

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 36.

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 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.

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.

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.

Real Estate Broker or Property Manager License The coursework satisfies the State of Oregon requirements for becoming a licensed real estate 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.

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.

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.

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.

myLane

Use myLane 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 myLane.