

## Refund Policy

A \$10 fee will be charged with **each refund request for other courses.**

### **Tuition Refund Schedule:**

- At least 5 working days PRIOR to class a student may receive a *full refund minus \$10 fee* by notifying the Continuing Education office.
- A least 3 working days PRIOR to class a student may receive *80% minus \$10 fee* by notifying the Continuing Education office.
- **Less than 3 working days PRIOR to the 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.*

## Drop Policy

A \$50 drop fee will be charged for **all healthcare courses.**

- To receive a *FULL REFUND less the \$50 FEE*, you must contact the Continuing Education Department 5 or more working days PRIOR to the first class day.
- To receive a *PARTIAL (80%) REFUND, less the \$50 FEE*, you must contact the Continuing Education Department PRIOR to the first class day.

**- NO REFUNDS WILL BE ISSUED  
AFTER A CLASS HAS STARTED.**

# Fall 2008 Class Schedule

## Lamar University Continuing Education

**Contact Us:**  
PO Box 10008  
Beaumont, TX 77710  
(409) 880-2233  
Fax: (409) 880-1832  
<http://www.lamar.edu/ce>

## Our Programs

Our classes are designed to help individuals learn new skills, upgrade their current skills, and build knowledge for their professional and personal development.

**We have course offerings in a variety of areas:**

Certificate Programs  
CEUS  
Healthcare Programs  
Personal Enrichment  
Writing Classes  
Computer Programs  
Workshops and Seminars

## 4 Easy Ways to Register

**1. Mail:** Mail your completed registration form to: Non-Credit Programs PO Box 10008, Beaumont, TX 77710. Include your check or money order made payable to Lamar University. You may also include your credit card information in the space provided.

**2. Fax:** Fax your completed registration form to 409-880-1832. Please have your credit card information included on the form in the space provided.

**3. Walk-In:** Come by our office (Room 103B of the Montagne Center) to fill out a registration form. If paying by cash, please have the exact amount, as we are unable to make change.

**4. Online:** Register online with a credit/debit card at:

<http://www.lamar.edu/ce>

## Office Hours and Location

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

*We are closed from 12pm - 1pm for lunch daily*

**Our office is located inside the  
Montage Center, Room 103B**

## Parking Fees

Parking Fees are optional but highly recommended to take our classes. Parking tickets start at \$20 - per ticket, per offense. One-day classes and seminars receive free parking passes unless otherwise noted. The other fees are as follows:

0-3 week course: **\$3**  
4-6 week course: **\$5**  
7-15 week course: **\$10**



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

## Medical Courses

**Ward Clerk** \$300\*  
 September 3 - November 19 6:00 - 9:00pm Wed  
*\*Sign up one-week before class get \$50 off!*

## Healthcare Courses

**Eligible for State or National Certification**  
**Pharmacy Technician** \$999  
 September 30 - November 25 6 - 9:30pm T/TH

**Pharmacy Tech Compounding Sterile Preparations** \$999  
 October 6 - November 24 6 - 9:30pm M/W

**Phlebotomy Technician** \$1599  
 September 8 - November 17 6 - 9:30pm M/W

**EKG Technician** \$999  
 October 7 - November 25 6 - 9:30pm T/TH

**Medical Billing & Coding** \$1499  
 September 9 - November 18 6 - 9:30pm T/TH

## Professional Writer's Center

<http://www.lulearn.net/writesite>

**Writing the Novel** \$79  
 October 6 - November 10 6pm - 8pm Mon  
**Fiction Writing to Sell - Session I** \$79  
 August 11 - September 15 6:30pm - 8:30pm Mon  
**Fiction Writing to Sell - Session II** \$79  
 September 29 - November 3 6:30pm - 8:30pm Mon  
**Write Magazine Articles that Sell!** \$79  
 October 6 - November 16 ONLINE COURSE  
**Nonfiction Writing Bootcamp (Getting Published)** \$79  
 October 2 - November 6 ONLINE COURSE  
**Writing for Teen Magazines** \$79  
 August 11 - September 22 ONLINE COURSE  
 STUDENTS MUST HAVE AN EMAIL ADDRESS TO TAKE ANY ONLINE CLASSES.

## Personal Enrichment

**Beginning Belly Dance** \$60\*  
 September 4 - October 30 6pm - 7pm Thurs  
 September 8 - November 3 6pm - 7pm Mon  
**Intermediate Belly Dance** \$70\*  
 September 8 - November 3 7pm - 8pm Mon  
*\*Sign up one week early, get \$10 off!*

**Home Base Travel Agent Course** \$180  
 This industry leading program will prepare students for the Institute of Certified Travel Agents TAP Certification.  
 September 30 - November 11 6pm - 8pm Tues

## Engineering "Ethics" Update

DATES TBA

## Travel Learn

### Learning Vacations for Adults

Travel becomes a journey with a purpose when you are accompanied by knowledgeable and enthusiastic escorts. Check out the travellearn website for more information & trip details:

<http://www.travellearn.com/lamar>

## Essentials of Human Resources

<http://www.shrm.org>

This is an introductory course offering a comprehensive overview of human resource roles and responsibilities. If you are just starting out in the human resources profession, or are looking for an effective way to boost your employee management skills, this is the program for you.

September 25 - October 23 6pm - 9pm TH  
 \$425 for SHRM Members \$499 for non-members

## Computer Courses

**Introduction to Windows XP** \$99  
 August 21 - August 28 6pm - 8:30pm T/TH  
 Sept 18 - Sept 25 6pm - 8:30pm T/TH

**Introduction to Microsoft Office 2007** \$325  
 October 2 - October 28 6pm - 8:30pm T/TH

**Beginning Keyboarding** \$99  
 August 25 - September 3 6pm - 8pm M/W

**Introduction to MS Excel 2007** \$120  
 September 4 - September 9 6pm - 8:30pm T/TH

## Medication Aide Update

**Early bird discount ends on the Friday before each class at 5pm.**

Friday August 15th 9:00am - 5:00pm \$60  
 Friday September 19th 9:00am - 5:00pm \$60  
 Friday October 17th 9:00am - 5:00pm \$60  
 Friday November 14th 9:00am - 5:00pm \$60  
 Friday December 12th 9:00am - 5:00pm \$60

*\*Sign up one-week early and get \$10 off!*

## Grantwriting/NonProfit Management Grantwriting Certification

### NEW Online Certificate Program!

For those who work with or desire to work in a nonprofit organization or business environment, this is the program for you. This program consists of 6 core classes and 2 electives. It is given online, so you can get your certification from the comfort of home.

Call us for more information!  
 Online Certificate Program = \$999

## Online Learning

**We have hundreds of online classes to choose from!**

**Here are just a few:**

Webmaster Certification  
 Home Inspection Certification  
 Administrative Medical Specialist w/Medical Billing & Coding  
 Paralegal Programs  
 Veterinary Technician  
 PC Troubleshooting, Security, and Networking  
 Courses for Teaching Professionals

**Check out these websites for a career change:**

<http://www.lamar.edu/ce>

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

**NEW HEAVY INDUSTRY TRAINING OFFERED ONLINE, ONLY THROUGH GATLIN EDUCATION!**

## Language Learning

**ESL: Inglés como Segundo Idioma** \$185  
 Septiembre 29 - Octubre 27 6pm - 8pm  
 Lunes y Miércoles  
*-Para obtener más información, por favor llame a Tom Noyola 409-839-2094.*

**Conversational Spanish** \$185  
 August 25 - September 24 6pm - 8pm M/W

## NEW! Voice-Overs

NEW NEW NEW NEW NEW NEW

**You're On the Air:**  
**How to Really Make it in Voice-Overs** \$40\*  
 October 18 3pm - 5pm Sat  
*\*Get \$10 off when you register on or before 10/10*