Training is your competitive advantage.

Business & Career Training

In this Issue:

• Business Development
• Child Care
• Computers
• Flagger Training
• Food Service
• Health Care
• Occupational & Licensing
• Real Estate License
• Skills Enhancement
• Social Media

REGISTRATION:
541-440-7744
www.umpqua.edu
Excel Basics
Learn more about what the popular MS Excel program can do for you! In this Basic Excel class, learn features such as creating, navigating, formatting and editing worksheets and workbooks. Enter various types of data, work with common formulas and functions, and create a simple chart. Learn the shortcuts. Inst. J. Kirby. $69
41151
4/5 - 4/12   T, R   1-3pm
WTC 13, 2555 NE Diamond Lk

Excel - Beyond the Basics
Go beyond the basics and learn to link and manage worksheet information as well as use shortcuts to become more efficient. You will learn functions like SUM, MIN, MAX, SUBTOTAL, SUMIFS, CONTIF and more. You will also leave class with the ability to organize, process, and analyze worksheet data, link to Word and PowerPoint documents and much more. Inst. J. Kirby. $69
41152
4/14 - 4/26   T, R   1-3pm
WTC 13, 2555 NE Diamond Lk

Next Level Excel
This class is for the more advanced user. You will develop an understanding of pivot tables, conditional formatting, basic macros, and other functions. You will also learn to work across several worksheets and workbooks. Take your Excel knowledge to the next level with this class. Prior Excel experience is necessary. Inst. L. Way. $79
41153
5/3 - 5/17   T   9-11am
WTC 13, 2555 NE Diamond Lk

MS Office Fast-Track: PowerPoint Presentations
PowerPoint is one of the most used presentation softwares -- and we’ll show you how to create an amazing and effective, professional business presentation in no time! Inst. L. Way $29
41159
6/2   R   12:30 - 2:30pm
UBC 140, 522 SE Washington

Improving Email Promotions
Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. Inst. D. Bethassen. Contact Susan at 541-440-4655 to register. Must be registered by 4/8. Visit www.yougotclass.org/catalog-complete.cfm/Umpqua for more information. $195
41195
5/2 - 5/27   Online

Google the Cloud
Do you want to easily access your documents, photos, and videos from any computer, tablet or smartphone? Google Drive is a safe, cloud-based, place for all of your files that allows them to go where you go. You will learn how to upload your files and share them instantly with others, create documents using the word processor, spreadsheet and presentation tool. You will also get a glimpse into other cloud applications such as One Drive and Dropbox. Inst. K. Miller. $49
41161
5/9 - 5/16   M, W   6-8pm
WTC 13, 2555 NE Diamond Lk

QuickBooks Training for Business
QuickBooks Basics Relaxed
Set up a company file, build a chart of accounts, enter check and cash transactions, reconcile bank statements, study AP/AR, create reports, and more. Prior computer and bookkeeping experience recommended. Taken at a more relaxed pace. Inst. G. Peterson. $109
41217
5/9 - 5/11   M, T, W   2 - 4:30pm
UBC140, 522 SE Washington, Roseburg

QuickBooks Basics Intensive
Set up a company file, build a chart of accounts, enter check and cash transactions, reconcile bank statements, study AP/AR, create reports, and more. Prior computer and bookkeeping experience recommended. Bring your lunch and be prepared to learn! This is the same class as QuickBooks Basics Relaxed at a faster pace. Inst. G. Peterson. $109
41216
4/30   S   8:30am -5pm
Wayne Croach Hall 12, UCC Campus

Introduction to QuickBooks Online
In this course, you’ll learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online version. Call 541-440-7662 for more information. To register, visit:  http://www.ed2go.com/umpqua/online-courses/quickbooks-online?tab=detail. Online
Skills Enhancement

Leadership Principles
Come and discover the key concepts of being a leader and the best strategies for developing your leadership skills and influence. Learn the unspoken secrets that leaders know and the strategies they employ/exhibit for influencing others. Leadership skills are acquired and learned. You can become a leader if you know the do’s and don’ts, what to say, what not to say; what to do, what not to do. Inst. W. Draves. Call Susan at 541-440-4655 to register. Must be registered by 4/8. Visit www.yougotclass.org/catalog-complete.cfm/Umpqua for more information. $145
41196
4/4 - 4/29
Online

Lean Six Sigma
Lean Six Sigma is a managerial concept that results in the elimination of wastes and an improved capability of performance. Attack inefficiencies caused by defects, non-value-added flow of information or materials, non-productive time, data storage, stacks of inventory, over-production and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries. Contact Susan at 541-440-4655 to register. Must be registered by 4/8. Visit www.yougotclass.org/catalog-complete.cfm/Umpqua for more information. $245
41197
4/4 - 4/29
Online

Your Workplace, Your Employees & the Law
Designed for non-lawyers, this course will provide business owners, managers, supervisors, and HR professionals with a roadmap for effectively handling complicated employee-related issues that affect today’s legal-prone work environment. Each class contains guidelines, step-by-step compliance instructions, and practical leadership skills, methods, techniques and proven strategies for successfully managing employees and for complying with state and federal workplace laws. Contact Susan at 541-440-4655 to register. Must be registered by 5/6. Visit www.yougotclass.org/catalog-complete.cfm/Umpqua for more information. $195
41199
3/4 - 4/29
Online

Introduction to PC Security
This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. Visit: http://www.ed2go.com/umpqua/to register and pay for class. Please call 541-440-7662 for more information. $86

SBDC Clients Experience:

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kemberly.todd@umpqua.edu
http://umpqua.edu/sbdc

Skills Enhancement Cont.

Graphic Design for Visual Presentations
Make your visual presentations look professional and communicate effectively. Get the latest, most advanced techniques on graphic design principles, including page layout, typography and basic design considerations. Take away more skills to create an effective and beautiful visual presentation on any presentation software program that you choose. Inst. J. Soard. Contact Susan at 541-440-4655 to register. Must be registered by 4/8. Visit www.yougotclass.org/catalog-complete.cfm/Umpqua for more information. $245
41197
4/4 - 4/29
Online

Designing Effective Websites
These days, creating a website is so easy almost anyone can do it. But with all the competition on the Web, creating a site that’s effective is more challenging than ever. Regardless of your current skills in this course you’ll master the basics of Web design and learn how to build sites that are better and more effective. Visit http://www.ed2go.com/umpqua/online-courses/designing-effective-websites?tab=detail to register and pay for course. Please call Robin at 541-440-7662 for information. $86
Online

Marketing Your Business on the Internet
Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you’ll discover proven methods that will help you establish an Internet presence and build an online brand identity. You’ll learn how search engine optimization (SEO) works and how to track your site’s performance using Web analytics. You’ll understand how to use online advertising, email marketing, and social media (including blogs) to drive business to your Website. Online registration required. Please contact Robin at 541-440-7662 for more information. $86
Online
Continuing Education for Teachers

Log Scaling
This course is designed to provide knowledge of the techniques used in log scaling. Terminology, species identification, defect classifications, and grades of logs will be discussed in detail. Course consists of classroom instruction on weekdays and field instruction on the Saturday sessions. Space is limited to 15 people already associated with the field. Inst. R. Dorsey is retired from the Southern Oregon Log Scaling and Grading Bureau. Class dates: Tuesdays: 3/29, 4/5, 4/12, 4/19 in WCH; Thursdays: 3/31, 4/7, 4/14, in WCH; Saturdays: 4/2, 4/9, 4/16, 4/23 in the field. Cost: $499

Recognizing and Reporting Child Abuse and Neglect
Child care and education providers are among those persons who are mandatory reporters of suspected incidents of child abuse and neglect in the State of Oregon. Participants will learn the process of reporting incidents of child abuse or neglect for which they have reasonable cause to believe have occurred. Pre-registration required and there is a $10 fee per student. For more information and to register, call Family Connections of Lane and Douglas County, 541-440-7706.

For more information or to register for child care classes, please call Family Connections of Lane and Douglas County at 541-440-7706.

Family Child Care Overview
Overview is a requirement for becoming licensed as a registered family child care provider. The overview gives those interested in becoming licensed information about how to become registered, the Oregon rules, local CCR & Rs, and an introduction to other agencies, and supports for registered providers. For more information or to register, call Family Connections of Lane and Douglas County, 541-440-7706.

Using Cell Phones in the Classroom
Class, turn your cell phones -- on! Most of your students have cell phones, and now you can use this valuable tool in your classroom to engage and involve your students more in their learning. Discover how to implement cell phones in your classroom from a teacher who has done it successfully. Come away with a step-by-step how-to plan on enhancing your students’ learning and your teaching. Call Susan at 541-440-4655 to register. Visit www.yougotclass.org/catalog-complete.cfm/Umququa for more information. Must be registered by 3/11/16. $145

For ONLINE classes, call the person and number specified in the course description.

To register for on-site classes, call 541-440-7744.

For ONLINE classes, call 541-440-7744.

FOR MORE INFORMATION CALL SUSAN: 541-440-4655
Registration: 541-440-7744
umpqua.edu/cwt
facebook.com/umpquacvt
Certified Flagger Training
Prepare to be a flagger for work zone traffic control. Learn the basics of flagging and traffic safety. Receive Oregon Department of Transportation Credential for Flaggers, valid for three years in Oregon, Washington, Idaho, and Montana. Class fee includes books. For information, call J. Ode at 541-440-7691. Classes held at the Workforce Training Center, 2555 NE Diamond Lake Blvd. $95

40198
4/5  T  4:30 - 10pm
Workforce Training Center 14
2555 NE Diamond Lake Blvd., Roseburg

40199
5/3  T  4:30 - 10pm
Workforce Training Center 14
2555 NE Diamond Lake Blvd., Roseburg

40200
6/7  T  4:30 - 10pm
Workforce Training Center 14
2555 NE Diamond Lake Blvd., Roseburg

Real Estate BROKER’S LICENSE TRAINING

Certiﬁed Flagger Training
Prepare to be a flagger for work zone traffic control. Learn the basics of flagging and traffic safety. Receive Oregon Department of Transportation Credential for Flaggers, valid for three years in Oregon, Washington, Idaho, and Montana. Class fee includes books. For information, call J. Ode at 541-440-7691. Classes held at the Workforce Training Center, 2555 NE Diamond Lake Blvd. $95

40198
4/5  T  4:30 - 10pm
Workforce Training Center 14
2555 NE Diamond Lake Blvd., Roseburg

40199
5/3  T  4:30 - 10pm
Workforce Training Center 14
2555 NE Diamond Lake Blvd., Roseburg

40200
6/7  T  4:30 - 10pm
Workforce Training Center 14
2555 NE Diamond Lake Blvd., Roseburg

OSHA
To register for Oregon OSHA classes, you must call 888-292-5247, option 2.

OSHA-Safety Meetings
This introductory class discusses the role and purpose of the safety meetings and/or committee; employer and employee responsibilities; and safety committee training requirements. To register, contact 1-888-292-5247 (option 2).

41207
4/28  R  8:00am - Noon
Workforce Training Center 1
2555 NE Diamond Lake Blvd., Roseburg

OSHA-Accident Investigations
You will learn about why investigations are important; and the six-step process for conducting an accident investigation. This how-to workshop builds on the basic introduction in class 101 - Workplace Safety Meetings and Committees. To register, contact 1-888-292-5247 (option 2).

41208
4/28  R  1-5pm
Workforce Training Center 1
2555 NE Diamond Lake Blvd., Roseburg
The American Heart Association strongly promotes knowledge and proficiency in BLS/ACLS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association. Classes with low enrollment are subject to cancellation. If you would like a class held in your community or at your worksite or for more information and questions call S. Wells at 541-440-4660 or J. Ode, 541-440-7691.

Instructor Course - HCP/FA/CPR
This course teaches prospective teachers of First Aid/CPR for both Healthcare Providers and Lay Responders how to prepare for the class. Pre-requisites for this class are the completion of the CORE course (contact AHA CTC 541-440-4660 for directions) and a current provider card in the discipline you will be teaching. Instructor Manual not included in course fee. It is available at the Community and Workforce Training office. For more information, call S. Wells at 541-440-4660 or J. Ode at 541-440-7691. $249

Healthcare Provider CPR
This class is for Healthcare Providers. The course covers the Emergency Cardiovascular Care Guidelines including the use of Automatic External Defibrillators and Bag Valve Mask Devices. Adult, child, and infant CPR will be covered. This class can be delivered at specific work locations on request. For more information, call S. Wells at 541-440-4660 or J. Ode at 541-440-7691. $79

Healthcare Provider Recertification
This course teaches CPR, AED use, relief of choking in adults and children and infant CPR and relief of choking, and the use of barrier devices for all ages. Class is designed for the professional rescuer/provider requiring recertification. Book available at the UCC Book Store or Community and Workforce Training office. This course can be offered at specific work locations on request. For more information, call S. Wells at 541-440-4660 or J. Ode at 541-440-7691. $69

ACLS Skills Check
A three-hour skills check designed to evaluate healthcare professionals in the management of cardiac arrest and near-arrest patients. Must have current BLS/HCP certification and have basic knowledge of rhythm identification and cardiac pharmacology. Student must have completed the online portion of the class before scheduling the skills check. To access the online portion, go to www.onlineHAH.org. For more information and to arrange date and time, call S. Wells at 541-440-4660 or J. Ode at 541-440-7691. $194 or $249.
Phlebotomy

Skill up in the field of phlebotomy. This course qualifies students to work in medical laboratories, hospitals, clinics, donor facilities, healthcare insurance providers, and more. Classroom, laboratory, and clinical experience are included in this 11-week course. Upon successful completion of the Phlebotomy course you will be qualified to take the National Phlebotomy Technician PBT certification exam. Course work includes: confidentiality and HIPPA regulations, basic anatomy and physiology, infection control and safety, venipuncture, specimen handling and hands-on training with patients in a clinical setting. Students must be available for early morning hours for clinicals. Prerequisites: 18 years of age, provide proof of: HS diploma or GED, provide proof of current immunizations (MMR, Hepatitis A/B and PPD within the last 12 months) and American Heart Association (AHA) Healthcare provider CPR. Call Judy for more information, 541-440-7662. Space is limited. $999 Payment plan is available.

41048 3/29 - 6/9  T, R  6 - 9pm
Wayne Crooch Hall 16, UCC Campus

UCC

Medical Transcription + Medical Terminology Program

The 300 hour Medical Transcription + Medical Terminology program will give you the necessary knowledge and skills to start a new career as a medical transcriptionist. To work in this field, you need to understand and correctly spell medical terms. This program includes complete medical terminology training to set you up for success. Your transcription equipment and all materials are included. $1995.00

For more information and to register, please visit: http://careertraining.ed2go.com/umpqua/training-programs/medical-transcription-plus-medical-terminology?Category=healthcare-fitness

Questions? Please call Robin at 541-440-7662.

NEW Online Career Training Programs

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