

## Refund Policy

A \$10 fee will be charged with **all courses \$249 and under.**

### **Tuition Refund Schedule:**

- At least 5 working days PRIOR to class a student may receive a *full refund minus the fee* by notifying the Continuing Education office.
- A least 3 working days PRIOR to class a student may receive *80% minus the fee* by notifying the Continuing Education office.
- **Less than 3 working days PRIOR to the class NO REFUNDS will be issued.**

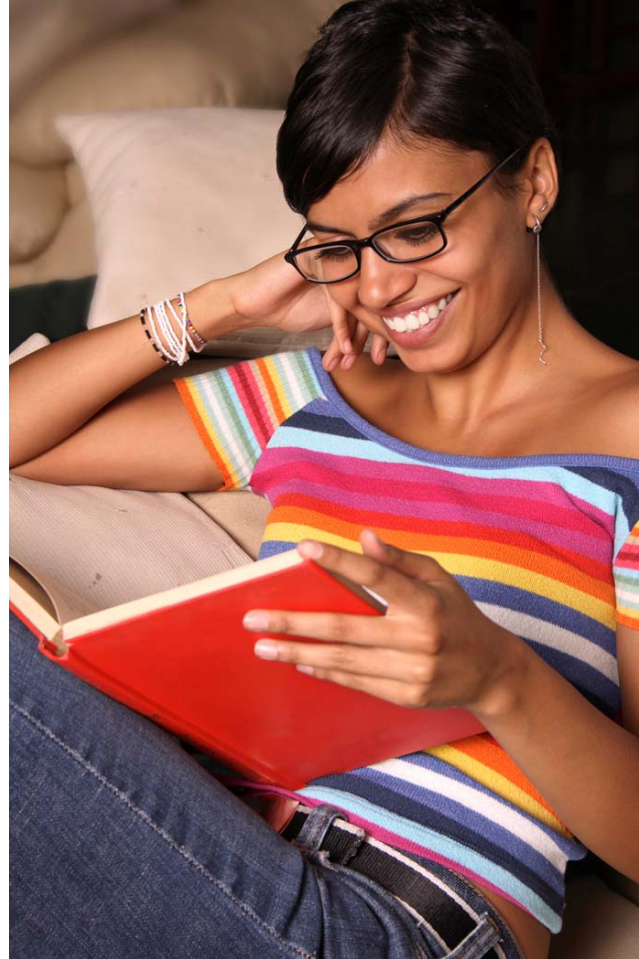
*Please allow 4-6 weeks for refund checks to be processed. Refunds for credit card payments will be processed in 1 week.*

## Drop Policy

A \$50 drop fee will be charged for **all courses \$250 and over.**

- To receive a *FULL REFUND less the 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 FEE*, you must contact the Continuing Education Department PRIOR to the first class day.
- NO REFUNDS WILL BE ISSUED AFTER A CLASS HAS STARTED.**

**If you have any questions regarding our Refund and/or Drop policy, please do not hesitate to contact our office at 409-880-2233.**



# Spring 2009 Continuing Education Class Schedule

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



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

## 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:**

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

## 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 & Location

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

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

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

## Contact Information

### **Address:**

PO Box 10008  
Beaumont, TX 77710

### **Phone:**

409-880-2233  
Fax: 409-880-1832

### **Website:**

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

## 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**

## Medical Courses

<b>Ward Clerk</b>	Wed
January 28 - April 22	6pm - 9pm \$300*
*Sign up one-week before class get \$50 off!	
<b>Basic Activities Director</b>	M/W
January 26 - April 15	6pm - 9pm \$800
Sat classes: Feb 28, March 14 & 28, April 11	

## Healthcare Programs

<b>Eligible for State or National Certification</b>	
<b>Pharmacy Technician</b>	\$999
February 17 - April 16	6 - 9:30pm T/TH
<b>Dental Assistant</b>	\$1799
February 16 - April 29	6 - 9:30pm M/W
<b>Phlebotomy Technician</b>	\$1599
February 16 - May 4	6 - 9:30pm M/W
<b>Medical Billing &amp; Coding</b>	\$1499
February 17 - May 5	6 - 9:30pm T/TH
<b>Medical Assistant Administration</b>	\$999
February 17 - April 14	6-9:30pm T/TH

## Professional Writers Center

To view more information about the Writers Center, visit:  
<http://www.lulearn.net/writesite>

<b>Writing the Novel</b>	\$79
March 2 - April 6	6pm - 8pm Mon
<b>Fiction Writing to Sell - Session I</b>	\$79
Feb 5 - March 12	6:30pm - 8:30pm Thurs
<b>Fiction Writing to Sell - Session II</b>	\$79
March 26 - April 6	6:30pm - 8:30pm Thurs
<b>Write Magazine Articles that Sell!</b>	\$79
Jan 19 - Feb 23	ONLINE COURSE

## Personal Enrichment

<b>Beginning Belly Dance</b>	\$60*
Jan 26 - Feb 23	6pm - 7pm Mon/Thurs
<b>Intermediate Belly Dance</b>	\$70*
Jan 26 - Feb 23	7:15pm - 8:15pm Mon/Thurs
*Sign up one week early, get \$10 off!	
<b>You're on the Air: How to Really Make it in Voice-Overs!</b>	\$40*
March 9	7pm - 9pm Mon
*Sign up one-week early, get \$10 off!	
<b>Fundamentals of Investing</b>	\$25
Jan 27 - March 3	6pm - 8pm Tues
<b>Negotiating a Labor Agreement</b>	\$249 <b>NEW</b>
Jan 31 & Feb 7	9am - 4pm Sat
<b>Interviewing from an Interviewer's Point of View</b>	\$50 <b>NEW</b>
Mon, April 6 & Tues, April 7 7pm - 9pm	

## Online Learning

We have hundreds of online classes to choose from!

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  
 OSHA Training Courses

Check out these websites for a career change:

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

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)  
 Insurance Agent CEUs - [lamar.webce.com](http://lamar.webce.com)  
 Paralegal Training - [edway.com](http://edway.com)  
 Home Inspection Training - [ahit.com/affiliates/lamar](http://ahit.com/affiliates/lamar)

## Computer Courses

<b>Introduction to Windows XP</b>	\$99
Feb 10 - Feb 13	2:30pm - 5pm T/TH/F
Feb 17 - March 3	7:30pm - 9pm T/TH
<b>Introduction to Microsoft Office 2007</b>	\$325
March 21 - April 11	1pm - 5pm Sat
<b>Introduction to MS Excel 2007</b>	\$120
Spring Dates TBA	

## Medication Aide Update

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

Friday	January 16	9am - 5pm	\$60
Friday	February 20	9am - 5pm	\$60
Friday	March 20	9am - 5pm	\$60
Friday	April 17	9am - 5pm	\$60

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

## Language Learning

<b>Conversational Spanish</b>	\$185
Jan 28 - Feb 25	6pm - 8pm M/W
<b>ESL: Inglés como Segundo Idioma</b>	\$185
Enero 29 a Febrero 26	6pm a 8pm
martes y jueves	
-Para obtener más información, por favor llame a Tom Noyola en 409-839-2094	

## Pre-Marriage Education

**Twogether in Texas FREE** workshop for Married Couples or Couples considering Marriage. Presented by Family Services of SETX. Childcare will be provided.  
**PLEASE CALL 409-833-2668 for information, 2008-2009 dates, and times.**

## SHRM: Learning System

Enroll today in a program designed to expand your HR knowledge and skills and prepare you for the Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification exams.

February 5 - April 30 \$975 - Member  
 Thurs 6pm - 9pm \$1025 - Non-Member

## Grantwriting/Nonprofit Management

### 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

<http://www.ed2go.com/lamar>

### Core Classes:

A to Z Grantwriting  
 Creating your Own NonProfit  
 Intro to NonProfit Management  
 Get Grants!  
 Writing Effective Grant Proposals  
 Advanced Grant Proposal Writing

### Electives (choose 2 of the 3):

Marketing your NonProfit  
 Becoming a Grantwriting Consultant  
 Wow, What a Great Event!

Visit us online today

**[lamar.edulce](http://lamar.edulce)**