



JOHN WOOD COMMUNITY COLLEGE

Community Based Outreach

Fall 2019 Personal and Professional Development Courses



Community Based Outreach
jwcc.edu/communityed

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» Adult Education

GED Test Preparation

Free classes for 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, afternoon and evenings Monday-Thursday in Quincy; Tuesday and Thursday evenings in Mt. Sterling; and daytime hours on Tuesdays and Thursdays at the Southeast Education Center 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.



Adult Literacy

JWCC provides effective, easily accessible literacy tutoring. The program matches trained volunteer tutors on a one-to-one basis with adults who have limited reading or math skills or whose first language is not English. Services free to JWCC district residents and times and locations for tutoring are flexible.

Change a life. Volunteer to be a Literacy Tutor!

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

Policies & Information

Supplies

Some classes may require supplies. Read class descriptions carefully.

Accommodations

If you have a 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 canceled 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.

Canceled 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.

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 just want to sharpen your skills for work, you will leave with practical tools and resources to take your skills to the next level.

Cost: \$70 | Instructor: Rita Schmitt

**Tuesdays & Thursdays | September 24th, 26th & October 1st
6:00pm-8:00pm | CRN: 32464**

Intermediate Excel

Designed for those familiar with Excel, this class goes beyond the basics to cover more detailed topics such as charts, conditional formatting, and useful spreadsheet ideas as well as 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 for those who have taken Basic Excel.

Cost: \$70 | Instructor: Rita Schmitt

**Tuesdays & Thursdays | October 8th, 10th & 15th
6:00pm-8:00pm | CRN: 32465**

Advanced Excel

Designed for those wanting a more advanced class dealing with Excel, this class goes beyond the intermediate to cover the more detailed topics of pivot tables, pivot charts, slicers, locking cells, headers and footers and more. The advanced functions covered are VLOOKUP and SUBTOTAL. Get hands on experience in an interactive class environment, and leave with the resources to take your skills to the next level. Prerequisite: Intermediate Excel or instructor permission.

Cost: \$85 | Instructor: Rita Schmitt

**Tuesdays & Thursdays | October 29th & 31st,
November 5th & 7th
6:00pm-8:00pm | CRN: 32466**

Fillable PDFs & Adobe Acrobat Pro DC for MAC

Designed to teach individuals the basics of digitalizing documents. This class will introduce the learner to the Macintosh version of Adobe Acrobat Pro DC and discuss design principles, best practices and considerations when digitalizing.

Cost: \$35 | Instructor: Abigail Carpenter

**Wednesday | October 9th or November 13th
5:00pm-7:00pm**

CRN: 32467 - October 9th session

CRN: 32468 - November 13th session



One-On-One Training Opportunities

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 1 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 1 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 Smart Phone Training

One-on-one smart phone training is available. Stay connected by learning how to operate the most popular smart phone types like Apple's iPhone and Google Android phones. Sessions can be scheduled for 1 hour at a time. Based on instructor availability. Call 217-641-4941 to schedule time with an instructor.

Cost: \$35



» Business Professionals

Process Improvement Basics

Learn the basics of a process improvement plan; how to document, analyze various processes, determine where improvements can be made, and implement improvement measures.

Cost: \$40 | Instructor: Abigail Carpenter
Thursday | October 10th or November 14th
6:00pm-9:00pm

CRN: 32469 – October 10th session
CRN: 32470 – November 14th session

» Culinary Arts and Cake Decorating

Mom's Cooking

Would you like to explore new ways to prepare healthier family meals? Join us and experiment with creative ideas that will incorporate fun into meal time prep that will be enjoyable for the entire family.

Cost: \$40 | Instructor: Dr. Margie Williams
Wednesday | September 25th | 6:00pm-8:00pm
CRN: 32471



Backyard BBQ and Smoking

Become a grill master. Learn backyard BBQ, smoking and grilling techniques and the basic science behind the BBQ process. Participants will learn how to identify and cook various cuts of meat on the smoker or grill. Learn how to season meat properly, build a rub and the basics of brining and injecting.

Cost: \$75 | Instructor: Phillip Darnell
Fridays | October 4th, 11th & 18th | 6:00pm-8:00pm
CRN: 32490



Taste Bud Tours Through the Globe

Take your taste buds on a journey around the world and enjoy a variety of international flavors. During each class, you will create and sample a dish from that evening's featured country. Prepare to expand your taste buds as you savor new cuisines.

Emphasis on Asia (Philippines/China):
Cost: \$55 | Instructor: Mary Lou McLaughlin
Tuesdays & Thursdays | October 8th, 10th, 15th & 17th
5:30pm-6:30pm | CRN: 32472

Emphasis on Ottoman Empire (Persia, Morocco, Jordan):
Cost: \$55 | Instructor: Mary Lou McLaughlin
Tuesdays & Thursdays | November 5th, 7th, 12th & 14th
5:30pm-6:30pm | CRN: 32473

Basic Cake Decorating

Learn how to dress up your favorite desserts with these basic skills and how to bake and prepare cakes for decorating. You will also learn the basics for cake writing, borders, simple flowers, piping, making buttercream icing, and the easiest ways to ice a cake and much more!

Cost: \$55 | Instructor: Karen Wagner
Wednesdays | October 9th, 16th & 23rd
6:00pm-8:30pm | CRN: 32491

» Language & Communication

Spanish for Beginners

This fun, interactive course is taught by a native Spanish speaker and is designed as an introductory course for absolute beginners. This course will help establish a strong foundation and promote future success in learning the Spanish language. Put your knowledge into practice with your classmates and leave with resources to study at home.

Cost: \$50 | Instructor: Ignacio Anguiano-Reyes
Tuesday & Saturday | October 1st & 5th
Tue: 5:00pm - 7:00pm | Sat: 10am – 12:00pm | CRN: 32474

Take it Online!



Six Sigma Green Belt and Black Belt Certification
The Complete Project Manager with CAPM® and PMP® Prep
Lean Six Sigma Green Belt and Black Belt
Introduction and Intermediate QuickBooks
Video Game Design and Development
Medical Billing and Coding

jwcc.edu/communityed • Online Courses • select Ed2Go

Personal Enrichment

Beginner Salsa and Merengue

Fast-paced class for any beginner Salsa and Merengue dance enthusiast! No prior dance experience needed. Learn the fundamental principles of partnering, dance floor etiquette, timing, basic foot work, full and half turns, and useful Salsa dance patterns. Students will also learn the history and culture of Salsa music.



Cost: \$50
Instructor: Ignacio Anguiano-Reyes
Tuesday & Saturday
October 15th & 19th
Tue: 5:00pm - 7:00pm
Sat: 10am - 12:00pm
CRN: 32475

Lure Building 101

Learn the basics of lure building and lure selection for bass fishing. Build one of the most basic yet effective lures of all time, the weedless jig. Learn air brushing techniques to make your crankbaits stand out and learn how to create various jig patterns.

Cost: \$70
Instructor: Phillip Darnell
Thursdays
November 7th, 14th & 21st
6:00pm-8:00pm | CRN: 32480

Health & Wellness

Aeroponic Gardening

Explore a new vertical gardening technique using a Tower Garden (aeroponic system). Learn how to garden both inside and outside, 12 months a year without weeding or watering worries. Class discussions will also touch on how to use tower gardening with children in the classroom, daycares or community settings.

Cost: \$35
Instructor: Dr. Margie Williams
Tuesday | September 24th
6:00pm-8:00pm
CRN: 32476

Tai Chi for Health

Gentle, slow motion exercise from China. Similar to walking in its exertion level, Tai Chi will lubricate joints, improve cardiovascular health, aid concentration, reduce stress and improve mood.

Cost: \$70 | Instructor: Jessica Myers
Tuesdays | September 24th, October 1st, 8th, 22nd & 29th & November 5th
6:30pm - 7:30pm
CRN: 32479



Mindfulness: Weaving it into Everyday Life

Incorporate mindfulness into your everyday life. In this interactive session you will be introduced to relaxing and healing mindfulness techniques that can be used anywhere. Learn how it can help with weight control, mental clarity and relaxation. No experience needed.

Cost: \$35 | Instructor: Dr. Margie Williams
Thursday | September 26th
6:00pm - 8:00pm | CRN: 32478



You Are What You Eat! Exploring the Interplay between Your Genes and Nutrition

Examine the relationship between genetics and nutrition in this two-hour session. Analyze how the human genome is influenced by diet and nutrition, how foods can heal your DNA and help exert a positive influence on your genetic expression.

Cost: \$35
Instructor: Dr. Margie Williams
Monday | September 30th
6:00pm-8:00pm
CRN: 32477

Free Career Services



Dick Tabb
Administrative Specialist



Kathleen Rodgers
Manager

JWCC provides community members complimentary tools to explore career options and job search assistance.

Career Services 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.



» Photography

Tips to Capture Precious Moments

Learn how to use your digital camera, including which icons, menus and function buttons to use for best results. Get tips on how to save, store, and share your images and get more pictures per memory card. Discover how to adjust settings to produce unique photos and better action shots indoors and out. Learn about composition techniques that help you improve your photography. The second session involves using the features on your camera, in a lab setting. Bring your digital camera with instruction manual and a fresh set of batteries.

Cost: \$60 | Instructor: John Gebhardt
Monday & Wednesday | October 21st & 23rd
6:00pm-9:00pm
CRN: 32482

Converting Your Memories

Learn 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
Tuesday | October 22nd | 6:00pm-9:00pm
CRN: 32484

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 | October 28th | 6:00pm-9:00pm
CRN: 32483

» Personal Finance

An Investor's Tour of Mutual Funds

Mutual Funds may play a major role as you try to reach your long-term financial goals. An Investor's Tour of Mutual Funds provides a detailed look at the features, benefits and risks associated with this type of investment as well as guidance to help empower you as you explore the multitude of funds available.

Cost: \$15 | Instructor: Trenton Murfin
Tuesday | October 8th | 6:00pm-7:00pm | CRN: 32485

Social Security: Your Questions Answered

Social Security will likely be the foundation of your retirement income. Before you retire, it's important to understand your options regarding Social Security and the impact your decisions have on your retirement. Social Security: Your Questions Answered is a 30 minute presentation that discusses how Social Security fits into your retirement income plan, when you should start taking benefits, and the tax considerations.

Cost: \$15 | Instructor: Trenton Murfin
Tuesday | October 15th | 6:00pm-7:00pm
CRN: 32486

Put Your Retirement Plan to Work

Put Your Retirement Plan to Work is a seminar designed to educate employees about the importance of saving for retirement and enrolling in their employer's retirement plan.

Cost: \$15 | Instructor: Trenton Murfin
Tuesday | October 22nd | 6:00pm-7:00pm | CRN: 32487

Script Your Family's Future: Why You Need an Estate Plan

Script Your Family's Future: Why You Need and Estate Plan is an educational program designed to help you understand the important role a well-executed estate plan can play in ensuring your strategy remains aligned with your goals.

Cost: \$15 | Instructor: Trenton Murfin
Tuesday | October 29th | 6:00pm-7:00pm | CRN: 32488

Attend all four financial workshops and save!

4 workshops - \$50

Tuesdays
October 8th, 15th,
22nd & 29th
6:00pm-7:00pm
CRN: 32489



MINDEDGE

Online Courses

Certificate in Nonprofit Management

Certificate in Digital Marketing

Certificate in Human Resource Management

Certificate in Cybersecurity

jwcc.edu/communityed • Online Courses • select MindEdge

» 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.

Ways to Register:

- **Phone:** 217.641.4941
 - **Email:** communityed@jwcc.edu
 - **Online:** jwcc.edu/communityed
- **Mail this form to:** Community Based Outreach
1301 S. 48th Street
Quincy, IL 62305

For Office Use Only
Date/Time Rcvd _____
Initials: _____

****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?

- | | |
|--|---|
| <input type="checkbox"/> Doctoral Degree | <input type="checkbox"/> Some College |
| <input type="checkbox"/> 1st Professional Degree | <input type="checkbox"/> High School Diploma |
| <input type="checkbox"/> Master's Degree | <input type="checkbox"/> GED |
| <input type="checkbox"/> Bachelor's Degree | <input type="checkbox"/> None (includes high school students) |
| <input type="checkbox"/> Associate Degree | <input type="checkbox"/> Other |
| <input type="checkbox"/> 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 from one or more of the following racial groups (select ALL that apply)

- Asian
- American Indian or Alaskan Native
- Black or African American
- 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

*Are you a citizen of the United States?

- No
- Yes

*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 _____

Course # (CRN)	Course Name	Cost

Total Due _____

Third Party Billing

Company Name _____

Attention _____

Phone _____

Address _____

Policies & Information – see page 2.



JOHN WOOD
COMMUNITY COLLEGE

1301 South 48th Street | Quincy, IL 62305

Residential Customer

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COLLEGE FOR LIFE

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 will provide students with:

- An enriched college experience.
- An inclusive, welcoming place to belong.
- Greater independence.
- Improved work ethic and job skills.
- Continued learning through non-credit courses.
- The opportunity to earn a College for Life Certificate.



For more information contact Community Based Outreach 217.641.4941

Workforce Training

JWCC Workforce Development Center



Contact Kelly Lewis for more info or to register.
217.641.4971 or email lewis@jwcc.edu

Forklift Training

September 19th | 2:00pm–5:00pm | \$75

OSHA 10 General Industry

September 19th & 20th | 8:00am–1:30pm | \$175

Introduction to Effective Leadership

October 17th | 8:00am–12:00pm | \$45

NFPA 70E

October 18th | 8:00am–4:30pm | \$175
plus \$75 book fee (one book required per company)

Lifting and Rigging

November 8th | 8:00am–12:00pm | \$85



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#findyourpath

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