

MASTERING CRISIS INTERVENTION

Learn more
on page 2.



 **KLAMATH**
Community College

Workforce & Community Education
Course Schedule -Summer 2024



CRISIS INTERVENTION PSYX 702 01

08/01/2024 - 09/05/2024

Thursdays from 6 - 8 PM

View classes and register at
classes.klamathcc.edu



Contact the KCC Community Education Coordinator for more information about this course.

Phone: 541-880-2243

Email: martinez@klamathcc.edu

Do you know what to do in a crisis?

KCC's Crisis Intervention course delves into all aspects of crisis intervention, covering its history, legal aspects, and practical steps.

Through role-play and step-by-step guides, participants learn to intervene in crises and manage stress.

Participants will gain skills such as defining problems, ensuring safety, providing support, exploring options, making plans, and gaining commitment.

Practical exercises help participants understand and apply these concepts in real-life situations.

By the end of the course, participants will have the confidence and skills to handle crises effectively, whether they're new to the field or looking to improve existing abilities.

**3****Registration****4****Workforce Trainings****7****Courses A - Z****12****Small Business
Development Center**

Registration

1. Go to mykcc.klamathcc.edu and sign in. New students need to fill out online application.
2. From the 'Student' tab, under the 'Academic Hub' section, select 'Register for Courses'.
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.

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 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.

Workforce Trainings at KCC

Commercial Drivers License

DSTX 700 01	Commercial Driver's Training	Noel Williams	8 AM - 5 PM	MTWRF	07/15/2024 - 08/16/2024
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Crisis Intervention

PSYX 702 01	Crisis Intervention	Melanie Carter Arias	6 PM - 8 PM	R	08/01/2024
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CPR

HEAX 703P 01	First Aid / CPR	Staff	9 AM - 5 PM	S	07/13/2024
HEAX 703P 02	First Aid / CPR	Staff	5 PM - 9 PM	S	08/10/2024
HEAX 703P 03	First Aid / CPR	Staff	9 AM - 5 PM	S	09/14/2024
HEAX 703P 04	BLS/CPR for Healthcare Providers	Staff	5 PM - 9 PM	T	07/09/2024
HEAX 703P 05	BLS/CPR for Healthcare Providers	Staff	5 PM - 9 PM	T	08/13/2024
HEAX 703P 06	BLS/CPR for Healthcare Providers	Staff	5 PM - 9 PM	T	09/10/2024
HEAX 703P 13	CPR Hands-on Skills	Staff	8 AM - 12 PM	F	06/28/2024
HEAX 703P 14	CPR Hands-on Skills	Staff	8 AM - 12 PM	F	08/23/2024

Flagger & Work Zone Traffic Control

TEXX 702P 01	Flagger & Work Zone Traffic Control	Paul West	9 AM - 3 PM	S	07/11/2024
TEXX 702P 02	Flagger & Work Zone Traffic Control	Paul West	9 AM - 3 PM	S	08/17/2024
TEXX 702P 03	Flagger & Work Zone Traffic Control	Paul West	9 AM - 3 PM	S	09/21/2024

Welding

WLDX 702 01	Beginning Industrial Welding	James Wilson	6 PM - 9 PM	WR	07/10/2024 - 09/19/2024
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Course dates, times, and instructors are subject to change.

Check www.klamathcc.edu/classes for the most up-to-date information!

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.

Crisis Intervention

In this course you will dive into the historical perspectives in the crisis field, legal issues, and procedures. There will be step by step procedures, role play cases to demonstrate how to intervene in crisis situations, and how to manage stress and anxiety. You will learn how to define the problem, ensuring an individual's safety, providing support, examining alternatives, making plans, and obtaining commitment.

First Aid/CPR

The American Heart Association(AHA) Heartsaver First Aid with cardiopulmonary resuscitation (CPR) and automated external defibrillator (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 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.

CPR Hands-on Skills

The American Heart Association's (AHA) Hands-on CPR Skills training is for participants who have completed the online eBlend class with AHA and need to fulfill the skills requirement. The course is designed for anyone with little or no medical training who needs a course completion card for their job, regulatory (e.g., OSHA), or other requirements, or anyone who wants to be prepared for an emergency in any setting. This course will teach first aid basics, medical emergencies, injury emergencies, environmental emergencies, preventing illness and injury, adult CPR and AED use, opioid-associated life-threatening emergencies, child CPR AED and infant CPR.

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.

Heartsaver First-Aid CPR Pediatric

The American Heart Association's (AHA) Heartsaver Pediatric First Aid CPR AED course trains participants how to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives. Including CPR AED and choking: CPR and AED Use for Adults, Children and Infants, Adult, Child, and Infant Choking. Heartsaver Pediatric First Aid CPR AED is geared towards anyone involved in childcare who have a duty to respond to illnesses and injuries in a child or infant in the first few minutes until professional help arrives. Including: childcare workers, teachers, camp counselors, etc. Upon successful completion of the course, students receive a course completion card, valid for two years.

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.

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.

Medical Assisting

The 20-week Medical Assistant Course will prepare students for the Certified Clinical Medical Assistant National Health Association (CCMA NHA Exam) and prepare them to work in the medical field as Medical Assistants. The course covers 110 hours of lecture from materials found in the NHA study guide as well as hands-on MA duties such as taking vitals/anthropometrics, Phlebotomy, EKG, and other procedures correlating with the Medical Assistant scope of practice. Upon graduation of the course, students will complete 90 hours of clinical rotations in the Medical Assistant field and qualify to sit for the NHA exam.

OSHA-10

This 10-hour Occupational Health and Safety 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.

Beginning Industrial Welding: Training, Safety, and Cutting

Utilize welding/cutting processes used in construction and manufacturing industries. Classroom instruction and hands-on training includes: Oxy-acetylene, electric arc welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), plasma arc cutting, and the welding ability of metals and metallurgy.



Rent Our Facilities

Whether you need a space for 10 or 100 Klamath Community College has the facility to fit your needs.

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, visit www.klamathcc.edu/facilities.

Contact

541-880-2219

marcott@klamathcc.edu
www.klamathcc.edu/facilities



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 the 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!" 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 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 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 search engine optimization (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, in the pet's home by request. 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.

CASX 701N 01 VEX Robotics - Middle School

Introduction to robotics using the VEX IQ platform. Students will build various robots to accomplish objectives. For students entering grades 4-8 in the next school year. Cost: \$0.

CASX 701N 02 VEX Robotics - High School

Introduction to the basics of programming components for a robot. Students will be wire and program multiple robotics components including LEDs, buttons and motors. For students entering grades 9-12 in the next school year. Cost: \$0.

CASX 701N 03 VEX Robotics - Middle School

Introduce the students to the fundamentals of programming in C++ and how it relates to the VEX development environment. Student will be writing and testing code to accomplish tasks with their drive train design. Cost: \$0.

CASX 701N 04 VEX Robotics - High School

Students will reinforce and improve their robotics skills tackling more advanced concepts and focusing on completing autonomous tasks. Students will be writing and testing code using their drive trains to accomplish. Cost: \$0.

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.) and pass a drug screening prior to the start of class. Cost: \$5,795.

Workforce & Community Education Summer Courses A - Z

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. Cost: \$229.

ESHX 710 02 Motorcycle Rider - Intermediate

Motorcycle and Scooter Class 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. Cost: \$199.

ESHX 710N 01 Driver Education- High School

This course is designed to meet all Oregon state requirements for high school driver education. Thirty hours of classroom instruction, six hours of behind-the-wheel driving and six hours of in-car observation are required to pass the course. To register, pick up the Driver Training Registration packet at KCC Community Education and make payment at registration. Cost: \$279.

ESHX 711 01 Driver Education- High School

This course is designed to meet all Oregon State requirements for high school driver education. Thirty hours of classroom instruction, six hours of behind-the-wheel driving and six hours of in-car observation are required to pass the course. To register, you must pick up the Driver Training Registration packet at KCC Community Education and make payment at registration. This section is for adults. Cost: \$279.

ESHX 711 02 Driver Education

This course is designed to meet all Oregon State requirements for high school driver education. Thirty hours of classroom instruction, six hours of behind-the-wheel driving and six hours of in-car observation are required to pass the course. To register, you must pick up the Driver Training Registration packet at KCC Community Education and make payment at registration. This section is for adults. Cost: \$489.

ESHX 712 01 OSHA 10 - Construction

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, 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.

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. Cost: \$0.

HEAX 703P 01 First Aid / CPR

The American Heart Association (AHA) Heartsaver First Aid CPR AED course trains participants to provide first aid, CPR, and use an automated external defibrillator (AED) in a safe, timely, and effective manner. Reflects science and education from the American Heart Association guidelines update for CPR and Emergency Cardiovascular Care (ECC). The AHA's Heartsaver First Aid CPR AED Course is designed for anyone with little or no medical training who needs a course completion card for their job, regulatory (e.g., OSHA), or other requirements, or anyone who wants to be prepared for an emergency in any setting. This course will teach first aid basics, medical emergencies, injury emergencies, environmental emergencies, preventing illness and injury, adult CPR and AED use, opioid-associated life-threatening emergencies, child CPR AED and infant CPR. Cost: \$100.

HEAX 703P 02 First Aid / CPR

The American Heart Association (AHA) Heartsaver First Aid CPR AED course trains participants to provide first aid, CPR, and use an automated external defibrillator (AED) in a safe, timely, and effective manner. Reflects science and education from the American Heart Association guidelines update for CPR and Emergency Cardiovascular Care (ECC). The AHA's Heartsaver First Aid CPR AED Course is designed for anyone with little or no medical training who needs a course completion card for their job, regulatory (e.g., OSHA), or other requirements, or anyone who wants to be prepared for an emergency in any setting. This course will teach first aid basics, medical emergencies, injury emergencies, environmental emergencies, preventing illness and injury, adult CPR and AED use, opioid-associated life-threatening emergencies, child CPR AED and infant CPR. Cost: \$100.

Workforce & Community Education Summer Courses A - Z

HEAX 703P 03 First Aid / CPR

The American Heart Association (AHA) Heartsaver First Aid CPR AED course trains participants to provide first aid, CPR, and use an automated external defibrillator (AED) in a safe, timely, and effective manner. Reflects science and education from the American Heart Association guidelines update for CPR and Emergency Cardiovascular Care (ECC). The AHA's Heartsaver First Aid CPR AED Course is designed for anyone with little or no medical training who needs a course completion card for their job, regulatory (e.g., OSHA), or other requirements, or anyone who wants to be prepared for an emergency in any setting. This course will teach first aid basics, medical emergencies, injury emergencies, environmental emergencies, preventing illness and injury, adult CPR and AED use, opioid-associated life-threatening emergencies, child CPR AED and infant CPR. Cost: \$100.

HEAX 703P 04 Basic Life Support - BLS CPR/CPR for Healthcare Providers

The American Heart Association (AHA) Basic Life Support (BLS) course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. Reflects science and education from the American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care (ECC). The AHA's BLS Course is designed for healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills in a wide variety of in-facility and prehospital settings. This course will teach, high-quality CPR for adults, children, and infants, the AHA Chain of Survival, specifically the BLS components, important early use of an AED, effective ventilations using a barrier device, importance of teams in multi-rescuer resuscitation and performance as an effective team member during multi-rescuer CPR and relief of foreign-body airway obstruction (choking) for adults and infants. Cost: \$95.

HEAX 703P 05 Basic Life Support - BLS CPR/CPR for Healthcare Providers

The American Heart Association (AHA) Basic Life Support (BLS) course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. Reflects science and education from the American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care (ECC). The AHA's BLS Course is designed for healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills in a wide variety of in-facility and prehospital settings. This course will teach, high-quality CPR for adults, children, and infants, the AHA Chain of Survival, specifically the BLS components, important early use of an AED, effective ventilations using a barrier device, importance of teams in multi-rescuer resuscitation and performance as an effective team member during multi-rescuer CPR and relief of foreign-body airway obstruction (choking) for adults and infants. Cost: \$95.

HEAX 703P 06 Basic Life Support - BLS CPR/CPR for Healthcare Providers

The American Heart Association (AHA) Basic Life Support (BLS) course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. Reflects science and education from the American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care (ECC). The AHA's BLS Course is designed for healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills in a wide variety of in-facility and prehospital settings. This course will teach high-quality CPR for adults, children, and infants; the AHA Chain of Survival, specifically the BLS components; important early use of an AED, effective ventilations using a barrier device; importance of teams in multi-rescuer resuscitation and performance as an effective team member during multi-rescuer CPR and relief of foreign-body airway obstruction (choking) for adults and infants. Cost: \$95.

HEAX 703P 13 CPR Hands-on Skills

The American Heart Association's (AHA) Hand-on CPR Skills training is for participants who have completed the online eBlend class with AHA and need to fulfill the skills requirement. The course is designed for anyone with little or no medical training who needs a course completion card for their job, regulatory (e.g., OSHA), or other requirements, or anyone who wants to be prepared for an emergency in any setting. This course will teach first aid basics, medical emergencies, injury emergencies, environmental emergencies, preventing illness and injury, adult CPR and AED use, opioid-associated life-threatening emergencies, child CPR AED and infant CPR. Pre-requisite: Online AHA eBlend Certificate. Cost: \$35.

HEAX 703P 14 CPR Hands-on Skills

The American Heart Association's (AHA) Hand-on CPR Skills training is for participants who have completed the online eBlend class with AHA and need to fulfill the skills requirement. The course is designed for anyone with little or no medical training who needs a course completion card for their job, regulatory (e.g., OSHA), or other requirements, or anyone who wants to be prepared for an emergency in any setting. This course will teach first aid basics, medical emergencies, injury emergencies, environmental emergencies, preventing illness and injury, adult CPR and AED use, opioid-associated life-threatening emergencies, child CPR AED and infant CPR. Pre-requisite: Online AHA eBlend Certificate Cost: \$35.

PSYX 702 01 Crisis Intervention

In this course you will dive into the historical perspectives in the crisis field, legal issues, and procedures. There will be step by step procedures, role play cases to demonstrate how to intervene in crisis situations, and how to manage stress and anxiety. You will learn how to define the problem, ensuring an individual's safety, providing support, examining alternatives, making plans, and obtaining commitment. Cost: \$75.

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

Workforce & Community Education Summer Courses A - Z

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: \$145.

WLDX 702 01 Beginning Industrial Welding: Training, Safety, & Cutting

Utilize welding/cutting processes used in construction and manufacturing industries. Classroom instruction and hands-on training includes: Oxy-acetylene, electric arc welding (SMAW), gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), plasma arc cutting, and the welding ability of metals and metallurgy. Cost: \$350.

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: \$45.

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 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". 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.



Vex Robotics

Middle and high school students can take part in this free robotics course at KCC. Sign up now, because they fill up fast!

classes.klamathcc.edu | ce@klamathcc.edu



Klamath Community College does not discriminate in any programs, activities, or employment practices on the basis of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy, or any other status protected under applicable federal, state, or local laws.



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Small Business Development Center

Helping Build Oregon's Best Businesses

The KCC Small Business Development Center (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

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

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

QuickBooks Online for Beginners

(In-Person Instruction)

Manage the financial aspects of your small to mid-size business quickly and efficiently with this powerful, easy-to-use online accounting program. This 2-hour course will take place over two days and show you how to set up a New Company File, customize your Chart of Accounts, Invoice Customers, Receive Payments, Enter and Pay bills, manage your Banking, reconcile your Accounts, Run Financial Statements, and More. Class materials included.

Instructor: TBA

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

Total Cost: \$99

Materials: Included

Summer 2024 SBDC Business Training Offerings

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

Hiring Your First Employee: Navigating Oregon's Hiring Laws (In-Person Instruction)

Embarking on the journey of hiring your first employee can be both exciting and daunting. In this beginner-friendly, two-hour course, you'll gain essential knowledge and confidence in navigating the rules and regulations governing the hiring process in Oregon.

This course provides a comprehensive overview of the legal requirements and best practices for hiring your first team member. From understanding employment contracts to navigating payroll and taxation obligations, you'll learn the fundamental steps to ensure compliance and foster a positive working relationship with your employees.

Key topics covered include:

1. Understanding Oregon employment laws and regulations
2. Creating legally compliant job descriptions and employment contracts
3. Navigating the hiring process, including interviews and background checks
4. Managing payroll, taxes, and benefits for your employees
5. Ensuring a safe and inclusive workplace environment

Whether you're a small business owner, a startup founder, or an entrepreneur venturing into hiring for the first time, this course equips you with the foundational knowledge and resources needed to hire your first employee with confidence and compliance in Oregon.

Instructor: Estella Woodley

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

Total Cost: \$90

Materials: Included

Write That Business Plan! (In-Person Instruction)

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

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

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

Instructor: Angie King

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

Total Cost: \$69

Materials: Included (Includes 90 Days of Live Plan® access, a \$60 value)!



Small Business Management (SBM)

Work Smarter, Not Harder

The Small Business Management program (SBM) is a unique 9-month combination of classroom learning from seasoned professionals, one-on-one coaching from a professional business adviser, and networking with one goal: making you and your business more successful.

- 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

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. You do not have to run your business alone!

Connect with us!
OregonSBDC.org/klamath
or 541-205-5404



EO/AA/ADA/Title IX institution



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 St., Suite 200, Klamath Falls, OR 97601, 541-205-5404.

