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**Policies & Information**

**Supplies**
Some classes may require supplies. Read class descriptions carefully.

**Accommodations**
If you have a physically disabling condition requiring special accommodations, please indicate your needs at the time of registration.

**Payment Options**
Cash, check or credit/debit card. Payments must be made through the JWCC Business Office, located in the Student/Administrative Center or by calling 217.641.4211. JWCC’s Business Office hours are 8am-5pm Monday-Friday.

**Fees**
Payment must be received at time of registration and must be paid during JWCC business hours. Payment not received prevents registration in future classes, both credit and noncredit.

**Refund Policy**
Unless otherwise noted in advance, a student who notifies Community Based Outreach (CBO) three business days prior to the day of the seminar or class will receive a 100 percent refund. No other refunds will be given.

**Inclement Weather**
When JWCC cancels classes due to inclement weather, CBO classes are also canceled. If canceled, local radio and TV stations will be notified. The staff will work to reschedule the class or postpone it until further notice. Refunds will be given to those registered for a class that is cancelled due to inclement weather.

**Notice of Non-discrimination**
JWCC ensures equal educational opportunities are offered to all students, regardless of race, color, national or ethnic origin, age, sex, religion, disability or other factors prohibited by law.

**Cancelled Courses and Changes**
Classes which have not filled minimum enrollment three business days prior to the first class may be canceled. In the event of a course cancellation, you will be notified and your fee refunded. JWCC reserves the right to change instructors.

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**Adult Education**

**GED Test Preparation**
Free classes available to JWCC district residents wanting to prepare to take the GED high school equivalency test. Choose the time and location that works best for you. Classes are held mornings, afternoons and evenings Monday-Thursday in Quincy; Tuesday and Thursday evenings in Mt. Sterling; and mornings on Tuesdays and Thursdays in Pittsfield. New students are admitted into the classes once a month during the school year.

**English as a Second Language**
For the non-native English speaker looking to improve reading, writing and speaking skills.

Classes are free to JWCC district residents and are held in Quincy Monday and Wednesday afternoons, 1 pm–3pm.

For more information on any of these programs contact: 217.641.4951 or visit www.jwcc.edu/community
**Computers & Technology**

**Basic Excel**  
This three evening seminar is for individuals who have little or no background with Excel and want to learn more. The interactive course offers plenty of practice and application to become comfortable with the program. Whether you want to use Excel for personal budgeting or to sharpen your skills, you will leave with tools and resources to take your skills to the next level.  
**Cost:** $70  
**Instructor:** Rita Schmitt  
**Tuesdays and Thursdays**  
February 26th, 28th, & March 5th  
6 pm-8 pm  
**CRN:** 67580

**Intermediate Excel**  
Designed for those familiar with Excel, this class goes beyond the basics to cover topics such as charts, conditional formatting and the SUMIF, COUNTIF and IF functions. Get hands on experience in an interactive class environment, and leave with resources to take your skills to the next level. A great follow up to Basic Excel.  
**Cost:** $70  
**Instructor:** Rita Schmitt  
**Tuesdays and Thursdays**  
March 26th, 28th, & April 2nd  
6 pm-8 pm  
**CRN:** 67585

**Advanced Excel**  
Designed for those wanting a more advanced Excel class, this class goes beyond intermediate to cover pivot tables, pivot charts, slicers, locking cells, headers, footers and more. The advanced functions covered are VLOOKUP and SUBTOTAL. Get hands on experience in an interactive class environment. Prerequisite: Intermediate Excel or equivalent or instructor permission.  
**Cost:** $80  
**Instructor:** Rita Schmitt  
**Tuesdays & Thursdays | April 23rd, 25th, 30th, & May 2nd**  
6 pm-8 pm  
**CRN:** 67589

**One-on-One Computer Training**  
One-on-one computer training is available for Mac and Windows-based computers. Designed for all skill levels, from beginning to advanced. Sessions can be scheduled for one hour at a time. Based on instructor availability. Call 217-641-4941 to schedule time with an instructor.  
**Cost:** $35 per hour

**One-on-One Excel Training**  
One-on-one Microsoft Excel training is available for all skill levels, from beginning to advanced. Sessions can be scheduled for one hour at a time, based on instructor availability. Call 217-641-4941 to schedule time with an instructor.  
**Cost:** $35 per hour

**ACT Work Keys Prep Class**  
Will be offered at John Wood’s campuses in Quincy, Pittsfield and Mt. Sterling. The class will help prepare individuals planning to take the ACT Work Keys test. *(A passing score on the ACT Work Keys test is one option to meet the requirement to apply for a para-professional license.)* The instructor will review sample test questions and students will have the opportunity to take practice tests for both applied math and workplace documents. Some general test taking tips will be provided. Based on instructor availability. Call 217-641-4152 to schedule a time with an instructor.  
**Cost:** $10
Cooking

Homemade Mexican Cooking
Cook authentic Mexican cuisine with step-by-step instructions. Learn traditional cooking techniques to help you make flavor-packed dishes, including salsas, guacamole, ceviche, tacos, tamales and even a classic mole. If you are looking for the ultimate Mexican cooking class, this is it!
Cost: $40 Instructor: Ignacio Anguiano-Reyes
Saturday | March 23rd | 10 am-12 pm
CRN: 67583

Basic Cake Decorating
Learn how to dress up your favorite desserts and bake and prepare cakes for decorating. Learn the basics for cake writing, borders, simple flowers, piping, making buttercream icing, the easiest ways to ice a cake and more. All supplies included for the class.
Cost: $45 Instructor: Karen Wagner
Wednesdays | January 16th, 23rd, & 30th | 6:00pm-8:00pm
CRN: 67577

Personal Enrichment

Beginner Salsa
This fast-paced class is for any beginner Salsa and Merengue dance enthusiast! No prior dance experience is expected or needed. In this two day dance class, the students will learn the fundamental principles of partnering, dance floor etiquette, timing, basic foot work, full and half turns, ‘cross body lead’ and useful salsa dance patterns. Students will also learn the history and culture of salsa music and partner safety, giving you everything you need to get out on the dance floor!
Cost: $50 Instructor: Ignacio Anguiano-Reyes
Tuesday & Saturday | March 5th & March 9th
Tue: 6 pm - 8 pm
Sat: 10 am – 12 pm
CRN: 67581

Drinking Whiskey of the World
This will be an interactive course on whiskey. We will explore what makes whiskey different from one region to the next. During the class, explore many of the major whiskey producing regions of the world. Students will get to try sips from Japan, Scotland, Kentucky and many more. Come join us on this interactive tour of the Whiskeys of the World. All students must be 21 years of age or older.
Class held at Wine on Broadway located at: 2802 Broadway, Quincy, IL 62301
Cost: $45
Instructor: Matt Boudreau
Tuesday | January 15th | 7 pm-8:30pm
CRN: 67576

JWCC Workforce Development Center
Your Professional Development Headquarters
Check out some of the classes that will be offered this spring!
Fiber Optic Network Certification Courses
Safety Compliance Training;
General OSHA 10, Construction OSHA 10 and NFPA 70E
Customer Service Topics
Lean Office and Lean Manufacturing Training
And many more.
For more information call 217-641-4971 or email wdc@jwcc.edu
Photography

Tips to Capture Precious Moments
Learn how to use your digital camera, including which icons, menus and function buttons to use to take photos. Get tips on how to save, store and share your images and get more pictures per memory card. Discover how to adjust settings to get unique photos and set the camera to get better action shots indoors and out. Class includes an informational session on the first night where students can attend from the Pittsfield and Mt. Sterling centers via Zoom. The second night of class all students attend at the Quincy JWCC Campus for the interactive lab session. Bring your own digital camera with instruction manual and fresh set of batteries. 
**Students can attend the March 19th class via Zoom at Mt. Sterling and Pittsfield centers or in person at Quincy. Please indicate at registration which center you will attend. Be advised the NEW Pittsfield JWCC location is at 39637 260th Ave, Pittsfield IL
Cost: $60  Instructor: John Gebhardt
Tuesday & Thursday | March 19th & 21st | 6 pm -9 pm
CRN: 67582

Editing Your Digital Photos
In a lab environment, learn how to perform basic editing functions including scanning, saving, cropping, resizing, retouching (removing unwanted blemishes or mistakes) and more from your digital photos. Learn how to merge multiple photos into one panoramic scene, and how to remove or transfer objects and people from one photo to another.
Cost: $40  Instructor: John Gebhardt
Monday | March 25th | 6 pm-9 pm
CRN: 67584

Converting Your Memories
Learn how to convert your old movies, slides, photos and negatives into a digital format to preserve and share them with relatives and friends. Learn about inexpensive photo and video programs that allow you to correct defects and restore original colors. Find out how to save your images on CDs, DVDs or hard drives for future generations to enjoy.
Cost: $40  Instructor: John Gebhardt
Wednesday | March 27th | 6 pm-9 pm
CRN: 67586

Language & Communication

Spanish for Beginners
This fun, interactive course is taught by a native Spanish speaker and is designed as an introductory course for beginners. This class will establish a strong foundation and promote future success in learning Spanish. Put your knowledge into practice with your classmates and leave with resources to study at home.
Cost: $45  Instructor: Ignacio Anguiano-Reyes
Tuesday & Saturday
April 2nd & April 6th
Tue: 6 pm - 7:30pm
Sat: 10 am – 12 pm
CRN: 67587

Take it Online!

Six Sigma Green Belt and Black Belt Certification
CompTIA Fundamentals and Security Certification
CompTIA A+ Certification
Introduction and Intermediate QuickBooks
Video Game Design and Development
Medical Billing and Coding

www.jwcc.edu/communityed

jwcc.edu/communityed
Online Courses
select Ed2Go
Home Improvement

How to Build or Improve Your Backyard Pond
This class will address the key issues associated with designing and building your own pond or improving your current pond. We discuss location, size, design options, depth, planting shelves, fish or no fish, filters, pumps, flow rates and options for the finished edge of the pond and more.
Cost: $50  Instructor: Jeff Rasche
Monday & Wednesday | February 25th & 27th | 6 pm - 8 pm
CRN: 67579

Intro to Exotic Japanese Koi
Introduction to Japanese Koi, from appreciation and value of the different varieties, to the care and keeping of these fish. This class will help you prepare and understand how to take care of your very own Koi fish.
Cost: $50  Instructor: Jeff Rasche
Monday & Wednesday | April 15th & 17th | 6:00pm - 8:00pm
CRN: 67588

Pond & Koi Workshop
This class will tour three large and beautiful Koi ponds at Windsong Acres near Camp Point, IL. Students will observe how to build and maintain DIY filtration, study several varieties of Koi and discuss how to resolve common pond issues.
Class held at:
Windsong Acres Farm
2121 E 2400th St
Camp Point, IL 62320
Cost: $40  Instructor: Jeff Rasche
Saturday | May 4th
9 am-12 pm
CRN: 67591

Career Services is Here for You!

JWCC strives to provide community members tools to explore career options and help with all areas of the job search.
Career Services now offers online ACT WorkKeys testing for paraeducators—Applied Math and Workplace Documents.
Testing is offered on the first Tuesday of every month, 1 pm – 4pm and the third Wednesday 9 am – 12 pm at the Quincy campus.
Testing also offered at Mt. Sterling and Southeast Education Centers. Cost: $25/test
Please contact Career Services at 217.641.4941 or careerservices@jwcc.edu to register for the test or to receive additional information.

Looking for a Particular Class? Interested in Teaching a Course? Let Us Know!
Call Community Based Outreach at 217.641.4941
Registration Form

You may use this registration form for all on campus JWCC Community Based Outreach Classes. (May duplicate) **Registration will be confirmed upon receipt of payment.**

Canceled courses and changes: Classes which have not filled minimum enrollment seven days prior to the first class may be canceled.

In the event of a course cancellation due to enrollment or weather, you will be notified and your registration fee refunded. JWCC reserves the right to change instructors.

How Do I Register?
- Phone: 217.641.4941  Fax: 217.641.4191
- Email: communityed@jwcc.edu  Online: jwcc.edu/communityed
- Mail this form to: Community Based Outreach
  1301 S. 48th Street
  Quincy, IL 62305

**Student’s Last Name ____________________________________________**
**First Name ___________________________ Middle Initial ____________
**Address ___________________________________________ City _____________
State ____________ Zip __________
**Phone ________________ **Birth Date ________________ **SS# ________________
**E-mail Address ________________

**Sex: _____ Male _____ Female

What is the highest degree you’ve earned?

- Doctoral Degree
- 1st Professional Degree
- Master’s Degree
- Bachelor’s Degree
- Associate Degree
- Certificate

*Please identify your primary racial/ethnic group. (select only one)
  - Asian
  - American Indian or Alaskan Native
  - Black or African American
  - Hispanic or Latino
  - White
  - Native Hawaiian or Pacific Islander
  - Choose not to respond/
  Unknown
  - Other

*Are you Hispanic or Latino? (OR are you of Spanish origin?)
  - Yes, I am Hispanic or Latino
  - No, I am not Hispanic or Latino

*We are required by the State to collect this information for statistical purposes.

**These items are required for registration to be complete.

Person Making Payment

Name ___________________________________________________________
Phone ________________________________________________________
Address ______________________________________________________

Method of Payment

- Cash
- Check # ________________
- I wish to pay by credit card.
- I authorize JWCC to charge these fees to my credit card. JWCC will contact me for credit card payment information.

Cardholder Signature ___________________________________________
Phone # of Cardholder ___________________________________________

Fax JWCC Business Office: 217.641.4191

For Office Use Only
Date/Time Rcvd ____________________________
Initials: __________________________

Third Party Billing

Company Name __________________________________________________
Attention _______________________________________________________
Phone _________________________________________________________
Address _______________________________________________________

Policies & Information

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Accommodations
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Notice of Nondiscrimination
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What is College for Life?

College for Life is an exciting program for students with intellectual/developmental disabilities (IDD) who want to go to college. College for Life provides students with an enriched college experience. The program offers an inclusive, welcoming place where students are given greater independence to learn and improve work ethics and job skills.

College for Life students will enjoy:

- Continued learning through non-credit courses.
- The chance to be part of JWCC student life.
- The chance to earn a CFL Certificate demonstrating independence, self-advocacy and work readiness skills in preparation for adult citizenship in the community.

For more information contact Community Based Outreach 217.641.4941

Coming June 2019!

Hands-on educational enrichment program for children in grades K-12. Courses provide unique, enjoyable activities each summer with a variety of hands-on learning opportunities in computers, science, arts, cooking and more!

Week 1
June 10-14

Week 2
June 17-21

Week 3
June 24-28