

# A FOUNDATION FOR YOUR FUTURE

Learn more about  
Introduction to Skilled  
Trades on page 2.



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



# Introduction to Skilled Trades

Are you interested in learning basic construction skills? Do you want to enroll in a craft/trade workforce program at Klamath Community College (KCC)? Then Introduction to Skilled Trades is the course for you!

Introduction to Skilled Trades at Klamath Community College is a 10-week course that is a prerequisite to all other craft curriculum. This means if you are interested in completing a workforce program like Carpentry I, you will need to complete Introduction to Skilled Trades first.

In the course you will learn important fundamentals such as how to operate power tools and construction machinery. You will learn skills such as blueprint reading, basic rigging, and knot tying. You will also be introduced to basic construction math.

In addition to basic skills, you will receive specialized training in forklift operation, hazardous materials training, and Occupational Safety and Health Administration (OSHA) 10 safety. You will have the opportunity to earn multiple industry recognized certificates accredited by the National Center for Construction Education and Research (NCCER). The NCCER is recognized by the construction industry as the training, assessment, certification, and career development standard for construction and maintenance craft professionals.

If Introduction to Skilled Trades seems like a good fit, you can sign up by filling out an application at

**[www.klamathcc.edu/skilled-trades](http://www.klamathcc.edu/skilled-trades)**. If you need help paying for the course, scholarships may be available.



**Program Length: 10 weeks**

**Program Costs: \$1,975**

*Scholarships may be available*

**Wages (Construction Workers):  
\$23.07\***

**[www.klamathcc.edu/skilled-trades](http://www.klamathcc.edu/skilled-trades)**

*\*2023 Oregon median wage*

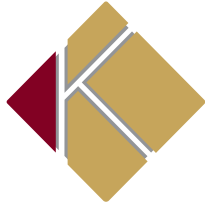


Contact Denise Martinez for more information about this course.

Phone: 541-880-2243

Email: [ce@klamathcc.edu](mailto:ce@klamathcc.edu)





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## Registration

1. Go to [mykcc.klamathcc.edu](http://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 weekdays between 8 am and 5 pm.

## 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.

## 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 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.

# Workforce Trainings at KCC

## Commercial Drivers License

DSTX 700 01	Commercial Driver's Training	Noel Williams	8 AM-5 PM	MTWRF	08/14/2023 - 09/15/2023
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## CPR

HEAX 703P 01	First Aid/ CPR	Adam Alcorn	9 AM-5 PM	S	07/08/2023
HEAX 703P 02	CPR for Healthcare Providers	Adam Alcorn	5 PM-9 PM	T	07/11/2023
HEAX 703P 03	CPR for Healthcare Providers	Adam Alcorn	5 PM-9 PM	T	08/08/2023
HEAX 703P 04	CPR for Healthcare Providers	Adam Alcorn	5 PM-9 PM	T	09/12/2023
HEAX 703P 05	First Aid/ CPR	Adam Alcorn	9 AM-5 PM	S	08/12/2023
HEAX 703P 06	First Aid / CPR	Adam Alcorn	9 AM-5 PM	S	09/09/2023
HEAX 703P 09	BLS Instructor	Patrick Schacht	10 AM-2 PM	S	07/15/2023
HEAX 703P 10	BLS Instructor	Patrick Schacht	10 AM-2 PM	S	08/12/2023
HEAX 703P 11	BLS Instructor	Staff	10 AM-2 PM	S	09/09/2023

## Introduction to Skilled Trades

BCTX 700 01	Core Curriculum Introduction to Skilled Trades	Mark McElroy	4 - 7 PM	TR	06/26/2023 - 09/24/2023
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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. Instructor: Adam Alcorn. Cost: \$95

## 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. Instructor: Adam Alcorn. Cost: \$90

## 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.

# Workforce & Community Education Summer 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. 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.

## **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. Instructor: LeeAnne Krusemark. Cost: \$30

## **BUSX 721 02      How to Start Any Home Business + 250 Home 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. Instructor: LeeAnne Krusemark. 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!" 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 the 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 \$\$\$ every day with extreme couponing. Coupons are not just for groceries. The savings can add up to hundreds or even thousands of dollars every year. This comprehensive workshop will teach you:

- where to find all different types of coupons, even for high ticket items
- how to find the best coupon apps and websites
- how to match coupons with sales for maximum savings

This workshop is taught by someone who has used many couponing secrets to save thousands. Informative handouts for future use are included in the class fee. The webinar login information will be emailed the day before class. Cost: \$30

## **BUSX 721 05      \$Monetize\$ Websites, Blogs, and Social Media with Affiliate Market**

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 1,000+ 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 such as Google. Informative handouts for future use are 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: \$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 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 the 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). Participants will also be required to pass a drug screening prior to the start of training.

## **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 - Core Skilled Trades**

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.

## **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).

# Workforce & Community Education Summer Courses A - Z

## **HEAX 701 01 Boat Safety**

All Oregon boaters 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. Students must have their email address on file. Instructor: Adam Alcorn. Cost: \$95

## **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. Instructor: Adam Alcorn. Cost: \$90

## **HEAX 703P 05 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. Instructor: Adam Alcorn. Cost: \$95

## **HEAX 703P 06 First Aid / CPR**

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. Cost: \$95

## **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. Cost: \$135

## **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, or biography 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 also 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.

## **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 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 clichés. Informative handouts for future use are 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: \$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
- 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 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: \$45



# Workforce & Community Education Summer Courses A - Z

## **WRIX 702 04 Explore 50 Different Self-Publishing Options**

Self-Publishing is all the rage, but is it the best option for YOU? And, can you do both? Participants must also attend "Beginner's Guide to Getting Published" (WRIX 702 03). 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 the class fee. The webinar login information, along with a detailed tutorial to set up your free Zoom account, 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 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 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. Instructor: LeeAnne Krusemark. 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. 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: \$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. 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
- 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, as well as increase your internet ranking. 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: \$45

## **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 of 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



# Rent Our Facilities

Whether you need a space for 10 or 100 Klamath Community College has the facility to fit your event. Classrooms, lawns, the KCC Conference Center and more can be rented out for your needs. To find out how KCC can help you with your event space needs, visit [www.klamathcc.edu/facilities](http://www.klamathcc.edu/facilities).

**Contact Sharon Emory**

541-880-2219

[emory@klamathcc.edu](mailto:emory@klamathcc.edu)

[www.klamathcc.edu/facilities](http://www.klamathcc.edu/facilities)



# 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 only 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



# 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 Kat Rutledge 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

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

**Connect with us!**  
**OregonSBDC.org/kcc**



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](http://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: Zoom or Klamath IDEA Center for Entrepreneurship, 803 Main Street, Suite 103, Klamath Falls

Total Cost: \$33

Materials: Included

### Asistencia de Empresas Primerizas (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 Ste. 103, Klamath Falls

Coste total: \$33

Materiales: Incluidos

POWERED BY



U.S. Small Business Administration

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



# Summer 2023 SBDC Business Training Offerings

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

## **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

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

Total Cost: \$69

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 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 the 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

## **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.

Instructor: TBD

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

Total Cost: \$33

Materials Included

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## ¿TRABAJA EN LA AGRICULTURA Y DESEA OBTENER SU G.E.D?

**¡Puede obtener su diploma de preparatoria/secundaria!**

**HEP proporciona las habilidades académicas necesarias para pasar el GED y otros servicios, Incluyendo:**

- Clases en Español
- Libros y materiales
- Ayuda con tecnología y computación
- Servicios de tutorías
- Asesoramiento académico
- Talleres académicos

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

### ¿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**

Visitenos en el:

Edificio 10, oficina 1070  
del Colegio Comunitario  
de Klamath Falls - KCC  
7390 S 6th St.  
Klamath Falls, OR 97603

**ESCANEE**

