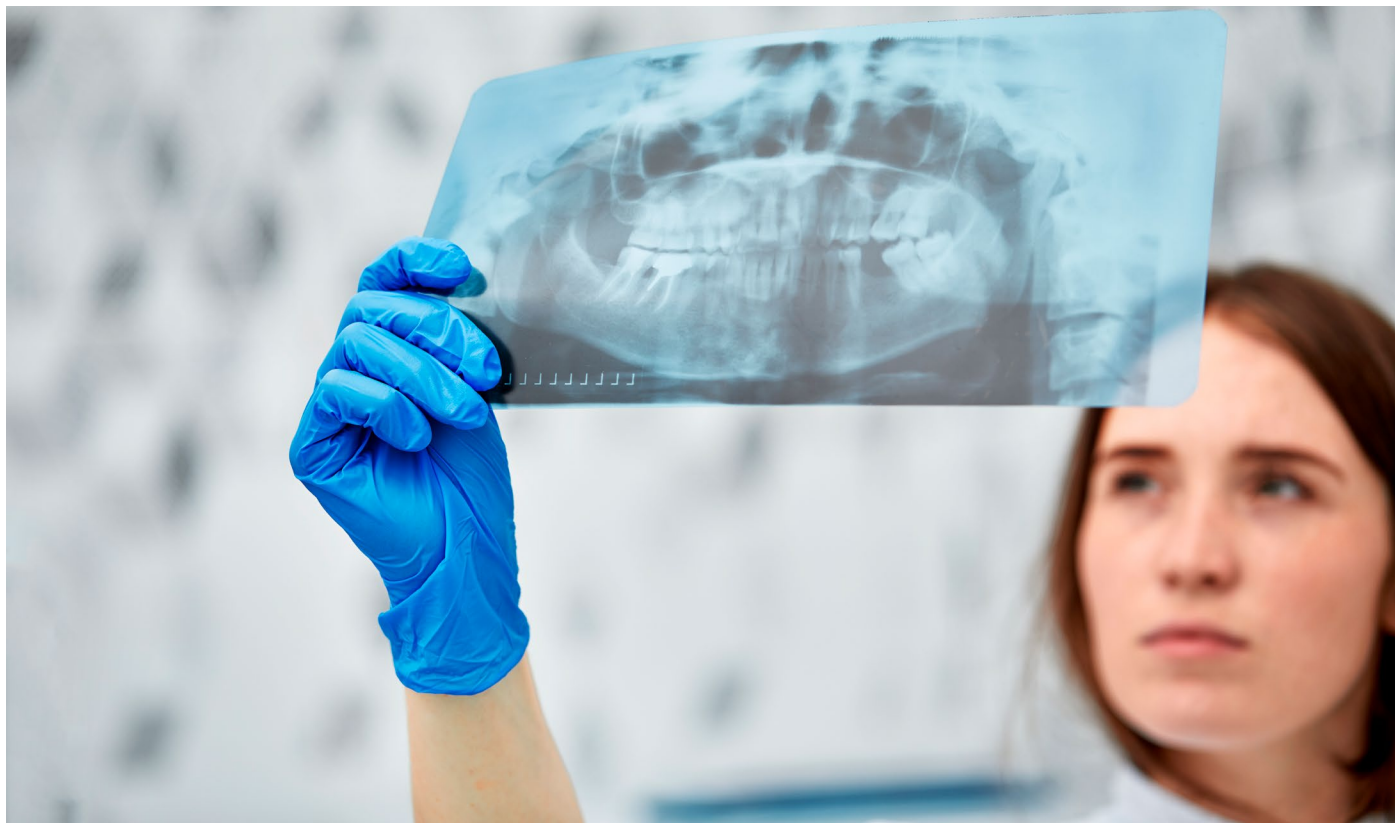


Workforce & Community Education
Course Schedule - Winter 2025

DENTAL ASSISTING & RADIOLOGY PROGRAM

Learn more
on page 2.



DENTAL ASSISTING & RADIOLOGY

HEAX 734 01

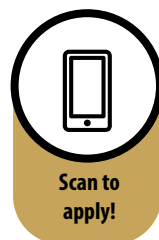
20 Weeks

01/06/2025 - 06/30/2025

Mon, Wed & Fri from 5 - 8 PM

Want to work in dental health but don't want to earn a degree?

This six-month comprehensive program combines hands-on training in dental assisting techniques with essential radiology skills, equipping you with the knowledge to perform X-rays, maintain patient records, and assist in clinical procedures. Experience interactive workshops, expert-led lectures, and real-world internships that prepare you for certification and job placement opportunities.



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

Phone: 541-880-2243

Email: ce@klamathcc.edu



- 3**
- 4**
- 7**
- 13**

Registration

Workforce Trainings

Courses A - Z

**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, and Building 9 weekdays between 8 AM and 5 PM.

Prices and Fees for Classes:

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

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

Payment

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

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

Refunds

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

<u>Class Length</u>	<u>Drop Deadline</u>
---------------------	----------------------

3-13 weeks.....	Before second class meeting
Less than 2 weeks.....	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 providing equipment and facilities.

Visit www.klamathcc.edu/workforceforce more information.

Workforce Trainings at KCC

Commercial Drivers License

DSTX 700 01 Commercial Driver's Training Noel Williams 8 AM - 5 PM MTWRF 02/24/2025 - 03/28/2025

Cyber-Savvy Computer Skills

CASX 710 01 Cyber Savvy: Mastering Email Etiquette and Computer Security Skills Staff 5:30 PM - 7:00 PM TR 02/18/2025 - 03/06/2025

CPR

HEAX 703P 01 Heartsaver First Aid CPR AED Staff 9 AM - 5 PM S 01/11/2025
 HEAX 703P 02 Heartsaver First Aid CPR AED Staff 9 AM - 5 PM S 02/08/2025
 HEAX 703P 03 Heartsaver First Aid CPR AED Staff 9 AM - 5 PM S 03/08/2025
 HEAX 703P 04 BLS/CPR for Healthcare Providers Staff 5 PM - 9 PM T 01/14/2025
 HEAX 703P 05 BLS/CPR for Healthcare Providers Staff 5 PM - 9 PM T 02/11/2025
 HEAX 703P 06 BLS/CPR for Healthcare Providers Staff 5 PM - 9 PM T 03/11/2025
 HEAX 703P 13 CPR Hands-on Skills Staff 8 AM - 12 PM F 02/28/2025
 HEAX 703P 14 CPR Hands-on Skills Staff 8 AM - 12PM F 03/28/2025

Crisis Intervention

PSYX 702 01 Crisis Intervention Melanie Carter Arias 6 PM - 8 PM T TBA

Dental Assisting & Radiology

HEAX 734 01 Dental Assisting & Radiology Staff 5 PM - 8 PM MWF 01/06/2025 - 6/30/2025

Flagger & Work Zone Traffic Control

TEXX 702P 01 Flagger & Work Zone Traffic Control Paul West 9 AM - 3 PM S 01/18/2025
 TEXX 702P 02 Flagger & Work Zone Traffic Control Paul West 9 AM - 3 PM S 02/15/2025
 TEXX 702P 03 Flagger & Work Zone Traffic Control Paul West 9 AM - 3 PM S 03/15/2025

Forklift Safety

ESHX 712 03 Forklift Safety Staff 9 AM - 2PM S 02/22/25

Welding

WLDX 702 01 Beginning Industrial Welding James Wilson 6 PM - 9 PM WR 01/15/2025- 03/20/2025

Course dates, times, and instructors are subject to change.

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

Program Descriptions

Commercial Drivers 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.

Cyber Savvy Computer Security Skills

The Cyber Savvy: Mastering Email Etiquette and Essential Computer Security Skills equips participants with the knowledge and practical tools to communicate effectively and professionally via email while ensuring their digital safety. This course covers fundamental email etiquette, phishing awareness, and essential cybersecurity practices to protect personal and/or organizational information.

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.

Dental Assisting & Radiology

The KCC Dental Radiology Course will prepare candidates for both the Oregon Dental Radiology Certification Exam and the ability to take radiographs in the dental office. Students can expect a hybrid online and in-person class that will allow flexibility for students to learn the clinical applications of dental radiography. Topics covered include radiation safety, patient positioning, dental anatomy, and infection control. Classes are interactive and student participation is encouraged.

Heartsaver First Aid CPR AED

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.

Basic Life Support - BLS 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.

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.

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.

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. From this class you will receive your forklift safety card to present to employers.

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.



KCC IS HIRING

KCC is hiring for several staff and faculty positions. Join our dynamic team and contribute to a thriving educational community. Apply now and make a positive impact on students' lives.

WWW.KLAMATHCC.EDU/JOBS



BUSX 708N 01 Getting Ready for Retirement
This course will provide students with strategies to help prepare get them for retirement. During this course students will learn the framework of retirement planning with the four aspects of success; Social, Health, Legacy, and Financial. Cost \$0.

BUSX 719 Budgeting: Creating a Budget that Works for You

Students will learn how to write a budget plan and receive tools to keep them on track. It covers, what a budget is supposed to be, people's problems with budgets, and solutions that work with budgets. This course will teach you how to create a budget that better matches your life. Cost \$0.

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 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 1,000-plus 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.

BUSX 721 07 50 \$ Money\$ Making Side Hustles for Teens

Hey, Teen! What's the fastest way to make money as a teenager? The answer is a side hustle. Fortunately, you don't have to wait till you're over a certain age to earn \$\$ with side hustles that can easily fit into your teen life — between all the classes, chill sessions, and extracurricular activities. And, most of these side hustles don't require you to study more, won't interfere with your social life, and can help you hit any financial goal — maybe even get that car! You'll leave class loaded with information about how to fill out any legal forms to get the business started, and details about 50 profitable side hustle ideas to get you going fast. Informative handouts for future use are included in class fee. The instructors include a guest teen entrepreneur, and a longtime instructor LeeAnne Krusemark who is a Chamber of Commerce Past President, current author/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 08 Start your own Online Business: A Beginner's Guide

Looking for ways to make money online? Turn your ideas or homemade products into income by starting an online business. You will learn how to: find a gap in a niche market and fill it; build your own website, and market your business effectively (including SEO) so potential customers will find you; take care of business forms and taxes; create multiple sources of income (including Affiliate commissions). You'll also get info about the 25 most popular online businesses to start. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a Chamber of Commerce Past President, current author/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.

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



CASX 710 01 Cyber Savvy: Mastering Email Etiquette and Computer Security Skills

This course equips participants with the knowledge and practical tools to communicate effectively and professionally via email while ensuring their digital safety. This course covers fundamental email etiquette, phishing awareness, and essential cybersecurity practices to protect personal and/or organizational information. Cost: \$50.

CISX 703 01 Beginner Logo Design 101

This Beginner Logo Design course is comprehensive and hands-on, taking you through the exciting and nuanced world of logo design. This course is structured to cater to beginner learners seeking to refine their logo design skills. Students will learn the foundations of logo design by: Gaining a solid understanding of the fundamental principles of effective logo design; Exploring typography, symbolism, and basic color theory as they apply to logos; Developing skills in using industry-standard design software, FLEXI Design. This course will be part of a three-course series (Intermediate & Advanced) that will be offered Winter 2025 or Spring 2025. Cost: \$270.

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.

ESHX 712 03 Forklift Safety

You will learn about the OSHA rules for Powered Industrial Trucks and developing a forklift training program. This class does offers a forklift operator certification (card). Cost \$125.

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 Heartsaver First Aid CPR AED

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 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 734 01 Dental Assisting & Radiology

The KCC Dental Radiology Course will prepare candidates for both the Oregon Dental Radiology Certification Exam and the ability to take radiographs in the dental office. Students can expect a hybrid online and in-person class that will allow flexibility for students to learn the clinical applications of dental radiography. Topics covered include radiation safety, patient positioning, dental anatomy, and infection control. Classes are interactive and student participation is encouraged. Cost: \$1,900.

PEDX 700 01 Hatha Yoga

This course will focus on learning the basic asanas (poses) used for sun salutations; and how to incorporate modifications with blocks, straps, bolsters and blankets. The course will include three different breathing techniques (pranayama) to help balance the nervous system and clear the mind. This course is suitable for everyone and an excellent class for stress reduction. Cost: \$70.



Beginner Logo Design Course:

Learn fundamentals of vector logo design, typography, symbolism, and color theory with FLEXI Design Software. Perfect for small business owners, aspiring entrepreneurs, hobbyists, and anyone wanting to elevate their skills.

Join now for future Intermediate and Advanced courses to come.

For course specific questions or concerns, email me at:

tyler.gooch@klamathcc.edu

GET REGISTERED TODAY



 ce@klamathcc.edu

 mykcc.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.



**10am - 12pm
01/6 - 03/30
Tues & Thurs
Bldg 8
Rm 815**



KLAMATH
Community College

Workforce & Community
Education

PEDX 707 02 Waltz for Fun and Fitness

Waltz continues to be one of the most romantic and elegant dances of all time. With long sweeping movements, constant rotating with stylish poses. Great dance for weddings! Instructor: Manuela Pascual. Cost: \$50

PEDX 707 03 Night Club Two Step for Fun and Fitness

The Nightclub Two Step, originally called Disco Two Step, is a slow dance that was created for use on small dance floors, especially in cocktail lounges. Night Club Two Step is danced on the downbeat while the “essence” of the dance pulses the upbeat with a subtle upward lilt of the body. Synopsis of the class includes: basic structure, rhythm & step pattern, inside & outside turns, left & right turning basics, and toss across—all of which will lead you to better coordination and physical ability. No class Jan 21. Instructor: Dave Reed. Cost: \$50.

PEDX 707 04 Country Two Step for Fun and Fitness

Country Two Step is a partnered dance and the country Western dancer’s version of the ballroom dancer’s foxtrot. It’s a smooth, flowing dance while traveling around the dance floor using upper body choreography involving spins, wraps, and weaving movements once a grasp on the basics has been achieved. Enjoy the increased stamina and endurance that this dance provides you! Instructors: Dave Reed and Marietta Campbell. Cost: \$50.

PEDX 707N 01 Ballet Folklórico for Fun & Fitness

Ballet Folklórico is a traditional dance incorporating ballet characteristics and refers to various traditional folk dances from Mexico. This type of dance reflects the traditions, cultures, and beliefs of people in Mexico. Become fit while dancing and learn all the benefits that daily movement/dance has for your health and mind. Students must bring their dance shoes or flats, water, and a folklórico practice skirt. (Please note, if you do not own a practice skirt, there will be limited ones to borrow). Cost: \$50.

PEDX 707N 02 Argentine Tango for Fun and Fitness

Argentine Tango is an improvised, spontaneous dance, which is based on variations of walking, turning, pausing and adornments. Argentine tango is often danced in close embrace, or salon style. Even though there is a basic structure and certain rules to be followed, the dancers can never truly predict how their partner will interpret the music, construct a dance or embellish it. Instructor: Manuela Pascual. Cost: \$50.

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.

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 webinar login information will be emailed the day before class. Cost: \$55.

WRIX 701 02 Creative Writing 101: A Beginner’s Guide

You don’t need a degree in creative writing to be an exceptional writer and get paid for it! Anyone with a passion for writing can learn and develop their fiction and non-fiction writing skills. Whether you’re writing from your own life experience, creating new worlds, or informing readers about important information, this class will teach you about the different forms of creative writing, the top 10 creative writing tips for beginners, as well as how to brainstorm for new creative writing ideas, bring your words to life with engaging descriptions, develop your own writing style, and how to get paid for your creative writing. 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. Informative handouts for future use are included in class fee. The webinar login information will be emailed the day before class. Cost: \$45.

WRIX 701 03 Writing Short Stories: A Beginner’s Guide

Writing short stories (1,000–30,000 words) helps you discover your writing voice and how to convey your ideas. You’ll learn how to bring your story to life with an engaging plot, as well as character development, action, and dialogue. You’ll also learn the technical parts of crafting a short story, including structure, important character moments, and progression in the story. You’ll also know what to do with your short story once completed, including editing, proofing, and publishing options. 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. Informative handouts for future use are included in class fee. The webinar login information will be emailed the day before class. Cost: \$45.

WRIX 701 04 10 Practical Tips to Writing Powerful Dialogue

Writing believable, relatable dialogue is an art-form, but fortunately there are some tried-and-tested methods and techniques you can use right now to improve the dialogue in your novel or script. In this fast paced session, you’ll learn how to turn ordinary words into compelling dialogue, use clean dialogue tags, differentiate character voices, use dialogue instead of narrative/voiceover, avoid dialogue “dumps,” and be real, but not boring. 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. Informative handouts for future use are included in class fee. The webinar login information will be emailed the day before class. Cost: \$30.

WRIX 701 05 Introduction to Journaling: A Beginner’s Guide

Journaling is simply recording your thoughts, feelings, and insights in a written, drawn, or typed format. It can be done on paper or on a computer, and it’s a low-cost way to improve your mental health. Journaling can help you reduce stress, improve your self-awareness, as well as prioritize problems, fears, and concerns, and provide an opportunity for positive self-talk. You’ll learn how to start journaling (even when you don’t know what to write), the 10 most popular types of journaling, how to kick-start self-reflection and self-discovery, and track your progress and personal growth. 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. Informative handouts for future use are included in class fee. The webinar login information will be emailed the day before class. Cost: \$45.

WRIX 701 06 Make Money as a Freelance Writer: A Beginner’s Guide

If you’ve got a way with words and love to write, freelance writing has emerged as a significant force in the gig economy, offering flexibility, independence and a way to make money online and offline, for supplemental income or a full-time career. You’ll learn the top 10 areas of freelance writing, as well as how to create writing samples and pitches/queries, develop your freelance writing “brand,” and find reliable job boards and avoid content mills. Informative handouts for future use are included in class fee, and include links to more than 1,000 ways to get paid as a freelance writer. 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 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 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 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 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.

WRIX 702 05 Introduction to Screenwriting for Television or Movies

In this comprehensive session, you will learn about special screenwriting terms and formats for television and the big screen. You will also learn how to plot a story, develop characters, and execute your work in the proper screenwriting format. You will discover the difference between a Treatment, a Spec Script and a Shooting Script and when to do each. And, you’ll get an inside look into the business of selling your script to agents and producers. Informative handouts for future use are included in class fee. The webinar login information will be emailed the day before class. Cost: \$45.

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

Have you ever wanted to talk to a real agent or publisher? Are you tired of having your manuscripts critiqued by non-professionals or paying an editor too much money to change your writing to their voice? Email one page of your in-progress manuscript for an in-class critique of one page of your poetry, article, short story, screenplay, novel, non-fiction book, or children’s book. (Optional: You can then send your manuscript for a professional critique (for a critique fee of \$50 for up to 25 double-spaced pages + \$1/page thereafter, and a list of publishers/agents who are interested in your type of work.) Informative handouts for future use are included in class fee. The webinar login information will be emailed the day before class. Cost: \$40.

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

WRIX 702 07 Writing for Online Blogs, Magazines & Websites

You don't need a journalism degree or previously published articles to write for anyone's online blog, magazine, or website. Some opportunities offer exposure, while many pay well—\$1 a word and more. In this fast-paced session, you will learn how to: find ideas, sources, and more than 1,000 opportunities that pay, conduct interviews and create interesting content, protect your copyright, write query letters, and then use this credibility to sell other articles or even your self-published novel. Informative handouts for future use are included in class fee. The webinar login information will be emailed the day before class. Cost: \$45.

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

Online blogging is a great way to get the word out about you, your service, your product, or information you want to share. In this course, students will learn step-by-step how to: start a FREE blog with WordPress, choose a blog template, emphasize your blog content with a creative name, use your unique voice to share your expertise, and connect your domain/website. You will also learn how to earn an income with your blog, including links to other websites and advertising on your blog, as well as increase your internet ranking. 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. 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 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.

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

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

WRIX 702 12 Beginner's Guide to Using Free ChatGPT(AI) for Writers

Beginner's Guide to Using FREE ChatGPT (AI) for Writers ChatGPT (AI) is here to stay and is the future for writers and content creators. Don't be left behind! No prior AI experience required. Do you want to learn how to incorporate the power of cutting-edge technology to gain ideas and inspiration, write web content, articles, and even novels or scripts? In this beginner-friendly course, you'll learn how to: register for a FREE ChatGPT account, input effective writing prompts to avoid nonsense responses, build creative content, from stories to marketing copy, determine its capabilities and limitations, and understand ethical/legal considerations using ChatGPT. There's no doubt ChatGPT and similar AI systems will force the job market to evolve. It's crucial for everyone to adapt, learn new skills, and be open to working in collaboration with AI, so start building your expertise in the world of ChatGPT now! Informative handouts for future use are included in class fee. The webinar login information will be emailed the day before class. Cost: \$45.

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

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

WRIX 703N 02 Write your first novel in 90 days

This intensive course provides a schedule of crafting a novel from start to finish, which you can finish in as little as 90 days! This class will also help you stay motivated throughout the journey. You will learn how to: select your novel genre and develop a compelling premise, create multidimensional characters and immersive settings, craft a detailed plot outline, manage your time to keep your writing flow consistent, combat common roadblocks including writer's block, master the art of self-editing: refining your plot, and fixing pacing, dialogue, and characterization problems., receive constructive criticism from beta readers, explore publishing options. By the end of this class, you will know how to complete your novel and have the knowledge and confidence to move forward with the publishing process. Cost: \$45.



Small Business Management (SBM)

Work Smarter, Not Harder

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

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

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



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

— Lisa DeFord, Owner, Klamath Falls KOA Kampground



The Oregon SBDC Network is funded in part through a Cooperative Agreement with the U.S. Small Business Administration and the Oregon Business Development Department. Programs and services are provided to the public on a non-discriminatory basis. Language assistance services are available for limited English proficient individuals. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Estella Woodley at 541-205-5404.

Our Local Program

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

SBM Year One

DATES	Monthly, starting October 9, 2024
TIME	2:30 - 5:30 p.m.
LOCATION	Klamath IDEA Center for Entrepreneurship 803 Main St., Ste. 103 Klamath Falls, OR 97601
COSTS	\$795 / \$150 additional key person from business

Connect with us!

OregonSBDC.org/klamath



EO/AA/ADA/Title IX institution



Small Business Development Center

Helping Build Oregon's Best Businesses

The KCC 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

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. That's a \$60 value!)

Construction Contractors Board (CCB) (In-Person Instruction)

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

Instructor: Kathleen Lansing
Location: Klamath IDEA, Center for Entrepreneurship, 803 Main Street, Suite 103, Klamath Falls
Total Cost: \$500
Materials: Included

Winter 2025 SBDC Business Training Offerings

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

Property Manager Pre-License Prep Course (Zoom Instruction)

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

Instructor: David Stribling II
Location: Zoom
Total Cost: \$550
Materials: Included

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

This 10-week accelerated pre-license course is designed to prep students for the Oregon Real Estate Broker's License Exam and is offered in a combination of online self-study (150 hours) and remotely delivered supplemental instruction (38 hours). Students are expected to have online capability, to self-study, to participate in 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: Stacey Harrison
Location: Zoom
Total Cost: \$625
Materials: Included

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

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

Los 14 capítulos del manual de NASCLA se dividen en 4 lecciones. Después de cada lección se da un examen que cubre esos capítulos. Se requiere que los estudiantes traigan su licencia de conducir u otro tipo de tarjeta de identificación al Centro antes de la primera clase. El tamaño de la clase está limitado a seis estudiantes. ¡Esta clase incluye el examen CCB! La fecha límite de registro es una semana antes de que comience la clase, ¡así que regístrese temprano!

Instructor: Carlos Mendoza
Ubicación: Klamath IDEA, Center for Entrepreneurship, 803 Main Street, Suite 103, Klamath Falls
Coste Total: \$500
Materiales: Incluidos



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.



Winter 2025 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

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.

Instructor: Courtney Talbot

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

Total Cost: \$99

Materials: Included



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



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

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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.

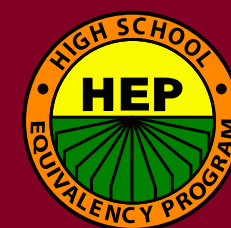
¿Como Califica?

- 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**

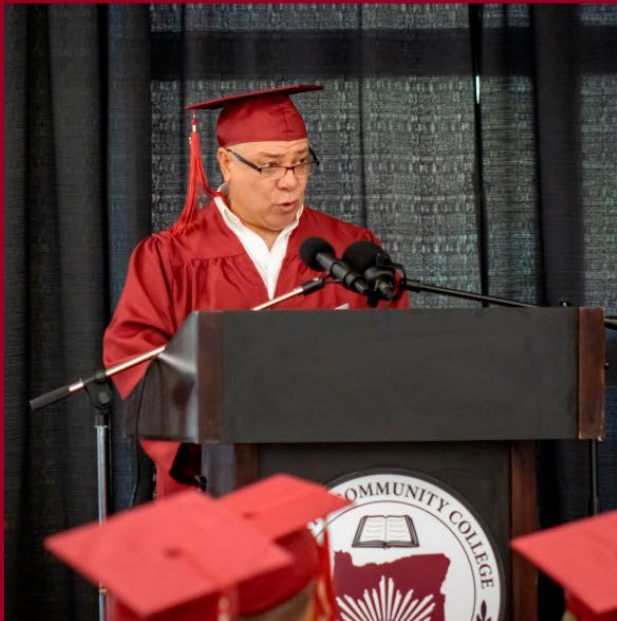
Visitenos en el:

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



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