

## Our Mission

Lamar University is a comprehensive public institution educating a diverse student body, preparing students for leadership and life-long learning in a multicultural world, and enhancing the future of Southeast Texas, the state, the nation and the world through teaching, research and creative activity, and service.

## Our Office Hours & Location

**Monday - Friday**  
**8:00am-5:00pm**

Closed from 12:00 - 1:00 for lunch daily

**We are located inside of the  
Montagne Center, Room 103B.**

**Have you visited our website yet?**  
<http://www.lamar.edu/ce>



**LAMAR UNIVERSITY**  
A Member of The Texas State University System



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## Continuing Education

*Who We Are  
and  
The Courses We Offer*

Lamar University  
Non-Credit Programs

409-880-2233  
409-880-1832 [Fax]  
PO Box 10008  
Beaumont, TX 77710  
<http://www.lamar.edu/ce>

## All About Us

The Department of Continuing Education / Non-Credit Programs has to be self supporting, without your help we won't even break even! Your early registration means everything. Classes will be canceled two working days prior to the start date without minimum enrollments. Computer classes need a *minimum of five* enrollees to continue.

Continuing Education classes need at least **SEVEN**

enrollees. So please don't be the one to cancel the class! All classes canceled due to low enrollment will receive a FULL refund. Pre-registration is required for all classes and your registration is not considered complete unless your payment is received before class starts. You may withdraw from a class at anytime THREE working days before the class starts with a refund minus a drop fee. Remember computer classes are limited to 12 attendees in each class. **NOTE:** Lamar University reserves the right to cancel any classes, make instructor and/or course substitutions without prior notice.

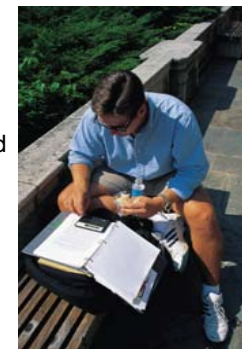
## Enrollment

Admission to the University is not necessary to take Non-Credit courses. Anyone who is over the age of 17 may take a class in our department. CCI Programs as well as other courses may require a minimum of a high school diploma or G.E.D.

## Workshop and Seminar Services

**Feeling overwhelmed by your next workshop or seminar? We can help!!**

We can provide all-inclusive services, such as: collecting all tuition, handling all registrations, and refunds, paying for all expenses (copies, books, meals/catering, payroll, etc) and then share the leftover tuition with your organization.



## Financial Aid

Non-Credit Programs is a self-supporting department and cannot offer financial aid to students.

But don't give up yet! There may be a student loan for those who qualify, especially for our healthcare and Gatlin-Education online courses. Call our office for more information @ 880-2233.

## Certificates and Transcripts

Certificates of completion are available with most Continuing Education classes. If an official transcript or certificate reprint is needed, they may be



purchased for a \$5.00 fee from our office. CEUs are available for a \$15.00 fee and only available for designated professional workshops and seminars that have met the official CEU guidelines & criteria. Please allow two weeks for processing for any of these items.

## Drop/Refund Policy

- A \$50 drop fee will be assessed for all **healthcare courses**.
- To receive a FULL refund less the \$50, you must contact CE office 5 or more working days PRIOR to class start date.
  - To receive a PARTIAL refund (80%), less the \$50 fee, you must contact us prior to the first class day.
  - NO REFUNDS will be issued once the class has started.

- A \$10 fee will be assessed for other refund requests
- At least 5 working days PRIOR to class a student may receive a full refund minus \$10 fee by notifying the CE office.
  - At least 3 working days PRIOR to class a student may receive 80% minus the \$10 fee by notifying our office.
  - Less than 3 working days prior to class NO REFUNDS will be issued.
- Please allow 4-6 weeks for refund checks to be processed. Refunds for credit card payments will be processed in 1 week.

## Health and Medical Courses

### Courses eligible for state certification:

#### Pharmacy Technician

Pharmacy techs assist and support licensed pharmacists in providing health care to patients in a hospital or retail setting.

#### Phlebotomy Technician

The Phlebotomy Technician is an integral member of the medical laboratory team whose primary function is the collection of blood samples from patients by venipuncture or microtechniques.

#### Dental Assistant

Dental Assistants work under the direction of other health care professionals, usually in dental offices, hospitals, health clinics and other health care settings. Under direct supervision, they are responsible for assisting dentists and dental hygienists with patient care as well as providing certain administrative support to the office.

#### Medical Billing & Coding

Gives students interested in healthcare careers the necessary skills to obtain a position as a medical biller & coder in a hospital, medical clinic, physician's office, or insurance company.

#### Medical Assistant Administration

Medical Assistants support physicians and nurses in delivering patient care. Tasks consist of keeping medical records, greeting patients, billing and clerical duties, scheduling appointments, arranging for admission into the hospital and laboratory services, and checking supplies.

#### Workforce Training:

##### Ward Clerk

Learn the skills and procedures to manage a hospital or nursing home ward. Course topics include graphic sheets and physician's orders, preparing hospital schedules, ordering supplies, and office coordination.

##### Activities Director

This program prepares students to work in the capacity of an activities director in the health care field. Activities directors are often employed in nursing home and assisted living facilities.

**We've got hundreds of online courses!  
Log on to our website now to  
check them out!**

**lamar.edu/ce**



## License Updates and CEUs

### Med Aide Update

This course fulfills the requirements needed for annual renewal of Medication Aide Certification in this one-day seminar. Classes fill quickly.

#### To insure a seat, register early!

### Insurance Agent CEUs

Texas requires 30 hours of CE every 2 years for insurance agents. Limited lines license holders are required to take 1- hours of CE every 2 years. At least 50% of the total hours



required must be taken in a classroom or through classroom equivalent. The remainder may be self study. With Lamar University and WebCE, it's easy to fulfill your insurance agent CE requirements!

### Engineering Continuing Education Program

The Lamar University Continuing Education department offers the video presentations that enable you to meet your license renewal.

### SHRM

Continuing Education will now host the SHRM learning system and Essentials of Human Resource Management Certificate Program. We invite you to attend one of both of the programs. For more detailed course info, contact our office.

## Computer Training

### Intro to Windows XP

Learn to use the Windows operating system including terminology, file management, desktop customizing, and basic computer maintenance. This course is the first step toward making your computer work for you.



### Microsoft Office 2007

Microsoft Office is the most widely used software package in the business world. You'll learn how to create spreadsheets, maintain database information, and how to prepare letters, memorandums, and other office correspondence. Students will also learn how to integrate data between the separate programs of MS Office.

## More Computer Training

### Intro to Microsoft Excel 2007

Learn how to create real-world business databases using Microsoft Excel 2007. Master the secrets of making the computer—not people—do all the work. Learn to create tables, queries, forms, reports, and macros for managing contacts, products, orders, invoices, and receipts. Pull all the pieces together with a single, easy-to-use switchboard.

### Beginning Keyboarding

This course is taught using interactive keyboarding software. The program consists of tutorials, reinforcement activities and educational games that will help the student master basic keyboarding skills.

## Online Learning

Update your skills, discover a new talent, or chart a new career path at your own pace in the comfort of your home or office. Online courses make it easy to begin now to achieve your goals.

**\*\*ALL ONLINE COURSES REQUIRE A VALID EMAIL ADDRESS AND AN INTERNET CONNECTION.\*\***

Visit any of the websites below for a career change:

Job Training - [gatlineducation.com/lamar](http://gatlineducation.com/lamar)  
CEUs - [flexstudy.com/lamar](http://flexstudy.com/lamar)  
Career & Leisure Learning - [ed2go.com/lamar](http://ed2go.com/lamar)  
Home Insurance Agent CEUs - [lamar.webce.com](http://lamar.webce.com)  
Home Inspection - [ahit.com/affiliates/lamar](http://ahit.com/affiliates/lamar)  
OSHA Training - [lamaruniversity.360training.com](http://lamaruniversity.360training.com)

### **NEW!! HEAVY INDUSTRY TRAINING THROUGH GATLIN EDUCATION.**

Earn a certificate in Plant Mill Operations, Chemical Plant Operations, Oil Refinery Operations, Power Plant Operations, & Pulp Mill Operations.

### TravelLearn—Learning Vacations for Adults

Travel becomes a journey with a purpose when you are accompanied by a knowledgeable, articulate, and enthusiastic escorts, local guides, and in-country resource people. Check out the TravelLearn website for more information & trip details: <http://www.travellearn.com/lamar>

## Personal Enrichment

### Beginning & Intermediate Belly Dance

Come and join in the fun. Learn the basics of belly dance and more dance movements and steps. Student will also achieve better



coordination, flexibility and muscle tone through warm-up stretches, exercise, and dance steps.

#### Writing the Novel

This course will provide a basic understanding of the craft and art of novel writing. By the end of the course, the student will have developed a premise, a beginning, end and the characters to fill the middle of the novel.

#### Fiction Writing to Sell

Designed for students with all of the elements from opening hook to resolution. This class will teach students what needs to be included in an acceptable manuscript. This course will also give exposure to the business side of publishing, marketing, and rules for submitting a manuscript for consideration.

#### Fundamentals of Investing

This six week course is designed for individuals interesting in learning about investing. Topics include stocks, bonds, and mistakes to avoid when investing. Class size is limited - so register early!

## Language Learning

### ESL-English as a Second Language

#### Aumenta tu fluidez en el Ingles

En este curso, los estudiantes desarrollarán su fluidez y exactitud en el lenguaje informal. También trabajaremos en la pronunciación. La clase incluirá una variedad de actividades, tales como interpretar papeles en situaciones diarias y discusiones basadas en sucesos actuales.

### Conversational Spanish

Learn Spanish the fun way! This course will give students a good start to a working vocabulary with basic grammar rules and conversational practice. Learn simple everyday phrases used in restaurants, hotels and other situations commonly encountered during travel to Spanish speaking countries.