

## Office of Community Outreach Classes & Events

New classes are added each month so if you don't see what you want...please check back next month!

### Current Class Schedule at a Glance

- July 9:** Beginning Ukulele @ Canton
- July 11:** Summer Youth Program @ Rushville
- July 12:** Protect Yourself Against Scams @ Canton
- July 16:** Summer Youth Program Starts @ Macomb
- July 23:** Beginning Student Watercolor Starts @ Canton
- July 23:** Financial Workshop Starts @ Macomb
- August 1:** Intermediate Ukulele @ Canton
- August 6:** Food Service Certification @ Macomb
- August 21:** Beginning Adult Watercolor Starts @ Canton
- August 23:** Introduction to Word @ Macomb
- August 30:** Introduction to Excel @ Macomb
- September 5:** Pharmacy Technician Program Starts @ Macomb
- September 6:** Using Excel & Word Together @ Macomb
- September 11:** Intermediate Adult Watercolor Starts @ Canton
- September 11:** Introduction to Facebook @ Macomb
- September 13:** Utilizing Microsoft Publisher @ Macomb
- September 18:** Introduction to iPad @ Macomb
- September 27:** Beginning Woodworking Starts @ Rushville
- September 27:** Protect Yourself Against Scams @ Macomb
- October 4:** OSHA 10 Hour Training @ Macomb

Classes are added on daily...

Watch for class additions online at [www.src.edu/outreach](http://www.src.edu/outreach).

To Register, call:

Canton (309) 649-6260

Havana (309) 543-4413

Macomb (309) 833-6031

Rushville (217) 322-6060

**COMPUTER SKILLS**

(Computer Skills classes help you gain the skills you need personally or professionally.)

**INTRODUCTION 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 that goal. Fee: \$30

- **Macomb, Spoon River College Community Outreach Center** (CE850N1/SU18)  
Thursday, August 23, 5-7pm  
Instructor: Erin Orwig

**INTRODUCTION 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! Fee: \$30

- **Macomb, Spoon River College Community Outreach Center** (CE852N1/SU18)  
Thursday, August 30, 5-7pm  
Instructor: Erin Orwig

**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 form letters, edit documents, create budget 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 required that students have previous knowledge of both Word and Excel for this class) Fee: \$30

- **Macomb, Spoon River College Community Outreach Center** (CE850N2/FA18)  
Thursday, September 6, 5-8pm  
Instructor: Erin Orwig

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

- **Macomb, Spoon River College Community Outreach Center** (CE847N1/FA18)  
Thursday, September 13, 5-8pm  
Instructor: Erin Orwig

**INTRODUCTION TO IPAD (LEVEL 1)** The iPad can be a tremendous asset to your business or daily life! Whether you're already using an iPad or are considering purchasing one, this introductory class is for you! Join us to learn how the device works, what apps are available, and time-saving tips & tricks! Fee: \$30

- **Macomb, Spoon River College Community Outreach Center** (CE872M1/FA18)  
Tuesday, September 18, 1-4pm  
Instructor: Erin Orwig

**INTRODUCTION TO FACEBOOK** Facebook is used to stay connected! Do you want to communicate with your children & grandchildren? Do you want to see what's going on with your friends, send someone a birthday greeting, or even find a friend from high school? 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. (*Must have a personal email account set up and know your login and password for the account.*) Fee: \$30

- **Macomb, Spoon River College Community Outreach Center** (CE889M1/FA18)  
Tuesday, September 11, 1-4pm  
Instructor: Erin Orwig

**CAREER PROGRAMS**

(Options for those interested in a new career.)

**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. Classes meet one evening a week for 4 hours. 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. Coursework in this program includes:

- **Origin and history of pharmacy**
- **Drug regulation and controls**
- **Routes and formulations**
- **Transcribing of physician's orders**
- **Correct medication packaging**
- **Calculating doses**
- **Labeling prescriptions**
- **Preparing IVs**
- **Drug distribution systems**
- **and the top 100 drugs brand/generic**



This course is taught by licensed Certified Pharmacy Technicians who are professionally employed in regional pharmacies. Fee: \$1450 (Payment plan available. Fee includes registration and tuition, textbook/workbook, set of 100 drug flashcards, and set of medical scrubs.)

- **Macomb, Spoon River College Community Outreach Center** (VSK839N1/FA18)  
Wednesdays, September 5-December 5, 6-10pm  
Instructor: Charity Long

**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.

- **Macomb, Spoon River College Community Outreach Center**  
Wednesday, August 8, 6-8pm  
or  
Saturday, August 25, 10am-Noon

To Register, call:

Canton (309) 649-6260

Havana (309) 543-4413

Macomb (309) 833-6031

Rushville (217) 322-6060

**PRE-EMPLOYMENT ELIGIBILITY SERVICES-COOK**

The Spoon River College Office of Community Outreach provides pre-employment eligibility services for the Cook facilities in Canton at no cost to participants. The pre-employment process includes:

1. Enrollment in KeyTrain in preparation for testing
2. Schedule for WorkKeys computer tests in: Applied Math, Graphic Information, Workplace Documents
3. Manual dexterity tests
4. Creating a profile which gives you employment alerts at [www.cookmedical.com](http://www.cookmedical.com)

The three WorkKeys computer tests also enable the applicant to obtain the National Career Readiness Certificate, which is a portable, evidence-based credential that measures workplace skills and is a reliable predictor of workplace success.

Upcoming test dates include: **July 10, July 17, July 31**

Call 309-649-6260 to set up a time to enroll in KeyTrain and to schedule testing! (Applicants must provide documentation of high school graduation or GED completion to Cook.)

**PROFESSIONAL DEVELOPMENT**

(Professional Development is for those in career fields that required specialized training for their certification.)

**(FSSMC) FOOD SERVICE SANITATION MANAGER CERTIFICATION**

All establishments which serve food must have one certified person on the premises at all times. In order to maintain your Illinois FSSMC Certificate, or in order to 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 with a score of 75% or better. This course, instructed by I Food Manager (IFM), covers up-to-date information on safe food handling, preparation, food storage, personal hygiene, and the prevention of food borne illnesses. Successful completion includes a certificate issued by the Illinois State Department of Public Health (IDPH). The IFM course instructor will submit exam answer sheets to ServSafe® and will submit the returned test scores to IDPH. IDPH will mail students the Manager Request Form to fill out and return to IDPH with a \$35 payment. Students are not considered certified until the Manager Request Form and payment has been submitted. IFM will mail students a ServSafe® certificate. Courses are instructed by Wanda Adkins of IFM. Call SRC to register at 309-833-6031, or call IFM at 309-837-5158. Fee: \$179\* (\*Payment is due 5 business days prior to start of class, if not received a \$20 late registration fee will apply. Fee includes class & training manual.)

- **Macomb, Spoon River College Community Outreach Center** (VSK085M1/FA18)  
Monday, August 6, 7:30am-5pm

**FOOD SERVICE SANITATION (ONLINE)** Students now have the option to become certified in Illinois through ifoodmanager and ServSafe® online. Students must contact ifoodmanager at 309-837-5158 to register and pay for services before they can begin online training. Fee: \$285 (\$125 to ServSafe®, \$125 to ifoodmanager, \$35 to IDPH)

**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. Fee: \$189

- **Macomb, Spoon River College Community Outreach Center** (CEU019M1, FA18)  
September 11 & 12, 9am-4pm  
Instructor: Kerry Kidwell

**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. Fee: \$250/person + \$50/card **OR** \$225/ person + \$50/card if 2 or more registrations from same business.

- **Macomb, Spoon River College Community Outreach Center** (VSK244/FA18)  
Oct. 4 from 8am-3pm & Oct. 5 from 8am-12:15pm  
Instructor: Jeff Clark, 2BSafe

**The below OSHA/Safety classes are also available. Please call Erin Orwig at 309-833-6032 if you have interest.**


**ELECTRICAL SAFETY-RELATED WORK PRACTICES**

This course is directed to qualified and unqualified persons working on or near electrical energized equipment and risk the possibility of electrical shock. This training will include the topics of: understanding the OSHA Subpart S Electrical standard and **NFPA's 70E Arc Flash** requirements including required personal protective equipment, developing energy control procedures (Lock Out 29 CFR 1910.147) and the required annual inspections. The course is recommended for any persons working with or responsible for persons working with electrical over 50 volts such as facility maintenance and plant managers.

**FORKLIFT OPERATION SAFETY TRAIN-THE-TRAINER**

This program will review the classroom requirements of OSHA's Powered Industrial Truck Standard. Topics covered will include forklift training requirements, inspection documentation, forklift operation and material handling. Handout material will include an operators manual and a trainers compliance guide. Attending this class will satisfy the required classroom portion of the regulation. The required site specific performance (driving) and evaluation is not included.

To Register, call:

Canton (309) 649-6260

Havana (309) 543-4413

Macomb (309) 833-6031

Rushville (217) 322-6060

**BUSINESS TRAINING**

(Business Training is for employees looking to gain skills to benefit them in their current positions.)

**CUSTOMIZED BUSINESS TRAINING** The Office of Community Outreach at Spoon River College can provide customized training for your business. Let us help you make your business the best it can be! Our commitment to providing a total training solution means we'll partner with you to create customized programs that are central to your company's success. This includes specialized curriculums, flexible class schedules, and options such as web-based and computer-based training.

The Office of Community Outreach is truly committed to creating partnerships with business and industry and other public agencies. By working cooperatively with business and industry we can jointly address many of the workforce and training needs of the region and community. We have state-of-the-art facilities available or we can provide training on-site "at your place." We have worked with many businesses and institutions to design a program to meet specific needs. Some of our clients are [Pella Corporation](#), [MidAmerica National Bank](#), [Graham Hospital](#), [McDonough District Hospital](#), [City of Canton](#), [NTN Bower Corporation](#), state and local agencies, and many more. Some of our topics have included Team Building, Customer Service, Leadership, Diversity Training, Microsoft Office, and more.

**Our services to you include:**

- Meeting with your business representatives to determine your exact needs
- Locating the best possible facilitator for your training
- Designing a curriculum and presentation method best suited to your needs
- Scheduling the best time and location for your training
- Using the latest technologies to enhance the instruction
- Delivering a complete package of training
- Offering the best economical pricing for the highest quality of instruction

**Some of our topics for business training include:**

**MICROSOFT WORD (LEVEL I)** Gain the skills needed to create and edit word processing documents, including formatting and editing features; inserting clip art, word art and pictures; align and indent text, change the look of your screen, links to online resources, and more!

**MICROSOFT WORD (LEVEL II)** Once you know the basics go on to master more advanced options such as inserting charts, shapes and smart art; tracking changes; and the mail merge wizard. This class is designed for students who use Word on a daily basis or those who have already taken Word, Level I.

**MICROSOFT EXCEL (LEVEL I)** Topics in this introductory course include selecting cells, using the fill handle and moving cell contents, basic formulas, formatting cells, freezing panes, as well as sorting and filtering!

**MICROSOFT EXCEL (LEVEL II)** If you know the basics of Excel, you'll learn more about relative and absolute values, creating formulas, using functions, and working with multiple worksheets. This class is designed for students who use Excel on a daily basis or those who have already taken Excel Level I.

**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.

**CUSTOMER SERVICE** Customer service is vital to the success of every business – large or small. Providing good customer service is not difficult but **IS** essential for business owners and their employees. This workshop leads participants through the basic principles of interacting with customers, the advantages of and steps to proactive listening, and interactive activities that will lead to better customer relations.

**MARKETING BASICS** If you are a business owner or business professional who would like to brush up on basic marketing skills, this class is for you. In this class you will learn some design basics for how to prepare files for print or web use. You will also learn how to utilize various social media platforms to market your services as well as some basic website design tips and tricks.

**PROMOTING TEAMWORK** Good teamwork does not naturally occur in the workplace, but being a good leader can help make it happen. It is important for managers to learn ways to help build up your team to make your business more efficient and successful.

**COLLABORATION** Collaboration is when two or more individuals or groups work to reach a goal. Collaboration is important in the workplace because it often happens with individuals from different departments allowing for better brainstorming, looking at goals from different perspectives, and uses the strengths of each individual. Collaboration will allow your employees to learn from each other.

**GOAL-SETTING** Reaching a goal is one way to make an employer feel empowered. As a manager it is your responsibility to set goals that are challenging yet attainable for an employee. The right mix of those two qualifications will create a motivated and high performing work place.

**Pricing varies depending on needs.**

**Contact us for a quote.**

**Andrea Barbknecht (Canton Area) at 309-649-6368**

**Erin Orwig (Macomb Area) at 309-833-6032**

**Stephanie Howerter (Havana Area) at 309-543-4413**

**Rob Kirkham (Rushville Area) at 217-322-6060**

**Does your staff need training? We can do specialized training for YOU!**

**Next time you have training needs give SRC the opportunity to help!**

To Register, call:

Canton (309) 649-6260

Havana (309) 543-4413

Macomb (309) 833-6031

Rushville (217) 322-6060

**PERSONAL DEVELOPMENT**

(Personal Development classes are an opportunity for you to learn something new or to take a class just for fun.)

**BEGINNING UKULELE** (Designed for students entering 7<sup>th</sup> grade or older.) If you've ever wanted to learn to play the ukulele and have sing-alongs with your friends, this 3-hour workshop is for you! You will learn how to: tune the instrument, use basic chord fingerings, and sing fun songs, including *Someone to Lava, I'm A Believer, The Lion Sleeps Tonight, Love Me Do*, and many more! Bring your own ukulele or get a new one through the camp and get started with this enriching hobby! Junior high age youth through retirees are welcome. Registration is limited, so call early to reserve your seat! Payment is required to complete registration. Fee: \$30 if you bring your own instrument, \$120 includes an instrument

- **Canton, Spoon River College  
Conference Hall Room A** (CE081A1/A2, SU18)  
Monday, July 9, 9am-Noon  
Instructor: Jeanine Standard

**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. Fee: \$30

- **Canton, Spoon River College  
Conference Hall Room A** (CE103A1, SU18)  
Thursday, July 12, 9am-Noon  
Instructor: Dave Barbknecht
- **Macomb, Spoon River College  
Community Outreach Center** (CE103M1, FA18)  
Thursday, September 27, 3-6pm  
Instructor: Dave Barbknecht

**BEGINNING STUDENT WATERCOLOR** (Designed for students from 7<sup>th</sup> grade through high school.) Stroll through the artistic process as you explore this lovely art form. Throughout the course students will receive instruction on basic watercolor techniques, color and composition. By the end of classes, students will have completed beautiful small works as time allows. Registration is limited, so call early if you'd like to attend! Payment is required to complete registration. Fee: \$100 (includes 4 classes and supplies)

- **Canton, Spoon River College** (CE040A1, SU18)  
Mondays & Tuesdays, July 23, 24, 30, 31, 1-3pm  
Instructor: MaryEllen Carver

**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. Fee: \$15

- **Macomb, Spoon River College** (CE103N1/SU18)  
**Community Outreach Center**  
Mondays, July 23 & 30, August 6 & 13, 6-7pm  
Instructor: Patrick Kolata, Edward Jones

**INTERMEDIATE UKULELE** (Designed for students entering 7<sup>th</sup> grade or older.) If you've already taken a beginning ukulele class and would like to learn more, now is your chance! Take your basic knowledge to the next level and learn more complicated chords along with several strumming techniques. Bring your ukulele and join the fun! Registration is limited, so call early to reserve your seat! Payment is required to complete registration. Fee: \$30 (Bring your own instrument.)

- **Canton, Spoon River College  
Conference Hall Room A** (CE081A3, SU18)  
Wednesday, August 1, 9am-Noon  
Instructor: Jeanine Standard

**BEGINNING ADULT WATERCOLOR** (Designed for students who have completed high school or older.) Stroll through the artistic process as you explore this lovely art form. Throughout the course students will receive instruction on basic watercolor techniques, color and composition. By the end of classes, students will have completed beautiful small works as time allows. Registration is limited, so call early if you'd like to attend! Payment is required to complete registration. Fee: \$100 (includes all 4 classes and supplies)

- **Canton, Spoon River College  
Conference Hall Room A** (CE040D1, SU18)  
Tuesdays & Thursdays, August 21, 23, 28, 30, 6-8pm  
Instructor: MaryEllen Carver

**INTERMEDIATE ADULT WATERCOLOR** (Designed for students who have completed high school or older.) This class, will begin with a brief review of basic watercolor techniques. Instructor will then provide the reference materials for the watercolor project that is to be completed during the four scheduled classes. This intermediate class will work on either 1/4 or 1/2 sheets of paper. Matting and framing your own painting will also be discussed. (Beginning Watercolor with Mary Ellen Carver is required before taking this class.) Registration is limited, so call early if you'd like to attend! Payment is required to complete registration. Fee: \$100 (includes all 4 classes and supplies)

- **Canton, Spoon River College  
Conference Hall Room A** (CE040D2, FA18)  
Tuesdays & Thursdays, Sept. 11, 13, 18, 20, 6-8pm  
Instructor: MaryEllen Carver

**BEGINNING WOODWORKING** (Designed for ages 16 and older.) Students in this class will learn about basic woodworking. Topics to be covered include; tools and equipment, planning and design, selecting materials, shop safety, material assembly and final surface preparation. Tools that will be used and demonstrated in class include; Radial Arm Saw, Table Saw, Jointer, Planer, Drill Press, Band Saw, Various Sanders, Router, Shaper and Portable Power Tools. Students will be given hands-on training and discuss woodworking planning and techniques, as well as, complete their own woodworking project utilizing the skills and techniques learned in class. Fee: \$125.00 + Materials (Material fee is payable to instructor at class and can range from \$50-\$100 depending on project.)

- **Rushville High School Shop** (VSK230R2/FA18)  
Thursdays, September 27-Dec 6, 6-9:15pm  
Instructor: Stan Prentice

To Register, call:

Canton (309) 649-6260

Havana (309) 543-4413

Macomb (309) 833-6031

Rushville (217) 322-6060

**GED & LITERACY**

**GED CLASSES** are offered each semester at NO cost. For further information please call the Adult Education Office at 309-649-6278 or 309-833-6017.

**ESL - ENGLISH AS A SECOND LANGUAGE** classes are offered each semester at NO cost. For further information please call the Adult Education Program Coordinator at 309-833-6038.

Visit the Adult Education website at [www.src.edu/academics/Pages/ged.aspx](http://www.src.edu/academics/Pages/ged.aspx)

**FOUNDATION & ALUMNI NEWS**

Visit the Foundation website at [www.src.edu/foundation](http://www.src.edu/foundation) or contact Colin Davis at [colin.davis@src.edu](mailto:colin.davis@src.edu) or 309-649-6395.

**UPCOMING FOUNDATION/ALUMNI EVENTS**

**July 18:** SRC Foundation Board Meeting @7:30am

**July 27:** Annual Golf Outing Wee-Ma-Tuk Hills Country Club

**August 15:** SRC Foundation Board Meeting @7:30am

**SUMMER PROGRAMS FOR YOUTH AVAILABLE AT SRC**

Looking for something for your school age child to do? How about sending them to college? Every summer, SRC's Office of Community Outreach coordinates a Summer Youth program for children entering 1st-3rd and 4th-6th grades. Some of our most popular offerings have been classes on Art, Science, Photography, Cooking, and Technology. The dates are set so mark your calendars NOW.

**Rushville: July 11, 2018**

**Macomb: July 16-19, 2018**

Registration materials available online at [www.src.edu/outreach](http://www.src.edu/outreach).

**Spoon River College Community Outreach  
Contact Information****Reach us at:**

**Brad O'Brien (309) 649-6294**  
Dean, Career & Workforce Education

**Velvet Powell (309) 833-6033**  
Director, Community Outreach

**Andrea Barbknecht (309) 649-6368**  
Director, Canton Outreach Center

**Erin Orwig (309) 833-6032**  
Coordinator, Community Outreach

**Lori Murphy (309) 649-6260**  
Senior Office Assistant

**Rose Marie Bucher (309) 833-6031**  
Senior Office Assistant

**Stephanie Howerter (309) 543-4413**  
Director, Havana Center

**Rob Kirkham (217) 322-6060**  
Director, Rushville Center

**TRAINING LOCATIONS & CONTACT NUMBERS:**

**Canton, IL:** Spoon River College, Engle Hall, Room 107, 23235 N. Co. Hwy 22, Registration Number: 309-649-6260

**Macomb, IL:** Spoon River College, Community Outreach Center, 2500 E. Jackson St., Registration Number: 309-833-6031

**Havana, IL:** Spoon River College, 324 E. Randolph, Registration Number: 309-543-4413

**Rushville, IL:** Spoon River College, 706 Maple Avenue, Registration Number: 217-322-6060