

BWE

Business & Workforce Education

Invest in
Yourself

Invest in
Your
Employees



**Equal Opportunity
Employer
and Educator
&
Member of
Minnesota State
Colleges and
Universities**

Fillmore County Area Spring 2009 Course Offerings



**Heintz Center
1926 College View Rd SE
Rochester, MN 55904
507-280-3157
www.rctc.edu/workforce**

Table of Contents

Techno Saavy _____ 3

MS 2007 Overview _____ 4

What Makes You Stand Out? _____ 5

Rochester Classes _____ 6

Techno Savvy

March 11, 2009

6:00 pm - 8:30 pm

Location: Feedmill, Lanesboro MN

\$48 per person

Blogging, Text Messaging, Instant Messaging, personal web pages...the list goes on. It seems as though everyday a new technology or communication tool is released. This session will provide you a brief overview of some of the newer technology out in our world today. It will educate you on the new technology and provide you with tools to be a user.

Upon completion of this session participants will be able to:

- Use Blogs
- Identify places to get a personal web page
- Text message
- Identify ways to Instant Message

Contact Hours: 2.5 Hours

Instructor: Brian Arendt, MBA

MS 2007 Overview

March 25, 2009

2:00 pm - 4:00 pm

F&M Bank Community Room

\$41 per person

This course will provide an overview of the new features in Microsoft Office 2007. The participants will learn how to use the Ribbon feature and the Office button. The session will then describe new features of MS Word, Excel, Outlook, and PowerPoint 2007 as described above. This session will be demonstration based.

Upon completion of this course participants will be able to:

- Describe the new features of MS Office 2007
- Use the "Office Button"
- Navigate using the "Ribbon"
- Identify the new features of Word, Excel, PowerPoint, and Outlook

Contact Hours: 2 Hours

Instructor: Steve Wasson

What Makes You Stand Out?

April 16, 2009

9:00 am – 12:00 pm

F&M Bank Community Room

\$59 per person

What are your strengths? According to Peter Drucker, *"Most Americans do not know what their strengths are. When you ask them, they look at you with a blank stare, or they respond in terms of subject knowledge, which is the wrong answer."* As a society, we do seem more obsessed with correcting our weaknesses than developing our strengths. Wouldn't it be refreshing to know your strengths and then be able to apply them to your life? In this interactive workshop, we'll do just that by exploring your personal results from *StrengthsFinder 2.0* and how they apply to your work life by:

- Identifying your top five strengths;
- Creating a team profile of strengths; and,
- Developing a short-term action plan for utilizing your strengths.

Contact Hours: 3 Hours

Instructor: Catherine Davis

Please note: Participants must have completed the on-line *StrengthsFinder 2.0* assessment ***PRIOR*** to class and must bring their results to the workshop.

Rochester Class Schedule

Professional Development

Dates

- Keeping a Positive Attitude in Tough Times 2/19/09
- Marketing on a Shoestring 2/26/09
- Leadership Lessons Blended 3/4/09-5/27/09
- Communicating Across the Generational Divide 3/19/09
- What Makes You Stand Out? 5/21/09
- Admin Professionals Workshop To Be Announced

Trade and Industry

Dates

- Power Limited Technician 1/30/09—1/31/09
3/20/09— 3/21/09
4/17/09—4/18/09
- Refrigeration Prep Class 3/31/09-4/30/09
- Beginning Boilers Class 2/11/09—3/18/09
- OSHA 10 Hour General Industry 2/18/09—2/19/09

Computer Training

- MS Word
- MS Access
- MS Excel
- MS Powerpoint
- What's New in 2007

Call 507-280-3157
or visit our WEB at
[www.rctc.edu/
workforce](http://www.rctc.edu/workforce)
For Dates & Times

Healthcare

Dates

- RN Refresher 1/21/09 - 4/16/09
- Streamlining Team Communication for Maximum Effectiveness 2/12/09
- Geriatric Drug Therapy 3/26/09
- Anxiety Disorders 4/23/09

Phone: (507) 280-3157 Fax: (507) 280-3168
Email: workforce.education@roch.edu

REGISTRATION INFORMATION

Register Early – Space Is Limited!

Registration Deadline For Each Class: One week prior to the class.

Registrations will only be accepted after the deadline on a space available basis.

Payment must accompany your registration.

To Register By Mail: Send your completed registration form and payment (check/money order, purchase order number, or credit card number made payable to **RCTC**) to:

RCTC

Business and Workforce Education - Box 50

851 30th Ave. SE

Rochester, MN 55904-4999

To Register By Fax: Send completed Registration Form and payment information to (507)280-3168

To Register On-Line: Visit our website at www.rctc.edu/workforce

Registration Cancellation: Participants may cancel registration by notifying RCTC's Business and Workforce Development. A refund less a 10% administrative fee will be issued if the cancellation is received at least five (5) working days prior to the start of the class. No refund will be issued if you cancel after that date.

Class Cancellation: RCTC reserves the right to cancel classes up to five (5) working days prior to the class start date. We will notify you of a cancellation. In the event of the class cancellation, a full refund will be issued.

Confirmation: Please mark your class information on your calendar. Please consider yourself registered when you send in payment. NO CLASS CONFIRMATIONS WILL BE SENT.

QUESTIONS?

If you have any questions regarding the program or would like to register, please contact our office at (507) 280-3157 or check out our website www.rctc.edu/workforce.

Spring 2009 Business and Workforce Education Registration Form

Mail Registration Form & Payment to:
Box 50, RCTC, 851 30th Ave. SE, Rochester, MN 55904
Or
Fax Registration Form and Payment to: (507) 280-3168
Or
Register online at www.rctc.edu/workforce

Social Security numbers are used for positive student identification purposes on student records and to ensure your records are not confused with those of other students. Providing your Social Security number is voluntary. Your registration will be accepted without a Social Security number, however providing this information will reduce the likelihood of error when matching data with your registration.

1st Registrant

First Name: _____ M.I. ____ Last: _____
Please Print

Social Security Number: (Last 4 digits) - ____-____-____-____ Date of Birth: __/__/__

Home Street Address: _____ City and ZIP: _____

Home Phone Number: _____ Work Number: _____

Email Address: _____

Classes Registering For: _____

Total for 1st Registrant

\$

2nd Registrant

First Name: _____ M.I. ____ Last: _____
Please Print

Social Security Number: (Last 4 digits) - ____-____-____-____ Date of Birth: __/__/__

Home Street Address: _____ City and ZIP: _____

Home Phone Number: _____ Work Number: _____

Email Address: _____

Classes Registering For: _____

Total for 2ND Registrant

\$

Payment Method:

TOTAL ENCLOSED for Registrants 1 & 2: \$ _____

- Payment/money order# (payable to RCTC)
- Invoice Company – P.O.# Attn/Dept.:
- Credit Card# _____
- Visa or MasterCard Exp. Date: _____
- Cardholder's Name: _____

Spring 2009 Business and Workforce Education Registration Form

Mail Registration Form & Payment to:
Box 50, RCTC, 851 30th Ave. SE, Rochester, MN 55904
Or
Fax Registration Form and Payment to: (507) 280-3168
Or
Register online at www.rctc.edu/workforce

Social Security numbers are used for positive student identification purposes on student records and to ensure your records are not confused with those of other students. Providing your Social Security number is voluntary. Your registration will be accepted without a Social Security number, however providing this information will reduce the likelihood of error when matching data with your registration.

3rd Registrant

First Name: _____ M.I. ____ Last: _____
Please Print

Social Security Number: (Last 4 digits) - ____ Date of Birth: __/__/__

Home Street Address: _____ City and ZIP: _____

Home Phone Number: _____ Work Number: _____

Email Address: _____

Classes Registering For: _____

Total for 3rd Registrant

4th Registrant

First Name: _____ M.I. ____ Last: _____
Please Print

Social Security Number: (Last 4 digits) - ____ Date of Birth: __/__/__

Home Street Address: _____ City and ZIP: _____

Home Phone Number: _____ Work Number: _____

Email Address: _____

Classes Registering For: _____

Total for 4th Registrant

Payment Method:

TOTAL ENCLOSED for Registrants 3 & 4: \$ _____

- Payment/money order# (payable to RCTC)
- Invoice Company – P.O.# Attn/Dept.:
- Credit Card# _____
- Visa or MasterCard Exp. Date: _____
- Cardholder's Name: _____