BREAK	27
28	29	30				