

DIVISION OF EDUCATIONAL SUPPORT SERVICES



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EDUCATIONAL SUPPORT SERVICES

Web Site:

<http://www.lawsonstate.edu/campus/sbc.html>

- Up-to-date News
- Small Business Center
- Community Outreach and Development
- Job Training/WIA
- Welfare to Work Program
- Day and Extended Day Child Care
- General Motors BSEP
- Literacy GEAR-Up Program
- GED Preparation Class
- Continuing Education Programs

Hours of Operation:

Monday - Friday
8:00 a.m. – 5:00 p.m.

SMALL BUSINESS CENTER

The Small Business Center provides customized training for business, industry, governmental agencies, etc. The Center assists small business owners and prospective business owners with business plans as they relate to starting and/or maintaining a successful small business. The Center provides customized training for business and industry within the community. Further, the Center provides on-going services to the community in such areas as Income Tax Preparation, Home Buyers Seminars, changes as they relate to Social Security and Welfare Reform. The Director of the Small Business Center is Mrs. Eva O. Carter.

GENERAL MOTORS BODY SERVICE EDUCATIONAL PROGRAM (GM BSEP)

The General Motors Body Service Education Program (GM BSEP) is a two-year automotive program designed to upgrade the technical competence and professional level of the "entry-level" technician. The curriculum is jointly designed by General Motors and Lawson State Community College and leads to an Associate Degree in Occupational Technology (AOT). The program involves attending classroom lecture and laboratory at the College and requires the student to work at a General Motors dealership. The Coordinator for the GM BSEP program is Mrs. Vernona Williams. For more information, please contact Mrs. Williams at 205-929-6472.

COMMUNITY OUTREACH AND DEVELOPMENT

The Center for Community Outreach/Workforce Development Center's primary goal is to enhance Lawson State Community College's mission through community-related programs and activities. The program areas include:

- Community Planning
- Economic Development
- Job Training
- Health Care
- Child Care
- Continuing Education Programs

JOB TRAINING

The Workforce Investment Act (WIA) Individual Referral Program is designed to train individuals eighteen years of age or older in a selected academic and career field. The student may be placed in any selected program where there is available space. The applicant must first be certified WIA eligible by the Employment

Service Intake Unit. Upon determination that the individual is eligible and that training is appropriate, the individual will be referred to the institution.

ADULT BASIC EDUCATION

Lawson State Community College provides an opportunity for students to enroll and complete their GED. Students are prepared for the form and content of the exam with sufficient introduction to the appropriate questions, examples, materials and exercises. A pre-test is given to help assess strengths and weaknesses. Classes meet daily 9:00 a.m. - 3:00 p.m. in the One-Stop Center. For more information, please call 205-929-6469.

WELFARE TO WORK GRANT

Lawson State Community College (LSCC) Western Area Welfare to Work Program (Lawson-Connection) is a collaboration of non-profit and community support agencies committed to building upon the infrastructure of the LSCC One Stop Career Center system. This project is designed to engage and empower Welfare to Work (WtW) clients to become active, constructive members of our community. LSCC provides through program activities access to academic success services and career work experience services combined with supportive services enhanced by incentives for completion, achievement, and recognition. The project reaches out for clients with disabilities and those who are basic skill deficient, on probation and parole, foster youth (18-25), pregnant and parenting teens, and domestic violence survivors. A comprehensive needs assessment is conducted at the One Stop Career Center with special attention being made to issues that may impact education and training. An individual service strategy is designed based on the completed needs assessment for each client. An Employment Specialist assists in the implementation process. Support services include transportation, childcare, substance abuse prevention and mental health services. Eligible WtW clients in the target area who are confused, undecided, or uncertain about their careers and future plans or in need of counseling, employment training and education are offered a program entitled **Lawson-Connection**. For more information, contact Mr. James Watts at 205-929-6470.

INCOME TAX PREPARATION CLINIC

The purpose of the program is to operate a Low Income Taxpayer Clinic (LITC) to perform the following duties: 1) refer tax payers who have income tax controversies to the appropriate authorities and 2) inform tax payers who speak English as a second language about their rights and

responsibilities concerning the rules and regulations according to the Internal Revenue Service. For more information, please contact Mrs. Eva Carter at 205-929-6384.

GEAR-UP PROJECT

The Jefferson County Western Corridor Gear-Up Project is comprised of three school systems: Bessemer City, Fairfield City and Midfield City; three colleges: Bessemer State Technical College, Lawson State Community College (a HBCU) and Miles College (a HBCU); and one community based organization, The Heritage Center for Human and Community Development. All members of the partnership have pledged to work in concert to achieve the objectives of (1) 55% of the Gear-Up students will attend college, and (2) prepare 75% of the students and parents to apply and obtain financial aide while utilizing the holistic family approach to address other barriers. These objectives will be accomplished through a series of tasks scheduled over a year's period with quarterly evaluations and case studies to provide continuous improvement.

- Raise student enrollment in college gateway coursework.
- Improve Stanford Achievement Test, ACT and Alabama High School Graduation Exam scores.
- Reduce dropout rates.
- Increase college enrollment upon graduation from high school.

The project began working with seventh grade students during the spring of 2003. Services included tutoring after school and on Saturdays, mentoring, a summer program, family outreach, counseling and career shadowing and preparation. For more information, please contact Ms. Janina Nobles at 205-929-2042.

HUD AFFORDABLE HOME BUILDING PROGRAM

Lawson State Community College has partnered with the Department of Housing and Urban Development (HUD) to spearhead a program to provide quality and affordable housing for low-income families by renovating properties in nearby communities. Students enrolled in programs of carpentry, drafting, plumbing and electrical technology utilize this program to gain live-work experience. The project conducts seminars and CEU workshops for first time homebuyers. For more information, please call 205-929-6474.

DAY AND EXTENDED DAY CHILD CARE

The day care and community care center is housed on the East Campus in Shop Building No. 2. The center is operating on a schedule to meet the needs of the students, faculty, and surrounding communities. Educational programs are provided and laboratory training for students in child care programs.

Motherly Care (extended day care services) is provided for infants and toddlers. The Jefferson County Department of Human Resources, Child Care Resources and other agencies provide transportation and childcare. The hours of operation are 6:30 a.m. to 10:30 p.m.

Application and referrals for students needing day and extended child care services can be obtained through the Office of Student Development Services.

CONTINUING EDUCATION

Lawson State Community College uses Continuing Education Units as a means of recognizing and recording the efforts of those who satisfactorily participate in the college's continuing education activities.

The Continuing Education Unit is granted for participation in an organized continuing education course under responsible sponsorship, capable direction and qualified instruction. Continuing Education Units (C.E.U.s) are computed on the basis of one unit for each ten (10) contact hours of credit-free conferences, seminars, workshops, courses and similar activities. These C.E.U.s carry no credit for college degree programs and are separate and distinct operation from the college's credit program which leads to the associate degree. Available Continuing Education courses are listed in the semester schedule booklet. For more information, please contact Mrs. Eva Carter at 205-929-6384.

TRAINING FOR BUSINESS AND INDUSTRY

Lawson State Community College offers a full-service center to assist companies in making sound investments in the training of employees. Customized programs are designed to provide each client company with training to meet the particular needs of its management and employees. These courses are delivered in a "just in time" format at the convenience of the client with regard to time and location. For more information, please contact Mrs. Vernona Williams at 205-929-6472.

INSTITUTIONAL RESEARCH AND EVALUATION

The Office of Institutional Research and Evaluation (OIRE) at Lawson State Community College is charged with conducting research and evaluation to support planning and decision making across the campus. Part of this role involves coordinating the collection and dissemination of campus data for both internal and external reporting purposes. The office serves as the source of much official data about the College. Activities include:

- Prepare the annual FACTBOOK.
- Coordinate reporting to State agencies and IPEDS.
- Serve as the liaison for the Department Postsecondary Education and the Alabama Commission on Higher Education.
- Coordinate and report survey results and trends.
- Conduct specialized studies in support of campus needs and priorities.

For more information, contact Dr. Randy Glaze at 205-929-6445.

MANAGEMENT INFORMATION SYSTEMS (MIS)

MIS is responsible for both hardware and software for the total college. MIS consists of an IBM AS/400 mainframe with the AS/400 operating system, five servers and related peripherals. MIS monitors a campus wide local area network that consists of PC's, printers, scanners, file servers, hubs, switches, and a fiber optics backbone. MIS is responsible for keeping the hardware and software on the AS/400 up to date as well as keeping the campus wide local area network updated with the most recent software releases. MIS serves as the liaison between respective vendors and the college regarding services on hardware and software. The department serves as the contact between agencies such as ACCESS software and the Department of Postsecondary Education and the College. Furthermore, the department develops and implements training sessions for faculty and staff at the College. The department consists a director, computer programmer and computer systems operator. For more information, please contact Mr. Ronnie Stephens at 205-929-6381