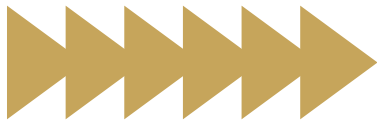




**CRAFT
YOUR
FUTURE**
Find out how
to learn a trade
skill to build
your career!

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

 **KLAMATH**
Community College



Careers Start Here

Introduction to Skilled Trades

Program length:

10 weeks

Program description:

This course consists of classroom instruction and hands-on skills labs where students will learn how to operate power tools and machinery, read blueprints, basic rigging and knot tying, and how to perform basic construction math. Students enrolled in this program will have an opportunity to earn multiple certificates accredited by the National Center for Construction Education and Research (NCCER).

Skilled Trades industry average wages:

\$21.43 per hour

Pharmacy Tech

Program length:

20 weeks

Program description:

Klamath Community College is excited to offer a pharmacy technician certificate program! The goal of this program is to help you gain several skills that will help you pass the ExCPT national certification exam and make you employable for an entry level pharmacy technician position. This program is 20 weeks long and includes the full online training program, 16 labs, practice exams, and the ExCPT exam. Application to the program is competitive, with only 15 students accepted per course.

Pharmacy tech industry average wages:

\$16.87 per hour



Commercial Driver's License

Program length:

5 weeks

Program description:

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.

Commercial drivers license industry

average wages:

\$22.66 per hour

Phlebotomy

Program length:

10 weeks

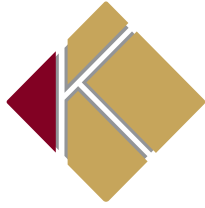
Program description:

This course focuses 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 AMT or NHA certification.

Phlebotomy industry average wages:

\$17.46 per hour

**Find out more, get applications, and view restrictions at:
www.klamathcc.edu/workforce**



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 have 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.

Spring Courses A - Z

BCTX 700 01 Core Curriculum Intro to Skilled Trades

Core is a 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.

CJAX 701 01 Crime Scene Investigation Adult Presentation

Enjoy CSI shows and mysteries? Then this presentation is for you. Crimes such as homicides, robberies, staged crimes and more will be discussed and photos shown. Fingerprint mutilation, intentionally performed by criminals/ unscrupulous doctors also presented. View inside the workings of a forensic laboratory. Look at actual photographs of crime scenes to determine what you see as evidence. Participate in 3 "hands" on exercises during presentation. Must be 18 years or older. Supplies needed: Clear sheet protector (or a 4 inch cut sheet protector) and a 4 - 5 inch piece of tape (example Scotch tape) to be able to participate in the 'hands' on exercises through zoom.

DSTX 700 01 Commercial Driver's Training

This course 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).

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

Forklift safety training teaches forklift operators how to identify and avoid workplace hazards and how to safely drive a forklift. The training curriculum covers standard operating practices and practices that are tailored to apply to each unique workplace. The training times for each topic may vary based on the number of participants, the nature of the employees' workplace and other factors. The course includes lecture, video, in class exercises, and on-site forklift operation practical exam. This class does not offer forklift operator certification (cards).

HEAX 701 01 Boat Safety

All Oregon boaters ages 12 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 have email address on file.

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 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. Must have email address on file.

HEAX 703P 06 CPR/First Aid

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.

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.

PEDX 707 02 Salsa Casino Rueda for Fitness and Fun

Salsa Casino Rueda uses salsa music and salsa patterns to pass partners around the circle in a synchronized fashion. Calls come in quick succession, creating an energetic and exciting dynamic for the dancers! Casino Rueda is taught in a supportive, relaxed, and enjoyable format. Bring your friends and join our wonderful dance community! No partner necessary but encouraged to bring a friend. 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.

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 so 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.

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. Location: Rachel's School of Dance, 638 Klamath Avenue.

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.



KLAMATH
Community College

Career Services Center



Need a full- or part-time job while you attend school?

The Career Services Center is here to help you find and apply for off-campus jobs, help you write an effective resume and cover letter, and help you hone your interviewing skills.

Struggling to pay your rent or energy bill?

Klamath & Lake Community Action Services (KLCAS) may be able to help. A KLCAS representative is available to meet with students at the Career Services Center twice a month.

Want to browse employment opportunities?

The KCC career coach site allows students to find work opportunities, build their resumé, and take skills assessments.
<https://klamathcc.lightcastcc.com/>



www.klamathcc.edu/csc

Hours

7:30 am - 5 pm, Monday through Friday
Building four, room 415

Contact

541-880-2354

kcccareercenter@klamathcc.edu

K-CET at KCC



The Klamath Center for Education and Training (K-CET) is an Adult Basic Education and GED test prep center that can help students earn a GED certificate or improve English language skills.

Earn a GED

K-CET offers courses to prepare students to confidently pass all GED tests and earn a GED certificate. Morning and evening classes are offered to fit into a busy schedule, and both face-to-face and online classes are available. Need help in Spanish? K-CET has classes in both English and Spanish.

Improve Your English Language Skills

K-CET's English as a Second Language (ESL) classes help non-English speakers improve their skills in speaking, writing, and reading in English. Morning and evening classes are available.

How Do I Get Started?

You can register for GED, ESL, or Citizenship Preparation Classes (Citizen Preparation Classes only offered Winter Term) through the college's website:

www.klamathcc.edu/kcet-apply

Contact K-CET

www.klamathcc.edu/kcet

kcet@klamathcc.edu

541-880-2366

Work Skills Technology Center
(Bldg. 8) Room 860



¿Es usted un trabajador agrícola migrante?



HEP le ofrece la oportunidad de obtener el GED en español o Inglés!

 **KLAMATH**
Community College

¡Llámenos al 541-880-2330 hoy!



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 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: 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 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:

- The essential elements of a business plan
- How to put a business plan together using LivePlan®, including 12-36 months of financial projections
- 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: \$69

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 all 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

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)

(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 16-hour 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 SBDC 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

Junta de Contratistas de Construcción (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



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.

