

Find your *DRIVE*

Learn more about CDL
on page 2.



Workforce & Community Education
Course Schedule - Fall 2023



Commercial Drivers License (CDL)



Do you want to travel in Oregon or the United States? Want to be part of the infrastructure that supports our economy? Then the Commercial Drivers License (CDL) course is the course for you!

Truck driving is a marketable skill. The American Trucking Association (trucking.org) estimated that in 2021 the driver shortage reached 80,000 positions, driving up wages and driving industry growth. Post-pandemic increased demand for goods means that trucking will remain an a much needed well-paying career path.

CDL at Klamath Community College is a 5-week course that will prepare you to gain all of the qualifications you need to obtain a CDL and job in the industry.

In the course you will learn all aspects of truck driving needed to safely operate a vehicle and complete the CDL drive test. You also have the option to add on hazardous materials (Hazmat) training to give you an advantage when seeking employment.

If Commercial Driving like a good fit, you can sign up by filling out an application at www.klamathcc.edu/cdl.

You will need to submit a copy of your DMV driving record and pass a drug screening prior to the start of training.

If you need help paying for the course, scholarships may be available.

Classes start soon and limited space is available so sign up today!

DSTX 700 01

Program Length: 5 weeks

Program Costs: \$5,881.5

Program Costs (without Hazmat): \$5,795

Scholarships may be available

Wages (Truck Drivers): \$26.68*

www.klamathcc.edu/cdl

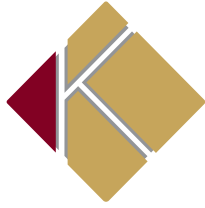
**2022 Oregon average wage*



Contact Denise Martinez for more information about this course.

Phone: 541-880-2243

Email: ce@klamathcc.edu



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**Small Business
Development Center**

Registration

1. Go to mykcc.klamathcc.edu and sign in. New students need to fill out online application.
2. Select "register for classes" from the Academic Hub of the Student tab.
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 would like assistance, call us at 541-880-2243. As always, paper registration forms are gladly accepted in Founders Hall, Building 9 weekdays between 8 am and 5 pm.

Prices and Fees for Classes:

The price for non-credit classes varies and is published in the Workforce and Community Education class schedule online 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 Service 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.....	Before second class meeting
Less than 2 weeks.....	Prior to the first class meeting

Drop Deadline

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 providing equipment and facilities.

Workforce Trainings at KCC

Commercial Drivers License

DSTX 700 01	Commercial Driver's Training	Noel Williams	8 AM-5 PM	MTWRF	10/9/2023 – 11/10/2023
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CPR

HEAX 703P 01	First Aid/ CPR	Staff	9 AM-5 PM	S	10/14/2023
HEAX 703P 02	CPR for Healthcare Providers	Staff	5 PM-9 PM	T	09/12/2023
HEAX 703P 03	CPR for Healthcare Providers	Staff	5 PM-9 PM	T	10/10/2023
HEAX 703P 04	CPR for Healthcare Providers	Staff	5 PM-9 PM	T	11/14/2023
HEAX 703P 05	First Aid/ CPR	Staff	9 AM-5 PM	S	11/11/2023
HEAX 703P 06	First Aid / CPR	Staff	9 AM-5 PM	S	12/09/2023
HEAX 703P 09	BLS Instructor	Patrick Schacht	10 AM-2 PM	S	10/07/2023
HEAX 703P 10	BLS Instructor	Patrick Schacht	10 AM-2 PM	S	11/18/2023
HEAX 703P 11	BLS Instructor	Patrick Schacht	10 AM-2 PM	S	12/16/2023

Introduction to Skilled Trades

BCTX 700 01	Core Curriculum Introduction to Skilled Trades	David Larson	4 - 7 PM	TR	10/03/2023 – 12/15/2023
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Phlebotomy

HEAX 741 01	Phlebotomy	Alexis Dow	6 PM-9 PM	TR	09/26/2023 – 12/7/2023
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Descriptions

Commercial Drivers License

Commercial Driving provides training to help students gain the qualifications to obtain a commercial driver's license (CDL) and job in the industry. The course covers all of the aspects needed to safely operate a vehicle and complete a CDL drive 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). Participants will also be required to pass a drug screening prior to the start of training.

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. Students must have their email address on file.

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 care 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.

Basic Life Support (BLS) Instructor

Train individuals when at home or in a workplace environment to overcome any reluctance to act in an emergency situation and to recognize and care for life threatening emergencies such as respiratory or cardiac distress and/or arrest, sudden illness, and injuries until advanced medical personnel arrive and take over; exceeds OSHA identified Standard First Aid guidelines.

Core Curriculum Introduction to Skilled Trades

Core is a prerequisite to all other Level 1 craft curriculum. It covers 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. This course presents basic job site safety information to prepare workers for the construction environment. It also describes the common causes of workplace incidents and accidents and how to avoid them, introduces common Personal Protective Equipment including equipment required for work at height and its proper use. Information related to safety in several specific environments is provided including welding areas and confined spaces.

Phlebotomy

The focus of this course is on acquiring proficiency needed to carry out successful blood draw and specimen processing for the purpose of clinical laboratory analysis in preparation for national certification. Principles of communication, quality control, safety, and caring interventions will be included. At the end of this class, students will be ready to test for their NHA certification. 10 Week Course. Hybrid class, online classroom and in person labs.



READY TO DRIVE? DRIVER'S EDUCATION



Now available at Klamath Community College!

General Information:

6 week course includes

- Students must have their permits before registering*. 30 hrs. Classroom Time: T/Th 5:30pm-8:45pm
- 12 hrs. in-car training Scheduled Drives*

Cost:

- \$279 for 17 years old and under
- \$489 18 years old and over*
- Low-income assistance discount may be available*

*A student must be no older than 17 to complete Behind-the-Wheel Final Drive.

*Proof of SNAP or TANF benefits required for assistance.

*5 documented hours supervised parent/guardian hours required.



TO GET STARTED:
 Email ce@klamathcc.edu
 Call/Text 541-880-2243

Workforce & Community Education Fall Courses A - Z

BCTX 700 01 Core Curriculum Intro to Skilled Trades

Core is a prerequisite to all other Level 1 craft curriculum. It covers 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 jobsite 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. Cost: \$1,975

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. (Participants must also attend "How to Start Any Home Business + 250 Home Business Ideas!" for a clear understanding of this endeavor.) You will learn how to sign up with many legitimate mystery shopping companies WITHOUT FEES, avoid pitfalls and scams, create a required mystery shopping resume and profile, and how to file your mystery shopping reports for payment. Informative handouts for future use are included in class fee, including a list of 25 legitimate companies you can work for. The webinar login information will be emailed the day before class. Cost: \$30

BUSX 721 02 How to Start Any Home Business + 250 Home Business Ideas!

Tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits by starting a home business. Taught by a Chamber of Commerce Past President and award winning business owner, this is probably the most comprehensive business start up workshop you will ever find. You 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!)

Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class. Cost: \$45

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. You 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. (Participants must also attend "How to Start Any Home Business + 250 Home Business Ideas!" BUSX 721 02 for a clear understanding of this endeavor.) There really is a need for your services, so learn to be your own boss, set your own hours, and make more money. Informative handouts for future use are included in class fee. The webinar login information will be emailed the day before class. Cost: \$30

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. Instructor: LeeAnne Krusemark. Cost: \$30

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

Earn a passive monthly income from selling other people's products by placing a merchant-provided advertisement link on your site and get a commission for every sale, click or lead. Learn where to find 1000+ free and low cost opportunities and how to avoid scams or links that won't offer a beneficial ROI (return on investment). Learn how to find high, recurring, and second-tier commissions. You'll also learn SEO secrets to increase your site's ranking and visibility on search engines like Google. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class. Cost: \$30

BUSX 721 06 How to Make Extra Cash Pet Sitting

Do you love animals... especially dogs? Learn how to make extra money after school or work by watching dogs or other pets, requestedly in the pet's home. You will learn about feeding, watering, and exercising pets, how to make a good impression as well as what questions to ask when interviewing for a pet sitting job, and what to do when a dog has behavioral issues. You will also discover other services you can offer to make more money, such as dog walking, grooming, puppy training, etc. Informative handouts for future use are included in class fee. This class is taught by a seasoned professional pet sitter and a longtime entrepreneur. The webinar login information will be emailed the day before class. Cost: \$45

DSTX 700 01 Commercial Driver's Training

Commercial Driving provides training to help students gain the qualifications to obtain a commercial driver's license (CDL) and job in the industry. The course covers all of the aspects needed to safely operate a vehicle and complete a CDL drive 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.) Cost: \$5,795

ESHX 710 01 Motorcycle Rider - Basic

Klamath Community College motorcycle courses are offered in cooperation with Team Oregon, a nationally recognized leader in motorcycle rider safety and skills training. Team Oregon offers courses for riders of all levels of ability. You can learn to ride, earn your motorcycle endorsement or take your skills to the next level. The course instruction and coaching will help you to ride safer, smarter and more skillfully. Basic and intermediate courses are approved for Oregon's mandatory training requirement, and offer a choice of traditional or online classroom. Must register at Team-Oregon.org.

ESHX 712 01 OSHA 10 General Industry

This 10-hour Occupational Safety and Health Administration (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, fall protection, emergency action plans, lockout/tagout, PPE and hazard communication. Employers choose at least two additional instructional electives. This course is offered as needed. Cost: \$175

ESHX 712 03 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 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 have email address on file. Cost: \$95

HEAX 703P 02/03/04 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. Cost: \$90

HEAX 703P 05/06 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 have email address on file. Cost: \$95

HEAX 703P 09/10/11 Basic Life Support (BLS) Instructor

Train individuals when at home or in a workplace environment to overcome any reluctance to act in an emergency situation and to recognize and care for life threatening emergencies such as respiratory or cardiac distress and/or arrest, sudden illness, and injuries until advanced medical personnel arrive and take over; exceeds OSHA identified Standard First Aid guidelines.

HEAX 741 01 Phlebotomy

The focus of this course is on acquiring proficiency needed to carry out successful blood draw and specimen processing for the purpose of clinical laboratory analysis in preparation for national certification. Principles of communication, quality control, safety, and caring interventions will be included. At the end of this class, students will be ready to test for their NHA certification. 10-Week Course. Hybrid class, online classroom and in person labs. Cost: \$1,940

MSDX 702P 01 Organization and Workflow Best Practices

This class is for professionals, managers or anyone who wants to make sure they are putting their time toward getting done what matters. The class will be to introduce my preferred systems to: getting organized, prioritizing what's important, seeing each person's unique way they can contribute to their roles, and making progress toward their goals. By the end of this class, students will know how to: process commitments as they come in, have a clearer understanding of their roles, be able to prioritize what's important, and have the tools to move their goals forward and get things done, wherever their roles take them. Recommended reading: Getting Things Done by David Allen. Instructor: Jennifer Hamilton. Cost: \$75

MSDX 706P 01 Soft Skills for Managers

This class is for aspiring, new, and growing managers. Students will learn how to look at their leadership roles and learn the people skills needed to run successful teams. By the end of the class, students will understand their own unique contribution to their leadership role, their team's strengths, where they are going, and how to get things done as a team. Cost: \$75

PEDX 707 01 Salsa Style for Fitness and Fun

A very energetic Latin dance. Lots of fun, complete with spins, sharp movement, and crisp turns. A great dance to learn if you want to break into the Latin club scene all over the U.S. Join in the fun to learn a new activity and to improve your physical well-being. Location: Rachel's School of Dance, 638 Klamath Avenue. Instructor: Manuela Pascual. Cost: \$50

PEDX 707 03 Beginning West Coast Swing I for Fitness and Fun

Students will learn the 14 foundation steps as listed by the World Swing Dance Council. Depending on the background and skill level of those enrolled, material of a more challenging nature may be offered. This dance, originally choreographed as a slotted dance, has now evolved to couples sometimes dancing in an hourglass configuration. It is also danced to other genres of music such as Classic Rock, Country, Hip Hop and Jazz amongst others. Join in the fun to learn a new activity and to improve your physical well-being. Location: Rachel's School of Dance, 638 Klamath Avenue. Instructors: David Reed and Marietta Campbell Cost: \$50

Workforce & Community Education Fall Courses A - Z

PEDX 707 04

Beginning West Coast Swing II for Fitness and Fun

Prerequisite Beg. WCS I. It is suggested that students have taken WCS I or have a strong understanding of WCS foundation steps and basic movement. This class is a continuation of WCS I with emphasis on more advanced instruction beyond the basic steps e.g. extended patterns, hitting the breaks, footwork and body movement. Instructor: David Reed Cost: \$50

PEDX 707N 03

East Coast Swing for Fitness

East Coast Swing is one of the ten different swing dances recognized by the World Swing Dance Council. It is a partner dance that is danced in a circular motion to big band, country western and classic rock n' roll music. It is also a great prerequisite for the more advanced West Coast Swing. Join in the fun to not only learn a new activity, but to also increase your physical well-being. Instructor: Dave Reed Location: Rachel's School of Dance, 638 Klamath Avenue. Cost: \$50

TEXX 702P 01/02/03

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. Cost: \$145

WRIX 701 01

How to Write Your Life Story for Fun or Profit

You don't need to be famous to have a legacy to leave behind. Create an inspirational autobiography for family, friends, and others. Learn how to recall vivid memories, analyze events and people that shaped who you are, and bring your story to life. Your handout, included in the class fee, will have an outline to help you organize and write your memoir step-by-step. Printing/publishing options will also be discussed. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class. Cost: \$55

WRIX 702 01

Explore the World as a Travel Writer

If you love to travel and love to write, this is for you! We will discuss how to use all your senses in a new destination to create more detailed and in-depth descriptions that capture and maintain readers' interest, and whether or not you need to include photos with your work. You will also learn how to find and submit your finished product to print and online markets, the business side of travel writing (how to take travel tax deductions), and how to avoid worn-out travel writing cliches. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class. Cost: \$45

WRIX 702 02

How to Outline and Write an Irresistible Romance

Romance is the #1 selling fiction genre. Whether you're a new or experienced writer, this comprehensive session will help you sharpen your skills with practical step-by-step advice. You will discover the different romance sub-genres and understand the proven romance formula. You will also learn to create a unique setting, introduce your protagonist (lead character), percolate friction, and write relatable dialogue as well as intimate scenes. Publishing options will also be discussed. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class. Cost: \$30

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. If you really want to succeed, this step-by-step workshop is a must! Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class. Cost: \$45

WRIX 702 04

Explore 50 Different Self Publishing Options

Self Publishing is all the rage, but is it the best option for YOU? (participants must also attend "Beginner's Guide to Getting Published") And, can you do both? You will discover the pros and cons of all the self publishing options, including print-on-demand and e-book publishing, as well as Amazon options, and see how they compare to traditional publishing. Informative handouts, including a rated description of 50 self publishing companies for future use are included in class fee. The webinar login information will be emailed the day before class. Cost: \$30

WRIX 702 05

Introduction to Screenwriting for Television or Movies

In this comprehensive session, you will learn about special screenwriting terms and formats for television and the big screen. You will also learn how to plot a story, develop characters, and execute your work in the proper screenwriting format. You will discover the difference between a Treatment, a Spec Script and a Shooting Script and when to do each. And, you'll get an inside look into the business of selling your script to agents and producers. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class. Cost: \$30

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 one page 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 + \$1/page thereafter, and a list of publishers/agents who are interested in your type of work.) Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class. Cost: \$40

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. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class. Cost: \$45

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! You 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,
- connect your domain/website.

You will also learn how to earn an income with your blog, including links to other websites and advertising on your blog, as well as increase your internet ranking. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class. Cost: \$45

**Looking for course dates, times, or instructors?
Check classes.klamathcc.edu!**

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. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class. Cost \$30

WRIX 702 10 Comedy Writing: How to be Funny on Paper and Stage

Whether you need to make a dull work presentation more lively, mix laughter with learning in the classroom, or ultimately want to write for print/production or perform your own stand up routine, this fast-paced session will show you how to apply humor to all aspects of your life. You will learn the anatomy a joke, how to use your powers of observation to sharpen your wit, write different types of jokes, and use humor to entertain and influence people. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former stand-up comedian at places like The Laugh Factory in Hollywood, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class. Cost: \$30

WRIX 702 11 Write a Riveting Mystery, Suspense, or Crime Story

Become a mystery writer for fun or profit! You will discover the different sub-genres and three-act story structure of mystery writing and create an intriguing cast of characters. Learn how to research and pick your setting, make sure your opening grabs readers' attention, use "red herrings" to misdirect your readers and create suspense until you're ready for the final reveal. Publishing options will also be discussed. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class. Cost\$ 45

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

We write everyday: emails, social media posts, work projects, and even non-fiction or creative writing. Improving is just a matter of knowing some simple tricks to make your writing more impactful and readable, and may help get you a promotion at work or avoid rejection from a publisher. In this hands-on session, there will be writing/editing examples and exercises so you can see in real time how to make sentences flow properly while still maintaining reader interest, and you will leave with a workbook full of writing tips and tricks, which is included in the class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class. Cost: \$55

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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 only Winter term.

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**GED Online (available in
English and Spanish)**

**Citizenship Preparation
Winter Term**



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KLAMATH
Community College

Klamath Center for
Education and Training

Small Business Management (SBM)

Work Smarter, Not Harder

The **Small Business Management program (SBM)** is a unique combination of classroom learning, one-on-one coaching from a professional business adviser, and networking with one goal: making you and your business more successful.

Over a nine-month period each year, you will learn about relevant management topics and meet regularly with your business adviser to help you to identify and prioritize outcomes and develop a plan to achieve them. You will benefit from monthly classroom sessions by learning from seasoned professionals and your successful small business peers. You will learn how to take the material from the classroom and apply it directly to your business.

- **One-on-one coaching**
- **Peer collaboration**
- **Monthly learning events**
- **Professional networking**



"The SBM program was great and helped us gather the necessary tools to be successful. Our adviser helped us customize these tools to our own, unique business."

— Lisa DeFord, Owner,
Klamath Falls KOA Kampground



The Oregon SBDC Network is funded in part through a Cooperative Agreement with the U.S. Small Business Administration and 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 Estella Woodley at 541-205-5404.

Our Local Program

The Klamath Community College's Small Business Management (SBM) Program helps established business owners achieve immediate results and build for long-term success. Dozens of businesses throughout Klamath and Lake counties have seen increased efficiency, profitability and support through the SBM Program. **You do not have to run your business alone!**

SBM Year One

DATES	Monthly, starting October 10, 2023
TIME	2:30 - 5:30 p.m.
LOCATION	Klamath IDEA Center for Entrepreneurship 803 Main St., Ste. 103 Klamath Falls, OR 97601
COSTS	\$795 / \$150 additional key person from business

Connect with us!

OregonSBDC.org/klamath



EO/AA/ADA/Title IX institution



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/klamath. 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 a business. Topics include feasibility, market research, business plan basics, start-up financing, insurance, legal structures, registration & 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: Klamath IDEA Center for Entrepreneurship, 803 Main Street, Suite 103, Klamath Falls or Zoom

Total Cost: \$33

Materials: Included

Cómo Iniciar Un Negocio (Instrucción en persona)

En esta clase de 2 horas diseñada específicamente para aquellos que consideran trabajar por cuenta propia o que son nuevos para ser dueños de un negocio. Obtenga la información necesaria antes de comenzar su negocio. Los temas incluyen viabilidad, investigación de mercado, conceptos básicos de planes de negocios, financiamiento inicial, seguros, estructuras legales, registro y licencias, ¡y mucho más! Los participantes recibirán recursos, folletos y listas de verificación. Las fechas, los horarios y los métodos de entrega varían cada mes para adaptarse a una variedad de horarios y necesidades de los empresarios.

Instructora: Estella Woodley

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

Coste total: \$33

Materiales: Incluidos

Construction Contractors Board (CCB) (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 the Center prior to the first class. The 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, Suite 103, Klamath Falls

Total Cost: \$500

Materials: Included

Junta de Contratistas de Construcción (CCB) en Español Preparación y Examen (Instrucción 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

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

Coste Total: \$500

Materiales: Incluidos

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 road map 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

Total Cost: \$69

Materials: Included (Includes 90 Days of Live Plan® access. That's a \$60 value)!

Fall 2023 SBDC Business Training Offerings

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

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: David Stribling II

Location: Zoom

Total Cost: \$550

Materials: Included

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 self-study (150 hours) and remotely delivered supplemental instruction (38 hours). Students are expected to have online capability, to self-study, to participate in a 9-5 Zoom conference call class sessions from home, and to participate in a 9-5 Zoom conference call 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

Connect 2 Oregon - Grow your business by selling to the government

This event aims to bring awareness of public contracting opportunities to Klamath and Lake County businesses with free and low-cost resources and services to help you start a business, sustain your growth and thrive. Suppose you want to grow your business portfolio. In that case, this is an excellent opportunity to meet the people who have the resources and can help you navigate state and federal certifications that will enable you to bid on contracts with local, state, and federal agencies. CONTRACTORS: You will receive 4 CCB CEU points for attending! Bring your CCB License # with you.

To register, go to: www.OregonSBDC.org/klamath and select Classes, Connect 2 Oregon; the registration link is in the event description.

Tuesday, September 26th, 7:00 am – 2:30 pm

Location: KCC Conference Center, 7390 South Sixth Street (Building 7), Klamath Falls

Instructor: Multiple Resource Partners and Agencies

Total Cost: FREE, LUNCH IS PROVIDED

Spreadsheet Accounting for Business Owners (In-Person Instruction)

If you own a very small business with basic accounting needs this course might be ideal for you!

In this class, you will be introduced to basic Excel functions and Accounting concepts as you learn to track accounting data in an Excel spreadsheet. A spreadsheet template will be provided and attendees will be shown how to record transactions and enter the appropriate income or expense account to track business activity. Upon completion of this class, you will have the tools to generate a simple Income Statement report which can be used to assist with your tax return or as a starting point for further business analysis.

Spreadsheet Accounting is ideal for businesses that:

- Use cash basis accounting (no Accounts Receivable or Accounts Payable)
- Have opened a business bank account
- Do not have business loans
- Do not have business credit cards
- Have less than 100 accounting transactions per year.

(Fast-growing businesses would likely benefit from taking a QuickBooks course instead)

Instructor: Danise Brakeman

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

Total Cost: \$90

Materials: Included

Small Business Management Program (SBM 1) (In-Person Instruction)

The Small Business Management program (SBM) is designed for the owners of businesses who are established, have filed at least two years of taxes, and are ready to begin working "on" their business, not just "in" it. This unique combination of classroom learning, one-to-one coaching from an advisor, and networking has one goal: making you and your business more successful.

Over a nine-month period, the SBM program covers management topics with a customized curriculum and helps you to identify and prioritize outcomes and develop a plan to achieve them. Topics include: Business and Personal Skill Assessment, Strategy and Planning, Employment Law for Small Businesses, Marketing Essentials, Digital Marketing Management, Finance and Accounting for Decision Making, Leadership Skills for Great Customer Service, and Lean Operations.

Business owners will benefit from classroom sessions by learning from seasoned professionals and their peers who own small businesses. The one-to-one advising provides the small business owner with coaching by a professional business advisor, with a focus on their particular goals for the year.

Instructors: Varies

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

Total Cost: \$795

Materials: Included



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 Estella Woodley, 803 Main Street, Suite 200, Klamath Falls, OR 97601, 541-205-5404.





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- Servicios de tutorías
- Asesoramiento académico
- Talleres académicos

Puede que califique para el cuidado de niños y asistencia de transportación.

Visitenos en el:

Edificio 10, oficina 1070
del Colegio Comunitario
de Klamath Falls - KCC

7390 S 6th St.
Klamath Falls, OR 97603

ESCANEE



¿Como Califica?

- Mayor de 16 años de edad.
- Diseñado para apoyar a trabajadores migrantes temporales a obtener el diploma equivalente a la preparatoria, o a la familia inmediata de dichos trabajadores.
- Haber trabajado un mínimo de 75 días en los últimos 2 años.
- Haber participado durante los últimos 2 años en un programa de educación para migrantes (MEP), o en el Programa Nacional de Empleos para Trabajadores Agrícolas (NFJP)

**¡PARA MÁS INFORMACIÓN,
LLAME AHORA!**

541-880-2330



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