Featured Program

OSHA SAFETY TRAINING 30 HOUR

This 30-hour class is intended to provide extensive safety and health training for individuals in a wide area of industry. Topics covered in this class include: managing safety and health, walking and working surfaces, electrical safety, hazard communication, emergency planning, personal protective equipment, and materials handling. Site specific topics can be incorporated into this training. Instructor: Jeff Clark, 2BSafe

Location:
Spoon River College
Community Outreach Center
2500 E. Jackson St.
Macomb, IL

Date:
October 18-21

Time:
8am-4:15pm

Fee:
$669 (Includes class materials and OSHA card)
INTERNET BASICS  The Internet is full of resources, but where do you start? Learn how to search to find the information you need online...it’s at your fingertips! Get all of your questions answered and the help you need at an unhurried pace. Class consists of approximately 2 hours instructional time followed by optional lab time. Classes are limited to the first 8 registrations. Fee: $30

- Macomb, Spoon River College Community Outreach Center (CE895M2/FA16)
  Wednesday, September 14, 9am-Noon
  Instructor: Erin Orwig
- Canton, Spoon River College Community Outreach Center (CE895F2/FA16)
  Monday, October 3, 1-4pm
  Instructor: Andrea Barbkn echt

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! Fee: $30

- Macomb, Spoon River College Community Outreach Center (CE888M1/FA16)
  Wednesday, September 21, 9am-Noon
  Instructor: Erin Orwig
- Canton, Spoon River College Community Outreach Center (CE888F1/FA16)
  Monday, October 10, 1-4pm
  Instructor: Andrea Barbkn echt

MICROSOFT WORD (LEVEL II)  Once you know the basics of Word, 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. Fee: $30

- Macomb, Spoon River College Community Outreach Center (CE851M1/FA16)
  Monday, September 19, 1-4pm
  Instructor: Erin Orwig
- Canton, Spoon River College Community Outreach Center (CE851F1/FA16)
  Tuesday, October 11, 1-4pm
  Instructor: Andrea Barbkn echt

MICROSOFT EXCEL (LEVEL I)  Topics include selecting cells, using the fill handle and moving cell contents, basic formulas, formatting cells, freezing panes, as well as sorting and filtering! Plus, learn other features of Microsoft Office including the File tab and backstage view, e-mailing from an Excel document, and inserting screenshots. Fee: $30

- Macomb, Spoon River College Community Outreach Center (CE852F1/FA16)
  Wednesday, September 21, 1-4pm
  Instructor: Andrea Barbkn echt
- Macomb, Spoon River College Community Outreach Center (CE852M1/FA16)
  Monday, September 26, 1-4pm
  Instructor: Erin Orwig
- Havana, Spoon River College Community Outreach Center (CE852H1/FA16)
  Monday, October 17, 6-9pm
  Instructor: Andrea Barbkn echt
- Canton, Spoon River College Community Outreach Center (CE852G1/FA16)
  Tuesday, October 18, 6-9pm
  Instructor: Andrea Barbkn echt

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. Fee: $30

- Macomb, Spoon River College Community Outreach Center (CE853M1/FA16)
  Monday, October 3, 1-4pm
  Instructor: Erin Orwig
- Canton, Spoon River College Community Outreach Center (CE853F1/FA16)
  Tuesday, October 25, 1-4pm
  Instructor: Andrea Barbkn echt
- Rushville, Spoon River College Community Outreach Center (CE853Q1/FA16)
  Monday, November 28, 1-4pm
  Instructor: Andrea Barbkn echt

MICROSOFT POWERPOINT (LEVEL I)  PowerPoint is used to share information with an audience in a visual manner. Learn to create professional slide shows and handouts using colorful themes, animations, graphics and text! Fee: $30

- Macomb, Spoon River College Community Outreach Center (CE856M1/FA16)
  Monday, October 10, 1-4pm
  Instructor: Erin Orwig
- Canton, Spoon River College Community Outreach Center (CE856F1/FA16)
  Tuesday, November 22, 1-4pm
  Instructor: Andrea Barbkn echt

Community Outreach has short term classes to help you meet your goals! Whether it’s for your current job, a future job, or just for fun we hope you join us. Enroll today!
INTRODUCTION TO QUICKBOOKS QuickBooks is one of the most popular bookkeeping software packages for small businesses and not-for-profit agencies. This class is for someone who is considering purchasing the software or for the user who has very little or no experience with QuickBooks whatsoever. In this class, the participant will set up a company profile; enter and track receipts and expenses; manage and reconcile bank accounts; create invoices; pay bills; and print reports. Basic technology skills are required. Class size is limited. Fee: $75

- Macomb, Spoon River College Community Outreach Center (CE847M1/FA16) Monday, November 8, 1-4pm Instructor: Erin Orwig
- Canton, Spoon River College Community Outreach Center (CE847F1/FA16) Tuesday, November 8, 1-4pm Instructor: Erin Orwig

INTRODUCTION TO IPAD (LEVEL I) The iPad can be a tremendous asset to your business or daily life! Whether you’re already using an iPad or are considering purchasing one, this introductory class is for you! Join us to learn how the device works, what apps are available, and time-saving tips & tricks! Fee: $30

- Macomb, Spoon River College Community Outreach Center (CE861M1/FA16) Thursdays, November 3 & 10, 9am-Noon Instructor: Andrea Barbknecht

NEW—SOCIAL MEDIA 101 Confused about all the social media platforms? This class will discuss some of the most popular ones, including Facebook, Instagram, Snapchat, Pinterest, and more, to help you determine which ones you may want to join depending on the information you want to share and who you want to share it with. Fee: $25

- Macomb, Spoon River College Community Outreach Center (CE872M1/FA16) Monday, October 17, 1-4pm Instructor: Erin Orwig
- Rushville, Spoon River College (CE872Q1/FA16) Wednesday, November 16, 1-4pm Instructor: Erin Orwig
- Canton, Spoon River College Community Outreach Center (CE872G1/FA16) Thursday, December 8, 6-9pm Instructor: Andrea Barbknecht

FACEBOOK FOR YOUR BUSINESS This course is designed for individuals and business owners who are interested in learning how to utilize Facebook as a part of their marketing strategy. You’ll learn why social media matters, fundamental rules and principles, tips, and ways to promote your page. Fee: $30

- Macomb, Spoon River College Community Outreach Center (CE889M1/FA16) Monday, October 24, 1-4pm Instructor: Erin Orwig
- Havana, Spoon River College (CE889K1/FA16) Monday, November 14, 1-4pm Instructor: Andrea Barbknecht
- Canton, Spoon River College Community Outreach Center (CE889G2/FA16) Tuesday, December 6, 6-9pm Instructor: Andrea Barbknecht

KEYBOARDING 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 alphanumeric, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. Fee: $99

- Online Course, Instructed by Education To Go Staff Choose a Start Date (Sept. 14, Oct. 12, Nov. 9) Class runs for 6 weeks! Enroll at www.ed2go.com/spoonriver

INTRODUCTION TO WINDOWS 10 Welcome to Windows 10, the completely new operating system from Microsoft. We'll begin with the basics of finding your way around the operating system. You'll get to know the expanded Start menu, desktop, and system settings. Next, you'll learn to customize the features of this operating system and personalize your desktop so you can make your computer truly your own. Then we'll take a look at files. You'll see how File Explorer can help you manage your files, and learn to create basic text documents using WordPad. Security is important so you'll also learn how to protect your files, as well as how to protect and update Windows 10. You'll even see how to use the new Microsoft Edge browser to access the Internet. Fee: $99

- Online Course, Instructed by Education To Go Staff Choose a Start Date (Sept. 14, Oct. 12, Nov. 9) Class runs for 6 weeks! Enroll at www.ed2go.com/spoonriver

MICROSOFT PUBLISHER (LEVEL I) Publisher is a desktop publishing software. You can use Publisher to create brochures, flyers, menus, business cards, certificates, and more! In this course you will learn the basics of using Microsoft Publisher. Fee: $30

- Macomb, Spoon River College Community Outreach Center (CE847M1/FA16) Monday, November 7, 1-4pm Instructor: Erin Orwig
- Canton, Spoon River College Community Outreach Center (CE847F1/FA16) Tuesday, November 8, 1-4pm Instructor: Erin Orwig

INTRODUCTION TO MICROSOFT PUBLISHER (LEVEL I) Publisher is a desktop publishing software. You can use Publisher to create brochures, flyers, menus, business cards, certificates, and more! In this course you will learn the basics of using Microsoft Publisher. Fee: $30

- Macomb, Spoon River College Community Outreach Center (CE861M1/FA16) Thursdays, November 3 & 10, 9am-Noon Instructor: Andrea Barbknecht

NEW—SOCIAL MEDIA 101 Confused about all the social media platforms? This class will discuss some of the most popular ones, including Facebook, Instagram, Snapchat, Pinterest, and more, to help you determine which ones you may want to join depending on the information you want to share and who you want to share it with. Fee: $25

- Macomb, Spoon River College Community Outreach Center (CE889M2/FA16) Wednesday, September 28, 9am-Noon Instructor: Erin Orwig
- Canton, Spoon River College Community Outreach Center (CE889F1/FA16) Tuesday, November 1, 6-9pm Instructor: Erin Orwig

Take a class ONLINE! Additional classes are available online at: www.ed2go.com/spoonriver.
PROGRAMS FOR “PLUS 50”  
RETIREE LEARNING INSTITUTE  
Mark your calendar to attend a Fall 2016 Retirees Learning Institute (RLI). Those ages 50 and older are invited to sign up! The day features educational sessions, resource fair, refreshments, chance for prizes, and more! Educational sessions include topics on: Health, Fitness, History, Cooking, Memory, Humor, Finances, Safety, and more.  

Save the Dates...  
- Canton: (CE093F1)  
  Friday, October 14, 2016  
- Macomb: (CE093M1)  
  Friday, November 4, 2016

PERSONAL DEVELOPMENT

NEW—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. Fee: $25

- Havana, Spoon River College (CE119H1/FA16)  
  Wednesday, September 14, 5-8pm  
  Instructor: Dave Barbknecht

- Macomb, Spoon River College (CE119N1/FA16)  
  Tuesday, October 4, 6-9pm  
  Instructor: Dave Barbknecht

NEW—SEWING & DESIGN SERIES  
These classes teach a variety of Sewing and Design skills. Classes meet on Thursday evenings from 4-5:30 p.m. at the Spoon River College Outreach Center in Canton. Sign up for the entire series or pick and choose which topics you prefer. Classes are open to a variety of ages from those in third grade and up. Adults of all ages can also sign up. Each student will need to bring a small sewing kit containing needle & thread, measuring tape, scissors and pins to class (estimated cost of $8). All other supplies and equipment will be provided. Topics include:

- September 15: Sketching Your Design (CE014G2)  
- September 22: Color Theory (CE014G3)  
- September 29: Textiles (CE014G4)  
- October 6: Hand Dying Techniques (CE014G5)  
- October 13: How to Measure Correctly (CE014G6)  
- October 20: Sewing Machine Basics (CE014G7)  
- October 27: All About Feet (CE014G8)  
- November 3: Stitches & Needles (CE014G9)  
- November 10: Button Holes & Snaps (CE014GA)  
- November 17: Zippers (CE014GB)  
- December 1: Piping (CE014GC)  
- December 8: Elastic (CE014GD)  
- December 15: Bias Tape (CE014GE)  

Students who wish to use their own sewing machine and supplies may be available for your to borrow. Ask at time of registration.

- Canton, Spoon River College (CE014GA)  
  Thursday, September 29, 6-9pm  
  Instructor: Lily Scalf

- Macomb, Spoon River College (CE014GB)  
  Thursday, October 6, 6-9pm  
  Instructor: Lily Scalf

- Canton, Spoon River College (CE014GC)  
  Thursday, October 13, 6-9pm  
  Instructor: Lily Scalf

- Macomb, Spoon River College (CE014GD)  
  Thursday, October 20, 6-9pm  
  Instructor: Lily Scalf

- Canton, Spoon River College (CE014GE)  
  Thursday, October 27, 6-9pm  
  Instructor: Lily Scalf

Fee: $240 for series (13 sessions) or $20 each

NEW—ADULT UKULELE WORKSHOP  
Students who attend this workshop will learn about the different types of ukuleles, tuning the instrument, and reading chords. Students will learn a few songs and then conclude the class with a concert in Jones Park at 12:15pm. Class will be held at the SRC Outreach Center located at 45 E. Side Square, Suite 302 in Canton. Fee: $25 if you bring your own ukulele’ or $75 which includes a ukulele for you to keep. (A limited number of instruments may be available for your to borrow. Ask at time of registration.)

- Canton, Spoon River College  
  Community Outreach Center (CE081F1-F2/FA16)  
  Saturday, October 29, 9am-Noon  
  Instructor: Jeanine Standard

“POINT & SHOOT” DIGITAL PHOTOGRAPHY  
This class is designed for beginner & intermediate photographers who use point & shoot cameras, in which there are no lenses to change and many of the settings are automatic. The tips and techniques you will learn are easy, quick and will greatly improve your pictures! (Bring your camera, instruction booklet, and a notebook. Email two of your favorite photos at least one day prior to class to bob@cokerphotos.com) Fee: $35

- Rushville, Spoon River College (CE893R1/FA16)  
  Wednesdays, September 21 & 28, 6-8pm  
  Instructor: Bob Coker

- Macomb, Spoon River College (CE893N1/FA16)  
  Thursdays, September 22 & 29, 6-8pm  
  Instructor: Bob Coker

“SLR” DIGITAL PHOTOGRAPHY  
This class is geared to the student who uses an SLR camera with 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. This is an excellent class for anyone who already owns or is looking to purchase their first SLR camera. (Bring your camera if you own one, instruction booklet, notebook. Email two of your favorite photos at least one day prior to class.) Fee: $35

- Canton, Spoon River College  
  Community Outreach Center (CE893G1/FA16)  
  Wednesdays, October 5 & 12, 6-8pm  
  Instructor: Bob Coker

- Macomb, Spoon River College (CE893N2/FA16)  
  Thursdays, October 6 & 13, 6-8pm  
  Instructor: Bob Coker

ADVANCED “SLR” DIGITAL PHOTOGRAPHY  
This class is an excellent follow up to SLR Digital Photography and is geared toward DSLR owners and experienced amateur photographers who enjoy taking pictures but want to improve their skills. Learning focuses on light metering, pop-up and external flash photography, white balance, lens usage, and mechanics of taking better pictures. (Bring camera, instruction booklet, and notebook. Email two of your favorite photos one day prior to class to bob@cokerphotos.com) Fee: $35

- Rushville, Spoon River College (CE893R2/FA16)  
  Wednesdays, October 19 & 26, 6-8pm  
  Instructor: Bob Coker

Visit us online at www.src.edu/outreach.  
See page 8 for training locations.
NEW—MASTERING MANUAL MODE & FLASH PHOTOGRAPHY This class is designed to help you understand and master manual mode. Learn when, where, and why to use manual mode. Topics covered will include exposing for an over bright background; how to capture amazing sunsets; and what light meter setting is best. Also, learn how to control your camera’s flash (Speedlight and popup) and painting with light. Fee: $35

- **Macomb, Spoon River College Community Outreach Center** (CE893N3/FA16) Thursdays, November 3 & 10, 6-8pm
  Instructor: Bob Coker
- **Rushville, Spoon River College** (CE893R3/FA16) Wednesdays, November 9 & 16, 6-8pm
  Instructor: Bob Coker

BEGINNING WRITER’S WORKSHOP If you’ve always wanted to write but have no idea where to start, this course is for you. You’ll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative muscles. Our emphasis in this course is on developing your skills through practice, so you'll spend more time writing than reading. You'll master important concepts by completing enjoyable writing exercises and assignments, and you'll discover a variety of strategies and techniques the pros use to develop characters, create a compelling point of view, build interest through dialogue, and add meaning to your stories. Fee: $99

- **Online Course**, Instructed by Education To Go Staff
  Choose a Start Date (Sept. 14, Oct. 12, Nov. 9) Class runs for 6 weeks! Enroll at [www.ed2go.com/spoonriver](http://www.ed2go.com/spoonriver)

JOB SKILLS

JOB SKILLS SERIES Goodwill and Spoon River College are collaborating to bring FREE workshops to the residents of McDonough, Fulton and Mason counties. The three modules cover a range of topics—helping participants improve needed skills that employers are looking for. Choose one of the topics or take all three. Each class is FREE of charge thanks to Goodwill!

- **Macomb, Spoon River College Community Outreach Center** (CE893M/FA16) Wednesday, October 5, 9am-Noon
  Instructor: Erin Orwig
- **Canton, Spoon River College Community Outreach Center** (CE895F1/FA16) Wednesday, October 5, 1-4pm
  Instructor: Andrea Barbknecht
- **Havana, Spoon River College** (CE895K1/FA16) Monday, October 31, 9am-Noon
  Instructor: Andrea Barbknecht

GET YOUR SKILLS TOGETHER Learn to navigate online job search sites, organize your thoughts and skills, and create an effective resume. Fee: FREE

- **Macomb, Spoon River College Community Outreach Center** (CE051M1/FA16) Wednesday, October 12, 9am-Noon
  Instructor: Erin Orwig
- **Canton, Spoon River College Community Outreach Center** (CE051F1/FA16) Wednesday, October 12, 1-4pm
  Instructor: Andrea Barbknecht
- **Havana, Spoon River College** (CE051K1/FA16) Monday, November 7, 9am-Noon
  Instructor: Andrea Barbknecht

NAIL THE INTERVIEW Learn how to prepare for an interview and techniques to present yourself and your skills in the most effective manner. Fee: FREE

- **Macomb, Spoon River College Community Outreach Center** (CE051M2/FA16) Wednesday, October 19, 9am-Noon
  Instructor: Erin Orwig
- **Canton, Spoon River College Community Outreach Center** (CE051F2/FA16) Wednesday, October 19, 1-4pm
  Instructor: Andrea Barbknecht
- **Havana, Spoon River College** (CE051K2/FA16) Monday, November 4, 9am-Noon
  Instructor: Andrea Barbknecht

FINANCIAL CLASS This is a new class that is currently being developed. More details to come soon. Fee: FREE

- **Macomb, Spoon River College Community Outreach Center** (CE103M1/FA16) Wednesday, October 26, 9am-Noon
  Instructor: Erin Orwig
- **Canton, Spoon River College Community Outreach Center** (CE103F1/FA16) Wednesday, October 26, 1-4pm
  Instructor: Andrea Barbknecht
- **Havana, Spoon River College** (CE103K1/FA16) Monday, November 21, 9am-Noon
  Instructor: Andrea Barbknecht

PROFESSIONAL DEVELOPMENT

TEACHER PROFESSIONAL DEVELOPMENT The Office of Community Outreach at SRC can provide teachers with Professional Development (PD). Popular technology classes such as Word, Excel, Access, OneNote, and PowerPoint may be eligible depending on your professional goals and objectives. Many of these classes are provided at various levels depending on if you are new to the program or want to further develop your skills. Other community outreach classes may also qualify depending on your teaching subject area. For example we offer classes on photography, iPad, gardening, art, and history. We are continuously adding classes to our schedule so please visit us frequently online for details. I’m interested! What do I do?

- Visit us on the web and choose an SRC Community Outreach class or event that will assist YOU in teaching. [www.src.edu/outreach/Pages/schedule.aspx](http://www.src.edu/outreach/Pages/schedule.aspx)
- [www.ed2go.com/spoonriver](http://www.ed2go.com/spoonriver) (online classes)
- For questions contact Erin Orwig at 309.833.6032 or at erin.orwig@src.edu. To register contact the registration office near you and mention you plan to utilize the class for Teacher Professional Development.
(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, 309-647-6260, or call IFM at 309-837-5158. Fee: $175* (*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/FA16) Monday, September 12, 8am-5pm
- **Macomb, Spoon River College Community Outreach Center** (VSK085M2/FA16) Monday, October 3, 8am-5pm
- **Macomb, Spoon River College Community Outreach Center** (VSK085M3/FA16) Monday, November 7, 8am-5pm
- **Macomb, Spoon River College Community Outreach Center** (VSK085M4/FA16) Monday, December 5, 8am-5pm

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)

IFM offers additional food service classes throughout the State. For details call Wanda at 309-837-5158, or visit www.ifoodmanager.com.

<table>
<thead>
<tr>
<th>Canton (309) 647-6260</th>
<th>Havana (309) 843-4413</th>
<th>Macomb (309) 833-6031</th>
<th>Rushville (217) 322-6060</th>
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**ATTENTION REALTORS...**

Save the date of September 14th SRC Macomb Outreach Center

**300E-CPE CODE OF ETHICS REQUIREMENTS**
Between Jan. 1, 2013 and Dec. 31, 2016, every REALTOR® is required to complete 2 1/2 hours of Code of Ethics Training. The NAR policy requires that REALTORS® take ethics training within given four-year cycles and continue to update their education in successive four-year periods thereafter. Failure to comply with this required ethics training is a violation of a membership duty for which the member's primary association will suspend membership until the training is complete. (This is a three hour elective) Fee: $54

- **Macomb, Spoon River College Community Outreach Center** (CEU019M1/FA16) Wednesday, September 14, 9am-Noon
  Instructor: Kerry Kidwell

**319E-CPE DEVELOPING A MARKETING PLAN**
It's More Than a Website! Licensees are bond by rules and regulations of Real Estate License Law, Federal Trade Commission, and Intellectual Property rights. New obligations have resulted due to use of the internet and social media. Licensees will be able to apply the following to their daily use of social media: summarize fiduciary responsibilities and duration, define federal, state, county and city protected classes, name common forms of intellectual property, and demonstrate violations of the internet data exchange. (This is a three hour elective) Fee: $54

- **Macomb, Spoon River College Community Outreach Center** (CEU034M1/FA16) Wednesday, September 14, 1-4pm
  Instructor: Kerry Kidwell

**BUSINESS & WORKFORCE TRAINING**

**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. We have state-of-the art facilities available or we can provide training on-site “at your place.” For more information contact: Andrea Barbnecht (Canton Area) at 309-647-5886
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!
30 HOUR OSHA SAFETY TRAINING This 30-hour class is intended to provide extensive safety and health training for individuals in a wide area of industry. Topics covered in this class include: managing safety and health, walking and working surfaces, electrical safety, hazard communication, emergency planning, personal protective equipment, and materials handling. Site specific topics can be incorporated into this training.

Fee: $669 (Includes class materials and OSHA card)

- Macomb, Spoon River College Community Outreach Center (VSK244M1/FA16) October 18-21, 8am-4:15pm  Instructor: Jeff Clark, 2BSafe

FUNDAMENTALS OF SUPERVISION & MANAGEMENT ONLINE If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. Learn how to make a successful transition from employee to manager and learn how to manage your time so that you can deal with the constant demands of a managerial job. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively. Fee: $99

- Online Course, Instructed by Education To Go Staff  Choose a Start Date (Sept. 14; Oct. 12, Nov. 9)  Class runs for 6 weeks!  Enroll at www.ed2go.com/spoonriver

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:

- Enrollment in the KeyTrain in preparation for testing
- Schedule for WorkKeys computer tests in: Applied Math, Locating Information, Reading for Information
- Manual dexterity tests
- Complete online application at www.cookmedical.com or the paper application at time of testing

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:  Sept. 13, Sept. 27, Oct. 4, Oct. 18

Call 309-647-6260 or stop by the SRC Office of Community Outreach at 45 E. Side Square, Suite 302 in Canton to enroll in KeyTrain and to schedule testing! (Applicants must provide documentation of high school graduation or GED completion.)

Download this Schedule at www.src.edu/outreach.

SPOON RIVER COLLEGE COMMUNITY OUTREACH SCHEDULE

To Register, call:

| Canton (309) 647-6260 | Havana (309) 843-4413 | Macomb (309) 833-6031 | Rushville (217) 322-6060 |

CAREER PROGRAMS

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 includes:

- Origin and history of pharmacy
- Drug regulations 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 200 drugs brand/generic

This course is taught by licensed Certified Pharmacy Technicians who are professionally employed in regional pharmacies. Fee: $1450 (payment plan available)

- Macomb, Spoon River College Community Outreach Center (VSK839N1/FA16) Mondays, September 12-December 5, 6-10pm  Instructor: Charity Long

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: $1995-$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

VETERINARY ASSISTANT This online program will prepare you to become a productive member of a veterinary team. You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs. You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication. This program is designed for people who want to work at a veterinary hospital and those who are already employed in positions in which they look after animals. Fee: $1995

- Online Course, Instructed by Education To Go Staff  Classes have open enrollment with 6 months to complete the program. Enroll under Healthcare & Fitness at: http://careertraining.ed2go.com/spoonriver
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 309-647-6395.

UPCOMING FOUNDATION/ALUMNI EVENTS

Sept. 8-11: SRC Community Chorus presents: Bleacher Bums
Sept. 14: 7:30am, Board Meeting
Oct. 29: 5pm, Alumni Awards Reception & Athletic Hall of Fame Dinner

Additional classes are available online at: www.ed2go.com/ spoonriver.

Grammar Refresher
A to Z Grantwriting
Computer Skills for the Workplace
Beginning Writer’s Workshop
Project Management Fundamentals
Introduction to SQL
Effective Business Writing
Fundamentals of Management
Speed Spanish
Creating Web Pages
Discover Sign Language
Medical Terminology

Spoon River College Community Outreach Schedule

To Register, call:
Canton (309) 647-6260                Havana (309) 543-4413
Macomb (309) 833-6031                Rushville (217) 322-6060

SPOON RIVER COLLEGE

Contact Information

Reach us at:
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Andrea Barbknecht (309) 647-5886
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Coordinator, Community Outreach
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Rose Marie Bucher (309) 833-6031
Senior Office Assistant
Katy Valentim (309) 833-6097
Macomb Campus Assistant
Stephanie Howerter (309) 543-4413
Director, Havana Center
Rob Kirkham (217) 322-6060
Director, Rushville Center

TRAINING LOCATIONS & CONTACT NUMBERS:

Canton, Spoon River College
Community Outreach Center
45 E. Side Square, Suite 302
Canton, IL
Registration Number: 309-647-6260

Canton, Spoon River College
23235 N. Co. Hwy 22
Canton, IL
Registration Number: 309-647-6260

Macomb, Spoon River College
Community Outreach Center
2500 E. Jackson St.
Macomb, IL
Registration Number: 309-833-6031

Havana, Spoon River College
324 E. Randolph
Havana, IL
Registration Number: 309-543-4413

Rushville, Spoon River College
706 Maple Avenue
Rushville, IL
Registration Number: 217-322-6060