

## Classes & Events-Havana

Classes are held at Spoon River College located at 324 East Randolph Street in Havana. **\*Unless noted differently.**

**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  
**Monday, February 5, 1-4pm (CE865K1)**

**"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, February 21 and 28, 6-8pm (CE893H1)**

**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 owners 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  
**Monday, February 26, 3-6pm (CE021K1)**

**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 half, 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  
**Monday, March 5, 1-4pm (CE850K1)**

**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, March 6, 5:30-8:30pm (CE858H1)**

**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, March 8, 5:30-8:30pm (CE874H1)**

**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, March 16, 8:15am-2pm (CE093H1)**

**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  
**Monday, March 26, 1-4pm (CE893K1)**



Other dates and locations available.  
For full details visit: [src.edu/outreach](http://src.edu/outreach)  
For questions or to register call: 309-543-4413