



CONTINUING EDUCATION WORKSHOPS

FALL 2009

Learn new skills.....close to home!

COMPUTER SKILLS

This workshop series is co-sponsored by the International Falls Area Chamber of Commerce. Workshop fees include a participant manual.

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|---|--------------------------------|-------------------|-------------|---------------|-----------------|
| Welcome to the World of Computers | 9/15, 9/17, 9/22, 9/24 | 6 – 9 p.m. | \$99 | SS-135 | Boelk |
| This course is for the absolute beginner and for computer users who want to build confidence and skills using Microsoft Windows and Word, navigating the Internet, and working with e-mail. We'll start with Windows basics, then move on to using word processing programs and working with files. The second half of the class will focus on using the Internet, including searching the web, sending and receiving e-mail and sending & receiving attachments. | | | | | |
| NEW! Word 2007 Level I | 9/29 & 10/6 | 6 – 9 p.m. | \$49 | SS-135 | Sandbeck |
| Learn the essentials of Word 2007 and apply your skills to practical office situations. Lessons include: Working with Word Basics; Creating and Editing Business Letters; Creating a Memorandum and a Press Release; Creating a Simple Report; and Using Mail Merge. | | | | | |
| COURSE | | | | | |
| NEW! Excel 2007 Level I | 10/1 & 10/8 | 6 – 9 p.m. | \$49 | SS-135 | Boelk |
| This course will help you get started building skills in Excel 2007. Lessons include: Exploring Excel 2007; Editing, Viewing, and Printing Worksheets; Working with Formulas and Functions; Formatting the Contents of Cells; and Changing the Appearance of Worksheets. | | | | | |
| NEW! Word 2007 Level II | 10/20 & 10/27 | 6 – 9 p.m. | \$49 | SS-135 | Sandbeck |
| Continue building Word 2007 skills with this Level 2 course. Lessons include: Working with Tables; Creating a Newsletter; Creating an Employee Policy Manual; Creating a Promotional Brochure; and Creating a Research Paper. | | | | | |
| NEW! Excel 2007 Level II | 10/22 & 10/29 | 6 – 9 p.m. | \$49 | SS-135 | Boelk |
| Continue building Excel 2007 skills in this Level 2 course. Lessons include: Discovering the Magic of Excel Charting; Working with Large Worksheets; Adding Graphics to Worksheets; Using Templates and Protecting Workbooks; and Managing Multiple-Sheet Workbooks. | | | | | |
| Upgrading to Microsoft Office 2007 | 11/3, 11/10 & 11/17 | 6 – 9 p.m. | \$69 | SS-135 | Sandbeck |
| Microsoft completely redesigned their latest version of Office 2007 from the ground up. No more menus! No more toolbars! This workshop will offer a training solution for experienced Office 2003 users who need to get up to speed quickly on Office 2007. The course focuses on what's new in the software, so that experienced users can quickly get oriented and start being productive using Office 2007. Units include: Getting Started with Office 2007; Upgrading to Word 2007; Upgrading to Excel 2007; Upgrading to Access 2007; and Upgrading to PowerPoint 2007. A handy "Upgrading Command Reference Chart" is included in the participant manual. | | | | | |
| NEW! PowerPoint Level I | 12/1 & 12/8 | 6 – 9 p.m. | \$49 | SS-135 | Sandbeck |
| Learn to create and deliver professional looking presentations in this PowerPoint Basics course. Participants will learn techniques for designing presentations, and will learn how to add clip art, animation, and sound. The process for inserting charts will also be covered in this hands-on course. | | | | | |
| NEW! Access Level I | 12/3 & 12/10 | 6 – 9 p.m. | \$49 | SS-135 | Boelk |
| Learn to build and manage databases with ease in this hands-on course. Units include: Exploring Access 2007; Using an Access Database; Building a Database; Managing a Database; and Maintaining and Documenting a Database | | | | | |

SMALL BUSINESS DEVELOPMENT

These courses are co-sponsored by the Small Business Development Center.

How to Start a Business **9/22, 10/27, or 11/24** **Noon – 1 p.m.** **FREE** **SC-114** **Dougherty**
Thinking of starting your own business, but don't know where to begin? This one-hour introductory workshop will provide an outline of what it takes to start a business in Minnesota and how the Small Business Development Center (SBDC) can assist throughout the process. All participants will receive a free copy of "A Guide to Starting a Business in Minnesota". Choose from one of three sessions this Fall.

QuickBooks **9/23** **8:30 a.m. – 3:30 p.m.** **\$99** **SS-134** **Dougherty**
If you are a new user of QuickBooks or just want to be able to use it better, you are invited to attend this hands-on training. Topics covered include: tracking sales and expenses, invoicing, bill paying, reconciling accounts and using reports to understand your business including profitability and sales trends.

NEW! Writing a Business Plan **10/6** **1 – 3 p.m.** **\$25** **H-118** **Pontinen**
Don't know how or where to begin writing a business plan? A business plan can help you move ideas from your head to paper in an organized, clear, convincing manner to keep your focus on the key goals of your business. This workshop will cover the components needed to write an effective business plan. The instructor, Jennifer Pontinen is a Small Business Development Center (SBDC) Counselor.

NON-PROFIT FUNDRAISING

These workshops are brought to you by Myrna Meadows, Nonprofit Resource Specialist with the Otto Bremer Foundation.

Preparing Successful Grant Applications **10/6** **9 a.m. – Noon** **\$20** **H-118** **Meadows**
This workshop focuses on building the grant writing skills of staff and volunteers in nonprofit organizations, schools, religious institutions, and municipalities. Participants will be guided step-by-step through the entire process of developing and writing a grant application using the MN Common Grant Application form. Samples of successful grant proposals will be reviewed to demonstrate what makes a project attractive to a funding agency and how to create a compelling case. Also covered will be finding grant resources that are a good match for your organization. The objective of this course is to show participants how to produce more competitive proposals and be more successful in getting grant awards.

NEW! Meetings Really Matter **10/27** **9 a.m. – Noon** **\$20** **H-118** **Meadows**
Most of the work of nonprofits is done through meetings. Are yours productive? We'll talk not only about good structure of meetings but handling personal dynamics and managing communication between meetings. Also covered: board assessments. Are your board members giving, and getting, the most out of their volunteer efforts?

JOB SEARCH SKILLS

These workshops are brought to you by the professionals from the Minnesota Workforce Center.

Resumes that Get Results **9/30** **5 – 6 p.m.** **FREE** **SC-114** **Staff**
Build the resume employers want! Learn the most up-to-date techniques used in writing a winning resume. This course will feature resume writing strategies, a review of different resume formats, and tips on writing an effective cover letter.

Career Explorations **10/4** **5 – 6 p.m.** **FREE** **SC-114** **Staff**
Learn valuable tools to match your vocational interests to your future career. Career Assessment tools will be utilized, along with up to date labor market information and helpful websites.

Developing a Professional Career Portfolio **10/21** **5 – 6p.m.** **FREE** **SC-114** **Staff**
Employers want proof you are the best candidate to hire. A career portfolio will help prove you have the skills to perform the job. Beat the competition with this great job search tool!

FITNESS

Register for both Fit for Life and Aerobic Circuit Training and pay just \$36 per section.

Fit for Life I **M-W-F (9/8 – 10/23)** **7:30 – 8:30 a.m.** **\$23** **GYM** **Peterson**

Fit for Life II **M-W-F (11/2 – 12/16)** **7:30 – 8:30 a.m.** **\$23** **GYM** **Peterson**

Fit for Life is a fitness course for adults consisting of activities to develop strength, flexibility, and cardiovascular endurance.

Aerobic Circuit Training I **T-Th (9/8 – 10/23)** **7:30 – 8:30 a.m.** **\$18** **SC-115** **Peterson**

Aerobic Circuit Training II **T-Th (11/2 – 12/16)** **7:30 – 8:30 a.m.** **\$18** **SC-115** **Peterson**

Aerobic Circuit Training is an introduction to the principles and benefits of exercise programs designed to develop endurance, strength, and flexibility. Participants rotate from one exercise station to another alternating between aerobic and strength training equipment.

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from the
comfort of
home!

> Instructor-Facilitated Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively discussion areas.

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How to Get Started:

1. Visit our Online Instruction Center:
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2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Rainy River Community College

Courses are available in the following subject areas...

Web Page Design

Computer Applications

Web & Computer Programming

Web Graphics & Multimedia

Accounting

Business

Administration

Basic Computer Literacy

Graphic Design

Starting Your Own Business

Law & Legal Careers

Continuing Education for Teaching Professionals

Database Management & Programming

Digital Photography & Video

PC Troubleshooting

Grant Writing & Non-Profit Management

Health Care Continuing Education

The Internet

Career Development

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