

Suffolk Association for Continuing / Community Education
WWW.SACCE.ORG

Dear SACCE member:

SACCE is pleased to include the course offerings of our institutional members on our web site.

Following are course titles that will be found on the SACCE web site's course listings. Please click on the box next to each course title offered at your institution. Upon completion, you may email the listing to dmontaru@wsboces.org. If you choose to print the listing and complete it by hand, simply check the box preceding the course titles you expect to offer and mail the completed form to:

SACCE c/o Debra Montaruli
Wilson Tech
17 Westminster Avenue
Dix Hills, NY 11746

If printing the form, you may add a new course to the listing by writing it in the relevant category before submitting the form. If you are going to email the listings, please list new course titles and the categories under which they should be included in the email message. **Courses should be listed only once.**

Please email questions to me at dmontaru@wsboces.org. Thank you in advance for your prompt response.

Sincerely,

Debra Montaruli
Vice-President, SACCE

**SACCE Web Site Course Listing Worksheets
Suffolk County**

Session:

Year:

Administrator's Name:

Title:

Educational Institution:

Street Address:

Town:

Zip Code:

Telephone:

Fax:

Email:

Fall Starting Date:

Web Site Address (URL):

Telephone for *Web Site* Listing:

SACCE WEB SITE COURSE LISTING

SUFFOLK COUNTY

This listing is for adult education courses only.
Please click once in the box to select.

ART, DECORATING AND DESIGN

- Abstract Painting
- Acrylic Painting
- Antiques
- Antique Appraisal
- Art Appreciation
- Art History
- Art of Mehendi
- Art Tours
- Calligraphy
- Cartooning
- Ceramics
- Collage
- Colored Pencils
- Decorative Painting
- Drawing & Painting
- Drawing & Sketching
- Fashion Design
- Faux Painting
- Floral Design
- Framing
- Fundamentals in Painting-Oil, Pastel, Mixed Media
- Interior Decorating & Design
- Interior Design with Feng Shui
- Japanese Brush
- Jewelry Making
- Landscape Painting
- Life Drawing
- Oil Painting
- One Stroke Painting
- Paint Like a Pro
- Painting
- Painting on Silk
- Pastels
- Pottery
- Print Making
- Rangoli – Floor Art
- Rubber Stamp Art
- Scrapbook Making
- Sculpture
- Spontaneous Painting
- Stained Glass
- Stone Carving
- Tole Painting
- Watercolor

- Window Treatments
- Wood Carving

AUTOMOBILES & DRIVING

- Auto Alarm Installation
- Auto Body Repair
- Auto Mechanics & Maintenance
- Auto Restoration
- Defensive Driving Course
- Drivers Education
- Fifty-Five Alive/Mature Driving
- NY State 5-Hour Pre-Licensing

AVIATION

- Aircraft Mechanics
- Aviation

PERSONAL APPEARANCE

- Bridal Make-up
- Color Analysis
- Cosmetic and Laser Surgery
- Cosmetology
- Esthetics
- Hair Braiding
- Hair Cutting
- Hair Imaging
- Make-up & Skin Care
- Nail Care
- Your Image and You

BUSINESS

- Accounting
- Accounting for Small Business
- All About Cell Phones and PDA's
- Bookkeeping
- Bookkeeping - Microcomputer App.
- Business English
- Business Management
- Business Math
- Business Writing

- Child Care Business
- Computer Office Skills
- Computerized Accounting
- Conflict Resolution
- Contract Training
- Customer Service
- Employee Benefits
- Entrepreneurship
- Fund Raising
- Grant Writing
- Gregg Refresher
- Home Business
- Home Inspection Business
- How to be a Successful Consultant
- How to Start Your Own Business
- Human Resources
- Importing – Exporting
- Insurance - Life - Home – Auto
- Insurance Property and Casualty
- Insurance: Continuing Education
- Insurance: Commercial Lines
- Insurance: Property and Liability
- Internet Marketing
- Investment Strategies
- Leadership Styles
- Life Insurance
- Literacy for Business and Industry
- Marketing
- Marketing Your Crafts
- Marketing Your Feng Shui Practice
- Notary Public Training
- Office Skills
- Payroll Systems
- Personnel Management
- Promoting Your Small Business
- Restaurant Management
- Supervisory Skills
- Time Management
- Typing
- Typing – Keyboard

CAREERS & TRAINING

- Alcoholism and Chemical Abuse Counseling
- Animal Care - Veterinary Science
- Art & Antique Appraisal
- Ask the Experts – In Reality
- CAD
- Career Change Workshop
- Child Care
- Civil Service Careers

- Clinical Social Work Practice
- CPR
- CPR – Adult Heart Saver
- CPR – Child/Infant
- CPR for Family & Friends
- CPR – Re-certification
- Dental Office Assistant
- Dental Assisting
- Diagnostic Medical Sonography
- Electrocardiograph Technician
- Event Planning as a Career
- Finance
- Hemodialysis Technician
- Hospital Admissions Clerk
- Interior Design Careers
- Lawyers Assistance Program
- Legal Careers
- Legal Nurse Consulting Program
- Legal Office Procedures
- Legal Secretary
- Locksmithing
- Medical Assisting
- Medical Billing
- Medical Manager
- Medical Office Assistance
- Medical Office Procedures
- Medical Records
- Medical Secretary
- Medical Terminology
- Medical Transcription/Terminology
- Modeling
- Nail Specialty License
- Nurse Assisting
- Nursing Home Administration
- NYS Approved Cont. Ed. Courses
- NYS Approved Licensed Appraisal
- NYS Approved Salesperson Course
- NYS Real Estate Appraisal, Cont. Ed
- Paralegal
- Pharmacology Update for Nurses
- Phlebotomy
- Private Investigation
- Radio Broadcasting for Young Adults
- Real Estate
- Real Estate Appraisal
- Real Estate Licensing
- Red Cross AED-Defibrillation Course
- Reporting Child Abuse
- Security Guard Training
- Show Business
- Supersitter Babysitting
- Social Work – Clinical Supervision
- Social Work – Group Dynamics

- Social Work – Group Programs
- Social Work – Crisis Intervention
- Social Work – Family Therapy
- Travel Agent Prep Course
- Translating and Interpreting
- Veterinary Office Assistance
- Video Production
- Wax License

CERTIFICATE PROGRAMS

- Accounting Certificate Programs
- Alcoholism and Chemical Abuse Counseling Certificate Program
- Animal Care Certificate Program
- Business Skills Certificate Program
- Certification in Baking & Pastry Arts
- Certification in Culinary Arts
- Certified Internet Webmaster
- Child Abuse Licensure Training
- Child Abuse Identification & Report Certificate
- Child Care Certificate Program
- Coaches Certification
- Coaching Certificate Program-Soccer
- Computer Graphics Certificate Program
- Computer Skills Certificate Program
- Deaf Studies Certificate
- Dental Office Assistant
- Elder Care – Certificate Program
- Feng Shui
- Finance Certificate
- Floral Design Certificate
- Hemodialysis Technician
- Human Resource Management Certificate Program
- Interior Decorating Certificate Program
- Interior Design Certificate Program
- Legal Nurse Consultant Certificate Program
- Legal Secretary Certificate Program
- Lifeguard Certificate
- Marketing Certificate Program
- Nail Technician
- Paralegal Certificate Program
- Personal Trainer & Fitness Instructor Certificate
- Red Cross AED-Defibrillation Course
- SAVE Legislation Certificate
- Water Safety Instructor
- Wax Licensing Program
- Word Processing Certificate Program

COMMUNICATIONS & HUMAN RELATIONS

- Anger Management
- Assertiveness
- Child Abuse Seminar
- Communication in Marriage
- Communication with Difficult People
- Conflict Resolution Within Relationships
- Couples Communication
- Diplomatic Persuasion
- Effective Listening
- Effective Training Skills
- Helping Your Child Get Organized
- Hypnosis
- Memory
- Violence Prevention Seminar

COMPUTERS

- 3D Studio Viz
- A+ Certification
- Access
- Active Server Pages
- Adobe After Effects
- Adobe Illustrator
- Adobe Photo Deluxe
- Adobe Photoshop
- Adobe Photoshop Elements
- Adobe Photoshop – Intermediate
- America On Line (AOL)
- AUTO CAD 2000
- AUTO CAD 2002 Intro
- AUTO CAD 2002 Intermediate
- AUTO CAD 2002 Adv.
- Auto Cad 2002
- Auto Cad LT
- Auto Cad Mechanical Desktop - Intro.
- Auto Cad Mechanical Desktop - Inter.
- Auto Cad Release II – Intermediate
- Auto Cad Rel 14 & Auto Cad 2000
- Auto Cad Rel 14 & Auto Cad 2000 Int.
- Auto Cad Rel 14 & Auto Cad 2000 Adv.
- AutoCAD (stet)
- Auto Desk Architectural Desktop
- BASIC Programming
- Basic Computers
- Business Applications
- C Programming
- C# Programming
- C++ Programming
- CAD 3D

- CISCO
- CIW Associate
- Computer Aided Design
- Computer Aided Manufacturing-2D
- Computer Aided Manufacturing-3D
- Computer Animation for Young Adults
- Computer Courses for Professional Development
- Computer for Beginners
- Computer Graphics
- Computer Literacy
- Computer Repair
- Computers - Introduction to Macintosh
- Computers for Senior Citizens
- Computers in Accounting
- DOS Operating Systems
- Data Base Basics
- Data Base Management
- Data Processing
- Data Processing for Health Care Systems
- Desk Top Publishing
- Digital Photography & Your Computer
- E-Bay
- E-Commerce
- E-Mail
- Electronic Spread Sheet
- Factory Layout & Simulation
- Family Tree Maker
- Front Page
- Geographical Information Systems (Cert.)
- How to Buy a Computer
- How to Sell Items using E-Bay
- HTML
- IC3
- Illustrator
- Information Technology
- Internet
- Internet- Advanced
- Introduction to Computers
- Introduction to Computer Applications
- Intro to Java Script
- Introduction to Network Essentials
- Intro. to Networking Certification
- Intro. to PC
- Inventor
- JAVA Programming
- JAVA Script
- Keyboarding
- LAN
- Legal Secretary
- Linux Administration
- Local Area Networks
- Lotus 1-2-3
- Macromedia Dreamweaver
- Macromedia Flash
- MCSE 2000
- MCSE/CNE Preparation Course
- MCSE/MCSA Preparation Course
- Microsoft Excel
- Microsoft Excel XP
- Microsoft Money
- Microsoft Net (MCAD)
- Microsoft Office
- Microsoft Outlook
- Microsoft Power Point XP
- Microsoft SQL Server (Cert)
- Microsoft Windows XP
- Microsoft Word 2000
- Microsoft Word XP
- Microsoft Works
- MOS
- MSN Microsoft Network Explorer
- Multimedia
- NCL-Computer Aided Manufacturing-Introductory Module
- NCL-Computer Aided Manufacturing-Intermediate Module
- NCL-Computer Aided Manufacturing-Advanced Module
- Network +
- Network Security
- Network Technology
- Networking – Home or Small Office
- Networks
- Oracle
- Oracle 9i
- PageMaker
- Palm Pilot
- Peach Tree
- Plotting with AUTO CAD 2002
- Power Point
- Publisher
- Quark X Press
- Quicken
- Quick Books
- Safeguard Your Computer from Viruses
- Scanner
- SOLIDWORKS 2000
- SQL
- Spread Sheet
- UNIX Operating System
- Upgrade to AUTO CAD 2004
- Visual BASIC
- Visual Basic-Net
- Web Authoring for Beginners
- Web Page Design Cert.

- Web Page Design (Non-Certif.)
- Web Site Development
- Windows
- Windows 2000
- Windows 95/98
- Windows 2000 Professional
- Windows File and Disk Management
- Wireless Network
- Word for Windows
- Word Perfect 5.0
- Word Perfect 5.1
- Word Perfect 6.0
- Word Perfect 6.1
- Word Processing
- Word Processing - Beginner
- Word Processing – Intermediate
- World Wide Web
- XML

CRAFTS, SEWING & NEEDLEWORK

- Bead Weaving
- Beading
- Bunka Embroidery
- Calligraphy
- Ceramics
- Chinese Knotting Creations
- Colonial Quilting
- Crafts in General
- Crocheting
- Crocheting/Knitting
- Dressmaking/Tailoring
- Fabulous Quilt Finishes
- Floral Arrangement & Design
- Friendship Quilting
- Hand Embroidery
- Jewelry Making
- Knitting
- Memory Albums
- Model Building
- Needlepoint
- Origami Parent/Child/Grandchild
- Pottery
- Quilting
- Ribbons-Art of Bow Making
- Scrapbooking
- Sculpture
- Sewing-Basic
- Sewing - Intermediate
- Stained Glass
- Stenciling
- Stone Carving

- Strip Quilting
- Topiaries
- Towel Cake
- Weaving
- Woodworking
- Wreath Workshop

CULINARY ARTS AND MORE

- All About Rice
- American Regional
- Appetizer – Hors D’oeuvres
- Asian Cuisine
- Barbeque / Grilling
- Basic Cooking
- Bread
- Brunch
- Cake Decorating
- Caribbean and Latin Cooking
- Chicken
- Cheese Tasting
- Chinese Cuisine
- Chocolate
- Commercial Cooking
- Continental Cooking
- Cookie Baking & Decorating
- Cooking Light & Healthy
- Culinary Theory
- Desserts
- Elegant Dining
- Gourmet
- Great Chef Cuisine
- Holiday Buffet
- Ice Cream/Sorbets & Frozen Cakes
- Indian Cuisine
- International Cuisine
- Italian Cuisine
- Japanese
- Joy of Soy
- Low Fat
- Mediterranean Cooking
- Nutritional Cooking
- Parent/Child
- Pasta
- Phyllo Dough Demonstration
- Puff Pastry
- Salads
- Sauces
- Seafood
- Soups
- Spanish Cuisine

- Tapas
- Thai Cuisine
- Vegetarian
- Wine and Cheese Pairing
- Wine for Dummies – How to Select
- Wine Tasting
- Wine Tasting /Gourmet Dinner

DANCE

- African
- Ballet
- Ballroom/Social Dance
- Belly/Middle Eastern
- Country Western
- Disco & Hustle
- Folk Dancing
- Hip Hop
- Indian
- Latin
- Latin/Disco
- Latin Line Dancing
- Line Dancing
- Mambo Salsa
- Meringue/Salsa
- Social Dancing
- Spanish
- Square Dancing
- Swing
- Swing & Hustle
- Tango
- Tap

EDUCATIONAL ADVANCEMENT & REMEDIAL

- Accent Reduction
- Adult Basic Education
- Americanization/Citizenship
- Basic English
- Basic English with Computers
- Basic Math
- Basic Math with Computers
- Basic Reading
- Business English
- Business Math
- Child Abuse
- College Preparation – Biology

- College Preparation - Chemistry
- College Study Skills
- ESL – Adults
- Evening High School
- External Diploma Program
- Family Literacy
- GED
- GED in Spanish
- GMAT Review
- GRE Review
- High School Credit Course
- High School Equivalency
- High School Equivalency in Spanish
- LAST Review (NY Teacher Exam)
- LSAT Review
- Life Skills
- Literacy for Adults
- MCAT Review
- Mathematical Literacy
- PSAT Review
- Regents Review
- SAT Review
- Study Skills
- Super Student Seminar
- Workplace Literacy

FINANCIAL

- Achieving Your Financial Goals
- Advanced Financial Planning
- Avoid Investor Mistakes
- Avoid Running Out of Money
- Certified Financial Planning
- College Financial Aid
- Debt-Free Living
- Divorce & Money Matters
- Estate Planning
- Financial & Retirement Planning
- Financial Literacy
- Financial Planning - Personal
- Financial Planning - Seniors
- Financial Planning - Singles
- Financial Planning – Singles/Divorce
- Financial Planning – Women
- Getting Organized Financially
- House vs. Pension in Divorce
- How to Pay for College
- How to Pay for College Tax Free – The 529 College Plan
- How to Read the Financial Papers
- Identity Theft

- Increasing Retirement Income
- Investing 101
- Investing Basics & Beyond
- Investing for Women
- Investments, Security, Stocks, Bonds:
- Investment Strategy
- Is a Portfolio Designed in 1990
Appropriate for 2004?
- Long-term Health Care
- Medicaid
- Money Management
- Mutual Funds
- New Tax Laws
- Organizing Important Papers
- Personal Financial Management Workshop
- Protecting and Growing Your Nest Egg
- Resisting Conventional Wisdoms
- Retirement for Life
- Reverse Mortgages
- Stock Market Analysis
- Wills, Estates, Trusts
- Women & Divorce
- Women & Money

FOREIGN LANGUAGES

- American Sign
- Basic Chinese
- English-as-a-Second Language
- English as a Second Language – Writing
- French
- French Intermediate
- French Advanced
- Gaelic
- German
- Greek
- Hebrew
- Interpreting (For the Deaf)
- Irish Conversation
- Irish Conversation for Children
- Irish Culture – Advanced (in Irish)
- Irish Grammar
- Irish Phonetics
- Italian Beginner
- Italian Intermediate
- Polish
- Portuguese
- Sign Language
- Spanish
- Spanish – Intermediate
- Spanish - Literature
- Spanish - Medical

- TOEFL

GAMES

- Bridge
- Canasta
- Casino Gambling
- Chess
- Mah Jongg
- The Other Mah Jongg

HEALTH & WELLNESS

- Acupuncture – Fingers Do the Handling
- ADHD, ODD, CD
- Addictions
- Alcohol/Drug Addiction Certificate Program
(CASAC)
- Alternate Health Care
- Anger Management
- Arthritis
- Automatic Electronic Defibrillator (AED)
Use Training
- Characteristics of Motivated People
- Chi Kung
- Chronic Pain Relief
- Community Health Education
- Diabetes Self-Management
- Diet & Exercise
- Dynamic Fitness
- Feldenkrais Method
- First Aid
- Flowing Tai Chi
- Hatha Yoga
- Healing
- Healing Headaches
- Health & Stress, Causes & Cures
- Healthy Ways to Lose Weight
- Hemodialysis
- How to Prevent Food Poisoning
- Hypnosis
- Kickboxing
- Kundalini Yoga
- Infection Control
- Introduction to Chinese Herbs
- Long Term Health Care
- Meditation
- Memory
- Menopause
- Mental Fitness

- Mind & Body Care
- Nutrition
- Nutrition & Weight Loss
- Pediatric Basic Life Support
- Pilates
- Pre-Natal Classes
- Pre-Natal Yoga
- Reiki
- Self Defense for Women
- Smoke Ending Workshop
- Stress Management
- Tai Chi
- Tai Chi Chuan
- Take Charge of Your Life
- Therapeutic Touch
- Weight Loss Hypnosis
- Weight Management
- Yoga

HISTORY, CULTURE & CURRENT EVENTS

- A Hero Remembered: Honoring Andrew G. Hodgers
- American History
- Ancient History
- Archaeology
- Bible
- Current Events
- Hebrew Literature
- Historic Buildings
- Holocaust
- Islam
- Jewish History
- Long Island History

HOBBIES

- Acting
- Antiques
- Astrology
- Astronomy
- Bicycle Maintenance & Repair
- Carpentry & Woodworking
- Clock Repair
- Decorating
- Digital Photography
- Dog Obedience
- Dried Flowers
- Floral Design

- Furniture Restoration
- Genealogy
- Kitchen Remodeling
- Magic
- Model Railroad
- Photography
- Quilting
- Rocketeering
- Surfcasting
- Tarot
- Upholstery/Reupholster
- Video
- Woodworking

HOME & GARDENING

- Container Gardening
- Designing Your Garden
- Dried Flowers
- Feng Shui
- Feng Shui in the Garden
- Flower Arranging
- Gardening
- Garden Design & Planting
- Garden For Year Round Color
- Home Improvement
- Horticulture
- Interior Decorating & Design
- Ikebana (Japanese Flower Arranging)
- Kitchen Remodeling
- Landscaping
- Perennial Garden
- Shade Gardening
- Vegetable Gardening
- Winter Sowing

JOB READINES

- Interview Negotiating
- Interviewing Techniques
- Job Search Techniques
- Preparing for Work
- Resume Writing

LANGUAGE SKILLS

- Book Writing
- Business Writing
- Creative Writing

- Creative Writing (Children)
- Effective Writing
- Grammar Skills
- Grants Writing
- Magazine Writing
- Playwriting
- Poetry Writing
- Public Speaking
- Screen Writing
- Writing Children's Books
- Writing for Publication
- Writing Memoirs
- Writing Skills

LAW

- Divorce
- Elder Law
- Immigration Law
- Picking a Lawyer
- Women & Divorce

LITERATURE

- American Girl Book Club
- Book Discussions
- Children's Literature
- Fiction
- Great Books
- Poetry Reading
- Shakespeare
- Short Story

LONG ISLAND

- Bird Watching
- Four Phases of Long Beach
- Hiking in Metro Area
- Long Island History
- Photo History of Freeport

MUSIC

- Big Band Sound
- Broadway
- Cabaret

- Choral Group
- Community Swing Band
- Community Symphony
- Drums for Fun
- Guitar
- Harmonica
- Music Appreciation
- New Horizons Music
- Philharmonic
- Piano
- Singing
- Song Writing

OLDER ADULTS

- Computer Learning for Seniors
- Creative Crafts
- Elder Law
- Exercise for Older Adults
- Fifty-Five Alive Driving Course
- Financial Management
- Florida Relocation
- How to Leave Money to Your Heirs
- Las Vegas Relocation
- Long Term Care
- Medicaid Myth
- PEIR (Professionals & Executives in Retirement)
- Planning for Retirement
- Programming for Senior Citizens
- Retired Exec. & Profs. Academy
- Retiree Mistakes
- Senior Citizen Center
- Social Security Seminar

OUTDOOR ACTIVITIES

- Astronomy
- Bird Watching
- Boat Smart
- Boating – Basic
- Boating Safety
- Canoeing
- Celestial Navigation
- Kayaking
- Marine Captain Course
- Power Boating: Hands On
- Young Boatman

PARENTING & CHILD DEVELOPMENT

- Adoption
- Attention Deficit Disorder
- Bullying-Empowering Child
- Communicating with Adolescents
- Communicating with Children
- Discipline with Love
- Dynamics of Child Abuse, Neglect, Training, Identification & Reporting
- Help Your Child Become a Successful Reader & Writer
- Learning Through Play
- Living in Harmony with Children
- Parenting
- Parent/Child Memory Album
- Parent/Grandparent & Child Courses
- Preschoolers Prepare to Read
- School Violence/Prevention & Intervention
- Supersitter Babysitting
- Talking with Kids About AIDS
- Tough Topics & Teachable Moments

PERFORMING ARTS & MEDIA

- Acting
- Acting for TV Commercials
- Behind the Scenes at the Movies
- Breaking into TV, Soap Opera
- Film Production
- Magic
- Musical Theater
- Performing Arts
- Piano
- Theatre Appreciation
- The Best of Cabaret-Live Performance

PHOTOGRAPHY

- Black and White Photography
- Color Photography
- Darkroom Techniques
- Digital Camera
- Photographic Restoration & Editing
- Photography, Basic
- Photography, Intermediate

PHYSICAL FITNESS, SPORTS & AEROBICS

- Adult Fitness
- Adult Recreation
- Aerobic Dancing
- Aerobic Kick Boxing
- Aerobics
- Aqua Aerobics
- Aquatics for Children
- Badminton
- Basketball
- Basketball for Ladies
- Belly Buster
- Body Conditioning
- Body Sculpting
- Bone Building Workout
- Canoeing Long Island
- Cardio Kickboxing
- Dance & Exercise
- Dancercise
- Fencing
- Flowing Tai Chi
- Golf
- Horseback Riding
- Japanese Martial Arts/Judo/Karate/Kung
- Karate
- Kayaking
- Low Impact Aerobics
- Physical Fitness
- Pilates
- Qi Gong
- Reiki
- Rock Climbing
- Scuba Diving
- Self-Defense
- Self-Defense for Women
- Seniorcize
- Slimnastics
- Step Aerobics
- Swimmercize
- Swimming
- Table Tennis
- Tai Chi Chaun
- Tap Dancing
- Tennis
- Tennis - Advanced
- Volleyball
- Volleyball for Ladies
- Water Aerobics
- Water Exercise
- Weight Training
- Yoga

PROFESSIONAL/ VOCATIONAL

- A+
- Adult Development & Learning
- A.R.E. Exam Preparation
- Architecture
- Basic Electricity
- Basic Electronics
- BLS/CPR for Professional Rescuers
- Blueprint Reading
- Blueprint Reading-Architectural/Construction
- Building Codes
- Cancer Registry
- Certified Coding Specialist
- Certified Employee Benefits
- Certified Financial Planner
- Certified Purchasing Manager
- Chartered Property & Casualty Underwriter
- Child Care Provider Training
- Child Development Associate
- CNC Milling & Turning Setup and Operation
- Coding for CPT/4
- Coding for DRGs - Advanced
- Coding for DRGs - ICD-9-CM
- Computer Maintenance & Repair
- Computers & Technology for Educators
- Construction Electricity
- Dental Assisting
- Diagnostic Medical Sonography
- Dog Obedience Training
- Drafting
- EKG
- Electronics
- Feng Shui
- Foundations of Adult Ed.
- Geometric Dimensioning and Tolerancing
- Health Insurance Billing
- Heating/ Refrigeration/Air Conditioning
- Hospital Billing
- In-Patient Billing
- Infection Control
- Insurance Broker
- Insurance Broker - Continuing Education
- Insurance Licensing
- Interior Decorating
- Interior Design
- Internet Applications & Distance Education
- IV Certification
- Kitchen Planning
- Legal Nurse Consultant

- Medical Billing
- Medical Office Management
- Medical Office Procedures
- Medical Records
- Medical Secretary
- Medical Terminology
- Medical Transcription
- Medical Transcription Certificate Program
- Net++
- Nurse Assistant
- Nursing - Continuing Education
- Nursing - Continuing Education - State Bd. Examination Review
- Nursing - Practical
- Nursing Home Administration – Continuing Education
- NYSTCE Prep Course
- Oil Burner
- Paralegal
- Pest Control
- Pharmacology
- Phlebotomy
- Physician Billing
- Plumbing
- Professional Engineering Exam Review
- Program Planning & Evaluations of Adult Ed. Programs
- Programmable Logic Controllers
- Resume Preparation
- Risk Management
- RN Refresher Course
- Small Animal Care
- Strategies for Teaching Adults
- Surgical Technology
- Teaching ESL to Adults
- Teaching Reading & Writing to ESL Students
- Title Closer
- Trade Electricity
- Travel Agent
- Water Safety-Instructor Training (certificate)
- Welding

REAL ESTATE

- Ask the Architect
- Buying/Selling a Home
- Florida Relocation
- Foreclosure Acquisition
- Las Vegas Relocation
- NYS Approved Brokers Course
- NYS Approved Cont. Ed. Courses

- NYS Approved Licensed Appraisal
- NYS Approved Salesperson Course
- NYS Real Estate Appraisal, Cont. Ed
- Selling your Home w/o a Broker

SCIENCE

- Anatomy & Physiology
- Archaeology
- Astronomy
- Biology
- Biology Review
- Chemistry Review
- Earth Science Review
- Pulsars, Quasars & Black Holes

SELF-IMPROVEMENT & PSYCHOLOGICAL AWARENESS

- Awareness Through Astrology
- Becoming an Optimist
- A Course in Conscious Living
- Dealing with Difficult People
- ESP
- Find Yourself Through Journaling
- Home Health Remedies
- How to Slow the Aging Process
- Improving Memory and Concentration
- In Search of Spiritual Meaning
- Inner Vacations
- Interpersonal Behavior
- Marketing Yourself for Success
- Meditation
- Mental Fitness Training
- Metaphysical
- Numerology
- Organizational Skills
- Past Lives
- Power Persuasion
- Psychic Development & Spirit Communication
- Psychic Group Readings
- Psychology of Achievement Motivation
- Relaxation Workshop
- Self-Empowerment
- Self-Esteem
- Stress Reduction
- Supercharge the Healer Within
- Time Management

TOURS / TRAVEL

- Adventures on a Shoestring
- Architecture & Walking Tours
- Art Galleries & Museum/Studio
- Ballet Trips
- Boston Art & Theatre
- Broadway Trips
- Brooklyn's Victorian House Tour
- Bus Trips - Connecticut
- Bus Trips - Long Island
- Bus Trips: Massachusetts
- Bus Trips - New York City
- Bus Trips - New York State
- Bus Trips - One Day
- Bus Trips - Pennsylvania
- Bus Trips - Philadelphia
- Bus Trips - Weekend
- Foreign Travel
- Foreign Trips
- Grand Canyon
- Kutztown German Pennsylvania Festival
- Las Vegas
- Mansion Tour – Coe Hall
- Mansion Tour – Sands Point Preserve
- Metropolitan Museum of Art
- Mohegan Sun
- Museums
- National Parks
- Opera Trips
- Peddler's Village
- Portugal
- Riverboat Cruise
- Russia
- Sunday Cruise & Theatre
- Shopping in the Poconoes
- Shopping Trips
- Theatre Trips
- Trips Overnight or Longer