

## 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, February 8, 1-3pm (CE850M1)**

**NEW 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. Instructed by Tim Rice, TJR Designs. Fee: \$30

**Tuesday, February 13 and Thursday, February 15, 8-9:30am (CE874M1)**

**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, February 15, 1-3pm (CE852M1)**

**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 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 recommended that students have previous knowledge of Word and Excel for this class) Instructed by Erin Orwig. Fee: \$30

**Thursdays, February 22 and March 1, 1-2:30pm (CE850M2)**

**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

**Thursday, March 8, 5-8pm (CE858N1)**

**TAKING PHOTOS 101** Learn to take GREAT photos with your Camera Phone or Point and Shoot Camera. This class is designed for beginner and intermediate photographers. Participants will discover the basics of photography and focus on photo composition. Whether you are using a point and shoot camera or a mobile device, learn the fundamentals that will greatly improve your pictures? (Bring your camera and/or mobile device and a notebook. Email two of your favorite photos at least one day prior to class at bob@cokerphotos.com) Instructed by Bob Coker. Fee: \$35

**Mondays, March 19 and 26, 6-8pm (CE893N1)**

**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

**Thursdays, March 29 and April 5, 1-2:30pm (CE847M1)**

**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)

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



**NEW 10 HOUR OSHA 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 + \$25/card OR \$225/ person + \$25/card if 2 or more registrations from same business. (VSK244M1)

**Tuesday, April 3, 8am-3:00pm and Wednesday, April 4, 8am-12:15pm**

**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

**Monday, April 9, 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

**Monday, April 23, 1-4pm (CE889M1)**

**OUTDOOR PHOTOGRAPHY** Have you ever wondered what the best camera setting is to capture outdoor photos? In this 3-hour class you will learn how! This course will be "live" instruction. Participants will examine real life use of shutter speed, how to select the right aperture, and of course, outdoor lighting. This class is limited to the first 8 paid registrations. (Please bring your camera.) Instructed by Bob Coker. Fee: \$39 **This class will meet at Glenwood Park Entrance.**

**Saturday, May 19, 11am-2pm (CE829F1)**