



# LACKAWANNA

---

# COLLEGE

## 2020-21 College Catalog Addendum

**Issued February 2021**

Effective immediately upon its publication in February 2021, this addendum to the 2020-21 Lackawanna College Catalog updates the availability of certain certificate programs at three college locations.

# Continuing Education Department

The Continuing Education Department of Lackawanna College is located in Angeli Hall, 501 Vine St. Scranton, PA 18509. Continuing Education addresses those needs of the community that do not fall under the traditional college degree-program structure. The Continuing Education Department includes the College's non-matriculating courses and a variety of training programs for both personal and professional development. Individuals may choose courses that fill a personal need, develop basic skills, or allow them to advance in their careers or start a new one. Continuing Education offerings include credit and non-credit courses, certificate programs, specialized job training and seminars.

Continuing Education courses are offered at the main campus in Scranton and at five Satellite Centers, located in Hawley, Hazleton, Towanda, Sunbury, and Lackawanna College's Environmental Education Center in Covington Twp. To meet a variety of scheduling needs, courses are offered days, evenings, over lunch hours and on weekends. Arrangements can also be made for customized on-site training. Programs vary by location and are identified below.

Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. Additional hours are available by appointment. Appointments can be made by calling (570) 961-7813.

## Scranton (Main Campus)

- The Police Academy
- Nurse Aide Training Program
- Information Management Technician Certification Program
- Information Management Technician with Medical Billing Certification
- Administrative Support Technician Program
- Customer Service with Microsoft Office Certifications Program
- Microsoft Office Specialist Certification Program
- Medical Billing & Coding Certification Program
- Hospitality Certification Program
- Accelerated Bookkeeping Certification Program
- Administrative Medical Office Assistant Certification
- Management Career Prep Certification Program
- GED to Credential Program:
- Job Ready (Business/Accounting)
- MOS (Microsoft Office Specialist)
- GED Testing: Lackawanna College is an accredited testing site for GED examinations.
- Summer Youth Camps

### Police Academy

Lackawanna College operates a Pennsylvania Municipal Police Training Academy to provide education and training for individuals serving in municipal police departments. Lackawanna is the only private

college in northeastern Pennsylvania certified by the Municipal Police Officers Education Training Commission (MPOETC) to provide this training. Lackawanna College is certified to hold the licenses for 2 of the 22 certified police academies in Pennsylvania. The locations of the Lackawanna College Police Academy sites are Scranton and Hazleton.

Training offered by the Police Academy include Basic Municipal Police Training under Act 120, annual Pennsylvania Municipal Police Mandatory In-Service Training, Lethal Weapons Security Certification under Act 235, and Continuing Law Enforcement Education in all areas of police training supervision and wellness. Additionally, completion of Pennsylvania Municipal Police Basic Training (ACT 120) will provide 21 credits toward an associate or bachelor's degree in Criminal Justice at Lackawanna College.

Since its founding in 1977, the Lackawanna College Pennsylvania Municipal Police Training Academy has graduated over 250 classes in the Act 120 Basic Training Program. Through its locations in Scranton and Hazleton, the Police Academy has graduated more than 4,000 individuals and has provided continuing training to tens of thousands of police officers throughout the Commonwealth. The Lackawanna College Pennsylvania Municipal Police Training Academy offers both full- and part-time programs, running on average two full-time and one part-time class each year in Scranton and two full-time and one part-time class each year in Hazleton.

Candidates apply to the Lackawanna College Police Academy as a civilian not employed or sponsored by a municipal police agency or as one hired sponsored by a municipal police department. The Academy is a highly structured organization, just as police departments are, and cadets are expected to exhibit professional discipline and follow strict code of conduct that is separate and different from the one covering the College's other students. Admission requirements include the successful completion of a criminal history check, physical examination, a personal history, an independent psychological exam, letters of reference, reading test, physical agility test and an interview with the Director of Operations. The application process is competitive and does not adhere to open enrollment.

Lackawanna College Police Academy proudly employs more than 70 instructors who are active law enforcement officers from the local, state, county and federal level; Chiefs of Police; and practicing attorneys. The Academy is committed to providing extensive training to its Cadets above and beyond that mandated by the Commonwealth and includes in this training requirements of community service by assisting local agencies, law enforcement and civic organizations in a variety of functions. Annually, Cadets provide collectively more than 5,000 hours of community service to Northeastern Pennsylvania. The Academy's graduates have served in the Commonwealth and throughout the nation with local, state and federal law enforcement agencies. Many of our graduates serve in law enforcement leadership positions as police supervisors and Chiefs of Police.

## **POLICE ACADEMY PROGRAMS**

### **THE PENNSYLVANIA MUNICIPAL POLICE BASIC TRAINING PROGRAM (ACT 120)**

All municipal police officer candidates are required to complete the Pennsylvania Municipal Police Officers Education and Training Program (ACT 120), prior to their certification to serve as police officers in Pennsylvania. The training includes instruction in the areas of police science, law, procedure, behavioral science, cultural awareness, mental health response, firearms, self-defense, use of force, critical decision making, physical fitness, emergency vehicle operations, emergency medical response and a variety of other specializations.

### **LETHAL WEAPONS TRAINING (ACT 235)**

The Police Academy provides a Lethal Weapons Training Program, in accordance with provisions enacted in Pennsylvania's Legislative Act 235. According to state law, all security officers carrying weapons must complete this program to be state certified for a five-year period. Re-certification classes are also conducted by the Police Academy for security officers.

### **PENNSYLVANIA MUNICIPAL POLICE MANDATORY IN-SERVICE TRAINING (ACT 180)**

Pennsylvania Certified Municipal Police Officers are required to complete annually twelve (12) hours of approved continuing education.

### **LAW ENFORCEMENT CONTINUING EDUCATION**

The Lackawanna College Police Academy offers a variety of continuing education programs for law enforcement, first responders, and public and private safety and security training and civilian safety programs throughout northeast Pennsylvania. A sample of some of the programs offered, emergency first aid and CPR certification and recertification, firearms training, law enforcement less lethal training, crisis and incident command, threat assessment and management for business and industry, violence in the workplace and personal safety and self-defense. The courses can be customized to meet the needs of any size organization.

Police Academy graduates are able to transfer with advanced placement into Lackawanna College's Criminal Justice program in order to earn an associate or bachelor's degree. They receive institutional credits for the instruction they have already undergone which helps them meet the requirements for their degrees.

### **Nurse Aide Training Program**

The Nurse Aide Training Program at Lackawanna College prepares students with the education to meet their goal of helping those in need. The program provides students with the knowledge and skills to care for patients in a variety of healthcare settings as hospitals, long-term care facilities, rehabilitation centers, home care and hospice.

The program is affordable and designed to prepare you to take the National Nurse Aide Assessment Program (NNAAP) examination upon successful completion. The Nurse Aide program will give you the confidence, knowledge, and education to excel in the workforce and the skills to become a safe and competent caregiver.

This is an intense and rewarding 128-hour program that is approved by the Pennsylvania Department of Education. Under the direct supervision of a nurse, students will learn about their role and function in caring for others. This includes communication, infection control measures, safety and emergency procedures, respecting residents' rights and promoting independence, basic nursing skills, signs and symptoms of disease, safe environment, personal care skills, death and dying, restorative care, behavioral health, and care of the cognitively impaired resident. A satisfactory grade in all components of theory, laboratory skills and clinical hours must be achieved to receive a certificate of completion.

[More program information here](#)

## **Information Management Technician Certification Program**

This program gives students a full understanding and knowledge of Microsoft Office 2016 (Introductory, Advanced and Post-Advanced), including Introduction to Computers and Advanced Computers, Office Technology, Math of Finance, and Business Communications.

The student will receive instruction in Principles of Management, Accounting, Computerized Accounting, Management Information Systems, Human Resource Management, Business Ethics and various employment readiness skills.

Upon successful completion of this program, the student will be prepared to take the Microsoft Office Certification exam for each program application (Word, Excel, Access, PowerPoint, and Outlook), and have the necessary skills to obtain a position in a variety of office and information management settings. This program runs 1200 hours (25 hours per week for 48 weeks), after which a one-year certificate is awarded.

[Download more information here \(PDF\)](#)

## **Information Management Technician with Medical Billing and Coding Certification**

This program is designed to prepare students to re-enter the workforce with a broad range of knowledge in both the Medical field as well as the Business community.

Students will gain a full understanding and knowledge of Microsoft Office 2016 (Introductory, Advanced and Post-Advanced), including Introduction to Computers and Advanced Computers, Office Technology, Math of Finance, and Business Communications.

The student will receive instruction in Principles of Management, Accounting, Computerized Accounting, Management Information Systems, Human Resource Management, Business Ethics, and various employment readiness skills.

In addition, the students will spend 19 weeks (475 hour) in a certification program learning Medical Terminology, Anatomy and Physiology, Insurance, Billing and Coding, and ICD 10 2020 and CPT 2020. This additional programming will provide students with comprehensive training that allows them to work in a medical environment such as hospitals, nursing homes and doctor's offices.

Upon successful completion of this program, the student will be prepared to take the Microsoft Office Certification exam for each program application (Word, Excel, Access, PowerPoint, and Outlook), as well as the Certified Coding Associate (CCA) exam. These certifications will provide students with the necessary skills to obtain a position in a variety of office/medical office and information management/medical information management settings. This dual-certificate program runs 1600 hours (25 hours per week for 68 weeks).

[Download more information here \(PDF\)](#)

## **Administrative Support Technician Program**

This 14-week certificate program is designed to give the student a general understanding and knowledge of office procedures that will prepare them for entering or re-entering the workforce. This also will include Microsoft Office Specialist (MOS) Certification. The student will receive instruction in Microsoft Office, Principles of Accounting, Computerized Accounting (QuickBooks), Business Communications and Employment Readiness skills. Upon successful completion of this program, the student will have the ability to sit for the Microsoft Office Specialist certifications in Word and Excel,

which focus on demonstrating skills using 2016 Microsoft Office and the Windows operating system. This program is 350 hours (25 hours per week for 14 weeks).

[Download more information here \(PDF\)](#)

### **Customer Service with Microsoft Office Certifications**

This 12-week certificate program is designed to prepare the student for a variety of entry level customer service positions. Students will gain knowledge in all areas of customer service, including Business Communications and organization skills. Upon completion of this certification program, students will be prepared to seek employment in a myriad of customer-centric areas, such as Call Centers, Credit Card Companies, Insurance Agencies, Financial Institutions, Retail Establishments, etc. In addition, the Microsoft Word and Excel certifications will demonstrate that each graduate meets globally recognized performance standards. This program is 360 hours (30 hours per week for 12 weeks).

[Download more information here \(PDF\)](#)

### **Microsoft Office Specialist Certification Program**

This 5-month certificate program is designed to give the student a strong knowledge of Microsoft Office including Word, Excel, Access, PowerPoint and Outlook. Microsoft Office Specialist (MOS) certifications focus on demonstrating skills in using the Microsoft Office 2016 System and candidates who pass a certification exam show that they can meet globally recognized performance standards. Candidates must pass one certification exam in order to earn a MOS certification. In addition, each student will receive instruction in Business Communications, Accounting 1, Spanish for the Workplace (Online), and Customer Service Skills. Upon successful completion of this program, the student will have the necessary skills to obtain MOS Certification. This course is 550 hours (25 hours per week for 22 weeks). Open entry policy enables students to enroll in this program at the start of any one of the applications, allowing for a more efficient rotation and completion.

[Download more information here \(PDF\)](#)

### **Medical Billing & Coding Certification Program**

This 21-week 525-hour certification program will provide students comprehensive training in key topics necessary to work in a medical environment such as hospitals, nursing homes and doctor's offices. In addition, students will be prepared to take the Certified Coding Associate (CCA) which is an entry-level exam. Course components include: Medical Terminology, Anatomy and Physiology, Insurance, Billing and Coding, Spanish for the Medical Front Office (Online), ICD 10 2020 & CPT 2020.

[Download more information here \(PDF\)](#)

### **Hospitality Certification Program**

The Hospitality Certificate Program is designed for students who would like to enter the fields of Culinary and Hospitality. Each student will have the skills to demonstrate the knowledge and ability to be in compliance with the food services sanitation and service standards as dictated by the Pennsylvania Department of Agriculture by receiving their ServSafe and RAMP Certifications.

In addition to the ServSafe and RAMP curriculum, students will be provided instruction in Microsoft Excel (MOS in Excel Introductory and Advanced), Business Communications, Food and Nutrition, Culinary Math, Customer Service, Hospitality Computer Applications, and Employment Readiness skills. Students successfully completing this program will be eligible to receive 18 Lackawanna College credits if they

choose to pursue a degree in either the Culinary Arts or Hospitality Management degree programs. This certificate program runs for 500 hours (20 hours per week for 25 weeks).

### **Accelerated Bookkeeping Certification Program**

This accelerated program is designed to give the student a strong knowledge of Bookkeeping procedures that will include tasks related to recording financial transactions, maintaining records, creating statements and tracking customer or client accounts. In addition, students will learn to create companies, work with sales and receivables, payables and purchases, budgets & end-of-period procedures using the QuickBooks Professional software. Included: QuickBooks Pro Certification and Microsoft Excel Certification.

[Download more information here \(PDF\)](#)

### **Administrative Medical Office Assistant Career Prep Online**

Administrative Medical Assisting is one of the fastest growing careers in the health care industry today. The need for professionals that understand how to utilize computerized medical office software and perform administrative office procedures is growing substantially. Physician practices, hospitals, chiropractic practices, and other health care providers all depend on administrative professionals for day-to-day-support. In the Administrative Medical Assistant course, you will learn medical terminology, patient confidentiality, scheduling, customer service, basic patient documentation, and basic billing as well as other administrative duties required by front office personnel including Microsoft Windows, Outlook and Word. In addition, students will prepare and take the National Healthcareer Association (NHA) Medical Administrative Assistant Certification exam as well as the Microsoft Office Word certification exam.

[Download more information here \(PDF\)](#)

### **Management Career Prep with Microsoft Certifications**

This 15-week certification program is designed to give each student a strong knowledge of management within the business community. Each student will have a choice of either the Business Management Career Prep track or the Associate Professional in Human Resources track, both of which include online components. In addition, each student will be trained and certified in Microsoft applications including Word, Excel and Power Point.

### **GED to Credential Program**

This 22-week program is designed for students who have dropped out of high school and need a viable option that provides support while they receive their High School Equivalency (GED). In addition, this innovative program offers students the ability to receive an industry recognized credential while working on the academic coursework of the GED. This provides an opportunity for the student to graduate with two successful completions, as well as jump start into a high-priority occupation.

Students will also receive training in employment readiness skills, such as resume and cover letter writing, job search assistance, as well as interviewing skills. Credential programs offered include:

- GED to Job Ready (Business/Accounting) – [Download more information here \(PDF\)](#)
- GED to MOS (Microsoft Office Specialist) – [Download more information here \(PDF\)](#)

### **GED Testing**

Lackawanna College is a certified Pearson VUE GED Testing Center. The hours of operation at the testing center are Monday, Wednesday, and Friday from 9 a.m. to 1 p.m. The GED Testing Center will not be

open during holiday weekends. In case of weather or another related emergency, please call (570) 961-7899 to confirm that the College is open.

Anyone wishing to take part or all of the GED Exam should register and pay for test at <http://www.ged.com>. Once your appointment is scheduled and paid for, your testing time will be secure. Registration for testing is held in Room 205 at Angeli Hall (501 Vine St, Scranton, PA).

Please arrive at the testing center alone and no earlier than 15 minutes before your scheduled testing time. Entry to the building will be through the Washington Avenue student parking lot (lower door). All testers must entering the building must go directly to the screening area located inside ground floor door. Once you have been screened and processed you will be directed to registration room.

For more specific information on testing please go to <https://www.lackawanna.edu/continuing-education/ged/> or contact Bridget Duggan, GED Testing Administrator at (570) 961-7883.

### Summer Youth Camps

Lackawanna College offers the youth of Lackawanna and surrounding counties with various structured, age-appropriate activities that help with both academic and personal enrichment. Our Summer Youth Camps engage learners ranging from age 5 – 18 in a variety of problem-solving, critical thinking, team building, recreational, exploratory and creativity tasks. Camps are typically 1 week in length and vary from 2.5 hours to full-day programs.

## Hazleton Center

- Customer Service with Microsoft Certifications
- ESL to Customer Service with Microsoft Certifications
- Nurse Aide Training Program
- Microsoft Office Specialist Certification Program
- Translation and Interpretation Certificate Curriculum (English/Spanish track)
- Part-time Pennsylvania Municipal Police Basic Training Program (ACT 120) (see Scranton)

### Customer Service with Microsoft Certifications

This 12-week certificate program is designed to prepare the student for a variety of entry level customer service positions. Students will gain knowledge in all areas of customer service, including call handling, effective written communication, and organization skills. Upon completion of this certification program, students will be prepared to seek employment in a myriad of customer-centric areas, such as Call Centers, Credit Card Companies, Insurance Agencies, Financial Institutions, Retail Establishments, etc. In addition, the Microsoft Word and Excel certifications will demonstrate that each graduate meets globally recognized performance standards. This program is 300 hours (25 hours per week for 12 weeks).

### ESL to Customer Service with Microsoft Certifications

This 22-week certificate program is designed to prepare the English language learner with a foundation in the language skills necessary to enter into a variety of business occupations as a customer service professional. The 90-hour (9 hours per week for 10 weeks) ESL course offers the student practical training for listening, speaking and writing in American English, and serves as a pre-requisite to the



Customer Service certificate program. The course not only focuses on proper grammatical usage of the English language, but also on current face-to-face and Internet jargon.

Upon completion of the ESL component, students will gain knowledge in all areas of customer service, including call handling, effective written communication, and organization skills. Upon completion of this certification program, students will be prepared to seek employment in a myriad of customer-centric areas, such as Call Centers, Credit Card Companies, Insurance Agencies, Financial Institutions, Retail Establishments, etc. In addition, the Microsoft Word and Excel certifications will demonstrate that each graduate meets globally recognized performance standards. This program is 390 hours and will be completed in 22 weeks.

[Download more information here \(PDF\)](#)

## **Nurse Aide Training Program**

[Click here for more information](#)

## **Microsoft Office Specialist Certification Program**

This 5-month certificate program is designed to give the student a strong knowledge of Microsoft Office including Word, Excel, Access, PowerPoint and Outlook. Microsoft Office Specialist (MOS) certifications focus on demonstrating skills in using the Microsoft Office 2016 System and candidates who pass a certification exam show that they can meet globally recognized performance standards. Candidates must pass one certification exam in order to earn a MOS certification. In addition, each student will receive instruction in Business Communications, Accounting 1, and Customer Service Skills. Upon successful completion of this program, the student will have the necessary skills to obtain MOS Certification. This course is 500 hours (25 hours per week for 20 weeks). Open entry policy enables students to enroll in this program at the start of any one of the applications, allowing for a more efficient rotation and completion.

[Download more information here \(PDF\)](#)

## **Translation and Interpretation Certificate Curriculum (English/Spanish track)**

The 12-Credit Translation and Interpretation Certificate program provides the foundation needed to validate one's Spanish writing and speaking ability. Students will learn the basic through advanced skills of Translation and Interpretation to gain a deeper understanding of the theory and practice of professionals in that field.

All students must have successfully completed ENG105- College Writing and COM125- Public Speaking as a prerequisite into this program.

### **THEORY AND PRACTICE OF TRANSLATION**

**Course Description:** This course is an introductory course focusing on theory and practice of written translation in English and Spanish. This course will provide students with a comprehensive understanding of the philosophy and implementation of written translation, focusing on the basic skills and techniques needed to translate any written document from English to Spanish and Spanish to English. General review of medical, legal, text, business, financial, advertisement, social services and other forms of translation are addressed, as well as transferrable industry skills and career potential for translators. Students will translate practice texts from legal documents, reports, articles, etc. applying techniques and practices learned within the course, focusing on grammatical components of English and Spanish at all times.

**Student Learning Outcomes:**

1. Demonstrate comprehensive understanding of the theory and practice of translation and their importance in the act of translation.
2. Identify linguistic and cultural challenges with translation of any written document from English to Spanish and/or Spanish to English and demonstrate understanding of how to address and overcome these challenges.
3. Use skills learned in the course to complete successful written translation of documents from English to Spanish and/or Spanish to English.
4. Demonstrate the proper qualities and necessary behaviors to become a successful translator.

**THEORY AND PRACTICE OF INTERPRETATION**

**Course Description:** This course is an introductory course focusing on the theory and practice of spoken interpretation in English and Spanish. This course will provide students with a comprehensive understanding of the philosophy and implementation of spoken interpretation, focusing on the basic skills and techniques needed to interpret in any situation from English to Spanish and Spanish to English. This course focuses on community interpreting across a wide variety of settings, addressing simultaneous and consecutive practices of interpreting. Students will observe spoken interpretation in a variety of industries, and practice spoken interpretation in class in mock situations in need of an interpreter. Students will focus on cultural challenges and elements while interpreting and address how to overcome these challenges, while working in high-pressure situations.

**Student Learning Outcomes:**

1. Demonstrate comprehensive understanding of the theory and practice of interpretation and their importance in the act of interpretation.
2. Identify linguistic and cultural challenges with interpretation in varying situations from English to Spanish and/or Spanish to English and demonstrate understanding of how to address and overcome these challenges.
3. Identify the differences between simultaneous and consecutive interpreting and determine which practice should be used in specific situations.
4. Use skills learned in the course to complete successful interpretation from English to Spanish and/or Spanish to English.
5. Demonstrate the proper qualities and necessary behaviors to become a successful interpreter, particularly focusing on cross-cultural awareness and people skills in sensitive situations.

**ADVANCED TECHNIQUES OF TRANSLATION**

**Course Description:** This course is an advanced course in the development, practice and implementation specific necessary skills for successful written translation in English and Spanish. This course will provide students with the tools and techniques used in written translation, focusing on the specific linguistic and cultural elements needed to successfully translate any written document from English to Spanish and Spanish to English. Specific review of medical, legal, text, business, financial, advertisement, social services and other forms of translation are addressed, as well as the differing vocabulary and techniques used for different industries. Students will translate practice texts from legal documents, reports,

articles, etc. applying techniques and practices learned within the course, focusing on grammatical components of English and Spanish at all times.

#### **Student Learning Outcomes:**

1. Demonstrate comprehensive understanding and implementation of the necessary skills for advanced practice of translation across varying industries.
2. Identify linguistic and cultural challenges with translation of any written document from English to Spanish and/or Spanish to English and demonstrate understanding and implementation of how to address and overcome these challenges, specifically in relation to differing vocabulary and meanings across demographic areas and cultures.
3. Use technical skills learned in the course to complete successful written translation of documents from English to Spanish and/or Spanish to English.
4. Demonstrate the proper qualities and necessary behaviors to become a successful translator.

### **ADVANCED TECHNIQUES OF INTERPRETATION**

**Course Description:** This course is an advanced course focusing on the development, practice and implementation of spoken interpretation in English and Spanish. This course will provide students with the tools and techniques used in spoken interpretation, focusing on the specific linguistic and cultural elements needed to successfully interpret in any situation from English to Spanish and Spanish to English. This course focuses on community interpreting across a wide variety of settings, such as medical, legal, business, financial, advertising and social services and other industries, determining when simultaneous, consecutive or other practices of interpreting are necessary. Students will practice spoken interpretation in a variety of situations in need of an interpreter, maintain professionalism and the communicant's dignity in high-stress and highly sensitive situations. Students will also practice notetaking, its importance, and how to successfully take notes while listening attentively. Students will focus on cultural challenges and elements while interpreting and address how to overcome these challenges, specifically in regard to vocabulary and cultural differences.

#### **Student Learning Outcomes:**

1. Demonstrate comprehensive understanding and implementation of the necessary skills for advanced practice of interpretation across varying industries.
2. Identify linguistic and cultural challenges with interpretation in any industry and situation from English to Spanish and/or Spanish to English and demonstrate understanding and implementation of how to address and overcome these challenges, specifically in relation to differing vocabulary and meanings across demographic areas and cultures, as well as cultural resistance to situations.
3. Determine which practice of interpreting is necessary in a given situation, whether simultaneous, consecutive, sight, or none of the above.
4. Demonstrate successful note-taking skills and determine when such skills are necessary in specific situations.
5. Use skills learned in the course to complete successful interpretation from English to Spanish and/or Spanish to English.
6. Demonstrate the proper qualities and necessary behaviors to become a successful interpreter, particularly focusing on cross-cultural awareness and people skills in sensitive situations.

[Download more information here \(PDF\)](#)

# Lake Region Center

- Administrative Medical Assistant Career Prep Certification Program
- Administrative Support Technician
- Accelerated Bookkeeping Certification Program
- Agribusiness Certificate
- GED to Job Ready Program
- Medical Billing and Coding Certification Program
- Nurse Aide Training Program
- Online Bookkeeping Administration Expert
- Massage Therapist Certificate Program
- Real Estate Pre-Licensing Program

## **Administrative Medical Assistant Career Prep Certification Program**

This 365-hour program will allow the students the training to work in a medical environment as an Administrative Medical Assistant.

[Download more information here \(PDF\)](#)

## **Administrative Support Technician**

This 14-week certificate program is designed to give the student a general understanding and knowledge of office procedures that will prepare them for entering or re-entering the workforce in a variety of administrative office positions. This also will include Microsoft Office Specialist (MOS) Certification. The student will receive instruction in Microsoft Office, Principles of Accounting, Computerized Accounting (QuickBooks), Business Communications and Employment Readiness skills. Upon successful completion of this program, the student will have the ability to sit for the Microsoft Office Specialist certifications in Word and Excel, which focus on demonstrating skills using 2016 Microsoft Office and the Windows operating system. This program is 350 hours (25 hours per week for 14 weeks).

[Download more information here \(PDF\)](#)

## **Accelerated Bookkeeping Certification Program**

This accelerated program is designed to give the student a strong knowledge of Bookkeeping procedures that will include tasks related to recording financial transactions, maintaining records, creating statements and tracking customer or client accounts.

[Download more information here \(PDF\)](#)

## **Agribusiness Certificate**

This 14-week, 280 hour, certificate program is designed to give an understanding of agricultural practices and an introduction into business that will provide the foundation for starting a successful farm. Students receive instruction in farm business management, farm structures, farm equipment maintenance, pest management, and soil science.

[Download more information here \(PDF\)](#)

## **GED to Job Ready Program**

This 22-week innovative training program offers students the opportunity to receive an industry recognized credential while working on the academic coursework of the GED. This provides an opportunity to graduate with two successful completions as well as jump start into a high priority occupation.

[Download more information here \(PDF\)](#)

## **Medical Billing & Coding Certification Program**

This 475-hour program will allow the students the training to work in a Medical environment doing Medical Terminology, Billing and Coding. Coursework, taught from the practitioner's perspective, focuses on skills and coding competencies used in settings such as hospitals and physician practices.

[Download more information here \(PDF\)](#)

## **Nurse Aide Training Program**

[Click here for more information](#)

## **Online Bookkeeping Administration Expert**

This accelerated program is designed to give the student a strong knowledge of Bookkeeping procedures that will include tasks related to recording financial transactions, maintaining records, creating statements and tracking customer or client accounts.

[Download more information here \(PDF\)](#)

## **Massage Therapy Program**

The Massage Therapy program is a 720-hour, non-credit program per Pennsylvania state guidelines, with a 96-hour supervised hands-on clinical externship at *The Lodge at Woodloch* for a total of 720 hours or approximately 6 months. After successful completion of the program, students are eligible to take the MBLEx (Massage and Bodywork Licensing Exam) in order to obtain licensure from the Pennsylvania State Board of Massage Therapy. Students will receive instruction in massage therapy education which includes: massage and bodywork assessment and application (Swedish Massage, Hydrotherapy/Aromatherapy, Allied Modalities, Therapeutic & Medical Massage), professional ethics, anatomy & physiology, kinesiology, pathology, as well as business practices and much more. Students will also receive CPR certification through the American Heart Association.

[Download more information here \(PDF\)](#)

## **Real Estate Pre-Licensing Program**

The Pennsylvania Real Estate Commission regulations require that an applicant successfully completes a 60-hour course in Real Estate Fundamentals and Real Estate Practice before they can apply to take the state real estate exam. Our 30-hour Real Estate Fundamentals course introduces students to the language, principles, and legal concepts that govern real estate ownership and its transfer in Pennsylvania. This course is designed to prepare students for the state licensing exam. The 45-hour Real Estate Practices course provides an introduction to real estate business and will focus on areas of specialization, including: techniques, procedures, and ethics involved in a real estate transaction. This course is designed to provide a working knowledge of forms and documents.

[Download more information here \(PDF\)](#)