

LEX LA-RAY TECHNICAL CENTER

Community Education Classes

SPRING 2010

ALL CLASSES WILL BE HELD at LEX LA-RAY TECHNICAL CENTER
UNLESS OTHERWISE NOTED IN THE COURSE DESCRIPTION.

COMPUTERS

Basic Keyboarding Skills Required For All Computer Classes

BEGINNING COMPUTER I

This class is meant for the beginner who has little or no experience using a computer. Learn the basics of these computer applications: Windows XP, word processing, spreadsheet, and the Internet.

FEE:	\$50	4 Sessions
TIME:	5:00 – 8:00 p.m.	STARTS: February 22
MEETS:	Mondays	
INSTRUCTOR:	Jeanne Lake	

INTRO TO WORD

Learn the basics of word processing: page setup, editing and formatting text/paragraphs, graphics, tables, and mailing labels. **Prerequisite: Knowledge of basic computer skills.**

FEE:	\$50	4 Sessions
TIME:	5:00 – 8:00 p.m.	STARTS: March 25
MEETS:	Thursdays	
INSTRUCTOR:	Jeanne Lake	

BEGINNING COMPUTER II

This class builds on what you learned in the Beginning I class. You will learn more in depth features of Windows XP, Word and Excel, Internet searching, setting up an email account, basic maintenance and much more.

FEE:	\$50	4 Sessions
TIME:	5:00 – 8:00 p.m.	STARTS: April 5
MEETS:	Mondays	
INSTRUCTOR:	Jeanne Lake	

INTRO TO EXCEL

This is a hands-on class to learn the basics of building spreadsheets. Emphasis will be on understanding these program features: data entry, formatting, creating formulas, and using functions. Step-by-step instruction is given with examples that allow students to practice basic skills.

FEE:	\$50	4 Sessions
TIME:	5:00-8:00 p.m.	STARTS: April 22
MEETS:	Thursdays	
INSTRUCTOR:	Jeanne Lake	

POWER POINT

Learn the basics of developing an effective presentation by utilizing PowerPoint's text and graphic tools. Build an on-screen presentation which can be self-paced or automatically timed using special transition effects from one "slide" to another.

FEE:	\$20	1 Session
TIME:	5 to 8 p.m.	MEETS: Thursday, May 20
INSTRUCTOR:	Jeanne Lake	

CHILDCARE TRAINING

CHILDCARE (CDA HOURS)

This class is designed for those working or interested in working in childcare, preschool programs, school-age, home childcare, or church-based programs. Topics covered: Providing a safe and learning environment AND Communicating with parents about the program. Classes can be counted as hours for CDA. Each participant will receive a certificate of attendance. No childcare provided during class.

FEE:	FREE	1 Session
TIME:	6-8 p.m.	MEETS: Tuesday, March 16th
INSTRUCTOR:	Rachelle Banhart	LOCATION: Lexington Early Childhood Center

PLEASE RSVP BY CALLING: Rachelle Banhart 660 259-2192 ext.207 or 816 797-4377
OR EMAILING: rachelle.banhart@gmail.com

DON'T WAIT TOO LONG!

- Register early! Each class has a minimum and maximum enrollment that must be met.
- Encourage a friend to join you. Sometimes one or two people can make the difference between "go" or "cancel".
- DON'T DELAY, ENROLL TODAY!

HEALTH CARE

Basic Math for Nurses

Need to brush up on those basic math skills before you take the pre-entrance nursing test or just need a refresher? This course will give you the confidence you need to overcome those "math" obstacles!

SELECT ONLY (1) CLASS

FEE:	\$40	5 Sessions
MEETS:	Tues & Thurs	
STARTS:	CLASS 1-FEBRUARY 23	CLASS 2-MARCH 16
TIME:	6:00 to 8:30 p.m.	
INSTRUCTOR:	Pam Madison	

CERTIFIED MEDICATION TECHNICIAN - CMT

Certified Medication Technicians (CMTs) while working under the supervision of a nurse, will administer prescribed medications to patients and maintain related medical records. Class consists of 60 hours of classroom instruction and 8 hours of on the job training at participating long-term care facilities.

Requirements: Students must have six months experience as a CNA , have a high school diploma or GED, have a letter of recommendation from your facility administrator or director of nursing and achieve a passing score on the TABE entrance exam as required by the Missouri Division of Health and Senior Services.

Required at Registration: Copy of CNA License, HS diploma or GED, Social Security card & letter of recommendation.

REGISTRATION DEADLINE: Monday, March 15th

FEE:	\$450 – Cash or Money Order: \$200 Non-Refundable Deposit due at registration: \$125 due March 31 st , \$125 due April 14 th .	
INCLUDES:	Textbook, background check, student professional liability ins., ID pin & license/card	
NOT INCLUDED:	\$25 TABE testing fee, State exam fee.	
STARTS:	Monday, March 22	15 Sessions
TIME:	5 to 9 p.m.	MEETS: Mondays and Wednesdays
INSTRUCTOR:	Susan Caldwell, R.N.	

Certified Nursing Assistant – CNA

Certified Nursing Assistant are responsible for basic care services such as bathing, grooming & feeding residents, assisting nurses with medical equipment & checking resident's vital signs. CNA's give residents important social & emotional support & also provide vital information on resident's conditions to nurses.

Requirements: Must be at least 18 years of age, 75 hours of classroom instruction PLUS 100 hours of clinical training at participating long-term care facilities, TB test must be within past (6) months.

Required at Registration: Copy of Social Security card, & copy of completed TB test.

REGISTRATION DEADLINE: Tuesday , March 16

FEE:	\$550 – Cash or Money Order: \$250 Non-Refundable Deposit due at registration: \$150 due March 31 st , \$150 due April 16 th .	
INCLUDES:	Textbook, Background Check, Professional Liability Ins, License/Card	
NOT INCLUDED:	Scrubs, Clean white tennis shoes, Gait Belt, Exam fee of \$60 cash or money Order due upon taking the state certification exam.	
STARTS:	Wednesday, March 24	10 Sessions
FEE:	\$550	Meets: Wednesdays & Fridays
TIME:	8:30 am to 4:30 pm	Except 4-2(Good Friday)
INSTRUCTOR:	Sandra Schmid, R.N.	

WOULD YOU LIKE TO TEACH?

We are always looking for new class ideas and instructors. If you have a great idea and lots of enthusiasm, contact us:

Call (660) 259-2264 Ext 223

Or

Email: jholt@lexington.k12.mo.us

A+ STUDENTS

ARE YOU CURRENTLY IN HIGH SCHOOL AND ON THE A+ TRACK OR
A HIGH SCHOOL GRADUATE WHO IS ELIGIBLE FOR THE
A+ FINANCIAL INCENTIVE PROGRAM?

DID YOU KNOW ?

- that you are eligible to receive 2 years (6 semesters) of post-secondary ***tuition and some fees PAID!***
- that you could attend

LEX LA-RAY TECHNICAL CENTER

as a post-secondary student and complete a certificate program at little or no cost to you!

**Call the LLRTC's financial aid advisor for more information:
(660) 259-2264 Ext. 223**

DAYTIME CLASSES FOR ADULTS

Practical Nursing	Industrial Welding	Computer Maintenance &
Automotive Technology	Business Computer Technology	Networking
Collision Repair Technology	Building Trades/Cabinet Making	

Financial Aid available for those who qualify
Call for an information packet - (660) 259-2264 Ext. 203

For those interested in the daytime **Practical Nursing Program**


Accepting applications for the 2010-11 Class

This is a 12-month program that prepares graduates for entry into the exciting and challenging field of nursing. Upon successful completion of the program, students will be eligible to sit for the National Council of Licensing Examination for Practical Nursing (NCLEX-PN).


Pre-entrance testing is required.
Students Must Call to Schedule Testing
\$50 Cash or Money order Due prior to test date
CALL (660) 259-2264 Ext. 201

Pre-entrance Test Dates:

Feb.	4, 2010	Thursday	9:00 a.m. – 12:00 p.m.
Feb.	18, 2010	Thursday	6:00 p.m. – 9:00 p.m.
March	4, 2010	Thursday	9:00 a.m. – 12:00 p.m.
March	18, 2010	Thursday	6:00 p.m. – 9:00 p.m.
April	8, 2010	Thursday	9:00 a.m. – 12:00 p.m.
April	22, 2010	Thursday	6:00 p.m. – 9:00 p.m.



You are invited to a
**Practical Nursing
OPEN HOUSE**
Thursday, January 14, 2010
Thursday, February 11, 2010
Thursday, March 11, 2010
7:00 p.m.
in the
Practical Nursing Classroom
Lex La-Ray Technical Center
2323 High School Drive
Lexington, MO 64067



HOW TO ENROLL

By Phone: Pre-registration can be made by phone; a spot will be held (5) five business days until payment is received. After such time, the spot may be filled from the waiting list.
(660) 259-2264 Ext. 203



By Mail: Mail registration form w/ payment (*no cash*):
Community Ed
Lex La-Ray Technical Center
2323 High School Drive
Lexington, MO 64067



In Person: Stop by the office: Mon.-Fri. 8 a.m. – 3 p.m.

Please write a separate check for each class.
Make check(s) payable to:
Lex La-Ray Technical Center

WEATHER CANCELLATION

Whenever schools in the Lexington R-V School District are canceled due to weather, Community Ed classes are also canceled; missed classes will be made up at a later date.

The only time you will hear from us is:

- ❖ **If times or dates change**
- ❖ **If the class is full**
- ❖ **The class is canceled**

DISCLAIMER

Every effort has been made to make this publication accurate as of the publication date; however, all policies, procedures, tuition/fees, and curriculum are subject to change anytime by appropriate action of instructors, the administration, or the Lexington R-V School Board of Education. This publication is not intended to be a contract, explicit or implied, and Lex La-Ray Technical Center reserves the right to make changes regarding the information contained herein.

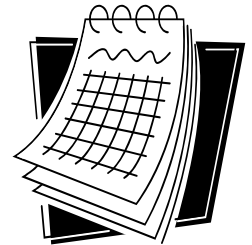
VISIT US ON THESE WEBSITES:

Lexington R-V School District
www.lexington.k12.mo.us
or
Lex La-Ray Technical Center
www.lexlaray.com

REFUND POLICY

- Full refund if the class cancels due to insufficient enrollment.
- Full refund if the class is full at the time of your registration/payment.
- Full refund if requested 24 hours **BEFORE** the first class meets.
- 50% CREDIT issued if requested prior to the second class.
- No credit or refund for classes with three or less sessions.

Mark your calendar with your class information. We do not confirm the receipt of mail-in enrollments, but feel free to call us for verification.



NOTICE OF NON-DISCRIMINATION

The Lexington R-V School District is an equal opportunity institution and does not discriminate on the basis of race, color, national origin, religion, disability, gender, or age in admission, treatment, or participation in its programs, services and activities, or in employment. Any person having inquiries concerning Lexington R-V School District's compliance with the regulations is directed to contact:

Director of Special Services
100 S. 13th, Lexington, MO 64067
(660) 259-4369

DISABLED PERSONS

If special accommodations are needed, please contact our office at least two weeks prior to the beginning of class.



ENROLL EARLY– CLASSES FILL FAST

TO PRE-REGISTER CALL:
(660) 259-2264 Ext. 203

Registration Form

Please mark your calendar with your class information. You will not be notified unless the class is full or does not make. Enrollment by mail will not be confirmed, but feel free to call us for verification @ (660) 259-2264 Ext. 203.

Name: _____ Day Phone: _____

Address: _____ Evening Phone: _____

City/State/Zip: _____ Email: _____

Class Title	Class Start Date	Fee

Please write a SEPARATE check for each class.

Make check(s) payable to:

Lex La-Ray Technical Center

Mail or drop off fee and registration form to:

Community Education
Lex La-Ray Technical Center
2323 High School Drive
Lexington, MO 64067

DON'T SEE A CLASS THAT INTERESTS YOU?

Give us your class suggestions by completing the form below and mailing or dropping it by the office. Or email: jholt@lexington.k12.mo.us

Class Suggestions: _____

Know someone who would like to teach a class?

Name: _____ Day Phone: _____

Address: _____ Evening Phone: _____

City/State/Zip: _____ Email: _____

Classes to be taught: _____ ; _____