



Continuing Education Newsletter

Volume 1 | Fall 2016

Continuing Education Adds 100+ Online Certifications

Make your certifications fit your schedule with Lackawanna College's convenient online offerings.

The Office of Continuing Education added 100 new online certificate options at the start of the fall semester. Most of the online programs having rolling start dates, which means that you can start a program whenever it fits your schedule!

The courses include a wide range of topics such as Green and Renewable Energy, Technology and Computers, Business and Leadership, and a selection of Healthcare programs. The online LEED Certifications offerings include: Building, Design and Construction; Interior Design and Construction; and Operations and Maintenance. Students can also choose from Computer and Technology certifications, such as Certified Ethical Hacker, Comp TIA, Cisco, and MCSA. Two of the online programs are on the PA Approved Training provider list: Comp TIA Healthcare IT Technician and Pharmacy Tech.

To view a complete list please visit lackawanna.theknowledgebase.org or call (570) 961-7882.



Contact Us:

(570) 961-7882

lackawanna.edu/continuinged

A Message from the Office of Continuing Education

It is with great pleasure that the Office of Continuing Education and the Training Institute at Lackawanna College provide this quarterly newsletter as an opportunity to share the exciting things that we have going on at the main campus as well as at our five centers!

Lackawanna College's mission is to provide a quality education to all persons who seek to improve their lives and better the communities in which they live. In the Office of Continuing Education, we echo that mission and add the desire to offer quality programs that lead to industry-recognized, stackable credentials, which provide everyone the opportunity to advance their skills and knowledge. Whether you are starting your career or looking to advance in your profession, Lackawanna has a certificate option for you!

Lackawanna College embraces a spirit of community, and our college supports many causes. To continue with that message, the Office of Continuing Education is committed to collaborating with a local organization to offer a free educational program each month. In August, we hosted the Lackawanna Bar Association Pro Bono Expungement Clinic. In September, the Women's Resource Center held the maiden meeting of the Community Council to Enhance Economic Justice for Women. In October, we partnered with The ARC of NEPA, and in November, it is all about our veterans with two free seminars including a How to Start Your Own Business in collaboration with the Small Business Development Center at the University of Scranton. We are always looking for opportunities to collaborate!

If you're interested in any of our educational or certificate programs, give our office a call - we'd love for you to join us!

Upcoming Course Schedules

November 28	Computers Customer Service CDL-A
December 10-14	Kids Cook! Holiday Cookie Lab
January 9	GED to Hospitality
January 16	Medical Scribe Certificate (CMSA)
February 1	Intentional Networking
February 7	Social Media for the 21 st Century

NEW! Intentional Networking Course

Grow your professional network with ease with this Networking course!

Do you know how to build your personal brand while expanding your network? This course provides you with the skills needed to grow your professional network with ease.

Experienced and successful networking experts Bob Courtright and Marty Wolff are now offering their latest networking program.

This course is designed to go beyond fundamental networking and will teach you how to not only connect with people, but to also positively influence them. This program will take you on the journey of networking and influence using the book *Network: All the Time, Everywhere with Everybody* by Jack Killion. Social media and LinkedIn training included!

Class date will be set in the next few weeks.

Call (570) 961-7882 today to register!



Office of Continuing Education
501 Vine Street, Scranton, PA 18509
(570) 961-7815

What's New in Continuing Education

NEW! Medical Scribe Certificate Program Launches January 16th

Lackawanna College introduces a certificate program to accommodate a quickly-expanding industry!

A lot of people ask, "What is a medical scribe?" The truth is that it is a new occupation that came about due to changes in the healthcare industry.

This new and exciting program has been developed with the support and collaboration of The Wright Center for Graduate Medical Education and The Wright Center for Primary Care. Lackawanna is proud to offer the Medical Scribe Certification program; Lackawanna College is a Certified

Academic Partner with the American College of Medical Scribes (ACMSS). The Medical Scribe Certificate program provides a comprehensive education that includes Medical Terminology, Anatomy and Physiology, Electronic Health Records, and even Billing and Coding. The program also focuses heavily upon professional and ethical standards as it relates to the physician-patient flow. The students will experience a 100-hour externship and be able to sit for the Certified Medical

Scribe Apprentice (CMSA). The need for Medical Scribes is in direct correlation to the Affordable Healthcare Act (ACA) and the need for certified Scribes is predicted to escalate as the ACA rolls into MACRA in the next few years.

If you're interested in enrolling, call (570) 961-7882 or email us at traininginstitute@lackawanna.edu!

Free Training for Veterans & Active Duty Military

Lackawanna College offered two free events to our veterans and those military connected as an opportunity to celebrate Veteran's Day. On Nov. 4th, the College partnered with the Small Business Development Center to offer a seminar on how to start your own business and in the afternoon, the College presented: "Is Your Smart Device Outsmarting You?" To our veterans: thank you for your service, and keep checking back for more programs!

GED to Industry Credential Programs Expand

There are now more opportunities for you to earn your GED and college credit.

The GED to Industry Credential courses combine GED coursework with training to earn an industry credential. Our Office of Continuing Education has developed two programs for those that want to earn their high school equivalency while advancing their technology skills.

First, **the GED to Job Ready program** is for those that are interested in a profession such as accounting technician, auditing clerk, or inventory control clerk. The course includes certifications in Excel and QuickBooks

and training in Accounting Principles. The second program, **the GED to Microsoft Office Specialist**, combines GED coursework with the opportunity to earn all of the Microsoft Office certifications, including Word, Excel, Access, and PowerPoint. MOS certifications are necessary for employment across all industry sectors and are a boost to any candidate's résumé.

Both of these GED to Industry Credential courses, which are offered day and night, include assistance with

résumé and cover letter preparation, job search assistance, and visits from company human resource officers onsite.

The best part of our programming is that students can take their certificates further if they decide to pursue their associate degree at Lackawanna College, earning them the high school equivalency in addition to college credit!

Visit lackawanna.edu/GED to find out more about these programs.



Con Ed partners with The Arc of NEPA for "College for the Day"

The College helped 10 excited participants experience college life for one special day.

Lackawanna College hosted ten excited participants from The Arc of Northeastern Pennsylvania, a grassroots organization formed in 1955 by a group of parents seeking public education for their children with intellectual and developmental disabilities, to experience a day in the life of a college student.

The participants attended orientation, attended a math class, and sat in on a Human Services Club meeting.

However, the highlight of the day was a class on safety presented by John Chilleri and students from the Lackawanna College Act 120 Police Academy.

Pat Quinn, the Director of Services at the Arc of NEPA, remarked that they were honored to collaborate with Lackawanna College on the project.

"The Arc seeks inclusive opportunities for individuals with intellectual and

Developmental disabilities, and the fact that Lackawanna College has reached out to us is very heartwarming," Quinn said. "Moreover, this project may lead to further collaborations resulting in higher learning opportunities for those we serve, relationship building, and acceptance of individuals with special needs within the Lackawanna student body."

Learn more about the Arc of NEPA at www.arcnepa.org!

Culinary Kids Series: Holiday Cookie Lab December 10-14

The Office of Continuing Education and the Culinary Arts and Hospitality department are teaming up to offer a special lab for ages 6+. In this fun lab, students will be able to learn how to bake their own culinary cookie creations just in time for the holidays! Registration is limited to the first 12 respondents per class offered. *Special pricing is available for children of Lackawanna College employees.*

Register Today:
Bridget Duggan
(570) 961-7883

Lab Cost: \$35

Lab Includes:
3-hour instruction
chef hat and apron
1.5 dozen cookies
snacks and beverages

Sat., Dec. 10	9 a.m. - 12 p.m. (Ages 6-9)
Mon., Dec. 12	4:30 - 7:30 p.m. (Ages 10+)
Tues., Dec. 13	4:30 - 7:30 p.m. (Ages 10+)
Wed., Dec. 14	4:30 - 7:30 p.m. (Ages 10+)