The mission of Workforce Training is to enhance the employability of students and increase the performance and career satisfaction of employees in business and industry. To accomplish its mission, the department offers an array of non-credit education and training programs to individuals and a broad range of customized training services to organizations.

Training is offered on campus, off-campus and through distance learning methods and general Continuing Education Units (CEUs). While students must apply, complete registration, and pay fees, these activities are separate from those forms and procedures required of students pursuing degrees. Transcripts and records are maintained in the Workforce Training Office at LIT.

Lamar Institute of Technology Workforce Training Department provides assistance and coordination for contract/customized training to area business and industry.

Any existing course or new course can be customized to a contract training course to meet the specialized needs of the various business and industry in our area. LIT offers flexibility in that the training can be done on site at the client location or at our facility with flexible class schedules. These classes can be matched with approved credit classes or offered as a non-credit certificate.

Continuing Education classes are non-credit courses, meaning, the courses do not offer credit toward an academic degree.

Continuing Education classes are available to individuals, groups, or organizations looking for professional enhancement as well as for personal enrichment on-campus, off-campus or online.

**PLEASE NOTE:** Dates and prices are subject to change without notice. Minimum enrollment is required.

For more information, please contact the following:

**Administrative Coordinator:** Angela Clark  
**Office:** Technology Center, Room 110  
**Phone:** (409) 880-8114  
**FAX:** (409) 839-2910  
**E-mail:** atclark@lit.edu

**Program Developer:** Bobby Craigue  
**Office:** Technology Center, Room 218  
**Phone:** (409) 839-2909  
**FAX:** (409) 839-2919  
**E-mail:** rncraigue@lit.edu

**Executive Associate:** Idelice Haack  
**Office:** Technology Center, Room 110  
**Phone:** (409) 839-2979  
**FAX:** (409) 839-2910  
**E-mail:** iahaack@lit.edu

**Vice President:** Sam Williams  
**Office:** Technology Center, Room 110  
**Phone:** (409) 839-2014  
**E-mail:** slwilliams@lit.edu

**Program Director:** Jackie Dupuy  
**Office:** Technology Center, Room 220  
**Phone:** (409) 880-2171, (409) 880-8114  
**FAX:** (409) 839-2910, (409) 839-2919  
**E-mail:** jjdupuy@lit.edu
Summer 2011 COURSES AVAILABLE
LIT Beaumont Campus: 855 East Lavaca Street

DFTG 1014 AutoCAD Basic, 2011 Version (30 hours)
**Textbook Required
1. Monday & Wednesday, Jun 1 - Jul 6
   Time: 5:30 p.m. - 8:30 p.m.
   Location: T-5, Rm 105
2. Monday & Wednesday, Jul 11 - Aug 10
   Time: 5:30 p.m. - 8:30 p.m.
   Location: T-5, Rm 105

DFTG 1050 AutoCAD Intermediate, 2011 Version (30 hours)
**Textbook Required
1. Tuesday - Thursday, May 24 - Jun 23
   Time: 5:30 p.m. - 8:30 p.m.
   Location: T-5, Rm 105
2. Tuesday - Thursday, Jul 7 - Aug 9
   Time: 5:30 p.m. - 8:30 p.m.
   Location: T-5, Rm 105

DFTG 1014 AutoCAD Basic
Introduction to AutoCAD 2011 version software. Learning to set up units, limits, grade and snap, create layers and assign color and line type to each layer using Dtext; construct one drawing using limits, layers, limne grid, copy more array snap, zoom, solid, Dtext and save.

DFTG 1050 AutoCAD Intermediate
Continuation of DFTG 1014. The course will cover creating, storing and retrieving predefined components. It will include dimensioning, blocks, scaling, plotting, commands, isometric drawings and polylines.
Get started with P3 through hands-on, basic training. Participants will gain a thorough background in the concepts of planning and scheduling while learning P3. This 3-day course leads you through 9 hand-on workshops that create and track an entire project to completion, using the 3 basic elements of project management: schedules, resources and costs. Scheduling techniques will also be covered.

CNBT 1003 Project Management - P5 Basic Course 102* (24 Hours)  
*Prerequisite of CNBT 1003 Primavera Project Planner® (P3 601)  
$1495

Get started with the Project Management module through hands-on, basic training. Participants will gain a thorough background in the concepts of planning and scheduling. Scheduling techniques will be covered. This 3-day course leads you through hands-on workshops that create and track an entire project to completion. All workshops and instructions use the 3 basic elements of project management: schedule, resource and costs. Prerequisite of CNBT 1003 Primavera Project Planner (P3 601)*
INDUSTRY & CONSTRUCTION RELATED TRAINING

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CNSE 1003 Forklift Training (8 hours)</strong></td>
<td></td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>Equipment Type: Yale (4900 lb Capacity);</td>
<td></td>
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</tr>
<tr>
<td>Daewoo (4450 lb Capacity) &amp; Sky Trak</td>
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<td></td>
</tr>
<tr>
<td>1. Saturday, Jun 11</td>
<td>9 a.m. - 5 p.m.</td>
<td>T-3, Rm 102</td>
<td></td>
</tr>
<tr>
<td>2. Saturday, Jul 16</td>
<td>9 a.m. - 5 p.m.</td>
<td>T-3, Rm 102</td>
<td></td>
</tr>
<tr>
<td>3. Saturday, Aug 20</td>
<td>9 a.m. - 5 p.m.</td>
<td>T-3, Rm 102</td>
<td></td>
</tr>
<tr>
<td><strong>OSHT 1011 Aerial Lift Training (8 hours)</strong></td>
<td></td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>1. Saturday, Jun 4</td>
<td>9 a.m. - 5 p.m.</td>
<td>T-3, Rm 102</td>
<td></td>
</tr>
<tr>
<td>2. Saturday, Jul 9</td>
<td>9 a.m. - 5 p.m.</td>
<td>T-3, Rm 102</td>
<td></td>
</tr>
<tr>
<td>3. Saturday, Aug 13</td>
<td>9 a.m. - 5 p.m.</td>
<td>T-3, Rm 102</td>
<td></td>
</tr>
<tr>
<td><strong>OSHT 1010 Industrial Safety, Equipment &amp; Rigging School (40 hours)</strong></td>
<td></td>
<td></td>
<td>$800</td>
</tr>
<tr>
<td>1. Monday - Friday, Jun 13 - 17</td>
<td>8 a.m. - 5 p.m.</td>
<td>T-4, Rm 104</td>
<td></td>
</tr>
<tr>
<td>2. Monday - Friday, Jul 18 - 22</td>
<td>8 a.m. - 5 p.m.</td>
<td>T-4, Rm 104</td>
<td></td>
</tr>
<tr>
<td>3. Monday - Friday, Aug 22 - 26</td>
<td>8 a.m. - 5 p.m.</td>
<td>T-4, Rm 104</td>
<td></td>
</tr>
<tr>
<td><strong>OSHA 10 - Hour Construction Industry Course</strong></td>
<td></td>
<td></td>
<td>$89</td>
</tr>
<tr>
<td>1. Saturday, Jul 9 &amp; 16</td>
<td>8 a.m. - 1 p.m.</td>
<td>T-4, Rm 104</td>
<td></td>
</tr>
</tbody>
</table>

**CNSE 1003 Forklift Training** Students will learn safety operation procedures, OSHA regulations and hands-on operation and certification in the following forklift equipment: Yale (4900-lb. Capacity); Daewoo (4450-lb. Capacity); and Sky Trak.

**OSHT 1011 Aerial Lift Training** Students will learn safety operation procedures, OSHA regulations and hands-on operation and certification on a 40° Straight In-Line Boom lift.

**OSHT 1010 Industrial Safety, Equipment and Rigging School** This course provides classroom preparation of material required to pass the ISTC (Industrial Safety Training Counsel) test. In addition, students will have classroom and hands-on instruction for the use and inspection of basic rigging equipment and rigging principles, use of industrial powered trucks (forklifts) and use of aerial lifts (man-lifts).

**OSHA 10 Hour Construction Industry Course** The course is designed for anyone involved in construction operations. Topics include: fall protection, tool safety, personal protective equipment and hazard communication.
**Basic/Intermediate Welding** This course will cover fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy.

Welding supplies: welding hood, welding gloves (leather); dark lens – should be at least a #9. (If you have sensitive eyes, you may wish to use a #10 or #11). If you wear glasses, you may need to inquire about a cheater lens; clear lens; safety glasses; cutting goggles; welding shirt – 100% cotton or 100% cotton flame resistant; welding sleeves – leather or flame resistant; wire brush; chipping hammer; leather boots (recommended: slip on with steel toe); measuring tape; cutting tip cleaner; welding cap; striker (recommendation: one with a 3-way flint); notebook – 1” binder.

**COMPUTER TRAINING**

**ITSC 1012 Basic Computer, E-mail & Internet** This course is designed as an overview of computer basics, e-mail and Internet research. It consists of learning how to turn on/off a computer, recognize icons and various computer components, how to open/close software, set up a personal e-mail account, send/receive e-mail with and without attachments, browse the Internet, move between websites and bookmark websites.

**POFI 1024 Microsoft Word** Introduction to Microsoft Word terminology, editing functions, formatting and special text options.
## Summer 2011 Computer Training

### Contd.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ITSW 1022 Microsoft Excel 2010 (7 hours)</strong></td>
<td></td>
<td></td>
<td><strong>$75</strong></td>
</tr>
<tr>
<td>1. Saturday, Jun 11</td>
<td>9 a.m. - 5 p.m.</td>
<td>MPC, Rm 159</td>
<td></td>
</tr>
<tr>
<td>2. Saturday, Jul 9</td>
<td>9 a.m. - 5 p.m.</td>
<td>MPC, Rm 159</td>
<td></td>
</tr>
<tr>
<td>3. Saturday, Aug 6</td>
<td>9 a.m. - 5 p.m.</td>
<td>MPC, Rm 159</td>
<td></td>
</tr>
<tr>
<td><strong>ITSW 1037 Microsoft PowerPoint 2010 (7 hours)</strong></td>
<td></td>
<td></td>
<td><strong>$75</strong></td>
</tr>
<tr>
<td>1. Saturday, Jun 18</td>
<td>9 a.m. - 5 p.m.</td>
<td>MPC, Rm 159</td>
<td></td>
</tr>
<tr>
<td>2. Saturday, Jul 16</td>
<td>9 a.m. - 5 p.m.</td>
<td>MPC, Rm 159</td>
<td></td>
</tr>
<tr>
<td>3. Saturday, Aug 13</td>
<td>9 a.m. - 5 p.m.</td>
<td>MPC, Rm 159</td>
<td></td>
</tr>
<tr>
<td><strong>ITSW 1030 Microsoft Outlook 2010 (7 hours)</strong></td>
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<td></td>
<td><strong>$75</strong></td>
</tr>
<tr>
<td>1. Saturday, Jun 25</td>
<td>9 a.m. - 5 p.m.</td>
<td>MPC, Rm 159</td>
<td></td>
</tr>
<tr>
<td>2. Saturday, Jul 23</td>
<td>9 a.m. - 5 p.m.</td>
<td>MPC, Rm 159</td>
<td></td>
</tr>
<tr>
<td>3. Saturday, Aug 20</td>
<td>9 a.m. - 5 p.m.</td>
<td>MPC, Rm 159</td>
<td></td>
</tr>
<tr>
<td><strong>ITSW 1053 Microsoft Access 2010 (7 hours)</strong></td>
<td></td>
<td></td>
<td><strong>$75</strong></td>
</tr>
<tr>
<td>1. Saturday, Jul 2</td>
<td>9 a.m. - 5 p.m.</td>
<td>MPC, Rm 159</td>
<td></td>
</tr>
<tr>
<td>2. Saturday, Jul 30</td>
<td>9 a.m. - 5 p.m.</td>
<td>MPC, Rm 159</td>
<td></td>
</tr>
<tr>
<td>3. Saturday, Aug 27</td>
<td>9 a.m. - 5 p.m.</td>
<td>MPC, Rm 159</td>
<td></td>
</tr>
</tbody>
</table>

**ITSW 1022 Microsoft Excel 2010** An introductory Microsoft Excel class that covers instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions and printing.

**ITSW 1037 Microsoft PowerPoint 2010** Introduction to computerized presentation graphics using Microsoft PowerPoint that leads the participant through planning, design and production of business graphics and charts in a slideshow presentation.

**ITSW 1030 Microsoft Outlook 2010** Learn how to create and manage appointments; schedule and share appointments and tasks; create and manage contacts and create and manage tasks and notes.

**ITSW 1053 Microsoft Access 2010** An introduction to database concepts including: Program parameters, data dictionary, optional field characteristics, calculations, constant default values, data entry form design, database organization and report generation.
Summer 2011 Professional Truck Driving Academy
LIT Beaumont Campus: 855 East Lavaca Street

Class “A” CDL Program Instruction over an eight-week period covers the following areas; basic operation, safe operating practices, vehicle maintenance and non-vehicle activities. The first two weeks of training are in the classroom and the following six weeks consist of both classroom and behind-the-wheel training.

CVOP 1011 Class “B” Commercial Driver’s License* (45 hours) Open enrollment; there is NO set schedule for classes. Call for dates & times. Contact (409) 839-2942 for details

CVOP 2033 Commercial Driver’s License Advanced Refresher (60 hours) Open enrollment; there is NO set schedule for classes. Call for dates & times. Contact (409) 839-2942 for details

CVOP 2000 Commercial Driver’s License Refresher (10 hours) There is NO set schedule for classes. Call for dates & times. Contact (409) 839-2942 for details

Class “A” CDL Program
CVOP 1013, Professional Truck Driver I (2 wk course)
CVOP 1040, Professional Truck Driver II (6 wk course)

1. Monday, Jul 11 7 a.m. - 3:30 p.m. Stadium Annex
2. Monday, Aug 29 7 a.m. - 3:30 p.m. Stadium Annex

Professional Truck Driving Academy

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class “A” CDL Program (250 hours)</td>
<td></td>
<td></td>
<td>$2750</td>
</tr>
<tr>
<td>CVOP 1013, Professional Truck Driver I (2 wk course)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CVOP 1040, Professional Truck Driver II (6 wk course)</td>
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</tbody>
</table>

CVOP 1011 Class “B” Commercial Driver’s License* (45 hours) | | | $1200 |

CVOP 2033 Commercial Driver’s License Advanced Refresher (60 hours) | | | $1000 |

CVOP 2000 Commercial Driver’s License Refresher (10 hours) | | | $500 |

Contact (409) 839-2942 for details

CVOP 1011 Class “B” Commercial Driver’s License This course consists of 45 instructional hours during a three-week period. Actual class times will be set by the coordinator and instructors in order to benefit the students and their schedules.

CVOP 2033 Commercial Driver’s License Advanced Refresher This course is available to individuals who currently possess a Class “A” or “B” Commercial Driver’s License (CDL) but lack recent driving experience. Will cover current DOT regulations: log books and trip planning.

CVOP 2000 Commercial Driver’s License Refresher This course is available to individuals who currently possess a Class “A” or “B” Commercial Driver’s License (CDL) and have past experience driving commercial vehicles. This course is specifically designed to verify that he or she is capable of performing as a professional truck driver.
**Summer 2011 Medical Training**

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plebotomy (120 Hours)</td>
<td>6 p.m. - 9 p.m.</td>
<td>T-4, Rm 104</td>
<td>$1250</td>
</tr>
<tr>
<td>1. Monday &amp; Wednesday, Jun 6 - Oct 26</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Phlebotomy** Course will provide classroom training in a variety of blood collection methods and medical technology.

<table>
<thead>
<tr>
<th>EKG Technician (70 hours)</th>
<th></th>
<th></th>
<th>$550</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tuesday &amp; Thursday, Jun 7 - Sept 1</td>
<td>6 p.m. - 9 p.m.</td>
<td>T-4, Rm 104</td>
<td></td>
</tr>
</tbody>
</table>

**EKG Technician** Learn to perform electrocardiograms (EKG's) which measure and record heart activity.

<table>
<thead>
<tr>
<th>MDCA 1021 Clinical Medical Assistant (294 hours)</th>
<th>$1450</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Saturday, Jun 11 - Oct 22</td>
<td>9 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>2. Monday &amp; Wednesday, Aug 24 - Jan 25, 2012</td>
<td>9 a.m. - 12:30 p.m.</td>
</tr>
</tbody>
</table>

**MDCA 1021 Clinical Medical Assistant** As a Clinical Medical Assistant, the student will be trained to help a physician carry out procedures, care for patients, perform basic lab tests and administer medications. The Clinical medical Assistant works in a physician’s office or a clinic setting. This course combines classroom instruction of 134 hours and off-site externship of 160 hours to provide students with a comprehensive learning experience.

<table>
<thead>
<tr>
<th>PHRA 1001 Pharmacy Technician (70 hours)</th>
<th>$799</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tuesday &amp; Thursday, Aug 16 - Nov 15</td>
<td>6 p.m. - 8:30 p.m.</td>
</tr>
</tbody>
</table>

**PHRA 1001 Pharmacy Technician** As a Pharmacy Technician, the student will help the pharmacist package or mix prescriptions, maintain client records, refer clients to the pharmacist for counseling, assist with inventory control and purchasing, as well as collect payment and coordinate billing. **No externship.**

<table>
<thead>
<tr>
<th>PHRA 1043 Pharmacy Technician National Board Exam Review (18 hours)</th>
<th>$159</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Saturday, Jul 9 - Aug 13</td>
<td>9 a.m. - Noon</td>
</tr>
<tr>
<td>2. Tuesday &amp; Thursday, Jul 12 - Aug 4</td>
<td>6 p.m. - 8:30 p.m.</td>
</tr>
</tbody>
</table>

**PHRA 1043 Pharmacy Technician National Board Exam Review** This class will prepare you for a career as a pharmacy technician and to take the National Board exam. **No clinicals.**
**Summer 2011 Medical Training** Contd.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMSP 1001 EMT Basic (128 hours)</strong></td>
<td>1. Monday &amp; Wednesday, Jun 6 - Aug 10</td>
<td>6 p.m. - 10 p.m.</td>
<td><strong>$879</strong></td>
</tr>
<tr>
<td><strong>EMSP 1060 EMT Basic - Clinical (96 hours)</strong></td>
<td>1. Monday &amp; Wednesday, Jun 6 - Aug 10</td>
<td>9 a.m. - 4:30 p.m.</td>
<td><strong>$879</strong></td>
</tr>
<tr>
<td><strong>EMSP 1038 EMT - Intermediate</strong></td>
<td>1. Monday &amp; Wednesday, Jun 6 - Aug 10</td>
<td>9 a.m. - 4:30 p.m.</td>
<td><strong>$1422</strong></td>
</tr>
<tr>
<td><strong>EMSP 1061 Clinical - EMT Intermediate</strong></td>
<td>2. Monday &amp; Wednesday, Jun 6 - Aug 10</td>
<td>9 a.m. - 4:30 p.m.</td>
<td><strong>$1422</strong></td>
</tr>
</tbody>
</table>

**EMSP 1001 EMT Basic** This course is an introduction to the level of Emergency Medical Technician (EMT) Basic. The program includes all the skills necessary to provide emergency medical care at the basic life support level with an ambulance or other specialized services.

**EMSP 1060 EMT Basic Clinical** This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory skills and concepts. Direct supervision is provided by the clinical professional.

**EMSP 1038 EMT Intermediate** An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

**EMSP 1061 Intermediate Clinical** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

<table>
<thead>
<tr>
<th>COURRECTORAL FACILITY TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic County Jailer Night Class</td>
</tr>
<tr>
<td>CJCR 1000 Basic County Jailer, CJLE 1011 Basic Firearms; Contact Ocie Chaisson at (409) 726-2521 or e-mail <a href="mailto:ochaissen@co.jefferson.tx.us">ochaissen@co.jefferson.tx.us</a></td>
</tr>
</tbody>
</table>

*includes $25 testing fee

**ENGLISH & FOREIGN LANGUAGE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FRNL 1091 English as a Second Language (28 hours)</strong></td>
<td>2. Monday &amp; Wednesday, Jun 1 - Jul 18</td>
<td>6 p.m. - 8 p.m.</td>
<td><strong>$185</strong></td>
</tr>
</tbody>
</table>

**English as a Second Language** An introductory ESL class designed to teach individuals basic communication of the English Language through conversational lectures and hands on activities.
## Lifelong Learning Opportunities Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLLL 1004 Photos for the Family, Take a Great Picture</td>
<td>1. Monday, Jun 6 6 p.m. - 9 p.m.</td>
<td>TC, Room 206</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td>2. Saturday, Aug 6 9 a.m. - Noon</td>
<td>TC, Room 206</td>
<td></td>
</tr>
<tr>
<td>LLLL 1005 Calligraphy for Beginners</td>
<td>1. Saturday, Jun 11 9 a.m. - Noon</td>
<td>TC, Room 206</td>
<td>$35</td>
</tr>
<tr>
<td>LLLL 1008 Basic Welding for Home Projects</td>
<td>1. Monday, Jun 13 9 a.m. - Noon</td>
<td>TC, Room 206</td>
<td>$35</td>
</tr>
<tr>
<td>LLLL 1009 Firearm Maintenance</td>
<td>1. Saturday, Jun 18 9 a.m. - Noon</td>
<td>TC, Room 206</td>
<td>$35</td>
</tr>
<tr>
<td>LLLL 1010 Hunting Safety for Young Hunters</td>
<td>1. Saturday, Jun 25 9 a.m. - Noon</td>
<td>TC, Room 206</td>
<td>$35</td>
</tr>
<tr>
<td>LLLL 1011 Retirement Investment &amp; Planning</td>
<td>1. Monday, Jun 20 6 p.m. - 9 p.m.</td>
<td>TC, Room 206</td>
<td>$35</td>
</tr>
<tr>
<td>LLLL 1012 Advanced Directives &amp; Living Wills</td>
<td>1. Monday, Jun 27 6 p.m. - 9 p.m.</td>
<td>TC, Room 206</td>
<td>$35</td>
</tr>
<tr>
<td>LLLL 1014 Design Your Own Webpage</td>
<td>1. Monday, Jul 11 6 p.m. - 9 p.m.</td>
<td>TC, Room 206</td>
<td>$35</td>
</tr>
<tr>
<td>LLLL 1016 Internet Research Made Easy</td>
<td>1. Saturday, Jul 16 9 a.m. - Noon</td>
<td>TC, Room 206</td>
<td>$35</td>
</tr>
<tr>
<td>LLLL 1017 Buying &amp; Selling on eBay: Tips for Fun &amp; Profit</td>
<td>1. Monday, Jul 18 6 p.m. - 9 p.m.</td>
<td>TC, Room 206</td>
<td>$35</td>
</tr>
<tr>
<td>LLLL 1026 Maintaining your Garden During the Summer Months</td>
<td>1. Saturday, Jul 23 9 a.m. - Noon</td>
<td>TC, Room 206</td>
<td>$35</td>
</tr>
<tr>
<td>LLLL 1028 Introduction to Computers</td>
<td>1. Monday, Jul 25 6 p.m. - 9 p.m.</td>
<td>TC, Room 206</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td>2. Saturday, Aug 30 9 a.m. - Noon</td>
<td>TC, Room 206</td>
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TEENS IN COLLEGE COURSES

<table>
<thead>
<tr>
<th>Summer Camp For Ages 13 - 20</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Page Design (12 hours)</td>
<td>1 p.m. - 4 p.m.</td>
<td>TC, Rm 206</td>
<td>$50</td>
</tr>
<tr>
<td>1. Monday - Thursday, Jun 20 - 23</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Introduction to Anatomy (12 hours)</td>
<td>1 p.m. - 4 p.m.</td>
<td>MPC 159</td>
<td>$50</td>
</tr>
<tr>
<td>1. Monday - Thursday, Jun 13 - 16</td>
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<td></td>
</tr>
<tr>
<td>From Sherlock Holmes to CSI (12 hours)</td>
<td>1 p.m. - 4 p.m.</td>
<td>TC, Rm 104</td>
<td>$50</td>
</tr>
<tr>
<td>1. Monday - Thursday, Jul 11 - 14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leasing &amp; Buying Real Estate + Careers in Real Estate (12 hours)</td>
<td>1 p.m. - 4 p.m.</td>
<td>TC, Rm 206</td>
<td>$20</td>
</tr>
<tr>
<td>1. Tuesday &amp; Wednesday, Jun 21 - 22</td>
<td></td>
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</tr>
<tr>
<td>Going to College - How to Succeed in the Transition (3 hours)</td>
<td>1 p.m. - 4 p.m.</td>
<td>TC, Rm 206</td>
<td>$10</td>
</tr>
<tr>
<td>1. Thursday, June 23</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Computer Tips &amp; Tricks (12 hours)</td>
<td>1 p.m. - 4 p.m.</td>
<td>TC, Rm 206</td>
<td>$50</td>
</tr>
<tr>
<td>1. Monday - Thursday, Jul 18 - 21</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Web Page Design Learn about hosting, setting up and maintaining a website.

Introduction to Anatomy Learn about careers in the medical field, the human body and how it works.

From Sherlock Holmes to CSI Learn about careers in: law enforcement, corrections, crime scene investigation, probation, investigations and homeland security.

Leasing & Buying Real Estate + Careers in Real Estate This class will explore careers in Real Estate. You will also learn about buying, selling and leasing real estate plus how to maintain a good credit score.

Going to College - How to Succeed in the Transition This class will teach you how to be successful in college!

Computer Tips & Tricks Learn about free software, webpage info, cyber terrorism, bargains, starting a small business, Internet safety and texting tips.
LUNCH & LEARN
Bring a sack lunch & learn a new skill!
Classes are held on the Beaumont campus

<table>
<thead>
<tr>
<th>CLASS</th>
<th>TIME</th>
<th>LOCATION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 Minutes of Microsoft Outlook 2010</td>
<td></td>
<td></td>
<td>$10</td>
</tr>
<tr>
<td>1. Wednesday, Jun 15</td>
<td>Noon - 1 p.m.</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>eBay: Buying &amp; Selling</td>
<td></td>
<td></td>
<td>$10</td>
</tr>
<tr>
<td>1. Wednesday, Jun 22</td>
<td>Noon - 1 p.m.</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Deals on Travel</td>
<td></td>
<td></td>
<td>$10</td>
</tr>
<tr>
<td>1. Thursday, July 7</td>
<td>Noon - 1 p.m.</td>
<td>TBA</td>
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<tr>
<td>Overview of Microsoft Word 2010</td>
<td></td>
<td></td>
<td>$10</td>
</tr>
<tr>
<td>1. Thursday, Jul 28</td>
<td>Noon - 1 p.m.</td>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>

COURSES AVAILABLE IN SILSBEE, TX
LIT Workforce Training endeavors to serve the educational and training needs of all the students within the region. In so doing, selected technical courses are offered at off-campus locations. Phone: (409) 880-8114

LIT SILSBEE MIDDLE SCHOOL CAMPUS:
1140 Hwy 327 N.
Silsbee, TX 77656

Registration at Silsbee Middle School
June 2nd 5:30 p.m. - 7 p.m.

<table>
<thead>
<tr>
<th>TECHNICAL TRAINING</th>
<th>TIME</th>
<th>LOCATION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLDG 1021 - Instruction to Welding Fundamentals (64 hours)*</td>
<td>6 p.m. - 9 p.m.</td>
<td>Welding Lab</td>
<td>$500</td>
</tr>
<tr>
<td>1. Tuesday - Thursday, May 3 - Jul 14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WLDG 1003 - Shielded Metal ARC Welding (64 hours)</td>
<td>6 p.m. - 9 p.m.</td>
<td>Welding Lab</td>
<td>$500</td>
</tr>
<tr>
<td>1. Tuesday - Thursday, May 3 - Jul 14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HART 1007 - Refrigeration Principles (64 hours)</td>
<td>6 p.m. - 9 p.m.</td>
<td>HVAC Lab</td>
<td>$400</td>
</tr>
<tr>
<td>1. Tuesday - Thursday, May 3 - Jul 14</td>
<td></td>
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</tr>
</tbody>
</table>

WLDG 1021 - Introduction to Welding Fundamentals An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding & cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy.

WLDG 1003 - Shielded Metal ARC Welding a CONTINUATION OF wldg 1028, Introduction to Welding Fundamentals. Emphasis placed on power sources, electrode selection, oxy-fuel cutting and various joint designs. Instruction provided in SMAW fillet welds in various positions.

HART 1007 Refridgeration Principles This course provides the basic principles of refrigeration and air conditioning in an easy to understand format.
COMPUTER TRAINING

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSC 1012 Basic Computer, E-mail &amp; Internet</td>
<td>9 a.m. - 5 p.m.</td>
<td>Computer Lab</td>
<td>$75</td>
</tr>
<tr>
<td>POFI 1024 Microsoft Word 2010</td>
<td>9 a.m. - 5 p.m.</td>
<td>Computer Lab</td>
<td>$75</td>
</tr>
<tr>
<td>ITSW 1022 Microsoft Excel 2010</td>
<td>9 a.m. - 5 p.m.</td>
<td>Computer Lab</td>
<td>$75</td>
</tr>
<tr>
<td>ITSW 1037 Microsoft PowerPoint 2010</td>
<td>9 a.m. - 5 p.m.</td>
<td>Computer Lab</td>
<td>$75</td>
</tr>
<tr>
<td>ITSW 1053 Microsoft Access 2010</td>
<td>9 a.m. - 5 p.m.</td>
<td>Computer Lab</td>
<td>$75</td>
</tr>
</tbody>
</table>

**ITSC 1012 Basic Computer, E-mail & Internet** This course is designed as an overview of computer basics, e-mail and Internet research. It consists of learning how to turn on/off computers, recognize icons and various computer components, open/close software, set up a personal e-mail account, send/receive e-mail with and without attachments, search the Internet, move between websites and bookmark websites.

**POFI 1024 Microsoft Word 2010** Introduction to Microsoft Word terminology, editing functions, formatting and special text options.

**ITSW 1022 Microsoft Excel 2010** An introductory Microsoft Excel class that covers instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions and printing.

**ITSW 1037 Microsoft PowerPoint 2010** Introduction to computerized presentation graphics using Microsoft PowerPoint that leads the participant through planning, design and production of business graphics and charts in a slideshow presentation.

**ITSW 1053 Microsoft Access 2010** An introduction to database concepts including: Program parameters, data dictionary, optional field characteristics, calculations, constant default values, data entry form design, database organization and report generation.
**SUBSTITUTE TEACHER CERTIFICATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDTC 1002 Substitute Teacher Certification</strong> Book (optional)</td>
<td></td>
<td></td>
<td><strong>$35</strong></td>
</tr>
<tr>
<td>1. Saturday, Jun 18</td>
<td>8:30 a.m. - 4:30 p.m.</td>
<td>Computer Lab</td>
<td></td>
</tr>
<tr>
<td>2. Saturday, Jul 23</td>
<td>8:30 a.m. - 4:30 p.m.</td>
<td>Computer Lab</td>
<td></td>
</tr>
<tr>
<td>Optional Book</td>
<td></td>
<td></td>
<td><strong>$27</strong></td>
</tr>
</tbody>
</table>
Lamar Institute of Technology is partnering with various vendors to offer quality instructor-facilitated online courses that focus on higher education, continuing education and adult lifelong learning. Instructors who are subject matter experts develop and facilitate their own course(s).

The courses are highly interactive between students and instructors providing benefits of a classroom course with communication exchanges among the participants. The courses have broad appeal and offer a wide range of fresh and popular titles.

**CORPORATE TRAINING: GRANT WRITING**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Effective Grant Proposals</td>
<td>(24 hours)</td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td>Advanced Grant Proposal Writing</td>
<td>(24 hours)</td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td>Get Grants! (24 Hours)</td>
<td></td>
<td>Online</td>
<td>$85</td>
</tr>
<tr>
<td>1. Wednesday, Jun 15</td>
<td></td>
<td>Online</td>
<td></td>
</tr>
<tr>
<td>2. Wednesday, Jul 13</td>
<td></td>
<td>Online</td>
<td></td>
</tr>
<tr>
<td>3. Wednesday, Aug 17</td>
<td></td>
<td>Online</td>
<td></td>
</tr>
</tbody>
</table>

**Writing Effective Grant Proposals** Learn how to become familiar with the institution or project for which you are requesting support. Get valuable guidance in preparing a background statement and a brief financial statement to support a request.

**Advanced Grant Proposal Writing** An experienced grant writer will explain how to research and write winning proposals that get funded. Become proficient in the proposal format used by the vast majority of public foundations. Learn what to do and what not to do on a cover sheet, narrative, background page and your stakeholder and 3rd party evaluation plan.

**Get Grants!** Learn how to develop successful, fundable grants from experts whose proposals have garnered millions in funded projects. This course focuses on the skills needed to prepare professional, competitive and compelling grant proposals. Be prepared to convert an idea into a complete, well developed package in 6 weeks.
CORPORATE TRAINING: BUSINESS WRITING & GRAMMAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Business Writing (24 hours)</td>
<td></td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td>Business and Marketing Writing (24 hours)</td>
<td></td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td>Writing Essentials (24 hours)</td>
<td></td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td>Grammar Refresher (24 hours)</td>
<td></td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td>The Keys to Effective Writing (24 hours)</td>
<td></td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td>1. Wednesday, Jun 15</td>
<td></td>
<td>Online</td>
<td></td>
</tr>
<tr>
<td>2. Wednesday, Jul 13</td>
<td></td>
<td>Online</td>
<td></td>
</tr>
<tr>
<td>3. Wednesday, Aug 17</td>
<td></td>
<td>Online</td>
<td></td>
</tr>
</tbody>
</table>

Effective Business Writing This course will help identify and eliminate problem areas in writing. By the end of this course, you should be able to develop powerful written documents that immediately draw readers in and keep them motivated to continue to read your words.

Business and Marketing Writing This fun introductory course will teach you to write or identify copy that achieves business and marketing goals.

Writing Essentials Hoping to get a better job, write for a blog or get published? This course will give you the writing tools you need for success. This course is ideal for students who speak English as a second language.

Grammar Refresher A grasp of the English language is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work.

The Keys to Effective Writing This copyediting course will teach the fundamentals of top-notch editing for both fiction and non-fiction writing. If you already work as an editor, you can brush up your skills and learn about recent advances in your field.
CORPORATE TRAINING: LEADERSHIP, TEAMBUILDING & COMMUNICATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieving Success with Difficult People (24 hours)</td>
<td></td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td>Building Teams that Work (24 hours)</td>
<td></td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td>Fundamentals of Supervision and Management (24 hours)</td>
<td></td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td>Leadership (24 hours)</td>
<td></td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td>Individual Excellence (24 hours)</td>
<td></td>
<td></td>
<td>$85</td>
</tr>
</tbody>
</table>

1. Wednesday, Jun 15  
2. Wednesday, Jul 13  
3. Wednesday, Aug 17

**Achieving Success with Difficult People** Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors or family members. Join this class and get helpful information for understanding yourself, solving people problems and improving your relationships and personal and professional productivity.

**Building Teams That Work** Learn the components of a successful team and the stages of its development. Master the skills needed to effectively manage projects, make decisions and solve problems in a team setting. Have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team.

**Fundamentals of Supervision and Management** Learn how to make a successful transition from employee to manager and how to manage time to deal with constant demands of a managerial job.

**Leadership** Learn how to gain the respect and admiration of others while allowing yourself to enjoy success in your career and more control over your destiny. This course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your life.

**Individual Excellence** Develop career enhancing skills that cover twelve popular one day seminar topics including goal setting, time management and personal organization. Learn how to improve your creative abilities, gain confidence with financial matters and how to minimize conflict in your life. Develop a fulfilling career plan and improve relationships with co-workers, friends and family.
## CORPORATE TRAINING: COMPUTER SOFTWARE TRAINING

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction, Intermediate or Advanced to Microsoft Word 2003, 2007 or 2010 Version (24 hours)</strong></td>
<td><strong>24 hours</strong></td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td><strong>Introduction, Intermediate or Advanced to Microsoft Excel 2003 - 2010 Version (24 hours)</strong></td>
<td><strong>24 hours</strong></td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td><strong>Introduction, Intermediate or Advanced to Microsoft Outlook 2003 - 2007 Version (24 hours)</strong></td>
<td><strong>24 hours</strong></td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td><strong>Introduction, Intermediate or Advanced to Microsoft PowerPoint 2003 - 2007 Version (24 hours)</strong></td>
<td><strong>24 hours</strong></td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td><strong>Introduction, Intermediate or Advanced to Microsoft Access 2003 - 2007 Version (24 hours)</strong></td>
<td><strong>24 hours</strong></td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td><strong>Introduction, Intermediate or Advanced to Microsoft Publisher 2003 - 2007 Version (24 hours)</strong></td>
<td><strong>24 hours</strong></td>
<td></td>
<td>$85</td>
</tr>
<tr>
<td><strong>Introduction, Intermediate or Advanced to Microsoft Project 2003 - 2007 Version (24 hours)</strong></td>
<td><strong>24 hours</strong></td>
<td></td>
<td>$85</td>
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</table>

1. Wednesday, Jun 15
2. Wednesday, Jul 13
3. Wednesday, Aug 17

## CORPORATE TRAINING: BUSINESS COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Assistant Certificate (380 hours)</strong></td>
<td><strong>380 hours</strong></td>
<td></td>
<td>$1095</td>
</tr>
<tr>
<td><strong>Office Clerk Certificate (265 hours)</strong></td>
<td><strong>265 hours</strong></td>
<td></td>
<td>$85</td>
</tr>
</tbody>
</table>

1. Wednesday, Jun 15
2. Wednesday, Jul 13
3. Wednesday, Aug 17

**Administrative Assistant Certificate** Provides the necessary skills to thrive in an office environment, especially as the support person for business executives. Includes communication and customer service as well as handling forms and documents, such as applications, agreements and letters, in accordance with established procedures, guidelines and schedules. Includes introduction to Microsoft Office suite.

**Office Clerk Certificate** Learn the basics required to successfully enter the office environment. Includes courses on Basics of Workplace Success, Grammar, business Correspondence, Keyboarding Skills and introduction to the Microsoft Office suite. Opportunities for advancement are better than ever in this area, especially for those students who show initiative and are prepared to increase their knowledge of computer applications.
**CORPORATE TRAINING: HEALTHCARE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Billing Certificate (305 hours)</td>
<td>$749</td>
</tr>
<tr>
<td>Medical Coding Certificate (500 hours)</td>
<td>$1249</td>
</tr>
<tr>
<td>Medical Transcription (450 hours)</td>
<td>$85</td>
</tr>
<tr>
<td>Pharmacy Technician (230 hours)</td>
<td>$1449</td>
</tr>
</tbody>
</table>

**Medical Billing Certificate** Course offers the most effective way to become a Certified Billing Specialist (CBS). Health Insurance Specialist Training insures sufficient preparation to pass any certifier examination.

**Medical Coding Certificate** Course includes everything you need to learn to become a certified coding specialist. Includes over 100 hours of practical exercises as well as the CPT and ICD-CM code books.

**Medical Transcription** Course includes everything you need to become an efficient medical transcriptionist. Over 40 hours of dictation exercises and complete answer keys develop the skills necessary to succeed from day 1.

**Pharmacy Technician** Complete course (including textbooks) that prepares the student to successfully take the Pharmacy Technician Certificate Board (PTCB) exam. Includes online software, exercises and quizzes.

**CORPORATE TRAINING: INSURANCE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Adjuster - All Lines (40 hours)</td>
<td>$279</td>
</tr>
<tr>
<td>Insurance Adjuster Property &amp; Casualty (40 hours)</td>
<td>$239</td>
</tr>
<tr>
<td>Insurance Sales Agent Pre-license Life &amp; Health (40 hours)</td>
<td>$89</td>
</tr>
<tr>
<td>Insurance Sales Agent Pre-license Property &amp; Casualty</td>
<td>$89</td>
</tr>
</tbody>
</table>

**Insurance Adjuster - All Lines** This course covers all foundational concepts related to property and casualty insurance adjusting and will prepare individuals for the Insurance Adjuster Property & Casualty exam, which will be taken online at the end of this course. Students operating in states outside of Texas will be able to obtain their Adjusters P & C License upon completion of this course via state reciprocity allowances. There may be additional requirements for this license, so check with the Department of Insurance if you have any questions about Adjuster Licensing rules in your state.

**Insurance Adjuster - Property & Casualty** Insurance adjuster license property and casualty course.

**Insurance Sales Agent Pre-License - Life & Health** Life & health insurance pre-licensing preparation course

**Insurance Sales Agent Pre-License - Property & Casualty** Property & Casualty insurance pre-licensing preparation course.
### CORPORATE TRAINING: FOOD & BEVERAGE INDUSTRY TRAINING

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Alcohol - Texas (2 hours)</td>
<td>$20</td>
</tr>
<tr>
<td>Food Handlers (2 hours)</td>
<td>$12</td>
</tr>
<tr>
<td>Food Safety Manager (10 hours)</td>
<td>$100</td>
</tr>
<tr>
<td>Food Safety Manager (8 hours)</td>
<td>$65</td>
</tr>
<tr>
<td>Food Safety Manager (2 hours)</td>
<td>$45</td>
</tr>
</tbody>
</table>

**Alcohol - Texas** Learn2Serve: TABC seller-server training.

**Food Handlers** State approved course for all Texas counties.

**Food Safety Manager (10)** (Available in English or Español) Combination of food safety manager certification preparation and exam.

**Food Safety Manager (8)** (Available in English or Español) Food safety manager certification preparation.

**Food Safety Manager (2)** (Available in English or Español) Food safety manager certification exam.

### CORPORATE TRAINING: BUSINESS

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Clerk (265 hours)</td>
<td>$799</td>
</tr>
<tr>
<td>Administrative Assistant Certificate (380 hours)</td>
<td>$1095</td>
</tr>
</tbody>
</table>

**Office Clerk** Learn the basics required to successfully enter the office environment. Includes Basics of Workplace Success, Grammar, Business Correspondence, Keyboarding Skills as well as an introduction to the Microsoft Office suite with our Microsoft Certified Application Specialist (MCAS) courses.

**Administrative Assistant Certificate** This program develops the necessary skills to thrive in an office environment, especially as the support person of a business executive. Learn about communication, community service and handling forms and documents (such as applications, agreements and letters) in accordance with established policies and procedures. Train on Microsoft Office 2007, the world’s leading office productivity software using our Microsoft Certified Application Specialist (MCAS) approved courses.
Medical Billing  The Medical Billing program is designed to prepare individuals for entry level employment areas such as medical biller and related occupations in the medical industry. Graduates of this program will be employable by private health care practices, clinics and other health care facilities. The program teaches the students how to perform medical billing to submit claims to insurance companies.

Upon completion of the program, students will possess the skills and knowledge necessary to obtain employment. According to the US Bureau of Labor Statistics, medical office jobs are expected to be very good in the coming years.

Medical Coding  This program is designed to prepare individuals for entry level employment in areas such as claims examiner, medical coder and related occupations in the medical industry. Graduates of this program will be employable by private health practices, clinics, government agencies, insurance companies and other health care facilities. The program teaches the students how to evaluate coding practices and provides the tools for developing compliance programs that will meet the standards of the health care rules and regulations. Upon completion of the program, students will possess the skills and knowledge necessary to obtain employment.

Graduates of this program will be able to assign codes to diagnoses and procedures in order to insure proper financial reimbursement from insurance companies and government agencies. Additionally, they will be able to use a universally recognized coding system and insure correct codes for compliance with federal regulations and insurance requirements.

Medical Transcription  Our comprehensive program has been in place for over 40 years and has successfully helped hundreds of students start a career in medical transcription. It is the ONLY program which provides 3 month internship placements to launch your career. All students who score above 90% on the final exam are eligible to be placed in an internship.

We emphasize that practical experience is the best teacher, and 20 hours of dictation by men, women, foreign doctors, all style and difficulties, is just about everything you will encounter in the work place. The answer keys are used to compare your work against the actual transcripts, one report at a time. Also included is the foot pedal you need to conduct transcriptions.

Pharmacy Technician  This program will give the pharmacy technician the knowledge to achieve the competencies required to gain certification via the Pharmacy Technician Certification Board (PTCB) exam.

The program is delivered via the Internet, with each student receiving the online courseware (which includes over 35 hours of video instruction) along with study materials, quizzes and a final exam. Each student is supported by our licensed pharmacist instructor who provides feedback and guidance via phone and e-mail.
COMMUNICATION

**Interpersonal Communication Skills in the Workplace**
Effective communication is an important element of success for every organization, leader, manager, supervisor, and employee. Good communication skills are a prerequisite skill for advancement in most fields and are key to exercising influence both within and beyond the work group. This course prepares students to communicate effectively within organizations and businesses or professional situations.

**Keeping Customer for Life**
Learn how to seize Customer Service Opportunities (CSO), resolve complaints solving customer problems, apply the "I.D.E.A." Process (Identify, Diagnose, Explore, and Act), and empower your frontline contact people to be proactive customer champions.

**Presentation Success: How to Plan, Prepare and Deliver Effective Presentations**
No more boring presentations! This course gives what it takes to succeed spectacularly when standing up to impress an audience. Packed with easy to use worksheets, strategies, and tips, this course delivers success. It helps overcome "presentation fear" and makes it easy to plan, prepare and deliver the kind of presentations that make people sit up and take notice. You'll discover the best ways to prepare your opening, write smooth transitions and troubleshoot potential problem areas.

**LEADERSHIP**

**Gaining the Competitive Edge with Shared Leadership**
Get a practical road map to building shared leadership teams and using them to gain competitive advantage. Examine why this approach works so well for face-to-face teams as well as computer networked "virtual teams." An array of real-world success stories in areas ranging from customer service to product improvement will help make the case for shared leadership teams for company leaders.

**Leadership Skills for Managers**
Focus on 5 leadership skill sets necessary to ensure individual and organization performance: providing direction, leading by example, enabling others, sharing power and seeking a better way. In addition to the leadership skill sets, the course examines the attitudes and mindsets of effective leaders.
**Fundamentals of Business Writing**  This groundbreaking approach to the writing basics challenges students to spend more time planning and revising documents and less time actually writing. Following this practical guidance, you'll master a proven four-step process that can be applied to any writing task. With practice, learn to analyze purpose and audiences, organize content of a document and write quickly without editing, and finally make revisions.

**Planning & Leading Productive Meetings**  This course focuses on the organizational and interpersonal skills needed to lead highly productive meetings. See how these skills apply to routine staff meetings, cross-functional or problem solving meetings, impromptu get-togethers and more formal information sharing.

**How to Develop a Strategic Plan**  This course goes beyond the traditional concepts of planning and shows how to prepare plans that combine strategy with competitive intelligence. The resulting plan will dramatically increase company odds for long-term success and profitability. Learn how to develop a mission statement that strengthens and clarifies a plan, reduce costs by reducing risks and analyze how the external environment affects a company's financial health.

**Managing & Achieving Organizational Goals**  This course is a hands-on guide to both setting and redefining goals as well as a nuts-and-bolts planning resource for achieving those goals. Learn how to implement five proven goal setting criteria to increase your chances for success, develop a credible selling strategy to facilitate a wider buy-in of each goal, create an action plan to carry out the goals' accomplishments, track goals to make certain that they accomplish objectives on time and troubleshoot and rescue goals that have gotten off track.
Interpersonal Negotiations: Breaking Down the Barriers Learn how to recognize and understand your own needs and the needs of others. Assess others' behavioral and emotional responses, encourage mutual understanding and acceptance so both sides walk away satisfied, acknowledge your own and the other person's perceptions and beliefs, avoid getting mired in the process, be creative and persistent to address and resolve blocks to successful negotiation.

Personal Strategies for Managing Stress This course shows you how to deal with the stress that is inevitable at work, home and in all environments, and turn it to your advantage. This course helps people respond productively to virtually all problems and challenges while preventing or reducing stress.

Fundamentals of Marketing This course provides and introduction to the practice and philosophy of modern marketing. Constructed around the central theme of marketing as a mix of product distribution, price and promotion, this course has been updated to cover the emergence of new groups of buyers, the impact of the global economy and the roles of the Internet, technology and e-commerce. It highlights current cases addressing relationship marketing, customer service, branding and personal selling.
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