



CONTINUING EDUCATION WORKSHOPS

WINTER/SPRING 2010

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

LEARN TO WELD

Beginning welding for home and hobby.

Wednesdays 2/3 – 4/7 6 – 9 p.m. \$239 S-119 Lundin

In this 30-hour course, you will learn the basics of stick welding (SMAW). We will cover welding theory and practical applications while emphasizing equipment safety and safe welding practice. The instructor is an American Welding Society (AWS) Certified Welding Educator (CWE), with a wealth of welding knowledge and experience to share with the beginner. Course fee includes all welding materials. During the first class, the instructor will discuss the personal protective gear that you will need for the remainder of the course. At the end of this class, you will have the confidence and skills to weld on your own. Maximum enrollment of 12. COURSE #000109

FITNESS “BOOT CAMP”

This course will help you “kick start” your own personal health & wellness program!

T, W, Th, F 3/2 – 4/9 6:30 – 7:30 a.m. \$99 GYM Hanover

Jump Start your fitness routine with this six-week Boot Camp! Lisa Hanover, Certified Fitness Trainer and Certified Nutrition Specialist, has developed a program of fitness and nutritional analysis that will help you take charge of your health. In this course, you'll start each day with a dynamic exercise routine. In addition, you'll keep a food diary which will be analyzed for nutritional value. You'll get feedback and tips to improve your food intake in support of a healthy lifestyle. Weekly weigh-ins will help you track your progress. As a bonus, all participants who complete the course will be awarded a Free Pass to try out the local Fitness Center of their choice (North Site, Curves or Snap Fitness) to help maintain the new fitness routine that you've begun! Grab a friend and make 2010 the year that you invest time & energy in yourself. COURSE #000082

MAPPING YOUR RETIREMENT

This workshop is co-sponsored by Koochiching Aging Options.

Tuesdays 3/23, 3/30 & 4/6 6:30 – 8:30 p.m. \$49person/\$59 couple H-118 Loop

“Grounded in reality and focused on the possibilities,” is the theme of this course. Using a personal workbook and instructor guidance, you will explore pre-retirement topics contributing to a happy, healthy and productive life no matter what stage you are in (re-careering, pre-retirement or retirement). In this workshop, you will discuss the territory ahead and create a personal road map for an engaged and fulfilling mid-life based on your values, interests, and resources. Each participant will receive a copy of the book “Mapping Your Retirement” which provides information and worksheets on three critical elements of a meaningful retirement: Living Your Life, Maintaining Your Health, and Managing Your Money. Couples who wish to share a book may attend for a price of \$59 per couple. The instructor, Leslee Loop, is a Program Specialist for Koochiching Aging Options. COURSE #000110

NURSING ASSISTANT/HOME HEALTH AIDE

A new career as a healthcare professional can begin with these courses!

Nursing Assistant	1/11 – 1/28	1 – 5 p.m.	SS-147	Alich
	1/29 – 2/2	6:45 a.m. – 3:00 p.m.	Clinical	Alich
Home Health Aide	2/3 – 2/5	1 – 5:30 p.m.	SS-1467	Alich

These courses will teach basic nursing skills and an integrative care approach so that you can make an important contribution as a nursing assistant in a care giving facility or as a health aid in a home setting. Learn about communication techniques, safety issues, monitoring vital signs, nutrition, homemaking responsibilities, client personal hygiene, comfort, and more. These courses include classroom learning, lab exercises and clinical experience in a long-term healthcare facility and meet the requirements of the Minnesota Department of Health. Nursing Assistant (3 credits) (COURSE #000068). Home Health Aide (1 credit) (COURSE #000069). Resident Tuition is \$179.81 per credit.

BUILDING COMPUTER SKILLS

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

Welcome to the World of Computers 2/2, 2/9 & 2/16 6 – 9 p.m. \$79 SS-135 Sandbeck
This workshop will introduce you to basic computer tasks using Windows, the internet, and email. In Unit 1, you will get an overview of the basics of using Microsoft Windows. Next, you will work with Word as you type letters and use AutoCorrect, Copy and Paste, and other features. You will also learn basic techniques to browse for, open, move and copy, and delete and restore files. In Unit 2, you will move on to browsing the web with Internet Explorer. You will perform searches and create and manage favorites. The book ends with a discussion of email. You will send and receive email messages, work with attachments, create folders to store messages, and more.
COURSE #000092

Word 2007 Level I 2/23 & 3/2 6 – 9 p.m. \$49 SS-135 Sandbeck
In this course, you will work with Word 2007, a powerful word processing program that allows you to do much more than just type documents. You will begin by opening Word and reviewing the new Ribbon interface. You will then open, navigate through, and close Word documents. Next you will create your own documents and search Help for when you need more information. Throughout these lessons, you will learn to create and enhance business letters, memoranda, reports, and press releases. Important topics in this unit include using Word's spelling checker and grammar checker, the AutoCorrect feature, the Format Painter, and drag and drop. You will end this unit by working with mail merge. COURSE #000093

Word 2007 Level II 3/16 & 3/23 6 – 9 p.m. \$49 SS-135 Sandbeck
In this course, you will work with intermediate Word skills. You will create, sort, format, merge, and perform calculations in tables. You will work with section breaks, columns, WordArt, clip art, and themes. You will also create custom Building Blocks, a promotional brochure and a research paper that includes footnotes and endnotes, headers and footers, and captions and a table of figures. Topics introduced include setting page orientation and size, working with shapes, picture editing, inserting and formatting SmartArt, and formatting the page background. You will also use Word's built-in templates, and you will even create your own template. COURSE #000094

Word 2007 Level III 3/30 & 4/6 6 – 9 p.m. \$49 SS-135 Sandbeck
In this course, you will organize a long document with a table of contents, an index, headers and footers, and cross-references. You will use Track Changes, add comments to a document, send a document for review via email, and combine documents from multiple reviewers. You will add a password to a document and apply editing restrictions, combine reviewed documents without Track Changes, and use the Highlighter. You will create and edit macros and forms, share and secure content by providing compatibility, using the Document Inspector, controlling document access, and applying digital signatures. Finally, you will integrate Word with other Office applications and web pages. COURSE #000095

Excel 2007 Level I 2/4 & 2/11 6 – 9 p.m. \$49 SS-135 Boelk
In this course, you will work with Excel 2007, a powerful spreadsheet application. The focus of this course is basic skills. You will begin by reviewing the new Office Ribbon interface. Then you will enter and edit data, select cells and ranges, print worksheets, create formulas and functions, and format cell contents. COURSE #000096

Excel 2007 Level II 2/18 & 2/25 6 – 9 p.m. \$49 SS-135 Boelk
In this course, you will sort worksheet rows, freeze headings, and split worksheet windows. You will set print options; insert art; draw, move, size, rotate, and add styles; and create SmartArt. You will use Office templates and create custom templates. You will lock and unlock cells, apply worksheet protection, set a password, and attach a digital signature. You will copy and move worksheets, copy formatting between worksheets, and use linked formulas. You will create hyperlinks to areas within the workbook and to other documents. COURSE #000097

Excel 2007 Level III 3/4 & 3/11 6 – 9 p.m. \$49 SS-135 Boelk
In this course, you will work with advanced Excel features. You will create and format PivotTable and PivotCharts, and create macros to automate routine tasks. You will use the PMT and FV functions, as well as Goal Seek, Solver, the Analysis ToolPak, and the Scenario Manager. You will use 3-D cell references and use the HLOOKUP, VLOOKUP, and IF functions. You will consolidate data from detail worksheets and group worksheets. You will use Data Validation and Conditional Formatting. You will create data tables and trendlines. COURSE #000098

SMALL BUSINESS EDUCATION SCHOLARSHIPS

The Duluth Superior Area Community Foundation has recently expanded its Small Business Education (SBE) Scholarship program to include Koochiching County. The Small Business Education Scholarship provides tuition assistance to strengthen the management skills of those in small business. Eligible candidates are small business entrepreneurs, family members and key employees of businesses who have been in business for at least six months and who may potentially employ at least three full-time-equivalent employees. Financial need is not a factor in the selection and awards can cover up to 80% of the tuition cost up to a maximum of \$1000. To learn more, go to: www.dsacommunityfoundation.com/cms/files/SBEApplication.pdf

Rainy River Community College

Continuing Education/Non-Degree Seeking Student Registration Form

Section 1 Participant Information

Last Name _____ First Name _____ M.I. _____

Street Address _____

City _____ State _____ Zip _____

Email _____

Phone _____ (day) _____ (evening)

Birth Date _____ *Your birth date is used to create a convenient, unique identifier for your educational record.*

**(Complete if Company is responsible for payment)*

*Company Name _____

Address _____

City _____ State _____ Zip _____

Email _____ Business Phone _____

Section 2 Course Registration Information

Title	Course Number	Date (s)	Course Fee
Total Amount Due			

Section 3 Payment Options



By Mail

Mail registration with course fee to:
Rainy River Community College
Attention: Continuing Education
1501 Highway 71
Int'l Falls, MN 56649



In Person

Visit us at the Rainy River Community College
Registration Office. We are located in the
Administration Bldg. Our office hours are Monday –
Friday from 8:00 a.m. to 4:30 p.m.



Via Fax

Send completed registration form and credit card
payment information.
Fax: 218 285-2239 (Attn: Julie Schumacher)



Skip this form and go online!

www.rrcc.mnscu.edu Click "Continuing Ed"

Payment Method

Check Enclosed (Payable to RRCC)

Invoice requested (see company information above)

Credit Card (circle one)

Visa MasterCard Discover

Card # _____

Cardholder's name _____

Expiration date ____/____/____

Receipt Requested

Questions or comments?

Please contact Continuing Education at

218-285-2255, or

e-mail: jschumacher@rrcc.mnscu.edu

Rainy River Community College is a member of the Minnesota State Colleges and Universities (MnSCU) system.
We are an affirmative action, equal opportunity employer and educator.

Fees, charges and policies are as of the publication date and subject to change. All classes and/or programs are subject to change or cancellation in the event of an emergency.

Learn
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.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/rbcc
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

Writing & Publishing

Languages

Test Prep

Personal Development

Certification Prep

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All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.