

JOHN WOOD COMMUNITY COLLEGE



# COMMUNITY-BASED OUTREACH **SPRING 2022**

PERSONAL & PROFESSIONAL **DEVELOPMENT COURSES**



Some classes available via Zoom | Register online at: [jwcc.edu/programs/cbo/classes](https://www.jwcc.edu/programs/cbo/classes)

# 2022 Spring Course Schedule In person and/or Virtually via Zoom

Computers & Technology	3
Creative Arts	3
Culinary Arts & Cake Decorating	4
Personal Enrichment	4
Photography	5
Health & Wellness	6
Personal Finance	6

## JANUARY

MON	JAN 24 & 31, FEB 7	5:30-8:00 pm	<b>Basic Cake Decorating</b>  CRN: 62291
SAT	JAN 29	9:00-11:00 am	<b>Improve Your Eating</b>  CRN: 62386

## FEBRUARY

WED & THURS	FEB 2 & 3	5:00-8:00 pm	<b>Knife Skills</b>  CRN: 62309
TUES	FEB 8	6:00-8:00 pm	<b>Fun Food for Kids and Family</b>  CRN: 62293
MON & WED	FEB 21 & 23	5:00-8:00 pm	<b>Spice &amp; Herb Blending</b>  CRN: 62310
WED	FEB 23, MARCH 2 & 9	7:00-8:00 pm	<b>Local History Highlights</b>   CRN: 62296

## MARCH

SAT	MARCH 5 & 12	9:00-10:00 am	<b>Make Meal Planning Easier</b>  CRN: 62387
MON	MARCH 7	6:00-8:30 pm	<b>Homeowner's Guide to Electricity</b>  CRN: 62299
TUES & THURS	MARCH 8, 10 & 15	6:00-8:00 pm	<b>Basic Excel</b>  CRN: 62288
TUES	MARCH 15	6:00-8:00 pm	<b>Blending Mindfulness into Everyday Life</b>  CRN: 62294
MON	MARCH 21	6:00-8:00 pm	<b>Exploring Culinary Herbs</b>  CRN: 62323
TUES	MARCH 22	6:00-9:00 pm	<b>Tips to Capture Precious Moments</b>  CRN: 62313
TUES & THURS	MARCH 22, 24 & 29	6:00-8:00 pm	<b>Intermediate Excel</b>  CRN: 62289
WED & THURS	MARCH 23 & 24	5:00-8:00 pm	<b>South American &amp; Brazilian Cuisine</b>  CRN: 62311
SAT	MARCH 26	8:00 am-12:00 pm	<b>Garage Welding</b>  CRN: 62300
SAT	MARCH 26	1:00-5:00 pm	<b>Advanced Garage Welding</b>  CRN: 62301
TUES	MARCH 29	6:00-9:00 pm	<b>Converting Your Memories</b>  CRN: 62314

## APRIL

TUES	APRIL 5, 12, 19 & 26	6:00-7:00 pm	<b>Financial Workshop: All Four Below Classes</b>   CRN: 62302
TUES	APRIL 5	6:00-7:00 pm	<b>Broadening Your Knowledge of Investing</b>   CRN: 62303
TUES	APRIL 12	6:00-7:00 pm	<b>Stocks- The Nuts &amp; Bolts</b>   CRN: 62305
TUES	APRIL 19	6:00-7:00 pm	<b>Health Care and Your Retirement</b>   CRN: 62306
TUES	APRIL 26	6:00-7:00 pm	<b>What Happens After the Paychecks Stop? A Retirement Income Primer</b>   CRN: 62307
TUES	APRIL 5, 12 & 19	6:00-8:00 pm	<b>Dr. Sears's Prime Time Health Series</b>  CRN: 62295
THURS	APRIL 7	6:00-7:30 pm	<b>Solar Energy</b>  CRN: 62322
MON	APRIL 11, 18 & 25	5:30-8:00 pm	<b>Intro to Baking</b>  CRN: 62292
WED & THURS	APRIL 13 & 14	5:00-8:00 pm	<b>Asian Cuisine</b>  CRN: 62312
TUES & THURS	APRIL 19, 21, 26 & 28	6:00-8:00 pm	<b>Advanced Excel</b>  CRN: 62290
THURS	APRIL 21	6:00-8:00 pm	<b>Art and the Garden</b>  CRN: 62324

## Policies & Information

**Supplies** Some classes may require supplies; please 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 8:00 am-5:00 pm Monday-Thursday and 8:00 am-12:00 pm Friday.

**Fees** Payment must be received at the time of registration and must be paid during JWCC business hours.

**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, gender, religion, disability, or other factors prohibited by law.

**Canceled Courses & Changes** Classes that 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.

**Regarding COVID-19** JWCC continues to proactively develop and implement plans following the recommendations and mandates issued by local, state and national government agencies. JWCC's main objective is always to provide a safe environment for our students, faculty, staff, and our community.

Learn more at: [jwcc.edu/coronavirus](http://jwcc.edu/coronavirus)

## One-On-One Training Opportunities

### Increase your Smartphone IQ with One-On-One Smartphone Training

Why do people love their smartphones so much? Fall in love with your phone and become skilled with using all the features of your phone and new apps (Apple's iPhone or Android). Stay connected using email, texting, Snapchat, Facebook, Instagram, and more. Learn how to use FaceTime or use WhatsApp to talk internationally. Make your smartphone work like a PC with the use of notes, make PDFs, take photos, and more. Sessions can be scheduled for one hour at a time. Based on instructor availability. Call 217.641.4941 to schedule time with the instructor.

**Cost: \$35 per hour | Instructor:** Margie Williams, PhD, RN

### One-On-One Excel Training

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 the instructor.

**Cost: \$35 per hour | Instructor:** Rita Schmitt

### Refresh your Mac or PC Skills with One-On-One Computer Training

Are you still working in the dark ages on your desktop and yearning to be skilled with using your iPad, MacBook, or PC? Based on your needs, you can schedule a tailored training session that is just right for you. Make a PowerPoint slide, share Google documents, Zoom for fun, share group calendars, and more. Sessions can be scheduled for one hour at a time. Based on instructor availability. Call 217.641.4941 to schedule time with the instructor.

**Cost: \$35 per hour | Instructor:** Margie Williams, PhD, RN

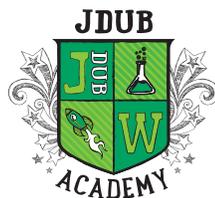


Register now for spring courses! [jwcc.edu/programs/cbo/classes](http://jwcc.edu/programs/cbo/classes) | 217.641.4941

## We're looking for JDub Academy Instructors!

Do you have experience teaching children? Become a JDub Academy Instructor this summer! JDub Academy will be held June 6–24, 2022. JDub Academy helps children explore how their hobbies, interests, and strengths might connect with a future career through hands-on academic and enrichment workshops at JWCC.

**Contact Community-Based Outreach at [cbo@jwcc.edu](mailto:cbo@jwcc.edu) or 217.641.4941 to learn more!**



## 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 sharpen your skills.

**Cost: \$60 | Instructor:** Rita Schmitt

TUES & THURS • MARCH 8, 10 & 15 (6:00-8:00 pm) CRN: 62288

### Intermediate Excel

Designed for those familiar with Excel, this class covers charts, conditional formatting, headers and footers, as well as the SUMIF, COUNTIF, and IF functions. Professional reports and spreadsheets can be produced with this skill set. Take your abilities to the next level with these resources.

**Cost: \$60 | Instructor:** Rita Schmitt

TUES & THURS • MARCH 22, 24 & 29 (6:00-8:00 pm) CRN: 62289

### Advanced Excel

This class covers pivot tables, slicers, formula-driven conditional formatting, and the LOOKUP and SUBTOTAL functions. Get hands-on experience in an interactive class environment to advance your expertise. **Recommended background: A solid working knowledge of Excel and functions, or completion of the Intermediate class.**

**Cost: \$80 | Instructor:** Rita Schmitt

TUES & THURS • APRIL 19, 21, 26 & 28 (6:00-8:00 pm) CRN: 62290

## Creative Arts

### Art and the Garden

Join Deborah at Four Winds Farm to learn a few artist gardening "secrets" for both your landscape and your container plantings. We will look at the use of color, shape, height, texture and the art of placement. We will discuss the role of both perennials and annuals; plus, information to understand about each. And we will stroll around the farm's gardens to help stimulate creative ideas and discussion. Bring a simple sketch or photo of your garden area(s), if you wish. **This class will be held at Four Winds Farm, 3729 North 36th Street, Quincy.**

**Cost: \$20 | Instructor:** Dr. Deborah Lee

THURS • APRIL 21 (6:00-8:00 pm) CRN: 62324



## Free Educational Resources for Adults

### GED Test Preparation

Free classes are offered for JWCC district residents preparing to take the GED high school equivalency test. Choose the time and location that works best for you. Classes are held mornings and evenings, Monday–Thursday in Quincy; Tuesday and Thursday mornings in Pittsfield; Tuesday and Thursday evenings in Mt. Sterling; and Tuesday mornings in Camp Point. Online learning opportunities are available as well. New students are admitted into classes after attending an orientation session. Check out our website or give us a call to register.

### English as a Second Language

Classes are designed to help non-native English speakers improve their reading, writing, and speaking skills. Classes are free to JWCC district residents and are held in Quincy, Monday and Wednesday afternoons (1:00–4:00 pm) and in Pittsfield Tuesday evenings (5:00–8:00 pm).

### Adult Literacy

JWCC provides effective, easily accessible, free literacy tutoring. The program matches trained volunteer tutors one-to-one with adults seeking to improve reading or math skills, or those whose first language is not English. Services are free to JWCC district residents. Times and location for tutoring are flexible. Online tutoring is available as well. Volunteer to be a Literacy Tutor and change a life!

For more information on any of these programs, contact 217.641.4951 or visit [jwcc.edu/ged](http://jwcc.edu/ged).

## Culinary Arts & Cake Decorating



### Basic Cake Decorating

Learn how to stack, ice and decorate a cake. We will examine various icings with a focus on buttercream, learn border piping techniques, how to color icings, and how to write on cakes. We will also practice making figures and decorations out of fondant. The final project will be to decorate an eight-inch cake. Decorating kit is included! **Students will need to bring an eight-inch cake to class on the second and third nights of class.**

**Cost: \$70 | Instructor: Kristina Dula**  
MON • JAN 24 & 31, FEB 7 (5:30-8:00 pm) CRN: 62291

### Fun Food for Kids and Family

Experiment with ways to blend food art into theme-based foods for your kids to eat and bring to parties and school.

**Cost: \$30 | Instructor: Margie Williams, PhD, RN**  
TUES • FEB 8 (6:00-8:00 pm) CRN: 62293

### Knife Skills

Learn basic knife skills and techniques: how to properly dice, chop, crush, and julienne, etc. The cost of the class includes an eight-inch Mercer chef's knife.

**Please bring a couple of containers to take home food made in class.**

**Cost: \$80 | Instructor: Vanessa Hall**  
WED & THURS • FEB 2 & 3 (5:00-8:00 pm) CRN: 62309



### Spice & Herb Blending

Learn how to blend your own seasonings, how to use herbs to their full potential, and some chef secrets on balancing flavors. **Please bring your own chef's knife and a couple of containers to take home food made in class.**

**Cost: \$75 | Instructor: Vanessa Hall**  
MON & WED • FEB 21 & 23 (5:00-8:00 pm) CRN: 62310

*Courses in this category are not recommended for people with food allergies.*

### South American & Brazilian Cuisine

From slow cooked stews to light and fresh, aromatic salads and salsas, we will explore the beautiful and tasty cuisine of South America. **Please bring your own chef's knife and a couple of containers to take home food made in class.**

**Cost: \$75 | Instructor: Vanessa Hall**  
WED & THURS • MARCH 23 & 24 (5:00-8:00 pm) CRN: 62311

### Asian Cuisine

Explore the depths of Asian cuisine from curries to pho, blending exotic spices to create new and exciting dishes. **Please bring your own chef's knife and a couple of containers to take home food made in class.**

**Cost: \$75 | Instructor: Vanessa Hall**  
WED & THURS • APRIL 13 & 14 (5:00-8:00 pm) CRN: 62312



### Intro to Baking

We will cover various baking topics such as cakes, cookies, and quick breads. Learn the differences in mixing techniques and how ingredients and baking temperatures affect our finished baked products.

**Cost: \$80 | Instructor: Kristina Dula**  
MON • APRIL 11, 18 & 25 (5:30-8:00 pm) CRN: 62292

## Personal Enrichment

### Local History Highlights

Are you interested to learn more about the history of Adams County? Former mayor Chuck Scholz will highlight people and events of historic significance in the 19th and 20th centuries. The focus will be on Quincy, Adams County and western Illinois. **This class is taught in person, but also available via Zoom.**

**Cost: \$30 | Instructor: Chuck Scholz**  
WED • FEB 23, MARCH 2 & 9 (7:00-8:00 pm) CRN: 62296





### Garage Welding

Have a welding machine collecting dust in your garage or thinking about purchasing one? Learn about the types of welders and how to use them safely! Topics includes inner shield, flux core arc welding and short arc welding, how to set voltage and wire speeds, and how to hold angles on a welder. You will also learn how to choose the proper gas to weld various steels. **This class will be held at the Workforce Development Center, 4220 Koch's Lane, Quincy.**

*Required Personal Protective Equipment (PPE) – Please bring your own welding gloves and be sure to dress appropriately (long pants, long-sleeved shirts, and leather shoes or boots).*

**Cost: \$60 | Instructor: Mark Schenk**  
SAT • MARCH 26 (8:00 am-12:00 pm) CRN: 62300

### Advanced Garage Welding (Prerequisite Garage Welding)

This is a continuation of Garage Welding. In Garage Welding, you learned the basics of inner shield, flux core arc welding and short arc welding and how to set voltage and wire speeds. In Advanced Garage Welding, you will learn to use a Metal Inert Gas (MIG) welder and perform horizontal, vertical, and downhill welding including the proper technique to fill in gaps between two pieces of metal. **This class will be held at the Workforce Development Center, 4220 Koch's Lane, Quincy.**

*Required Personal Protective Equipment (PPE) – Please bring your own welding gloves and be sure to dress appropriately (long pants, long-sleeved shirts, and leather shoes or boots).*

**Cost: \$60 | Instructor: Mark Schenk**  
SAT • MARCH 26 (1:00-5:00 pm) CRN: 62301



### Homeowner's Guide to Electricity

Do you want to better understand your home's electrical system? You will learn how overcurrent works (whether it's fuses or breakers). Other topics include existing codes and concepts to keep your home as safe as possible, as well as upgrading issues including LED lighting and GFCI protection. Class is taught by Steve Edgar, Licensed Master Electrician and JWCC instructor.

**This class will be held at the Workforce Development Center, 4220 Koch's Lane, Quincy.**

**Cost: FREE | Instructor: Steve Edgar**  
MON • MARCH 7 (6:00-8:30 pm) CRN: 62299



### Exploring Culinary Herbs

Are you intrigued by culinary herbs, but do not know how to grow or use them? In this class Deborah will discuss popular herbs; plus, some terrific lesser-known ones. You will see lovely Power Point slides; then learn how to grow, harvest and use 12 easy-to-grow plants. A helpful study guide will allow for continued insights.

**Cost: \$20 | Instructor: Dr. Deborah Lee**  
MON • MARCH 21 (6:00-8:00 pm) CRN: 62323



### Solar Energy

Why Solar? What incentives are available for going solar? Is solar right for you? This class will provide resources and information for those considering going solar. **This class will be held at the Workforce Development Center, 4220 Koch's Lane, Quincy.**

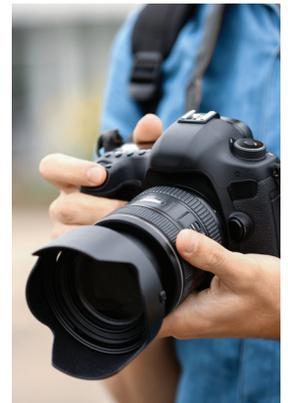
**Cost: FREE | Instructor: Russ Gengenbacher**  
THURS • APRIL 7 (6:00-7:30 pm) CRN: 62322

## 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 in a variety of situations. Get tips on how to save, store, and share your images. Discover how to adjust settings to get unique photos and how to set the camera to capture better action shots indoors and out. **This is a virtual class taught via Zoom.**

**Cost: \$30 | Instructor: John Gebhardt**  
TUES • MARCH 22 (6:00-9:00 pm) CRN: 62313



### Converting Your Memories

Learn how to convert your old movies, videos, slides, photos, and negatives into a digital format to preserve and share them with relatives and friends. Explore inexpensive photo and video programs that allow you to correct defects and restore the original colors. Learn how to save images on CDs, DVDs, or hard drives for future generations to enjoy. **This is a virtual class taught via Zoom.**

**Cost: \$30 | Instructor: John Gebhardt**  
TUES • MARCH 29 (6:00-9:00 pm) CRN: 62314



Register now for spring courses! [jwcc.edu/programs/cbo/classes](http://jwcc.edu/programs/cbo/classes) | 217.641.4941

## Health & Wellness

### Blending Mindfulness into Everyday Life

This interactive session helps a person learn new ways to practice mindfulness in everyday life to increase calm and focus.

**Cost: \$20 | Instructor:** Margie Williams, PhD, RN

TUES • MARCH 15 (6:00-8:00 pm) CRN: 62294

### Dr. Sears's Prime Time Health Series

This fun and interactive workshop is based on Dr. Bill Sears's book: *Prime-Time Health: A Scientifically Proven Plan for Feeling Young and Living Longer*.

**Cost: \$60 | Instructor:** Margie Williams, PhD, RN

TUES • APRIL 5, 12 & 19 (6:00-8:00 pm) CRN: 62295

### Improve Your Eating

Are you struggling to eat better? Do you feel confused, frustrated, and overwhelmed? This class covers easy, realistic ways to improve your eating and helps you narrow down all the options into an actionable goal. ***This is a virtual class taught via Zoom.***

**Cost: \$20 | Instructor:** Amanda Claxton, MS, RDN

SAT • JAN 29 (9:00-11:00 am) CRN: 62386

### Make Meal Planning Easier

Tired of trying to figure out what's for dinner? Stop feeling stressed and overwhelmed every day. In this class, you will create your own meal plan full of foods your family loves. ***This is a virtual class taught via Zoom.***

**Cost: \$20 | Instructor:** Amanda Claxton, MS, RDN

SAT • MARCH 5 & 12 (9:00-10:00 am) CRN: 62387

## Personal Finance

### Financial Workshop: All Four Below Classes Save \$10 and take all four classes!

Commit to attending all four financial workshops for a discounted rate. See dates and times on individual workshop listings.

**Cost: \$30 | Instructor:** Trenton Murfin

TUES • APRIL 5, 12, 19 & 26 (6:00-7:00 pm) CRN: 62302

### Broadening Your Knowledge of Investing

Investing isn't one size fits all. This presentation is an expanded look at the "how" of creating an investment strategy as well as the investment components that form your financial picture. Taking your investing knowledge to the next level can help you define a strategy that fits your family's financial goals. ***This class is taught in person but is also available via Zoom.***

**Cost: \$10 | Instructor:** Trenton Murfin

TUES • APRIL 5 (6:00-7:00 pm) CRN: 62303

### Stocks- The Nuts & Bolts

Questions about investing in stocks? Don't know where to start? This presentation is designed to provide you with a complete overview of this type of investment including capital gains and dividends, different ways to own stock, and how to include them in your overall investment strategy. ***This class is taught in person but is also available via Zoom.***

**Cost: \$10 | Instructor:** Trenton Murfin

TUES • APRIL 12 (6:00-7:00 pm) CRN: 62305



### Health Care and Your Retirement

The increasing cost of health care is a growing concern for current and future retirees. In fact, 30 years ago, retirees spent almost twice as much on food as on health care; now the amounts are nearly equal. This workshop will address steps individuals should take to prepare for health care costs to help ensure their retirement savings stay healthy. We will address Medicare coverage, long-term care expenses, and strategies for addressing uncovered expenses. ***This class is taught in person but is also available via Zoom.***

**Cost: \$10 | Instructor:** Trenton Murfin

TUES • APRIL 19 (6:00-7:00 pm) CRN: 62306

### What Happens After the Paychecks Stop? A Retirement Income Primer

This workshop discusses income during retirement. We'll explore how to budget for retirement expenses, examine potential sources of retirement income, discuss strategies to provide for your goals, and address potential risks you may face. ***This class is taught in person but is also available via Zoom.***

**Cost: \$10 | Instructor:** Trenton Murfin

TUES • APRIL 26 (6:00-7:00 pm) CRN: 62307



# Registration Register now: [jwcc.edu/programs/cbo/classes](http://jwcc.edu/programs/cbo/classes)



**JOHN WOOD**  
COMMUNITY COLLEGE

**Your registration will be confirmed via email upon receipt of payment.**

Canceled courses and changes: Classes that have not filled minimum enrollment three business days before 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.

**Student Information**

\*\*Name: Last \_\_\_\_\_ \*\*First \_\_\_\_\_ Middle initial \_\_\_\_\_  
 \*\*Date of birth \_\_\_\_\_ \*\*Last 4 digits of SSN (or JWCC ID number) \_\_\_\_\_  
 \*\*Address \_\_\_\_\_ \*\*City \_\_\_\_\_ \*\*State \_\_\_\_\_ \*\*Zip \_\_\_\_\_  
 \*\*Phone  home  cell  work \_\_\_\_\_  
 \*\*Email \_\_\_\_\_ \*\*Have you taken classes at JWCC before? \_\_\_\_\_  
 \*\*Are there any barriers that would prevent you from participating? (i.e. classroom location, seating requirements, etc.) \_\_\_\_\_

\*\*Gender  Male  Female

**What is the highest degree you've earned?**

- Doctoral Degree
- 1st Professional Degree
- Master's Degree
- Bachelor's Degree
- Associate Degree
- Certificate
- Some College
- High School Diploma
- GED
- None (includes high school students)
- Other

**\*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
- Other
- Choose not to respond/unknown

**\*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
- Other
- Choose not to respond/unknown

**\*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

CRN	Course Name	Cost

**TOTAL DUE** \_\_\_\_\_

**Payer Information**  Same as student information

Name \_\_\_\_\_  
 Phone  home  cell  work \_\_\_\_\_  
 Address \_\_\_\_\_

**Payment Method**

- Cash  Check # \_\_\_\_\_  Credit Card JWCC will contact you for payment information.

*I authorize JWCC to charge the total amount due to my credit card.*

Cardholder signature \_\_\_\_\_

**Third-party Billing**

Company name \_\_\_\_\_  
 Attention \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Address \_\_\_\_\_

Policies & Information – See page 2.

Need help? [jwcc.edu/programs/cbo/classes](http://jwcc.edu/programs/cbo/classes) | 217.641.4941

\*We are required by the State to collect this information for statistical purposes. \*\*These items are required for registration to be complete.

Mail this form to: JWCC • Community-Based Outreach  
 1301 South 48th St • Quincy, IL 62305



Residential Customer

**Spring 2022 Business & Industry Classes**

SOCIAL MEDIA

*New classes coming in 2022!*

PROFESSIONAL DEVELOPMENT

**Become the Leader Others Want to Follow**  
**Leading From the Front**  
**Leading to Create Other Leaders**  
**Mastering Microsoft Teams**

SAFETY

**Lifting and Rigging**  
**Electrical Troubleshooting and Maintenance**  
**Forklift**  
**NFPA 70E**  
**OSHA 10 General Industry**  
**OSHA 30 General Industry**  
**OSHA 10 Construction Industry**

For details, visit [jwcc.edu/programs/workforce](http://jwcc.edu/programs/workforce) or call 217.641.4971. Courses may also be customized for individual companies.

**COLLEGE FOR LIFE**



The **College for Life (CFL)** program at John Wood Community College is open to students with IDD or similar learning challenges. If you had an IEP in school, CFL might be right for you!

CFL students want to become more independent. They want to be a part of the community and have paying jobs. CFL helps students and their families plan for their best future. College for Life students are 18 years or older. Some have finished high school and others are continuing special education past age 18.

Students may earn a CFL Certificate by taking required courses. Certificate students learn to speak up for themselves and manage their money. They learn to communicate with others, have healthy relationships, and get ready for a job. **Learn more by visiting [jwcc.edu/cfl](http://jwcc.edu/cfl).**

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

Career Services offers online ACT WorkKeys testing for paraeducators – Applied Math and Workplace Documents. Testing is offered by appointment at the Quincy Campus, Mt. Sterling Education Center, and Southeast Education Center.

Please contact Career Services at 217.641.4941 or [careerservices@jwcc.edu](mailto:careerservices@jwcc.edu) to register for the test or to receive additional information.

**MEDICAL BILLING AND CODING (ONLINE CLASS)**

Whether you're just starting work or transitioning into a different field, there has never been a better time to enter a career in Medical Billing and Coding. This course will prepare you for success in this rewarding career as you learn about legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals. **Scan the QR code to learn more!**

