

Lenape Tech Spring 2024 Adult & Continuing Education Schedule

"Providing each student a quality education to align with the skill needs of today's employers"



Get In. Get Trained. Get to Work!



HVACR



Dental Assistant



Phlebotomy

National
Healthcare
Association*



**EXPLORE
The Trades**



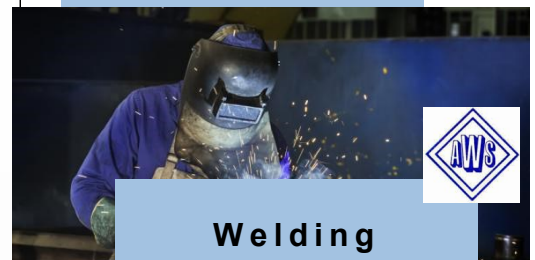
**Clinical Medical
Assistant**



**Pharmacy
Technician**



**Electrical
Technician**



Welding

Lenape Adult Education is committed to helping adults achieve educational and career goals by providing convenient and affordable learning opportunities:

- Evening Career Programs & Courses
- Online Learning
- Business & Industry Training Solutions
- Personal Enrichment
- Industry Certification Training

Our programs and classes allow students to explore new areas and develop new abilities for either personal or professional reasons - all for a reasonable investment of time and money and in a friendly yet challenging atmosphere.

Enroll today and see for yourself!

www.lenapeadulthoodeducation.com



NexTier
ADULT LEARNING CENTER
at Lenape Tech

Phone: 724-763-5916

Fax: 724-763-3073

Email:

evanlyn@lenape.k12.pa.us



INDIVIDUAL TRADE CLASSES

WELDING BASICS - Learn the basics of Shielded Metal Arc Welding, commonly referred to as Stick welding. Covers welding in the flat, horizontal, vertical positions with different types of electrodes along with welding safety and oxy-fuel cutting. This hands-on class will serve as an excellent foundation for those interested in welding. Tuition includes textbook/materials/Welding helmets for use during class. Student provides personal welding gloves.
Mon/Wed 5:30-9:30 PM Feb 12-Mar 6, 2024 \$695.00

Welding III: TIG & MIG - This class is the next step for those who know welding basics and work as welders or serious hobbyists. This course will cover theory and practice of MIG and TIG welding on steel, stainless and aluminum, as well as flux core-gas shielded will be covered.
Mon/Wed 5:30-9:30pm Apr 15—May 8, 2024 \$695.00

BASIC WELD INSPECTION—Prepare to become a CWI! A basic course in welding inspection and a beneficial class for welders, supervisors, engineers, and shop owners alike. Welding inspection, codes, qualification/certification, welding symbols, non-destructive testing, processes and materials will be covered. Students required to bring flashlight, magnifier, 6" steel ruler. G.A.L. gauges provided. **Mon/Wed 5:30-9:30 PM Mar 20-27, 2024 \$455.00**

BLUEPRINT READING FOR THE TRADES - Class covers how to interpret information on blueprints. Topics covered include: line types, multi-view drawings, section views, tolerancing, dimensioning, welding symbols, introduction to GD&T, and general print reading information.
Tuesday 5:30-8:30 PM Feb 20—Mar 12, 2024 \$259.00

ELECTRICAL FUNDAMENTALS - Course addresses aspects of wiring, circuit planning & layout from breaker box to outlet for residential, as well as 220 applications for light commercial use (refrigeration, deep fryers etc.) Learn how to gauge circuits, 3 phase services, and the newest code requirements. Meter Included.
Mondays 6:00 - 9:00 PM Feb 26-Apr 29, 2024 \$655.00

UNDERSTANDING & INTERPRETING ELECTRICAL SCHEMATICS
Learn electric ladder diagrams as well as reading and drawing electrical schematics. It is recommended this class be taken in conjunction with Electrical Fundamentals listed above.
Tuesdays 6:00-9:00PM Mar 5—Apr 9, 2024 \$395.00

FUNDAMENTALS OF HVAC/R - Learn the operating principles of gas furnaces, oil furnaces and split air conditioning systems (Central air). Learn to tear down, install, troubleshoot and adjust systems to manufacturer's recommendations. Course is blended lab and classroom instruction. 30 hrs.
Wed 6:00 - 9:00 PM Feb 21—May 8, 2024 \$655.00

EPA 608 PREP & EXAM For persons with some refrigeration and air conditioning knowledge and experience. The purpose is to attain an EPA 608 certification card. Registration includes study guide, prep materials, access to practice tests & exam. This is a self-study and testing opportunity.
Testing runs 4:30-8pm May 13,14,15, 2024 \$189.00

OSHA 10 GENERAL INDUSTRY TRAINING This training program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. Program intended to provide instruction in accordance with 29CFR1910.
Mon-Wed-Thurs 5:00-8:30pm TBA \$199.00

SMALL ENGINE REPAIR Students will learn how a small engine works, troubleshooting, disassemble/assemble a small engine. More topics may be addressed depending on the class desire. Students may bring in items to work on. Proper shop attire is required. 30hrs
Tuesday 6:00-9:00PM Mar 19—May 21, 2024 \$229.00

APPLIED MATH FOR INDUSTRY Applied Mathematics assessment measures the skill people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems. This hybrid course will take place both on campus online. Campus computer lab will be available.
Thurs 5:30-7:30pm Feb 22, Mar 21, Apr 18, May 9, 2024 \$169.00

WORKPLACE CULTURE & ENVIRONMENT Understanding workplace soft skills is critical to individual and organizational success. This essential skills class will cover various topics, including resumes/cover letters/interviewing.
12 hr. Tues 5:30-8:30 PM April 16-May 7, 2024 \$99.00



INSTRUCTORS WANTED.

Do you have a special skill or talent that you would like to share with the community? Lenape Tech Adult & Continuing Education continues to search for instructors wanting to teach personal enrichment and/or community education courses, day or evening.
Phone 724-763-5915 for more information.

Individual Adult Classes

View classes on line at www.lenapeadulteducation.com

PERSONAL ENRICHMENT CLASSES

ServSafe® Certification

The US Model Food Code from the FDA and Department of Agriculture requires that food service personnel be Food Safety Certified. Earn your certification in this one day class. 8 hours of certified self/home study prior to taking the class (required). Registration includes exam fee, text and lunch.

Saturday 7:30AM to 3:30PM \$195.00

PHONE FOR DATES

2 week advanced registration is required.



BASIC COMPUTER SKILLS 15-hour beginner course is targeted to computer novices who need help setting up and running their computers to enter or re-enter the job market. In this no-stress class, students will learn the basics of using a computer: how to use a mouse, how to use the Desktop, how to start a software program and how to install software. In addition, learn about working within a Windows environment, file management, online help options, using Microsoft Word to create documents and using Microsoft Excel to create simple spreadsheets. Email and the Internet will also briefly be discussed.

Mondays 9:00am—12:00pm Feb 12-Mar 18, 2024 \$119.00

MICROSOFT OFFICE This 15-hour course will introduce the main features of the four Microsoft Office components and how they can be used together for enhanced performance. Learn to create, copy, save edit, and format documents in Word; create formulas and functions, format, build and edit databases, develop forms and reports and use sorts and filters in Access

Mondays 9:00am—12:00pm Apr 1—May 6, 2024 \$119.00

JUST FOR FUN!

AN INTRODUCTION TO VOICEOVERS (*Getting Started In Voice Acting*) "Wow, you have a great voice!" How many times have you heard that? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, "I could do that!" Explore the voiceover industry with your instructor, a professional, working voice actor from Voices For All. Discover current trends in the industry and how they make it easy and affordable for just about anyone to get involved. You'll learn about different types of voiceovers and the tools you'll need to find success. Your instructor will take notes as you read a real script in this one-on-one video chat setting, and offer some coaching to improve your delivery. You'll receive a professional voiceover evaluation later. One-time, 90-minute, introductory class. Adults 18 and over. You owe it to yourself to finally explore the possibilities of this fun and rewarding field! Must have Internet Access & Video Chatting capabilities using either of the following free methods: Skype, Zoom, or iChat/Facetime. Conducted one-on-one with student, and will be scheduled between student and instructor once the student has enrolled for a time of the student's preference. Virtual. \$59.00 Phone today to Start Any Time!

LEARN TO BELLY DANCE! NOW 2 Sessions!

Belly dancing is an intriguing dance; it is beautiful, enchanting, & hypnotic. Learn traditional belly dance set to both traditional belly dance music and modern pop. Also learn about musicality, theory and history of this beautiful ancient art form. You will also be doing something that will help you to stay in shape!

Intro to Belly Dance 6:30-7:30pm Mondays Mar 7—May 2 \$69.00

Intermediate Belly Dance 6:30-7:30PM Thursdays Mar 10-Apr 28 \$79.00

REGISTER TODAY 724-763-5916

Lenape Tech Adult Education Career Training

Get in. Get Trained. Get to work!

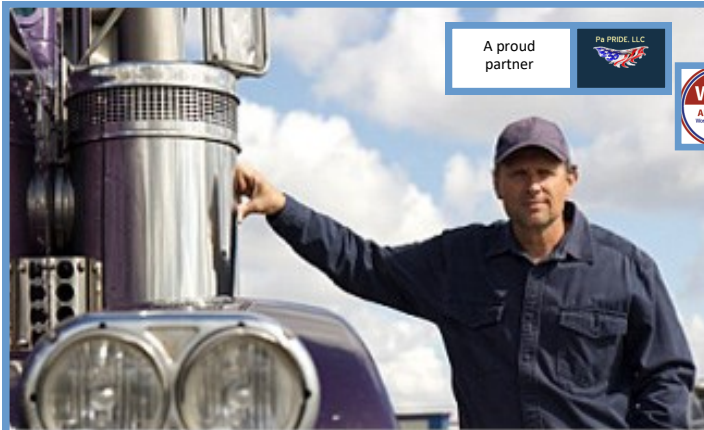
ENTRY LEVEL

WELDING FAST

Classes to be taken:	
Blueprint Reading	
Basic Welding	
Applied Math for Industry	
Workplace Culture & Environment	
Advanced Welding	
OSHA 10 General Industry	
Welding II: TIG & MIG	
Basic Weld Inspection	
Basic Weld Certification testing	1 attempt†
Program Tuition	\$3970.00
Program Registration Fee (non-refundable)	\$25.00
Program Total	\$3995.00



Welders are needed in almost every industry. This program combines hands-on training in the use of GMAW welding equipment with the associated coursework to develop the skill sets needed for success in the field. The program assists students in meeting the entry-level qualifications of the welding industry and prepares them to take the American Society of Welding's D1.1 Structural Welding Code Performance Qualification examination (included in program). Students will also complete the required training to obtain OSHA 10 for General Industry. All texts/material included. Student must provide own welding gloves. **Program runs twice a year. Takes approximately 4 months to complete.** Please refer to program brochure or our website for more program details. **Program Dates: February 12-May 15, 2024**



A proud partner



CDL Driver's Training

Classes run every other month

CLASS A CDL - 160 Hour Program: \$5500.00

CLASS A CDL - 240 Hour Program: \$7500.00

80 hour Refresher training only \$2855+

†with valid permit/license & DOT physical

Testing Only (with valid permit): \$275.00

**** STUDENTS ARE RESPONSIBLE FOR PERMIT, ENDORSEMENTS, DRUG SCREEN AND DOT PHYSICAL These fees may vary. †Drug screen fee included in 80 hour Refresher Training only.**

ALL PROGRAMS INCLUDE ELDT, MAP READING, TRIP PLANNING, HOURS OF SERVICE AND CSA COMPLIANCE AND TESTING

NEED TO LEARN NEW SKILLS BUT CAN'T MAKE IT TO CAMPUS?

Lenape Adult Education offers 100's of online Instructor-led short courses as well as complete training programs that can be completed in the comfort of your own home on your schedule!

Short courses include:

- Microsoft Excel
- Accounting Fundamentals
- Blockchain Fundamentals
- Discover Sign Language

In-depth Career Training programs with certification include:

- Accounts Payable Manager Certification
- Business Operations Specialist
- Certified Administrative Professional
- CBCS Certified Medical Administrative Assistant with Medical Billing and Coding



**REGISTER
NOW!**

Lenape Tech Adult Education Career Training

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ENTRY LEVEL

Programs have limited enrollment. Early registration is encouraged.

Electrical Technician



Electrical Technicians may work in the construction, maintenance and manufacturing industries and are responsible for installing, repairing and maintaining electrical systems and equipment. This program focuses on broad, transferable skills, including an understanding of the electrical trade, the National Electrical Code® and more to prepare for entry-level careers in a growing field. Students may be eligible for an optional externship with a local employer after successful course completion. **Online Program takes approximately 12 months to complete.** Please refer to program brochure or our website for more details. Students will also receive the IDEAL Electrical Residential Electrician's Tool Kit with program registration, as well as the opportunity to gain OSHA 10 Construction certification.

Tuition and Fee Schedule:	
Program Tuition†	\$2950
Program Application Fee (non-refundable)*	\$25
Late Registration Fee**	\$50



CERTIFICATION TRAINING HERE!

PA State Safety Inspection

TO REGISTER: 724-763-5916

PA State Inspection Certification Training

Offering all categories Class sizes limited. Category 1 \$195

PA Vehicle EIC Emissions Certification Training

Course Tuition/Fees:

Lenape Course Fee \$150.00 (this is in addition to the \$39.99 PennDOT required fee)

ALL APPLICANTS MUST BE 18 OR OLDER AND POSSESS A CURRENT, VALID DRIVER'S LICENSE TO BE ELIGIBLE FOR THESE CLASSES.

Preregistration required. Call for details and class dates

*Program application Fee is non-refundable. ** A \$50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class. Student MUST maintain an overall program grade (attendance and course work) of 80% or better to qualify to take certification testing.

ENTRY LEVEL

HVACR FAST TRACK



Classes to be taken:

Electrical Fundamentals

Applied Math for Industry

Interpreting & Understanding
Electrical Schematics

Fundamentals of HVACR

Workplace Culture & Environment

OSHA 10 General Industry

ESCO EPA 608 Certification Exam

Program Tuition

Program Application Fee (non-refundable)

Program Total

**Call to see if
you qualify!!**

TUITION FREE



PRE-APPRENTICESHIP PROGRAM

LIMITED SEATING

Register Now

In Lenape Adult Education's HVACR track, you'll acquire real-world skills, get hands-on training, and benefit from an individualized focus. Additionally, you will learn about common mechanical, electrical, and electronic components such as motors, compressors, fans, switches and thermostats. ESCO EPA 608 certification testing and OSHA 10 for General Industry training included in program. **Evening Program takes approximately 4 months to complete.** Please refer to program brochure or our website for more details. **Spring run dates: Feb 21 - May 22, 2024**

Accuracy Policy

The staff at Lenape Adult Education has made every reasonable effort to determine that information published is accurate. Courses and programs offered together with other matters contained herein, are subject to change, without notice, by the administration of Lenape Adult Education for reasons related to student enrollment, level of financial support, tuition or fees, class schedules, curricula, or for any other reason, at the discretion of the school. The school further reserves the right to add, amend, or repeal any of their rules, regulations, policies, and procedures.

Lenape Tech Adult Education Career Training

"Providing each student a quality education to align with the skill needs of today's employers"

HAVE YOU
REGISTERED
YET?



ENTRY LEVEL

Phlebotomy Technician Training

PROGRAM TRAINING INCLUDES:

- Phlebotomy Core Training 90 hours
- Medical Law & Ethics 18 hours
- Computer Skills for the Workplace 24 hours
- Workplace Culture & Environment 12 hours
- Clinical Rotation 100 hours

Tuition and Fee Schedule:	
Program Tuition†	\$2299
Program Application Fee*	\$25
Late Registration Fee**	\$50
Additional Optional fees may apply:	
Health Insurance	Varies
Clearances	Varies
Physical -Including immunizations	Varies
Drug Screen	\$30
National Certification Exam	\$125

With 102 hours of blended classroom and online learning combined with 100 hours in multiple clinical settings gaining hands-on experience, the benefits of attending the Phlebotomy Technician certificate program through Lenape Tech's Adult and Continuing Education are: Affordability, Program completed in just a few short months, Small class sizes, opportunity for certification, and employers actively recruiting from our programs. Blended program includes campus classes three evenings a week, as well as an online component. Clinical Rotation requires daylight hours. Text/materials included. **Background clearances, and other prerequisites must be satisfied prior to first night of class at student's expense. Spring Session: Feb 19–May 22, 2024.** Clinical rotation requires daylight hours.

ENTRY LEVEL

Clinical Dental Assistant



PROGRAM TRAINING INCLUDES:

- Core Training 300 hours
- Clinical Externship 80 hours



Tuition and Fee Schedule:	
Program Tuition†	\$2995
Program Application Fee*	\$25
Late Registration Fee**	\$50
Additional fees may apply:	
Health Insurance	Varies
Clearances /CPR/BLS	Varies
Physical -Including immunizations/Drug Screen	Varies
Uniforms/Lab Coat	Varies
National Certification Exam	Included

The **online**, self-paced program prepares learners for entry-level positions as a chair-side dental assistant. This program covers the history of dentistry, introduction to the dental office, the legal aspects of dentistry, introduction to oral anatomy, dental operator, introduction to tooth structure (primary and permanent teeth), the oral cavity; and other areas. The purpose of this program is to familiarize learners with all areas of administrative and clinical dental assisting focusing on the responsibilities required to function as an assistant in a dental practice.

Clinical Externship immediately follows successful completion of classroom training and may require daylight hours. Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. will required by the externship facility and due prior to the start of class. Request a program packet today. This online program has open start dates. Phone for details.



Dental Assisting National Board, Inc.
Measuring Dental Assisting Excellence®

NWCA
NATIONAL
WORKFORCE
CAREER
ASSOCIATION

*Program application Fee is non-refundable. ** A \$50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class. † There is a program tuition discount offered to those students who pay tuition in full at least 2 weeks prior to the start of the first class.

REGISTER NOW!

Lenape Tech Adult Education Career Training

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Clinical Medical Assistant



PROGRAM TRAINING INCLUDES:

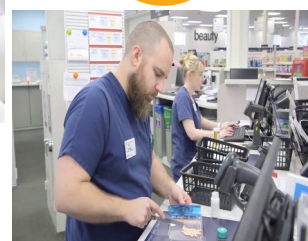
- CMA Core Training 140 hours
- Medical Law & Ethics 18 hours
- Computer Skills for the Workplace (online) 24 hours
- Workplace Culture & Environment 12 hours
- Clinical Externship 160 hours

Tuition and Fee Schedule:	
Program Tuition†	\$3399
Program Application Fee*	\$25
Late Registration Fee**	\$50
Additional fees may apply:	
Health Insurance/Physical -Including immunizations	Varies
Clearances	Varies
CPR/AED/BLS	Varies
National certification exam fee	\$160
Drug Screen	\$30

This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination & treatment, routine lab procedures, diagnostic testing, technical aspects of the cardiac life cycle; includes 194 hours of classroom lecture/hands on labs plus clinical externship opportunity. To be eligible for clinical rotation, students must successfully complete 194-hour academic program, submit to a thorough background check, drug screening and other requirements. Note: Upon successful completion of this program, students are eligible to sit for the National Certified Clinical Medical Assistant national examination. Incoming students are required to be CPR certified prior to clinical rotation start. **Background clearances, and other prerequisites must be satisfied prior to first night of class at student's expense. Classroom Program runs Jan 17-May 22, 2024; 3 evenings a week and alternate Saturdays. Clinical Externship immediately follows classroom training and requires daylight hours.**

With 400 hours of online based learning, and 60-80 hours of externship (optional)** you will gain valuable hands-on experience. The benefits of attending the Pharmacy Technician certificate program are: Affordability, program completed in just a few short months, small class sizes, PTCB certification testing is included in program cost, and employers actively recruit from our programs. ***This online program has open start dates. Phone for details. Optional Externship requires daylight hours. GES117***

Pharmacy Technician



Tuition and Fee Schedule:	
Program Tuition†	\$2995
Program Application Fee*	\$25
Late Registration Fee**	
Additional fees may apply:	
Externship Fee	\$79
Clearances	Varies
Physical -Including immunizations, drug screening	Varies
Health Insurance	Varies
Uniforms (optional for externship)	Varies

PROGRAM TRAINING INCLUDES:

- Pharmacy Technician Core Training 400 hours
- Optional Externship ** 60-80 hours

*Program application Fee is non-refundable. ** A \$50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class. † There is a program tuition discount offered to those students who pay tuition in full at least 2 weeks prior to the start of the first class. Contact Adult Ed office for details.