Continuing Education
Workforce Development

Summer 2013

June-August

College for Kids Orange IS BACK!!!!!

Call for more Information!
409-882-3321
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OUR MISSION

The Continuing Education and Workforce Development 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.

OUR 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.

OUR STAFF

Lisa Cowart
Director of Continuing Education and Workforce Development

Joanie Tandberg
Administrative Assistant for Continuing Education and Workforce Development

Preview the 2013 Summer Schedule of Classes to see what we have to offer.

Registration Begins Now!
### Beginning Computers for Senior Citizens (55+)

- **Instructor:** Cindy Wyles
- **Location:** Room 133, Wilson Building
- **Date:** June 11
- **Day:** Tuesday
- **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:** June 18 - 27
- **Day:** Tuesday/Thursday
- **Time:** 6:00-8:00 p.m.
- **Fee:** $35

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. Individuals begins learning what to do with the mouse and keyboard and other basic skills necessary to navigate around the computer. Individuals work with Windows, the internet and e-mail.

### Intermediate Computers

- **Instructor:** Cindy Wyles
- **Location:** Room 133, Wilson building
- **Date:** July 9-18
- **Day:** Tuesday/Thursday
- **Time:** 6:00-8:00 pm
- **Fee:** $35

This class provides a greater depth of knowledge about computers fundamentals. Individuals will work with Word, email, internet searches, and other standard application on computers.

**Requirement:** Introduction to Computers or basic knowledge of navigation with the mouse and keyboard.

### Registration & Information

**Phone**

409.882.3321

**Fax**

409.882.3383

**Mail**

410 Front St., Orange, TX 77630

**In Person**

506 Green Ave., Orange

Wilson Building, Office 120

If you are registering for more than one course please make payment for each course separately.
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 heart-pounding, 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.

Sewing for Beginners
Instructor: Anita Devillier
Location: Wilson Building; room TBA
Date: June 3-24
Day: Monday
Time: 6:00-9:00 p.m.
Fee: $49

Learn the art of sewing! In this class we will focus on the basic sewing techniques needed for sewing garments and items for your home. Step-by-step instructions will teach participants the parts of the machine, measurements/correct sizing and how to read basic patterns. Projects: pillowcase dress or pillowcase; casual skirt or pants and ruffled tote bag.

Supply lists will be furnished at registration. You will be required to bring your own sewing machine to class.

Intermediate Sewing
Instructor: Anita Devillier
Location: Wilson Building; room TBA
Date: July 1-22
Day: Monday
Time: 6:00-9:00 p.m.
Fee: $49

Continue with the art of sewing! In this class participants will further their basic sewing skills by learning the additional construction techniques and how to read and custom-fit intermediate level patterns. Projects: blouse or shirt and tote bag with a lining.

Supply lists will be furnished at registration. You will be required to bring your own sewing machine to class.

College for Kids Orange

June 17-20
June 24-27
1:00—5:00 pm

Call LSCO Continuing Education for more information 409-882-3321
Lamar State College-Orange has entered into a partnership with Orange Community Band to offer college band to our students 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.

**Orange Community Band**
Instructor: Dr. Don Ball, Jr.
Location: Orange City Building (old Armory) 1403 Meeks Dr.
Date: June 6-July 4
Day: Thursday
Time: 6:30-7:45 p.m.
Fee: $40

Learn all about your circuit! In this class participants will learn the functions and step-by-step instructions on the parts of the circuit machine. Project will include letter blocks and signs which involves vinyl.

There is a $5.00 supplies fee that will need to be paid to the instructor the first day of class.

**Cricut Crafting 101**
Instructor: Melodie Babineaux
Location: Wilson Building; room 125
Date: July 11—August 1
Day: Thursday
Time: 6:00-9:00 p.m.
Fee: $49

This class is designed to introduce students to the basics of cake decorating. We are geared to demonstrate the ease and fun of cake decorating by combining basic skills with Wilton’s ready-to-use product. You will be able to design your own cupcake creations using the skills you have learned in class. A display sample will be shown to you at the beginning of class.

There is a $20.00 supplies fee that will need to be paid to the instructor the first day of class. Each participants will receive a Cupcake Fun Book.

**Cupcake Decorating**
Instructor: Mary Lou Klinkhammer
Location: Room 125 Wilson Building
Date: June 10-18 class for June
July 8-16 class for July
Day: Monday & Tuesday
Time: 6:00-9:00 p.m.
Fee: $49 for each sections of classes

**GOALS**
(GREATER ORANGE AREA LITERACY SERVICES)

*Partnership with LSC-O Continuing Education Department presents:

**FREE GED Classes**
Math and language classes available.
To register contact:

**GOALS**
Phone: (409) 886-4311
Fax: (409) 886-0149
### Basic Digital Photography
Instructor: Eino Lilback  
Location: Room 115, Wilson Building  
Date: June 4-July 2  
Day: Monday  
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.

### Photoshop Elements 11.0
Instructor: Eino Lilback  
Location: Room 133, Wilson Building  
Date: June 3-July 1  
Day: Monday  
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 11.0 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.

### Child Caregiver Workshop

#### Brain Development/Nutrition Needs of Children
Instructor: Sondra Wagner  
Location: Room 101, Wilson Building  
Date: June 20, 2013  
Day: Thursday  
Time: 5:30 - 8:30 p.m.  
Fee: $20

#### Leadership & Teamwork Conflict Management
Instructor: Sondra Wagner  
Location: Room 101, Wilson Building  
Date: July 25, 2013  
Day: Thursday  
Fee: $20
## Workforce Certificate Programs

### Phlebotomy
- **Instructor:** Carol Gaspard
- **Location:** Home Care Innovations, Kirbyville
- **Date:** June 3-6, August 5-8
- **Day:** Monday-Thursday
- **Time:** 8:00 a.m.-5:00 p.m.
- **Fee:** $450 for each section of classes

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. Note: This program does not include a national or state certification as part of its overall objectives.

### Mobile Crane Operator Certificate
- **Instructor:** Rodney Rhoades
- **Date:** TBA
- **Day:** Monday/Friday
- **Must be accepted through Texas Workforce**
- **Call for more information 409-882-3321**

Learn how to assess sites for access, usability, hazards and restrictions; operate in various weather conditions. Students will learn safety precautions through the proper use of mats, cribbing, and outriggers or crawlers, lift plans, hand signals and proper communication between work crew, a pre-operational inspection and an operator checklist, as well as emergency response procedures. Operators will be able to verify the weight of the load, use load chart interpretation and solve capacity questions, use two-blocking, power lines, and public protection, load control and tag lines, transporting the crane and its components and a proper shutdown. Students will learn on both a fixed cab and swing cab mobile crane. Meets OSHA standard 1926.550. This training will include a certification examination for the National Commission for the Certification of Crane Operators.

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**Continuing Education**

For more information or to register, contact the

Lamar State College-Orange

Office of

Continuing and Workforce Education

506 Green Ave.

Orange, TX 77630

(409) 882-3321 • www.lsco.edu

**Workforce Development**
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.
Instructor-Facilitated
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.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

Lamar State College - Orange

Introduction to Microsoft Excel
Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Access
Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word
Learn how to create and modify documents with the world's most popular word processor.

Introduction to PowerPoint
Build impressive slide presentations filled with text, images, video, audio, charts, and more.

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

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

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Introduction to QuickBooks
Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Real Estate Investing
Build and protect your wealth by investing in real estate.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to PC Troubleshooting
Learn to decipher and solve almost any problem with your PC.

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

Learn More...
• Expert Instructor
• 24-Hour Access
• Online Discussion Areas
• 6 Weeks of Instruction

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!
Visit our Online Instruction Center today!

www.ed2go.com/lasco
or call:
(409) 882-3321

Courses Start as Low as:
$89

Requirements:
All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

More Courses Available
AT OUR ONLINE INSTRUCTION CENTER
www.ed2go.com/lasco

How to Get Started:
1. Visit our Online Instruction Center:
www.ed2go.com/lasco

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 password 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.
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

RETURN SERVICE REQUESTED

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**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 and have payment accompany each individual form. Or you may call the Continuing Ed office at 409-882-3321 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 statistical reporting purposes only.*

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<th>Gender</th>
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<td>Female</td>
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