



**Find  
Success**  
on your terms  
*Be Exceptional*



From in-demand careers in **health care**  
and **advanced manufacturing**  
to **creative hobbies**.



**Lehigh Carbon**  
COMMUNITY COLLEGE

**SPRING 2024**

HEALTH CARE | ADVANCED MANUFACTURING  
TRADES | BUSINESS | PERSONAL ENRICHMENT

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# CAMPUS INFORMATION



**LCCC Schnecksville**  
 610-799-1197  
 4525 Education Park Drive  
 Schnecksville, PA 18078  
*Workforce and Community Education*  
 610-799-1935



**LCCC Allentown**  
 610-799-1940  
 718 West Hamilton St.  
 Allentown, PA 18101



**LCCC Tamaqua**  
 570-668-6880  
 234 High Street  
 Tamaqua, PA 18252

## How to Read the Schedule

### COURSE INFORMATION

#### Course

Reference #	Course #	Date	Time	Day	Location	Fee
#396230	WFB 100-W51	2/7	8:30 a.m.-12 p.m.	R	Schnecksville	\$127

#### DAY CODE

M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday

The college is committed to assuring equal opportunity to all persons and does not discriminate based on any protected class under the law. For more information, go to [www.LCCC.edu/nondiscrimination](http://www.LCCC.edu/nondiscrimination).

# Corporate Training for Businesses

**Please note: The courses listed in this section are not eligible for single person registration. Interested employers should contact:**

**Doni Binczak**  
Program Manager  
[dbinczak@lccc.edu](mailto:dbinczak@lccc.edu)  
610-799-1950

**Maureen Donovan**  
Assistant Director of Workforce Development  
[mdonovan@lccc.edu](mailto:mdonovan@lccc.edu)  
570-225-7021

## Customizable programs at YOUR site or OURS!

Lehigh Carbon Community College offers customized training to equip your front-line employees, supervisors and managers with effective workplace skills to strengthen your organization.

LCCC's Center for Leadership & Workforce Development provides affordable, accessible solutions for businesses of all sizes. We identify key needs and tie them to your business plan, then subject matter experts deliver targeted training.

We provide custom learning solutions that improve performance and support economic development in our region.

## Essential Skills of Leadership

This customizable series offers targeted programs to help organizations improve the relationships between managers, team leaders and supervisors, and their team members. Our results-driven programs help improve productivity, enhance employee motivation and retention and develop employees' work habits and potential. The course can be done in half-day, instructor-led sessions or virtually. Topics include:

**Essential Skills of Leadership**  
**Resolving Conflicts**  
**Developing Performance Goals and Standards**  
**Coaching Job Skills**  
**Delegating**  
**Improving Work Habits**

**Essential Skills of Communication**  
**Providing Performance Feedback**  
**Supporting Change**  
**Communicating Up**  
**Effective Discipline**  
**Managing Complaints**

## Supervisor Bootcamp

This customizable 15-session program will help participants understand the role of a supervisor and how to create an environment for optimal productivity. They will focus on developing self-confidence, as well as explore common supervisory mistakes and how to avoid them. Topics include:

**The Role of the Supervisor**  
**Recognizing the Work Behavioral Style of Others**  
**Situational Leadership**  
**Stress Management**  
**Problem Solving and Decision Making**  
**Team Building**  
**Speaking and Writing**  
**Managing Change**

**My Work Behavioral Style**  
**Listening Skills**  
**Praise, Criticism and Coaching**  
**Conflict Management**  
**Basic Presentation Skills**  
**Time Management**  
**Review and Reflect**

## Forklift Training

This course is designed for an individual with no experience in forklift operation. Students will learn to operate a forklift in a safe and professional manner. This program includes classroom instruction, written evaluation, practical training and a demonstration of competency by the trainee on the forklift. Forklift operators are required to take a refresher training course (Operator & Safety Refresher) every three years for recertification. Certificates are awarded to participants who successfully complete this training.

## OSHA Training

Safety professionals, managers, supervisors, safety committee members or anyone having the responsibility for OSHA compliance will benefit from an OSHA 10-Hour Course. We can help you develop a safety program that will ensure you meet OSHA standards.



## Business for Individuals

### **BYOB: Brand Your Own Business Series:**

#### **Taking Your Idea to Reality**

#30930 BSN 300-51 2/15 6:30-9 p.m. R Remote \$62

#### **Build Your Brand**

#30932 BSN 300-52 3/14 6:30-9 p.m. R Remote \$62

#### **Resource Management**

#30933 BSN 300-53 4/18 6:30-9 p.m. R Remote \$62

#### **Networking**

#30934 BSN 300-54 5/16 6:30-9 p.m. R Remote \$62

#### **FULL SERIES**

#30931 BSN 300-51A 2/15-5/16 6:30-9 p.m. R Remote \$236

### **Grant Writing Boot Camp**

For board members and community volunteers to upper-level business management. Learn research, develop grant opportunities, key grant proposals, types of funding sources and private donations.

#27899 BSN 821-51  
2/8-2/15 6:30-8:30 p.m. R  
Remote \$222

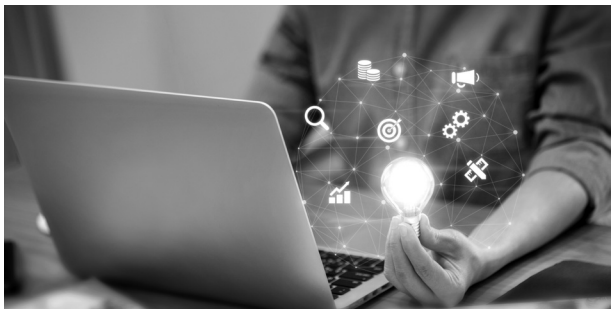
### **Start Your Business**

Ready to start your own business but don't know where to begin? Learn what it means to be an entrepreneur, preparing your business model, developing your

idea into reality, performing market research and creating a marketing strategy.

Learn financial literacy for business such as utilizing financial statements, understanding start-up costs and other expenses and lending. Understand the sales cycle, networking, customer service, professionalism, communication and time management. \*Scholarships may be available.

#30207 BSN 405-51 2/20-5/7 6:30-8 p.m. T Remote \$529\*



## CDL

### Class A (172 hours)

Classes start every three weeks.

The Class A CDL program will prepare you to take and pass the Commercial Driver's License test. As a graduate, you will have sufficient skills and knowledge to find your first job as an entry-level tractor trailer operator with a quality carrier. LCCC is an official, certified, third party testing site, so you can test directly through LCCC.

### Class B (80 hours)

Classes forming now!

The Class B CDL program is designed for individuals interested in jobs driving straight truck such as box trucks, passenger buses, small package delivery trucks and more. Graduates will be prepared to take and pass the Class B Commercial Driver's License test.

### Customized Training

LCCC offers customized training programs for area businesses such as driver improvement, load securement, driver coaching, train the trainer, yard jockey, log audits, defensive driving, accident procedures and more. **Specialized training programs can be conducted on our site or at your location.**

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#### FOR MORE INFORMATION CONTACT:

##### Jack Bruer

CDL Admissions Representative

[jbruer@lccc.edu](mailto:jbruer@lccc.edu)

610-799-1704



## Take the **HIRE** road

LCCC is one of 19 colleges or training centers in the country and one of only two in Pennsylvania to receive a federal grant that provides funding to former and current military service members and their families to pursue careers as commercial truck drivers. See if you are eligible.

## TRADES

### Water Treatment Continuing Education

LCCC is an approved provider of PA DEP Continuing Education credits for:

- **Water Distribution**
- **Water Treatment Plant Operator Level 1 and Level 2**
- **Small Water System Operations**
- **Pumps and Pumping**

If you are interested in any of these classes, please call Joe Salla at 570-690-2130.

### Welding 1

Develop basic skills in Shielded Metal Arc Welding (Stick) on steel.

Required equipment may be purchased at the training site (call WTTI for pricing—610-437-9720), safety glasses, welding gloves, welding jacket and welding helmet. Class takes place at WTTI (Welder Training and Testing Institute, 729 East Highland St., Allentown).

#24409	TEC 634-50	1/30-3/14	6-9 p.m.	T&R Off Campus	\$710
#30336	TEC 634-54	5/7-6/20	6-9 p.m.	T&R Off Campus	\$710

# Health Care

## **New! Adult or Youth Mental Health First Aid**

Mental Health First Aid teaches you how to identify, understand and respond to signs of mental health and substance use challenges among adults or youth. If you are interested in this class, please contact Jennifer Leach at [jleach1@lccc.edu](mailto:jleach1@lccc.edu).

## **Community Health Workers**

Promote health within the community, provide guidance and social assistance, health education, advocacy, referral and follow-up services, and identify/assist individuals eligible for federal/state/local health and human services programs. CPR/first aid/AED certification included. Orientations mandatory; registration through coordinator. Tuition for class is \$1,650. Join our free information sessions remotely by Zoom; Zoom link to be emailed to all who register. Email Jennifer Leach at [jleach1@lccc.edu](mailto:jleach1@lccc.edu) to set up an orientation.

## **EKG Technician and CPR Training**

Learn aspects of anatomy/physiology of the heart, medical disease processes, EKG terminology, medical ethics and legal aspects of patient contact, hands-on electrocardiography and CPR certification training, lectures on echocardiography, ambulatory monitoring and stress testing. Text is included.

#24433 HEA 571-52 3/11-5/8 6-9 p.m. M&W Allentown \$1,193

## **Medical Office Administrator Program**

Learn medical terminology, data entry, medical office procedures, electronic billing, professional communications, acquire Microsoft Office skills, and soft skills including accountability, respect, self-control and problem solving, along with job readiness and the importance of accurate data entry. Text is included.

#30725 HEA 405-51 2/13-6/4 6-9 p.m. T&R Allentown \$1,300

## **Nurse Aide Training Program**

Prepare for the PA state competency exam to be placed on the PA State Nurse Aide registry. Know the role/function of a nurse aide, communication, personal care of clients, their rights/independence; infection control, functions of human body systems. Course includes supervised clinical experience/hands-on care skills, and emphasis on career awareness/job performance. Before registration, screening/testing paperwork must be submitted. Orientation is mandatory. Text is included; tuition is \$1,359. Nurse Aide Information/ Orientation Sessions are free but pre-registration is required by emailing [jleach1@lccc.edu](mailto:jleach1@lccc.edu).

### **Mandatory Nurse Aide Orientation**

Email Jennifer Leach at [jleach1@lccc.edu](mailto:jleach1@lccc.edu) to set up an orientation date, time and place.

## **Phlebotomy Comprehensive**

Learn the theory/practice of advanced phlebotomy, including the health care setting, overview of the human body, blood collection procedures and special procedures. Minimum 20 hours-Medical Terminology, 80 hours-Phlebotomy classroom/lab instruction. Materials fee \$35; text is included.

#27897 HEA 525-51 2/12-6/5\* 6-9 p.m. M&W Schnecksville \$1,460

\*Class not held 5/27/24

#30193 HEA 525-51A 2/13-6/4 6-9 p.m. T&R Tamaqua \$1,460

## **New! Recovery Specialist**

The Recovery Specialist's role is to support others in recovery from a substance use disorder. They will serve as a role model, mentor, advocate and motivator to recovering individuals in order to help prevent relapse and promote long-term recovery.

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### **FOR MORE INFORMATION CONTACT:**

#### **Jennifer Leach**

Job Training Health Care Specialist

[jleach1@lccc.edu](mailto:jleach1@lccc.edu)

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# Online Learning Certificate and Training Programs

Acquire skills for professional-level positions for in-demand occupations.

## Start on any of these dates:

JAN	FEB	MAR	APR	MAY	JUN
17	14	13	17	15	12

## Course topics available:

- Health Care and Fitness
- IT and Software Development
- Media and Design
- Business and Professional
- Management and Corporate
- Hospitality and Service Industry
- Skilled Trades and Industrial/  
Sustainable Energy and Going Green

[careertraining.ed2go.com/lehigh](https://careertraining.ed2go.com/lehigh)

## Featured Career Training Programs:

### **New!** Project Management Suite – 72 Hours – \$365

This series will provide you with the essentials of project management as you learn to plan, implement, control and close any type of project along with essential quantitative and qualitative project management applications.

### **Clinical Dental Assistant**

300 Hours – \$2,995 (includes voucher)

Ready to launch your career in an in-demand field that is fulfilling and rewarding? Becoming a dental assistant could be just the right path for you, with flexible hours and strong job growth predicted. With this online dental assisting course you will learn about every aspect of professional dental assisting, including invaluable real-world perspectives from experienced dental assistants and essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies and much

more. After completing the course, you will have the opportunity to apply for an externship, through which you will get real-life clinical assistant experience.

*Externships are not guaranteed.*

(Disclaimer: To qualify for the externship applications process, students must successfully complete the online course content and have account balances up to date {at a minimum}. Going through the externship application process does not guarantee an externship. COVID may be affecting the externship process or site availability in your area. Students can begin researching the steps of the application process 2 weeks prior to completing courses. You will also be asked to purchase liability insurance and be responsible for purchasing this on your own {\$40 to \$45 for an annual policy}. To be considered as an externship candidate, you will need to provide an updated resume, cover letter, current CPR certification, and proof of Hepatitis B vaccinations, or a recent negative Hepatitis B test provided by a doctor. In addition, you may be subject to providing additional vaccination status records as outlined by your state or dental clinic COVID policies or regulations.)



## FOR MORE INFORMATION CONTACT:

**Julie Trumbauer**

[jtrumbauer@lccc.edu](mailto:jtrumbauer@lccc.edu)

# Computers

## Computers: Foundation

This beginner course will provide information with minimal technical jargon, broken into components. Learn to manage files, use Windows accessories, customize Windows, and work with Word, Excel and the Internet. Text is included.

#27930	COM 402-52A	3/12-5/14	6-9 p.m.	T	Schnecksville	\$402
#27931	COM 402-52	3/12-4/9	6-9 p.m.	T	Schnecksville	\$222
#27932	COM 402-53	4/16-5/14	6-9 p.m.	T	Schnecksville	\$222

## Excel Level 1 & 2

Learn the basics then build formulas, use functions and work with charts created from spreadsheets. Through intermediate-user level. Text is included.

#29228	COM 604-53	4/11-5/30	6:30-8:30 p.m.	R	Schnecksville	\$377
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## Excel Level 1

Start using a spreadsheet, then learn building, editing, modifying and formatting. Text is included.

#27936	COM 601-53	4/11-5/2	6:30-8:30 p.m.	R	Schnecksville	\$200
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## Excel Level 2

Work with 3D cell reference, create formulas with IF functions, use formulas and perform data analysis using the tools in Excel. Text is included.

#30337	COM 602-54	5/9-5/30	6:30-8:30 p.m.	R	Schnecksville	\$200
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## Excel Level 3

Work with LOOKUP functions, PivotTables and macros; comments – insert and view. Learn to protect your workbooks and worksheets. Text is included.

#27939	COM 603-55A	6/6-6/27	6:30-8:30 p.m.	R	Remote	\$200
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## Word Level 1

Learn the basics: opening, saving, printing and quitting documents. Design, create, edit and enhance letters and reports. Develop paragraphs, adjust margins, create formatting and utilize text selection. Text is included.

#28802	COM 501-52	3/7-3/21	6:30-8:30 p.m.	R	Remote	\$200
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## PowerPoint: A Powerful Tool

Learn storytelling, composition, flow and design for a professional presentation, covering: design, transition, animation, presentation, power tips, etc. Text is included.

#27957	COM 904-51	2/8-2/22	6:30-8:30 p.m.	R	Remote	\$219
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**FOR MORE INFORMATION CONTACT: Julie Trumbauer • [jtrumbauer@lccc.edu](mailto:jtrumbauer@lccc.edu)**

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*Save the Date*

**OPEN  
HOUSE**

**Wednesday  
April 10**

Community Services Center  
LCCC Main Campus, Schnecksville  
[admissions@lccc.edu](mailto:admissions@lccc.edu)





# English as a Second Language (ESL)

To start, inquire at reception or go to [www.lccc.edu/esl](http://www.lccc.edu/esl). Small class sizes; live remote options may be available.

## ESL 1

For beginning and low intermediate-level students to improve students' speaking, listening, reading and writing skills.

#28372	BAS 549-53	4/9-5/23	9 a.m.-12 p.m.	T&R	Allentown	\$195
#26242	BAS 549-53A	4/9-5/23	6-9 p.m.	T&R	Allentown	\$195

## ESL 2

For high intermediate and advanced students to improve students' speaking, listening, reading and writing skills.

#28373	BAS 554-53	4/8-5/22	9 a.m.-12 p.m.	M&W	Remote	\$195
#26293	BAS 554-53A	4/8-5/22	6-9 p.m.	M&W	Remote	\$195

## ESL 3

For individuals recommended for advanced ESL or who completed ESL 2.

#30190	BAS 555-53	4/9-5/23	6-9 p.m.	T&R	Remote	\$195
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**FOR MORE INFORMATION CONTACT: [ged-esl@lccc.edu](mailto:ged-esl@lccc.edu)**

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## Languages **Small class sizes!**

### EZ Deutsch 1

Introduction to Pennsylvania Dutch language and culture (text and handouts included); materials fee \$5, payable at registration, can be refunded up to four days before class start.

#29718	LAN 850-50	1/25-3/21	6:30-8:30 p.m.	R	Remote	\$151
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### EZ Deutsch 2

*Prerequisite:* EZ Deutsch 1 or prior experience

Expand your knowledge of Pennsylvania Dutch as you increase your vocabulary, construct more sentences, and improve your horizons to include more conversations and readings. Join others in another rewarding, interaction experience as you study the FUNderful language of Pennsylvania Dutch.

#30735	LAN 681-53	4/4-5/30	6:30-8:30 p.m.	R	Remote	\$151
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### Korean 1

Learn the alphabet, grammar, vocabulary, greetings and basic conversation. Korean culture, customs, food and history will all be addressed. Handouts will be provided.

#28177	LAN 800-51	2/28-5/1	6:30-8:30 p.m.	W	Schnecksville	\$210
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### Korean 2

*Prerequisite:* Korean 1

A higher-level Korean class which includes language skills, Korean drama, cooking and cultural immersion.

#29241	LAN 801-53	4/25-6/27	6:30-8:30 p.m.	R	Schnecksville	\$210
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**FOR MORE INFORMATION CONTACT: Julie Trumbauer • [jtrumbauer@lccc.edu](mailto:jtrumbauer@lccc.edu)**

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## GED/High School Equivalency Testing

LCCC is pleased to offer General Educational Development (GED) free preparation classes. To apply to classes at our Allentown campus go to [www.lccc.edu/ged](http://www.lccc.edu/ged) or for questions email [ged-esl@lccc.edu](mailto:ged-esl@lccc.edu).

For classes at our Jim Thorpe location please contact Fran Kluck at [fkluck@carboncti.org](mailto:fkluck@carboncti.org).

**GED®** testing is available at LCCC Schnecksville and is a computer-based series of exams. Register and pay at [GED.com](http://GED.com).

# Public Safety

## BLS-CPR Healthcare Provider

This American Heart Association course is for health care providers, allied health students, professional rescuers and lifeguards. Course completion card is valid for two years.

#28419	SAF 404-52	3/25	6-10:30 p.m.	M	Schnecksville	\$95
#30197	SAF 404-53	4/22	6-10:30 p.m.	M	Schnecksville	\$95
#31007	SAF 404-54S	5/13	6-10:30 p.m.	M	Schnecksville	\$95
#31008	SAF 404-55A	6/12	6-10:30 p.m.	W	Schnecksville	\$95

## CPR/AED Adult and Child – American Safety and Health Institute

This ASHI program teaches properly applied CPR and AED to assist in saving lives during an emergency situation.

#27867	SAF 403-51	2/7	6-8 p.m.	W	Schnecksville	\$68
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## Basic First Aid – American Safety and Health Institute

American Safety and Health Institute program.

#29699	SAF 410-52	3/4	6-9 p.m.	M	Schnecksville	\$84
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## Basic First Aid – Dogs and Cats

Learn to recognize the signs, symptoms and solutions to deal with pet accidents and injuries and when to call the vet.

#28414	SAF 414-54	5/23	6-9 p.m.	R	Schnecksville	\$84
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## Babysitting First Aid

Learn babysitting as a business – safety and injury prevention, leadership, caregiving and first aid.

#28413	SAF 418-54	5/18	9 a.m.-2 p.m.	S	Schnecksville	\$136
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## Pediatric First Aid

This ASHI program includes CPR, AED and First Aid specifically designed for children. Ideal for babysitters, daycare providers, school and scout staff, coaches and others serving youth. Certification issued upon successful completion.

#28415	SAF 409-54	5/15-5/16	6-9 p.m.	W&R	Schnecksville	\$136
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## Wilderness First Aid

*Prerequisite:* Proof of CPR class and certification within one year of class start.

Learn patient assessment, tissue injuries, splinting; topics to save lives and limbs in remote or life-threatening situations. Interested students: email Jennifer Leach at [jleach1@lccc.edu](mailto:jleach1@lccc.edu) to be placed on waitlist for next scheduled class.

TBD					Schnecksville	\$325
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## EMT Basic

For individuals likely to respond to pre-hospital emergencies. Physician release and health insurance proof needed before registration. National Registry EMT credential test is additional cost. Senior citizen discount does not apply.

#29220	EMS 403-S50	1/22-5/20	6:30-9:30 p.m.	M, W, R	Tamaqua	\$1,350* EMT Basic *includes text, no additional gear
#29117	EMS 475-S55	6/3-8/6	5:30-9:30 p.m.	M-R	Tamaqua	\$1,350* Accelerated EMT *includes text, no additional gear

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### FOR MORE INFORMATION CONTACT:

#### Jennifer Leach

Job Training Health Care Specialist

[jleach1@lccc.edu](mailto:jleach1@lccc.edu)

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# Customized Job Training in Advanced Manufacturing

Learn essential skills to compete in today's manufacturing workforce, with courses that prepare you for work as a production technician to start.

Training in manufacturing fundamentals provides a foundation for more advanced training in specialized topics. In addition to providing a flexible learning opportunity, LCCC's Advanced Manufacturing program works with local and national employers to design customized training that fits the needs of the organization.



## Production Technician

- Basic industry math, blueprint reading, facility electrical wiring, introduction to industry hand tools and precision measuring tools
- Tube assembly techniques using hose and pipe fittings
- Safety, personal protection equipment, and crane safety
- Teamwork, communication, and conflict resolution

## Electrical Curriculum Level 1

- Basic electrical circuit calculations such as voltage, current, resistance
- Facility electrical wiring, electric motor controls and troubleshooting
- Conduit bending, the use of raceways
- Conductor disconnect, overload protection
- Electro-fluid components, control devices, sequencing control, electronic timer and pressure control
- Programmable controllers and basic programming techniques, and event sequencing

## Mechanical Curriculum Level 1

- Electric circuit calculations such as voltage, current, resistance
- Basic mechanical drives, v-belts, chain drives, spur drives
- Lubrication concepts, couplings, bearing and bushing selection and maintenance
- Gaskets and seals
- Metal piping/tubing systems and installation, and pneumatic system construction
- Electro-fluid power components and control devices
- Electronic sensors including capacitance, inductance, magnetic reed, hall and photo electric cells

## Industrial Automation Curriculum Level 1

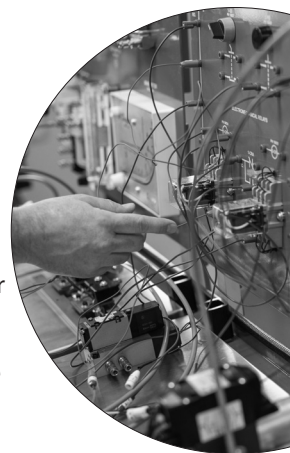
- Circuit calculations such as voltage, current, resistance
- Facility electrical wiring, electronic motor controls and troubleshooting
- Basic mechanical drives, v-belts, chain drives, spur drives
- Hose connections and repair
- Basic conduit bending, the use of raceways
- Conductor disconnect, overload protection
- Programmable controllers and basic programming techniques, and event sequencing
- Industrial wiring of electric/control panels
- Electronic sensors including capacitance, inductance, magnetic reed, hall and photo electric cells

## Mechatronics AM/IST Level 1

- All topics listed above are included covering electrical, mechanical and industrial automation

## Programmable Logic Controllers

- Basic programming techniques, timer/counter instructions, event sequencing, and application development
- Electronic motor control and troubleshooting
- Math/data move instructions



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**FOR MORE INFORMATION CONTACT:**  
[workforce@lccc.edu](mailto:workforce@lccc.edu)

# Lethal Weapons Public Safety

Programs can be custom tailored to meet personal or organizational needs. A valid email address is necessary at registration for all public safety classes. Senior citizen discount does not apply.

## Lethal Weapons Training (ACT 235)

For those who carry a lethal weapon during employment. All students must first apply and be approved by the Pa. State Police prior to class. Application process can be found at [www.psp.pa.gov/lethalweapons](http://www.psp.pa.gov/lethalweapons).

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## VirTra Firearms Simulator

LCCC is offering state-of-the-art firearms training to citizens, law enforcement and security professionals. Participants will train on the VirTra Systems training simulator, a high-definition firearms training simulator where situational awareness, judgmental use-of-force and marksmanship training tests the students with scenarios designed to teach the correct response to real-life circumstances.

Students are evaluated on personal skills, de-escalation/verbal commands, use of cover and concealment, marksmanship and important decision making using legal and use of force training principles. All participants will receive a certificate of training and upon completion each student will have the knowledge and skills to make an appropriately legal and justifiable use of force decision.

If you are interested in this class, please contact Thanos Milios at [amilios@lccc.edu](mailto:amilios@lccc.edu).

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## Act 235 Lethal Weapons With Firearms Basic Training (40 hours)

Senior citizen discount does not apply.

#29700 POL 400-53 4/8-4/12 8 a.m.-5 p.m. M-F Schnecksville/Range \$399

#30794 POL 400-55 6/24-6/28 8 a.m.-5 p.m. M-F Schnecksville/Range \$399

## Act 235 Lethal Weapons Without Firearms Basic Training (26 hours)

Set up on request of interested student.

## Act 235 Lethal Weapons With Firearms Recertification

#28376 POL 410-50 1/24 8 a.m.-4:30 p.m. W Range \$169

#25226 POL 410-51 2/21 8 a.m.-4:30 p.m. W Range \$169

#25531 POL 410-52 3/27 8 a.m.-4:30 p.m. W Range \$169

#25992 POL 410-53 4/24 8 a.m.-4:30 p.m. W Range \$169

#25925 POL 410-54 5/22 8 a.m.-4:30 p.m. W Range \$169

#28406 POL 410-55 6/12 8 a.m.-4:30 p.m. W Range \$169

## Act 235 Lethal Weapons Without Firearms Recertification

Set up on request of interested student.

## Firearms/Force Options Orientation

Ideal training for students with no background with firearms. Set up on request of an interested group or student. Contact [amilios@lccc.edu](mailto:amilios@lccc.edu) with any questions or to set up a private class.

## Firearms Decision Making Skills for the Responsible Gun Owner

This challenging course provides real-world situations and experience for the student who really desires learning beyond beginner marksmanship training. Topics covered: safety and fundamentals / federal and Pa. law / use of force and human dynamics scenarios with Glock simunitions gear / full-day shooting at local range.

#27879 POL 405-53 4/13 9 a.m.-5 p.m. S Schnecksville  
4/17 9 a.m.-5 p.m. W Range \$410

#28841 POL 405-55A 6/15 9 a.m.-5 p.m. S Schnecksville  
6/19 9 a.m.-5 p.m. W Range \$410

## Private Shooting Range Training

Class will be set up on request of interested groups or students and training is customized to needs. Cost varies.

## Recertification Retired Law Enforcement Officer ID Act (LEOSA)

#28411	POL 600-50	1/24	4-8 p.m.	W	Range	\$55
#25576	POL 600-51	2/21	4-8 p.m.	W	Range	\$55
#25577	POL 600-52	3/27	4-8 p.m.	W	Range	\$55
#27386	POL 600-53	4/24	4-8 p.m.	W	Range	\$55
#27387	POL 600-54	5/22	4-8 p.m.	W	Range	\$55
#27884	POL 600-55	6/12	4-8 p.m.	W	Range	\$55

## Active Attacker Training

Class set up on request and ideally will be held at requesting parties' property as the goal is reality-based training. This event is part lecture (what to do and how to do it) and then practical exercises wearing safety gear and using Glock training simunitions equipment (all supplied by the college). Hours and depth of training will vary on individual and organizational request/needs.

## Force Science De-escalation Training

Class set up on request. This training event is all lecture and focuses on the skills needed in attempting de-escalation techniques on non-cooperative individuals.

## Customizable Public Safety Training Classes

Available upon request.

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### FOR MORE INFORMATION CONTACT:

#### Thanos Milios

Firearms Coordinator/Instructor  
[amilios@lccc.edu](mailto:amilios@lccc.edu)

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# Business Career Pathway

We'll help you get started.

Learn the basics

in a noncredit class: **Start Your Business  
CDL Training Program**

Take the next step: **1-year diploma or certificate**

or move ahead for more options: **Associate in Applied Science**  
leading to: **Bachelor's and Master's degrees**





## Personal Interest Classes

Discover a new hobby or expand your skill set with our range of personal interest classes. Classes are engaging, interactive and designed to suit a variety of interests.

### Cooking

#### The Art of Parfaits

Impress your guests making these Instagram-worthy desserts from healthy to total indulgence. Hands-on course.

#30340 COO 821-51 2/27 7-9 p.m. T Schnecksville \$59

#### Cupcake

Decorate like a pastry chef – stunning cupcakes that look so beautiful, you won't want to eat them! Hands-on class.

#27848 COO 435-52 3/20 7-9 p.m. W Schnecksville \$59

#30938 COO 435-54 5/15 7-9 p.m. W Schnecksville \$59

#### Cupcake II – Working with Fondant

Learn to elevate your cupcake to the next level. This class will teach you to design your cupcakes from the inside out with show-stopping designs. Hands-on course.

#30341 COO 436-53 4/16 7-9 p.m. T Schnecksville \$59

#### Floral Cupcake Decorating

Learn the art of piping flowers such as roses, daffodils, poinsettia, hydrangea and daisies onto cupcakes. Impress your friends and family with these delectable delights. Hands-on course.

#31006 COO 416-55 6/11 7-9 p.m. T Schnecksville \$59

### Fitness: Body & Soul

#### Ballroom Sampler

Learn the Big Band era basics: Fox Trot, Single-Step Swing and Rumba. High energy and loads of fun. Ladies must wear flats or low/wide heels. Couples only (\$83/person).

#27855 REC 628-53 4/16-5/7 7-8:30 p.m. T Schnecksville \$83

#### Social Dance Sampler

Experience a sampling of popular East Coast Swing, West Coast Swing, Hustle and Country Western Two-Step in lead-follow method. Ladies must wear flats or low/wide heels. Learn footwork, body posturing and rhythms. Couples only (\$83/person).

#30392 REC 675-52 3/12-4/2 7-8:30 p.m. T Schnecksville \$83

#### Dance at Your Wedding

Learn fundamentals for you and your spouse to dance at ease; listen to the music to identify different rhythms – the critical aspects of partner dancing. Couples only (\$68/person).

#30199 REC 481-52 3/9 9:30 a.m.-12:30 p.m. S Schnecksville \$68

#30940 REC 481-53 4/27 9:30 a.m.-12:30 p.m. S Schnecksville \$68

#### Zumba Fitness

Get fit while having fun! Burn calories as you move to the rhythm with Latin-inspired dance moves. No dance experience necessary. Workout Level–medium intensity.

#30941 REC 705-52 3/13-3/27 5-6 p.m. W Schnecksville \$28

#31005 REC 705-53 4/17-5/1 5-6 p.m. W Schnecksville \$28

# Et Cetera

## Intro to Professional Voice Over

An upbeat/entertaining/engaging introduction to the world of voice-over with industry pros and cons, and real-world examples. Learn behind-the-scenes basics of the creative and business aspects. Questions and class engagement are encouraged.

#29252	SPI 566-51	2/7	6:30-8 p.m.	W	Remote	\$69
#30205	SPI 566-54	5/16	6:30-9 p.m.	R	Schnecksville	\$69

## Square Foot Gardening

Square Foot Gardening is a simple alternative to labor-intensive and inefficient row gardening by focusing on planting, spacing, weed control and soil. This course covers the basics of square foot gardening and its benefits. You will learn how to plan, plant, care for and harvest your own square foot garden.

#30342	SPI 401-51	2/21	6:30-8:30 p.m.	W	Schnecksville	\$69
#30343	SPI 401-52	3/13	6:30-8:30 p.m.	W	Schnecksville	\$69

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### FOR MORE INFORMATION CONTACT:

#### Julie Trumbauer

Workforce Education Coordinator

[jtrumbauer@lccc.edu](mailto:jtrumbauer@lccc.edu)

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## Registration

**Tuition** - Noncredit tuition is the same for residents and nonresidents.

**When to Register** - Register as early as possible and at least 10 days prior to the class start date. Minimum enrollment is required for classes to be held; classes with inadequate enrollment are cancelled. Email Noncredit Registration at [ncregistrar@mymail.lccc.edu](mailto:ncregistrar@mymail.lccc.edu) to verify course details, space availability, location and special instructions.

### Three Ways to Register:

**IN PERSON** - In the Office of Registration/Student Records, Student Services Center on LCCC's main campus, or LCCC Allentown or LCCC Tamaqua. Cash is not accepted at off-campus sites.

**PURCHASE ORDER** - Organizations will be invoiced if a purchase order number is provided.

**BY PHONE** - Using a debit or credit card, call 610-799-1197 and when prompted press 3 for Noncredit.

**Attendance** - Individual noncredit programs have attendance policies set by third parties and regulatory agencies. However, for all other classes, successful course completion is based upon 80% attendance at classes.

**Textbooks** - For courses that indicate "text included" in course description, the course materials will be available for pick-up on the day the class starts at the LCCC main campus bookstore (for a main campus course). Or for most off-campus courses, they will be available in the classroom on the first day (for courses at sites other than main campus).

**Refund Policy** - To withdraw from a class and get a full refund (minus the cost of textbook if included in the course fee), notify us in writing before the beginning of the second class. For classes that meet only once, refunds are issued only if requested prior to the start of class. The materials fee is not refundable if withdrawal takes place within five days of class start.

**Cancellation Policy** - Classes are subject to alternative delivery methods (live, remote, online) or cancellation based on low enrollment or factors beyond college control. If delivery method is adjusted or class cancelled, we will notify you as soon as possible.

**Senior Citizen Policy** - Citizens at least 60 years old and live in a sponsoring school district may be eligible for free tuition. For details go to [www.lccc.edu](http://www.lccc.edu).

**Services for Students with Disabilities** - Access and academic accommodations for students with disabilities may be requested through the Office of Disability Support Services by calling 610-799-1156. Information: [www.lccc.edu/disability](http://www.lccc.edu/disability).

**Former Students:** - Important! If your name has changed, please contact [ncregistrar@mymail.lccc.edu](mailto:ncregistrar@mymail.lccc.edu) to provide proof of your name change. A certificate, etc. will be issued only in the name we have on file. Also, update your phone number and email address so we can contact you if a class is cancelled, etc.



**LEHIGH CARBON  
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Schnecksville, PA 18078

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**For more information, contact Don Worman at [dworman@lccc.edu](mailto:dworman@lccc.edu)**

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