

JOHN WOOD COMMUNITY COLLEGE



# COMMUNITY-BASED Outreach FALL 2022

PERSONAL & PROFESSIONAL **DEVELOPMENT COURSES**



Classes are at our main campus unless otherwise noted | Register online at: [jwcc.edu/cbo](http://jwcc.edu/cbo)

# 2022 Fall Course Schedule

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## SEPTEMBER

TUES & THURS	SEPT 8, 13 & 15	6:00-8:00 pm	<b>Basic Excel</b> CRN: 36270
MON	SEPT 12, 19 & 26	5:30-8:00 pm	<b>Basic Cake Decorating</b> CRN: 36273
MON	SEPT 19	6:00-8:00 pm	<b>There's an App for That: Travel Tips Using Your Smartphone</b> CRN: 36291
TUES	SEPT 20	6:00-8:00 pm	<b>Zoom to a New Level</b> CRN: 36290
TUES & THURS	SEPT 20, 22 & 27	6:00-8:00 pm	<b>Intermediate Excel</b> CRN: 36271
MON	SEPT 26, OCT 3, 10 & 17	6:00-8:00 pm	<b>Cognitive Re-Patterning</b> CRN: 36279
WED	SEPT 28, OCT 5, 12 & 19	6:00-8:00 pm	<b>Anyone Can Sew</b> CRN: 36287

## OCTOBER

SAT	OCT 1	8:00 am-12:00 pm	<b>Garage Welding</b> CRN: 36282
SAT	OCT 1	1:00 pm-5:00 pm	<b>Advanced Garage Welding</b> CRN: 36283
SAT	OCT 1	5:00-8:00 pm	<b>Knife Skills</b> CRN: 36274
TUES	OCT 4	6:00-8:00 pm	<b>Living and Cooking the Mediterranean Way</b> CRN: 36292
TUES & THURS	OCT 4, 6, 11 & 13	6:00-8:00 pm	<b>Advanced Excel</b> CRN: 36272
TUES	OCT 4, 11, 18 & 25	6:00-9:00 pm	<b>Beginning Knitting</b> CRN: 36289
WED	OCT 5, NOV 2 & DEC 7	6:00-7:00 pm	<b>Wind Down Wednesdays: Mindfulness Matters</b> Take all three classes and save! CRN: 36293
WED	OCT 5	6:00-7:00 pm	<b>Wind Down Wednesdays: Mindfulness Matters</b> CRN: 36298
THURS	OCT 6, 13, 20, 27, NOV 3 & 10	6:00-7:30 pm	<b>Beginner Salsa and Merengue</b> CRN: 36280
TUES	OCT 11	6:00-8:00 pm	<b>Social Media: Getting the Word out Digitally</b> CRN: 36294
TUES & FRI	OCT 11 & 14	5:00-7:00 pm	<b>Spanish for Beginners</b> CRN: 36285
WED	OCT 12	6:00-8:30 pm	<b>Homeowner's Guide to Electricity</b> CRN: 36281
SAT	OCT 15	12:00-5:00 pm	<b>Spice &amp; Herb Blending</b> CRN: 36275
WED	OCT 26, NOV 2, 9 & 16	6:00-8:00 pm	<b>Anyone Can Quilt</b> CRN: 36288

## NOVEMBER

WED	NOV 2	6:00-7:00 pm	<b>Wind Down Wednesdays: Mindfulness Matters</b> CRN: 36299
THURS	NOV 3	6:00-7:30 pm	<b>Solar Energy</b> CRN: 36284
SAT	NOV 5	10:00 am-3:00 pm	<b>South African Cuisine</b> CRN: 36278
TUES & FRI	NOV 15 & 18	5:00-7:00 pm	<b>Spanish for Beginners</b> CRN: 36286
SAT	NOV 19	10:00 am-3:00 pm	<b>International Dessert Favorites</b> CRN: 36277

## DECEMBER

WED	DEC 7	6:00-7:00 pm	<b>Wind Down Wednesdays: Mindfulness Matters</b> CRN: 36300
SAT	DEC 10	9:30 am-2:30 pm	<b>South American &amp; Brazilian Cuisine</b> CRN: 36276

## 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/Fees** Cash, check, or credit/debit card. Payments must be made through the JWCC Business Office 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.

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

If we receive your registration form via our website, JWCC staff will attempt to contact you up to three times for payment. Your registration will be finalized after full payment is received. If you have any questions, you can reach the Community-Based Outreach office at 217.641.4941.

**Refund Policy** Unless otherwise noted in advance, a student who notifies Community-Based Outreach (CBO) three business days before 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 before 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** Please see our website for current information: [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 using notes, make PDFs, take photos, and more. Call 217.641.4941 to schedule time with the instructor. Based on instructor availability.

**Cost: \$50 per 1.5 hours session** | Instructor: Dr. Margie Williams Ph.D., RN

### One-On-One Excel Training

Microsoft Excel training is available for all skill levels, from beginning to advanced. Call 217.641.4941 to schedule time with the instructor. Based on instructor availability.

**Cost: \$35 per 1 hour session or \$50 per 1.5 hours session** | 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? You can schedule a tailored training session based on your needs that is just right for you. Make a PowerPoint slide, share Google documents, zoom for fun, share group calendars, and more. Call 217.641.4941 to schedule time with the instructor. Based on instructor availability.

**Cost: \$50 per 1.5 hours session** | Instructor: Dr. Margie Williams Ph.D., RN



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

## Computers & Technology

### There's an App for That: Travel Tips Using Your Smartphone

In today's travel world, airlines, trains, hotels, and travel groups use apps to book and manage your travel plans. Come and explore how to navigate using these apps to research, design, and complete a new travel experience from the comfort of your palm and smartphone.

**Cost: \$20** | Instructor: Dr. Margie Williams Ph.D., RN  
MON • SEPT 19 (6:00-8:00 pm) CRN: 36291



### Zoom to a New Level

Is it time to improve your Zoom skills? Join this Zoom session to update your skills to meet new personal and professional goals. Practice interviewing skills, use break-out rooms and practice a professional presentation. **This is a virtual class taught via Zoom.**

**Cost: \$20** | Instructor: Dr. Margie Williams Ph.D., RN  
TUES • SEPT 20 (6:00-8:00 pm) CRN: 36290

**Personal 1:1 coaching is available for one hour at a time after taking the class. Call 217.641.4941 to schedule time with the instructor. Based on instructor availability. The cost is \$35 per hour.**

### Social Media: Getting the Word out Digitally

Explore how to effectively use social media to create a presence for your organization, non-profit group, or business.

**Cost: \$20** | Instructor: Dr. Margie Williams Ph.D., RN  
TUES • OCT 11 (6:00-8:00 pm) CRN: 36294

### Basic Excel

This three-evening seminar is for individuals with little or no background in Excel who want to learn more. The interactive course offers plenty of practice and application to sharpen your skills.

**Cost: \$60**  
Instructor: Rita Schmitt  
TUES & THURS • SEPT 8, 13 & 15  
(6:00-8:00 pm) CRN: 36270

### 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. Produce professional reports and spreadsheets with this skill set, and take your abilities to the next level with these resources.

**Cost: \$60** | Instructor: Rita Schmitt  
TUES & THURS • SEPT 20, 22 & 27 (6:00-8:00 pm) CRN: 36271

### 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.**

**Cost: \$80** | Instructor: Rita Schmitt  
TUES & THURS • OCT 4, 6, 11 & 13 (6:00-8:00 pm) CRN: 36272





## 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; Monday and Wednesday mornings in Pittsfield; Tuesday mornings in Camp Point and Tuesday evenings in Mt. Sterling. Online learning opportunities are available as well. New students are admitted into classes after attending an orientation session. Check out our website at [jwcc.edu/ged](http://jwcc.edu/ged) or call 217.641.4951 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 volunteer tutors one-to-one with adults seeking to improve reading, math or English language skills. Services are free to JWCC district residents and times and locations for tutoring are flexible. Online tutoring is available as well. Volunteer to be a Literacy Tutor and change a life!

For information on volunteering or requesting services with the Adult Literacy program, contact Monica at 217.641.4962, [mfoster@jwcc.edu](mailto:mfoster@jwcc.edu) or [jwcc.edu/literacy](http://jwcc.edu/literacy).

## Culinary Arts & Cake Decorating

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



### 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 must bring an eight-inch cake to class on the second and third nights of class.**

**Cost: \$70** | Instructor: Kristina Dula  
MON • SEPT 12, 19 & 26 (5:30-8:00 pm) CRN: 36273

### Knife Skills

Learn basic knife skills and techniques to elevate your food preparation and impress while cooking at home. 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: \$50** | Instructor: Vanessa Hall  
SAT • OCT 1 (5:00-8:00 pm) CRN: 36274

### 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 chef's knife and a couple of containers to take home food made in class.**

**Cost: \$65** | Instructor: Vanessa Hall  
SAT • OCT 15 (12:00-5:00 pm) CRN: 36275

### South African Cuisine

Explore the delicious world of South African cuisine. **Please bring your chef's knife and a couple of containers to take home food made in class.**

**Cost: \$65** | Instructor: Vanessa Hall  
SAT • NOV 5 (10:00 am-3:00 pm) CRN: 36278



### International Dessert Favorites

Create iconic dessert favorites that will impress any family or friend this holiday season. We will dive into the basics of French macarons, Tres Leches, and more! **Please bring a couple of containers (large and small) to take home food made in class.**

**Cost: \$65** | Instructor: Vanessa Hall  
SAT • NOV 19 (10:00 am-3:00 pm) CRN: 36277

### South American & Brazilian Cuisine

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

**Cost: \$65** | Instructor: Vanessa Hall  
SAT • DEC 10 (9:30 am-2:30 pm) CRN: 36276



### Living and Cooking the Mediterranean Way: Blending New Ways of Cooking and Food Selection into Your Everyday Life

Are you interested in trying the Mediterranean Diet to improve your blood pressure, thinking, circulation, and more? Learn easy ways to blend into your daily meals. Prepare and try out recipes that will make your meals follow the principles of the Mediterranean Diet. Learn easy ways to incorporate the diet into your daily meals.

**Cost: \$30** | Instructor: Dr. Margie Williams Ph.D., RN  
TUES • OCT 4 (6:00-8:00 pm) CRN: 36292



## Health & Wellness

### Cognitive Re-Patterning

In this 4-part class, Deborah will lead students through relaxing patterning-breaking techniques, which help to erase and re-pattern emotions. The science of Epigenetics reveals that specific emotions affect certain body organs in predictable ways. Also, when you clear an emotional glitch, the improved health of that body part can follow. Digging deeper into the art of emotional clearing, students will study Flower Essences and prepare a personal formula to take home and support their progress.

Deborah Lee has a BS in Psychology and over 30 years of studying and working with clients to help remove unwanted emotions and traumatic memories. She is a certified Master Practitioner in NLP and an Advanced Flower Essence Practitioner. She also has an MS in Environmental Ed and a Ph.D. in Nutrition.

**Cost: \$80** | Instructor: Dr. Deborah Lee, Ph.D.  
MON • SEPT 26, OCT 3, 10 & 17 (6:00-8:00 pm) CRN: 36279

### Wind Down Wednesdays: Mindfulness Matters

Have you heard about how mindfulness can help you relax? Attend this interactive class to practice mindfulness meditation once, or repeat the class up to three times.

**Cost: \$10 for one class or \$25 for three classes**

Instructor: Dr. Margie Williams Ph.D., RN

WED • OCT 5 (6:00-7:00 pm) CRN: 36298

WED • NOV 2 (6:00-7:00 pm) CRN: 36299

WED • DEC 7 (6:00-7:00 pm) CRN: 36300

All three classes: CRN: 36293



## Personal Enrichment

### Homeowner's Guide to Electricity

Do you want to understand your home's electrical system better? 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 and upgrade 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  
WED • OCT 12 (6:00-8:30 pm) CRN: 36281

### Garage Welding

Have a welding machine collecting dust in your garage, or are you considering purchasing one? Learn about the types of welders and how to use them safely! Topics include Innershield, flux core arc, 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 welding gloves and dress appropriately (long pants, long-sleeved shirts, and leather shoes or boots).**

**Cost: \$60** | Instructor: Ronald Kraft  
SAT • OCT 1 (8:00 am-12:00 pm) CRN: 36282

### Advanced Garage Welding Prerequisite: Garage Welding

This is a continuation of Garage Welding. In Garage Welding, you learned the basics of Innershield, flux-core arc 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 welding gloves and dress appropriately (long pants, long-sleeved shirts, and leather shoes or boots).**

**Cost: \$60** | Instructor: Ronald Kraft  
SAT • OCT 1 (1:00 pm-5:00 pm) CRN: 36283

### Solar Energy

Why Solar? Is solar right for you? What incentives are available for going solar? 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 • NOV 3 (6:00-7:30 pm) CRN: 36284

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



## Creative Arts

### Beginner Salsa and Merengue

This class is for any beginner Salsa and Merengue dance enthusiast! No prior dance experience is needed. Learn the fundamental principles of partnering, dance floor etiquette, timing, and basic footwork. Class meets once a week for six weeks. If you are registering as a couple, please note your partner's name on your registration form. Each participant must complete a separate registration form.

**Cost: \$80** | Instructor: Ignacio Anguiano-Reyes  
THURS • OCT 6, 13, 20, 27, NOV 3 & 10 (6:00-7:30 pm) CRN: 36280

### Anyone Can Sew

In this class, we will learn machine basics and create four projects: pillowcase, bowl cozy, potholders, and table runner. If you have a sewing machine, please bring it to class. JWCC has four machines you can reserve when registering for the course, but first come, first served. **Students are responsible for purchasing their supplies before the first class. JWCC will provide a supply list upon registration or request.**



**Cost: \$70** | Instructor: Afton Frye  
WED • SEPT 28, OCT 5, 12 & 19 (6:00-8:00 pm) CRN: 36287

### Anyone Can Quilt

In this class, we will learn about the quilt pattern, planning and cutting fabric, and quilt top assembly. If you have a sewing machine, please bring it to class. JWCC has four machines you can reserve when registering for the course, but first come, first served. **Students are responsible for purchasing their supplies before the first class. JWCC will provide a supply list upon registration or request.**

**Cost: \$70** | Instructor: Afton Frye  
WED • OCT 26, NOV 2, 9 & 16 (6:00-8:00 pm) CRN: 36288

### Beginning Knitting

Learn how to knit and discover a relaxing hobby you'll enjoy forever! This course will show you everything you need to know to start knitting. First, you'll learn how to get the yarn onto the needles. Then, you'll learn how to make the all-important knit and purl stitches (and some other stitches along the way). Lastly, we'll review how to get your knitting off the needles. Students will work at their own pace. **Students are responsible for purchasing their supplies before the first class. JWCC will provide a supply list upon registration or request.**



**Cost: \$90** | Instructor: Rachel Peterson  
TUES • OCT 4, 11, 18 & 25 (6:00-9:00 pm) CRN: 36289

## Language & Communication

### Spanish for Beginners

This fun, interactive course is taught by a native Spanish speaker and designed as an introductory course for absolute beginners. Put your knowledge into practice with your classmates and leave with resources to study at home.

**Cost: \$40**  
Instructor: Ignacio Anguiano-Reyes  
TUES & FRI • OCT 11 & 14 (5:00-7:00 pm) CRN: 36285  
TUES & FRI • NOV 15 & 18 (5:00-7:00 pm) CRN: 36286



## ONLINE CLASSES *Scan the QR codes for more course information!*

### QuickBooks Online Series

QuickBooks remains to be the dominant accounting software used by small and medium-sized businesses. Today more than ever, the cloud-based QuickBooks Online is quickly replacing desktop accounting software versions due to its accessibility and flexibility. This course series will introduce you to QuickBooks Online, teach you the software's intermediate functions and features, and teach you how to manage your business financials using QuickBooks Online.



### Introduction to Cybersecurity

The need for skilled cybersecurity professionals continues to grow yearly, making it a great time to enter this in-demand industry. This self-paced course is designed to help you increase your knowledge of cybersecurity and technology fundamentals to fill knowledge gaps in your current role or pursue an entry-level career in this in-demand field. We answer questions about cybersecurity and the most common types, what an operating system does, cloud computing, and many other topics related to cybersecurity foundations.



[jwcc.edu/professional](http://jwcc.edu/professional) • 217.641.4941 • [cbo@jwcc.edu](mailto:cbo@jwcc.edu)

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



**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

CRN	Course Name	Cost

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

### \*\*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

### Payer Information Same as student information

Name \_\_\_\_\_

Phone  home  cell  work \_\_\_\_\_

Address \_\_\_\_\_

### \*\*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

### 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 \_\_\_\_\_

### \*\*Are you Hispanic or Latino? OR are you of Spanish origin?

- Yes, I am Hispanic or Latino
- No, I am not Hispanic or Latino

### Third-party Billing

Company name \_\_\_\_\_

Attention \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Policies & Information – See page 2.

### \*\*Are you a citizen of the United States?

- No  Yes

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

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

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




**JOHN WOOD**  
COMMUNITY COLLEGE

1301 South 48th Street | Quincy, IL 62305


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**If You Know Your Path, or If You're Not Sure**

Our dedicated staff is here to help! Call or text 217.393.8400 or visit our website [jwcc.edu/admissions](http://jwcc.edu/admissions) for more info on all JWCC has to offer.



**Fall 2022 Business & Industry Classes**

SOCIAL MEDIA

- Facebook for Local Business
- Digital Marketing for Business

PROFESSIONAL DEVELOPMENT

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

SAFETY

- Electrical Troubleshooting and Maintenance
- NFPA 70E
- OSHA 10 General Industry
- OSHA 30 General Industry

NONPROFITS

- Nonprofit Board Member Development
- Facebook for Nonprofits
- Digital Marketing for Nonprofits
- Video Storytelling

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. CFL might be right for you if you had an IEP in school!

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. We offer testing 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.