

Office of Community Outreach Schedule of Classes & Events

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

Featured Programs

PHARMACY TECHNICIAN PROGRAM TO BE HELD IN MACOMB THIS FALL

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/tuition, textbook/workbook, set of 100 drug flashcards, and set of medical scrubs.)

Macomb, Spoon River College Community Outreach Center

Wednesdays, September 5-December 5, 6-10pm (No class on November 21)

Instructor: Charity Long

ATTEND A **FREE** 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.

Macomb, Spoon River College Community Outreach Center

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

For questions or to register 309-833-6031.

Upcoming Classes & Events

- Computer Skills for Work
- Creating Webpages
- Intro to QuickBooks
- Keyboarding
- Pharmacy Technician
- Medical Billing & Coding
- Pre-Employment Services
- Food Service Manager
- Habitat for Humanity Train
- OSHA
- Business Training-Excel
- Business Training-Word
- Business Training-Marketing
- Business Training-Service
- Ukulele
- Protect Against Scams
- Watercolor
- Financial Workshop
- Beginning Woodworking
- GED & Literacy
- Foundation & Alumni
- Summer Youth Programs

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.)

COMPUTER SKILLS FOR THE WORKPLACE (ONLINE)

Employers seek employees with the skills and knowledge to send messages across the country via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function and features of modern computer components. A job candidate who already possesses these skills will stand above those who do not. This course is a great introduction to Windows 10 and Office 2016. You will learn how to implement the powers of modern office software to work faster and more efficiently. We'll focus on practical application for software most common to the workplace. Fee: \$99

- **Online Course**, Instructed by Education To Go Staff Choose a Start Date (June 13, July 18, August 15) Class runs for 6 weeks! Enroll at www.ed2go.com/spoonriver

CREATING WEB PAGES (ONLINE)

Create and post your very own Website in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies. Fee: \$115

- **Online Course**, Instructed by Education To Go Staff Choose a Start Date (June 13, July 18, August 15) Class runs for 6 weeks! Enroll at www.ed2go.com/spoonriver

INTRODUCTION TO QUICKBOOKS 2018 (ONLINE)

QuickBooks is designed for the small to midsized business owner who needs a fully functional accounting system that is also easy to use. When you enroll in this course, you will learn how this well-designed accounting software can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports. Fee: \$99

- **Online Course**, Instructed by Education To Go Staff Choose a Start Date (June 13, July 18, August 15) Class runs for 6 weeks! Enroll at www.ed2go.com/spoonriver

KEYBOARDING (ONLINE)

Learn to use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard. By the end of the course, you'll know how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. Fee: \$99

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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:

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- **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

MEDICAL BILLING & CODING (ONLINE) Spoon River College Community Outreach offers online programs in Medical Billing & Coding. Programs include certification with the cost of program. Students can start at anytime as these programs have open enrollment. Financial aid assistance is not available. For course information which also includes program outlines, requirements, and FAQs visit the link below. Fee: \$2195-\$2695

- **Online Course**, Instructed by Education To Go Staff Classes have open enrollment with 12 months to complete the program. Enroll under Healthcare & Fitness at: <http://careertraining.ed2go.com/spoonriver/>

Download this schedule at
www.src.edu/outreach

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

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: **June 26, July 10, July 17**

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.)

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)

(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

HABITAT FOR HUMANITY COMPETENT PERSON

TRAINING This 2-day training curriculum will address the five relevant, high-hazard areas identified most often by OSHA. It offers a concentration on issues and techniques specific to Habitat residential construction and especially on the safe use of volunteers on the job site. Included are: Proper use of Ladders and Stairways; Electrical Safety; Proper erection and use of Scaffolding; Fall Protection and Personal Protection Equipment. Competent Person Safety Training is required for all affiliates. You must be in compliance with this requirement by July 1, 2018 or your affiliate will no longer be in Good Standing. Fee: \$150 (Lunch and snacks included)

- **Macomb, Spoon River College Community Outreach Center** (CE028M1/SU18)
Tues, June 19 & Wed, June 20, 8:30am-4:30pm
Instructor: Ken Krueger

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 7th 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 Watch Over Me*, *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

BEGINNING STUDENT WATERCOLOR (Designed for students from 7th grade through high school.) Create your own Watercolor creation with artist and Retiree Leading Academy graduate, **Mary Ellen Carver**! 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** (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: TBA

- **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 7th 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.) Create your own Watercolor creation with artist and Retiree Leading Academy graduate, **Mary Ellen Carver**! 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, taught by **Mary Ellen Carver**, 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

FOUNDATION & ALUMNI NEWS

Visit the Foundation website at www.src.edu/foundation or contact Colin Davis at colin.davis@src.edu or 309-649-6395.

UPCOMING FOUNDATION/ALUMNI EVENTS

June: No Board Meeting

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.

**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