

**Welcome** to College of the Redwoods, Del Norte. The Community Education program offers exciting courses for personal growth and new beginnings. It is a self-supporting program where learning takes place in a relaxed, casual atmosphere.

**Who enrolls in our courses?** People who want to...

- Expand their knowledge
- Meet new friends
- Learn new skills
- Have fun

...People just like you!

**Who decides what courses will be offered?** You do.

**Who teaches our courses?** Highly qualified instructors... perhaps you. If you have an idea for a course or want to instruct a course, please let us know. Contact Lynda Hays, program coordinator, at (707) 465-2306 or [lynda-hays@redwoods.edu](mailto:lynda-hays@redwoods.edu).

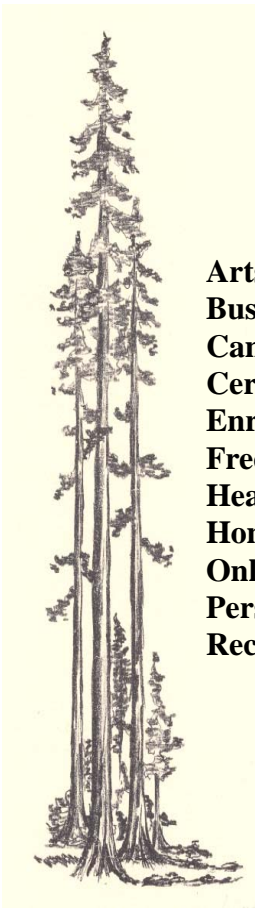
**Class Cancellation/Refund:** Sometimes it is necessary to cancel classes before the first meeting due to low enrollment. We will contact you before the class begins and a refund will be given.

**Online Class Information:** You will receive all details and instructions upon enrollment in online classes. You can find out more about our online classes and instructors by visiting at: <http://www.ed2go.com/crdn>.

**Enrollment:** Complete and submit the enrollment form (located inside the back cover), either by mail or in person, to the Enrollment Services office at College of the Redwoods, Del Norte, 883 W. Washington Blvd., Crescent City, CA 95531. ***We accept cash, checks and credit/debit cards (VISA, Mastercard and Discover). Please do not mail cash.***

You may register by phone at (707) 465-2300 if paying by credit/debit card.

*Cover designed by Brook Rouge: <http://brooksdigital.com>*



## *TABLE OF CONTENTS*

Arts & Crafts.....	8
Business & Computers .....	10
Campus Map .....	22
Certificate Courses.....	6
Enrollment Form .....	23
Free Lecture Series .....	4
Health and Wellness.....	10
Home and Garden.....	13
Online Education .....	17
Personal Enrichment .....	14
Recreation.....	16

## *APPRECIATION*

Due to limited space and facilities, some of the Community Education classes are offered at sites off campus.

*Our thanks to the following businesses for their support and cooperation in bringing these classes to you:*

**Del Norte Senior Center  
Del Norte County Fairgrounds  
Edward Jones Investments  
Express Fitness for Women  
Healing Arts Center  
The Club**

# FREE LECTURE SERIES

*The lecture series covers a wide variety of topics, presented by knowledgeable people willing to share their insight and experience. The lectures will be in a relaxed atmosphere with time allotted for discussion.*

## Trusts, Wills and Probate

Get answers to the following questions and more:

1. Do you know what will happen to your assets upon your death?
2. If you become incapacitated, who will manage your financial affairs and how will that take place?
3. Do you want to minimize death, gift and income taxes?
4. How can you avoid high probate fees and costs?
5. What estate planning options are available to you?

Answers to these questions and many more will help you plan for the future to minimize confusion.

Tuesday      January 15      6:00-7:30pm      CRDN Library      James Poovey

*James D. Poovey, Attorney at Law, is a Managing Partner at Davis & Poovey, Inc. and is involved in all the practice areas of the firm. Mr. Poovey has practiced law in Humboldt County for more than 27 years. He is a certified specialist in Estate Planning, Trust and Probate Law . He also handles complex trust and probate litigation matters, including numerous will and trust contests. Additionally, Mr. Poovey has expertise in business, both planning and litigation, and real property.*

## Fishing: Bait to Batter

Come learn how/where to fish for success. You will have a chance of winning some fishing equipment and gear donated by Englund Marine, TruValue, Del Norte Office Supply and Ray's Food Place. *Open to all ages.*

Saturday      February 2      12:00-2:00pm      DS 1      Wes Wesson



**Wes Wesson** has been featured in fishing shows all along the California Coast. He is a licensed Coast Guard and has fished local beaches and beaches all over the world. He was a licensed guide in the Florida Keys and has guided fishing expeditions in the Hawaiian and Christmas Islands. Wes currently offers information on local fishing spots for fabulous Perch fishing.

## Fabergé: Jeweler to the Tsars

Peter Carl Fabergé was born in St. Petersburg in 1846. At the young age of 24, Peter Carl inherited his family's jewelry business. During the 1882 Pan-Russian Exhibition in Moscow the quality of his work was noticed by the Russian Royal Family and the Imperial Easter Egg was commissioned. So outstanding was the craftsmanship of the Imperial Egg that Peter Carl was soon appointed the Imperial Court Goldsmith by Tsar Alexander III. Learn of Peter Carl's story and see beautiful photography of Fabergé's jewelry, silver services, objet d'arte and the Imperial Easter Eggs, including the Rothschild Easter Egg which recently sold at auction for \$18.5 million.



Wednesday February 20 6:00-7:30pm CRDN Library Martha Snyder

**Martha Snyder** is an independent jewelry appraiser and owner of MJS Gemological Laboratory. She is a Graduate Gemologist (Gemological Institute of America) and Senior Member of the National Association of Jewelry Appraisers. Martha has twenty years experience in the jewelry industry in management and consulting as well as appraising diamonds and fine jewelry. Gems and jewelry have been a lifelong passion for Martha and she has had the privilege to see many of the world's most famous gems.

## Collecting Agates on the North Coast

This class will offer tips on agate identification, collecting and polishing. It will assist the novice or seasoned collector with local locations for collecting agates and various techniques for identifying local minerals. It will also provide an in depth discussion and demonstration of rock tumblers for polishing stones.

Wednesday May 7 6:00-7:30pm CRDN Library Debra Herman



**Debra Herman** is the owner of Stone Art Studio, the local Rock shop in Crescent City. She has been in business importing and selling rocks and minerals for five years. Debra has been a "rockhound" enjoying the hobby of collecting rocks and minerals since her youth in the 1960's.

# CERTIFICATE COURSES

## COLLEGE KNOWLEDGE TRAFFIC VIOLATORS SCHOOL

*Certificate  
issued the  
same day!*

**8:00am - 4:30pm**  
**\$30**

020618 ..... February 9  
020619 ..... March 8  
020620 ..... April 12  
020621 ..... May 10  
020622 ..... June 14



*Instructor Bob Munz* is a retired Highway Patrol officer. He has taught administration of justice classes for College of the Redwoods and has taught traffic violators school for many years.

## Senior Knowledge Traffic School

DMV Approved!

### **What is Senior Knowledge Traffic School?**

Mature drivers, 55 or older, who successfully complete an approved driver improvement course can qualify for reduced motor vehicle insurance premiums. California law allows insurance companies to determine the percentage of premium reduction. Insurance companies can refuse to give a reduced rate to those who have poor driving records. You may wish to ask your insurance company about your eligibility and the amount of discount prior to taking an approved mature driver improvement course.

**8:00am - 4:30pm**  
**\$30**

020623 ..... March 15  
020624 ..... June 21

## Food Handling (Experior Certification)

NSF Health Guard Professional Food Manager Certification Training is offered in connection with the Center for Public Health Education. The class is designed to prepare food managers for any of the nationally accredited food manager certification examinations based on the 2005 FDA Food Code. The course is aimed at food managers in the food service, hospitality, grocery, retail, school, hospital, institutional, correctional facility, food supplier and food distributor industries where food safety is a critical responsibility. *Registration fee includes class, textbook and exam.*

020666	Saturday	April 5	\$175
	9:00am-5:00pm	Room: TBA	K. Schlichting



***Kathy Schlichting CDM, CFPP, FMP, has 35 years experience in the Food Service Industry and has been an approved instructor/proctor for the health department for the last six years.***

## Wildland Fire School

This course satisfies the requirements for becoming an entry-level firefighter with any federal government agency. Once you take the class, you should never have to take it again. Students will receive the following certificates upon completion: I-100, L-180, S-110, S-130 and S-190.

020664	Monday-Friday	March 17-21	\$20
	8:00am-5:00pm	DM 29	Paul Zerr



***Paul Zerr***, course coordinator, and other highly qualified members of the Six Rivers National Forest and Redwood National Parks will be instructing this course.

# ARTS & CRAFTS

## Bargello Quilt Class

Come join us for a fun and easy to expert quilt class. Easy to expert level depends on a complexity of design. Pick your favorite 8-10 fabrics, lights to darks, 1/4 each. (not fat quarters). Size will range from wall hanging (class requirement) or larger per student choice.

020616	Mondays	April 7-28	\$40
	7:00-9:00pm	DS1	Shari Ortega

*Shari Ortega* pieced her first squares together in the early 70's and made a patchwork shirt for her husband. She made her first quilt in the early 80's in between work and raising her three children. She now has her own business, quilting tops for others.



## Expressive Arts for Personal Growth & Healing

These workshops will introduce participants to the healing power of Person-centered Expressive Arts. Based on the work of Natalie Rogers, this process utilizes a variety of art mediums--from drumming to journaling to expressive movement and visual arts with familiar materials like pastels, paints and clay. In her book, *The Creative Connection*©, Natalie tells us that we are all creative beings and shows us how we can tap into that creative energy any time we need to. As we enter another spring, we can take the opportunity in this workshop to plant and nurture the seeds of personal growth at the same time that we are planting seeds in our gardens. No art or dance experience needed. We are all beginners!

020625	Saturday	February 9	\$15
	1:00-4:00pm	HAC	Theresa Scovill
020659	Saturday	March 8	\$15
	1:00-4:00pm	HAC	Theresa Scovill

*Theresa Scovill* is the owner/coordinator of the Healing Arts Center in Crescent City where she teaches yoga and expressive arts workshops. She is a Certified Expressive Arts Facilitator, having studied with Natalie Rogers for the last two years. Theresa is currently working on her M.A. in psychology at Saybrook Graduate School in San Francisco and has been sharing the healing power of creative expression with various populations for over 10 years. She enjoys integrating her love of yoga with her love of creative expression.

## Outdoor Photography

This class is concerned primarily with the techniques utilized in capturing images in the outdoor environment. We will briefly discuss equipment and its maintenance, but the emphasis will be on how to capture the image and the lighting that make unique outdoor images. The selection of lens, shutter speed and F-stop will be primary subjects. We will also cover preplanning and information gathering for particular situations. Participants should have, or have access to, a camera and a tripod. SLR cameras with multiple lenses are good, but a point-and-shoot digital will also capture good images. This class is appropriate for film or digital shooters.

020628	Friday, April 18	9:00am-4:00pm	DM 23	\$100
	Saturday, April 19	9:00am-4:00pm		Bob Mize
	Saturday, April 19	6:00-9:00pm		



*Bob Mize has been teaching science classes at CRDN for 18 years. He was born and raised in Northern California and was the cofounder of the short-lived Redwood Coast Photo Institute. Bob is a graduate of Rocky Mountain School of Photography SI program (1996). He has taught photo workshops in three states and has had a few shows in various locations.*

# ***BUSINESS & COMPUTERS***

## **Investment Basics**

This class begins with the very basics of finance, including examining some of the most common reasons why people fail to meet their investment goals. You will receive some money management tips that can help make sure you don't fall into those traps and rules that every investor should know and follow. Many of the investments available today will be examined, as well the advantages and disadvantages of each. The course will finish with a look at retirement planning and ways to ensure your older years will indeed be golden years.

020646	Wednesdays	March 5-April 9	\$30
	3:00-5:00pm	EJI	Mike Sullivan

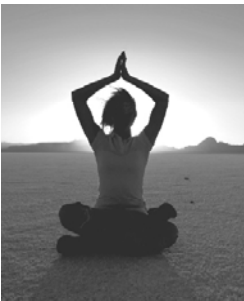
*Michael Sullivan* is a local resident and investment representative with Edward Jones. He received his degree in business economics from the University of California, Riverside and has been with Edward Jones for over 12 years.

# ***HEALTH & WELLNESS***

## **Acupuncture 101**

What is it, how does it work, what does it do? If you've wondered what this ancient medical art is all about, join in for this brief overture of a 5,000 year old machine. This class is "on the point."

020656	Monday	May 5	\$5
	6:30-8:00pm	CLUB	Jody Mangum



*Jody Mangum* is a Licensed Acupuncturist and owner of the Wellness Center in Smith River. She has been serving the health and fitness needs of the Wild Rivers Coast for over six years. Besides acupuncture and fitness, Jody enjoys the natural beauty of the coast with her mountain bike, kayak and most excellent Frisbee-catching chocolate lab.

## Cardio Kickbox

A “Tao Bo®” style cardiovascular conditioning class. Kick, jab, cross-punch and upper cut yourself to health. This class is formatted to have the same moves for eight sessions and skills improve with each successive class. Get “hooked” on fitness by having fun. Energy, enthusiasm and upbeat music keep you motivated. Approximate calories burned: 400/hour.

020650	Mondays & Wednesdays	January 7-30	\$25
	6:30-8:00pm	CLUB	Jody Mangum
020651	Mondays & Wednesdays	February 4-27	\$25
	6:30-8:00pm	CLUB	Jody Mangum

## Energy Medicine

Learn about simple exercises and pressure points to enhance wellness without pharmaceutical “side-effects.” The ability of the body to respond with health is based on providing the right set of circumstances for wellness. This class gives you basic tools to reduce stress and pain, help digestion, enhance vision, reset breathing muscles and much more. Find out how easy it is to help yourself. Shift happens!

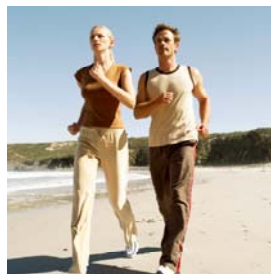
020654	Mondays	April 21-28	\$10
	6:30-7:30pm	CLUB	Jody Mangum

## Gentle Yoga

This class will focus on breathing, flexibility, strength, flow and relaxation but at a slower gentler pace. It’s designed for participants who may have balance issues, pain or stiffness from arthritis, weight issues or other health related issues that might prevent them from participating in a more challenging yoga class.

020643	Wednesdays	January 23-February 20	\$32
	9:00-10:00am	EFW	Anita Stefko-Joy
020644	Wednesdays	March 12-April 9	\$32
	9:00-10:00am	EFW	Anita Stefko-Joy
020645	Wednesdays	April 30-May 28	\$32
	9:00-10:00am	EFW	Anita Stefko-Joy

*Anita Stefko-Joy* is the owner of Express Fitness for Women and is Certified by ACE (American Council on Exercise) as a Personal Trainer, Group Exercise Instructor and Lifestyle and Weight Management Consultant. She is a Certified Yoga Teacher through YogaFit, a Registered Yoga Alliance Instructor and a Mat Certified PowerHouse Pilates Instructor.



## Pilates

Pilates is a century-old body and mind conditioning system developed by Joseph Pilates. It focuses on strengthening the core of the body by targeting abdominal strength, pelvic stability and alignment. Pilates is performed as a series of movements that flow into one another without pauses unlike most conventional exercise that starts and stops. Pilates concentrates on the body as a whole, stretching some muscles, strengthening others and helps you function more effectively. These classes will be mat-based and all levels of fitness are welcome.

020635	Tuesdays & Thursdays 9:00-10:00am	January 22-February 21 EFW	\$64 Anita Stefko-Joy
020636	Tuesdays & Thursdays 9:00-10:00am	March 11-April 10 EFW	\$64 Anita Stefko-Joy
020637	Tuesdays & Thursdays 9:00-10:00am	April 29-May 29 EFW	\$64 Anita Stefko-Joy
020640	Wednesdays 5:15-6:00pm	January 23-February 20 EFW	\$30 Anita Stefko-Joy
020641	Wednesdays 5:15-6:00pm	March 12-April 9 EFW	\$30 Anita Stefko-Joy
020642	Wednesdays 5:15-6:00pm	April 30-May 28 EFW	\$30 Anita Stefko-Joy

## Tai Chi

Slow motion martial arts movements that help circulate “chi” in your body. Chi is the vitality that makes us alive: the oxygen, ATP, enzymes, immune response, nervous system and all our body does that we don’t have to think about. Reduce blood pressure and stress while energizing your body to health. Tai Chi is like having acupuncture without the needles. Come and enjoy meditation in motion. Got chi?

020652	Mondays 6:30-8:00pm	March 3-31 CLUB	\$25 Jody Mangum
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## Yoga

Yoga is an ancient discipline designed to cultivate strength through flexibility in both the body and mind. It aims to overcome the limitations of the body and make the mind feel alert and relaxed. All levels of fitness are welcome. This class is a blend of Hatha, Ashtanga and Bikram styles of Yoga.

020647	Tuesdays 7:00-8:15pm	January 8-February 12 CLUB	\$36 Jody Mangum
020648	Tuesdays 7:00-8:15pm	February 26-April 1 CLUB	\$36 Jody Mangum
020649	Tuesdays 7:00-8:15pm	April 15-May 20 CLUB	\$36 Jody Mangum

# HOME & GARDEN

## Art of Healthy Cooking and Weight Management

In four weekly sessions learn how to: achieve and maintain a healthy weight, choose healthier protein foods, limit calories and choose healthy fats when cooking, basic cooking skills including soups, sauces and meal planning. There will be cooking demonstrations and some hands-on cooking for the class to enjoy.

020626	Tuesdays	January 15-February 5	\$50
	7:00-8:30pm	DNCS	Michael Gomez

*Michael Gomez has been in food service for over 40 years, has a degree in culinary arts and has worked in many fine dining restaurants. He has lost over 130 pounds as a result of maintaining a healthy eating lifestyle. Michael is excited to share his successful culinary skills and secrets with others.*

## Feng Shui

Literal translation is “wind and water.” This class is the basics of ancient geomancy of the home. Learn how “energy centers” in the home can be enhanced by furniture placement, colors, numbers and lighting. Have fun learning how to bring out the best in your home to improve your health and harmony. *Instructor biography located on page 10.*

020653	Monday	April 14	\$6
	6:00-7:30pm	CLUB	Jody Mangum

## Wild Mushroom Identification

This is a course on the identification of edible mushrooms. The great biological diversity of Southern Oregon supplies an abundance of mushroom varieties in the spring. The entire day will be dedicated to the field trip. Once the mushrooms are collected, they’ll be cleaned and cooked for tasting by the class. This is a great opportunity to discuss, collect and eat edible mushrooms all in one class.

020633	Saturday	May 17	\$30
	9:00am-5:00pm	Howard Prairie Lodge	Bob Burch

*Bob Burch is an amateur mycologist who has studied mushrooms in Oregon and throughout the United States for over 20 years.*

# PERSONAL ENRICHMENT

## Diamonds and Colored Gemstones: Buying with Confidence

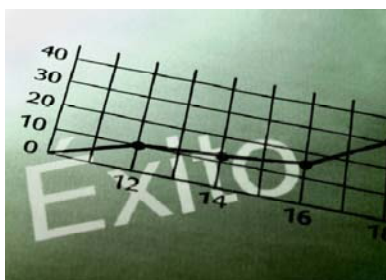
Whether the plan is to purchase a piece of fine jewelry or know more about gems, you will enjoy this program. Learn about diamonds and colored gemstones, their special properties, history and grading systems. Pricing will be discussed as well as the many different places to buy these spectacular gems. Also learn about the many precious metals used in jewelry today. On the last day of class all are welcome to bring a piece of jewelry for a brief inspection. *Instructor's biography on page 5.*

020627	Wednesdays	March 26 & April 2	\$25
	6:00-8:30pm	DS 1	Martha Snyder

## Travel Spanish

Travel Spanish is a class for anyone who would like to learn Spanish for the first time or would like to brush up on their Spanish. It will be a relaxed class tailored to the needs of the students. We will use the TPRS (teaching proficiency through reading and storytelling) approach. The emphasis is on fluency rather than grammar. There will be ample opportunities and encouragement to speak Spanish, but no one will be forced to speak. The focus is on interactive stories that allow students to use their sense of fun and creativity while learning the language.

020629	Fridays	January 4-February 29	\$50
	6:00-9:00pm	DS 1	Patricia Black



## OCCUPATIONAL SPANISH

Command Spanish is an occupational Spanish program that teaches just the phrases one needs in one's job. Command Spanish incorporates techniques that teach specific occupational language in a limited time period. Instead of focusing on grammar-based materials utilize phonetic encoding, a highly effective a highly effective system that focuses on Spanish pronunciation.

### Spanish for Law Enforcement

This program is designed to provide non-Spanish-speaking police officers with functional skills in Spanish. The program utilizes phonetic encoding to address the most important Spanish command, questions and phrases critical to police work. No prior knowledge of Spanish necessary.

020630	Friday , April 18	6:00-9:00pm	DS 1	\$100
	Saturday, April 19	8:00am-3:30pm		Patricia Black

### Spanish for Nurses

This program prepares non-Spanish-speaking nurses to provide medical care and attention to Spanish-speaking patients in medical office settings and in hospitals. In addition to workplace Spanish language, this program provides trans-cultural training for nurses and future nurses with emphasis placed on enhancing quality of patient care.

020630	Tues.,Wed., Thurs.	April 22-30		\$100
	3:30-5:30pm	DS 1		Patricia Black

### Survival Spanish for Paramedics and EMT's

This program prepares non-Spanish-speaking paramedics and EMT's to use Spanish language commands and phrases that will enable them to assist Spanish-speaking persons in emergency situations. Emphasis is placed on concise Spanish to determine the patient's chief complaint, extent of injury or nature of illness, as well as explain procedures and treatment.

020631	Fridays, May 2 & 9	5:30-7:30pm	DS 1	\$100
	Saturdays, May 3 & 10	9:00am-12:00pm		Patricia Black

*Patricia Black was born and raised mostly in California, graduated from the University of California at Davis with a major in Spanish and interned for a year teaching Spanish-speaking migrant education students in Winters. While in college, she volunteered in community development for a summer in a small town in the state of Guanajuato, Mexico. After graduation she moved to Bucaramanga, Colombia, where she lived with a family and taught English at several private schools as well as the university and a binational center. After returning to the U.S. she continued to use Spanish daily, first as a volunteer for the National Farmworkers Service Center, connected to Cesar Chavez's United Farmworkers, and later as a claims representative for*

*Social Security in Southern California. Currently, she teaches Spanish at Del Norte High School. She is in love with the language and takes whatever opportunities are available to travel. In the last 7 years she has traveled to Honduras twice, to Costa Rica, and to Northern Mexico. She also loves to teach Spanish, especially using the method known as TPRS (teaching proficiency through reading and storytelling).*

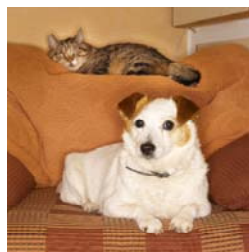
## **RECREATION**

### **Canine Obedience**

This class includes elementary obedience commands such as sit, down, come, stay and walk. Your canine friend will learn to walk on a leash without pulling you all over the place. Basic obedience problems will also be discussed. **Proof of rabies vaccine is required. Please do not bring your dog to first class meeting.**

020617	Saturdays	April 5-May 10	\$25
	9:00-11:00am	DS 1	W. Vincent

*Whitney Vincent has been training dogs for over 30 years using traditional methods. She has been teaching positive methods with Kevin Rokel for two years. Whitney worked at the Los Angeles Zoo for two years and has been raising horses for many years.*



### **Horsemanship Made Easy**

Do you want to ride a push button horse or mule? This class will help you develop a precision in your body language to effectively and subtly establish submission and cooperation with your horse or mule. Learn and review simple tools to feel and influence your equine's movements. Whether you ride eventing, reining, pleasure or a relaxing trail, these tools will make your ride more enjoyable. ***Helmets required; under 18 must be accompanied by an adult.***

020665	Friday, April 11	6:00-8:00pm	DS 1	\$30
	Saturdays, April 12 & 19	10:00am-4:00pm	Fairgrounds	Linda Athey



**Linda Athey** earned a Bachelor degree in Zoology from Cal Poly. She has competed for the past few years in western and English riding. Her love is dressage. She has attended many clinics in the subtle but effective methods of Linda Tellington Jones Equine Awareness, Richard Shrake Resistance Free Training and Roy Hunt Horse Whisperers.

# ONLINE EDUCATION

*Online classes are approximately six weeks long. You may take any of the online courses during any of the sessions below.*

January 16-March 7  
February 20-April 11

March 19-May 9  
December 16-June 6

***\$75 each***

***General requirements:*** *Internet access, E-mail, Internet Explorer or Netscape or Firefox Web browser, and a computer of any type. Additional requirements may apply. Refer to the website for additional requirements.*

***A wide array of online classes can be scheduled. Contact us at 465-2300 if you do not see an online class or a beginning date that meets your needs. You may also visit our online website at: [www.ed2go.com/crdn](http://www.ed2go.com/crdn)***

## **Accounting Fundamentals**

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

## **Creating a Successful Business Plan**

Success in business begins with a plan. By committing your idea to paper, you face tough questions and identify strengths and weaknesses. Business plans are not just for financing purposes; they are working documents to guide your business. For new and established small business owners, the course will start you down the path of small business success.

## **Employment Law Fundamentals**

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Learn the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

## **Fundamentals of Supervision and Management**

Learn how to be an effective manager or supervisor. Master the basics of business and organizations, learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

## **Leadership**

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

## **A to Z Grant Writing**

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package.

## **Becoming a Grant Writing Consultant**

Good grant writing consultants are always in demand. Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant consulting field. This is one field where your creative writing skills can touch thousands of people and literally make a difference in their quality of life.

## **Introduction to Microsoft Excel 2007**

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

## **Introduction to QuickBooks 2007**

Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates and generate reports.

## **Introduction to Database Development**

A number of powerful tools are available to help you build databases and database applications. However, if you do not apply a systematic, structured approach to the use of those tools, you will probably produce systems that fail to meet user needs. Many projects bog down or are never completed for lack of a disciplined approach to development. This course will guide you step-by-step through all the phases of a system development project to guarantee that the resulting product will not only work as it was designed to work, but also that the design truly responds to user needs.

## **Creating Web Pages**

Create and post your very own Web site on the Internet in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

## **Computer Skills for the Workplace**

Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market.

## **Introduction to the Game Industry**

This highly interactive course, taught by a leading game designer, is an excellent primer on all topics surrounding the computer gaming industry. You'll learn about game development, game design and production, and the current challenges facing the game industry. Learn how to prepare for a dynamic career and succeed on the technical, artistic, or business side of game development.

## **Medical Coding**

Take your first step toward a lucrative career as a medical coder! In this course, you'll learn how to find medical codes for any disease, condition, treatment, or surgical procedure. We'll discuss how medical coding works in the real world, and then we'll go over the different types of codes you'll need to understand to describe every aspect of a patient's visit and report that information to an insurance company. From there, you'll be ready to begin putting it all into practice. By the end of this course, you'll know how to find your way through both the CPT manual and the ICD-9-CM manual, and you'll be well on your way to becoming a medical coder.

## **Become a Veterinary Assistant**

Do you like animals? Would you like to prepare for a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to counsel veterinary clients on pet nutrition, vaccinations, worms, fleas, first aid, euthanasia, and alternative medicine. You will also get a taste of how a veterinary hospital ticks as a small business by focusing on billing, workplace safety, and marketing through client education programs.

## **Personal Finance**

This course is designed to prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make. You'll learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future. You'll develop a retirement savings plan, and you'll be better prepared to make large purchases and plan for taxes. You'll also learn the essentials of household bookkeeping and record-keeping requirements. And you'll discover the secret to understanding and controlling your credit rating to save money and increase your financial security.

## **Debt Elimination Techniques That Work**

If you are like most people, you're drowning in a sea of debt and looking for a lifeline. Well, this course is that lifeline. You will not be pointed to debt consolidation in this course. It just does not make sense to use more debt to solve a debt problem. This course will teach you a specific and workable strategy that will get you out of all debt--including your mortgage--in the shortest possible time. The strategy presented is not new, nor is it rocket science. It is a simple, easy-to-understand method that just flat out works. However, getting out of debt is only part of the answer. You will also be guided down a new path concerning spending, saving and handling money that will keep you out of debt forever.

### **Discover Digital Photography**

Join us and explore the world of digital photography! This course provides an introduction to the fascinating technology that catapulted the photographic world into the 21st century. We'll discuss the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, along with commercial and personal applications. You'll learn what you need, what you can do, and what fun you can have. Whether you're new to photography or a longtime professional making the change to the digital world, this class will provide an introduction to new opportunities.

### **Enhancing Language Development in Childhood**

Follow your child's lead and have fun while enhancing language development! In this fun and user-friendly course for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.

### **Beginning Conversational French**

Discover how easy it can be to learn common words and phrases for both leisure and business. This course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. The course even includes audio, so you'll be able to hear and practice the language with little more than a click of your mouse! You'll also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. After finishing this course, you'll be prepared to speak French in a wide variety of settings and situations.

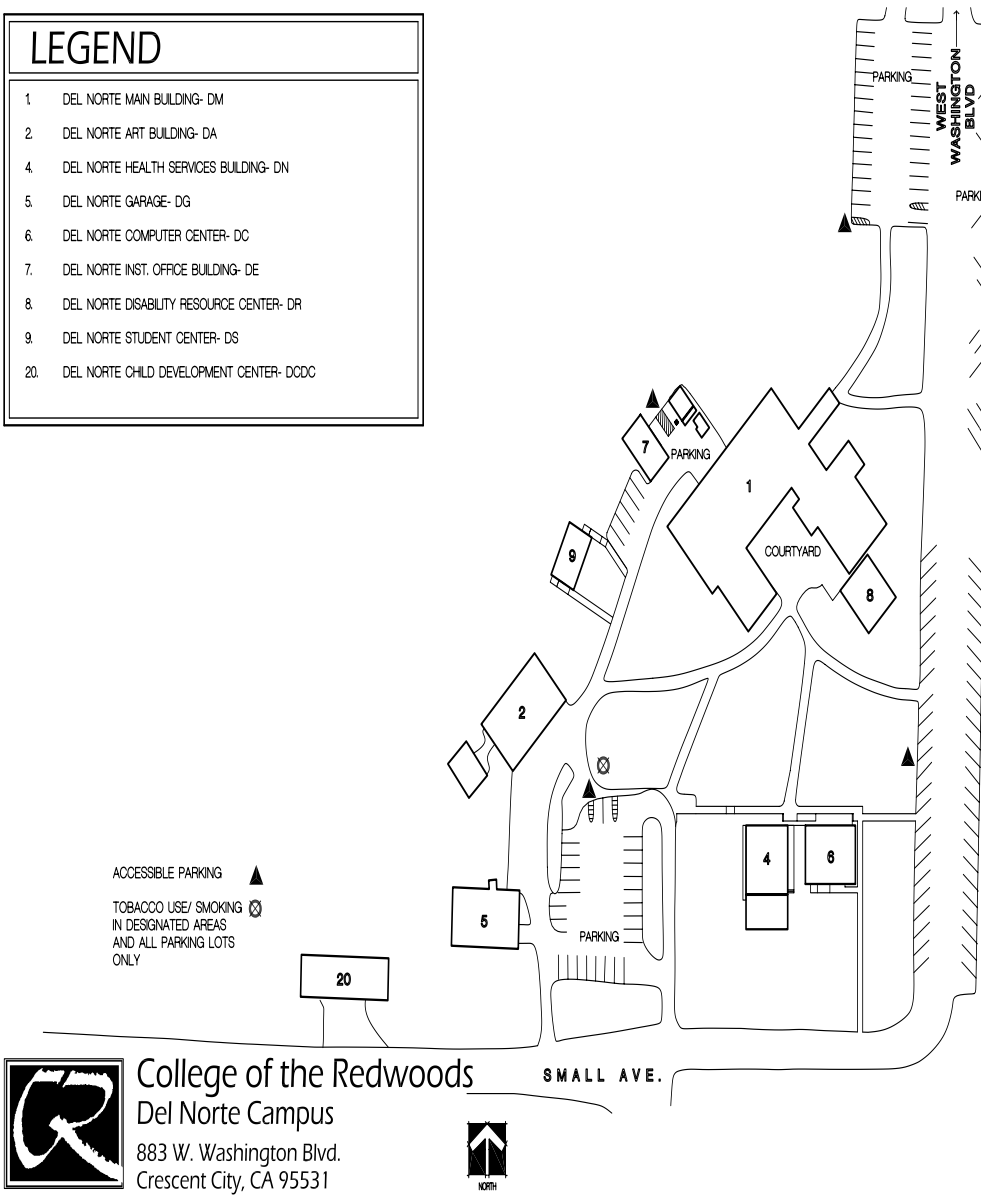
### **Understanding Adolescents**

To know your kids is to love them. In this course, an experienced social worker will help you gain a deep understanding and appreciation of your adolescent's development and behavior. You'll uncover the secrets of the adolescent mind and gain valuable information on how they think, how they feel, how their identities develop, and what steps you can take to ensure that you are well prepared to meet the needs of the teens in your life.

### **Assisting Aging Parents**

Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. You'll learn to handle most of the challenges you will face while coming to appreciate and cherish the privilege of the journey.

LEGEND	
1	DEL NORTE MAIN BUILDING- DM
2	DEL NORTE ART BUILDING- DA
4	DEL NORTE HEALTH SERVICES BUILDING- DN
5	DEL NORTE GARAGE- DG
6	DEL NORTE COMPUTER CENTER- DC
7	DEL NORTE INST. OFFICE BUILDING- DE
8	DEL NORTE DISABILITY RESOURCE CENTER- DR
9	DEL NORTE STUDENT CENTER- DS
20	DEL NORTE CHILD DEVELOPMENT CENTER- DCCD



College of the Redwoods  
 Del Norte Campus  
 883 W. Washington Blvd.  
 Crescent City, CA 95531



**ADDITIONAL LOCATIONS**

- |                                      |                       |
|--------------------------------------|-----------------------|
| <b>CLUB=The Club</b>                 | 220 Hwy 101           |
| <b>DNSC=Del Norte Senior Center</b>  | 1765 Northcrest Dr.   |
| <b>EFW=Express Fitness for Women</b> | 700 Northcrest Dr. #C |
| <b>EJI=Edward Jones Investments</b>  | 836 3rd St.           |
| <b>HAC=Healing Arts Center</b>       | 299 I Street          |

College of the Redwoods, Del Norte

COMMUNITY EDUCATION

ENROLLMENT FORM

Student ID# \_\_\_\_\_ Social Security # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

Birth date \_\_\_\_\_

Email Address \_\_\_\_\_

Section #	Course Title	Date	Fee*
Total Payment			\$

*\*Payment must be made at time of registration; materials fee will be collected in class.*

Complete the following to pay by Visa, MasterCard or Discover

Visa/MasterCard/Discover# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Signature \_\_\_\_\_

**REGISTER IN PERSON, BY MAIL, BY FAX OR BY PHONE**

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