

Lenape Adult and Continuing Education Programs of Study

Need to learn or enhance skills that can lead to employment or promotion? Lenape Adult and Continuing Education offers several Programs of Study that can lead you to new or improved employment opportunities. Classes within the following programs can be taken individually to enhance what you already know, or they can be taken as a group that will provide you with the skills and knowledge you need for a new beginning.

NEW THIS SEMESTER is our Business Program of Study. This series of classes was designed to equip learners with the skills needed to start a small business, or to enhance your ability to run your current business at an optimal level.

Introduction to Business

Marketing Management

Accounting Fundamentals

Business Law & Ethics

Managing and Organizing People

Human Resource Management

Business Communication

Medical Office Assistant Program of Study

Keyboarding

Medical Terminology

Medical Law & Ethics

Medical Coding Basics

Medical Coding Intermediate Medical

Insurance Billing Basics Medical

Insurance Billing Intermediate

Computerized Medical Office

Medical Transcriptionist Program of Study

Keyboarding

Medical Terminology

Medical Coding Basics

Medical Coding Intermediate Medical

Insurance Billing Basics Medical

Insurance Billing Intermediate Medical

Transcription

Forklift Operation Program of Study - This program can lead to certification or re-certification in this field which is OSHA approved

Sit Down Counterbalanced Forklift Operator Safety Training Re-Certification

Sit Down Counterbalanced Forklift Operator Safety Training

Refrigerant Recovery Certification Program of Study - Successful completion of this review and exam leads to a National EPA certification card.

Refrigerant Recovery Certification Exam & Review - This class is for persons with some refrigeration and air conditioning knowledge and experience.

State Inspection Program of Study - Successful completion of this program can lead to P A State Certification in this field.

State Inspection- Cars

State Inspection - Motorcycle (must have motorcycle license)

ServSafe Program of Study - Successful completion of this program can lead to USDA Certification in this field.

ServeSafe

Phlebotomy Certification Training - This one hundred and forty-two class hour program will qualify you to take the national phlebotomy certification examination through the International Academy of Phlebotomy Sciences, Inc.

Phlebotomy Certification Training

Notary Training Seminars

Basic Notary Training Seminar - This state-approved seminar fulfills the mandatory education provision for new notaries.

Advanced Notary Training Seminar - This advanced class includes actual examples from notarial practice.

Motor Vehicle Basics Seminars

Motor Vehicle Basics Seminar - This Penn DOT state-approved seminar satisfies the Act 152 training requirements for anyone with less than 5 years of experience who fills in, completes, finalizes or is responsible for the accuracy of Pen DOT paperwork.

Motor Vehicle Advanced Seminar - This Penn Dot state-approved seminar covers more complex motor vehicle forms and procedures, including "repos, " reconstructs" and import vehicles. It is an extension of the Motor Vehicle Basics Seminar and does satisfy the Act 152 training requirement.