

Lamar State College-Orange Non-Credit Schedule

Continuing Education Workforce Development



September - December 2012





Continuing and Workforce Education 506 Green Avenue • Orange, TX 77630 (409) 882-3321 • www.lsco.edu

LSC-O is a member of the Texas State University System and is an equal opportunity institution.

୭ Mission 🛷

The Continuing and Workforce Education Department

of Lamar State College-Orange provides non-credit student learning opportunities for the community and customized training programs to meet the needs of local business and industry.

Our commitment is to provide student learning opportunities to increase the knowledge and skills needed for current jobs and preparation for future career advancement.

ᆇ Instructors 🔏

Instructors selected to teach non-credit classes at Lamar State College-Orange are educated, certified or have special experience and are dedicated to providing atmospheres that promote student learning. Instructor flexibility and innovative course delivery methods ensure high academic standards and quality.



Lamar State College-Orange

Call 882-3321 to register!

Lamar State College-Orange Continuing and Workforce Education COMPUTER TECHNOLOGY

Beginning Computers for Senior Citizens (55+)

Instructor: Cindy Wyles Location: Room 133, Wilson Building Date: Sept. 12 Day: Wednesday Time: 9:00-11:00 a.m. Fee: Free This course is designed for individuals who have never used a computer. Learn to turn on computer, navigate with a mouse, open programs, play games, surf the Internet, set up an e-mail account and send e-mail with attachments.

Introduction to Computers

Instructor: Cindy Wyles Location: Room 133, Wilson Building Date: Sept. 11-20 Day: Tuesday/Thursday Time: 6:00-8:00 p.m. Fee: \$25 Do you feel confused, frustrated and lost when it comes to computers? All of the techno-babble is eliminated and replaced with simple explanations and hands-on learning in our computer lab. We'll start with learning what to do with the mouse and keyboard and other basic skills necessary to navigate around the computer. We'll work with Windows, the Internet and e-mail.

Microsoft Word 2010—Beginning

Instructor: Cindy Wyles Location: Room 133, Wilson Building Date: Sept. 25-Oct. 4 Day: Tuesday/Thursday Time: 6:00-9:00 p.m. Fee: \$25

Microsoft Word 2010—Intermediate

Instructor: Cindy Wyles Location: Room 133, Wilson Building Date: Oct. 9-18 Day: Tuesday/Thursday Time: 6:00-9:00 p.m. Fee: \$25

Microsoft Excel 2010—Beginning

Instructor: Cindy Wyles Location: Room 133, Wilson Building Date: Oct. 23-Nov. 1 Day: Tuesday/Thursday Time: 6:00-9:00 p.m. Fee: \$25

Microsoft Excel 2010—Intermediate

Instructor: Cindy Wyles Location: Room 133, Wilson Building Date: Nov. 6-15 Day: Tuesday/Thursday Time: 6:00-9:00 p.m. Fee: \$25 A must for computer users looking to update skills for the modern workplace. This class introduces the participant to Microsoft Word 2010. Learn to create, edit, print and store simple word processing documents on a computer. Identify and use the Office Button; the Quick Access Toolbar (QAT); the groups and commands included in the Home Tab, Insert Tab, Page Layout Tab; identify the References Tab, Mailings Tab, and more.

In this course, users will learn to use the basic functions of Microsoft Word 2010 (Home Tab, Insert Tab, Page Layout Tab) to create and use documents; create a form template; add form functions and protection to a form template; set-up a mail merge using a letter document and an Excel data source; use the tools introduced in this training module to create new and modify existing documents.

This class introduces the participant to Microsoft Excel 2010. Participants will be able to understand and use common Windows elements; launch Excel; understand the concept of a spreadsheet; recognize Excel screen elements; work with toolbars; use menus; get help; create, format, and save simple spreadsheets with simple formulas. Upon completion of the course the participant will be able to create, edit, print and store simple worksheets on a computer.

This class provides a greater depth of knowledge about Microsoft Excel 2010. Participants will be able to build advanced formulas; use names; work with multiple sheets; print, print preview, page setup; manipulate large worksheets; sort & subtotal data lists.

Lamar State College-Orange Continuing and Workforce Education

PERSONAL DEVELOPMENT

Step Aerobics, Cardio Mix & Zumba® Fitness

Instructor: Becky Barker Location: Student Center Gym Date: Monthly Day: Monday-Thursday Time: 5:30-6:30 p.m. Fee: \$30

Get fit for life by joining this 60-minute class of heartpounding, body moving and muscle-pumping FUN!!! Enjoy a workout that enhances the body's muscular endurance. Tone and strengthen your abdominal, chest and lower back muscles. Steps and weights provided. Bring an exercise mat to class.

Senior Citizens Fitness Class (55+)

Instructor: Don Thomas Location: Student Center Gym Date: Aug. 27-Dec. 5 Day: Monday/Wednesday/Friday Time: 9:00-9:50 a.m. Fee: \$49

This popular class has grown over the years and gives seniors a feeling of health and well being while promoting strength. Meet new people, make new friends or just come to exercise!

Conversational Spanish I

Instructor: TeTe Husband Location: Wilson Building Date: Sept. 11-Nov. 13 Day: Tuesday Time: 6:00-8:00 p.m. Fee: \$49

Orange Community Band

Instructor: Dr. Don Ball, Jr. Date: Aug. 27-Dec. 5 Day: Thursday Time: 6:30-7:45 p.m. Fee: \$25

Grand Chorus

Instructor: Brad Holmes Location: Student Center, Room 202 Date: Aug. 27-Dec. 5 Day: Monday Time: 6:00-7:30 p.m. Fee: \$25

home, restaurants or telephone. In every lesson, students will also learn about Spanish news and culture to enrich the learning process.

This class gives students the tools for correct pronunciation in a

very simple way. It focuses on everyday conversations for

Lamar State College-Orange has entered into a partnership with Orange Community Band to offer college band to our students Location: Orange City Building (Old Armory) 1403 Meeks Dr. and to continue to offer the band to our surrounding communities. One does not have to live in Orange to participate. The band presents several concerts a year: fall, Christmas, spring and July 4 concerts. 409-893-3409 info. about band only.

> Grand Chorus is a choir for area amateur and professional musicians and for college students at Lamar State College-Orange. While singing experience is appreciated, it is not required. The choir will present at least 2 concerts per year; Christmas and spring. Others may be presented in the community as opportunities arise. 409-893-3409 info. about chorus only.

GOALS

(GREATER ORANGE AREA LITERACY SERVICES) *PARTNERSHIP WITH LSC-O CONTINUING EDUCATION DEPARTMENT

FREE GED Classes

Math and language classes available.

To register contact:

GOALS Phone: (409) 886-4311

Lamar State College-Orange Continuing and Workforce Education PERSONAL DEVELOPMENT

Just ONCE Piano for Busy People

Instructor: Ed White Location: Room 125, Wilson Building Date: Sept. 15 Day: Saturday Time: 12:00-3:00 p.m. Fee: \$49 Some music teachers may not want you to know this, but you don't need years of weekly lessons to learn piano. In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. How do we do it? While regular piano teachers teach note reading, piano professionals use chords. And you can learn all the chords you'll need to play any song in this one session. Any song. Any style. Any key. If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll in this workshop.

There is a \$29 materials fee for the workbook and practice CD collected in class by the instructor.

Sewing for Beginners

Instructor: Rosa Miller Location: Room 125, Wilson Building Date: Sept. 6, 13, 20 & 27 Day: Thursday Evenings Time: 6:00-8:00 p.m. Fee: \$49 Learn art of sewing! In this class we will start with the basics—from parts of the machine, how to thread it and reading a basic pattern. Every week you will learn a new sewing project. Week 1—Apron from old jeans Week 2—Ruffled sling shirt Week 3—Ruffled throw pillow Week 4—Appliqued drawstring tote Supply list furnished at registration. You will be required to bring your own sewing machine to class.

October Pinterest Project

Instructor: Rosa Miller Location: Room 125, Wilson Building Date: Oct. 4, 11, 18 & 25 Day: Thursday Evenings Time: 6:00-8:00 p.m. Fee: \$49 Feeling crafty? Then join us for Pinterest Project! We will have four weeks of projects to make for yourself or gifts. Week 1—Banners to use for birthdays, holidays and décor Week 2—Photo tiles/blocks Week 3—Fall wreath Week 4—Canvas photos For the first class you will need the following: 6-8 various fat quarters Needle and thread or sewing machine One package of double fold bias tape in white or coordinating color Supply list for the weeks 3-4 will be given out the first day of class.

November Pinterest Project

Instructor: Rosa Miller Location: Room 125, Wilson Building Date: Nov. 1, 8, 15 & 22 Day: Thursday Evenings Time: 6:00-8:00 p.m. Fee: \$49 November's Projects: Week 1—Recycled book pages rosette wreath Week 2—Photo Christmas ornaments Week 3—Make your own Mod Podge and use it to make decorator candles from recycled book pages and crayon candles from melted crayons Week 4—Faux tin tiles Supply list for week 1 will be given when you register and weeks 3-4 will be given out the first day of class.

Lamar State College-Orange Continuing and Workforce Education PHOTOGRAPHY SERIES

Basic Digital Photography

Instructor: Eino Lilback Location: Room 125, Wilson Building Date: Oct. 2, 9, 16, 23 & 30 Day: Tuesday Evenings Time: 6:30-8:30 p.m. Fee: \$49 Learn the fundamentals of digital photography. Subjects covered include design and operation of basic digital cameras including pixels, resolution, file size, various camera shooting modes, exposure control, depth of field, elements of photographic composition, general camera handling techniques and other topics. Bring personal digital cameras to class.

Intermediate Digital Photography

Instructor: Rosa Miller Location: Room 125, Wilson Building Date: Nov. 5, 12, 19 & 26 Day: Monday Evenings Time: 6:00-8:00 p.m. Fee: \$49 Learn how to go from the automatic settings to more user controlled manual settings. Learn basic posing techniques for everything from babies to brides. Learn how different camera angles change the look and feel of your image. Prerequisites are the LSC-O Continuing Education Basic Digital Photography Class or 1 year of digital photography experience using a digital camera. Please bring your creativity and cameras to class.

Creative Digital Photography

Instructor: Rosa Miller Location: Room 125, Wilson Building Date: Sept. 10, 17, 24 & Oct. 1 Day: Monday Evenings Time: 6:00-8:00 p.m. Fee: \$49

The Business of Photography

Instructor: Rosa Miller Location: Room 125, Wilson Building Date: Oct. 8, 15, 22 & 29 Day: Monday Evenings Time: 6:00-8:00 p.m. Fee: \$49 Take your photography to the next level and go from ordinary to extraordinary. Learn how to build a complete image with or without the simplest of props. Posing tips and tricks for all types of settings and subjects. Prerequisites are the LSC-O Continuing Education Basic Digital Photography Class or 1 year of digital photography experience using a digital camera. Please bring your creativity and cameras to class.

Ready to start your photography business and have no idea where to begin? In this class you will learn about setting up contracts, pricing, branding, selecting the right product line to fit your style and more.

Photoshop Elements 10.0

Instructor: Eino Lilback Location: Room 133, Wilson Building Date: Oct. 1, 8, 15, 22 & 29 Day: Monday Evenings Time: 6:30-8:30 p.m. Fee: \$49 Learn to use Adobe's Photoshop Elements image processing software to edit, create and share your digital images. Improvements to Photoshop Elements 10.0 include an overhauled interface, refined selection tools, a guided edit mode, enhanced retouching tools, new tools to create composite images, special artwork effects, a streamline image organizer, simple image fixes and more. This is a hands-on course and each student will have computer access to practice various image editing techniques. No prerequisites, but a basic understanding of digital photography is recommended.



Lamar State College-Orange

aining Program

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:

- · Facilitators and mentors are available to answer questions and help you through your studies
- · Career Counselors will help you prepare for the transition from the classroom to the workplace

Programs are available in the following areas:

- · Business and Professional
- · Healthcare and Fitness
- . IT and Software Development · Courses are all open-enrollment
- · Management and Corporate
- and self paced · All materials, workbooks, and
- Media and Design
- · Hospitality and Gaming · Skilled Trades and Industrial
- software are included
 - · Payment plans available

Wind Energy Apprentice

Wind energy companies are growing exponentially to meet America's demand for clean, renewable, domestic energy. This entry-level Wind Energy Apprentice Online. Training Program prepares you for a career in the wind energy industry.

Certified Mediator

This online Cartified Mediator program will give you just the start you're looking for in mediation. Offered in partnership with Mediators without Borders/B, this online program offers a highly comprehensive mediation education that can help you advance in your present job, add a sought after skill to your resume, or set up a private practice as a Certified Mediator.

Webmaster

This Webmaster Online Training Program will prepare you for a career designing. developing, and maintaining Web sites.

MCAS Office 2007 & Windows Vista

The Microsoft Certified Application Specialist (MCAS) Online Training Program is a performance-based certification program approved by Microsoft to assess and validate computer skills using the Microsoft Office 2007 suite of programs: Excel, Word, PowerPoint, Access, and Outlook, as well as Windows Vista.

Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

Features:

- · Courses run for six weeks
- (with a 10-day grace period at the end).
- · Courses are project-oriented and include lessons, guizzes, hands-on assignments, discussion areas, supplementary links, and more.

How to Get Started:

- 4. Visit our Online Instruction Center.
- 2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a paseword that will grant you access to the Classroom.
- 3. When your course starts, return to our Online Instruction Center and click, the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Creating Web Pages Learn the basics of HTML so you can design, create, and post your very own site on the Web.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Discover Digital Photography

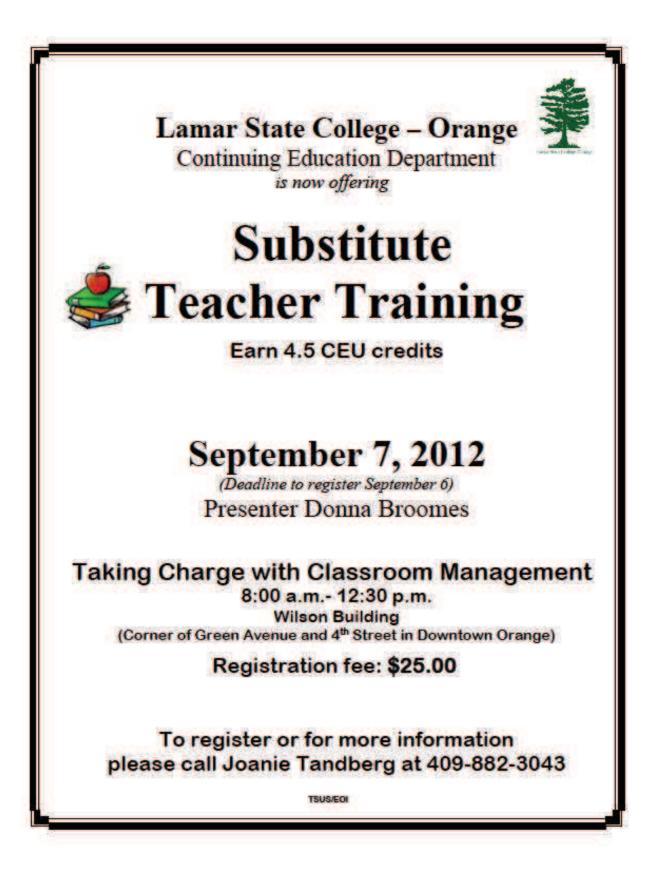
An informative introduction to the fascinating world of digital photography equipment.

MORE COURSES AVAILABLE AT OUR WEBSITES

www.ed2go.com/lsco

www.ed2go.com/lsco

| | Providers a | ate Standa | k Hours | |
|--|---|---|---|-----------|
| home-based c requirements, (Texat | btain at least 24 clock hours of training wit are facility. The 24 clock hours required to CPR and first aid, transportation safety tra Administrative Code; Title 40; Part 19; Chapte | aining are exclusive of o ining and high school cl r 746; Subchapter D; Dru | vientation, pre-service traini uild-care work student classe sion 4; & Rule 746.1309) | ng KS. |
| September 20 Thursday Propagament due 9/17/2012 | "Guiding Young Children From the Outside In" *Child guidance and discipline. *Teacher-child interaction | 5:30-8:30 p.m. Earn 3 clock hours | Wilson Building Corner of Green Ave. & 4 th Street Room 101 | \$20 |
| October 18 Thursday Prepayment due 10/15/2012 | "Providing a Safe Environment for Children's Growth and Development" *Child growth and development. *Factors indicating a child is at risk for abuse or neglect. *Warning signs indicating a child may be a victim of abuse or neglect. *Internal procedures for reporting child abuse or neglect. | 5:30-8:30 p.m. Earn 3 clock hours | Wilson Building Corner of Green Ave. & 4 th Street Room 101 | \$20 |
| November 15 Thursday Prepayment due 11/12/2012 | "Age Appropriate Curriculum Life Style Needs" *Care of children with special needs | 5:30-8:30 p.m. Earn 3 clock hours | Wilson Building Corner of Green Ave. & 4 th Street Room 101 | \$20 |
| December 13 Thursday Prepayment due 12/10/2012 | "Keeping Our Children Safe" *Safety and risk management | 5:30-8:30 p.m. Earn 3 clock hours | Wilson Building Corner of Green Ave. & 4 th Street Room 101 | \$20 |
| | Drange | ndra Wagner Development, Family Living, on and Secondary Vocational hristian Preschool and Dayca | & Nursery Education | 2 |



Lamar State College-Orange Continuing and Workforce Education WORKFORCE CERTIFICATE PROGRAMS

Phlebotomy

Instructor: Carol Gaspard Location: Date: Sept. 24-Nov. 19 Day: Monday Evenings Time: 5:00-9:00 p.m. Fee: \$450 This 68 hour Phlebotomy course offers 32 classroom hours comprised of theory and "hands-on" training, as well as, scheduling for 36 hours of clinical time. Topics such as, but not limited to, equipment, technique, safety and infection control are covered in the required book. Practice begins on training devices and graduates to live skin. Techniques taught consist of capillary puncture, syringe, vacutainer, winged infusion sets and blood culture draws. On the completion of all course requirements a Certificate of Completion will be awarded. <u>Note</u>: This program does not include a national or state certification as part of its overall objectives.

Physical Therapy Aide

Instructor: Staff Location: Wilson Building Date: Oct. 8-Nov. 28 Day: Monday/Wednesday Time: 6:00-9:30 p.m. Fee: \$999 This comprehensive 50-hour Physical Therapy Aide Program prepares students for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation center and some orthopedic clinics. <u>Note:</u> This program does not include a national or state certification as part of its overall objectives. Price includes textbooks.

Patient Care Technician/Assistant

Instructor: Staff Location: Wilson Building Date: Sept. 25-Dec. 20 Day: Tuesday/Thursday/Saturday Time: Tues./Thurs. 6:00-9:30 p.m. Sat. 9:00 a.m.-4:00 p.m. Fee: \$1,899 Patient Care Technicians work in hospitals, clinics, rehabilitation centers, long term care facilities, physician offices and assisted living facilities. These professionals must possess the technical skills necessary to service complex patient care issues including: rehabilitation services, diagnostic tests, basic bedside care, collection of laboratory specimens, Phlebotomy and EKG's. In addition to labs requiring a student to practice and demonstrate EKG, Phlebotomy and base line nursing skills, lecture topics of this program include: medical terminology, anatomy and physiology and miscellaneous patient care concepts. Other topics include: HIPAA; vital signs; patient care; personal hygiene and grooming and aseptic technique among others. This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Patient Care Technician (CPCT); Certified Nurse Technician (CNT); and/or Certified Patient Care Associate (CPCA) national certification exams. Price includes textbooks.



Visit us online at http://www.healthedtoday.com/lsco to experience a Course Demo and to learn more about these exciting new programs!

New Online E-Learning Healthcare Courses!

Lamar State College-Orange announces the availability of our new online e-learning healthcare courses from Health Ed Today! These courses are highly interactive and provide students with an enriched learning experience.

Each course was developed to ensure that students gain the necessary skills to excel in a professional healthcare environment. Additionally, these programs include access to an online community with interactive content and robust student services. Each course includes:

- 24X7 instructor support and course mentoring
- Online healthcare content that supplements each course
- Student and instructor collaboration
- Engaging labs, student exercises and course videos
- Additional labs and animated simulations
- Student pre and post assessments and online performance tracking
- National and state certification opportunities
- A secure Student Portal which includes: career guidance, resume writing and other career resources

The following courses are available anytime!

- EKG Technician / Student Tuition: \$1,299
- Medical Billing & Coding / Student Tuition: \$1,399
- Medical Coding ICD-10 / Student Tuition: \$1,299
- Phlebotomy Technician / Student Tuition: \$1,299
- Dialysis Technician / Student Tuition: \$1,299
- Medical Terminology / Student Tuition: \$499
- ECG / EKG Courses for Nurses / Student Tuition: \$699

Ask us about national or state certification opportunities through these courses!

For additional information, please contact us at 1-888-574-6218.

Lamar State College-Orange Continuing and Workforce Education

How to Register

Registration may be handled in person at the Continuing Education Department at 506 Green Avenue. You may also register over the phone by calling 409-882-3321. We accept check, money order, VISA, MasterCard and Discover. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Full payment is required at the time of registration.

Register by Mail

Complete the registration form on the back of the schedule and return it with a check or money order to Lamar State College-Orange, Attn: Continuing Education Dept., 410 Front Street, Orange, Texas, 77630. Checks and money orders should be made payable to Lamar State College-Orange or LSC-O. Tuition payment MUST accompany all registration forms.

Refund and Transfer Policies

Students will receive full (100 percent) refunds if they cancel the enrollment agreement prior to the first class day. No refunds will be given on the first day of class or thereafter.

Books and Supplies

If a textbook is required, it will be noted in the course description. Supply lists will be distributed the first class day or at the time of registration for those courses requiring special materials.

Faculty

Instructors for non-credit programs are selected from various area businesses, industries and educational institutions, as well as from the Lamar State College-Orange faculty. If you are interested in teaching a continuing education class please call us at 409-882-3321.

Continuing Education Units (CEUs)

Students may be awarded CEUs upon the successful completion of specified courses. One (1) CEU is issued for every 10 contact hours. Certificates are awarded based on successful course completion for selected courses. Successful course completion will be determined by one of two criteria: (1) attending 80 percent of class meetings and/or (2) making a passing grade on course content.

Class Cancellation

A minimum number of students are required for each course. Classes with insufficient enrollment will be cancelled, registrants will be notified and fees will be refunded. Refunds may take four to six weeks to be processed.

Register Early

Don't delay. Register for the course of your choice as soon as possible. Classes have limited enrollment and fill quickly.

OOPS!

We cancelled your class because we didn't know you were interested. Sometimes excellent classes with super instructors are canceled because people wait to register. Our programs need a minimum number enrolled before a class can run. So, don't wait! Avoid disappointment by registering early! Lamar State College-Orange Continuing and Workforce Education 410 Front St. Orange, TX 77630 Non-Profit Org. U.S. Postage Paid Orange, TX Permit #42

RETURN SERVICE REQUESTED

LSC-O CONTINUING AND WORKFORCE EDUCATION REGISTRATION FORM *Please Print*

| Course Title | | | | |
|----------------------|----------------|------------|-----|--|
| Course Date(s) | | | | |
| Name | SS | ;# | | |
| Mailing Address | City | | Zip | |
| Day Phone | | Home Phone | | |
| Birthdate (mm/dd/yy) | E-mail address | | | |

Please fill out one form for each class. Payment by check must accompany registration or call to pay with a credit card. Register early, as class sizes are limited and some classes may be canceled for insufficient enrollment.

| This information | is used for stati | stical reporting purpos | ses only. |
|------------------|-------------------|-------------------------|-----------|
| | J | | |

| Ethnicity | Location of Residence | Special Populations | Gender |
|------------------|-----------------------|-----------------------------|--------|
| White | Orange (City) | Disabled | Male |
| African American | Bridge City | Limited English Proficiency | Female |
| Hispanic | Orangefield | Single Parent | |
| Asian | West Orange | Displaced Homemaker | |
| Other | Orange County | | |
| | Louisiana | | |

Lamar State College-Orange is a member of the Texas State University System and an equal opportunity institution.