

BWE

Business & Workforce Education

Invest in
Yourself

Invest in
Your
Employees



Rochester
COMMUNITY AND TECHNICAL
College

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

Fall 2009

Course Offerings



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

Table of Contents

Professional Development:

Leadership Lessons: Online Blended _____	3
How to Use Social Media in Your Business _____	4
Managing in Difficult Times _____	5
Keeping Your Attitude Positive in Hard Times _____	5
Supervisory Management _____	6

Trade & Industry:

Beginning Boiler _____	7
Beginning Solid Works 2009 _____	7
10 Hour General Industry OSHA Certification _____	8
Power Limited Technician Continuing Education _____	8

Computer Training:

Microsoft 2007—Word _____	9
Microsoft 2007—Excel _____	9
Microsoft 2007—Access _____	9
Microsoft 2007—PowerPoint _____	9

Health Care:

RN Refresher _____	10
AHA CPR Certification Class for Healthcare Providers _____	11
Overview of Delirium _____	11
Managing in Difficult Times _____	12
Keeping Your Attitude Positive in Hard Times _____	12
DISCUS: Tardive Dyskinesia Monitoring _____	13
Mild TBI—Identifying Less Visible Injuries _____	13

Professional Development

Leadership Lessons: Online Blended

Online start: September 15, 2009

Classroom Sessions: September 23, October 7, October 21,
November 4, November 18, December 2, December 16

11:30 am – 12:30 pm

Heintz Center – Room HA110

\$312 per person

Becoming a leader within an organization is an exciting opportunity, yet it can be a difficult transition and requires an additional set of skills. This seven course series is designed to assist new leaders in developing crucial leadership skills. The topics covered in the series are: Leadership Styles, Effective Communication, Giving Feedback, Coaching and Mentoring, Conflict Management, Time Management, and Team Building. The sessions are delivered as a blended learning experience; the participants will take the course online, complete exercises within the online course, and attend live one-hour debrief sessions. Each participant is asked to select a mentor to assist him or her with transferring the techniques learned in the sessions to the work environment.

Contact Hours: 21

Instructors: Abbey Hellickson, M.Ed.
Sara Bunge, M.Ed.

How to Use Social Media in Your Business Without Getting All A-Twitter

Classroom Only	Sept 30, 2009	HA104	9:00 am - 12:00 pm	\$59
Classroom & Lab	Sept 30 & Oct 14, 2009	HA104	9:00 am - 12:00 pm	\$109

Everywhere you look, new social media tools are cropping up to help businesses market products, build brands, generate customer loyalty, broadcast information, or simply help people stay connected via online communities. How do you know which tools to use in your business or job without creating more problems (or expense) than they're worth? It's not rocket science, but it's also not as easy as you might think. There are risks and rewards for every option.

This two-part, hands-on workshop takes the mystique out of today's popular social networking tools so you can make wise decisions about which ones, if any, will help you achieve your goals. In the first session, we'll examine the strengths, weaknesses, opportunities and threats of blogs, wikis, Facebook, LinkedIn, Twitter and more. You'll learn when they work, when they don't, and why. A helpful template gets you started on the homework assignment: developing a 12-month plan for using social media effectively in your business.

In the lab session, you'll review your plan and get feedback from the class. Then, we'll go online to get first-hand experience with the tools/sites and take the first steps toward implementing your plan

Contact Hours: 3 per session

Instructor: Connie Kotke, MA

Managing in Difficult Times

October 22, 2009

9:00 am – 12:00 pm

Heintz Center – HC204

\$59 per person

A recent article in *Business Week* said, "Whether you see signs of life in the economy or think the worst is yet to come, there's no question that the game has changed. The tools managers once used with great success, from how they pay their people to where they seek out new product innovations, are being reevaluated."

Tough times – with significant layoffs, shrinking budgets and fewer customers—create uncertainty and fear for all employees. But few managers can afford to simply put their heads down and wait for it all to go away. Instead, they must be confident role models who are willing to set realistic goals and share the "what, how and why" with their teams.

In this course, managers will discover six effective, yet simple, strategies to increase employee motivation and productivity, achieve their objectives, and help their organizations prepare for a brighter future ahead.

Contact Hours: 3

Instructor: Connie Kotke, MA

Keeping Your Attitude Positive in Hard Times

November 12, 2009

1:00 pm – 4:00 pm

Heintz Center – HA110

\$59 per person

Financial crisis, lay-offs, stock market crash, billion dollar bail-outs... it is hard to ignore the economic condition our nation/world is in. The news seems to constantly report negative predictions and stories. How do you stay positive? Is it even possible? This session will teach you how to create and maintain a positive attitude in these tough times. You will learn how to reduce your anxiety and focus on the components you can control. Join Catherine Davis in an uplifting, positive session that will give you a new and improved attitude in today's gloomy environment.

Contact Hours: 3

Instructor: Catherine Davis

RCTC's Supervisory Management AAS Degree A Program in Leadership Skills Development January 2010 – Anticipated Start Date

The Supervisory Management program is specifically designed to provide *employed* students with the skills necessary to be successful in a position of supervisory leadership. Students can benefit from this program by:

- becoming qualified for advancement into a supervisory position.
- enhancing current skills for persons who are already supervising others.
- advancing into a position of greater responsibility and influence.

Students will have the opportunity to increase their skills in leadership, communications, team building, employee motivation, creative problem solving, performance management, coaching, managing priorities, building productive working relationships, project management, conducting effective meetings, and many more supervisory leadership techniques and tools.

Organizations today are demanding higher levels of supervisory and leadership competence from their frontline leaders. The Supervisory Management Program can provide students with the supervisory expertise and leadership skill to meet those challenges.

Contact Sara Bunge at 507-280-3124 or sara.bunge@roch.edu with inquiries or for application materials.

Trade & Industry

Beginning Boiler

Dates and Times to be determined

Are you looking to attain your Special Engineering Boiler License?

This course is designed for individuals who would like a Special Engineering Boiler License. This preparatory class is designed to aid persons in taking the Minnesota Special Engineer License Exam. *(Exam administered monthly at RCTC. Contact Minnesota Department of Labor & Industry, Code Administration and Inspection Services for exam information, location and times.)* Subjects covered will include boiler safety, operation, fittings, accessories and Minnesota Boiler Code as it pertains to the Special Engineer License. This class will include both classroom and steam boiler lab instruction.

Call **507-280-3191** or email **michele.altman@roch.edu** if interested and then we will contact you when the date is determined.

Beginning SolidWorks 2009

September 14 – October 19, 2009

5:00 pm – 9:00 pm

Heintz Center – Room HB106

\$500 per person

Students will learn parametric design using the latest version of SolidWorks. By the end of this class, students will be able to create, edit, and dimension 3D drawings, parts, and assemblies in SolidWorks. Topics include: Sketching, design intent, basic part modeling, patterning, creating revolved features, editing, and creating drawings and assemblies.

Additional Fee: A Commands Guide for Solidworks 2009 (ISBN # 978-1-4354-8073-5) This can be purchased at the RCTC bookstore for \$65.65.

Contact Hours: 24

Instructor: Pam Benson

Power Limited Technician Continuing Education

October 23, 2009 (8 hr) 8:00 am - 5:00 pm Room HA110

November 20, 2009 (8 hr) 8:00 am - 5:00 pm Room HA110

December 11 & 12, 2009 (16 hr) 8:00 am - 5:00 pm Room HA110

This course offering is in partnership with Riverland Community College, Austin, MN.

The Power Limited Technicians will be required to have *16 hours* of continuing education every two years. As the transition from 8 hours to 16 hours takes place we will be offering the training in two separate days. One Day will meet the requirements for anyone needing only 8 hours for continuing education. When the two days are offered together, the 16 hour requirement will be met. Please check with your electrical licensing board for your required continuing education.

Course Cost: 8 hours - \$160 (One Day Program)
16 hours - \$320 (Two Day Program)

Materials Needed:

Current NEC Code book, Cost is \$82 soft bound. Code books are available at your local electrical wholesale house. There will also be books available for purchase the day of the class.

10 Hour General Industry OSHA Certification

October 27, 2009 8:00 am - 4:30 pm Heintz Center HB113

October 28, 2009 8:00 am - 12:00 pm Heintz Center HA110

Cost: \$214/person

This course offering is in partnership with South Central College, North Mankato, MN.

This session is designed to certify an individual for general industry. The topics that will be covered are: Introduction to OSHA, Walking and Working Surfaces, Means of Egress and Fire Protection, Electrical Machine Guarding, Right-to-Know, and Personal Protective Equipment.

Contact Hours: 10

Instructor: Terry Meschke

Microsoft Office

Fall 2009 Class Schedule

Heintz Center - Room HA108

Discount on cost of classes when registration and payment are received
3 weeks (21 days) prior to start of class
\$124.95 (Discounted Fee \$117.95)

Title	Dates	Day	Time	Fee
MS Word 2007- Level 1	9/15/09 & 9/17/09	T & TH	1:00 pm - 4:00 pm	\$124.95
MS Word 2007 - Level 2	10/13/09 & 10/15/09	T & TH	1:00 pm - 4:00 pm	\$124.95
MS Word 2007 - Level 3	11/10/09 & 11/12/09	T & TH	1:00 pm - 4:00 pm	\$124.95
MS Excel 2007 - Level 1	9/22/09 & 9/24/09	T & TH	1:00 pm - 4:00 pm	\$124.95
MS Excel 2007 - Level 2	10/20/09 & 10/22/09	T & TH	1:00 pm - 4:00 pm	\$124.95
MS Excel 2007 - Level 3	11/17/09 & 11/19/09	T & TH	1:00 pm - 4:00 pm	\$124.95
MS Access 2007 - Level 1	9/29/09 & 10/1/09	T & TH	1:00 pm - 4:00 pm	\$124.95
MS Access 2007 - Level 2	10/27/09 & 10/29/09	T & TH	1:00 pm - 4:00 pm	\$124.95
MS PowerPoint 2007 - Level 1	10/6/09 & 10/8/09	T & TH	1:00 pm - 4:00 pm	\$124.95
MS PowerPoint 2007 - Level 2	11/3/09 & 11/5/09	T & TH	1:00 pm - 4:00 pm	\$124.95

HealthCare

RN Refresher

Call for date of next class or to be added to the mailing list.

The Registered Nurse Refresher Program is a retraining program designed to offer inactive registered nurses the contact hours and clinical skills needed to activate their Minnesota Registered Nurse License through the Minnesota Board of Nursing and to practice in the current health care work environment.

The program is planned to meet the educational needs of nurses returning to active nursing care and to meet the skills and competencies identified by health care organizations in the community. The program is also pertinent for registered nurses who desire to maintain their skill level through didactic and experiential learning.

Content for this program is designed to meet the MN Board of Nursing continuing education requirements for a Registered Nurse Refresher Program. Upon successful completion of this program participants will receive a certificate of attendance for 150 contact hours.

For more information on the program or registration process check out our website <http://www.rctc.edu/workforce/healthcare/index.html>

Or

Call (507) 280-3191

Contact Hours: 150

Instructor: Diane Wrobleski, RN, PhD

American Heart Association CPR Certification Class for Healthcare Providers

October 7, 2009
6:00 pm - 9:00 pm
Heintz Center Room HA122
\$60 per person

Pre-Registration is required by September 30, 2009

This class provides the training and skills practice necessary for certification in Basic Life Support for Health Care Providers.

The course covers:

- 1 rescuer and 2 rescuer CPR for Adults, Children, and Infants
- Automated External Defibrillator (AED)
- Bag Valve Mask (BVM) technique
- Rescue Breathing
- Relief of choking

Contact Hours: 3

Instructor: Dave Kohs

Overview of Delirium

October 8, 2009
1:30 pm - 3:30 pm
Heintz Center - Room HA110
\$39 per person

Delirium is an acute confusion state associated with more severe illness, prolonged hospital stays, and long-term functional impairment. While more frequent in the elderly, its presentation occurs in all age groups. Once thought to be a completely reversible event, it's now known that permanent deficits can remain, threatening the ability of those who experience it to recover and enjoy their life to the fullest. Knowing who's at risk, how to assess for it and intervening quickly provide for the best outcome of this commonly under recognized condition.

Contact Hours: 2.4

Instructor: LaDonna D. McGohan, DNP, RN, CMSRN

Managing in Difficult Times

October 22, 2009

9:00 am – 12:00 pm

Heintz Center – HC204

\$59 per person

A recent article in *Business Week* said, "Whether you see signs of life in the economy or think the worst is yet to come, there's no question that the game has changed. The tools managers once used with great success, from how they pay their people to where they seek out new product innovations, are being reevaluated."

Tough times – with significant layoffs, shrinking budgets and fewer customers—create uncertainty and fear for all employees. But few managers can afford to simply put their heads down and wait for it all to go away. Instead, they must be confident role models who are willing to set realistic goals and share the "what, how and why" with their teams.

In this course, managers will discover six effective, yet simple, strategies to increase employee motivation and productivity...achieve their objectives...and help their organizations prepare for a brighter future ahead.

Contact Hours: 3

Instructor: Connie Kotke, MA

Keeping Your Attitude Positive in Hard Times

November 12, 2009

1:00 pm – 4:00 pm

Heintz Center – HA110

\$59 per person

Financial crisis, lay-offs, stock market crash, billion dollar bail-outs... it is hard to ignore the economic condition our nation/world is in. The news seems to constantly report negative predictions and stories. How do you stay positive? Is it even possible? This session will teach you how to create and maintain a positive attitude in these tough times. You will learn how to reduce your anxiety and focus on the components you can control. Join Catherine Davis in an uplifting, positive session that will give you a new and improved attitude in today's gloomy environment.

Contact Hours: 3

Instructor: Catherine Davis

DISCUS: Tardive Dyskinesia Monitoring

December 9, 2009

9:00 am - 4:00 pm

Heintz Center - Room HA104

\$95 per person (lunch on own)

This program funded in part by a grant from Heartland Regional Geriatric Education Center

This interactive training course is designed to teach skills for monitoring the development and progression of Tardive Dyskinesia. Tardive Dyskinesia consists of specific involuntary movements in seven different areas of the body. It is a potentially persistent side effect for people taking antipsychotic (neuroleptic) medications.

Training skills include learning the DISCUS rating scale, the medical standard used to measure Tardive Dyskinesia. A series of videotapes enables participants to practice using the DISCUS and demonstrate skills for DISCUS rating. The MOSES, a general side effect assessment scale for psychotropic medications, is reviewed as well.

Contact Hours: 6.5 Hours

Instructor: Karen Finck, RN, MS, CS



Mild TBI - Identifying Less Visible Injuries

Date & Time: TBA

Cost: TBA



Mild traumatic brain injury (MTBI), is one of the most common neurological disorders. Symptoms may appear mild, or even so subtle they are missed at the time of injury. However, MTBI can lead to "not so mild" life-long cognitive, emotional, behavioral and physical impairments. Age groups most often affected by these injuries include adolescents and young adults (ages 15-24) and older adults ages 65 and older.

If you would like to be added to our contact list for this upcoming workshop, please call **507-280-3191** or e-mail **michele.altman@roch.edu** the following information: Name, address, phone and email.

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.

Fall 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: _____

Fall 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

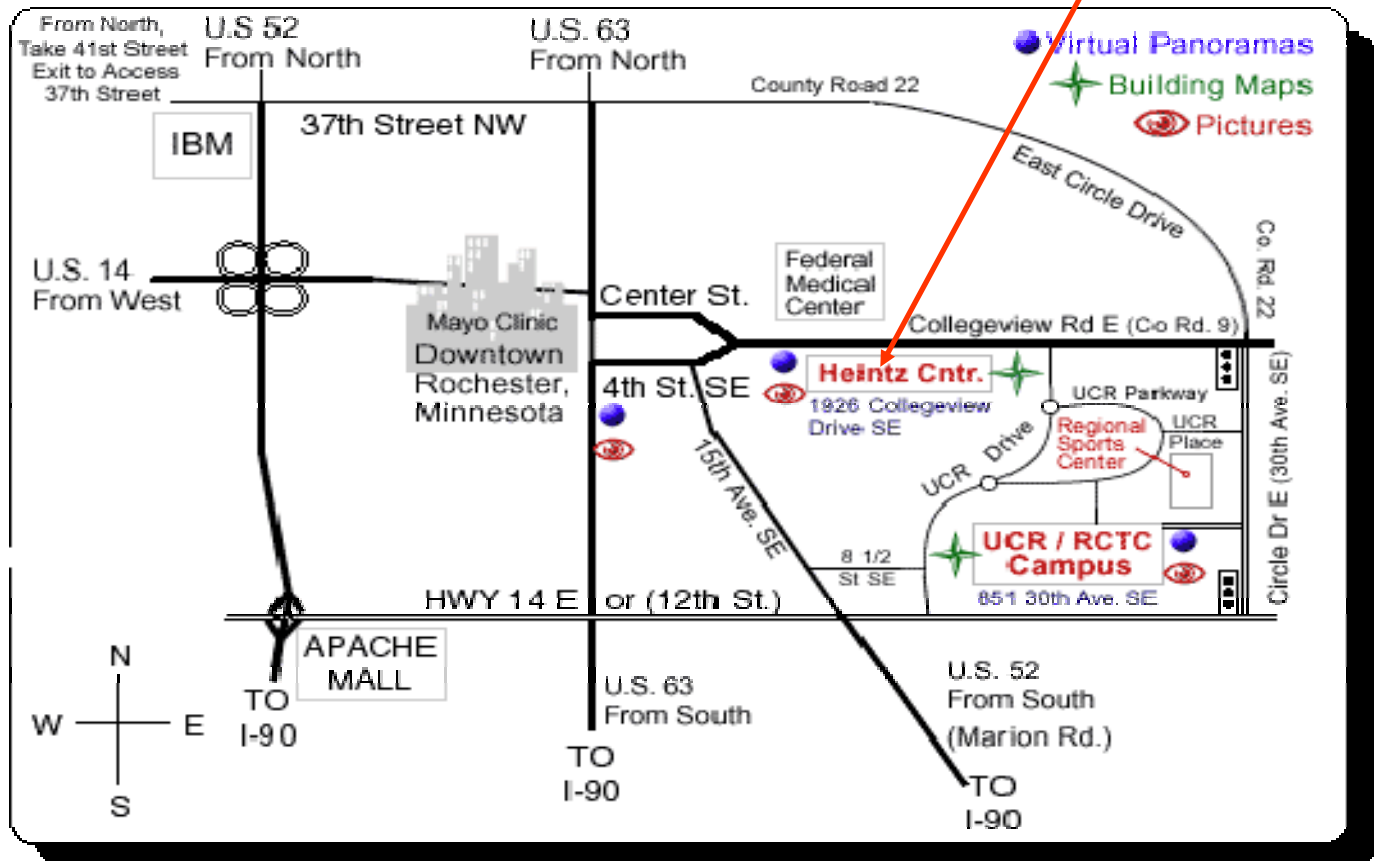
Payment Method:

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: _____

MAP TO THE HEINTZ CENTER CAMPUS

For a detailed map and driving directions go to:
<http://www.rctc.edu/campustour/getting-to-ucr.html>
Scroll down to "Directions to Heintz Center"



Directions to Heintz Center (1926 College View Road SE, Rochester, MN 55904):

HWY 52 Southbound: Exit at 41st STREET exit to access 37th STREET NW (turns into East Circle Drive and County Road 22) and travel east through the intersection of US 63. Before the County Road 9 intersection (stop light), merge right onto Country Road 9 (College View Road). Take a left at the 4-way stop sign and another left into the parking lot of Heintz Center.

HWY 63 Southbound: Exit (left) at 37th STREET NW (turns into East Circle Drive and County Road 22). Follow directions in italics above.

HWY 63 Northbound: Exit at HWY 14 East (also known as 12th Street) and travel east. Turn left at 15th Avenue SE/Marion Road intersection. Follow 15th Avenue to 4th Street and turn right onto 4th street. At 4-way stop, turn right and then left into parking lot of Heintz Center.

I-90: Exit at HWY 63 North and follow instructions above.

HWY 14 Westbound or Eastbound: Exit at County Road 22 (30th Avenue) and follow to County Road 9 intersection. Turn left onto Country Road 9 (College View Road). Take a left at the 4-way stop sign and another left into the parking lot of Heintz Center.