

# PHARMACY TECH PROGRAM



Workforce & Community Education  
Course Schedule - Spring 2025

## 20-WEEKS TO A NEW CAREER

Learn more on page 2



# PHARMACY TECHNICIAN HEAX 744 01

20 Weeks

04/07/2025 - 06/29/2025

Mon, Tues & Thurs from 5:30 - 8:30 PM

**PROGRAM  
COST:  
\$2,820**

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

Phone: 541-880-2243

Email: ce@klamathcc.edu

Klamath Community College is excited to offer a pharmacy technician certificate program! The goal of this program is to help you gain several skills that will help you pass the ExCPT national certification exam and make you employable for an entry level pharmacy technician position. KCC has partnered with National Healthcareer Associations PharmaSEER digital learning and Pioneer Rx to bring you critical concepts to be applied to your new career in pharmacy. This program is 20 weeks long and includes the full online training program, 16 labs, practice exams, and the ExCPT exam. Application to the program is competitive, with only 15 students accepted per course. Applications require proof of age and proof of high school diploma/GED. An interview with the pharmacy department team is required prior to acceptance to the program. \*If you have ever been cited for, charged or convicted with a crime, offense, or any violation of the law, surrendered a professional license, or been in violation of any liquor or drug laws it may prevent you from obtaining a license from the Oregon Board of Pharmacy and being able to work as a pharmacy technician.

**Pharmacy tech industry average wages:**  
\$23.01 per hour



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## 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.

## 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.

<b>Class Length</b>	<b>Drop Deadline</b>
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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.



# Workforce Trainings at KCC

## Commercial Drivers License

DSTX 700 01	Commercial Driver's Training	Noel Williams	8 AM – 5 PM	MTWRF	04/21/2025 – 05/23/2025
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## CPR

HEAX 703P 01	First Aid / CPR	Staff	9 AM – 5 PM	S	04/12/2025
HEAX 703P 02	First Aid / CPR	Staff	9 AM – 5 PM	S	05/10/2025
HEAX 703P 03	First Aid / CPR	Staff	9 AM – 5 PM	S	06/14/2025
HEAX 703P 04	BLS/CPR for Healthcare Providers	Staff	5 PM – 9 PM	T	04/10/2025
HEAX 703P 05	BLS/CPR for Healthcare Providers	Staff	5 PM – 9 PM	T	05/15/2025
HEAX 703P 06	BLS/CPR for Healthcare Providers	Staff	5 PM – 9 PM	R	06/12/2025
HEAX 703P 13	CPR Hands-on Skills	Staff	12 PM – 4 PM	F	05/30/2025
HEAX 703P 14	CPR Hands-on Skills	Staff	8 AM – 12 PM	R	06/12/2025

## Dental Assisting & Radiology

HEAX 734 01	Dental Assisting & Radiology	Cassie Baker	3 PM – 6 PM	F	1/10/2025 – 6/27/2025
HEAX 734 01	Dental Assisting & Radiology	Cassie Baker	5 PM – 8 PM	MW	1/06/2025 – 6/25/2025

## Flagger & Work Zone Traffic Control

TEXX 702P 01	Flagger & Work Zone Traffic Control	Staff	9 AM – 3 PM	S	04/26/2025
TEXX 702P 02	Flagger & Work Zone Traffic Control	Staff	9 AM – 3 PM	S	05/31/2025
TEXX 702P 03	Flagger & Work Zone Traffic Control	Staff	9 AM – 3 PM	S	06/14/2025

## Forklift Safety

ESHX 712 03	Forklift Safety	Staff	9 AM – 2 PM	S	05/03/2025
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## Pharmacy Technician - ExCPT

HEAX 744 01	Pharmacy Technician – ExCPT	Kelli Tompkins	5:30 PM – 8:30 PM	MTR	04/07/2025 – 06/29/2025
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## Phlebotomy

HEAX 741 01	Phlebotomy	Staff	6 PM – 9PM	TBA	03/24/2025 – 06/06/2025
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## Welding

WLDX 702 01	Beginning Industrial Welding	Benjamin Forester	6 PM – 9 PM	WR	04/16/2025 – 06/18/2025
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# Descriptions

## Commercial Drivers License

Commercial Driving provides training to help students gain the qualifications to obtain a commercial driver's license (CDL) and job in the industry. The course covers all of the aspects needed to safely operate a vehicle and complete a CDL drive test. Applicants will need to obtain and submit a copy of their DMV driving record showing their history of traffic accidents, violations, and or convictions (including DUI). Participants will also be required to pass a drug screening prior to the start of training.

## Dental Assisting & Radiology

This 6-month course has six hours of classroom instruction per week for a total of 140 hours. In addition, each student will be required to complete a 70-hour Internship with a local Dentist and KCC instructor at Klamath Health Partnership to shadow and practice providing patient dental care.

## 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

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 (cards)

## Pharmacy Technician - ExCPT

This 20 week program will prepare students for an entry-level pharmacy technician position in both community and health system pharmacy settings. A pharmacy technician, under the supervision of a pharmacist, assists in the day-to day pharmacy operations which do not require the professional judgment of a pharmacist. These operations include: entering prescription orders, packaging and labeling prescriptions, operating automated dispensing devices, maintaining inventories, processing insurance claims, compounding sterile medications, reconciling medications, assisting with medication therapy management, and using mathematics to solve various calculations including flow rates, days supplies, and individual and daily doses. Graduates are eligible to take the Exam for Certification of Pharmacy Technicians (ExCPT). Applications require proof of age and proof of high school diploma/GED. Must pass math test.

## Phlebotomy

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

## 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.

### Flagger & Work Zone Traffic Control

TEXX 702P

**COST: \$145**

- One-day training
- Leave with a certification card
- Earn \$18+ per hour

(State of Oregon Employment Department 2021 data)

**Contact Denise Martinez for more information about this course.**  
**Phone: 541-880-2243**  
**Email: ce@klamathcc.edu**

**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 708N 02     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 01     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 719 02     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.

**DSTX 700 01     Commercial Driver's Training**

Commercial Driving provides training to help students gain the qualifications to obtain a commercial driver's license (CDL) and job in the industry. The course covers all of the aspects needed to safely operate a vehicle and complete a CDL drive test. Applicants will need to obtain and submit a copy of their DMV driving record showing their history of traffic accidents, violations, and or convictions (including DUI, license suspensions, etc.) Cost: \$5,795.

**ESHX 710 01     Motorcycle Rider - Basic**

Klamath Community College motorcycle courses are offered in cooperation with Team Oregon, a nationally recognized leader in motorcycle rider safety and skills training. Team Oregon offers courses for riders of all levels of ability. You can learn to ride, earn your motorcycle endorsement or take your skills to the next level. The course instruction and coaching will help you to ride safer, smarter and more skillfully. Basic and intermediate courses are approved for Oregon's mandatory training requirement, and offer a choice of traditional or online classroom. Must register at Team-Oregon.org. Cost: \$229.

**ESHX 710 02     Motorcycle Rider - Intermediate**

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 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 (cards). Cost: \$125.

**ESHX 710N 01     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, pick up the Driver Training Registration packet at KCC Community Education and make payment at registration. Cost: \$279.

**ESHX 710N 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, pick up the Driver Training Registration packet at KCC Community Education and make payment at registration. Cost: \$279.

**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 in 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 02     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 03     Heartsaver First Aid CPR AED**

HEAX 703P 04The 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 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 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 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.

**HEAX 734 01     Dental Assisting & Radiology**

This 6-month course has six hours of classroom instruction per week for a total of 140 hours. In addition, each student will be required to complete a 70-hour Internship with a local Dentist and KCC instructor at Klamath Health Partnership to shadow and practice providing patient dental care. Cost: \$1,900.



Workforce & Community Education  
Spring Courses A - Z

HEAX 741 01     Phlebotomy

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

HEAX 744 01     Pharmacy Technician

This 20 week program will prepare students for an entry-level pharmacy technician position in both community and health system pharmacy settings. A pharmacy technician, under the supervision of a pharmacist, assists in the day-to day pharmacy operations which do not require the professional judgment of a pharmacist. These operations include: entering prescription orders, packaging and labeling prescriptions, operating automated dispensing devices, maintaining inventories, processing insurance claims, compounding sterile medications, reconciling medications, assisting with medication therapy management, and using mathematics to solve various calculations including flow rates, days supplies, and individual and daily doses. Graduates are eligible to take the Exam for Certification of Pharmacy Technicians (ExCPT). Applications require proof of age and proof of high school diploma/GED. Must pass math test. Instructor: Kelli Tompkins. Cost: \$2,820.

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.

PEDX 707 01     Casino Rueda

1st Session: Latin Dance Series Rumba: Rumba is a Latin dance style that concentrates on hip motions and footwork, offering it a more romantic feature. Cha-cha: A lively, flirtatious ballroom dance full of passion and energy. The classic “Cuban motion” gives the cha-cha its style. Partners work together to synchronize each movement in perfect alignment. Location: Rachel’s School of Dance, 638 Klamath Avenue. Cost: \$50.

PEDX 707 03     East Coast Swing for Fitness and Fun

East Coast Swing is a happy, fun, upbeat dance. Distinguished by its staccato bounce rock step (back break), It uses single, double & triple rhythm steps and its dance to band , country Western, and Pop music. A popular couple’s dance seen at the club. Location: Rachel’s School of Dance, 638 Klamath Avenue. Cost: \$50.

PEDX 707N 02     Swing Meets Tango for Fun and Fitness

A fusion of two dances incorporating the sophisticated steps & rhythms of West Coast Swing with the delicacy and passion of Tango. Cost: \$50.

PEDX 707N 03     West Coast Swing for Fun and Fitness

West Coast Swing is danced in a slot (a linear pattern) to slower music. It’s a smooth, often sexy dance, and it does not have lilt and bounce./ Join in the fun to not only learn a new activity, but to also increase your physical well-being. Location: Rachel’s School of Dance, 638 Klamath Avenue. Cost: \$50.

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.



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!**

<b>SBM Year One</b>	
<b>DATES</b>	Monthly, starting October 15, 2025
<b>TIME</b>	2:00 - 5:00 p.m.
<b>LOCATION</b>	Klamath IDEA Center for Entrepreneurship 803 Main St., Ste. 103 Klamath Falls, OR 97601
<b>COSTS</b>	\$795 / \$150 additional key person from business

Connect with us!  
[OregonSBDC.org/klamath](https://OregonSBDC.org/klamath)



EO/AA/ADA/Title IX institution

¿Es usted un trabajador agrícola migrante?



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

¡Llamenos al 541-880-2330 hoy!







# 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](http://www.OregonSBDC.org/klamath). All advising is confidential and free of charge.

### Smart Start-Up (In-Person and Zoom Instruction)

A 2-hour class designed specifically for those considering self-employment or new to owning a business. Gain the information needed before you begin 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

### 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. Specific questions can be directed to [stacey@sts.careers](mailto:stacey@sts.careers) or by calling 503-551-4467. Class materials included.

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 9-5Prop 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](mailto:stacey@sts.careers) or by calling 503-551-4467. Class materials included.

Instructor: Stacey Harrison

Location: Zoom

Total Cost: \$625

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

## Spring 2025 SBDC Business Training Offerings

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

### Write That Business Plan! (In-Person Instruction)

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

Your business plan provides a 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 for and 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 Center before 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: Orlando Ferrer

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

Total Cost: \$500

Materials: Included

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

Este curso de dos días preparará a los estudiantes para prepararse y tomar el examen de la Junta de Contratistas de Construcción (CCB) requerido para la certificación de contratista en Oregón. 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 Oregón 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: Orlando Ferrer

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

Coste Total: \$500

Materiales: Incluidos

### QuickBooks Online (In-Person and Zoom Instruction)

In this two-day course you will learn how to use the most popular, online, business accounting software program used by small businesses. If you have never used QuickBooks Online or are just starting to use the program, this training is for you!

Class includes setting up company files, creating a chart of accounts, adding customers, jobs, and vendors. Also covers paying for expenses, invoicing, and receiving payments.

Note: This class covers QuickBooks ONLINE only. This is NOT for desktop versions of QuickBooks.. Class materials included.

Instructor: Courtney Talbot

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

Total Cost: \$99

Materials: Included



Oregon Small Business Development Centers are funded in part through a cooperative agreement with the U.S. Small Business Administration, and by the Oregon Business Development Department. Programs and services are provided to the public on a non-discriminatory basis. Language assistance services are available for limited English proficient individuals. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance.

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



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## 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



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

