

TRAINING IS YOUR COMPETITIVE ADVANTAGE

Fall 2015

Business & Career Training

**HOW
TO:
START A
BUSINESS,
PROVIDE
EDUCATION
TO EMPLOYEES,
BOOST YOUR
RESUME**



**CAREER & CONTINUING EDUCATION
BUSINESS DEVELOPMENT
WRITING AND MARKETING
BUSINESS ANALYSIS
SUCCESS STRATEGIES**

**COMPUTERS
EXCEL & EXCEL FAST-TRACK
QUICKBOOKS
WEBSITE DESIGN**

**SKILLS ENHANCEMENT
ORGANIZATIONAL TOOLS
WORKPLACE ETHICS
LEADERSHIP & EXCELLENCE**

**NONPROFIT MANAGEMENT
CARGIVING
CERTIFIED FLAGGER
HEALTHCARE
SOCIAL MEDIA**

Career & Continuing Education

Entrepreneur 101

Starting a business can be the most rewarding thing you'll ever do, but it takes a lot of hard work. Find out if starting a business is right for you. Meet with an experienced business advisor, discuss your questions and ideas with the group, and find out if you're ready for the next step. *Even though classes are free, advanced registration is required, otherwise classes may be canceled due to low enrollment.* Call 541-440-7662 for more information. Location: Umpqua Business Center, 522 SE Washington, unless otherwise noted. Inst. Staff

21410

10/9 F 1 - 3pm
UBC 140, 522 SE Washington

21412

10/23 F 1 - 3pm
UBC 140, 522 SE Washington

21413

11/20 F 1 - 3pm
UBC 140, 522 SE Washington

21414

12/11 F 1 - 3pm

Business and Marketing Writing

Using clear explanations, real-life examples, the course solidifies the relationship between business and marketing principles and written communications. You'll learn how business and marketing objectives affect writing choices. You'll get practical writing instruction in grammar, clarity, structure and more. You'll understand issues unique to this discipline, such as buzzwords, working with a team, and marketing ethics. Six week course. Visit: <http://www.ed2go.com/umpqua/online-courses/business-marketing-writing?tab=detail> to register and pay for class. Please call 541-440-7662 for more information. \$86

10/14 - 11/20

Online

Success Strategies for Small Business

Where are you with your small business? Where do you want to be? Discover our core business values, assess your strengths and weaknesses, learn how to set - and keep - strategic goals, and monitor your progress as you go. This workshop is essential for growing companies like yours! Lunch included. Deadline to register: Friday, Oct. 30. Inst. S. Cutler \$39

21427

11/5 R 8:30 - 4:30pm
UBC Conference Room
522 SE Washington, Roseburg

Introduction to Business Analysis

Online

Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions. If you are planning a career in business, you cannot afford to miss this class. Six week course. Visit: <http://www.ed2go.com/umpqua/online-courses/business-analysis-introduction?tab=detail> to register and pay for class. Please call 541-440-7662 for more information. \$86

10/14 - 11/20

Online

Start Your Own Consulting Practice

Online

Do you have training or knowledge that could be useful to others? Have you ever considered providing consulting services based upon your background? This course is designed to help those who wish to set up a consulting practice get started. You will learn the complete process of starting and operating a consulting practice. Six week course. Visit: <http://www.ed2go.com/umpqua/online-courses/start-your-own-consulting-business?tab=detail> to register and pay for class. Please call 541-440-7662 for more information. \$86

10/14 - 11/20

Online

Planned Giving for Non-Profit

What could YOUR organization do with more funding?



This one-day workshop will give you the tools to build a Planned Giving program designed around your non-profit organization. Learn techniques for marketing to your donors and the community.

\$59 Friday 11/6 9 am - 4 pm
Workforce Training Center 13

FOR MORE INFORMATION, CALL SUSAN

541-440-4655

www.umpqua.edu/workforce-professional-skills
www.umpqua.edu/cwt

UMPQUA COMMUNITY COLLEGE

COMMUNITY AND WORKFORCE TRAINING

2555 NE Diamond Lake Blvd., Roseburg

Computers

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

21263

9/29 - 10/6 T, R 9 - 11am
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. No class 5/25. Inst. J. Kirby. \$69

21264

10/8 - 10/15 T, R 9 - 11am
WTC 13, 2555 NE Diamond Lk

Advanced Excel

Take your Excel skills to the next level! This advanced class will take a closer look at pivot tables, vlookup and how to write advanced formulas. You will also work with multiple worksheets and workbook and import data. If you are already familiar with Excel and what it can do, take this class and see how much further you can go. Inst. K. Miller \$69

21265

10/20 - 10/27 T, R 4-6pm
WTC 13, 2555 NE Diamond Lk

Excel Refresher

Refresh your skills and knowledge of MS Excel, one of the most powerful and useful tools for all of your business needs. Learn time-saving ways to deal with your workbooks and spreadsheets. This class will focus on formatting, functions, charts, tables, graphs and formulas. Basic computer navigation skills required. Please bring a jump drive to save your work. Inst. C. McCormick. \$69

21266

11/16 - 11/23 M, W 6-8pm
WCH 12, UCC Campus

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 541-440-7662 for information. \$86

10/14 - 11/20

Online

QuickBooks 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 \$99

21281

9/28 - 9/30 M,T, W 2 - 4:30pm
UBC140, 522 SE Washington, Roseburg

21282

10/26 - 10/28 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 \$99

21283

10/14 M 8:30am -5pm
UBC140, 522 SE Washington, Roseburg

QuickBooks For Payroll

Focus is on processing paychecks, preparing tax forms, running payroll reports, and more. Prior QuickBooks experience or QuickBooks Basics class experience. Inst. G. Peterson \$99

21284

11/9 M 10am - 3:30pm
UBC140, 522 SE Washington, Roseburg

Excel Fast-Track: Spreadsheet Basics for Business

Brush up on your Excel skills with our Spreadsheet Basics for Business class, designed to get you on your way to creating spreadsheets that work for your business, as hard as you do!

Inst. L. Way \$39

21428

10/8 R 12:30 - 2:30pm
UBC 140, 522 SE Washington

Excel Fast-Track: Fantastic Forms

Build on our Basics class with more advanced form functions-- all with a focus on business.

Inst. L. Way \$39

21429

10/15 R 12:30 - 2:30pm
UBC 140, 522 SE Washington

Excel Fast-Track: Formulas

Spend a couple of hours with us, learning how to write more complex formulas. Move past the basics and focus on writing formulas that work for your business as hard as you do! Inst. L. Way \$39

21430

10/29 R 12:30 - 2:30pm
UBC 140, 522 SE Washington

ORGANIZATION SKILLS FOR THE OVERWHELMED

You cannot **FIND** time...
But you can **CREATE** time!

Learn to create time and become more organized with time-management.

Organize your workspace more efficiently, tackle procrastination and **RELIEVE STRESS!!**



\$89 Tuesdays
10/ 6 & 10/13

8:30 am - 12:30 pm
Workforce Training Center, Rm 15
2555 NE Diamond Lake Blvd., Rsbj

FOR MORE INFORMATION, CALL SUSAN

541-440-4655

www.umpqua.edu/workforce-professional-skills
www.umpqua.edu/cwt

UMPQUA COMMUNITY COLLEGE

COMMUNITY AND WORKFORCE TRAINING

2555 NE Diamond Lake Blvd., Roseburg

Take the SBDC Excel Fast-Track to Business excellence!

Excel Fast-Track: Charts

If designing charts has you confused or frustrated, we have the solution! Give us two hours and we'll have you creating and inserting charts that will grab their attention! Inst. L. Way \$39

21431

11/5 R 12:30 - 2:30pm
UBC 140, 522 SE Washington

Excel Fast-Track: IF Function

Excel's IF function checks to see if a condition you specify is either true or false - if/then. If you're ready to work with IF, this thorough, fast-paced workshop is for you! Inst. L. Way \$39

21432

12/3 R 12:30 - 2:30pm
UBC 140, 522 SE Washington

Excel Fast-Track: Pivot Tables

Need to find a better way to track your inventory? Learn how to use the Excel pivot table function. Inst. L. Way \$39

21433

12/10 R 12:30 - 2:30pm
UBC 140, 522 SE Washington

Skills Enhancement

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. Inst. S. Follett. Call Susan at 541-440-4655 to register. Must be registered by 11/6/15. Visit www.yougotclass.org/catalog-complete.cfm/Umpqua for more information. \$245

21384

11/2 - 11/27
Online

Organizational Tools for the Overwhelmed

Feeling buried at work and have tons of emails to answer? Free up countless hours with a time-management plan you customize for the way you work. Learn to organize your workspace more efficiently, create more time, deal with paperwork and work flow, eliminate procrastination and relieve stress. You will explore how to apply 5-S principles to your work station. Never feel overwhelmed or disorganized again! Inst. R. Prothero. \$89

21381

10/6 - 10/13 T 8:30 - 12:30pm
WTC 15, 2555 NE Diamond Lk

Workplace Ethics and Etiquette

For entrepreneurs, managers or anyone in the workplace, understanding workplace ethics and etiquette is critical to individual and organizational success. Discover new information about the related but different concepts of business ethics and etiquette. Learn the how-to's of making ethical business decisions. Then find out the 5 secrets of how to interact properly in business and social settings to improve your communication and networking skills. Inst. C. Proffitt Boys. Contact Susan at 541-440-4655 to register. Must be registered by 9/11/15. Visit www.yougotclass.org/catalog-complete.cfm/Umpqua for more information. \$145

21382

9/8 - 10/2
Online

REGISTER TODAY!

Call now:

541-440-7744

Skills Enhancement cont.

Effective Selling

The goal of this course is to help you discover how you can easily convert a potential customer into a long-term asset. Effective Selling will help you lay the groundwork for repeat business and your future success. In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques, and understanding of human nature that you will gain from this course, your sales will grow as if by magic. Six week course. Visit: <http://www.ed2go.com/umpqua/online-courses/effective-selling?tab=detail> to register and pay for class. Please call 541-440-7662 for more information. \$86

10/14 - 11/20

Online

Fatal Leadership Errors

Find out the leading fatal leadership errors, including inappropriate dispositions and attitudes, and lack of knowledge and skills. Minimize these errors and perform your leadership role to an optimal level of efficiency. Contact Susan at 541-440-4655 to register. Must be registered by 11/6/15. Visit www.yougotclass.org/catalog-complete.cfm/Umpqua for more information. \$295

21383

11/2 - 11/27

Online

Individual Excellence

Develop career and leadership enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization. You'll learn how to improve your creative abilities, gain confidence with financial matters, and how to minimize conflict in your life. Develop a fulfilling career plan and improve relationships with employees, co-workers, friends, and family. Visit <http://www.ed2go.com/umpqua/online-courses/individual-excellence?tab=detail> to register and pay for course. Please call 541-440-7662 for information. \$86

10/14 - 11/20

Online

Leadership

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. Visit <http://www.ed2go.com/umpqua/online-courses/leadership?tab=detail> to register and pay for course. Please call 541-440-7662 for information. \$86

10/14 - 11/20

Online

Mastering Public Speaking

You can become an effective public speaker! In this fun and hands-on course, you'll find out how to talk confidently and persuasively to both large audiences and small groups. You'll learn how to plan and deliver your presentations skillfully and how to manage one of the most common public speaking barriers—fear. Visit <http://www.ed2go.com/umpqua/online-courses/public-speaking-mastering?tab=detail> to register and pay for course. Please call 541-440-7662 for information. \$86

10/14 - 11/20

Online

Effective Business Writing

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. You'll learn the secret to developing powerful written documents that immediately draw readers in and keep them motivated. Six week course. Visit: <http://www.ed2go.com/umpqua/online-courses/effective-business-writing?tab=detail> to register and pay for class. Please call 541-440-7662 for information. \$86

10/14 - 11/20

Online

Non-Profit

Planned Giving for Nonprofits

What would your organization do with more funding? In studying the not-for-profit sector, lack of knowledge and lack of time are reasons for not having a planned giving program. In this one-day workshop, you gain tools and ideas to easily implement and begin building a program. You will receive an overview of planned giving and how to write a case statement for support, begin marketing a planned giving program and how to discuss with your donors opportunities to make a planned gift. Inst. S. Ramsey-Watson. \$59

21385

11/6 F 9 - 4pm

WTC 13, 2555 NE Diamond Lk

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. In this course, a twelve-year veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You'll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena. To register and pay for the class, please visit: <http://www.ed2go.com/umpqua/online-courses/nonprofit-management-introduction?tab=detail> or call 541-440-7662 for more information. \$86

10/14 - 11/20

Online

Caregiver

Success and Aging Parents

Geared towards family and friends of an elderly person, including spouses/significant others, parent-child, elder-other relative, even long-distance caregivers. Learn how to prepare for changes in personal relationships when taking on caregiving roles. Improve your understanding of resources and the long-term care services and supports available. Come away with the confidence in techniques in assisting others with a variety of needs. This course will also be useful for healthcare students. Contact Susan at 541-440-4655 to register. Must be registered by 9/11/15. Visit www.yougotclass.org/catalog-complete.cfm/Umpqua for more information. \$149

21388

9/2 - 10/2

Online

Dementia for Family

Care Givers

Designed for family caregivers dealing with Alzheimer's disease, Vascular Dementia, Lewy-Body Dementia or other conditions causing significant memory problems. In addition to basic information about dementia, this 4-week course will cover essential elements to address throughout the illness, common health complications, and tips from professional care providers who deliver person-oriented care. Inst. P. Atwood. Contact Susan at 541-440-4655 to register. Must be registered by 9/11/15. Visit www.yougotclass.org/catalog-complete.cfm/Umpqua for more information. \$149

21389

9/8 - 10/2

Online



- ✓ Meets 150 hour state requirement
- ✓ Hybrid live-and-online format
- ✓ Eleven onsite class meetings
- ✓ One all-day review
- ✓ All study materials included
- ✓ Instructor David Stribling III

SEPT. 29 - DEC. 8, 12

CRN 21191 Cost: \$695

Tues. 6:00 - 9:00pm, Sat., Dec. 12,

9:00am - 5:00pm Review

Wayne Crooch Hall 15,

UCC Campus

Ask about our ****NEW****
three-month payment plan!

AMERICA'S
SBDC
OREGON

**FOR MORE INFORMATION,
CALL 541-440-7662
Registration: 541-440-7744
www.umpqua.edu/sbdc**

Occupational & Licensing

Child Care

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, 541-440-7705.

10/15 R 6 - 9pm
Technology Center 119
UCC Campus

12/3 R 10am - 1pm
Technology Center 101
UCC Campus

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 is required and there is a \$10 fee per student. For more information and to register, call Family Connections of Lane and Douglas County, 541-440-7705.

10/22 R 6 - 8pm
Technology Center 119
UCC Campus

12/10 R 6 - 8pm
Technology Center 119
UCC Campus

For information or to register for child care classes, please call Family Connections of Lane and Douglas County at 541-440-7705.

**Quick Tip:
Classes often fill up fast,
so be sure to
register early to
secure your place!**



Ready for a career change?

The trucking industry expects
to hire 80,000 NEW drivers every
year over the next 10 years!



INTRO TO TRANSPORT-LOGISTICS (PART 1)
40 hours of Classroom Time

**PRACTICAL APPLICATION IN PROFESSIONAL
TRUCK DRIVING (PART 2)**
120 hours of Behind the Wheel Time

FOR MORE INFORMATION, CALL JUDY

541-440-7691

www.umpqua.edu/commercial-truck-driving
www.umpqua.edu/cwt

UMPQUA COMMUNITY COLLEGE
COMMUNITY AND WORKFORCE TRAINING

Flagger

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

21393
9/1 T 4:30 - 10pm
Workforce Training Center 2
2555 NE Diamond Lake Blvd., Roseburg

21394
10/6 T 4:30 - 10pm
Workforce Training Center 15
2555 NE Diamond Lake Blvd., Roseburg

21395
11/3 T 4:30 - 10pm
Workforce Training Center 15
2555 NE Diamond Lake Blvd., Roseburg

21396
12/1 T 4:30 - 10pm
Workforce Training Center 15
2555 NE Diamond Lake Blvd., Roseburg

WI16 - 30494
1/5 T 4:30 - 10pm
Workforce Training Center 15
2555 NE Diamond Lake Blvd., Roseburg

Forklift Safety Training

This course provides the skills necessary for the operator to carry out the requirements of moving large and heavy materials from one location to another in a safe manner as approved by the Occupational Safety and Health Act. At the conclusion students will: know the features of a lift truck, recognize the importance of stable loads and the center of gravity, estimate load capacity, conduct mechanical checks while the engine is stopped and running, demonstrate safe starting procedures, demonstrate basic operating procedures, conduct driving exercises and directional changes safely, demonstrate the skill of inching, move loads of various weights, dimensions and balance points, pass a written test. J. Ode 541-440-7691. \$99

21220
9/4 F
Technology Center 119
UCC Campus

HEALTHCARE - Instructor & Recertification

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.

21276
10/3 S 8:30am-5pm
Snyder Hall 15
UCC Campus

Please see full Fall Schedule for additional healthcare and recertification workshops.

PHLEBOTOMY

- ✓ 11 week course
- ✓ Classroom, Lab and Clinical Experience
- ✓ Prepare for the National PBT Certification Exam
- ✓ Space is Limited
- ✓ See Schedule for Full Description
- ✓ Payment Plan Available

SEPTEMBER 29 - DECEMBER 17

CRN 21392 Cost: \$999

Tuesdays & Thursdays

6:00 pm - 9:00 pm

Wayne Crooch 16, UCC Campus



UMPQUA COMMUNITY COLLEGE

COMMUNITY AND WORKFORCE TRAINING

CENTRICITY

Fundamentals of Electronic Medical Records

- ▶ Learn the GE Centricity Electronic Medical Record (EMR) Software
- ▶ Navigation and Functionality
- ▶ Hands-On Exercises
- ▶ Simulate Real-World Situations
- ▶ Charts / Patient Documentation
- ▶ Running Reports

SEPTEMBER 28 - OCTOBER 28

CRN 21391 Cost: \$99

M, W 3:00 pm - 5:00 pm

Physicians e-Health Services

2797 NW Aviation Drive, Roseburg

HEALTHCARE PROVIDER CERTIFICATION

Do you need a

Convenient
alternative?

1. Take the AHA course online at: www.onlineaha.org
2. Print the Certification
3. Call to schedule the Skills Check at Community and Workforce Training Center

The online certification is paid directly to AHA.

The Skills Check is \$60 at WTC



American Heart Association

AUTHORIZED TRAINING CENTER

FOR MORE INFORMATION, CALL JUDY ODE: 541-440-7691

Registration: 541-440-7744

umpqua.edu/cwt

facebook.com/umpquacwt

Healthcare cont.

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.

21279

Call to arrange session.

Healthcare Provider Skills Check

The Skills Check session is for people completing the online AHA Healthcare Provider Course (www.onlineaha.org). At the end of the online session, print the certificate of completion. Call Sarah, 541-440-4660 or Judy, 541-440-7691 to set the day and time for your skills check session, which takes about 1 hour. Both parts must be completed before you will receive an AHA Healthcare Provider Card, good for 2 years. Call to arrange session.

21290

Call to arrange date and time.

Healthcare Provider

This class offers the American Heart Association CPR training for health care providers and rescuers. 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.

21285

9/1- 9/2 T, W 5:30 - 8:30pm
Workforce Training Center 14
2555 NE Diamond Lake Blvd., Roseburg

21286

9/28 - 9/29 M, T 5:30 - 8:30pm
Workforce Training Center 14
2555 NE Diamond Lake Blvd., Roseburg

21287

10/7 - 10/8 W, R 5:30 - 8:30pm
Workforce Training Center 14
2555 NE Diamond Lake Blvd., Roseburg

21288

11/7 S 8:30 - 2:30pm
Snyder Hall 15, UCC Campus

21289

12/2 & 12/3 T, R 5:30 - 8:30pm
Workforce Training Center 14
2555 NE Diamond Lake Blvd., Roseburg

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.

21291

9/12 S 8:30 - 12:30pm
Snyder Hall 15, UCC Campus

21292

9/16 W 5:30 - 9:30pm
Workforce Training Center 14
2555 NE Diamond Lake Blvd., Roseburg

21293

10/15 R 5:30 - 9:30pm
Workforce Training Center 14
2555 NE Diamond Lake Blvd., Roseburg

21294

11/6 F 8:30 - 12:30pm
Workforce Training Center 14
2555 NE Diamond Lake Blvd., Roseburg

21295

12/8 T 5:30 - 9:30pm
Workforce Training Center 14
2555 NE Diamond Lake Blvd., Roseburg

Occupational cont.

Centricity - Fundamentals of Electronic Medical Records

This course focuses on the GE Centricity Electronic Medical Record (EMR) software. The class covers all aspects of the application and includes detailed instruction on navigation and functionality of the GE Centricity software. Instruction is reinforced with hands on exercises which simulate real-world situations in the clinical setting. Topics include: proper log in/out, desktop functions, chart functions, documentation of patient encounters, writing prescriptions, reviewing/signing radiology orders and results, and running reports. Space is limited. For information call Judy Ode at 541-440-7691. \$99

21391

9/28 - 10/28 M, W 3 - 5pm
Physicians e-Health Services
2797 NW Aviation Dr., Roseburg

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, 541-440-7691. Space is limited. Registration for this class begins Feb. 17, 2015. \$999 - Payment plan is available.

21392

9/29 - 12/17 T, R 6 - 9pm
Wayne Crooch Hall 16, UCC Campus

Social Media

Blogging and Podcasting

If you're thinking of starting a blog or just beginning one, this course is for you. Perhaps you'd like to try out podcasting too. It's easy! You'll learn how to create, manage, and promote your own blog and audio and video podcast using tools that you already have on your computer -- no paid software or equipment is needed! Visit: <http://www.ed2go.com/umpqua/online-courses/web-2-0-blogs-wikis-and-podcasts?tab=detail> to register and pay for class. For more information call 541-440-7662. \$86

10/14 - 11/20

Online

Facebook for Business

Find out what goes on behind the scenes on Facebook pages and how to increase the chances that your message is seen and acted on. Discover tools and techniques to increase business and expand your reach. Adapt your marketing message for the Facebook platform and to integrate Facebook across all marketing areas. You must have a started Facebook page and have some basic knowledge of the platform. Contact Susan at 541-440-4655 to register. Must be registered by 10/9/15. Visit www.yougotclass.ort/catalog-complete.cfm/Umpqua for more information. \$245

21380

10/5 - 10/30

Online

LinkedIn

LinkedIn is the most popular business social network and the web's site for professionals to network, build business relationships, and provide or receive referrals. Most people rarely get beyond setting up a profile and therefore miss out on all the advanced features that have come to make LinkedIn so popular. Discover how LinkedIn can generate leads, recruit new employees, and find new jobs. Contact Susan at 541-440-4655 to register. Must be registered by 11/6/15. Visit www.yougotclass.ort/catalog-complete.cfm/Umpqua for more information. \$195

21379

11/2 - 11/27

Online

Online

The Power of Google Drive

What is Google Drive, and why is it so popular? Google Drive is a free, online suite that includes a word processor, spreadsheet program and presentation tool. Google Drive allows you to collaborate with others in real time, review document history, create online surveys and slide shows with ease and is accessible from any computer or device with an internet connection. Not only is Google Drive used for personal creations, it is currently utilized in many schools and businesses because of its flexibility.

Inst. K. Miller. \$49

21275

10/26 - 11/2 M, W 6 - 8pm

WTC 13, 2555 NE Diamond Lk

Understanding the Cloud

What is the Cloud? If you have trouble answering this question, you're not alone. In this course, we'll explore how the Cloud works, what drives its incredible growth, and how you can use Cloud services. And don't worry if you're not tech-savvy! We'll relate the Cloud to things you encounter every day, using practical, non-technical language. Six week class. Visit <http://www.ed2go.com/umpqua/online-courses/understanding-cloud?tab=detail> to register and pay for course. Call 541-440-7662 for more information.

10/14 - 11/20

Online

Online

Community & Workforce Training

Employer
Services



Training &
Consulting

Training Examples:

- Computers & Technology
- Leadership & Management
- Process Improvement
- Customer Service
- Safety & Compliance
- First Aid & CPR
- Industrial & Manufacturing

Increase YOUR bottom line with a wide array of business consulting and training services!

Professional Development and Continuing Education courses to meet a variety of industry and occupational needs.

Customized training to improve employee productivity and performance that can be delivered onsite at your workplace.

Training and advising in all aspects of small business provided by the UCC Small Business Development Center.

State of the art computer labs and classroom space.

Conference and training logistic support including; facility, registration services, set-up and onsite assistance.



For more information about this program, please contact Robin or Susan at the Community & Workforce Training Center:

(541) 440-4668

EmployerServices@umpqua.edu

Robin.VanWinkle@umpqua.edu