

## Classes & Events-Canton

Classes are held at the SRC Outreach Center located at the Canton campus, room Engle 102D in Canton. \*Unless noted differently.

**NEW-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 Andrea Barbknecht. Fee: \$30

**Thursday, February 1, 5:30-8:30pm** (CE850D1)

**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 w a quick flyer, this class will help you learn how to accomplish those goals. Instructed by Andrea Barbknecht. Fee: \$30

**Wednesday, February 7, 1-4pm** (CE850A1)

**INTRODUCTION TO WINDOWS 10** Confused by the Windows 10 operating system? This class will break it down into an easy-to-understand format. Learn about the Start Menu and Apps, personalizing your desktop, Microsoft Edge, as well as tools, tips, and shortcuts to make your life easier! (You are welcome to bring a laptop or tablet to class.) Instructed by Andrea Barbknecht. Fee: \$30

**Friday, February 9, 1-4pm** (CE865A1)

**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

**Tuesday, February 27, 5:30-8:30pm** (CE858D1)

**CANTON BUSINESS INSTITUTE 2018** Mark your calendar to attend this event. Whether you’re thinking about starting a business, already the boss, or a valued member of the team...this conference is for YOU! The day features continental breakfast, keynote address, four educational sessions, resource fair, lunch and more! Advance registration is required. Fee: \$25

**Friday, March 2, 8:30am-3:30pm** (CE874A1)

**PHARMACY TECH ED** This program 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. This course is taught by licensed Certified Pharmacy Technicians who are professionally employed in regional pharmacies. Fee: \$1,450

**Wednesdays, March 7-June 6, 6-10pm** (VSK839D1)

**GRAVEYARD ICONOLOGY** Have you ever seen etchings on a tombstone and wondered what they meant? Explore the meanings of angels, books, skeletons, doves, gates, and more. You’ll also find out what it means when coins are left on a military tombstone. Learn how to locate your ancestors, do death research, and see what information you can find in a graveyard. Registration is limited, so call early to reserve your seat! Payment is required to complete registration. Instructed by Dave Barbknecht. Fee: \$30

**Tuesday, March 20, 5:30-8:30pm** (CE119D1)

**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 Andrea Barbknecht. Fee: \$30

**Thursday, March 22, 1-4pm** (CE852A1) OR **Tuesday, April 17, 5:30-8:30pm** (CE852D1)

Other dates and locations available.  
For full details visit: [src.edu/outreach](http://src.edu/outreach)  
For questions or to register call: 309-649-6260



**CUSTOMER SERVICE ESSENTIALS** Proactive 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 owner s and their employees. This 3-hour workshop leads participants through (1) basic elements of positive customer service; (2) why good customer service is the second most important aspect of business after “product or services” offered; (3) how successful customer service includes both internal (staff, etc.) and external (patrons) customers; (4) how to adapt concepts into relevant action for each business. Attendees will leave with skills that can be put into immediate practice at work in the community and at home. Instructed by Carol Davis. Fee: \$20

**Thursday, March 22, 5:30-8:30pm** (CE021D1)

**NEW-BUSINESS WEBSITE BASICS** Do you wonder what program works best for a business web page? What are the differences between programs? What elements does your web page need to contain? What are the “rules” for creating an effective website? Learn the answers to these questions and many more in this informative class! Instructed by Adam Dalton. Fee: \$30

**Thursday, April 5, 5:30-8:30pm** (CE874D1)

**LIFELONG LEARNING CONFERENCE** (Formerly called Retirees Learning Institute) Mark your calendar to attend the Spring 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, April 13, 8am-3:30pm** (CE093A1 )

**NEW-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, April 19, 9am-Noon** (CE847A1)

**“SLR” DIGITAL PHOTOGRAPHY** This class is geared toward the student who uses an SLR camera that has interchangeable lenses and is NOT designed for point & shoot cameras. Learn the various settings of the SLR camera, including ISO, correct aperture and shutter speed. (Bring your camera and a notebook. Email two of your favorite photos to bob.coker@gmail.com at least one day prior to class.) Instructed by Bob Coker. Fee: \$35

**Wednesdays, April 25 and May 2, 6-8pm** (CE893D1)

**NEW-FROM YOUR PHONE TO PRINTS** Do you have pictures on your phone (or camera) that you want to print? This class will teach you how to transfer them to your computer, go to websites like Walgreen’s, Walmart, CVS and Shutterfly to order prints, with a brief description of how to use the kiosks in stores to print off photos. Please bring your computer adapter/cord for your device to class. Instructed by Andrea Barbknecht. Fee: \$30

**Thursday, April 26, 1-4pm** (CE893A1)