

## 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 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! Instructor is Erin Orwig. Fee: \$39

**Thursday, February 21, 5-7pm (CE852N1)**

**MICROSOFT OFFICE 101** Have you ever wondered what the differences and similarities were between Word, Publisher and PowerPoint? What is Access, anyway? This class describes the different Microsoft products and gives a brief hands-on overview of each. Take this class if you're thinking about purchasing or learning a Microsoft software, or if you're just curious! Includes Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Word. Instructor is Erin Orwig. Fee: \$29

**Tuesday, February 26, 9-11am (CE895M1)**

**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) Instructor is Erin Orwig. Fee: \$39

**Thursday, February 28, 5-8pm (CE850N1)**

**MICROSOFT EXCEL (LEVEL II)** You know the basics of Excel...now learn more about relative and absolute values, creating formulas, using functions, and working with multiple worksheets. Instructor is Erin Orwig. Fee: \$45

**Thursday, March 7, 5-7pm (CE853N1)**

**BASICS OF THE COMPUTER** This class will teach computer basics such as using the mouse and starting up/shutting down. Learn how your computer is organized, how to create files and folders, and gain tips that will make you less hesitant about using technology. Instructor is Erin Orwig. Fee: \$39

**Tuesday, March 5, 9-11am (CE895M2)**

**BASICS OF THE INTERNET** The Internet is full of resources, but where do you start? Learn how to search to find the information you need online. Get all of your questions answered and the help you need at an unhurried pace. Instructor is Erin Orwig. Fee: \$39

**Tuesday, March 12, 9-11am (CE858M1)**

**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! Instructor is Erin Orwig. Fee: \$39

**Tuesday, March 19, 9-11am (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. Instructor is Erin Orwig. Fee: \$39

**Tuesday, March 26, 9am-12pm (CE889M1)**

**NEW!-INSTANT POT 101** Do you have an Instant Pot sitting in a box from Christmas but afraid of using it? Don't be! This new version of a pressure cooker is safe and easy to operate. Instant Pot 101 will go over the basic terminology, accessories for your Instant Pot, and of course, recipes! If you have a specific question you would like answered during class, please email Erin at [erin.orwig@src.edu](mailto:erin.orwig@src.edu). Instructor is Erin Orwig. Fee: \$5

**Tuesday, March 5, 5:30-7:00pm (CE011N1)**

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

**NEW!-COFFEE TALK SERIES** Spoon River College and Macomb Area Chamber of Commerce are partnering on a new educational series for business owners and professionals. Look for a new topic to be held the first Wednesday of the month from 8-9am. Register for all of the topics or pick the ones that most interest you. Fee per topic: \$5 Chamber Members, \$10 non-Chamber Members

- **March 6, 8-9am.** (CE874M1/M2) **Leadership Styles: Getting the Most Out of Yourself and Your Employees.** Instructor is Cathy Onion, retired WIU.
  - Understanding the four types of leadership and your preferred style will help you:
    - Improve communication with your team
    - Identify and respond to customer or client styles
    - Be more self-aware and a more effective leader
- **April 3, 8-9am.** (CE874M3/M4) **Cyber Awareness for Small Business.** Instructor is Nikki Cain, First Bankers Trust Company
  - What keeps you up at night; corporate account takeover, CEO fraud, business email compromise? This month's Coffee Talk will cover current cyber issues, situational awareness, and security best practices.

**FLASH PHOTOGRAPHY** To use flash or not to use flash? Have you ever asked yourself this question? In this course, learn how and when to use flash photography. Students will learn the concepts of speed light vs. popup flash, white balance, how to capture backgrounds using flash, and when to use high speed sync. Instructor is Bob Coker. Fee: \$39

**Mondays, March 18 & 25, 6-8pm** (CE893N1)

**SPORTS PHOTOGRAPHY** Capture action shots of your favorite athlete. Learn how to take great shots for both indoor and outdoor sports. Students are encouraged to practice techniques mentioned in class and to bring their work in to discuss. NOTE: Depending on schedules students will attend an outdoor sporting event for real-time instruction. Instructor is Bob Coker. Fee: \$45

**Thursdays, April 4 & 11, 4-6pm** (CE893N2)

**BIRD PHOTOGRAPHY** Learn how to take impressive pictures of birds. Topics covered include: best equipment choices for your budget; basic camera settings for bird and wildlife photography; how to get started; proven field tips for better shots; safety; composition; ethics of bird photography; composition tips specific to birds; how to construct your own wildlife studio; processing your pictures; how to post process your shots specifically for bird photography; where to find helpful resources on the Internet and on your cell phone; best Illinois birding locations; and photography coaching tips to answer the questions you want to ask. Bring your camera. This class will include practice time. Instructor is Rob Kirkham. Fee: \$45

**Wednesdays, April 17 & 24, 5:30-7:30pm** (CE893N3)

**FOUNDATIONS OF INVESTING** Financial education is an important step in helping you achieve a better future. The Foundations of Investing class will cover the rules of investing, including developing a strategy, choosing quality investments, diversifying a portfolio, investing for the long term, and focusing on what you can control. Instructor is Patrick Kolata of Edward Jones. Fee: \$5

**Tuesday, February 26, 6-7pm** (CE103N1)

**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)

## Save the Date!

Summer Youth, July 15-18, 2019