

## FUN Part-Time Jobs

with Dan Tilles

\$24 (SR \$20) • 1 class

25.315 T 7-9:30pm 6/23

Get paid to dine out (with your guest!), express your opinion, go shopping, be in a movie, share your hobby, sample food and beverages, work-out, go to the movies and more! No special education or training required. Instructor Dan Tilles has done them all and will tell you who hires and why, how to apply, how much they pay and everything else you need to know to make money having fun. A handout includes names and how to contact companies for these jobs. Also: work scams to avoid and ways to protect yourself. This class is for all ages.

**Lab Fee: \$1 payable to instructor.**

Location: RMCC

## Financial Workshop for Individual Investors

with David M. Amann, Edward Jones Investment Representative, AAMS

\$60 (SR \$47) • 4 classes

25.304 Th 5:30-7:30pm 7/9-7/30

No matter what your age, chances are you want a better future. The Financial Workshop for Individual Investors is an easy way to learn how to save, invest and work toward your financial goals. Whether you're just starting out or want to learn something new, the workshop will give you real-world strategies that are easy to follow. This four-week workshop will assist individuals in setting financial and investment goals. The class will provide an in-depth look at the many different types of investments available to and suitable for investors who are working or retired. Whether you are interested in strategies designed to help you enhance your long-term investment returns, reducing your income taxes or income strategies, you should plan to attend this informative workshop.

Location: RMCC

## Computers

**Instructor: Lynn Pesonen, EZ COMP, instructor for 12 years**

### HANDS-ON DIGITAL PHOTO AND SCANNER CLASS

\$105 (SR \$80) • 2 classes

20.303 M 6:30-8:30pm 6/22-6/29 CAB

You have photos that you need scanned or have taken with your digital camera, now what? Using a provided computer and scanner you'll learn how to organize your photos and how to edit your pictures with PhotoShop Elements. The concepts you learn will allow you to enhance and preserve great photos. **The instructor, Lynn Pesonen will hand out a take-home class manual and will collect a \$30 Lab Fee at the first class session.**

### HANDS-ON MICROSOFT WINDOWS

\$40 (SR \$32) • 1 class

20.302 M 6:30-8:30pm 7/13 CAB

Do you know where your files go when you save or download them? Take the mystery out by learning how to create and manage your files and folders. As you're sitting at a provided computer with another student, you'll learn how to save your files in the appropriate folder, move and delete files, plus how to back them up to a CD or to a removable drive. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20.00 Lab Fee at the class.**

### HANDS-ON MICROSOFT EXCEL

\$40 (SR \$32) • 1 class

20.308 M 6:30-8:30pm 7/20 CAB

While sitting at a provided computer with another student you'll learn how to create and edit spreadsheets. You'll learn shortcuts to enter and edit data, simple and complex formulas, formatting text and numbers, sort lists, insert/delete columns, rows, multiple worksheets and discuss printing. **The instructor, Lynn Pesonen will hand out a take-home class manual and will collect a \$20 Lab Fee at the class.**

### HANDS-ON MICROSOFT OUTLOOK

\$40 (SR \$32) • 1 class

20.307 M 6:30-8:30pm 7/27 CAB

As you're sitting at a provided computer with another student, you'll learn how to get organized using Outlook! You'll use the Calendar to add, delete, track appointments and invite co-workers to meetings; setup Reminders, manage the To-Do List; record notes in the Journal; set up and manage an address book in the Contacts section. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20 Lab Fee at the class.**

### HANDS-ON MICROSOFT WORD

\$40 (SR \$32) • 1 class

20.304 M 6:30-8:30pm 8/3 CAB

As you're sitting at a provided computer with another student you'll learn how to create and print envelopes, labels and how to setup a mail merge. You'll create a customized name and address list and merge the list to print onto letters, labels and envelopes so each is personalized. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20 Lab Fee at the class.**

### HANDS-ON POWERPOINT

\$40 (SR \$32) • 1 class

20.306 M 6:30-8:30pm 8/10 CAB

While sitting at a provided computer with another student, you'll learn how to design and enhance your presentations with slide masters and templates. We'll begin working with presentation designs, learn how to edit the background layout, apply word art, animate features, insert clip art and sound effects. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20 Lab Fee at the class.**

ADULTS