Chinese Herbs Through the Seasons
Explore the theory behind Chinese herbs for the changing seasons and which herbs (and foods) are best for each of the seasons in Central Oregon. Lots of hands on learning with your guide, acupuncturist and Chinese herbalist, Kim Schmith, LAC, Dipl AcOM. This class will look at many Chinese herbs and common foods in our refrigerators and cupboards including: ginger, garlic, basil, almond and soy milk, green tea, white rice, watermelon and 50+ more. You will also learn about herbs often written about but not always understood such as ginseng, mushrooms, licorice, astragalus, black cohosh, saw palmetto and numerous others. With this knowledge, you can choose herbs and foods to help be more comfortable throughout each of the seasons and how to best vary your diet throughout the year.
Kim Schmith 9:00a-12:00p Sa 4/12
MDR 117 27257 Cost $49

Estate Planning
How can you ensure your wishes are carried out when you’re gone? Find out why living trusts are essential regardless of wealth. This overview of estate planning addresses probate, estate and capital gains taxes, health and long-term care planning, and legal and financial options. Your instructor is a local attorney who specializes in estate planning and elder law.
James Van Voorhees 9:00a-12:30p Sa 4/12
MDR 115 27120 Cost $49

Basic Photography
Are you new to digital photography? Get an understanding of what makes a good picture and how to take one no matter what kind of camera you use. This class is intended for photographers who have cameras with automatic settings and who want to be better at using those automatic settings. Bring your camera and manual.
Russ Schulz 6:00p-9:00p Th 4/24 - 5/1
MDR 120 27117 Cost $69

Coaching Series for Leaders & Supervisors
This series of three interactive workshops will introduce supervisors and leaders to the impact of different personality styles on communication and teamwork in the workplace. You’ll develop an understanding of the connection between personality and emotional intelligence and practice coaching techniques to improve your overall effectiveness as a leader. Registration deadline 4/18 to complete pre-work before first session on 4/30.
Yvonne Devine 3:00p-6:00p W 4/30, 5/7 & 5/14
MDR 114 27218 Cost $195

Three Easy Ways to Register
1. ONLINE
   http://noncredit.cocc.edu
2. BY PHONE
   (541) 550-4100
3. IN PERSON
   Madras Campus
   1170 E Ashwood Rd
   Madras, OR

Classes must be paid for at the time of registration. For a complete list of classes, please visit our home page http://noncredit.cocc.edu.

Persons who need accommodation or transportation for college events because of a physical or mobility disability should contact Joe Viola, (541) 383-7775, in advance of the event. Persons who need accommodation for college events because of other disability such as hearing impairment should contact Anne Walker, (541) 383-7743, in advance of the event.
QuickBooks Pro 2013, Beginning
Do your own bookkeeping and make it manageable and efficient using QuickBooks. Set up new customer and vendor accounts, create invoices, record sales, and enter payments. Prerequisite: basic Windows experience. Bring a flash drive to save your work. Course fee includes textbook for the class.
Patti Norris 9:00a-4:00p  Sa  5/3 MDR 120  27144 Cost $79

Pay Less Taxes Next Year!
Come hear a panel of tax experts answer your questions and offer suggestions on how you can pay less taxes for 2014. Bring your 2013 tax return and an idea of what you think is fair to pay in taxes next year.
Terri Rahmsdorff 6:00p-9:00p  Th  5/8 MDR 114  27339 Cost $30

Business Start-Up
Do you have a great idea that you think could be a successful business, but just don't know how to get started? Cover the basics in this two-hour class and decide if running a business is for you.
Jose Balcazar 6:00p-8:00p  Tu  5/20 MDR 114  27185 Cost $29

Intermediate Photography
This class is intended for photographers who have cameras with manual exposure and other advanced controls. You will especially benefit if your camera uses interchangeable or auxiliary lenses. Take your camera off auto to discover how controlling exposure, motion, depth of field and focus will get you the picture you truly want. Enhance your point of interest by understanding the elements of composition. Bring your camera and manual.
Russ Schulz 9:00a-1:00p  Th  5/22-5/29 MDR 120  27118 Cost $69

Get More Out of Your iPad
Now that you have your new iPad, get some help figuring out its many features. Set it up the way you want it for business and beyond, add email accounts, take control of your office computer, sync programs and documents, work with video and more. Bring your own iPad to class and please have your iOS up-to-date.
Matthew Hand 9:00a-4:00p  F  5/30 MDR 115  27183 Cost $69

Word 2010, Beyond the Basics
Get exposed to commonly used and more advanced features of Word 2010 and learn the tools to create documents for a variety of projects. Apply the new file management, document editing and enhancement, and productivity tools to make your work smoother and faster.
Patti Norris 9:00a-4:00p  Sa  5/31 MDR 120  27182 Cost $75

Madras Campus Spring 2014 Hours of Operation:

- Monday: 9:00am-5:00pm
- Tuesday: 9:00am-5:00pm
- Wednesday: 9:00am-6:00pm
- Thursday: 9:00am-5:00pm
- Friday: 9:00am-5:00pm

*The office is closed from 11:45am-1:15pm daily for lunch

Madras Campus Administrator
Courtney Snead  csnead@cocc.edu

Madras Enrollment/Office Specialist
Carrie McCormick  cmccormick@cocc.edu