

Noncredit Courses for

Employers • Employees • Careers



CENTRAL OREGON
community college

Business & Employee Development
(541) 383-7290 • <http://noncredit.cocc.edu>

Solutions

We are here to help you solve your employee training and professional development challenges. Whether you have one employee with a specific skill gap or a group of employees who could benefit from on-site customized training, COCC is your professional development resource to stay ahead of the curve.

Our solutions come in many forms:

- *Management & professional skill development*
- *Customized training designed specifically for your employees*
- *Hands-on computer classes*
- *High-quality online courses*
- *Resources to build & run successful businesses*

What sets us apart from other training enterprises is our commitment and experience managing training partnerships. Take advantage of our expertise in adult learning and our highly qualified trainers. Elevate the skills and talent of your employees through continuous learning that gets results! You want the best for your organization--and top skills are the answer.

See what we have to offer.

We can help you, starting here.

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On the Cover...



After retiring from a full career in Information Technology, Sara Paulson was ready to take on something new with more flexibility. She enrolled in COCC's 'Be a Tax Preparer' class to complete the 80 hours of education required by the State Tax Board. Sara successfully passed the exam last December to become a Licensed Tax Preparer in Oregon.

"The class and outside study time was challenging", says Sara, who had no prior tax experience. Now she is working her first tax season for a local tax accounting firm and hopes to have seasonal work that will allow her time to pursue community service and other interests during the off season.

For more information on our Tax Preparer class, please see page 8.

Special thanks to the following photographers: Nancy Jumper, David Morris, Jeff Puller, and Adam Wickham

Customized Training



Redmond Fire Professionals Learn Essential Spanish

In response to the growing Spanish-speaking population, the City of Redmond and Redmond Fire Association sought to improve their Spanish language communication skills. COCC's Business and Employee Development provided the training customized specifically to help Fire and Emergency Medical Professionals perform effectively on emergency calls from Spanish-speaking community members.

"The training prepared me to better understand and respond to the needs of our Spanish-speaking community."

—Dan Meyer, Redmond Fire Department

COCC provides effective training solutions including:

- Leadership & Supervision
- Effective Workplace Communication
- Computer Skills
- Workplace Spanish
- Customer Service Excellence
- Project Management

Call us today at 383-7290

Online Classes

Want to take classes but simply don't have the time to be in a classroom? Then our online classes are for you! Take non-credit classes online - anytime, anywhere. Here is just a sample of the hundreds of classes we offer:

Accounting Fundamentals

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while gaining a marketable skill, this course is for you.

Register at www.ed2go.com/cocc

\$89.00

Creating Web Pages

Learn how to design, create, and post your very own site on the Internet's World Wide Web. Discover low-cost marketing techniques and search engine strategies.

Register at www.ed2go.com/cocc

\$89.00

Career Development Courses

Choose from seven different online courses designed to get you on the path to a new career. Each course provides 45 contact hours and begins the day you pay for the class.

- Confidentiality of Health Information
- Introduction to Business
- Managerial Accounting
- Math for Business and Finance
- Medical Information Management and Office Practice
- Medical Mathematics
- Principles of Marketing

Classes begin the third Wednesday of each month, unless otherwise noted.

Check out our Online Instruction Center today and get started!
www.ed2go.com/cocc

Management/Job Search

Working with Difficult People

Understand the employees and coworkers that you find difficult to deal with and develop skills that will enable you to respond to them in a productive manner.

Marge Cieri 08:00am-noon R 25528
04/09 Bend BEC 151
Cost \$80.00

Team Building for Greater Productivity

Team work can increase commitment to a common goal. Achieve company and departmental objectives through a collaborative team approach.

Marge Cieri 08:00am-noon R 25529
05/14 Bend BEC 151
Cost \$80.00

Managing Customer Service

Learn what core behaviors make for excellent customer service and what tools you can use to promote and maintain it in your company.

Marge Cieri 08:00am-noon R 25530
06/11 Bend BEC 151
Cost \$80.00

Connect with Spanish-Speaking Customers

Take the first step to communicating with your Spanish-speaking clients in a customer service setting. Learn basic vocabulary and phrases useful for front-line employees in retail, offices, banks and other businesses serving Spanish-speaking clients. Cost includes \$30 workbook and CD. No previous Spanish experience needed. This training can also be delivered at your business and customized to meet your needs.

David Engel 04:30pm-06:30 T 25802
04/21 to 05/26 Bend BHS B-12
Cost \$89.00

Customized Training for Your Business

Let COCC create an employee training program customized for your specific needs and delivered to your business. Or choose to have the training at one of our college classrooms or computer labs. Call us at 383-7290 for more information.

Professional Job Search Series

NEW!

This three course series is designed to assist professionals in conducting an effective job search. Take just the topics that you need or combine them to brush up on your skills in all three areas -- Job Search, Interviewing Skills and Technology Techniques -- for only \$89!

Julie McFarlane 05:30pm-08:30 WTM 25752
04/01 to 04/13 Bend PON 102
Cost \$89.00

① Find a Job in Today's Competitive Market

This workshop covers the many steps involved in finding, applying for and landing a job in the professional sector. Job search strategies, developing or re-working a professional resume and the application process will be covered. In-class activities to practice skills are included.

04/01 05:30pm-08:30 W 25753
Cost \$39.00 Bend PON 102

② Interviewing Skills: Before, During & After

Prepare for your job interview! Put your best foot forward in the professional job interview by brushing up on skills to apply before the interview, during the interview and follow up after the interview. In this competitive market, the one who shines in the interview gets the job!

04/07 05:30pm-08:30 T 25754
Cost \$39.00 Bend PON 102

③ Technology Savvy Job Search Techniques

The internet and computer have turned job seeking and application into a new playing field. If it's been a few years since your last job search, you will want to learn about the latest technology strategies that employers use today. Get an edge up on all the other applicants!

04/13 05:30pm-08:30 M 25755
Cost \$39.00 Bend PON 102

HR/Project Management

Human Resources 101*

Are human resource functions part of your job or do you want to enter the HR profession? This eight-week class provides an introduction to information vital to working in a human resources role, including recruitment and retention, compensation and benefits, employee relations, performance management, training and development, legal aspects and more. Offered in collaboration with the Human Resources Association of Central Oregon. *Recommended text: Human Resource Management 12th Edition (Mathis/Jackson).*

HRACO	06:00pm-08:30 R	25582
04/09 to 05/28	Bend BEC 151	
Cost \$89.00	CEU + \$5.00	

MS Project 2007*

Manage tasks, timelines and resources. Work with tracking and reporting features to accurately monitor your projects. Project management is becoming a part of many professions and tools like MS Project allows you to work more efficiently and effectively. Workbook included. Bring a flash drive. Meets April 20, 22 and 27. Register additional people from your organization for only \$199 each. This training can also be customized to meet your needs and delivered at your business or in one of our college computer labs.

Jerry Schulz	08:00am-noon MW	25685
04/20 to 04/27	Bend SRCTR COMPUTER	
Cost \$249.00	CEU + \$5.00	



PMP Certification Prep **NEW!**

Increase your project management knowledge and earning potential in this class designed for those preparing to take the Project Management Institute's (PMI) exam to become certified as a Project Management Professional (PMP) or a Certified Associate of Project Management (CAPM). This is not an entry-level course; participants should meet the requirements to sit for the PMP or CAPM - see <http://www.pmi.org> for more information. *Required book: PMBOK Guide Third Edition.* Additional study materials will be provided. Meets all day 4/18 & 19 and 5/16 & 17 (Saturday & Sunday); meets Friday evening 5/15 from 6-9pm.

Lynn Jesus-Olhausen	08:00am-05:00 SU	25695
04/18 to 05/17	06:00pm-09:00 F	
Cost \$695.00	Bend PON 206	

PMP Continuing Ed PDUs* **NEW!**

For certified PMPs (Project Management Professionals) looking for professional development units without traveling, here's your chance to obtain up to 16 hours right here in Bend. Register for one or both days (8 hours available for each day) and review best practices in the project management profession.

Lynn Jesus-Olhausen	08:00am-05:00 S	25696
04/18	Bend PON 206	
Cost \$189.00		

Lynn Jesus-Olhausen	08:00am-05:00 U	25697
04/19	Bend PON 206	
Cost \$189.00		

CEU's*

COCC offers Continuing Education Units for successful completion of job-related courses. One CEU is awarded for each 10 contact hours of participation after completion of at least 90% of class. Indicate your interest when you register for a CEU approved class (note * next to title). The initial cost is \$5. CEUs are not equivalent to credit hours and cannot be used toward COCC certificates and degrees. Check with your professional organization to see if a COCC CEU will satisfy your profession's requirements. You must also request a COCC transcript which indicates CEUs earned. The transcript fee is a further \$5. Call 383-7500 for order information.

Nonprofits/Educators

Roadmap to Success for Nonprofits*

NEW!

"If you don't know where you are going you may not get there" (Yogi Berra). Every nonprofit should have a plan that includes your mission statement, an assessment of your strengths and weakness, your goals, and an action plan showing how you are going to achieve your goals. If you have never had a written plan, or your plan is more than five years old, it is time to develop your nonprofit strategic plan for success. Bring your Executive Director, Board members or key volunteers to learn the ten-step process that will result in your organization having the best year ever.

Bettie Egerton 09:30am-noon T 25684
04/14 to 04/28 La Pine Midstate Electric
Cost \$35.00 16755 Finley Butte Rd.
CEU + \$5.00

Comprehensive Nonprofit Fund Development

An overview of many fundraising methods, including donor analysis, annual appeals, major gifts, and events. Learn how to put it all together into one comprehensive fund development plan. Class is focused on Crook County nonprofit organizations.

Bill Kemp 03:00pm-06:00 W 25636
04/22 & 04/29 Prineville Crook Co. School Dist. Board Rm.
Cost \$35.00 471 NE Ochoco Plaza Dr.

Nonprofit Grant Writing*

Learn how to select grant opportunities for nonprofit organizations and write successful applications. Identify funding sources, especially in Oregon. Discover tips on research, effective writing, board involvement, grant management and reporting. Students are encouraged to bring a current grant project. Basic computer skills helpful.

Laura Pinckney 09:00am-noon F 25682
05/08 & 05/15 Bend BEC 151
Cost \$59.00 CEU + \$5.00

Discrimination & the Law*

Meet the Teacher Standards and Practices Commission civil rights knowledge requirements for educator licensure. Review current cases relating to civil rights and sexual harassment. Analyze teaching materials for bias and learn methods for resolving discriminatory situations. Concludes with a test. Bring lunch. A pre-class assignment will be mailed.

Connie Rodda 09:00am-04:00 W 35361
06/17 Bend BEC 151
Cost \$65.00



Professional Development for Early Childhood Education Professionals **NEW!**

COCC is partnering with Neighbor Impact's Child Care Resources Program to offer high-quality professional development workshops for those in the early childhood education profession. Monthly workshops are planned for April, May and June. For workshop topics and specifics, see <http://noncredit.cocc.edu/educators> or call 383-7270.

FALL 2009

Child Passenger Safety (CPS) Technician Training

This 3½ day training is coming to Bend in November 2009. Email us at ceinfo@cocc.edu or call 383-7270 if you are interested in becoming a certified Child Passenger Seat Technician.

Insurance Billing: Beyond Basics*

For health care professionals and those currently working in the medical field who want to learn more advanced functions of health-related insurance billing and reimbursement assessment. Topics include insurance contracting, accounts receivable assessment timelines and tools, and insurance reviews and appeals.

Prerequisite: Understand coding systems and billing basics.

Wendy Leer	02:00pm-05:00 R	25773
05/14 & 05/21	Bend BEC 151	
Cost \$59.00	CEU + \$5.00	

Pain Management in Health Care

This six-hour course is for health care professionals required to complete pain management education by Senate Bill 885. For more information see <http://noncredit.cocc.edu/health>. Lunch is provided.

Teresa Keane	09:00am-04:00 F	25563
05/15	Bend OCH 204	
Cost \$89.00		

Pharmacy Tech Information Meeting

Attend this free information meeting to learn more about becoming a Pharmacy Technician including job outlook, wage information, job duties, becoming certified in Oregon and the COCC class starting March 31. Preregistration for this meeting is recommended.

03/17	06:00pm-08:00 T	16095
	Bend BEC 151	

Pharmacy Technician Training*

This comprehensive 44-hour course prepares students to enter the pharmacy field and take national certification exams. Registration/refund deadline is 3/20.

Francis Hussion	06:00pm-08:00 TR	25654
03/31 to 06/11	Bend MAZ 207	
Cost \$595.00		

Dental Radiology

A class designed for dental assistants and dental office staff to learn the fundamentals of oral radiography to begin the certification process in Oregon. See <http://noncredit.cocc.edu/health> for full class details. Registration/refund deadline 5/27.

Deborah Davies	05:30pm-08:00 TR	35390
06/16 to 07/16	Bend OCH 202	
Cost \$649.00		

Nutritional Therapy Information Meeting

Join us to learn more about this intensive course starting in October 2009. The nine-month course is taught by the Nutritional Therapy Association. For detailed information please visit <http://noncredit.cocc.edu/nutrition>. Preregistration for this free information meeting is highly recommended.

05/11	05:30pm-07:00 M	25655
	Bend BEC 151	

Healing with Reiki: Level I

Reiki, an ancient Japanese form of hands-on healing, promotes relaxation, balance, and well-being using the life-force energy called Ki. Learn about the history of Reiki, how to use it to promote healing for yourself and others, and practice giving and receiving Reiki. Receive documentation of completion as a Reiki I practitioner (6 contact hours). Bring a journal and water.

Karen Roth	09:30am-04:00 S	25679
04/04	Sisters PUBLIB	
Cost \$85.00		

Thai Table Massage Workshop* **NEW!**

Explore the art of Thai massage adapted for use on the massage table. Learn innovative ways to work -- Thai massage is very beneficial for the therapist as well as the recipient. This powerful bodywork can be seamlessly integrated into your existing practice or as a stand-alone therapy. *Previous bodywork experience recommended.* Wear comfortable clothes. Full color step-by-step manual included (7 contact hours). Instructor is a LMT and RTT. ML*

Jessica Layton	09:00am-04:00 U	25573
05/10	Bend BEC 153	
Cost \$119.00	CEU + \$5.00	



Financial/Occupational

Professional Bookkeeping*

Do you want to add basic bookkeeping/accounting skills to your tool kit? This 32-hour course will help you understand and apply entry-level accounting concepts to keep books electronically using QuickBooks Pro. For those with little or no bookkeeping experience who are looking to add employable skills in a relatively short period of time or small business owners who need the accounting basics to keep accurate records. *Prerequisite: Keyboarding and basic Windows skills. Recommended book: The Accounting Game (Darrell Mullis).*

Susan Crawford 06:00pm-08:00 TR 25811
04/28 to 06/18 Bend MAZ 101
Cost \$239.00

Be a Tax Preparer*

Do you want to become a licensed tax preparer, expand your tax knowledge to help you in your business, or just add skills to your resume? For more information on this accelerated 80-hour basic course, see <http://noncredit.cocc.edu/tax+prep>.

Donna Hines 06:00pm-10:00 T 46347
09/08 to 11/17 09:00am-01:00 S
Cost \$389.00 Bend TBA

Basic Accounting Skills for Tax Preparers*

NEW!

Deepen your knowledge of double entry bookkeeping, maintaining a general ledger and reconciling bank accounts. A class for tax preparers to better understand day-to-day business financial matters.

Sheila Wilton 06:00pm-09:00 T 25667
05/26 to 06/16 Bend MAZ 101
Cost \$89.00 CEU + \$5.00

Irrigation Basics

Learn to design, construct, repair and troubleshoot residential irrigation systems. This class covers basic hydraulic theory, how to obtain site information, determine irrigation requirements and water supply, select sprinklers and spacing ranges, and calculate pressure requirements.

John Low 06:30pm-08:30 W 25609
04/08 to 04/29 Bend PON 102
Cost \$69.00

Data Analysis for Science & Business

NEW!

Learn how to analyze common industrial data (e.g., process, product, R&D, marketing, test, and field data) to assist you in making sound business decisions. Topics include descriptive statistics, summary graphs, exploratory data analysis, data validation, outlier detection, data manipulations, correlation and scatter plotting, interval estimation, comparisons of means and variances, analysis of 2x2 tables and simple linear regression. Participants will practice these methodologies in class using Minitab for Windows software. Bonus! Each student has a 90-minute individual consulting session with the instructor to work on a data analysis project specific to their workplace need. Individual consulting will be scheduled in the afternoon on 4/27 & 28 or by arrangement with the instructor. Classroom sessions meet 4/23 & 24 and 4/27 & 28 from 8:00 am to noon. *Computer skills required.*

Donald Lewis 08:00am-noon RFMT 25737
04/23 to 04/28 Bend COCC LIB 117
Cost \$875.00

Forklift Operation & Safety

Learn how to operate a forklift safely. Includes video instruction and hands-on experience maneuvering a forklift in practice drills. Upon satisfactory completion, forklift operator certification cards will be mailed. Must bring a valid state driver's license or state ID card to class.

Dennis Simenson 08:00am-01:00 F 25610
04/24 Redmond RDM3 306
Cost \$69.00

Work Zone Flagger

Prepare to be a flagger for work zone traffic control. Learn the basics of flagging and traffic safety. Receive Oregon Department of Transportation Credential for flaggers, valid for three years in Oregon, Washington, Idaho, and Montana.

Dennis Morris 09:00am-02:00 W 25611
05/13 Bend BEC 151
Cost \$59.00
06/18 09:00am-02:00 R 35351
Cost \$59.00 Bend BEC 151
07/16 09:00am-02:00 R 35355
Cost \$59.00 Bend BEC 151

Contractors CCB Test Prep

Contractors must take a 16-hour state-approved course to satisfy the educational requirement for Oregon construction contractor licensing. Take one of the classes listed below to prepare for the mandated test (not included) to become a licensed contractor.

Live Classroom Instruction

Dennis Sargent 04/02 to 04/04 Cost \$275.00 Cost \$245.00	06:00pm-09:00 R 08:30am-05:00 FS Redmond RDM3 305 (no book provided)	25780 25782
Dennis Sargent 06/04 to 06/06 Cost \$275.00 Cost \$245.00	06:00pm-09:00 R 08:30am-05:00 FS Bend BEC 155 (no book provided)	25786 25787

Online Instruction - Required textbook not included. Register any time.

Dennis Sargent 03/30 to 06/14	Online Cost \$135.00	25788
Dennis Sargent 06/22 to 08/16	Online Cost \$135.00	35226



Sustainable Building Advisor Free Information Meeting

Attend one of these free information sessions to learn more about our exciting nine-month specialized training opportunity beginning October 2009. For more information, see: <http://noncredit.cocc.edu/sbap>. Preregistration highly recommended.

04/15	05:30pm-06:30 W Bend BEC 151	25570
06/04	05:30pm-06:30 R Bend BEC 151	25571



Intro to Home Energy Auditing* **NEW!**

An entry-level course for those interested in starting a career evaluating the energy efficiency of homes to recommend solutions for reducing energy use. Learn the standard procedures involved in an audit to help detect problems and suggest solutions. A great course for anyone interested in entering the building energy evaluation profession or for utility company employees to become more knowledgeable so they can assist customers in energy conservation and savings. Registration/refund deadline 4/24.

Rod Street 05/07 to 05/09 Cost \$575.00	08:00am-05:00 RFS Bend BEC 151	25763
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NABCEP Solar PV Entry Level Exam Prep **NEW!**

For licensed electricians or those who have a good understanding of general electrical concepts and Photovoltaics, this intensive two-day class is designed to prepare you to take the North American Board of Certified Energy Practitioners (NABCEP) Entry Level Certification exam. This certification allows individuals to meet the State of Oregon's Tax Credit Certified Technician requirements (an additional state-sponsored training on program requirements is also needed to be certified by the state). A NABCEP Entry Level certification will be granted to those who successfully participate in the course and pass the two-hour, 60-question exam (administered at the end of the course). *This is not a course to train as a PV installer; students should know basic electrical concepts and terminology, be able to use a digital multi-meter, calculate simple circuit calculations and describe general safety procedures when working with electrical systems. Recommended book: Photovoltaic Systems from ATP Publishers www.go2atp.com. \$80 exam fee not included in cost of class and required for those who take exam on Saturday (4:30-6:30pm). Registration/refund deadline 5/4.*

Ryan Mayfield 05/15 to 05/16 Cost \$349.00	08:00am-05:30 F 08:00am-04:00 S Bend PON 102	25801
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Building Energy Analyst Training

We are continuing to develop our courses to learn how to evaluate a building's energy use and recommend upgrades. If you would like to be notified of upcoming courses, call or email to add your name to our mailing list: 383-7270 or ceinfo@cocc.edu.

Computer Basics

Computer Essentials I

We live in a computer world and you are an absolute beginner? No problem. Come get comfortable with the mouse, Internet, storing files, and much more.

Lars Cousineau 04/08 & 04/15 Cost \$49.00	01:00pm-04:00 W Bend SRCTR COMPUTER	25584
David Smith 05/12 & 05/19 Cost \$49.00	06:00pm-09:00 T Redmond RDM1 114	25585

Computer Essentials II

Continue getting comfortable with the computer by exploring the Start menu, Windows accessories, and creating and filing documents. *Prerequisite: Minimal keyboarding skills & mouse familiarity.*

Lars Cousineau 04/29 & 05/06 Cost \$49.00	01:00pm-04:00 W Bend SRCTR COMPUTER	25587
David Smith 06/02 & 06/09 Cost \$49.00	06:00pm-09:00 T Redmond RDM1 114	25588

File It, Find It - Vista or XP

Where did those files go that you downloaded? Why do documents keep disappearing? Organize your files, save email attachments, access information downloaded from the Internet, and find those 'lost' items. *Prerequisite:*

Basic Windows and keyboard/mouse skills.

File It, Find It with Vista

Linda Fava 05/02 Cost \$59.00	09:00am-04:00 S Bend PIO 112	25567
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File It, Find It with XP

Lars Cousineau 05/20 & 05/27 Cost \$59.00	01:00pm-04:00 W Bend SRCTR COMPUTER	25601
07/08 & 07/15 Cost \$59.00	01:00pm-04:00 W Bend SRCTR COMPUTER	35363

Windows Essentials - Vista or XP

Learn time-saving techniques using Windows Explorer and My Computer. Master file management and other features. *Prerequisite: Keyboarding/mouse skills. Each class is \$59.*

Windows Vista Essentials - 9am - 4pm Saturday

04/18 (Linda Fava)	Bend PIO 200D	25602
07/18 (Linda Fava)	Bend PIO 112	35350

Windows XP Essentials - 1pm - 4pm Mondays

04/20 & 04/27 (Linda Fava)	Bend SRCTR	25603
06/15 & 06/22 (Lars Cousineau)	Bend SRCTR	35362



Mac Basics

Learn how to operate Macintosh personal computers, using the Mac operating system and related software interfaces; how to create and manage folders; how to access the Internet through the Safari Browser.

Charles Washburn 04/09 & 04/16 Cost \$59.00	06:00pm-09:00 R Bend SVMS LIBRARY	25605
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Mac Beyond Beginning

Take your use of the Mac to the next level by gaining an understanding of the more advanced functions. Customize your Mac, access email from anywhere, learn to keep your Mac up to date, and many other tips and tricks.

Annette Witzel 06/02 & 06/09 Cost \$59.00	06:00pm-09:00 T Bend CMS C-1	25598
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Mac Media: iTunes, iPhoto, iMovie

Learn how to use iMovie, iTunes and iPhoto by creating, editing, and sharing a short movie on Macintosh computers. The movies will incorporate photos from iPhoto, short video footage, and soundtracks imported from iTunes.

Annette Witzel 05/14 to 05/28 Cost \$59.00	06:00pm-08:00 R Bend SVMS LIBRARY	25583
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Mac Troubleshooting

Get an overview of how Macs work and the reasons they may not work. Both software and hardware diagnostics will be covered as well as general repair techniques.

Andrew Gorman 04/28 & 05/05 Cost \$59.00	06:00pm-09:00 T Bend SVMS LIBRARY	25629
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Bring a flash drive to class to save your work.

Business Computing Power Hour

Expand your computer skills on your lunch hour. The first session features Word, the second Excel and the last one PowerPoint and Outlook. Bring your own project and after a short lesson get personalized assistance with any of the four programs.

Annette Witzel	noon-01:00 T	25627
04/14 to 04/28	Redmond RDM1 114	
Cost \$29.00		

Access 2003, Beginning*

Use this powerful database management program to store and automate access to information. *Prerequisite: Basic Windows experience.*

Pamela Burns	09:00am-04:00 S	25745
04/18	Bend SRCTR COMPUTER	
Cost \$59.00	CEU + \$5.00	

Access 2003, Intermediate*

Increase your skill in Access. Import data, modify reports, use queries and become more savvy with form fields.

Pamela Burns	09:00am-04:00 S	25746
05/02	Bend SRCTR COMPUTER	
Cost \$59.00	CEU + \$5.00	

Excel, Beginning*

Create, edit, format and save a spreadsheet. Write formulas and create charts, as well as make and use a list or database. *Basic Windows experience required.*

2003 Version

Martha Iverson	01:00pm-04:00 T	25642
04/14 & 04/21	Bend SRCTR	
Cost \$59.00	CEU + \$5.00	

Davis Barringer	09:00am-04:00 S	25734
04/25	Madras COIC	
Cost \$59.00	CEU + \$5.00	

Stephanie Clymens	09:00am-04:00 S	25774
05/30	Sisters SHS 131	
Cost \$59.00	CEU + \$5.00	

Martha Iverson	01:00pm-04:00 W	35368
06/17 & 06/24	Bend SRCTR	
Cost \$59.00	CEU + \$5.00	

2007 Version

Jessica Allynn-Smith	09:00am-04:00 S	25759
04/25	Bend PIO 112	
Cost \$59.00	CEU + \$5.00	

Excel, Intermediate*

Be more productive. Take your Excel knowledge to the next level by customizing the screen and toolbars, working with advanced charts, and creating and using macros and templates. Also, work with functions and get more use out of the drawing toolbar and graphics. Learn to create a database and pivot table.

2003 Version

Annette Witzel	01:00pm-04:00 T	25669
05/05 & 05/12	Bend SRCTR COMPUTER	
Cost \$59.00	CEU + \$5.00	

Patti Norris	09:00am-04:00 S	25749
06/06	Prineville COIC	
Cost \$59.00	CEU + \$5.00	

Annette Witzel	09:00am-noon MW	35384
07/20 & 07/22	Bend SRCTR COMPUTER	
Cost \$59.00	CEU + \$5.00	

2007 Version

Pamela Burns	09:00am-04:00 S	25747
05/16	Bend PIO 113	
Cost \$59.00	CEU + \$5.00	

Publisher 2007*

Gain the tools to create your own eye catching brochures, flyers and other publications by mastering the basic concepts of Publisher 2007.

Linda Fava	09:00am-noon F	25652
04/24 & 05/01	Bend PIO 200D	
Cost \$59.00	CEU + \$5.00	

PowerPoint 2007*

Construct professional presentations with ease. Use shortcuts, build a presentation from scratch, customize an installed template or theme, manipulate graphics as well as audio and video clips, and use the program's new Office Button, Ribbon, and SmartArt.

Tom McDannold	09:00am-noon F	25748
05/29 & 06/05	Bend PIO 112	
Cost \$59.00	CEU + \$5.00	

Word 2007, Intermediate*

Get exposed to the commonly-used and more advanced features of MS Word 2007 and learn the tools to create documents for a variety of projects. Apply the new file management, document editing and enhancement productivity tools to make your work smoother and faster.

Linda Fava	09:00am-noon T	25665
05/12 & 05/19	Bend COCC LIB 117	
Cost \$59.00	CEU + \$5.00	

Web/Graphic Design

Web Design with Dreamweaver, Beg.*

Discover how fun and easy it is to create a website using Dreamweaver. Learn the do's and don'ts from an experienced webmaster. *Prerequisite: Working knowledge of Windows.*

Annette Witzel 06:00pm-09:00 MW 25643
05/20 to 04/29 Bend PIO 200B
Cost \$89.00 CEU + \$5.00

Web Design with Dreamweaver, Int.*

Learn advanced website menu navigation, how to create a website template and design websites for clients, plus strategies for developing a website and page design.

Annette Witzel 06:00pm-09:00 MW 25644
05/11 to 05/20 Bend PIO 200B
Cost \$89.00 CEU + \$5.00

Web Design with Expression Web*

Build dynamic, interactive pages that harness the power of the Web with this new design software that is replacing FrontPage. Built-in support makes it easy to optimize your sites for accessibility and cross-browser compatibility. Students who take this class can purchase the software online for \$49. *Prerequisite: Basic Windows and word processing experience.*

Linda Fava 09:00am-04:00 S 25604
05/16 Bend PIO 112
Cost \$69.00 CEU + \$5.00

Web Design with Photoshop & Dreamweaver*

Build a professional-looking website. This class explains how to use Photoshop CS3 and Dreamweaver CS3 to create eye-popping, graphic-rich pages that load fast, look great and deliver results. *For experienced Dreamweaver and Photoshop users.*

Jacob Herrold 06:00pm-09:00 R 25692
05/28 & 06/04 Bend PIO 113
Cost \$69.00 CEU + \$5.00

Flash Animation, Beginning

Expand your thinking about animation, interaction, and multimedia projects by creating simple, basic animations in Flash that can be incorporated into web pages. Examine and evaluate existing Flash projects, gain hands-on experience by building an animation from start to finish.

Annette Witzel 06:00pm-09:00 MW 35369
06/22 & 06/24 Bend COCC LIB 117
Cost \$59.00

Photoshop, Beginning*

Transform ordinary photographs into extraordinary pictures with Photoshop, the industry standard for manipulating digital photographs for web production and for print. Hands-on exercises will give you a solid understanding of the basic tools and concepts such as layer manipulation and effects. *Prerequisite: Working knowledge of Windows.* Other classes that complement this one are: Digital Photography I & II.

Randy Johnson 06:00pm-09:00 TR 25650
04/21 & 04/23 Bend PIO 200C
Cost \$59.00 CEU + \$5.00

Robert Davis 09:00am-04:00 S 35393
06/27 Sisters SHS 131
Cost \$59.00 CEU + \$5.00

Photoshop, Int. - Masking & Compositing*

Create realistic composites by combining multiple images. Master the essential skills of masking and compositing and learn how to isolate objects in your photos. *Prerequisite: Working knowledge of Photoshop.*

Randy Johnson 06:30pm-09:00 M 25651
05/04 to 05/18 Bend PIO 200D
Cost \$69.00 CEU + \$5.00

Photoshop, Advanced* **NEW!**

Go deeper and increase your Photoshop skills. Learn the finer techniques of correcting and enhancing photos, stretch your knowledge on layers and take compositing to a precision art. *Prerequisite: Intermediate Photoshop or Intermediate Photoshop Elements or equivalent skills using the program (not for beginners).*

Randy Johnson 06:00pm-09:00 TR 25653
06/02 & 06/04 Bend PIO 200C
Cost \$69.00 CEU + \$5.00

Bring a flash drive to class to save your work.

Photoshop Elements, Beginning

Organize, edit and enhance your photos, and show off your creativity. Learn the picture formats, proper printing techniques and discover more ways to save your photos. *Prerequisite: Working knowledge of Windows.* Other classes that complement this one are: Digital Photography I & II.

Tom McDannold 04/11 Cost \$59.00	09:00am-04:00 S Redmond RDM1 114	25597
Robert Davis 05/02 Cost \$59.00	09:00am-04:00 S Sisters SHS	25764
Tom McDannold 05/11 & 05/18 Cost \$59.00	06:00pm-09:00 M Bend COCC LIB 117	25593
Tom McDannold 06/15 & 06/22 Cost \$59.00	06:00pm-09:00 M Bend PIO 112	35360

Photoshop Elements, Intermediate

Go beyond the basics and perfect your photos with sophisticated editing options. Enhance your photographs using tools and techniques that enable you to create what you imagine. Find out how special layer effects and filters can transform your photographs.

Prerequisite: Beginning Photoshop Elements or equivalent.

Tom McDannold 05/27 & 06/03 Cost \$59.00	06:00pm-09:00 W Bend COCC LIB 117	25595
Tom McDannold 07/13 & 07/20 Cost \$59.00	06:00pm-09:00 M Bend PIO 113	35367



Graphic Design Series* **NEW!**

This is the first term of the Graphic Design Series. It covers the concept of design and creating compelling visual communication, along with beginning courses on the use of Illustrator and InDesign. With the four classes listed below students will begin to compile their portfolio. *Take the whole series and save \$50!*

Kimberly Krueger/Julie Hill 04/14 to 06/02 Cost \$249.00	06:00pm-09:00 T Bend COCC	25683
	CEU + \$5.00	

① Design - What a Concept*

Focus on tools to develop and execute a design concept. Gain an understanding of the creative process, the methods for research and development of a design concept and how to best execute it.

Kimberly Krueger 04/14 Cost \$49.00	06:00pm-09:00 T Bend COCC LIB 221	25796
	CEU + \$5.00	

② Illustrator, Beginning*

Make a dynamic logo with the tools and functions of Illustrator. Create vector shapes, assign color and save these elements for use in a variety of applications.

Kimberly Krueger 04/21 to 05/05 Cost \$99.00	06:00pm-09:00 T Bend COCC LIB 117	25795
	CEU + \$5.00	

③ Creating Compelling Visual Communication*

Study the creative process of graphic design, which combines art and technology to communicate ideas. Use design principles and elements in order to effectively convey a message from a client to a particular audience. Go over the basic graphic design principles and elements and how to use them to create compelling and effective visual communication.

Julie Hill 05/12 Cost \$49.00	06:00pm-09:00 T Bend MAZ 205	25693
	CEU + \$5.00	

④ In Sync with InDesign, Beginning*

Learn about InDesign - the 'in' software for graphic design. Adobe InDesign is an easy-to-use design and layout program that allows you to create documents of many types, from single page advertisements and flyers, to complex multi-page color publications.

Julie Hill 05/19 to 06/02 Cost \$99.00	06:00pm-09:00 T Bend COCC LIB 117	25694
	CEU + \$5.00	

Marketing/Business

Search Engine Strategies*

A good website is not enough for your online business to succeed. Optimize your site for the major search engines as part of your marketing strategies. Learn about keyword marketing, site content best practices, internal links, Paid Inclusion, Pay-for-Placement and submitting your website. *Computer and Internet experience strongly recommended; those with a website will benefit most.*

Andre Jensen 04/28 to 05/12 Cost \$59.00	06:30pm-09:00 T Bend PIO 114 CEU + \$5.00	25576
07/14 to 07/28 Cost \$59.00	06:30pm-09:00 T Bend PIO 232 CEU + \$5.00	35388

Mastering a Results-Oriented Marketing Plan

Master the essentials of marketing. Go through a step-by-step guide that will put an end to spending your marketing dollars ineffectively. Design your own marketing strategy that works, identify where you may be stuck in the marketing cycle and set a plan to achieve results while learning the ingredients of success.

Sarah-Anne Ross 05/16 Cost \$59.00	09:00am-01:00 S Bend MAZ 205	25742
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Website Marketing and Moneymaking

Make money on your website. This class gives you the tools needed to set up e-commerce on your website including: pay-per-click, text ads, banner ads, and selling ad space.

Robert Scribner 04/27 & 05/04 Cost \$59.00	06:00pm-09:00 M Bend PIO 200A	25594
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Market Your Business on Social Media

Social Media like Facebook and MySpace are now used by over one-half of the US population. Find out how you can use social media as a new marketing tool to reach customers locally and nationally. This two-part class covers the basics, available tools and some surprising new marketing concepts.

Peter Levitan 04/14 & 04/21 Cost \$59.00	06:00pm-09:00 T Bend MAZ 205	25666
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COCC's Business Development Center helps business owners succeed. Whether you have just started out or want to expand, our services can support you at any stage.

Business Advising

One-on-one, confidential business advising is just one call away for local business owners. Call 383-7290 to make a free appointment.

Small Business Management Program

Invest in monthly workshops and individual on-site business counseling customized to meet your needs. This popular year-long course starts in January. Call 383-7290 for more information or to find out about our other hands-on business classes.

We are here to help businesses thrive in Central Oregon. **Call 383-7290 to let us help your business succeed.**

Serving the Small Businesses of Central Oregon

- Need an accountant to go over your books?
- Need help designing a cool web site for your business?
- Need a start up or expansion loan?
- Just need a straight answer to a question?

Help is here! The BizHelp Directory is your guide to shopping local service providers with side by side comparisons. It's also an information resource that fits your needs regardless of what stage your business is in. Help. It's what we do.

<http://bizhelp.cocc.edu>