

Get the skills that employers are looking for quickly!

Contact the Community Education and Workforce Development office with questions at 541-888-7328.

Key: \$ ETPL Eligible Trainer Provider List- Eligible for WIOA* funding
Southwestern Non-Credit Training Certificate (NCTC)
@ Advanced Career Training Program- Start same day as registration
& Face to Face- Typically bound by academic terms Summer, Fall, Winter, Spring

\$#@ AH 0505 CERTIFIED PHYSICAL THERAPY AIDE

In this course you will learn the role, responsibilities, and qualifications of the certified physical therapy aide in various healthcare settings. Define medical terminology and word elements related to the practice of physical therapy. Summarize human anatomy, functional body movements, and system disorders as they relate to physical therapy. Identify proper positioning, patient transfers, common exercises, modalities, and medical equipment. Demonstrate ethical and legal behavior specific to healthcare settings. Differentiate between tasks appropriate for a certified physical therapy aide and other healthcare professionals.

Location: Online-On Demand 9 months access Cost: \$1995 changing to \$2145 7/1/22 Hours: 190

\$#@ AH 0510 CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA)

Learn what is required to succeed as a Medical Administrative Assistant. Master multitasking as it relates to scheduling appointments, processing insurance requests, maintaining records and corresponding with patients. Learn best financial practices for a medical center. Master the fundamentals of medical terminology and ethical best practices. Understand the basics of working with medical documents, medical billing, and coding processes.

Location: Online-On Demand 6 months access Cost: \$1495 changing to \$1895 7/1/22 Hours: 160

\$#@ BA 0515 CERTIFIED ADMINISTRATIVE PROFESSIONAL

To be a successful administrative professional, you must possess the skills to handle a wide variety of workplace tasks and scenarios.. It provides you with a broad selection of essential skills and knowledge to effectively work as an administrative assistant in fields including education, technology, government, and medicine. You will learn the basics of workplace administration as well as how to begin and grow a successful career as an administrative professional. The course covers the intricacies of organizational communication, office and records management, and human resources fundamentals, effectively write for business, produce documents, utilize informational technology, and event/project management skills, which includes virtual meeting coordination.

Location: Online-On Demand 6 months access Cost: \$1695 changing to \$1795 7/1/22 Hours: 90

\$#@ BA 0520 CALL CENTER REPRESENTATIVE

In this course, you will learn the departmental functions within contact centers and the metrics associated with performance. How to structure phone, email, chat and social media conversations for consistently positive outcomes. Soft skills for voice control and effective word choices for both verbal and written communication. Proven strategies for handling all types of complicated customer interactions. Four steps to increase revenues with customer-focused selling techniques.

Location: Online-On Demand 3 months access Cost: \$595 Hours: 19

\$#@ BA 0525 CALL CENTER SUPERVISOR

In this course, you will learn the departmental functions within contact centers and the metrics associated with performance. How to structure phone, email, chat and social media conversations for consistently positive outcomes. The essentials for supervising and leading call center teams, including performance management, time management, and coaching techniques. How to build a quality monitoring form, host calibration meetings, create the voice of the customer programs, quality monitoring programs, and interaction analytics programs. A fundamental overview of workforce management for contact centers.

Location: Online-On Demand 6 months access Cost: \$2195 Hours: 45

\$#@ BA 0530 CALL CENTER MANAGER

In this course, you will learn the departmental functions within contact centers and the metrics associated with performance. How to structure phone, email, chat and social media conversations for consistently positive outcomes. The essentials for supervising and leading call center teams, including performance management, time management, and coaching techniques. How to build a quality monitoring form, host calibration meetings, create the voice of the customer programs, quality monitoring programs, and interaction analytics programs. The workforce management process, including an in-depth understanding of forecasting, scheduling, intraday management, and skill-based routing.

Location: Online-On Demand 6 months access Cost: \$2995 Hours: 55

\$#@ IND 0505 HVAC/R TECHNICIAN

In this course, you will learn how to explain the concepts of heat transfer, Btu, temperature, heat content, sensible heat, latent heat, pressure, gas laws, and work, and describe how they apply to air conditioning and refrigeration systems. Describe the four basic components that make up the vapor-compression refrigeration cycle. Identify the four major system components and explain their functions in the refrigeration system. Properly install an air-conditioning system and put it into operation. Troubleshoot mechanical and electrical problems in an air-conditioning and heat pump systems. Testing voucher included to take HVAC Excellence's EPA 608 Certification – HVAC Excellence Exam upon successful completion of the course.

Location: Online-On Demand 12 months access Cost: \$2895 Hours: 162

\$#@ IND 0510 FREIGHT BROKER/AGENT

In this course you will learn the basics of freight brokering. How to use the documents and software common to the industry. All about transportation law, insurance, and agreements and contracts. How to set up and run your business, including recordkeeping, determining quotes, and negotiation and marketing techniques.

Location: Online-On Demand 6 months access Cost: \$1895 Hours: 180

\$#@ CIS 0505 COMPTIA IT FUNDAMENTALS

In this course you will learn to identify and understand the purpose of computer components. Compare and contrast different connector types. Compare and contrast Operating Systems and their functions and features. Define and identify basic security threats. Understand how to implement the best IT and security practices. Perform proper steps to set up a basic workstation. Describe the importance and impact of various environmental and safety concepts. Testing voucher included to take CompTIA's CompTIA IT Fundamentals FC0-U61 Certification exam upon successful completion of this course.

Location: Online-On Demand 6 months access Cost: \$895 Hours: 100

\$#@ CIS 0510 COMPTIA NETWORK+

In this course, you will learn how to install, configure, and differentiate between common network devices. Routing protocols, computer forensic practices, and addressing and cloud computing technologies. All about WAN/LAN technology, addressing services like DHCP, the OSI model and the TCP/IP model, and Domain Name Services (DNS). How to implement a basic wireless network and wireless security. How to conduct network monitoring and perform network performance optimization. Testing voucher of CompTIA's CompTIA Network+ certification exam after successful completion of the course.

Location: Online-On Demand 6 months access Cost: \$1695 changing to \$1895 7/1/22 Hours: 110

\$#@ CIS 0515 COMPTIA NETWORK+ AND SECURITY+ CERTIFICATION TRAINING

In this course, you will learn how to install, configure, and differentiate between common network devices. Routing protocols, computer forensic practices, and addressing and cloud computing technologies. All about WAN/LAN technology, addressing services like DHCP, the OSI model and the TCP/IP model, and Domain Name Services (DNS). How to implement a basic wireless network and wireless security. How to conduct network monitoring and perform network performance optimization. Testing voucher included for CompTIA's CompTIA Network+ certification exam upon successful completion of course.

Location: Online-On Demand 9 months access Cost: \$3195 Hours: 190

\$#@ CIS 0520 COMPTIA SECURITY+

In this course, you will learn how to perform network design security, risk calculations, penetration testing, and risk management. Implement device security, wireless security, static environment security, secure authentication methods, and authorization models. Manage attack types, mitigating malware, discovery tools, and security administrative principles. Testing voucher included to take CompTIA's CompTIA™ Security+ Exam SY0-601 and become compliant to Department of Defense (DoD) Directive 8570 upon successful completion of the program.

Location: Online-On Demand 6 months access Cost: \$1695 Hours: 80

\$#@ CIS 0525 CERTIFIED ETHICAL HACKER

In this course, you will learn to assess ethical and legal requirements of security assessment and penetration testing and determine a strategy to comply with these requirements. Analyze different phases of hacking and recommend the best ethical hacking strategy for assessing the security of various components of information system. Examine different vulnerabilities, threats, and attacks to information systems and recommend the countermeasures. Analyze cryptography algorithms and encryption techniques, and design implementation strategies for securing information. Assess various network security techniques and tools to implement an appropriate level of information security controls based on evidence, information, and research. Testing voucher to take EC-Council's Certified Ethical Hacker (CEH) exam upon successful completion of the course.

Location: Online-On Demand 6 months access Cost: \$2895 Hours: 100

\$#@ CIS 0530 SYSTEMS SECURITY CERTIFIED PRACTITIONER (SSCP)

In this course, you will learn to understand the dynamics of data communication. Learn how to identify and mitigate malicious codes such as viruses, Trojans, logic bombs, social engineering, insider threats, data theft, DDoS, spoofing, Phishing, Pharming, and spam. Explore authentication and access control methods. Become familiar with identity management and cloud computing concepts. Testing voucher to take (ISC)2's Systems Security Certified Practitioner (SSCP) exam upon successful completion of the course.

Location: Online-On Demand 6 months access Cost: \$1595 Hours: 80

\$#@ CIS 0535 CERTIFIED INFORMATION SECURITY MANAGER

In this course, you will learn to recognize the security role to manage and improve information security governance processes that support an information security strategy. Interpret the methods to ensure the information security program provides benefits while supporting business operations. Analyze the methods and strategies in classifying information assets to confirm protective measures are proportional to their business value. Demonstrate the ability in accurately classifying and categorizing information security incidents to guarantee effective reactions. Testing voucher to take ISACA's Certified Information System Manager (CISM) exam upon successful completion of the program.

Location: Online-On Demand 6 months access Cost: \$1395 Hours: 75

\$#@ CIS 0540 CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL

In this course, you will learn how to handle security and risk management. Understand asset security. Know how to implement security engineering. Realize best practices for communications and network security. Master identity and access management. Testing voucher included to take (ICS)2's CISSP Certified Information Security Professional certificate exam upon successful completion of the course.

Location: Online-On Demand 6 months access Cost: \$1995 Hours: 150

\$#@ CIS 0545 COMPTIA ADVANCED SECURITY PRACTITIONER

In this course, you will learn how to perform network design security, risk calculations, penetration testing, and risk management. Implement device security, wireless security, static environment security, secure authentication methods, and authorization models. Manage attack types, mitigating malware, discovery tools, and security administrative principles. Testing voucher included to take CompTIA's CompTIA™ Security+ Exam SY0-601 and become compliant to Department of Defense (DoD) Directive 8570 upon successful completion of the program.

Location: Online-On Demand 6 months access Cost: \$995 Hours: 75

\$\$@ AH 0515 NASM CERTIFIED NUTRITION COACH & WEIGHT LOSS SPECIALIST

Nutrition plays a key role in almost every aspect of the health and fitness industry. Beyond fitness instruction, many clients want to pick up healthy eating patterns and make long-term behavior changes. Completing this nutrition course and successfully passing the certification exam will make you a NASM Certified Nutrition Coach (CNC). This industry-recognized certification proves that you understand nutritional science and behavior change strategies and can effectively coach clients. You will master the art of program design addressing an array of behavior change goals, learn how to create unique programs designed for specific client needs, and become an expert on avoiding weight loss obstacles. You will also learn to help clients anticipate and avoid the plateaus that come with weight loss and have the ability to explain diet cycles and the effects of dieting. This course also holds relevance within the health and fitness industry, particularly weight loss, as this is a serious subject that affects many people on a day-to-day basis. Upon successfully completing this course and passing the certification exams, you will achieve your NASM-WLS—providing you with skills necessary to assist clients with their weight loss goals, develop behavior change strategies, and coach clients within the modern fitness world.

Location: Online-On Demand 6 months access Cost: \$1995 Hours: 160

\$\$@ BA 0507 HUMAN RESOURCES PROFESSIONAL

The Human Resources Professional course prepares you for a career in human resources. This course explores the foundational aspects of HR, including human resource laws, hiring disciplines, and labor relations. You will learn industry-recognized practices that align with the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM). By the time you finish the course, you will be equipped to start your career in this growing field. Additionally, you will be prepared to take the HRCI's Professional in Human Resources (PHR) certification exam. The PHR certification recognizes that an individual holds the knowledge and experience needed to excel in human resource management. You will also learn information useful to sitting for certification exams taken at more advanced stages in a human resources career, including the SHRM's Certified Professional exam and the HRCI's Associate Professional Human Resources exam.

Location: Online-On Demand 6 months access Cost: \$1795 Hours: 120

\$\$@ BA 0512 PAYROLL PRACTICE AND MANAGEMENT

Payroll is one of the fastest-changing career fields in the business world today. This course will help you navigate ever-changing payroll rules and regulations, so you can succeed as a payroll professional. You will learn all facets of payroll from basic laws to complex areas like fringe benefits, taxation, and garnishments. By course completion, you will be ready to pass the fundamental payroll certification exam, developed by the American Payroll Association.

Location: Online-On Demand 6 months access Cost: \$1795 Hours: 100

\$\$@ DEN 0510 ADMINISTRATIVE DENTAL ASSISTANT

As an Administrative Dental Assistant, you will perform as a professional dental staff member and work on behalf of the patient as well as the dentist. You will learn about patient care, as well as how to assist with administrative dental duties. Advance and discover career possibilities after acquiring the skills essential for an entry-level administrative dental assistant position. An administrative dental assistant's duties typically involve managing medical records, accounts receivable, and reimbursement, as well as billing patients and insurance, scheduling patients, and performing procedural and diagnostic coding. You'll also learn important foundational skills such as dental terminology and anatomy, as well as written and oral communication skills. This course provides comprehensive instruction with DENTRIX G4 software, which includes sample practice opportunities. You can also use this software to engage in activities and tasks that you would perform in an actual dental practice and use it to demonstrate your skills. Don't wait—enroll today and get started on your path to a good salary in a rewarding career!

Location: Online-On Demand 6 months access Cost: \$1795 Hours: 150

\$\$@ HD 0530 CERTIFIED PROFESSIONAL LIFE COACH

The Certified Professional Life Coach course teaches the Core Competencies of the International Coach Federation (ICF). The ICF is the leading organization dedicated to advancing the coaching profession through high standards, independent certification, and a worldwide network of trained coaching professionals. You will learn ICF-recognized protocols and use these to build your own distinctive coaching style. This course also incorporates the International Association of Professional Recovery Coaches (IAPRC) code of ethics, used to enhance the lives of individuals impacted by addiction. You will learn strategies for applying the IAPRC code of ethics, ICF core competencies, and other recognized coaching concepts. Upon completion of the course's final exam, you will receive the Certified Professional Coach (CPC) certification. This credential is issued through The International Association of Professional Recovery Coaches (IAPRC). Finally, you will have gained the industry-recognized skills needed to become a certified life coach and establish a successful coaching business.

Location: Online-On Demand 6 months access Cost: \$1795 Hours: 40

\$\$\$@ IND 0515 RESIDENTIAL ELECTRICIAN

With booming infrastructure, new energy conservation projects, and an aging workforce, the demand for skilled electricians is on the rise. In fact, the Bureau of Labor Statistics projects that jobs for electrician will increase 14% through the year 2024. The Electrician Training course is designed to teach you general and electrical safety procedures, use of common hardware and materials used in an electrical system, how to read and understand building plans, and more. In addition, you will be prepared for electrician licensing tests, generally required by most states and localities. While tests differ, you will need to understand electrical theory, the National Electrical Code®, local electrical codes, and the various types of wiring methods and materials. By course completion, you should be able to pass a residential electrician licensing exam and start an entry level career as a residential electrician or electrician apprentice.

Location: Online-On Demand 12 months access Cost: \$2495 Hours: 144

\$\$\$@ IND 0520 SENIOR SUSTAINABILITY PROFESSIONAL

Are you prepared for an exciting career as a leader in the green-collar economy? By completing this premier online course, you'll establish yourself as a sustainable business professional. You'll be ready to take responsibility for coordinating an enterprise's sustainability strategy across multiple functional areas, including sales, marketing, communications, new product development, global supply chain, operations, and corporate social responsibility. You'll start by learning the basics of green purchasing. Next, you'll cover corporate social responsibility and carbon strategies. You'll also explore environmental accounting, green transportation, and sustainability consulting. By the end of the course, you will be prepared to take the Senior Certified Sustainability Professional Certification (SCSP) offered by GreenSupplyChain.org. While this is not a state or national certification, once you pass, you will have earned the course credentials and are entitled to use the SCSP designation after your name.

Location: Online-On Demand 12 months access Cost: \$2495 Hours: 110

@ AH 0520 CERTIFIED EKG TECHNICIAN

Electrocardiography (EKG) technicians are vital members of any healthcare team. If you want to join the booming healthcare industry as an EKG tech, this in-depth course will train you to apply, monitor, and measure electrocardiography tests in a flexible, online learning environment. You will also learn key subjects needed to earn a nationally recognized EKG technician certification, such as measuring basic vital signs, performing rapid response procedures, operating an EKG machine, and identifying rhythms. By course completion, you will be prepared to take and pass the Certified EKG Technician Specialist (CETS) certification exam, offered by American Education Certification Association and the Certified EKG Technician (CET), provided by the National Healthcareer Association. This course offers enrollment with a voucher upon successful completion for either the certified ekg technician specialist (cets) certification exam or the certified ekg technician (cet) certification exam. To qualify for the certification exam, a high school diploma or equivalent is required.

Location: Online-On Demand 6 months access Cost: \$1995 Hours: 100

@ BA 0503 CERTIFIED DIGITAL MARKETING

Businesses and recruiters prefer marketing professionals with genuine knowledge, skills, and experience verified by a certification that is accepted across industries. In digital marketing, companies are looking for professionals with a 360-degree skill set that cuts across sub-domains such as pay-per-click (PPC), social media, email marketing, and more. Organizations prioritize candidates with exposure to many of the leading martech vendors and are current with the latest best practices. This course provides both the breadth and depth of skills to kick start your marketing career. Upon successful course completion, you will be prepared for the online marketing certified associate (OMCA) certification exam. A voucher will be issued upon successful completion of the course to take the online marketing certified associate (OMCA) certification exam.

Location: Online-On Demand 6 months access Cost: \$1595 Hours: 120

@ BA 0514 PROJECT MANAGEMENT ESSENTIALS

Project Management career opportunities are increasing even when the job market is challenging. Developing the project management skills employers demand can improve your marketability and may be transferable from one industry to another, giving you a lot of flexibility. In this course, you'll learn the knowledge and skills essential to project managers and those who work on projects in other support roles. The materials in this course are aligned with the international recognized standards of project management. This course is oriented to concepts and knowledge areas such as time, cost, risk and communications. Each lesson focuses exclusively on a single topic so that you can more easily grasp that topic before moving onto the next. Once complete, you will meet or exceed the educational prerequisites for the certified associate in project management (CAPM®) certification offered through the project management institute (PMI)®.

Location: Online-On Demand 6 months access Cost: \$1195 Hours: 100

@ PE 0590 ACE PERSONAL TRAINER

This online instructor-led course provides you with the knowledge and understanding necessary to prepare for the American Council on Exercise (ACE) Certified Personal Trainer (CPT) certification exam and become an effective personal trainer. This course was designed under the guidance of outstanding faculty drawn from colleges/universities, the allied health/medical field, and the personal fitness training profession. Throughout the duration of the course, you will have access to presentations and outlines, specialized designed client documents, and 185+ practice test questions. This course also presents the ACE Integrated Fitness Training (ACE IFT) Model as a comprehensive system for designing individualized programs based on each client's unique health, fitness, and goals. Upon successfully completing the course and passing the ACE-CPT certification exam (not included in the cost of the course), you will be prepared to work in one of the fastest-growing segments of the service industries, according to the U.S. Labor Department of Occupational Statistics and Employment Projections. You will be prepared to address that demand to work in fitness facilities, gyms, clubs, YMCAs, and other health/fitness settings working as personal trainers and fitness professionals.

Location: Online-On Demand 6 months access Cost: \$1595 Hours: 150

ANS 0501 VETERINARY ASSISTANT- Pending Approval

Do you love animals? Have you ever thought about a career as a veterinary assistant? This intensive course will provide the information you need to become a productive member of a veterinary team. The course is designed for people who want to work as veterinary assistants at veterinary hospitals and for those already employed in related positions. This course covers all the requirements that hospitals and veterinarians' offices look for, and more! You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs.

You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication. The course concludes with a lesson to prepare you for the job market, in which you'll see how to create an effective resume, advance your expertise, and develop strong interview skills. You will truly learn everything you need to know to be successful in your new career.

Location: Online-On Demand 6 months access Cost: \$1995 Hours: 225

W&WKPL 9015 COMMUNITY HEALTH WORKER

Upon completion, successful students will be prepared to enter the healthcare workforce to assist third-party payer agencies, medical and behavioral healthcare agencies, and/or traditional and non-traditional personnel by maintaining and improving quality health and wellness in the community. Duties of a community health worker include, but are not limited to: education on the methods of prevention of public health care problems and diseases, outstanding communication, mentoring, social support, cultural understanding, and resource management.

Please contact chw@sowib.org for information on next offering. Cost: \$799 Hours: 86

W&HE 0523 BASIC HEALTHCARE WORKER

This training focuses on work-ready skills and allows you to enter the work force with the basic skills and knowledge to be successful in various health care related positions. This training will also support health care employees through professional development of interpersonal and human relation skills necessary to be successful in an entry-level health care related position.

Location: TBA Day/Time: TBA Cost: TBA Hours: TBA

W&RE 0100 REAL ESTATE BROKER LICENSE COURSE

This accelerated course prepares you to qualify for the Oregon Real Estate Broker's License Exam in just 10 weeks. It is a hybrid course, combining live lecture with the 150 hour on-line home study to meet the Oregon Real Estate Agency (OREA). The course and instructor are certified by the OREA.

Day/Time: Tue 6:00pm-9:00pm Cost: \$695

A study session will be held the last Saturday from 9:00am-5:00pm in Newmark 201

***Workforce Innovation and Opportunity Act (WIOA)**

President Barack Obama signed the **Workforce Innovation and Opportunity Act (WIOA)** into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system.

Every year the key programs that form the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides opportunity for reforms to ensure the American Job Center system is job-driven—responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. In general, the Act takes effect on July 1, 2015, the first full program year after enactment, unless otherwise noted.

There are eligibility requirements to utilize this funding. Please contact South Coast Business Employment Corporation (SCBEC) to discuss eligibility 1-800-822-3525.

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.