

## Classes & Events-Macomb

Classes are held at the Spoon River College Outreach Center located at 2500 East Jackson Street in Macomb. **\*Unless noted differently.**

**INTRO TO WORD** What is Word? How can you use it? This class will cover the basics of Word and the kind of documents you can create with the program. If you need to learn how to create a basic letter, write a paper, or create a quick flyer, this class will help you learn how to accomplish those goals. Instructed by Erin Orwig. Fee: \$30

**Thursday, August 23, 5-7pm (CE850N1)**

**INTRO TO EXCEL** Excel can help you create budgets, charts, schedules, and databases. Students in this class will learn the basics of Excel and how to apply it in everyday life. If you need to track anything in your life, Excel is the program you need! Instructed by Erin Orwig. Fee: \$30

**Thursday, August 30, 5-7pm (CE852N1)**

**USING EXCEL AND WORD TOGETHER** Word and Excel are individual programs that have many attributes on their own, but you can also utilize the programs together. The first half of this class will cover basic commands and program highlights for Word and Excel. In the second class, students will create a form letter, edit documents, create budgets sheets, and build databases in both programs. The class will end with how to link the database and budget sheets to Word documents to make you more efficient in making labels and reports. (It is recommended that students have previous knowledge of Word and Excel for this class) Instructed by Erin Orwig. Fee: \$30

**Thursday, September 6, 5-8pm (CE850N2)**

**GETTING GOOGLE** You have heard the phrase "Just Google it" but Google has more applications than just a search engine. This class will teach you about Google Docs, Slides, Forms and Sheets. These programs are similar to MS Office but operate on the cloud so you can share and edit among many individuals. It's great to use in business offices and organizations who have multiple people editing a document or spreadsheet. Instructed by Mandy Kreps. Fee: \$30 (\$5 for SRC and high school students with valid ID).

**Tuesday, September 25, 5:30-8:30pm (CE858N1-N2)**

**UTILIZING PUBLISHER FOR PERSONAL, WORK, AND VOLUNTEER COMMITMENTS** Publisher can be your best friend for making flyers, brochures, newsletter, and registration forms. This class will familiarize students with the basics of Publisher and how to use it more efficiently. During class, students will create a basic flyer, two-page brochure, and registration forms. Instructed by Erin Orwig. Fee: \$30

**Thursday, September 13, 5-8pm (CE847N1)**

**FOOD SERVICE SANITATION MANAGER CERTIFICATION (FSSMC)** In order to **maintain** your Illinois FSSMC Certificate, or **obtain** a new FSSMC Certificate, you must complete an eight hour ServSafe® IDPH approved course and pass an exam accredited under the standards developed and adopted by the Conference for Food Protection. This course meets these requirements. Instructed by I Food Manager (IFM). Fee: \$179\* (\*Payment is due 5 business days prior to start of class, if not received a \$20 late registration fee will apply.) **Please call for current dates.** (VSK085)

**INTRODUCTION TO IPAD** The iPad can be a tremendous asset to your daily life! Whether you're already using an iPad or are considering purchasing one, this class is for you! Join us to learn about settings, how the device can work for you, and other time-saving terms, tips & tricks! Instructed by Erin Orwig. Fee: \$30

**Tuesday, September 18, 1-4pm (CE872M1)**

**INTRODUCTION TO FACEBOOK** This is an introductory course for newer Facebook users. Topics include: setting up a Facebook account, changing your privacy settings, creating and commenting on posts, how to find friends, how to "like" comments and events, and also how to upload pictures, videos, and more. Instructed by Erin Orwig. Fee: \$30

**Tuesday, September 11, 1-4pm (CE889M1)**

**TRAVEL PHOTOGRAPHY** This is a NEW class that will focus on tips for travel photography. Vacations are expensive but worth it! In this class learn how to capture the best of your vacation. Instructed by Bob Coker. Fee: \$35

**Thursdays, September 6 and 13, 6-8pm (CE892N1)**

Other dates and locations available.  
For full details visit: [src.edu/outreach](http://src.edu/outreach).  
To register call: 309-833-6031



**NIGHT PHOTOGRAPHY** Learn how to get the most out of your camera from dusk till dawn. Learn how to take pictures of nightscapes, star trails, meteor showers, light painting, city lights, and more. Learn how astrophotographers take images of planets and galaxies, then process them with software that can be downloaded for free. This is an advanced photography lab. All students should bring either DSLR or advanced mirrorless cameras with manual settings and interchangeable lenses. Students are also encouraged to bring tripods. Instructed by Rob Kirkham. Fee \$35

**Wednesdays, October 3 & 10, 6-8pm** (CE893N2)

**CANDID PHOTOGRAPHY** Candid Photography is a very popular genre of photography. Moments captured spontaneously as they happen is known as candid photography. The subjects are usually not aware of the photographer, so they appear very relaxed. Wedding photography is a perfect example of this style of photography. Instructed by Bob Coker. Fee: \$35

**Wednesdays, October 17 & 24, 6-8pm** (CE893N1)

**PHARMACY TECH ED** This 12 week course consists of 48 hours of classroom instruction plus an optional 2 hour PTCB prep class for a total of 50 hours of instruction. Upon successful completion of the course, students receive a Certificate of Completion for Pharmacy Technician instruction. The Pharm Tech Ed coursework will provide students with the basic skills necessary for an entry level career as a pharmacy technician in a hospital or retail pharmacy setting. In addition, the coursework will prepare students to sit for the PTCB certification exam. Instructed by Charity Long. Fee: \$1450 (Payment Plan available)

**Wednesdays, September 5-December 5, 6-10pm** (VSK839N1)

**PHARMACY TECH ED INFO SESSION** Interested in our Pharmacy Technician program? Attend a FREE informational session to meet the instructor and learn about the program. Come learn about educational requirements, what you will learn in class, career opportunities, and more. Register for this FREE session by calling 309-833-6031.

**Wednesday, August 8, 6-8pm or Saturday, August 25, 10am-Noon**

**12 HOUR MANAGING BROKER COURSE** This course meets the requirements for IDFPR's required 12 hour Illinois Broker Management continuing education class. The class will feature all the required topics, as well as the latest information from the real estate industry that would affect anyone owning or managing an office. The objective is to get managing brokers from all fields of real estate information and education that they can take back and use, as well as reduce their risk of owning or managing a real estate company. Managing Broker licensees must complete 12 Hours of CE (6 Hrs. CORE - one CORE A and one CORE B and 6 Hrs. Elective) and the 12 Hour Managing Broker Course by 04/30/19. Instructed by Kerry Kidwell. Fee: \$189

**Tuesday, September 11 & Wednesday, September 12, 9am-4pm** (CEU019M1)

**MANUFACTURING BOOT CAMP** The SRC Manufacturing Boot Camp is designed for anyone searching for a job in manufacturing or who has recently joined the manufacturing workforce. This boot camp will provide attendees with the basic knowledge to help them succeed at their job or make themselves more hireable to employers. **Topics will include:** Introduction to Machining and Electricity, Machine Shop Mathematics, Blue Print Reading and Tolerance, Measuring, Safety in the Workplace, and Essential Workplace Skills. Fee: \$200 (Financial assistance may be available)

**Tuesdays and Thursdays, September 11, 13, 18, 20, 25, & 27, 5-9pm** (CE051N1)

**FINANCIAL WORKSHOP: YOUR SOURCE OF FINANCIAL EDUCATION** Financial education is an important step in helping you achieve a better future. The Financial Workshop: Your Source for Financial Education offers clear and practical investing education in a convenient and comfortable format. By attending this workshop, you will gain a better understanding of the key principles of saving and investing and also learn specific strategies to help reach your long-term goals. Instructed by Patrick Kolata, Edward Jones. Fee: \$15

**Tuesdays, September 25, October 2, 9, & 16, 6-7pm** (CE103N1)

**PROTECT YOURSELF AGAINST SCAMS** How do you know when a phone call or an e-mail is on the up-and-up? More importantly, how can you tell if it isn't legitimate? Join Dave Barbknecht to learn some pointers and ways to handle scam phone calls and e-mails and how to best protect yourself. Instructed by Dave Barbknecht. Fee: \$30

**Thursday, September 27, 3-6pm** (CE103M1)

**OSHA 10 HOUR GENERAL INDUSTRY** Participants will learn the major provisions of the Occupational Safety and Health Act. New and updated information on the regulations will be discussed. Primary topics include: the inspection and citation process, working and walking surfaces, emergency plans and exit routes, Global Harmonization System (GHS), electrical safety, machine guarding and NEW Illness and Injury Recordkeeping. This course can be customized to meet the participants needs and is intended for both public and private sectors. Instructed by Jeff Clark. Fee: \$250/person + \$50/card OR \$225/ person + \$50/card if 2 or more registrations from same business.

**Thursday, October 4, 8am-3:30pm & Friday, October 5, 8am-12:15pm** (VSK244M1)

**2018 BUSINESS INSTITUTE** This is a one-day professional development seminar! Education and resources will be provided for those already in business and for those looking to start up a new business. The day will include 2 keynote presentations, 3 educational sessions, and plenty of opportunity to network. Don't miss out on this local opportunity! Fee: \$35-\$40

**Friday, October 12, 8am-3:30pm**

**LIFELONG LEARNING CONFERENCE** Mark your calendar to attend the 2018 Lifelong Learning Conference. The day features educational sessions, resource fair, lunch, refreshments, chance for prizes, and more! Advance registration is required. Fee: \$20

**Friday, November 2, 8am-3:30pm**