



TRADE SKILLS TO PAY THE BILLS

Learn more about
Workforce offerings in
the trades on page 2.

**Workforce & Community Education
Course Schedule - Winter 2023**

 **KLAMATH**
Community College

TRADES

Introduction to Skilled Trades

Program length:
10 weeks



Consisting of classroom instruction and hands-on skills labs, in this course students will learn how to operate power tools and machinery, read blue prints, basic rigging and knot tying, and how to perform basic construction math. Students will receive specialized training in forklift operation, materials handling, and OSHA 10 safety. Students enrolled in this program will have an opportunity to earn multiple certificates accredited by the National Center for Construction Education and Research (NCCER).

AT

Program length:
10 weeks

This course will cover basics in carpentry and will include the use of power tools, blueprint drawing, and basic building. Successful completion of this course will result in a nationally recognized credential with the National Center for Construction Education & Research (NCCER). Requires completion of Introduction to Skilled Trades. Students enrolled in this program must also complete Introduction to Skilled Trades, either prior to or at the same time as Carpentry I.

Carpentry I



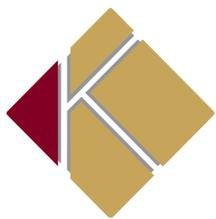
Commercial Drivers License

Program length:
5 weeks



Commercial Driving provides training to help students gain the qualifications to obtain a commercial driver license (CDL) and job in the industry. The course covers all of the aspects needed to safely operate a vehicle and complete a CDL test. Applicants will need to obtain and submit a copy of their DMV driving record showing their history of traffic accidents, violations, and/or convictions (including DUI, license suspensions, etc.). Participants will also be required to pass a drug screen prior to the start of training.

KCC



KLAMATH
Community College



Registration

Courses A - Z

Small Business Development Center

Registration

1. Go to <https://mykcc.klamathcc.edu> and sign in. New students need to fill out online application.
2. Select register for classes.
3. Add the classes to your cart and check out.

You are required to complete a "MyKCC" account in order to register online, but it is a quick and easy process. If you have any trouble, call us at 541-880-2243. As always, paper registration forms are gladly accepted in Founders Hall weekdays between 8 am and 5 pm.

Prices and Fees for WCE Classes:

The price for non-credit classes varies and is published in the Workforce and Community Education class schedule each term. Payment is due before the first day of class. Some courses may require additional fees for materials, certification, or equipment.

All KCC Workforce Education courses will include a \$35 fee that will provide students with a student ID, as well as access to the Learning Resource Center, Tutoring Center, campus events, and free use of Basin Transit buses to and from KCC.

Payment

1. The College accepts all traditional forms of payment, including cash (U.S. dollars only), checks, MasterCard, VISA, Discover, and debit cards.
2. Third-party payment arrangements are also acceptable, which include agency or company payment authorizations.

Note: It is the student's responsibility to ensure that written third-party authorization is received by the College.

Refunds

If the College cancels a class, students are entitled to a full refund of tuition and applicable fees. Students who drop a class, or classes, will be issued a refund based on the following criteria.

Class Length

3-13 weeks
Less than 2 weeks

Drop deadline

Before second class meeting
Prior to the first class meeting

An add/drop form must be completed in order to process refunds. No refunds will be provided for withdrawals or drops after the drop deadlines shown above. Credit balances resulting from payments made by the third-party sponsors, financial aid or scholarships will be returned to the originator.

Please be aware of the drop deadlines for Workforce and Community Education classes. It is the responsibility of the student to drop the class, not the College or instructor to drop those who do not attend. You can secure the add/drop form in the lobby of Founders Hall. Any class not dropped or paid for by these deadlines will be subject to billing, late fees and/or collections.

Community Education Courses

Community Education courses are available to students ages 16 or older, (unless otherwise stated), who are interested in pursuing a new hobby or pastime. Community Education provides fun classes that include personal, professional, hobby, and recreational interests. We are rapidly expanding our offerings in many locations throughout Klamath County.

Workforce Education Courses

Workforce Education offers courses to adults interested in upgrading their work skills or exploring new areas of employment. Workforce Education courses include, but are not limited to, computer skills, management/ leadership skills, languages, and safety. We pride ourselves on developing courses to fit your organization.

Our staff will assist employers in developing all aspects of a customized training program for a specific business. Assistance provided by KCC includes curriculum development, and locating equipment and facilities.

Winter Courses A - Z

BCTX 700 01 Core Curriculum Intro to Skilled Trades

Prerequisite to all other Level 1 craft curriculum. Its cover topics such as Basic Safety, Communication Skills, Introduction to Construction Drawings and Introduction to Construction Math. Completing this curriculum gives the trainee the basic skills needed to continue education in any craft area he or she chooses. This course presents basic job-site safety information to prepare workers for the construction environment. Describes the common causes of workplace incidents and accidents and how to avoid them. Introduces common PPE, including equipment required for work at height, and its proper use. Information related to safety in several specific environments, including welding areas and confined spaces. This course also contains: CPR/First Aid/AED, OSHA Forklift Safety, OSHA 10 and Flagger & Work Zone Traffic Control.

BUSX 721 01 Earn Extra Money with a Mystery Shopping Business

Have you seen ads telling you how to become a shopper, but only if you send them a lot of money? You do not have to pay to begin your new career in this exciting field. You will learn how to sign up with many legitimate mystery shopping companies without fees, avoid the pitfalls and scams, create a required mystery shopping resume and profile, and take care of legalities and taxes regarding this income. Students will receive a list of 25 legitimate companies to work for. A detailed tutorial will be emailed to set up a free Zoom account. The webinar login information and materials will be sent the day of class.

BUSX 721 02 How to Start Any Home Business Explore 250 Legitimate Home-Based Business Ideas

Turn talents and hobbies into profits by starting a home business. In this course, students will discover: * more than 250 legitimate home business ideas * mandatory legal documentation * many ways to market your product/service * how to take tax deductions (this workshop included!) A detailed tutorial will be emailed to set up a free Zoom account. The webinar login information and materials will be sent the day of class.

BUSX 721 03 Make Money with a Virtual Assistant/Word Processing Business

If you can type, then you can make money at home using your computer. Having already learned all about home-based business success, students in this course will discover how and where to find clients, 50 ways to advertise/market your services, effective home office equipment choices, and 100 ways to make money with a computer. There really is a need for your services, so learn to be your own boss, set your own hours, and make more money. A detailed tutorial will be emailed to set up your Zoom account. The webinar login information and materials will be sent the day of class. Participants must attend BUSX 721 02.

BUSX 721 04 Save Money with Extreme Couponing

Learn how to save money every day with extreme couponing. Coupons are not just for groceries. Savings can add up to hundreds or even thousands of dollars every year. This comprehensive workshop teaches: where to find all different types of coupons, even for high ticket items, how to find the best coupon apps and websites, and how to match coupons with sales for maximum savings. This workshop is taught by someone who has used many couponing secrets to save thousands. A detailed tutorial will be emailed to set up a free Zoom account. The webinar login information and materials will be sent the day of class.

BUSX 721 05 \$Monetize\$ Websites, Blogs, and Social Media with Affiliate Markets

Earn a passive monthly income from selling other people's products by placing a merchant-provided advertisement link on your website and get a commission for every sale, click, or lead. Learn where to find more than 1,000 free and low-cost opportunities and how to avoid scams or links that won't offer a beneficial return on investment. Learn how to find high, recurring, and second-tier commissions. You'll also learn search engine optimization secrets to increase your website's ranking and visibility on search engines like Google. A detailed tutorial will be emailed to set up a free Zoom account. The webinar login information and materials will be sent the day of class.

BUSX 721 06 How to Make Extra Cash Pet Sitting

If you have been thinking about launching your business on the Internet or have a new Internet business, then this course is for you. Come learn more about Internet commerce and companies successfully leveraging the Internet for business. This course also addresses Internet demographics, understanding of the web medium, and revenue strategies.

DSTX 700 01 Commercial Driver Training

Commercial Driving provides training to help students gain the qualifications to obtain a commercial driver license (CDL) and job in the industry. The course covers all of the aspects needed to safely operate a vehicle and complete a CDL test.

Applicants will need to obtain and submit a copy of their DMV driving record showing their history of traffic accidents, violations, and/or convictions (including DUI).

ESHX 712 01 OSHA 10 General Industry

This 10-hour OSHA course will provide the basics of occupational safety and health. The training program is intended to provide entry-level general industry workers information about their rights, employer responsibilities, and how to file a complaint, as well as how to identify, abate, avoid, and prevent job-related hazards. Training topics will introduce employees to the basic practices of identifying, reducing, eliminating, and reporting hazards associated with their work. Course outcomes include increasing worker safety and helping employers decrease costs associated with accidents.

The 10-hour General Industry training provides workers with knowledge about OSHA walking, working surfaces, and fall protection.

ESHX 712 03 OSHA Forklift Safety

You will learn about the OSHA rules for Powered Industrial Trucks and developing a forklift training program. This class does not offer forklift operator certification (cards).

HEAX 701 01 Boat Safety

All Oregon boaters 12 years and older must pass an Oregon boaters education course and carry a boater education card when operating power boats greater than 10 horsepower. Students who pass this course can apply for a boater education card as required by Oregon's mandatory boater education program. This course covers practical boating safety information and regional and local boating rules and regulations, as well as tips and techniques for making boating more enjoyable. Those who successfully complete this course are issued a certificate of completion, which is the first step in obtaining a boater education card. You will need to fill out an official application form, and send it into the Marine Board along with \$20 and a copy of your certificate of completion to obtain your boater education card. This course is taught by certified Oregon State Marine Board instructors in a positive and informative classroom environment. Pre-registration is required.

HEAX 703P 01 First Aid/ CPR

The American Heart Association Heartsaver First Aid with CPR and AED training are included in this course designed for individuals seeking First Aid and CPR certification. Student materials include adult, child, and infant CPR and AED information. Satisfactory completion of all skills testing is required to receive the AHA First Aid and CPR card, which will be emailed to students within two weeks. Must provide a working email address.

HEAX 703P 02 CPR for Healthcare Providers

This classroom format is ideal for those who prefer group interaction and feedback from the instructor. Student materials include adult, child, and infant CPR and AED information. The American Heart Association-HEALTHCARE Providers Basic Life Support course completion card is valid for two years and is required for all healthcare providers. During the course, an AHA instructor conducts video-based lessons and works with students to complete skills practice. Satisfactory completion of a written test and skills testing are required to receive the AHA Healthcare Provider card, which will be emailed to students within two weeks of completion. Must have email address on file.

HEAX 743 01 Medical Assistant I

The Medical Assistant Course will prepare students for the CCMA NHA Exam and prepare them to work in the medical field as Medical Assistants. The course covers 110 hours of lecture from materials found in the NHA study guide as well as hands-on MA duties such as taking vitals/anthropometrics, phlebotomy, EKG, and other procedures correlating with the Medical Assistant scope of practice. Upon graduation from the course, students will complete 90 hours of clinical rotations in the Medical Assistant field and qualify to sit for the NHA exam.

HEAX 744 01 Pharmacy Technician I

This 20 week program will prepare students for an entry-level pharmacy technician position in both community and health system pharmacy settings. A pharmacy technician, under the supervision of a pharmacist, assists in the day-to-day pharmacy operations which do not require the professional judgment of a pharmacist. These operations include: entering prescription orders, packaging and labeling prescriptions, operating automated dispensing devices, maintaining inventories, processing insurance claims, compounding sterile medications, reconciling medications, assisting with medication therapy management, and using mathematics to solve various calculations including flow rates, days supplies, and individual and daily doses. Graduates are eligible to take the Exam for Certification of Pharmacy Technicians (ExCPT). Applications require proof of age and proof of high school diploma/GED. Must pass math test.

PEDX 707 02 Waltz for Fun and Fitness

Waltz is one of the most romantic and elegant dances. With long sweeping movements and constant rotating with stylish poses. Great for dancing at weddings!

PEDX 707 03 Night Club Two Step

The Nightclub Two Step, originally called Disco Two Step, is a slow dance that was created for use on small dance floors, especially in cocktail lounges. Night Club Two Step is danced on the downbeat while the "essence" of the dance pulses the upbeat with a subtle upward tilt of the body. Synopsis of the class includes: basic structure, rhythm & step pattern, inside & outside turns, left & right turning basics, and toss across-- all of which will lead you to better coordination and physical ability. No class January 21st.

PEDX 707 04 Country Two Step

Country Two Step is a partnered dance and the country Western dancer's version of the ballroom dancer's foxtrot. It's a smooth, flowing dance while traveling around the dance floor using upper body choreography involving spins, wraps, and weaving movements. Enjoy the increased stamina and endurance that this dance provides you!

PEDX 707N 02 Argentine Tango for Fun and Fitness

Argentine Tango is an improvised, spontaneous dance, which is based on variations of walking, turning, pausing and adornments. Argentine tango is often danced in close embrace, or salon style. Even though there is a basic structure and certain rules to be followed, the dancers can never truly predict how their partner will interpret the music, construct a dance, or embellish it.

TEXX 702P 01 Flagger & Work Zone Traffic Control

Flagger and Work Zone Traffic Control covers the fundamental principles of traffic control, the five parts of temporary traffic control zones, and regulations regarding the primary traffic control devices and their proper placement. Correct flagging techniques will also be taught and demonstrated. This course meets the requirements of the Oregon Department of Transportation construction specifications. Students will receive a certification card, valid for three years, that verifies completion of safety training that meets ODOT requirements. Pre-registration is required.

WRIX 701 01 How to Write Your Life Story

Writing stories is a memoir writing class. This course will help you turn your memories into personal stories -- stories you can share now or save for future generations.

WRIX 702 03 Beginner's Guide to Getting Published

If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel to a traditional publisher, this comprehensive workshop will guide you to, then past the editor's desk. You will discover how to: become a published writer overnight, submit manuscripts the correct way, find the right publisher for your work, write irresistible query letters, determine when and how to get an agent, and 100 ways to make money as a freelance writer. A detailed tutorial will be emailed to set up a free Zoom account. The webinar login information and materials will be sent the day of class.

WRIX 702 04 Explore 50 Different Self Publishing Options

Self-publishing is all the rage, but is it the best option for you? In this course, students will discover the pros and cons of self-publishing options, including print-on-demand and e-book publishing, as well as Amazon options. Students will leave with a rated description of 50 self-publishing companies. A detailed tutorial will be emailed to set up your Zoom account. The webinar login information and materials will be sent the day of class. Participants must attend Beginner's Guide to Getting Published.

WRIX 702 05 Introduction to Screenwriting for Television or Movies

In this comprehensive session, students will learn about special screenwriting terms and formats for television and the big screen. Students will also learn how to plot a story, develop characters, and execute your work in the proper screenwriting format. Students will discover the difference between a treatment, a spec script and a shooting script, and when to do each. Students will also get an inside look into the business of selling your script to agents and producers. The instructor is a journalist, author, screenwriter, agent, publisher, and adjunct online Professor of Publishing for Harvard. A detailed tutorial will be emailed to set up a Zoom account. The webinar login information and materials will be sent the day of class.

WRIX 702 06 Meet the Agent/Publisher - Get Your Manuscript Critiqued

Have you ever wanted to talk to a real agent or publisher? Are you tired of having your manuscripts critiqued by non-professionals or paying an editor too much money to change your writing to their voice? Email one page of your in-progress manuscript for an in-class critique of your poetry, article, short story, screenplay, novel, non-fiction book, or children's book. (Optional: You can then send your manuscript for a professional critique (for a critique fee of \$50 for up to 25 double-spaced pages, plus \$1/page thereafter, and a list of publishers/agents who are interested in your type of work.) The instructor is a journalist, author, screenwriter, agent, publisher, and adjunct online Professor of Publishing for Harvard. A detailed tutorial will be emailed to set up a free Zoom account. The webinar login information and materials will be sent the day of class.

WRIX 702 07 Writing for Online Blogs, Magazines & Websites

You don't need a journalism degree or previously published articles to write for anyone's online blog, magazine, or website. Some opportunities offer exposure, while many pay well — \$1 a word and more. In this fast-paced session, you will learn how to: find ideas, sources, and more than 1,000 opportunities that pay, conduct interviews and create interesting content, protect your copyright, write query letters, and then use this credibility to sell other articles or even your self-published novel. A detailed tutorial will be emailed to set up a free Zoom account. The webinar login information and materials will be sent the day of class.

WRIX 702 08 Beginner's Guide to Starting a FREE Blog

Online blogging is a great way to get the word out about you, your service, your product, or information you want to share. In this course, students will learn step-by-step how to: start a FREE blog with WordPress, choose a blog template, emphasize your blog content with a creative name, use your unique voice to share your expertise, and connect your domain/website. Students will also learn how to earn an income with your blog, including links to other websites and advertising on your blog. A detailed tutorial will be emailed to set up a free Zoom account. The webinar login information and materials will be sent the day of class.

WRIX 702 09 Using Amazon's Kindle to Self-Publish your Book for Free

Whether you're looking to publish a paperback novel or short ebook now or in the future, this detailed tutorial will teach you step-by-step how to create an Amazon KDP account, format your manuscript and upload it to the platform, easily create a book cover from available templates, determine pricing and royalties, develop a sales pitch for your Amazon page, and write an Amazon author bio. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class, all for FREE.

WRIX 703N 01 Be a Better Writer : 10 Easy Tips Improve your Writing

This eight hour course will be taught by Martin Forbes who is the News Editor at the Herald and News. This course is designed for anyone who does proofreading as part of their job—from short memos and letters to business reports to newsletters. Topics covered include establishing proofreading habits, proofreaders marks, commonly confused spelling rules, commonly confused word pairs and word groups, basic copy editing and fundamentals of document design. Students will be provided ample opportunity to practice and improve their proofreading skills.



Small Business Development Center

Helping Build Oregon's Best Businesses

The KCC SBDC offers no-cost one-to-one advising and low-cost training to help business owners build a business that works for them. The SBDC delivers services to anyone in Klamath or Lake County who owns or operates a for-profit business or is planning to start one. For more information, contact the SBDC at 541-205-5404 or go to www.OregonSBDC.org/KCC. All advising is confidential and free of charge.



Smart Start-Up (In-Person and Zoom Instruction)

A 2-hour class designed specifically for those considering self-employment or new to owning a business. Gain the information needed before you begin business. Topics include feasibility, market research, business plan basics, start-up financing, insurance, legal structures, registration and licensing, and much more! Participants will be provided with resources, handouts, and checklists. Dates, times, and delivery methods vary each month to accommodate a variety of entrepreneur schedules and needs.

Instructor: Chip Massie

Location: Zoom or Klamath IDEA Center for Entrepreneurship, 803 Main Street, Suite 103, Klamath Falls

Total Cost: \$33

Materials: Included

Write That Business Plan! (In-Person Instruction)

Ready to write that business plan? Want to set a clearer path for your start-up? Want to have a simple one-page pitch? Trying to finance your business? Want to plan for business expansion?

Your business plan provides a roadmap to business success, helps in raising capital, and provides a way to communicate the business concept in your head to other people. In this three-session course you will learn:

- Why a business plan is so important
- How to put a business plan together
- Resources and much more!

Instructor: Angie King

Location: Klamath IDEA Center for Entrepreneurship, 803 Main Street, Suite 103, Klamath Falls

Includes 90 Days of Live Plan® access. That's a \$60 value!

Total Cost: \$79

Real Estate Broker Pre-License Prep Course (Zoom Instruction)

This 10-week accelerated pre-license course is designed to prep students for the Oregon Real Estate Broker's License Exam and is offered in a combination of online

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U.S. Small Business Administration

Oregon Small Business Development Centers are funded in part through a cooperative agreement with the U.S. Small Business Administration, and by the Oregon Business Development Department. Programs and services are provided to the public on a non-discriminatory basis. Language assistance services are available for limited English proficient individuals. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance.

Contact Kat Rutledge, 803 Main Street, Suite 200, Klamath Falls, OR 97601, 541-205-5404.



Winter 2023 SBDC Business Training Offerings

To check availability and register for SBDC Classes please go to www.OregonSBDC.org/kcc (Select the Our Classes button)

self-study (150 hours) and remotely delivered supplemental instruction (38 hours). Students are expected to have online capability, to self-study, to participate in all Zoom conference call class sessions from home, and to participate in a 9-5 Zoom conference call on exam prep day on Saturday, the last meeting day of the course. The course meets all of the Oregon Real Estate Agency pre-license criteria and the instructor is an experienced principal broker. **Following successful completion of this course students must pay a separate fee to the State of Oregon and sit for the Broker License Exam.** Specific questions can be directed to Stacey@sts.careers or by calling 503-551-4467. Class materials included.

Instructor: Janda Fleming
Location: Zoom
Total Cost: \$625
Materials: Included

Property Manager Pre-License Prep Course (Zoom Instruction)

Get prepared in just seven weeks to take the State of Oregon Property Manager License Exam. This course is the fastest way to qualify to take the exam which covers the role of property managers, tenant relations, fair housing, lease agreements and more. You must attend all evening class sessions through Zoom (14 hours), and have online capacity to complete the self-study portion of this course (60 hours). The course meets all of the Oregon Real Estate Agency pre-license criteria and the instructor is an experienced property manager. **Following successful completion of this course students must pay a separate fee to the State of Oregon and sit for the Property Manager Exam.** For information call 503-551-4467 or email stacey@sts.careers. All materials provided.

Instructor: Julia Jaure
Location: Zoom
Total Cost: \$550
Materials: Included

English Construction Contractors Board (CCB) Prep and Exam (In person Instruction)

This two-day course will prepare students to prep for and take the Construction Contractors Board (CCB) exam required for contractor certification in Oregon. The course is live with instruction remotely delivered by a certified CCB education provider and fulfills the CCB pre-exam educational requirement as stipulated under Oregon Revised Statute 701.280. Students are required to bring a driver's license or another type of identification card to Center prior to the first class. Class size is limited to six students. This class includes the CCB exam!

Registration Deadline is one week before class begins so register early!

Instructor: Kathleen Lansing
Location: Klamath IDEA, Center for Entrepreneurship, 803 Main Street, Klamath Falls
Total Cost: \$500

New Class! Curso Nuevo!

Junta de Contratistas de Construccion (CCB) en Espanol Preparacion y Examen (En Persona)

Este curso de dos días preparará a los estudiantes para prepararse y tomar el examen de la Junta de Contratistas de Construcción (CCB) requerido para la certificación de contratista en Oregon. El curso es en vivo con instrucción impartida de forma remota por un proveedor de educación CCB certificado y cumple con el requisito educativo previo al examen de CCB según lo estipulado en el Estatuto Revisado de Oregon 701.280.

Los 14 capítulos del manual de NASCLA se dividen en 4 lecciones. Después de cada lección se da un examen que cubre esos capítulos.

Se requiere que los estudiantes traigan su licencia de conducir u otro tipo de tarjeta de identificación al Centro antes de la primera clase. El tamaño de la clase está limitado a seis estudiantes. ¡Esta clase incluye el examen CCB!

La fecha límite de registro es una semana antes de que comience la clase, ¡así que regístrese temprano!

Instructor: Carlos Mendoza

Location: Klamath IDEA, Center for Entrepreneurship, 803 Main Street, Klamath Falls

Total Cost: \$500

To register for SBDC Classes please go to www.OregonSBDC.org/kcc (Select the Our Classes button)

K-CET is BADGER COUNTRY



Now offering English as a Second Language (ESL), GED in Spanish, and GED Online or Face-to-Face. Citizenship Preparation classes are also available in Winter term.

Call 541-880-2366 to register today!

GED

Monday to Thursday,
9 am - 12 pm or 4 - 7 pm

ESL

Monday to Thursday,
9 am - 12 pm or 5 - 8 pm
Face-to-Face or Zoom

GED Online (available in English and Spanish)

Citizenship Preparation
Winter Term



Scan to
learn
more.



KLAMATH
Community College

Klamath Center for
Education and Training