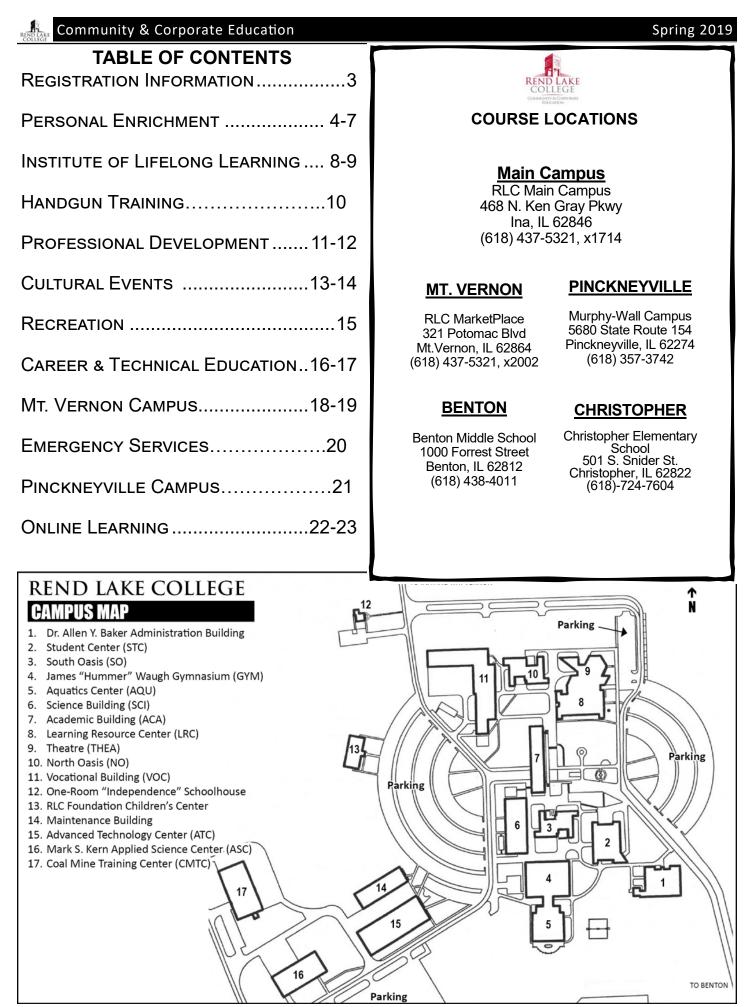
REND LAKE COLLEGE COMMUNITY & CORPORATE EDUCATION Spring 2019 Catalog



Personal Enrichment Institute of Lifelong Learning Online Learning Professional Development Computer Workshops Career Technical Education



REGISTRATION FORM Complete & Return To Rend Lake College, Mail Code 64, 468 N. Ken Gray Pkwy, Ina, IL 62846							
SOCIAL SECUR	ITY #	GENDER	Male	Female			
	ESS	RACIAL/ETHNIC DESCRIPTIONAsian or Pacific IslanderHispanicAmerican IndianWhite Non-HispanicAlaskan NativeNon-Resident AlienBlack Non-HispanicOther/Unknown					
HOME PHONE	E	HIGHEST DEGREE EARNED GEDHS DegreeCertifiedAssociate Degree Bachelor's DegreeMaster's Degree1st Professional Doctoral DegreeOtherUnknown Some CollegeNone YOUR SIGNATURE IS REQUIRED					
BIRTH DATE		SIGNATURE					
EMAIL ADDRES	s	DATE					
COURSE #	COURSE TITLE		DATE	COST			
	Registration	Information					
	1. Mail In tration form, attach your registration fee and mail to: Mail Code 64, 468 N. Ken Gray Pkwy, Ina, IL 62846	3. Phone In (Credit or Debit Card only) Call us at (618)437-5321, x1714 or (800)369-5321, x1714 to register over the phone. A signature is required for credit classes.					
	2. Walk In ake College, Student Center Room 204 —Thursday, 8a - 4.30p; Friday—8a - 4p	4. Email Email us at <i>commcorped@rlc.edu</i> to inquire about upcoming classes and preregister.					
If you are consi us know at leas Otherwise, low Students in withdraw and Community E business days 10 business da otherwise noted	Cancellation of Classes idering taking a class, please call and let st 1 week prior to the start of the class. enrollment classes may be cancelled. Withdrawal/Refunds Community Education classes may receive a full refund by contacting a ducation representative at least 5 in advance of the first class or at least ays in advance of a day tour/trip unless d. Please call (618)437-5321, x 1714 if el your enrollment.	ILR) you can resid same. We encoura classes to attend. Senior citizens, by credit courses offe tuition. Senior citiz technology, teleco citizen is defined a older. Senior citize more for repeating	Residency Education classes (le in or out of distric age anyone who has Senior Citizens y showing proof of a ered by the College zens must pay lab, to burse or material fee as a person sixty (6 ens may be charged g classes more than s not include Comm b, ILR) classes.	t—the fees are the s an interest in our age, may enroll in without paying facility, es. A senior 0) years of age or d a fee of \$50 or a credit can be			



12 Sprays of Spring

Welcome the fresh scents of spring all year with essential oils! The sprays are a simple and inexpensive way for new users to experience essential oils firsthand. You will create sprays to take home during this class.

\$10 (\$6 supply fee to instructor per spray) Instructor: Katrina Cerutti COMED 7335-53 Monday, 2/11, 5:00pm –7:00pm Main Campus, Student Center, Room 110

All About Essential Oils

Curious about essential oils, but feeling overwhelmed by all the options? Join instructor Katrina Cerutti as she discusses the basics of essential oils. She will go through the 4 grades of oils and the differences in quality. You will also learn about carrier oils and the best ones to use for different skin types. She will even explain how to use and maintain a diffuser. Oil samples will be available. \$10

Instructor: Katrina Cerutti COMED 7335-51 Tuesday, 1/22, 5:00pm –7:00pm Main Campus, Historic Schoolhouse

Android: Up Close & Personal

This course will cover the basics of using an Android phone. The instructor will be on hand to illustrate how to back-up text messages and voicemail, discuss security settings, and various other interesting things. He will be happy to answer any questions about your device. \$15

Instructor: James Featherstone COMED 4374-51 Wednesday, 2/27, 5:00pm -8:00pm COMED 4374-52 Friday, 4/26, 5:00pm -8:00pm Main Campus, Advanced Technology Center, Room 178

Animals & Essential Oils

The entire family can benefit from essential oils, and that includes your pet! When used correctly, essential oils can be beneficial to dogs, cats, horses, and even birds. Join us as we discuss the safe way to use oils for your favorite animal companion. \$10 Instructor: Katrina Cerutti COMED 7335-52 Monday, 1/28, 5:00pm –7:00pm Main Campus, Historic Schoolhouse

Personal Enrichment

Classes offered in Ina, Benton, Mt. Vernon, Christopher, & Pinckneyville.

Basic Reloading 101

This beginner friendly class will focus on learning how to reload ammunition for a handgun. During this class you will learn how to utilize the various equipment needed for reloading. You will also receive hands on training and step by step instruction about the reloading process. No live primers or gun powder will be used in this class. Alternatives will be used to ensure safety. No live ammunition will be created during this class.

Ages 16+

\$15 (plus \$5 for cost of supplies) Instructor: Michael Dollins COMED 4386-51 Monday, 2/11, 6:00pm-9:00pm COMED 4386-52 Monday, 3/18, 6:00pm-9:00pm COMED 4386-53 Monday, 4/8, 6:00pm-9:00pm COMED 4386-54 Monday, 5/13, 6:00pm-9:00pm Main Campus, Historic Schoolhouse

Body Toning

This class, previously known as Aerobics, is a full body conditioning and strengthening workout, improving functional strength, flexibility and coordination. It is also excellent for improving vital core strength. Strengthening and toning are an essential part of any fitness regime. In this class you will use free weights to help tone your body. All fitness levels are welcome!

\$69 Instructor: Cathy Lamont COMED 1310-20 Mon/Wed, 1/28-4/24, 5:30pm-6:30pm

Benton Middle School, Choir Room

*No class on 2/18, 3/11, 3/14



Cake Decorating for Kids (Ages 8-14)

Let your kids step into the RLC Culinary Kitchen and learn the art of cake decorating! Participants will learn basic cake decorating steps like leveling a cake, icing a cake, and using tips and bags to make springtime decorations. Participants will need to bring 2 baked cakes (1-8" round and 1-8" square) with them to class in order to create a heart cake. Bags, tips, icing, and coloring will be provided by the instructor for a small fee. Let the decorating begin! \$10 (plus \$10 for cost of supplies) Instructor: Beth Mandrell COMED 6331-51 Tuesday, 2/5, 5:30pm-7:30pm Main Campus, Student Center, Room 103

Cooking for Couples

Looking for a unique night out? This course is perfect for couples seeking a little experience in the kitchen or even a creative date night. Learn how to work together in the kitchen and enjoy a delicious dinner for two at the end of class. Dinner will include an appetizer, entrée, and dessert. Ages 21+

\$60 Instructor: Chef Robert Wilson COMED 2360-51 Friday, 2/15, 5:30pm-9:30pm Main Campus, Student Center, Room 103



Try your hand at painting while having fun. Not creative? Never painted before? That's okay! No painting or drawing experience needed. The instructor will guide you step-bystep to create your own masterpiece to take home. You will be painting with acrylics on a 16x20 stretched canvas. All supplies are provided.

Ages 10+

\$15 per session (plus a \$10 supply fee per session) Instructor: Sharon Corn

<u>Winter Bird</u>

COMED 2305-51 Tuesday, 1/8, 6:00pm-9:00pm Pinckneyville Murphy-Wall Campus, Room 101 **Coffee**

COMED 2305-52 Tuesday, 2/12, 6:00pm-9:00pm Main Campus, Learning Resource Center, Room 103 Spring Truck

COMED 2305-53 Tuesday, 3/12, 6:00pm-9:00pm Main Campus, Learning Resource Center, Room 103 Starfish

COMED 2305-54 Tuesday, 4/9, 6:00pm-9:00pm Main Campus, Learning Resource Center, Room 103 Flower

COMED 2305-55 Tuesday, 5/14, 6:00pm-9:00pm Christopher Grade School, Cafeteria











Growing, Preserving and Cooking with Herbs

Learn the basics of how to grow herbs in beds and containers. Learn how to identify, harvest and preserve your fresh herbs. Discuss the classifications of culinary herbs as either robust or fine (mild) herbs. Extend your culinary experience by interacting with a Rend Lake College chef as he prepares items using fresh and dried herbs that are local to southern Illinois. End the class by taste testing all the delicious items. Bring a friend or come alone to enjoy a unique night out!

\$15 (plus a \$5 supply fee)

Instructors: Chef Fairbanks & IL Extension Master Gardener COMED 4328-51 Friday, 2/22, 5:00pm-8:00pm

Main Campus, Student Center, Room 103

Healthy Eating for All Ages

Most health experts recommend that you eat a balanced, healthy diet to maintain or to lose weight. Exactly what is a healthy diet? It means eating the right amount of the right foods to get the nutrients that you need to stay healthy. Join instructor Marty Wells to learn more about making healthy food choices. \$5

Instructor: Marty Wells COMED 2370-51 Thursday, 1/17, 5:30pm-6:30pm Main Campus, Historic Schoolhouse



Hunter Safety

Participation in this class is a requirement in State statute for hunters born on or after January 1, 1980, when applying for a hunting license. Course includes: wildlife management, firearms safety, hunter ethics, game identification, first aid, survival techniques, and regulations. Pre-registration is required due to limited space. Must attend both sessions and bring a pen/pencil. No Charge

Instructor: Sam Settle, IL Dept. of Natural Resources COMED 6327-30/31

Friday, 3/8, 6:00pm-9:00pm Saturday, 3/9, 8:00am-4:00pm Mt. Vernon, RLC Marketplace, Room 354A







Social Media Basics

This class is a great place to start for those looking to dive into the world of social media. Whether you're new to social media or just looking to close a few knowledge gaps, we're here to help! Facebook, Twitter, & Instagram are just a few of the social media sites we will discuss. \$10

Instructor: Liz Jennings COMED 5336-34 Tuesday, 4/16, 6:00pm- 8:00pm Mt. Vernon, RLC MarketPlace, Room 338

Stars and Constellations

Bring your entire family for a fascinating evening of stargazing. Rend Lake College instructor, Greg Hollmann, will point out the bright stars and constellations as he captures your attention with stories of ancient mythology and modern science as it relates to the night sky. If bad weather threatens, the instructor will present an alternate program. Instructor: Greg Hollmann Coming in September!

Taxidermy

Learn the art of preserving, mounting, and displaying animal skins. Get hands-on experience by mounting your own bird, deer, or small animal. Supplies for first session include your species to mount (needs to be thawed) and scalpel or sharp knife. Added costs for other supplies will be determined by your selected project and will be discussed at first session. Please specify the type of species you plan on mounting at time of registration (fish are not recommended).

NOTE: Class begins on a Thursday. \$120 (Plus cost of supplies) Instructor: Fred Lawrence CNTED 1635-51 Tues/Thurs, 1/3—1/31, 6:00pm-9:00pm Main Campus, Advanced Tech Center, Room 151

Wildlife Cooking

In this hands on cooking class you will learn how to prepare the underutilized cuts of wild game in order to make the most of your hunting harvest. Join former culinary student Sawyer Nichols and RLC's Chef Fairbanks for this one of a kind cooking class! \$20 (Plus \$35 supply fee to the instructor) Instructors: Sawyer Nichols & Chef Jeff Fairbanks COMED 2380-51 Friday, 3/1, 5:00pm-9:00pm Main Campus, Student Center, Room 103

Wooden Door Décor

Gather your friends for an evening of creative fun as we make seasonal wooden door hangers for your home or office. Participants will learn painting techniques and will create a custom piece of art. No skills required, just come and have fun! \$ 15 (Plus \$20 supply fee to the instructor) Instructor: Courtney Overturf COMED 2305-56 Valentine design Monday, 2/4, 5:00pm-8:00pm Main Campus, Learning Resource Center, Room 103 COMED 2305-57 Spring design Monday, 3/25, 5:00pm-8:00pm Main Campus, Learning Resource Center, Room 103 COMED 2305-71 Summer design Monday, 4/29, 5:00pm-8:00pm Murphy-Wall Pinckneyville Campus, Room 101

Yoga

Regardless of your fitness level or yoga experience, these classes will benefit you. Yoga improves blood flow, flexibility, muscle strength, posture, bone health, your immune system, blood pressure, focus, balance, and much more. No experience necessary! Students of all fitness levels are welcome! Please bring your own yoga mat and something to drink. \$90

Instructor: Carol Ann Baker COMED 1314-51 Tues/Thurs, 2/26 - 4/30, 4:45pm-5:45pm Main Campus, Gymnasium, Room 110 *No class on 3/7

Land of Lincoln Americorps



Now Accepting Applications for the 2019/2020 Service Year!

Looking for Rend Lake College Students wanting to serve their community!

Rend Lake College members provide direct service to the community. In return, members receive a living allowance and education award to help finance their college education or vocational training, or pay back student loans after successful completion of service.

For more information on how to apply, please contact the Land of Lincoln AmeriCorps Rend Lake College Campus Coordinator at 618-437-5321 x1351.

Institute of Lifelong Learning: Day Tours

Rend Lake College is partnering with John A. Logan to bring you the following ...

Bones, Beer Baron, & the Blue Owl

We begin with a visit to the Anheuser Estate, ancestral home of Fred and Mabel Ruth Anheuser. Fred's great grandfather, Eberhard Anheuser, was the founder of E. Anheuser Brewing Company, the brewery that later became known as Anheuser Busch, producer of the world famous Budweiser Beer. After the Anheuser Estate tour, we will enjoy lunch at The Blue Owl restaurant. The Blue Owl has been featured on the food channel four times. Mary's mile high levee pie was chosen as one of Oprah's favorite things for her Christmas list a few years back. No one is disappointed with the food and especially not the dessert. You may even want to take home some of their famous apple butter. We will step back in time with a visit to Mastodon State Historic Site after lunch. The park contains an important archaeological and paleontological site – the Kimmswick Bone Bed. Here, scientists discovered the first solid evidence of the coexistence of humans and the American mastodon in eastern North America. Enjoy a brief film highlighting the park, a private ranger talk, and time to explore the museum which includes an impressive mastodon skeleton .

Tour fees, lunch, gratuities, and charter bus transportation are included.

You must pre-register by March 27th. **\$120**

ILR 9300-01 Friday, 4/26



Gardens of St. Louis

St. Louis is home to one of the top 3 Botanical Gardens in the country. On this trip, we will visit the Missouri Botanical Gardens, home to the world's first climatron building and at the forefront of plant holdings and biological research. You'll enjoy a private tram ride through the Garden and take in the spring colors in bloom. You'll also receive a gift card for lunch at Sassafras Café and have time to visit the amazing gift shop. After lunch we will head to Bowood Farms. Originally located in Clarksville, MO, this perennial grower expanded its reach into the St. Louis market and opened in the Central West End in a decaying warehouse. The visionaries at Bowood Farms saw the makings of a natural greenhouse-style facility and began the rehab in January 2005. Today, the Bowood team continually seeks out the best plant vendors to complement their offerings so there is always something in bloom no matter the time of year. Later that afternoon we will visit one of the newest public gardens in St. Louis, The Heman Park Bird Habitat Garden. The St. Louis region is on the great Mississippi migratory bird flyway. In addition to beautifying the area by utilizing native plants, the new garden will provide food and habitat for both local and migratory birds.

Tour fees, lunch, gratuities, and charter bus transportation are included. You must pre-register by April 10th.

\$120

ILR 9300-02 Thursday, 5/23



Buses will depart and return from the following places and times:

John A. Logan College Campus by tennis courts parking lot at 6:45am; return by 7:15pm

- Marion Cornerstone Church parking lot (by Sam's Club) at 7:00am; return by 7:00pm
- Rend Lake Main Campus at 7:30am; return by 6:30pm
 - Mt. Vernon Marketplace at 8:00am; return by 6:00pm

COLLETTE VACATIONS 2019

RLC is partnering with Collette Vacations to offer our community exciting travel opportunities. Collette is known for handling the details with expertise while you realize the rewards of travel.

Iceland's Magical Northern Lights

The "land of fire and ice" is a place of many wonders, including the rare opportunity to see the spectacular aurora borealis – or northern lights. This tour will bring you on a search for that once-in-a-lifetime moment. Take an exhilarating evening northern lights cruise. Travel to the "Golden Circle," home to many of Iceland's most renowned natural wonders. Spend time at Thingvellir National Park, the nation's most historic area.



Gaze at the spectacular Gullfoss waterfall – one of the world's most incredible cascades. At the Lava Exhibition Center, learn about Iceland's volcanic history and its impact on daily life. Explore Skogar Folk Museum and see traditional turf-built homes. Walk on a black volcanic sand beach. See Jökulsárlón glacial lagoon filled with floating icebergs. Relax in the warm, mineral-rich water of the natural geothermal pool, the Blue Lagoon. Spend your evenings gazing at the night sky in search of the elusive and dazzling northern lights.

November 13-19, 20197 Days, 10 Meals\$3,999 pp double occupancy7 Days, 10 Meals*Book early to take advantage of lower rates. Single and Triple rates available upon request.

Discover the South Pacific Wonders

Explore two great countries of the Southern Hemisphere – Australia and New Zealand. From the tropical splendor of the Great Barrier Reef on Australia's northeast coast to the ethereal beauty of glacial fjords on New Zealand's South Island, this journey to the lands "Down Under" brings you the best of both countries at an enjoyable pace. Cruise Sydney



Harbour and Milford Sound. Meet Australia's wildlife up close. Discover the wonders of Aboriginal culture. Indulge in regional flavors during lunch at a family-run merino sheep farm and experience Queenstown, the adventure capital of the world.

February 4 - 18, 202015 Days, 21 Meals\$6,799 pp double occupancy*Book early to take advantage of lower rates. Single and Triple rates available upon request.

Informational Webinar

An **Informational Webinar** is available at www.rlc.edu/com-ed#collette-vacations. We will discuss the South Pacific Wonders trip and the Iceland trip. Details on an Early Booking Discount will also be provided.

www.rlc.edu/com-ed#collette-vacations



Contact us for a detailed brochure!



Handgun Training

*Instructors have the right to refuse to train anyone based on their discretion.

Basic Handgun Training

Learn the basics of using a handgun. The instructor will give you a brief overview of the laws pertaining to civilian use of force, types of handguns, and ammunition. Learn about the proper stance, gripping, loading, unloading, clearing malfunctions, firing a handgun and the rules of the range. You will get to step out on the range and practice the techniques you learn in the classroom. Bring ear & eye protection, your own handgun, ammunition (150 rounds) and valid FOID card. Wear old clothes. Must be 18+ years of age. \$65

Instructor: Jeff Bullard

Main Campus, Applied Science Center, Room 102 CNTED 1642-01 Saturday, 4/6, 8am-5pm CNTED 1642-02 Saturday, 6/8, 8am-5pm CNTED 1642-03 Saturday, 8/17, 8am-5pm

Advanced Handgun Training

Once you've gotten the basics down learn more of the advanced techniques to firing a handgun. The classroom portion of this session will be more in depth as the laws of civilian use of force are covered. Also, learn about weak hand shooting, one hand shooting, one hand reloading, shooting on the move, and range rules. The range portion of this session will test your marksmanship using the techniques you learned about in class. Bring ear & eye protection, your own handgun, ammunition (150 rounds), and valid FOID card. Wear old clothes. Must be 18+ years of age. Basic Handgun Training is a prerequisite. \$65

Instructor: Jeff Bullard Main Campus, Applied Science Center, Room 102 CNTED 1643-01 Saturday, 4/27, 8am-5pm CNTED 1643-02 Saturday, 6/29, 8am-5pm

Low Light Engagement Handgun Training
After you've mastered the Advanced Handgun Training, learn
how to shoot in a low light setting.
Available in Fall 2019

*Once you have completed a course you may re-take the range portion during a scheduled class.

\$35

•	Basic Handgun,	12PM-4PM,	\$35
•	Advanced Handgun,	9:30AM-4PM,	\$40

Low Light Handgun, 6PM-10PM,

Concealed Carry License Renew



If your current CCL is due to expire in the next six months, then this class is for you!

What you will need for class:

-Valid FOID & CCL card

-You will need a handgun and two boxes of unopened ammunition. Handguns will be inspected by the instructors and must be approved prior to use.

-Students must attend the entire 4 hours of training; no exemptions will be given.

Class cost: \$50

Instructor: Ron Meek

Main Campus, Applied Science Center, Room 102

Saturday, 1/26, 8am-12pm
Saturday, 2/23, 8am-12pm
Saturday, 3/23, 8am-12pm
Saturday, 4/6, 8am-12pm

*Only 1 session is required for renewal.

*Instructors have the right to refuse to train anyone based on their discretion.

Active Shooter Training

Prepare and learn how to react during an active shooter scenario in Rend Lake College's Active Shooter Training program. Designed for school and business professionals, the trainings will be offered to those interested in learning how to proactively handle an attack or intruder. RLC has ALICE (Alert, Lockdown, Inform, Counter, Evacuate) certified instructors who will teach three sections of Active Shooter Training classes at 8-hour, 4-hour, or 2-hour time spans.

The trainings can take place on campus, or be scheduled off-campus at schools or businesses to focus on specific building layouts. For more information, to schedule a training, or to inquire about training costs, contact Margo Wagner, Dean of Community and Corporate Education, at 618-437-5321, Ext. 1367 or <u>wagnerm@rlc.edu</u>.

Spring 2019



CNA Instructor Course for RNs

This course is designed to provide nurses the knowledge and skills to become a CNA Instructor in Illinois. The program will prepare qualified registered nurses to develop and effectively teach basic CNA programs. The **Train the Trainer** and Alzheimer's Disease portion of class will be offered online. The Approved Evaluator Workshop Skills portion will meet face-to-face for one day. *RN's must meet the qualifications outlined in the June 2013 Illinois Administrative Code 395.160 Instructor Requirements.*

Registration deadline: March 8th

\$599 (Plus textbook) Instructor: Joyce Steber **NURS 1625-Y30** Online: 3/18 – 4/26 Skills Workshop: Friday, 4/26, 8AM-5PM

Mt. Vernon, RLC MarketPlace, Room 221

Refresher Course for BNATP Instructors

This online course is being conducted in compliance with IL Admin Code 77 Section 395.160. Participants must be approved to teach theory, clinical and Alzheimer's content <u>prior</u> to registering for this course. This course must be completed <u>prior</u> to attending an approved evaluator workshop refresher course.

\$150

CNTED 1620-L1 Online: 4/22-5/3



CNA Recertification

CNA's who have not worked for 24+ months but are eligible by IDPH Healthcare Worker Registry may recertify as a certified nurse assistant. Upon an approved background/fingerprint check, you will be scheduled to perform the 21 basic skills at a local clinical site. Successful performance of these skills provides access to the written test. *To find out if you are eligible, visit www.nurseaidetesting.com.*

CNTED 1620 \$275—Scheduled upon request.

Professional Development

Upcoming CE event for Nurses

Population Health **Tuesday, March 19, 2019** Main Campus, RLC Theater

For more information contact Kim Wilkerson at (618) 437-5321 x1775 or wilkersonk@rlc.edu.







Food Sanitation

Learn to identify the causes of food-borne illness, identify and apply correct procedures for cleaning and sanitizing, recognize problems and potential solutions associated with facility, equipment and layout, and understand the Illinois code related to food service establishments. Successful completion of this course prepares you to take the Servsafe exam for Management and Sanitation Training. The exam is given at the end of the second session. Students must bring Photo ID to class. ServSafe Essentials Textbook is required and available at the RLC Bookstore or online.

\$180

CULA 1205-L01 Saturdays, 2/2-2/9, 8:00am-5:00pm Main Campus, Advanced Tech, Room 118

CULA 1205-L30 Saturdays, 3/23 –3/30, 8:00am-5:00pm Mt. Vernon, RLC MarketPlace, Room 338

CULA 1205-L70 Saturdays, 6/1-6/8, 8:00am-5:00pm Pinckneyville Murphy-Wall, Room 102

Computer Workshops

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Course #	Course Name	Dates	Time	Day	Location	Cost			
COMED 5336-31	Beginning Computers	2/5 2/12	6:00pm - 8:00pm	Т	RLC MarketPlace Room 338	\$25			
COMED 5336-32	Beginning Microsoft Word	3/5 3/12	6:00pm - 8:00pm	Т	RLC MarketPlace Room 338	\$25			
COMED 5336-33	Beginning Microsoft Excel	4/2 4/9	6:00pm - 8:00pm	Т	RLC MarketPlace Room 338	\$25			

Beginning MS Word

Learn the fundamentals of word processing using Microsoft Word. Discover how to use the menu system and toolbars; open, reopen, print, save and close documents; insert/delete text, reverse an edit operation, apply font attributes to text, and move text blocks. Be trained on how to use Spelling/Grammar Checker, Thesaurus, the Help menu, and how to customize the AutoCorrect Dictionary.

Beginning MS Excel

Make working with numbers as easy as 1-2-3 by learning the fundamental operations of spreadsheets. Learn how to use the menu system and toolbars; open, reopen, print and close workbooks; and enter labels. Discover the secrets to adding values and formulas into worksheets, formatting spreadsheets by adjusting the size of columns/rows, using borders/shading, and changing the page setup.







OSHA TRAINING

10 HOUR GENERAL INDUSTRY

Unmanned Aircraft Systems

Occupational Certificate program



Become certified in this new, cutting-edge technology before the spring season with classes starting in the Spring 2019 semester. Three consecutive courses last approximately six weeks each.

Spring 2019 classes meet 5 - 9:50 p.m. Mondays & Wednesdays Advanced Technology Center Room 178



LEARN MORE Contact Chris Edwards UAS Instructor 618-437-5321, Ext. 1278 edwardsc@rlc.edu

Check out more about the program at www.rlc.edu. The OSHA Training Program provides workers with basic training about common safety and health hazards on the job. The training will be offered to those interested in learning how to recognize, reduce, and prevent health and safety hazards . Students will receive the OSHA 10-hour General Industry card upon completion.

Fridays, 1/18 & 1/25 9:00am - 2:00pm

LEARN MORE

Contact Gabriele Farner Dean of Applied Science & Advanced Technology

618-437-5321, Ext. 1292 farnerg@rlc.edu

Check out more about the program at www.rlc.edu.

Cultural Events

Spring 2019

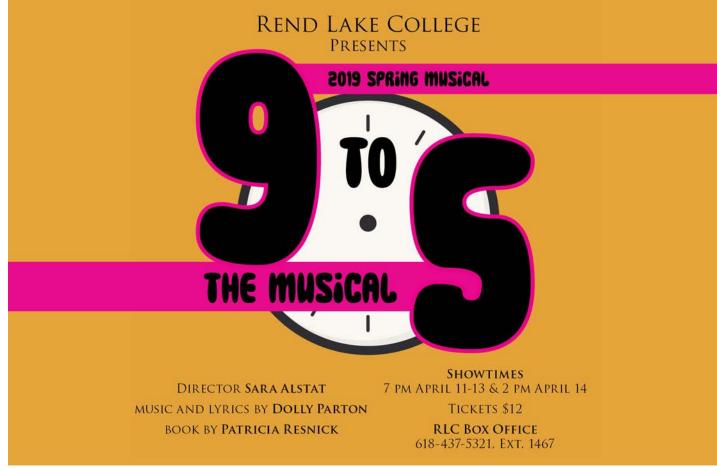


CULINARY ARTS SHOWCASE

Culinary Arts Restaurant

Open 5-8 p.m. Thursday & Friday evenings Thursday, March 21– Friday, May 3

Due to limited seating: • Reservations will be taken no more than 2 weeks in advance • Payment is due at the time of reservation • No more than 6 people per reservation



Cultural Events

Rend Lake College Cultural Events										
Event Name Date Day Time Location Contact Cost										
Thespian Comedy Improv	1/31	Th	7:00 PM	RLC Theatre	Tracey Ext. 1295	Free				
Student & Alumni Art Show	2/1 - 4/19	M-F	8:00 AM - 8:00 PM	RLC Theatre Lobby	Melissa Ext. 1718	Free				
Spoken Word Open Mic	3/4	М	6:30 PM	King City Books Mt. Vernon, IL	Peggy Ext. 1725	Free				
International Film Showing: TBA	3/25	М	12:00 PM	RLC Theatre	Rob Ext. 1765	Free				
Art Demonstration Carrie Gibbs	3/27	W	12:00 PM	LRC, Room 165	Melissa Ext. 1718	Free				
Diversity Week Event: Guest Musicians	4/1	М	12:00 PM	RLC Theatre	Nathan Ext. 1792	Free				
Diversity Week Event: Film Showing, <i>"Laramie Inside Out"</i>	4/2	т	ТВА	LRC, Room 131	Rob Ext. 1765	Free				
Diversity Week Event: Speaker, Lindy Drew Story- telling for Social Impact: Humans of St. Louis	4/2	т	11:00 AM	PDA Student Center	Nathan Ext. 1792	Free				
Diversity Week Event: Film Showing, "Living on One Dollar"	4/3	W	TBA	LRC, Room 131	Nathan Ext. 1792	Free				
Speaker, Dr. Marsha Bar- rett: The Everyday Impact of Political Partisanship on Americans	4/3	w	1:00 PM	PDA Student Center	Nathan Ext. 1792	Free				
Diversity Week Event: LGBTQ, Chip Loghry	4/4	Th	1:00 PM	PDA Student Center	Nathan Ext. 1792	Free				
Spring Musical: "9 to 5"	4/11 - 4/14	Th-Sa Su	7:00 PM 2:00 PM	RLC Theatre	Box Office Ext. 1467	\$12				
Lake Reception	4/18	Th	5:00 PM	King City Books Mt. Vernon, IL	Peggy Ext. 1725	Free				
Phi Theta Kappa Induction	4/18	Th	2:00 PM	RLC Theatre	Jena Ext. 1293	Free				
Flummoxed Fairytales	5/2- 5/3	Th/F	10:00 AM 1:00 PM	RLC Theatre	Tracey Ext. 1718	Free				
Spring Concert	5/9	Th	7:00 PM	RLC Theatre	Sara Ext. 1718	Free				



For more information or to register, phone (618) 437-5321, ext. 1714.

Recreation



rlc.edu/rec • 437-5321, Ext. 1279

THE REC - SPRING 2019

UPCOMING EVENTS

Pre-Season Softball Prospect Clinic

Intramural Basketball - starting January 21st

Flag Football - March 10 - April 14

Spring Classic 9U Baseball

Summer Smash 13U Softball & Baseball

Battle at the Crossroads 10U & 14U Baseball

Battle at the Crossroads 16U Softball & Baseball

Basketball/ Baseball/Softball Lessons

* Call for more details

www.rlc.edu/the-rec * 618-437-5321, Ext. 1279 Director Tyler O'Daniel * odanielt@rlc.edu



The Rec is a training facility dedicated to the enhancement of baseball and softball skills and the physical well-being of Southern lilinois athletes. The educational center operates under the auspices of Rend Lake College and offers professional instruction from members of the Warrior baseball staff

AQUATICS CENTER SPRING 2019

4-MONTH MEMBERSHIPS

Individual \$120 | Family \$450 Birthday Parties | Swim Lessons

SPECIALTY CLASSES

Water Aerobics

(AM) 9 - 10 Tuesday & Thursday Jan. 8 (16-weeks)

(AM) 11 - 12 Monday & Wednesday Jan. 7 (16-weeks)

(PM) 4:15 - 5:15 Tuesday & Thursday Jan. 8 (16-weeks)

SWIMMING

Swim Lesson / Group Lessons Spring Semester 6 Weeks Session Meet 1x per week 45 minutes - \$36 Begin the week of Jan. 7

rlc.edu/aquatics • 618-437-5321, Ext. 1207 Contact Laura Johnston • johnstonl@rlc.edu



(AM) 10 - 11 Tuesday & Thursday Jan. 8 (\$96) Community & Corporate Education



TRUCK DRIVER TRAINING

- Prepare for a career as a truck driver
- Complete the daytime format in just 4 ½ WEEKS
- Classes held 7:30a 5:30p MTW & 7:30a 4:30p
- Hands-on learning
- Program cost is \$4,240
- CDL Pre-Trip, Skills and Road Examinations
 administered

HEAVY EQUIPMENT TRANSPORTATION

- Learn to repair, maintain and operate semitractor trailer units
- Complete in just two semesters
- Hands-on learning
- CDL Pre-Trip, Skills and Road Examinations administered

Interested? Contact Margo Wagner, Director • 618-437-5321, Ext. 1367 • wagnerm@rlc.edu



Can you take the heat?

Two-Year

Culinary Arts Associate in Applied Science Degree

Estimated cost of \$7,800 per year, two years.

Compare that to private culinary schools!

Also Available: One-Year Certificates in **Culinary Arts Baking & Pastry Arts**

www.rlc.edu/programs-and-degrees 618-437-5321, Ext. 1332 wilsonr@rlc.edu

Career & Technical Education

Health-Related Occupations

Phlebotomy

Complete the certificate in one semester

Phlebotomists are responsible for collecting blood specimens as ordered by a physiican or other health care professional. This one-semester program prepares students with practical, hands-on learning.

Medical Assistant

Complete certificate in two semesters or an associate degree in just two years

As a medical assistant, you will perform administrative duties like scheduling appointments, maintaining medical records and billing, plus clinical tasks such as taking and recording vital signs and medical histories, and more.

Pharmacy Technician

REND LAKE College

Complete certificate in as little as one semester

The Pharmacy Technician program gives you the technical skills and knowledge you need to practice in a variety of pharmacy settings. In this program, you will study the knowledge base needed to pass the National Pharmacy Technician Certification Examination offered by the Pharmacy Technician Certification Board.

REND LAKE COLLEGE ALLIED HEALTH DIVISION 618-437-5321, Ext. 1251 AlliedHealth@rlc.edu

Health Information Technology

Complete the HIT degree in only two years

The Health Information Technology program prepares you to collect, manage, and maintain records in health care facilities, in both paper and electronic formats. Health information technicians process patient information for health care providers, payers, and the government.

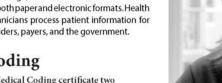
Medical Coding

Complete the Medical Coding certificate two semesters

Medical coders work to convert descriptions of medical diagnoses and procedures into universal medical code numbers for computer applications.

Other Allied Health Programs:

- Nursing
- CNA
- Radiologic Technology



Spring 2019



For more information or to register, contact the Allied Health Division at (618) 437-5321, ext. 1251

Veterinary Assistant

Occupational Certificate

The Veterinary Assistant certificate program prepares you with the knowledge and skills needed for a career working with animals in a variety of settings such as veterinary clinics, boarding kennels, grooming salons, pet shops and animal shelters.

The Veterinary Assistant program is offered through a partnership between Rend Lake College and Southeastern Illinois College.

> Rend Lake College Allied Health Division 468 N. Ken Gray Pkwy • Ina, IL 62846 618-437-5321, Ext. 1251 ah_info@rlc.edu



RLC Marketplace Mt. Vernon Campus 321 Potomac Blvd Mt. Vernon, IL 62864 Phone: (618) 437-5321 ext 2002 Fax: (618) 437-5677 Email: phillipsc@rlc.edu

Fall Semester Courses								
Course #	Course Name	Dates	Cr Hrs	Time	Day	Location	Instructor	
EMTP 1263-Y30	Paramedic Services III	1/15-5/10	12	5:00 PM-9:30 PM	т/н	RLC MarketPlace Room 222	Staff	
EMT 1250-Y30	Emergency Medical Technician	1/15-5/10	9	5:30 PM - 9:30 PM	Т/Н	RLC MarketPlace Room 221	Staff	
PHLE 1200-35	Intro to Phlebotomy	1/16-5/10	4	8:00 AM-10:00 AM	т/н	RLC MarketPlace Room 241	Collins	
CNA 1201-DM	Certified Nurse Assisting	1/14-3/18	7	8:30 AM-3:00 PM	MWF	RLC MarketPlace Room 343	Staff	
CNA 1201-DM1	Certified Nurse Assisting	3/18-5/17	7	8:30 AM-2:30 PM	MWF	RLC MarketPlace Room 343	Fann	
CULA 1205-30	Food Sanitation	4/6-4/13	1	8:00 AM-5:00 PM	S	RLC MarketPlace Room 338	House	

Connect With Us! -





Visit Us Online www.rlc.edu/marketplace



STUDIO RLC



Call now to reserve your appointment.

618.242.8459 Walk-ins welcome!

DAYTIME HOURS: Wed - Fri 9 a.m. - 4:30 p.m. (Appointments taken until 2 p.m.)

Rend Lake College MarketPlace

321 Potomac Blvd., Suite F Mt. Vernon, IL 62864

Menu Items	Phase 1 Services	Phase 2 Services
Barber Services	Starts at	Starts at
Facial Shave Facial Beard Trim Mustache Trim	\$8.00 \$7.00 \$2.50 \$1.50	\$8.00 \$7.00 \$2.50 \$1.50
Hair Cut & Styling Services	Starts at	Starts at
Shampoo & Cut Shampoo, Cut & Style Blow-Dry & Style* *Thermal Irons on hair 10" or longer, additional charge	\$7.50 \$9.50 \$7.00	\$9.50 \$11.50 \$9.00
Up Style	\$15.50	\$17.50
Color Services	Starts at	Starts at
Basic Color Partial Foil (10 or less) Full Foil	\$30.50 \$3.00 ea. \$35.50	\$33.50 \$3.50 ea. \$40.50
Texture Services	Starts at	Starts at
Perm Specialty Perm Chemical Relaxer	\$20.50 \$45.50 \$25.50	\$25.50 \$50.50 \$26.50
Wash House Services	Starts at	Starts at
T3 Experience (Styled) T3 Experience (Not Styled) Awapuhi Treatment Additional Vial	\$9.00 \$7.00 \$14.00 \$3.50	\$11.00 \$9.00 \$14.00 \$3.50
Other Services	Starts at	Starts at
Brow Wax Basic Manicure Gel Color Manicure Basic Pedicure Basic Facial Full Set Acrylics	\$6.50 \$12.50 \$15.00 \$17.50 \$12.50 \$15.50	\$6.50 \$12.50 \$15.00 \$17.50 \$12.50 \$20.50

www.rlc.edu/studiorlc

All services performed by students under the direct supervision of an instructor. No cash refunds. If a correction is needed, please schedule an appointment within one week of original service. For safety reasons, children are not permitted on the clinic floor unless receiving services.

Adult Education - High School Equivalency (HSE)

HSE classes help students prepare for the HSE Tests to earn their high school equivalency diploma. Students will develop critical thinking and problem solving skills while studying the subject areas covered on the HSE Tests. The Test of Adult Basic Education (TABE) assessment is used to determine appropriate placement in HSE classes. Classes are conveniently scheduled throughout the Rend Lake College district in Franklin, Jefferson, Hamilton and Perry counties. Both day and evening classes are available.

For more information, contact RLC Adult Education at (618)437-5321, Ext. 1241.







ENA developed and implemented the TNCC for national and international dissemination as a means of identifying a standardized body of trauma nursing knowledge. TNCC is a 16-hour course designed to provide the learner with cognitive knowledge and psychomotor skills and may be officially attended by registered nurses with at least six months of clinical nursing experience in an emergency care setting.

\$300 (Plus \$80 for book)

Wednesday/Thursday, Jan. 30-31, 7AM-5PM Mt.Vernon MarketPlace, Room 221



Earn your EMT-Basic Licensure

This course is designed to present skills required for the position of EMT-Basic. It emphasizes recognition of signs and symptoms of injury and illness. Upon completion, the student is qualified to apply for the Illinois Department of Public Health EMT-Basic licensure exam.

Tuesday/Thursday Evenings, 5:30-9:30PM January 15- May 10 • 9 credit hours Mock ambulance located in classroom!



Four semesters: Summer, Fall, Spring, Summer

Prerequisite—Must Complete EMT-Basic Course prior to enrollment.



The Paramedic Program begins annually in June at the EMS Training Center located at the RLC MarketPlace in Mt. Vernon.

For more information please contact the **RLC Marketplace at** (618) 437-5321, Ext. 2002

American Heart Association **Training Center CPR/First Aid/PALS/ACLS**

CPR/AED and First Aid

One-Day Courses, 8AM-4PM Thurs, Jan. 3 Mon, Jan. 7 Wed, Jan. 9 Tues, Feb. 5 Wed, Feb 20

Mon, March 4 Tues, March 5 Wed, April 10 Wed, May 1 Wed, May 8

Pediatric Advanced Life Support Renewal

One-Day Courses, 9AM-5PM Tues, Jan. 29 Fri, April 26 Thurs, March 28 Wed, June 19 Wed, July 10

PALS Provider

Two-Day Courses, 9AM-5PM Tues/Wed, Feb. 26-27 Mon/Tues, May 20-21

ACLS Provider

Two-Day Courses, 9AM-5PM Mon/Tues, Jan. 14-15 Tues/Wed, May 14-15 Wed/Thurs, March 20-21 Thurs/Fri, July 11-12

Advanced Cardiac Life Support Renewal

One-Day Courses, 9AM-5PM Tues, Jan. 15 Friday, Feb. 22 Thurs, March 21 Wed, April 17 Wed, May 15 Tues, June 18 Fri, July 12

PALS & ACLS Instructor Courses Contact AHA at 618-437-5321 x2032 regarding all instructor courses.

All of the trainings above are held at the RLC MarketPlace, Room 221. For more information or to register, contact the AHA Training Center at (618) 437-5321, x2032.



RLC Murphy-Wall Pinckneyville Campus

5680 State Route 154 Pinckneyville, IL 62274 Phone: 618-357-3742 Fax: 618-357-6213 Email: bauersachsh@rlc.edu

Spring Semester Courses									
Course #	Course Name	Dates	Cr Hrs	Time	Day	Location	Instructor		
BIO 1100-71	College Biology for Non-Majors	1/14-5/10	4	11:00 AM -12:20 PM	MWF	RLC Murphy-Wall PNK Campus, Room 116	Gunter		
BUSI 1101-71	Intro to Business	1/15-5/10	3	5:00 PM- 7:50 PM	т	RLC Murphy-Wall PNK Campus, Room 101	Pollman		
CNA 1201-DP	Certified Nurse Assisting	1/15-5/23	7	4:00 PM -8:15 PM	TH	RLC Murphy-Wall PNK Campus, Room 113	Staff		
COMM 1101-71	Principles of Effective Speaking	1/17-5/10	3	6:00 PM-8:50 PM	Н	RLC Murphy-Wall PNK Campus, Room 101	Dale		
EDUC 1106-DP	Human Development	1/15-5/10	3	11:00 AM- 12:20 PM	TH	RLC Murphy-Wall PNK Campus, Room 113	Wills		
ENGL 1101-71	Rhetoric & Composition I	1/17-5/10	3	6:00 PM-8:50 PM	W	RLC Murphy-Wall PNK Campus, Room 102	Biggs		
ENGL 1102-71	Rhetoric & Composition II	1/14-5/10	3	11:00 AM-11:50 AM	MWF	RLC Murphy-Wall PNK Campus, Room 102	Miller		
HEA 1120-DP	Stress Management	1/14-5/10	3	10:00 AM-10:50 AM	MWF	RLC Murphy-Wall PNK Campus, Room 113	Wills		
HECO 1202-71	Health Care Terminology	1/16-5/10	3	6:00 PM-8:50 PM	W	RLC Murphy-Wall PNK Campus, Room 101	Staff		
HIST 2101-DP	American History I	1/14-5/10	3	8:00 AM- 8:50 AM	MWF	RLC Murphy-Wall PNK Campus, Room 113	Brouwer		
POLI 2101-DP	American Government	1/15-5/10	3	9:30 AM–10:50 AM	TH	RLC Murphy-Wall PNK Campus, Room 113	Chance		
PSYC 2101-DP	Intro to Psychology	1/14-5/10	3	6:00PM-8:50PM	М	RLC Murphy-Wall PNK Campus, Room 113	Huie		
PSYC 2102-DP	Child Psychology	1/15-5/10	3	8:00 AM- 9:20 AM	TH	RLC Murphy-Wall PNK Campus, Room 113	Minor		
SOCI 2101-DP	Social Problems	1/14-5/10	3	12:00 PM- 12:50 PM	MWF	RLC Murphy-Wall PNK Campus, Room 113	Maschhoff		



REND LAKE COLLEGE	ne Learning				Spring 2019			
Lear	Educatio	n to (
Education to GO - Take Online Classes that Fit YOUR Schedule!								
nome	home! For course descriptions and additional information go to www.ed2go.com/rlc							
	her Recertification			GRANT W	RITING/NONPROFITS—\$89			
	TINUING EDUCATION FOR CHING PROFESSIONALS Cost: \$99	NEW SEC	WEEK COURSES TIONS START MONTHLY	COMED 9396	Advanced Grant Proposal Writing			
	1.5 Credit Hrs/24 CPDUs pois State Board of Education		-Mar 8, Section L90	COMED 933F	Becoming a Grant Writing Consultant			
Course			—Apr 5, Section L91 —May 3, Section L92	COMED 931T	Starting a Nonprofit			
Number	Course Name	Apr 17	–Jun 7, Section L93	COMED 9397	Get Grants! Introduction to			
CNTED 1600	Empowering Students with Disabilities	May 1	5—Jul 5, Section L94	COMED 934G	Nonprofit Management			
CNTED 1600	Content Literacy; Grades 6-12		—Aug 2, Section L95 —Sept 6, Section L96	COMED 931S	Marketing Your Nonprofit Writing Effective			
CNTED 1600	Teaching Smarter with SMART Boards		Requirements:	COMED 9369	Grant Proposals			
CNTED 1600	Teaching Preschool: A Year of Inspiring Lessons	All courses Some o	require Internet access and e-mail. ourses may have additional nents. Please visit our Online n Center for more information.	• CA	REER IDEAS—\$89			
CNTED 1600	Responses to Intervention: Reading Strategies That Work	Instruction	n Center for more information.	COMED 9333	Fundamentals of Technical Writing			
CNTED 1600	Creating a Classroom Web Site			COMED 9395	Introduction to Interior Design			
CNTED 1600	Teaching Students with ADHD		REATIONAL, HOBBY, SONAL DEVELOPMENT	COMED 9357	How to Get Started In Game Development			
CNTED 1600	Differentiating K-12 Assessments		CLASSES	CAREE	R DEVELOPMENT—\$89			
CNTED 1601	A to Z Grant Writing	Course Number	Course Name		12 Steps			
CNTED 1601	A to Z Grant Writing II Beyond the Basics			COMED 9383	to a Successful Job Search			
CNTED 1604	The Creative Classroom	• BUS COMED 931Z	INESS COURSES—\$89 Effective Selling	COMED 9328	Achieving Success with Difficult People			
CNTED 1605	Differentiated Instruction in the Classroom	COMED 9312 COMED 931V	Employment Law Fundamentals	COMED 931W	Building Teams that Work			
CNTED 1606	Enhancing Language Development in Childhood	COMED 931V	Project Management	COMED 931U	Distribution and Logistics Management			
CNTED 1607	Get Assertive!		Fundamentals		Fundamentals of Supervision			
CNTED 1608	Guided Reading: Strategies for the Differentiated Classroom	COMED 930W	Manufacturing Applications Manufacturing Fundamentals	COMED 9330	and Management I			
CNTED 1610	Integrating Technology in the Classroom		Marketing Your Business	COMED 933H	Fundamentals of Supervision and Management II			
CNTED 1611	Leadership Solving Classroom	COMED 933J	on the Internet	COMED 931L	High Speed			
CNTED 1615	Discipline Problems Solving Classroom	COMED 931H	Total Quality Fundamentals		Project Management			
CNTED 1616	Discipline Problems II	COMED 930S	Six Sigma: Total Quality Applications	COMED 9349	Individual Excellence			
CNTED 1617	Understanding Adolescents	-		COMED 9392	Interpersonal Communication			
CNTED 1618	Using the Internet in the Classroom Creating the Inclusive Classroom:	COMED 9310	Nonprofit Fundraising Essentials	COMED 9348	Keys to Effective Communication			
CNTED 1651	Strategies for Success	COMED 932Z	Supply Chain Management Fundamentals	COMED 932D	Managing Customer Service			
CNTED 1652	Guided Reading & Writing: Strategies for Max Achievement	COMED 932C	Understanding the	COMED 9336	Professional Sales Skills Using Social Media			
CNTED 1653	Survival Kit for New Teachers	50WED 7320	Human Resources Function	COMED 9351	In Business			
CNTED 1654 CNTED 1655	Ready, Set, Read! Speed Spanish	• START Y	OUR OWN BUSINESS—\$89	COMED 9335	Skills for Making Great Decisions			
CNTED 1655	Singapore Math Strategies: Model Drawing for Grades 1–6	COMED 931X	Growing Plants for Fun and Profit	•	TEST PREP—\$89			
CNTED 1657	Working Successfully with	COMED 9374	Learn to Buy and Sell on eBay	COMED 9391	GRE Preparation - Part 1			
	Learning Disabled Students	COMED 936A	Secrets of the Caterer	COMED 932G	GRE Preparation - Part 2			
CNTED 1663	Teaching Adult Learners Teaching Students with Autism:	COMED 932N	Start Your Own Arts & Crafts Business	COMED 9390	GMAT Preparation			
CNTED 1658	Strategies for Success	COMED 932E	Start and Operate Your Own	COMED 9394	LSAT Preparation - Part 1			
CNTED 1659 CNTED 1660	Teaching Math: Grades 4-6 Teaching Science Grades 4-6	-	Home-Based Business	COMED 932H	LSAT Preparation - Part 2			
CNTED 1660 CNTED 1662	Teaching Writing: Grades K-3	COMED 9337	Starting a Consulting Practice	COMED 9319	SAT/ACT Preparation - Part 1			
CNTED 1661	Teaching Writing Grades 4-6	COMED 932A	Wow, What a Great Event!	COMED 9320	SAT/ACT Preparation - Part 2			
		-						

Online Learning

Jan 16—Mar 8, Section L90 Feb 13—Apr 5, Section L91 Mar 13—May 3, Section L92 Apr 17—Jun 7, Section L93 May 15—Jul 5, Section L94 Jun 12—Aug 2, Section L95 July 17—Sept 6, Section L96 <i>Requirements:</i> All courses require Internet access and e-mail. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.		
requirements. Please visit our Online Instruction Center for more information.		
RECREATIONAL/HOBBY/PERSONAL DEVELOPMENT CLASSES		
Course Number	Course Name	
DIGITAL PHOTOGRAPHY/VIDEO COURSES—\$89		
COMED 9309	Discover Digital Photography	
COMED 933C	Photoshop Elements for the Digital Photographer	
COMED 9372	Photographing Nature with Your Digital Camera	
COMED 9373	Mastering Digital Photography: Photographing People	
COMED 9327	Secrets of Better Photography	
COMED 930T	Travel Photography for the Digital Photographer	
• PERSONAL ENRICHMENT—\$89		
COMED 9314	Mastering Public Speaking	
COMED 932J	Everyday Math	
COMED 930F	Start Your Own Edible Garden	
COMED 9353	Grammar Refresher	
COMED 9353	Grammar Refresher II	
COMED 9311	Merrill Ream Speed Reading	
COMED 9305	Lose Weight and Keep It Off	
COMED 934B	Marriage and Relationships: Keys to Success	
COMED 9301	Write Your Life Story	
CHILD	CARE & PARENTING—\$89	
COMED 9329	Helping Elderly Parents	
COMED 934A	Happy and Healthy Pregnancy	
	Homeschool with Success	
COMED 934A COMED 9306 COMED 9308	Homeschool with Success Introduction to Natural Health and Healing	
COMED 934A COMED 9306 COMED 9308	Homeschool with Success	
COMED 934A COMED 9306 COMED 9308	Homeschool with Success Introduction to Natural Health and Healing	
COMED 934A COMED 9306 COMED 9308 • ENTERT	Homeschool with Success Introduction to Natural Health and Healing	

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Instructor-facilitated **online courses** that are informative, fun, convenient, and highly interactive.



All courses run for **six weeks** (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, handson 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. 24 hour access! 7 days/week!

How to Get Started:

- 1. Visit our Online Instruction Center **www.ed2go.com/rlc.**
- 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. You will enter your e-mail and choose a password that will grant you access to the Classroom.
- 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.

LANGUAGES—\$89		
COMED 9387	Beginning Conversational French	
COMED 9386	Conversational Japanese	
COMED 9384	Grammar for ESL	
COMED 933N	Instant Italian	
COMED 930C	Speed Spanish II	
COMED 933D	Speed Spanish III	
COMED 9385	Writing for ESL	
PERSONAL FINANCE—\$89		
COMED 9399	The Analysis and Valuation of Stocks	
COMED 930J	Keys to Successful Money Management	
COMED 9359	Introduction to Stock Options	
COMED 9380	Personal Finance	
COMED 932K	Real Estate Investing	
COMED 9331	Stocks, Bonds, and Investing: Oh, My!	
COMED 9398	Where Does All My Money Go?	
WRITING—\$89		
COMED 934C	Advanced Fiction Writing	
COMED 9376	Beginner's Guide to Getting Published	
COMED 931P	Business and Marketing Writing	
COMED	The Craft of Magazine Writing	
COMED 931N	Effective Business Writing	
COMED 9341	Introduction to Internet Writing Markets	
COMED 931A	Introduction to Journaling	
COMED 9313	The Keys to Effective Editing	
COMED 931Q	Mystery Writing	
COMED 930A	Research Methods for Writers	
COMED 9304	Travel Writing	
COMED 9334	Write Like a Pro	
COMED 9301	Write Your Life Story	
COMED 9303	Writeriffic: Creativity Training for Writers	
COMED 930K	Writing for Children	
COMED 934D	Writing Young Adult Fiction	
COMED 930E	Write and Publish Your Nonfiction Book	
COMED 934F	How to Make Money From Your Writing	
COMED 9350	Publish and Sell Your E-Books	



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