

## Continuing Education

Many of the college's academic and student services are available to all students. Examples include Career and Employment Services, Counseling, Disability Resources, and the Multicultural Center. For complete information about these resources see pages 24 through 37.

**Registration, Costs and Payment Methods** To learn about registration, costs and payment methods for these training opportunities, consult the current class schedule or call the program of interest. For information about credit and refund policies, see page 23 of this catalog.

### Continuing Education

Continuing Education (CE) offers hundreds of noncredit courses each term in career and technical (vocational) training, employment training, computers, consumer/money, art, music, foreign language, home/house/garden, health and health occupations, human development, recreation, outdoor programs, and general interest areas.

CE also offers short-term training and upgrading for a wide range of professional fields. In some cases, students can earn continuing education units, industry certification, or meet state and/or national professional examination preparation requirements. Current noncredit technical trainings available through CE are described in this catalog, *Aspire Magazine* and the quarterly web class schedule.

Enrollment in most courses is open to any interested person over 16 years of age. A few courses have prerequisites. A list of course offerings and registration information is included in *Aspire Magazine*, mailed each quarter to area residents. *Aspire Magazine* also is available on the main campus, at the Downtown Center, at all outreach centers, and at [lanecc.edu](http://lanecc.edu) prior to the beginning of each term.

Tuition and fees for noncredit classes are published in *Aspire Magazine* and on the web class schedule.

Instructors have expertise in the subjects they teach. People interested in teaching a CE course may contact a coordinator at the CE office at the Downtown Center or call (541) 463-5252.

### Continuing Education Training Programs

**Computer Training** From mastery of individual software programs to specialist certifications, the college offers a broad range of computer learning opportunities. Offerings include skill building in Windows operating systems, presentation, word-processing, and desktop design software, including AutoCAD, web programming, and database creation and application. Many computer trainings are available online.

**Massage Therapist Program** This program is designed to prepare students to sit for the Oregon State Board of Massage Therapists Certification Exams and has been approved by the Oregon Board of Massage Therapists. The program also provides hours toward continuing education for LMTs. Students must successfully complete required courses of anatomy and physiology, kinesiology and pathology, applied massage,

communication and ethics, professional practices, hydrotherapy, labs and clinical. Contact hours and program content are subject to change. For current information, visit [lanecc.edu/ce](http://lanecc.edu/ce).

**Nursing Assistant** This training provides 150 hours of instruction in basic nursing procedures. It includes theory and clinical hours. Upon successful completion, students may sit for the Oregon State Board of Nursing (OSBN) certification exam. A current CPR card is required before applying for the certification exam. The program is OSBN approved. For more information, visit [lanecc.edu/ce](http://lanecc.edu/ce).

**Phlebotomy** Upon completion of two courses, Phlebotomy I and Phlebotomy II, and a 120-hour Cooperative Education clinical placement, students are eligible to sit for the ASCP national Phlebotomy Technician Certification exam. This program is offered two times per year. The first session begins fall term, and the second session begins spring term. For more information, visit [lanecc.edu/ce](http://lanecc.edu/ce).

**Real Estate Associate Broker or Property Manager License** The coursework satisfies the State of Oregon requirements for becoming a licensed real estate associate broker. The courses are highly beneficial to persons seeking to become licensed in real estate and to better understand real estate as an investment vehicle to financial independence. For more information, visit [lanecc.edu/ce](http://lanecc.edu/ce).

**Fashion Design** This course of study consists of 190 hours of instruction which includes core classes and elective classes. This course trains individuals for entry level positions in fashion design. For more information, visit [lanecc.edu/ce](http://lanecc.edu/ce).

**Jewelry Making and Marketing** This course of study consists of 150 hours of core classes and 50 hours of elective classes spread over four terms. Upon completion of this course of study, students will have a comprehensive knowledge of the jewelry industry. For more information, visit [lanecc.edu/ce](http://lanecc.edu/ce).

**Workshops, seminars, institutes, professional development** Topics include supervisory leadership, project management, workplace communication, business writing, quality improvement, customer service, workplace safety, conflict resolution, team building and many others available by request. These learning opportunities are designed to be easily accessible to working people. They are offered throughout the term, mornings, afternoons, evenings, and weekends in half-day or full-day formats as individual sessions or as ongoing series. For more information, call (541) 463-5252.

### Catch the ExpressLane

Use ExpressLane to apply for admission, registration, account payments, viewing schedules, class details, and grades. Check each term's class schedule for information on registration dates, getting your "L" number and going on-line in ExpressLane.



## Adult Basic and Secondary Education

Lack of basic skills is often a barrier to getting or keeping a job. The ability to read, write and compute at the 9th grade level is now the minimum required for entry-level employment. Higher paying jobs and employment in the 21st century will require higher level basic skills plus new skills such as computer literacy, problem solving, teamwork, and learning to learn.

**Admission Requirements** All students must be 18 years of age or older, or have a release-referral from the local public school district if 16 or 17 years of age, or have Lane Community College homeschool release and verification of current homeschool registration from ESD. (This applies to in-school and out-of-school youth. The decision to release a student is made by local school district officials in accordance with Oregon Revised Statutes and local school district policy).

**Admission Procedures** Class locations, orientation and registration information are available in the quarterly class schedule or on the department website at [lanecc.edu/abse](http://lanecc.edu/abse). For more information, call (541) 463-5214.

Many of the college's academic and student services are available to all students. Examples include Career and Employment Services, Counseling, Disability Resources, and the Multicultural Center. For complete information about these resources see pages 24 through 37.

**Registration, Costs and Payment Methods** To learn about registration, costs and payment methods for Adult Basic and Secondary Education, consult the current class schedule or call (541)463-5214.

### Adult Skill Development

Adult Skill Development offers a variety of pre-college level alternatives for adults who need to brush up on basic reading, writing, or math skills for work, college entrance or passing the GED exam.

Class times are flexible and offered during the day and evening in many locations in Lane County. All new students must attend an orientation session.

### General Education Development (GED)

Lane Community College offers classes to prepare teens and adults to take the GED exam. Preparation is offered in all five test areas: social studies, science, reading, writing, and math. The structure of classes differs from location to location and offers a combination of small group instruction, individual attention and practice testing.

The official GED tests can be taken in Testing Services on main campus.

### Core College Connection

Lane's Adult Basic and Secondary Education (ABSE) department provides tuition-free core college classes that will help you:

- Prepare for or improve score on Lane Community College placement tests or the Ability to Benefit test.
- Develop reading comprehension skills and strategies
- Renew or increase math skills
- Develop writing and grammar skills

### Adult Basic Skills Development (ABSD)

ABSD serves adults with special needs. Classes are offered in academics, employment skills and life skills at the Downtown Center.

**Registration** Students or referring agency should call (541) 463-5945, Monday through Friday, 8 a.m. to 5 p.m. for more information on the admission process.



## English as a Second Language

English as a Second Language (ESL) provides English language instruction for English language learners who need to improve their English skills for work, community, academic, or personal goals. Courses are designed to help students with everyday communication as well as with transitions to work or to other training and academic programs, including credit and noncredit programs in community colleges or universities.

This noncredit program enrolls students from more than 40 different nations, including Asian, Latino, European, and Middle Eastern cultures. All classes are culturally mixed, and all instruction is conducted exclusively in English.

**Registration** Call (541) 463-5253 for day classes at Main Campus or (541) 463-4935 for evening classes at the Downtown Center, or visit the office in Building 11, Room 201 at 4000 East 30th Avenue, Monday-Friday 8:30 a.m.-4:30 p.m. or 1059 Willamette Street, Room 210, Monday and Wednesday 4-7 p.m. New and returning students must make an appointment to take an English placement test. Placement tests are available at scheduled times both day and evening. There is no minimum skill level for entry to classes.

**ESL Classes** Instruction includes seven levels of integrated skills ESL classes including a College Transition class, supplementary classes in ESL Reading/Writing, ESL Listening/ Speaking, TOEFL Preparation, and multilevel classes at outreach sites.

**Volunteer ESL Tutors** Enrolled students can be matched with volunteer tutors. Community members may contact Amy Gaudia, (541) 463-5919 to learn more about becoming a volunteer tutor.

**International ESL Students (IESL)** International students whose TOEFL score is lower than 475 (or 153 on the computer-based test) may be issued an I-20 to obtain a student visa to attend ESL classes. International students are integrated into ESL classes and pay an International Student fee comparable to international student tuition in the credit program. Deadlines to submit applications vary each year but are usually a month prior to the start of each term.

Questions concerning international student admissions should be directed to Jane Marshall, International ESL Admissions, Lane Community College, 4000 East 30th Avenue, Eugene, OR 97405; telephone: (541) 463-3404.

International students on student visas must enroll for a minimum of 18 hours of class per week. Other students in the U.S. on non-immigrant visas may enroll in ESL classes for a fee on a space-available basis.

### Inglés como Segundo Idioma

(ESL por sus siglas en inglés) provee instrucción a personas cuya lengua materna es otra que inglés y que necesitan mejorar su inglés para lograr sus metas personales, académicas, laborales y comunitarias. Las clases han sido creadas con el propósito de facilitar la comunicación diaria, además de ayudar a los estudiantes a crecer laboralmente o a entrar a otros estudios y programas académicos, incluyendo programas con o sin valor curricular del Community College (escuela superior) y de universidades.

Este programa sin valor curricular admite estudiantes de más de 40 diferentes naciones, incluyendo Asiáticos, Hispanos, Europeos y del Medio Oriente. Todas las clases son culturalmente combinadas y toda la instrucción es exclusivamente en inglés.

**Inscripción** Llame al (541) 463-5253 para clases matutinas en el Main Campus o al (541) 463-4935 para clases vespertinas en el Downtown Center. También puede visitar una de nuestras oficinas: Salón 201 del Edificio 11, que se ubica en la dirección 4000 E. 30th Ave (de lunes a viernes de las 8:30 a las 4:30), ó la que se encuentra en 1059 Willamette Street, Salón 210 (de lunes a miércoles de 4 a 7 de la tarde).

Los estudiantes que quieren iniciar clases por primera vez, o los que están regresando a clases después de un tiempo de ausencia, deben hacer una cita para tomar un examen de inglés para colocarse en un nivel. Citas para los exámenes de colocación están disponibles en horas predeterminadas por la mañana y la tarde. No hay ningún requisito mínimo de conocimiento de inglés para entrar al programa.

**Clases de ESL** Se ofrecen siete niveles de inglés, incluyendo una clase de College Transition. También se ofrecen clases adicionales de Comprensión Auditiva y Conversación, Escritura y Lectura, y Preparación para el TOEFL. Así mismo, se ofrecen clases de niveles múltiples de inglés y de que se ubican en sitios más accesibles a la comunidad.

**Tutores Voluntarios** Los estudiantes generalmente se identifican con los tutores voluntarios. Los miembros de la comunidad pueden contactar a Amy Gaudia al (541) 463-5919 para saber más acerca del entrenamiento de tutores voluntarios.

**Programa Internacional ESL (IESL)** A los estudiantes internacionales que no han alcanzado una calificación de 475 en el TOEFL (o 153 en el examen por computadora) se les puede dar una forma I-20 para obtener una visa de estudiante y asistir a clases de ESL. Estos estudiantes internacionales son integrados a las clases del Programa Principal ESL y pagan una cuota de estudiante internacional comparable a la Inscripción de los estudiantes internacionales participando en el programa con valor curricular. Las fechas limitadas para entregar las solicitudes varían cada año, pero generalmente son un mes antes de empezar cada trimestre.

Si tiene preguntas con respecto a estudiantes internacionales, debe comunicarse con Jane Marshall, Ingreso de Internacional ESL, Lane Community College, 4000 East 30th Avenue, Eugene, OR 97405; teléfono: (541) 463-3404.

Los estudiantes internacionales con visas estudiantiles deben inscribirse por un mínimo de 18 horas por semana. Otros estudiantes en EEUU con visa no-inmigrante se pueden inscribir en clases de ESL por una cuota en base al espacio disponible.



### El Centro de Mujeres

El Centro de Mujeres de Lane Community College brinda el programa para mujeres "Transiciones". Si tiene interés llame 463-3253.

## Community Services

### Center for Meeting and Learning

This 35,000 square-foot conference and event venue on Lane's main campus features a 6,900 square-foot main event space, high-tech auditorium, breakout rooms, demonstration kitchen, computer training lab, and a spacious lobby with alcoves. The center offers full service, in-house catering focusing on local and seasonal selections and provides Culinary Arts and Hospitality Management students the opportunity to work side-by-side with the center's professional staff in a learning lab environment. Profits from the center help fund a Hospitality Management faculty position at Lane. Booking an event at the center helps support education. The center accommodates campus, community, and regional events of all types. Call (541) 463-3500 to book an event or visit [lanec.edu/cml](http://lanec.edu/cml).

### Community Center for Family Counseling

Counseling and Continuing Education at Lane sponsor the Community Center for Family Counseling, informally known as Saturday Circus. Call (541) 463-5234.

Both credit (CG 211) and noncredit learners (at no charge) can attend parent education/child guidance sessions at the Saturday Circus, 9 a.m. - noon, Saturdays (Thursdays or Fridays in the summer) at Lane's Downtown Center. Participants can view family counseling sessions that illustrate principles and skills for improving relationships with children and participate in exercises and discussion. An advanced class (CG 212 for credit and noncredit learners at no charge) helps participants refine implementation of principles and skills. Childcare for children age three (and out of diapers) through elementary school age is available upon arrangement. Outgrowths of the Saturday Circus are noted below.

- Each term the Improving Parent-Child Relationships telecourse (CG 213) combines real-life, in-home interactions between parents and children with segments of interviews in which a counselor discusses with parents the application for principles and skills for improving relationships. Telelessons are cablecast as well as available at the main campus Library and outreach centers.
- An understanding anger class (CG 214) provides a goal-directed approach for improving self-management and effectiveness in responding to others who express anger.
- In collaboration with the Oregon Society of Individual Psychology, the Saturday Circus offers an Annual Conference on Families. Learners can participate through Continuing Education or as credit students (CG 299).

### English As A Second Language

See page 247.

### KLCC-FM Radio

[klcc.org](http://klcc.org)

KLCC 89.7 FM — a listener-supported public radio station licensed to Lane Community College — provides NPR news, local and regional news, and a wide world of intelligent music to over 88,000 people in the Eugene/Springfield area and western and central Oregon. Musical genres include jazz, folk, blues, and world beat. KLCC consistently ranks among the top five public stations in the country for market impact.

Broadcasting 24 hours a day with 81,000-watts of power, KLCC is operated by a professional staff and volunteers from the community. It is funded by the Corporation for Public Broadcasting, Lane Community College, the business community, and the listening audience. KLCC is a charter member of National Public Radio.

### Lane Family Connections

Lane Family Connections is a community-based child care resource. For more information, see page 27.

### Library

The Library provides resources for students, faculty, staff, and community residents. For more information, see page 30.

### Music, Dance and Theatre Arts

The department presents concerts and performances available to the community. For information, see pages 31.

### Senior Companion Programs

The Senior Companion Program of Lane County (SCP), is sponsored by the college and is funded in part by the Corporation for National and Community Service.

SCP recruits and trains low-income seniors to work with adults who need extra assistance to live independently. They offer companionship and friendship to older adults and people with disabilities by assisting with simple chores, providing transportation, and adding richness to their lives. Senior Companions are reimbursed for costs incurred through their service. Companions are assigned to 30 agencies throughout Lane County and every year provide over 60,000 hours of service to over 400 clients. SCP clients receive assistance, and companions benefit from training and meaningful community work. For information, call (541) 463-4630.

### Specialized Support Services

Specialized Support Services (S<sup>3</sup>) provides employment training and education to adult students with intensive support needs. S<sup>3</sup> operates as a cooperative venture between the college, Lane County Office of Developmental Disabilities, Full Access Brokerage, Mentors Oregon Brokerage, and the State of Oregon's Division of Human Services. S<sup>3</sup> offers individual and small group instruction that addresses social skill development, on-the-job training, work crew skills in socially integrated settings, competitive employment placement, as well as community inclusion activities to adults with developmental disabilities.

As a means of providing vocational training and actual work experience for its students, S<sup>3</sup> contracts to provide services to various public and private organizations. Services include confidential shredding, collating and assembling publications, paper recycling, bulk mailings, packaging, small parts assembly, and employee placement with on-the-job training and follow-along support in the employers' workplace. Additional services include janitorial, laundry work, and kitchen crews. S<sup>3</sup> has a central office on main campus and other jobsites in the community. For information, call (541) 463-3959.

## Business and Workforce Development

Many of the college's academic and student services are available to all students. For complete information about these resources, see pages 24 through 37.

**Registration, Costs and Payment Methods** To learn about registration, costs and payment methods for these programs, consult the current class schedule or call the department that offers the program of interest. For information about credit and refund policies, see page 23 of this catalog.

### Business Development Center and Customized Employee Training

The Business Development Center and Customized Employee Training is located at the Wildish Building, 1445 Willamette St., Suite 1, Eugene. Business hours are 8:30 a.m. to 5 p.m., Monday through Friday. Call (541) 463-5255 or visit [LaneBDC.com](http://LaneBDC.com).

The Business Development Center and Customized Employee Training (Lane BDC) provides practical information and a wide range of educational services and resources for business success. Whether assistance is needed with an established business or starting a new one, the BizCenter can help.

#### At the Lane BDC, participants can:

- develop business skills in workshops and classes for owners and employees.
- network with other owners and learn proven business practices in one of the center's comprehensive business management programs.
- develop strategies to improve business with the help of a business advisor.
- find assistance in writing business plans and loan proposals and in preparing financials.
- develop your employees through customized trainings.
- find helpful information from the books and literature in the Resource Library.

Lane BDC, founded in 1982, is a member of the Oregon Small Business Development Center Network and is actively involved in the economic development efforts of Lane County and the State of Oregon.

#### Services for Small Business Owners

A combination of one-to-one and classroom instruction, peer sharing, and lab hours provides an opportunity for business owners to learn new skills, improve existing ones, and learn from peers' real-life experiences, as well as from experienced business owners presenting in class. A Resource Library is available with reference resources, handouts, business magazines, and research information to assist business owners with research.

#### Develop Strategies with Business Development Center Advisors

- **Free In-person Business Advising**  
Business advisors are available, by appointment only, to help business owners develop strategies for improving their business. Professional, confidential advising services for new and established businesses are no cost to the client and underwritten by the SBA, the State of Oregon Economic and Community Development Department, and Lane Community College. For start-up business owners, we suggest the First

Steps in Business and/or Going Into Business before receiving free business advising. Find solutions for many business questions through our advising, resources, and referrals.

- **Online Business Advising**  
For those who can't get away, online advising is available at [LaneBDC.com/client\\_intake.htm](http://LaneBDC.com/client_intake.htm), where an advisor will contact you as soon as possible.
- **Technology and Innovation Business Advising**  
Advising for technology- or innovation-based firms is available to assist with business development, strategic planning, and product development processes. Call (541) 463-5255 for an appointment, or visit [bizcenter.com](http://bizcenter.com) to sign up for free advising at the center.

#### Classes and Workshops for Business Owners

Classes and workshops are designed to provide the business owner with strategies and practical skills necessary to operate a successful business. What is learned in class tonight can be used tomorrow. Start-up through advanced topics include first steps in business, going into business, planning, financial management, marketing, business software applications, and more. Offerings (classes, workshops, and online courses) vary each term. To receive more information, visit [LaneBDC.com](http://LaneBDC.com), or call the center for a schedule.

#### Early Stage Entrepreneurial Training and Business Start-up Strategies

**Going Into Business: Next Steps in Business** This class covers the A-Zs of owning and operating a small business. It teaches business start-up fundamentals necessary for a solid beginning. Business advising is provided after the class is completed. Visit [LaneBDC.com](http://LaneBDC.com), or see the class schedule for details.

#### Small Business Management Year I: Foundations (SBM I)

The first year of the Small Business Management Program Year I: Foundations is segmented into 3 modules to focus on the critical basics. Marketing, Finance, and Operations modules deliver real business results through a combination of interactive learning and one-on-one advising. The goal of the program is having each business leave each module with a plan they can execute. Modules consist of five evening classes with a mixture of lecture, guest speakers, group discussion, and activities. The one-on-one coaching in SBM I is designed to fast-track implementation of key concepts, and provides the small business owner with access to a professional business consultant who is available to help them improve their business.

For more information and an application for the SBM I program, contact [smithge@lanecc.edu](mailto:smithge@lanecc.edu) or call 463-4614.

#### Business Management for the Business Owner

Lane BDC currently offers business owners on-site business advising and an interactive class environment, which allow for networking with other business owners/managers.

**Small Business Management Year II: Systems (SBM II)**

The Small Business Management program is a unique combination of 10 monthly classroom sessions and one-on-one personal coaching in which your business is the textbook. SBM II is focusing on growing the business through understanding, creating, and implementing systems within the business. This year of the program is designed for those businesses looking to expand into having employees or who already have a non-ownership workforce. Class topics include: Strategic Planning: Plan/Do/Check/Act, Introduction to the E-Myth, Systems Thinking, Performance Reviews and Evaluations, CRM Systems and Solutions, Process Creation and Documentation, Financial Statement Strategies, Marketing: Systems, Leadership and Ethics, and class customized topics.

Acceptance into the program is based on an evaluation of the business by the instructor with businesses having completed the SBM I program having first preference. Classes start in the fall with open enrollment possible with instructor approval. For more information and registration, please contact 463-4614 or [smithge@lanecc.edu](mailto:smithge@lanecc.edu).

**Small Business Management Year III: Advanced Concepts (SBM III)**

Building on the SBM I and SBM II years, this series explores a variety of more advanced concepts. Continuing the unique combination of 10 classroom sessions and one-on-one personal coaching, businesses work on mastering the earlier concepts while fine tuning their operation with the new material. SBM III is designed for those businesses that have completed the Small Business Management: Systems series. During the tenth session qualified third-year business owners will receive a certificate of recognition. Class topics include: Workplace Profiles, Facilitation Skills, Sales Management, Board of Directors, Sustainability, Job Costing, Budgeting Processes, Risk Management, Exit Strategies, and customized topics

Classes start in the fall with open enrollment possible with instructor approval. For more information and registration, contact [smithge@lanecc.edu](mailto:smithge@lanecc.edu) or call 463-4614. – Smith

**Agricultural Business Management** In partnership with Oregon State University and Lane County Extension Service, Farm Business Management services are intended for full-time or part-time farm operators and managers. Designed to help achieve business and family goals through improved farm management and organization, this comprehensive and practical approach to farm management combines classroom training with on-site visits and advising. The curriculum includes classroom sessions once a month and individualized horticultural and business management appointments with instructors to provide personalized and confidential application of classroom topics.

**Non-Profit Management** This program was created to help build sustainable non-profit organizations through better business practices. Executive directors, board members, and staff learn to focus time, energy, and funds to bring optimal benefits to stakeholders. The program includes course work, group networking and mutual problem solving, and on-site

visits with a business advisor.

**eDev (Lane MicroBusiness)**

eDev is a nonprofit organization offering business development services to individuals and communities. eDev also offers a \$3-to-\$1 matching grant to low-income entrepreneurs. Please visit [www.edev.org](http://www.edev.org) or contact Leah Murray, program coordinator, at 463-4619 for information on classes, schedules, and services.

**Advanced Leadership and Business Communications**

**Management Program (ALBCM)**, This program is designed to help develop advanced leadership and communication skills and is an open enrollment program allowing entry at any time in the year. ALBCM is based on the proven Toastmaster business communications curriculum with the addition of a leadership track, coaching, and mentoring. Call 463-5255 for information and costs. The program meets at the Wildish Building from noon – 1 pm, every Monday except when college is closed.

**Sustainable Business Management Program – Climate Masters at Work**

You can take action to save money by reducing your business's carbon footprint in a class that will more than pay for itself in savings.

The training will provide: practical strategies for lowering expenses and reducing emissions through efficiency in facilities, packaging, materials selection, transportation, and more; financing leads for money saving resources, keys to developing a greenhouse gas emissions inventory and action plan, support with implementation, intern assistance from trained LCC Energy Management students, climate change basics, five months of follow up with LCC's Business Development Center, including an implementation focused class each month and one-on-one advising. Receive 20 hours of low-cost training in exchange for 20 hours of internal cost-savings work.

Sponsored by: University of Oregon Climate Masters, Meyer Fund for Sustainability in Education, Eugene Water and Electric Board, Environmental Protection Agency, City of Eugene; Eugene Chamber of Commerce, Springfield Chamber of Commerce, Oasis, and Lane Community College Business Development Center.

For more information and registration contact [climlead@uoregon.edu](mailto:climlead@uoregon.edu), (541) 346-0786, <http://climlead.uoregon.edu>

**Innovation Business Management Program**

This 10-month program covers getting your invention or innovation to market from both manufacturing and marketing perspectives. Curriculum includes design, materials selection, prototyping, manufacturing, order fulfillment, marketing, sales, licensing and patenting. Program includes monthly classroom sessions with guest speakers, networking with other innovators as well as individual advising, and instruction about financial viability analysis, planning and developing the business of your innovation. New group starts in the fall with open enrollment all year. Contact Gene Hamacher, coordinator/instructor, at

(541) 463-4623 or [hamacherg@lanec.edu](mailto:hamacherg@lanec.edu).

### Customized Employee Training

**Employee Training Services Available** Lane offers any kind of training a public or private organization may need. We customize learning experiences to help local businesses and agencies, from start-ups to established enterprises, meet specific employee-learning needs.

Each course, workshop, skills session, hands-on practicum, training series, or one-time presentation is tailored specifically to fit the firm. Because we plan and deliver content and instruction that is affordable and can be used to improve employee performance, a firm saves time and money in expanding their employees' skills, while increasing employee morale and efficiency (thereby decreasing the rate of employee departures or "churn").

A company can also take advantage of our services at its worksite, through our mobile computer lab, on our campus, or at any other convenient site. We can present trainings in any format, in person, online, and by other communications transmission modes. We can design course content to include role-playing and practical competency-testing, or we can bring a simple dog-and-pony show for quick and timely employment needs.

Examples of trainings we can design and deliver range from computer and office support (Microsoft and other software, programming and operating languages, CAD, and network certifications), to customer service, leadership development, and business and professional communication skills. Industry- and manufacturing-specific courses, as well as equipment- and tool-use trainings, can be designed and delivered to fabrication- and production-driven businesses. And, we provide trainings based on "best practices" in sales, business development, marketing, and human relations applicable to all organizations. In addition, we offer both noncredit and credit-pathway courses, so employees can "try out" career skills and job proficiencies on a one-time basis, earn a professional certificate, or earn credit applicable to a degree, should they so desire.

### SkillSoft e-Learning

Develop training programs to meet your company's growing needs through e-learning from SkillSoft. By delivering training online, employers can reach their employees wherever they are and at a lower cost than classroom training. With online courses from SkillSoft, everything is included for formal training and instant problem solving. SkillSoft covers the full range of training needs with the largest library of online courses in the world. For information, contact (541)463-4615.

**Mobile Computer Lab** The college also can provide a classroom on wheels. This 40-foot vehicle is equipped with nine desktop computer training stations, a laser printer, a network server, and the latest software to help meet the computer training needs of most organizations. Lane can schedule the Mobile Computer Lab for any time, for any shift, at any convenient location.

Call (541) 463-5255 for a free training needs assessment appointment and to schedule customized trainings.

## Workforce Development

The Workforce Development Department is a grant funded department that administers three different programs.

**The Workforce Network** The Workforce Network, located in Building 19, Rooms 260-284 is the delivery of workforce development services to adults and dislocated workers in Lane County through a One-Stop career center system. The goal is twofold: 1) to assist with individual job search activities and 2) to help build a skilled and educated workforce that can meet the needs of the contemporary workplace.

The Workforce Network utilizes a consortium approach and is an alliance with the following Lane County organizations:

- Department of Human Services
- Lane Community College
- Lane Workforce Partnership
- Oregon Employment Department
- Vocational Rehabilitation Services

The Workforce Network provides state-of-the-art resources for the community through the following no-cost services.

#### Businesses

- qualified, pre-screened job applicants for open positions
- assistance with out-placements, if necessary
- opportunity to use Lane facilities for interviewing

#### Job Seekers and those facing lay-offs

- skills assessment
- career exploration
- skill upgrading
- resume preparation
- job search strategies
- job search workshops
- information on the local labor market and job openings
- information on community resources
- internet access to employment and training resources
- community voice mail
- individualized and group support

The no-cost services are available to anyone seeking career advancement. Job search workshops are scheduled regularly. Employers and job seekers are both encouraged to call (541) 463-5223 to access services.

**The Progress Program** The staff provides enhanced retention and advancement services to newly employed TANF clients and are stationed within the local Department of Human Services offices. For information, call (541) 463-5877.

**The Welfare Reform JOBS program** This program is administered through Workforce Development in partnership with the Department of Human Services. Services include:

- job search skills, job readiness, work experience and retention for Welfare recipients in the Florence and Reedsport area. Employers are encouraged to call (541) 686-7786, ext. 253 with job openings. The program will provide confidential applicant screening and refer qualified candidates.
- parenting, life skills, educational assessment, GED preparation through Lane Community College for teen parents in Cottage Grove. For information, call (541) 463-4218.