



OIC
of Washington

O.I.C. of Washington

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PLEASE CALL
(509) 452-7145

Opportunities for
A **Lifetime.**

Course Catalog

OIC OF WASHINGTON

Established in 1971, Opportunities Industrialization Center (OIC) of Washington is an economic development and career training agency in Yakima, Washington, providing education, training, and supportive services to low-income and rural communities.

As one of 30 Community Action agencies in Washington State, OIC offers services through three divisions:

- Education and Career Services,
- Support Services, and
- Outreach, Recruitment, and Data Services.

Over 50 years, OIC has worked with community, local, state, and federal partners to help residents become self-sufficient through programs like job skills training, high school completion, energy assistance, emergency food assistance, home efficiency and energy conservation, youth, and senior services.

Our Mission

Our mission is to help in the elimination of unemployment, poverty, illiteracy, and racism so all people can live with greater human dignity.

Our Vision

Our visions are improving the world by empowering people.

Our Values

Our values are that all people deserve respect, dignity, opportunity, education, and upward mobility to become self-sufficient.

GET IN TOUCH



OIC OF WASHINGTON
815 Fruitvale Boulevard,
Yakima, Washington 98902



FOR MORE INFORMATION
509.248.6751



WEBSITE
WWW.OICOFWA.ORG



Explore OIC’s Workshops and/or Trainings

OIC offers a wide range of workshops and training tailored to suit various age groups.

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DIGITAL LITERACY

Digital literacy course will help individuals with the capability to navigate the digital world through reading, writing, technical skills, and critical thinking. It involves utilizing various technologies, such as smartphones, PCs, and e-readers, to find, evaluate, and communicate information effectively.

Age: 16+

4/1 – 6/30	Tues & Thurs	4:00pm – 6:00pm	Classroom 118 – <i>Tech Lab</i>
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\$0.00

LOCATION: OIC Main Campus

INSTRUCTOR: ERIC GOMEZ & MITCH WEARY

RECEIVING CERTIFICATION:

FINANCIAL CHANGE

Financial change is more than just creating a budget: it involves self-reflection and implementing essential adjustments for personal development. It entails recognizing an open mindset to attain your financial objectives and employing strategic methods to establish credit.

Age: 16+

5/6	Mon	3:30pm – 4:30pm	Room 102
5/9	Thurs	6:00pm – 7:00pm	Virtual
6/10	Mon	3:30pm – 4:30pm	Room 102
6/13	Thurs	6:00pm-7:00pm	Virtual

\$0.00

LOCATION: OIC Main Campus & Virtual

INSTRUCTOR: JEREMY LOPEZ

RECEIVING CERTIFICATION:

FOOD SMART FOR YOUNG ADULTS

Food Smarts is approved as a SNAP-Ed curriculum in many states, indicating its alignment with Supplemental Nutrition Assistance Program Education initiatives. While the primary focus is on low-income communities, there are specialized versions of the program. "Food Smarts for young adults" is specifically designed for young adults ages 16 and up.

Age: 16+

4/26 – 5/31	Mon	3:30pm – 5:00pm	Training Center
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\$0.00

LOCATION: OIC Main Campus

INSTRUCTOR: DARRYLANN ALCAZAR

RECEIVING CERTIFICATION:



SECONDARY EDUCATION

Preparatory course designed to help individuals build the foundational skills needed to succeed in the General Educational Development (GED) test. Covering essential subjects such as mathematics, language arts, science, and social studies. Pre-GED course aims to equip learners with the knowledge and skills necessary to successfully complete the GED test, which is an alternative credential for individuals who did not complete high school. In pre-GED course one is typically work on improving their reading, writing, and math abilities to meet the requirements of the GED test.

Age: 15-21

4/1 – 6/30	Mon-Fri	8:00am – 5:00pm	Classroom 129
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\$0.00

LOCATION: OIC Main Campus

INSTRUCTOR: ERIC GOMEZ

RECEIVING CERTIFICATION:

SMALL BUSINESS TRAINING

Small business training offers essential education for entrepreneurs, covering business planning, financial management, marketing, operations, legal compliance, and customer service. This training, delivered through workshops, online courses, or consultations, enhances skills and adaptability, providing networking opportunities and supporting the growth and sustainability of small businesses.

Age: 15 - 21

4/25 – 6/20 (Bi-monthly)	Mon	10:00am – 5:30pm	Training Center
4/4 – 6/27	Thu	10:00am – 5:30pm	Virtual

\$0.00

LOCATION: OIC Main Campus & Virtual

INSTRUCTOR: JEREMY LOPEZ

RECEIVING CERTIFICATION:

CPR & FIRST AED TRAINING- ENGLISH/SPANISH

This course will go over life saving techniques for CPR and First AED. CPR is an emergency procedure that combines chest compressions and rescue breaths to manually preserve brain function and maintain blood circulation when the heart has stopped beating or when breathing is inadequate. Automated External Defibrillator (AED) is a portable electronic device designed to analyze the heart's rhythm and deliver an electric shock to restore a normal heartbeat in cases of sudden cardiac arrest.

Age: 14+

5/13	Mon	8:30am – 2:00pm	Warehouse/Classroom
6/10	Mon	8:30am – 2:00pm	Warehouse/Classroom

\$50.00

LOCATION: OIC Hathaway Campus

INSTRUCTOR: ELI NAVARRO

RECEIVING CERTIFICATION: YES



FLAGGER – ENGLISH/SPANISH

Provides a one-day certification for work zone traffic control flaggers. During the course, participants will receive a study-guide, and have the opportunity to take the Washington State Certification Exam. This is an 8-hour course with a 30 minute lunch break. Lunch is not included.

Age: 18+

5/22	Wed	8:30am – 2:00pm	Warehouse/Classroom
6/19	Wed	8:30am – 2:00pm	Warehouse/Classroom

\$65.00

LOCATION: OIC Hathaway Campus

INSTRUCTOR: ELI NAVARRO

RECEIVING CERTIFICATION: YES

FORKLIFT – ENGLISH/SPANISH

Forklift training provides a comprehensive understanding of operating procedures for safely driving and maneuvering forklifts. This includes instruction on using the hydraulic lift system, observing safety precautions, and handling loads by loading, unloading, and securely transporting goods across various distances and environments. The training aims to equip operators with the skills and knowledge needed to operate forklifts efficiently while prioritizing safety and preventing injuries or damage to property.

Age: 18+

5/15	Wed	8:00am – 2:00pm	Warehouse/Classroom
6/12	Wed	8:00am – 2:00pm	Warehouse/Classroom

\$125.00

LOCATION: OIC Hathaway Campus

INSTRUCTOR: ELI NAVARRO

RECEIVING CERTIFICATION: YES

LOGISTICS – ENGLISH/SPANISH

Logistics training covers supply chain management, inventory, transportation, warehousing, information systems, risk management, regulatory compliance, communication, technology, and problem-solving. It aims to equip individuals with skills to efficiently manage the movement and storage of goods throughout the supply chain.

Age: 18+

4/2 – 6/7	Tues	8:00am – 1:00pm	Warehouse/Classroom
4/2 – 6/7	Thu & Fri	2:00PM – 5:00PM	Warehouse/Classroom

\$500.00

LOCATION: OIC Hathaway Campus

INSTRUCTOR: ELI NAVARRO, TANIA CRUZ, & JOSE DELGADO

RECEIVING CERTIFICATION: YES



OSHA-10- ENGLISH/SPANISH

The OSHA 10-hour course is a voluntary training program provided by the Occupational Safety and Health Administration. It is designed for workers across different industries to raise awareness of common safety and health hazards in the workplace. The course covers fundamental safety topics, including hazard recognition, fall protection, electrical safety, and personal protective equipment. Typically delivered over 10 hours, the training aims to enhance overall safety awareness and contribute to the prevention of workplace injuries and illnesses. Completion of the course often results in participants receiving a completion card as evidence of their training.

Age: 16+

5/9 & 5/10	Thu & Fri	8:00am – 1:00pm	Warehouse/Classroom
6/13 & 6/14	Thu & Fri	8:00am – 1:00pm	Warehouse/Classroom

\$80.00

LOCATION: OIC Hathaway Campus

INSTRUCTOR: ELI NAVARRO

RECEIVING CERTIFICATION: YES

YOUTHBUILD

YouthBuild is a community-based pre-apprenticeship program that provides job training and educational services for opportunity youth ages 16-24 who left school without a secondary diploma. This cohort has an emphasis on construction knowledge. The YouthBuild Foodbank volunteer will assist in the food bank location with prep, distribution, organization and any needs to be met for the public with the food bank coordinators.

Age: 16-24

4/1 – 6/30	Tues	8:30am – 12:30pm	Warehouse
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\$0.00

LOCATION: OIC Hathaway Campus

INSTRUCTOR: TANIA CRUZ

RECEIVING CERTIFICATION:

FOOD SMARTS FOR KIDS

Food Smarts is approved as a SNAP-Ed curriculum in many states, indicating its alignment with Supplemental Nutrition Assistance Program Education initiatives. While the primary focus is on low-income communities, there are specialized versions of the program. "Food Smarts for Kids" is specifically designed for elementary and middle school-aged youth. However, it can also be adapted for use with high school students.

Age: K – 5th

4/1 – 5/6	Mon	3:30pm-4:30pm	Upstairs Classroom
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\$0.00

LOCATION: OIC Excel Youth Center

INSTRUCTOR: DARRYLANN ALCAZAR

RECEIVING CERTIFICATION:



OUT-OF-SCHOOL TIME

The STEAM Academy is an educational approach emphasizing Science, Technology, Engineering, Arts, and Math. It integrates these disciplines into everyday learning, fostering a student-driven environment that promotes inquiry, problem-solving, innovation, and a growth mindset. This approach encourages a holistic learning experience, blending academic subjects with practical applications and cultivating key skills for future success.

Age: K – 12

4/1 – 6/30

Mon – Fri

2:00pm – 5:30pm

Gym, All Classrooms

\$0.00

LOCATION: OIC Excel Youth Center

INSTRUCTOR: FRANK NAVARRO

RECEIVING CERTIFICATION:

CULINARY

Culinary arts encompass the entire process of food creation, from meticulous preparation and varied cooking techniques to artful presentation and attentive service. Culinary professionals showcase creativity through innovative recipes, adapting to diverse influences and staying abreast of industry trends. The field thrives on a combination of technical skills, artistic expression, and a commitment to delivering exceptional dining experiences.

Age: 16+

4/1 – 6/30

Mon – Fri

1:00pm – 5:00pm

Kitchen

\$0.00

LOCATION: OIC Henry Beauchamp Community Center

INSTRUCTOR: KENNETH JOHNSON & CHRISTIAN WADE

RECEIVING CERTIFICATION: YES

DIGITAL LITERACY

Digital literacy course will help individuals with the capability to navigate the digital world through reading, writing, technical skills, and critical thinking. It involves utilizing various technologies, such as smartphones, PCs, and e-readers, to find, evaluate, and communicate information effectively.

Age: 18+

4/1 – 6/30

Fri

1:00pm – 2:00pm

Tech Lab

\$0.00

LOCATION: OIC Henry Beauchamp Community Center

INSTRUCTOR: JUSTINE TELAKISH

RECEIVING CERTIFICATION:



FOOD SMART FOR PARENTS

Food Smarts is approved as a SNAP-Ed curriculum in many states, indicating its alignment with Supplemental Nutrition Assistance Program Education initiatives. While the primary focus is on low-income communities, there are specialized versions of the program. "Food Smarts for parents" is specifically designed for parents/caregivers to learn more nutrition education in feeding the family.

Age: 18+

4/2 – 5/7

Tues

4:00pm – 5:00pm

MLK Room

\$0.00

LOCATION: OIC Henry Beauchamp Community Center

INSTRUCTOR: DARRYLYNN ALCAZAR

RECEIVING CERTIFICATION:

GIVE CREDIT WHERE CREDIT IS DUE

Learn about Credit & Debt.

Age: 16+

4/1 – 6/30

Wed

11:00am – 12:00pm

Tech Lab

\$0.00

LOCATION: OIC Henry Beauchamp Community Center

INSTRUCTOR: LUISA PEREZ

RECEIVING CERTIFICATION:

GRATITUDE & MINDFULNESS

Community Activity

Age: 16+

4/1 -6/30

Fri

9:30am – 10:30am

MLK Room

\$0.00

LOCATION: OIC Henry Beauchamp Community Center

INSTRUCTOR: MARIA WATLEY

RECEIVING CERTIFICATION:

HOME REPAIR AND WEATHERIZATION CONTRACTOR INFORMATION

This workshop is for contractors interested in performing WX measures to help reduce energy costs for low income families by increasing the energy efficiency in their homes. Staff will discuss requirements and answer questions.

Age: 18+

4/1 -6/30

Tues

5:00pm – 6:00pm

Virtual Classroom

\$0.00



LOCATION: OIC Henry Beauchamp Community Center
INSTRUCTOR: FRANK MARTINEZ
RECEIVING CERTIFICATION:

OUT-OF-SCHOOL TIME

The STEAM Academy is an educational approach emphasizing Science, Technology, Engineering, Arts, and Math. It integrates these disciplines into everyday learning, fostering a student-driven environment that promotes inquiry, problem-solving, innovation, and a growth mindset. This approach encourages a holistic learning experience, blending academic subjects with practical applications and cultivating key skills for future success.

Age: K – 12

4/1 – 6/30	Mon – Fri	2:00pm – 5:30pm	Gym, MLK, All Classrooms
School Holidays	Mon – Fri	9:00am – 3:00pm	Gym, MLK, All Classrooms

\$0.00

LOCATION: OIC Henry Beauchamp Community Center
INSTRUCTOR: FRANK NAVARRO
RECEIVING CERTIFICATION:

PROTECTING YOURSELF AND YOUR IDENTITY

Learn to protect your identity and keep protect yourself.

Age: 16+

4/1 – 6/30	Wed	11:00am – 12:00pm	Tech Lab
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\$0.00

LOCATION: OIC Henry Beauchamp Community Center
INSTRUCTOR: MAYRA LICEA, LUISA PEREZ
RECEIVING CERTIFICATION:

RISKY BUSINESS AND MONEY RISK MANAGEMENT

Learn about money management & the risk of starting a new business.

Age: 16+

4/1 – 6/30	Wed	11:00am – 12:00pm	Tech Lab
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\$0.00

LOCATION: OIC Henry Beauchamp Community Center
INSTRUCTOR: LUISA PEREZ
RECEIVING CERTIFICATION:

SENIOR BINGO

Bingo.

Age: 55+

4/2 – 6/29

Wed

9:30am – 10:45am

Room E

\$0.00

LOCATION: OIC Henry Beauchamp Community Center
INSTRUCTOR: MARIA WATLEY & LAURA GOMEZ
RECEIVING CERTIFICATION:

SERENITY SESSSIONS: MINDFULNESS PRACTICE

Mindfulness Practice for Seniors.

Age: 55+

4/2 – 6/29

Fri

11:30am – 12:30pm

Room E

\$0.00

LOCATION: OIC Henry Beauchamp Community Center
INSTRUCTOR: MARIA WATLEY & LAURA GOMEZ
RECEIVING CERTIFICATION:

SIP AND SMILE: SENIOR COFFEE GET-TOGETHER

Senior Coffee Get-Together.

Age: 55+

4/2 – 6/29

Mon & Fri

9:30am – 10:30am

Room E

\$0.00

LOCATION: OIC Henry Beauchamp Community Center
INSTRUCTOR: MARIA WATLEY & LAURA GOMEZ
RECEIVING CERTIFICATION:

SMALL HOME REPAIRS ANYONE CAN DO

Learn how making small repairs on your home can keep your energy cost at a low.

Age: 18+

4/1 – 6/30

Wed

11:00am – 12:00pm

Tech Lab

4/1 – 6/30

Thurs

5:00pm – 6:00pm

Tech Lab

\$0.00

LOCATION: OIC Henry Beauchamp Community Center
INSTRUCTOR: WEATHERIZATION TEAM
RECEIVING CERTIFICATION:



SUPER SAVERS

The Importance of saving money.

Age: 16+

4/1 – 6/30 Wed 11:00am – 12:00pm Tech Lab

\$0.00

LOCATION: OIC Henry Beauchamp Community Center

INSTRUCTOR: LUISA PEREZ

RECEIVING CERTIFICATION:

TIMELESS TRACKS: INDOOR WALKING

Indoor Walking for Seniors.

Age: 55+

4/2 – 6/29 Thurs 9:30am – 10:30am Room E

\$0.00

LOCATION: OIC Henry Beauchamp Community Center

INSTRUCTOR: MARIA WATLEY & LAURA GOMEZ

RECEIVING CERTIFICATION:

WEATHERIZATION AND ENERGY CONSERVATION EDUCATION

Learn how weatherizing your home can help save energy.

Age:

4/1 – 6/30 Wed 11:00am – 12:00pm Tech Lab

4/1 – 6/30 Thurs 5:00pm – 6:00pm Tech Lab

\$0.00

LOCATION: OIC Henry Beauchamp Community Center

INSTRUCTOR: EAP and WEATHERIZATION TEAM

RECEIVING CERTIFICATION:



AFOP (WPS/HEAT STRESS PREVENTION/LEAF)

The three-hour course is designed to educate farmworkers and their families on safeguarding themselves from pesticides and residues. Comprising three training sessions, the program addresses pesticide exposure both in the workplace and at home. By the course's conclusion, participants will gain a comprehensive understanding of pesticides and their potential impacts on health, empowering them with knowledge for safer practices.

Age:

Date TBD

Time

Room

\$0.00

LOCATION: OIC Education and Career Training Center - Sunnyside

INSTRUCTOR:

RECEIVING CERTIFICATION:

CPR & FIRST AED TRAINING- ENGLISH/SPANISH

This course will go over life saving techniques for CPR and First AED. CPR is an emergency procedure that combines chest compressions and rescue breaths to manually preserve brain function and maintain blood circulation when the heart has stopped beating or when breathing is inadequate. Automated External Defibrillator (AED) is a portable electronic device designed to analyze the heart's rhythm and deliver an electric shock to restore a normal heartbeat in cases of sudden cardiac arrest.

Age: 14+

Date

Day of the week

Time

Room

\$50.00 | \$27.29 English in house | \$43.51 Spanish in house

LOCATION: OIC Education and Career Training Center - Sunnyside

INSTRUCTOR:

RECEIVING CERTIFICATION: YES

FINANCIAL LITERACY

This is a 5 hour training that covers all topics related to finance. Topics like how to identify financial problems to learning about credit, debt, and plans to purchase a car and or house. At the end of the training, students will have a better understanding of budgeting their money and options for retirement plans.

Age:

Date

Day of the week

Time

Room

\$0.00

LOCATION: OIC Education and Career Training Center - Sunnyside

INSTRUCTOR:

RECEIVING CERTIFICATION:



GENERAL EDUCATION DIPLOMA

The GED (General Education Development test) is a high school equivalency exam administered by the Washington State Board of Community and Technical Colleges (SBCTC). The GED exam consists of 4 separate subject area tests: Reasoning through Language Arts (reading and writing), Math, Science and Social Studies.

Age: 18+

1/1 – 3/1

Mon-Fri

8:00am – 4:00pm

Classroom 129

\$0.00

LOCATION: OIC Education and Career Training Center - Sunnyside

INSTRUCTOR: GUSTAVO JUAREZ

RECEIVING CERTIFICATION:

JOB READINESS

The workshop covers essential aspects of career development and job search. IT includes guidance on identifying and transferring skills, understanding employer expectations, effective self-promotion, utilizing personal networks for job hunting, developing a successful job search strategy, crafting impactful resumes, creating a positive first impression, completing job applications, and mastering the art of successful interviews. Each topic contributes to building a comprehensive skill set and approach for a successful career journey.

Age:

Date

Day of the week

Time

Room

\$0.00

LOCATION: OIC Education and Career Training Center - Sunnyside

INSTRUCTOR:

RECEIVING CERTIFICATION:



AFOP (WPS/HEAT STRESS PREVENTION/LEAF)

The three-hour course is designed to educate farmworkers and their families on safeguarding themselves from pesticides and residues. Comprising three training sessions, the program addresses pesticide exposure both in the workplace and at home. By the course's conclusion, participants will gain a comprehensive understanding of pesticides and their potential impacts on health, empowering them with knowledge for safer practices.

Age:

Date	Day of the week	Time	Room
\$0.00			

LOCATION: OIC Education and Career Training Center - Sunnyside

INSTRUCTOR:

RECEIVING CERTIFICATION:

CPR & FIRST AED TRAINING- ENGLISH/SPANISH

This course will go over life saving techniques for CPR and First AED. CPR is an emergency procedure that combines chest compressions and rescue breaths to manually preserve brain function and maintain blood circulation when the heart has stopped beating or when breathing is inadequate. Automated External Defibrillator (AED) is a portable electronic device designed to analyze the heart's rhythm and deliver an electric shock to restore a normal heartbeat in cases of sudden cardiac arrest.

Age: 14+

Date	Day of the week	Time	Room
\$50.00 \$27.29 English in house \$43.51 Spanish in house			

LOCATION: OIC Pasco Office

INSTRUCTOR:

RECEIVING CERTIFICATION: YES

JOB READINESS

The workshop covers essential aspects of career development and job search. IT includes guidance on identifying and transferring skills, understanding employer expectations, effective self-promotion, utilizing personal networks for job hunting, developing a successful job search strategy, crafting impactful resumes, creating a positive first impression, completing job applications, and mastering the art of successful interviews. Each topic contributes to building a comprehensive skill set and approach for a successful career journey.

Age:

Date	Day of the week	Time	Room
\$0.00			

LOCATION: OIC Education and Career Training Center - Sunnyside

INSTRUCTOR:

RECEIVING CERTIFICATION:

MOSES LAKE

AFOP (WPS/HEAT STRESS PREVENTION/LEAF)

The three-hour course is designed to educate farmworkers and their families on safeguarding themselves from pesticides and residues. Comprising three training sessions, the program addresses pesticide exposure both in the workplace and at home. By the course's conclusion, participants will gain a comprehensive understanding of pesticides and their potential impacts on health, empowering them with knowledge for safer practices.

Age:

Date	Day of the week	Time	Room
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\$0.00

LOCATION: OIC Education and Career Training Center - Sunnyside

INSTRUCTOR:

RECEIVING CERTIFICATION:

BANK SERVICES

After completing this class, you will understand the following: The benefits of building effective long-term relationships with bankers (branch managers and lenders) and business advisors. Factors to consider when selecting a financial institution. Features, advantages, and risks associated with the financial services and products that you may be considering for your business Types of small business financing options and lenders. Factors to consider when evaluating financing options. Ways to improve your chances of getting a loan, including building a strong personal and business credit history, keeping accurate business records, and understanding the Five Cs of Credit.

Age:

Date: TBD	Time: TBD	1:1 In-Person /Virtual
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\$0.00

LOCATION: OIC Moses Lake Office & Virtual

INSTRUCTOR: JEREMY LOPEZ

RECEIVING CERTIFICATION:

BUSINESS INSURANCE

After completing this course, you will be able to: Identify the types of insurance which are required by a small business. Identify other types of insurance that a small business should consider. Explain why insurance is important for a small business.

Age:

Date: TBD	Time: TBD	1:1 In-Person /Virtual
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\$0.00

LOCATION: OIC Moses Lake Office & Virtual

INSTRUCTOR: JEREMY LOPEZ

RECEIVING CERTIFICATION:



CREDIT REPORTS & SCORE

This course covers how to understand, access, and improve your credit reports and scores. This course also: Explains the importance of credit reports and scores. How credit history impacts loans, housing, jobs, insurance, and other services. Explains how to get, review, and dispute errors in credit reports. Describes ways to build credit if no or little credit history exists. Explains how to repair, improve, and maintain credit. Explains how credit scores are calculated. Explains where to get help with credit reports and credit scores.

Age:

Date: TBD

Time: TBD

1:1 In-Person /Virtual

\$0.00

LOCATION: OIC Moses Lake Office & Virtual

INSTRUCTOR: JEREMY LOPEZ

RECEIVING CERTIFICATION:

FINANCIAL MANAGEMENT & ACCOUNTING

After completing this training, you will be able to: Explain the concept of financial management and why it is important to a small business and its owner. Identify financial management practices, rules, and tools commonly available to small businesses. Explain how financial management practices, rules, and tools work. Explain financial management basics for a small business, including Start-up financing, Financing for a growing business, Financing working capital, Financing fixed assets. Better knowledge of tracking cash flows, balance sheet and profit and loss.

Age:

Date: TBD

Time: TBD

1:1 In-Person /Virtual

\$0.00

LOCATION: OIC Moses Lake Office & Virtual

INSTRUCTOR: JEREMY LOPEZ

RECEIVING CERTIFICATION:

IS OWNING A BUSINESS A GOOD FIT FOR YOU

After completing this class, you will be able to clarify some of the myths and realities of small business ownership. Start a self-assessment to determine your readiness to become a small business owner. Set a plan of action to complete your self-assessments by seeking feedback from stakeholders, such as family, friends, and potential customers.

Age:

Date: TBD

Time: TBD

1:1 In-Person /Virtual

\$0.00

LOCATION: OIC Moses Lake Office & Virtual

INSTRUCTOR: JEREMY LOPEZ

RECEIVING CERTIFICATION:



JOB READINESS

The workshop covers essential aspects of career development and job search. IT includes guidance on identifying and transferring skills, understanding employer expectations, effective self-promotion, utilizing personal networks for job hunting, developing a successful job search strategy, crafting impactful resumes, creating a positive first impression, completing job applications, and mastering the art of successful interviews. Each topic contributes to building a comprehensive skill set and approach for a successful career journey.

Age:

Date	Day of the week	Time	Room
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\$0.00

LOCATION: OIC Moses Lake Office

INSTRUCTOR:

RECEIVING CERTIFICATION:

ORGANIZATIONAL TYPES, LLC, & MORE

Identify general characteristics, advantages, and disadvantages of each of these organizational types for small businesses: Sole proprietorship. Partnerships (general partnership, limited partnership, and limited liability partnership). Limited liability company (LLC). C-corporation. S-corporation

Age:

Date: TBD	Time: TBD	1:1 In-Person /Virtual
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\$0.00

LOCATION: OIC Moses Lake Office & Virtual

INSTRUCTOR: JEREMY LOPEZ

RECEIVING CERTIFICATION:

PLANNING FOR A HEALTHY BUSINESS

After completing this class, you will be able to: Explain how an evolving planning process can help you make key decisions as business owners. Describe how to convert a vague idea into a resource plan. Explain the importance of a healthy personal credit score and healthy relationships with lenders. Describe how a business plan helps motivate stakeholders to understand and support your business ideas. Explain the benefits of creating a day-to-day action plan for running a small business.

Age:

Date: TBD	Time: TBD	1:1 In-Person /Virtual
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\$0.00

LOCATION: OIC Moses Lake Office & Virtual

INSTRUCTOR: JEREMY LOPEZ

RECEIVING CERTIFICATION:



TAX PLANNING & REPORTING

After completing this training, the participants will be able to: Identify the federal tax reporting requirements of a small business and its owner, and to establish a plan to account and pay for federal taxes. Identify the general state/local tax reporting requirements of a small business and establish a plan to account and pay for state/local taxes. Identify methods for researching the local, municipal, and county reporting/licensing requirements for a small business.

Age:

Date: TBD

Time: TBD

1:1 In-Person /Virtual

\$0.00

LOCATION: OIC Moses Lake Office & Virtual

INSTRUCTOR: JEREMY LOPEZ

RECEIVING CERTIFICATION:

TIME MANAGEMENT

After completing this training, you will be able to: Explain the concept of time management and why it is important to a small business. Explain the time management practices which are commonly employed by a small business, including: Pareto analysis, ABC method, Eisenhower method, POSEC method.

Age:

Date: TBD

Time: TBD

1:1 In-Person /Virtual

\$0.00

LOCATION: OIC Moses Lake Office & Virtual

INSTRUCTOR: JEREMY LOPEZ

RECEIVING CERTIFICATION:

YOUR MONEY, VALUES, & INFLUENCE

Covers identifying values, why they are important, and how they influence money. financial decisions Discusses goals and why they are important in the short- and long-term. Considers how goals are related to values. Shares the SMART framework for setting goals. Discusses factors, including advertising, that influence spending. Introduces strategies for controlling those influences.

Age:

Date: TBD

Time: TBD

1:1 In-Person /Virtual

\$0.00

LOCATION: OIC Moses Lake Office & Virtual

INSTRUCTOR: JEREMY LOPEZ

RECEIVING CERTIFICATION:



YOUR SPENDING & SAVINGS PLAN

This course helps you put together information about your income and expenses to develop a spending and saving plan. This module also: How to increase income and decrease expenses. Prioritize spending when there isn't enough money to pay all bills in full and on time.

Age:

Date: TBD

Time: TBD

1:1 In-Person /Virtual

\$0.00

LOCATION: OIC Moses Lake Office & Virtual

INSTRUCTOR: JEREMY LOPEZ

RECEIVING CERTIFICATION:

AFOP (WPS/HEAT STRESS PREVENTION/LEAF)

The three-hour course is designed to educate farmworkers and their families on safeguarding themselves from pesticides and residues. Comprising three training sessions, the program addresses pesticide exposure both in the workplace and at home. By the course's conclusion, participants will gain a comprehensive understanding of pesticides and their potential impacts on health, empowering them with knowledge for safer practices.

Age:

Date	Day of the week	Time	Room
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\$0.00

LOCATION: OIC Education and Career Training Center - Sunnyside

INSTRUCTOR:

RECEIVING CERTIFICATION:

JOB READINESS

The workshop covers essential aspects of career development and job search. IT includes guidance on identifying and transferring skills, understanding employer expectations, effective self-promotion, utilizing personal networks for job hunting, developing a successful job search strategy, crafting impactful resumes, creating a positive first impression, completing job applications, and mastering the art of successful interviews. Each topic contributes to building a comprehensive skill set and approach for a successful career journey.

Age:

Date	Tues	Time	Room
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\$0.00

LOCATION: OIC Wenatchee Office

INSTRUCTOR:

RECEIVING CERTIFICATION: