

FALL 2013

Exciting careers begin here!

Gain marketable job skills in just weeks.

Train for exciting opportunities in popular fields online or on-campus in just weeks. Pick your courses and begin your path to a new and exciting career.



Elgin
Community
College

Continuing Education

Elgin Community College can help you acquire the skills to earn a job in an exciting field. Choose from a variety of courses you can complete in just weeks. National certification is available upon completion for some courses. Online certification is also available.

Earn skills and/or certificates in:

- Healthcare
- Accounting
- Interior Design
- Food and Beverage Service
- Home Repair
- Importing/Exporting of Goods
- Certificate Programs
- And more!



Don't miss the opportunity
to begin a promising career!

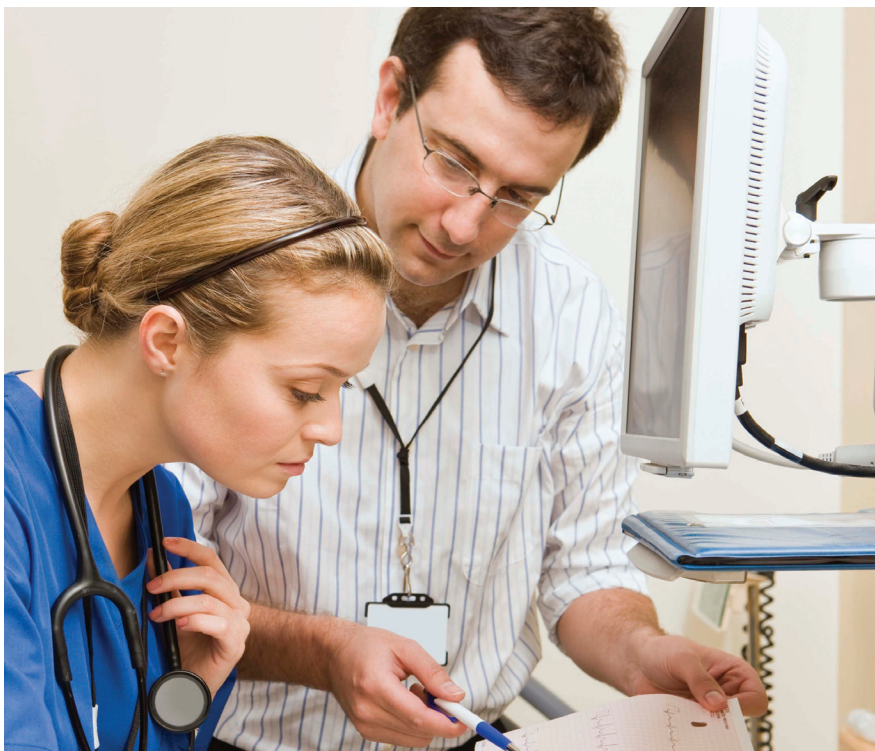
**For more information, call 847-622-3036
or visit elgin.edu/noncredit.**

HEALTHCARE – THE FASTEST GROWING FIELD!

CEB 229 EKG Technician

This comprehensive 50-hour EKG technician certification program prepares students to function as EKG technicians and to take the American Society of Phlebotomy Technicians (ASPT) - Electrocardiograph (EKG) Technician exam in addition to other national certification exams. This course includes important practice and background information on anatomy of the heart and physiology; medical disease processes; medical terminology; medical ethics; legal aspects of patient contact; the Holter monitor; electrocardiography; and echocardiography. Students practice proper use of the EKG machine and perform hands-on labs; the normal anatomy of the chest wall for proper lead placement; and 12-lead placement and other clinical practices. EKG technicians also analyze printed readings of EKG tests, measuring various cardiac intervals and complexes, and determine normal versus abnormal EKG. There is a graded final exam to help prepare students for the ASPT-EKG technician exam. On the last day of class, an optional certified EKG exam offered by ASPT is administered at ECC. Exam fee is currently \$85 (includes mandatory ASPT membership fee), subject to change, and is payable on the day of the exam. No class 11/30.

300 SA 8:30 a.m. to 2 p.m. 10/5 to 12/14 A118 \$999



CEB 251 Medical Administrative Assistant

This 50-hour introductory course prepares students to obtain an administrative or clerical position in the healthcare industry, including medical administrative assistant, medical secretary, and medical records clerk and health unit coordinator. This course covers important background information on anatomy and physiology, medical terminology, insurance billing and coding, medical ethics, customer service, and legal aspects. Course fee includes textbooks. On the last day of class, an optional certified medical assistant exam offered by the National Health Career Association is administered at ECC. Exam fee is currently \$109, subject to change and payable on the day of the exam. No class 11/30.

300	SA	8:30 a.m. to 2 p.m.	10/5 to 12/14	A121	\$999
-----	----	---------------------	---------------	------	-------

CEB 255 Home Healthcare Aide

Home healthcare aides assist patients in their homes by focusing on their specific health and personal needs. Emphasis is on giving personal care in a client's home, communications, working with those who are ill, basic human needs, eldercare, nutrition, special diets, and home management. Home healthcare aides also work in hospitals, clinics, rehabilitation centers, long-term care, hospice, and assisted-living facilities. Detailed course topics and review include: the role of the home healthcare aide, client relationships, infection control, hospice care, anatomy and physiology, medical terminology, dressing and personal grooming, foot care, nutrition, and other relevant topics. In addition to the responsibilities of a home healthcare aide, this program prepares students to sit for the National Association of Home Care & Hospice (NAHC) Home Care Aide Certification examination through the NAHC's Homecare University Program. No class 11/30.

300	SA	8:30 a.m. to 4:30 p.m.	9/28 to 12/14	A219	\$1,499
-----	----	------------------------	---------------	------	---------

CEB 256 Electronic Health Record Management Program

This 95-hour program prepares students to understand and use electronic records in a medical practice. Access to health information is changing the ways doctors care for their patients. Doctors now have access to a patient's medical history, surgeries, allergies to medicines, and recent doctor visits all at the press of a button. This recent technology that intertwines health information from a variety of sources is known as an electronic health record (EHR). It includes computerized lifelong healthcare data from a variety of sources, where every encounter an individual has with the healthcare system is documented and compiled for quick access. Electronic data interchange systems such as HL7, CDISC, and DICOM are taught. Students will learn through classroom and computer lab training the necessary components consistent with maintaining medical, legal, accreditation, and regulatory requirements of the electronic health record and database. After the successful completion of this program, students will be prepared to sit for the National Health Career Association (NHA) Certified Electronic Health Record Specialist exam. All textbooks included.

300	SA	8:30 a.m. to 4:30 p.m.	9/14 to 12/14	A224	\$1,999
-----	----	------------------------	---------------	------	---------

CEB 413 Medical Billing I

This course serves as an introduction to the basic principles of medical billing. Students learn the background needed for physician billing, Medicare requirements, fee schedules, forms used, and basic coding information. Basic anatomy and medical terminology are introduced.

300	M	6:30 to 9:30 p.m.	9/9 to 9/30	M122	\$199
-----	---	-------------------	-------------	------	-------

CEB 414 Medical Billing II

Prerequisite: Medical Billing I. Students learn the medical billing field in-depth, including basic medical coding and the process of submitting this information correctly and in a timely manner to insurance companies and patients.

300	M	6:30 to 9:30PM	10/7 to 11/25	M122	\$399
-----	---	----------------	---------------	------	-------

CEB 454 Medical Billing Software Practicum

This is an introduction to and practice at billing medical claims to insurance companies and federal agencies. Hands-on experience includes: patient demographic entry, claim transactions, E & M coding/entering, reporting to the doctors, and patient follow-up. No class 11/27.

300	W	6:30 to 8:30 p.m.	11/13 to 12/11	M122	\$199
-----	---	-------------------	----------------	------	-------

CEB 415 Medical Coding Professional

A course in basic anatomy and physiology is highly recommended either before the coding class or at the same time. An additional medical terminology class strengthens the background knowledge for this coding course. Please refer to the classes listed below.

EDUCATIONAL REQUIREMENTS: Individuals interested in pursuing national certification should have a high school diploma or GED[®] equivalent. This 84-hour course teaches the skills needed to solve insurance billing problems, complete common insurance forms, trace delinquent claims (EOBs), and use generic forms (CMS 1500). The course covers medical terminology and related anatomy for coding professionals, CPT, specialty fields (such as surgery, radiology, and laboratory), ICD-9, and basic claims process for medical insurance and third-party reimbursement. The optional five-hour AAPC certification exam is administered by the local AAPC chapter. Visit aapc.com for exam dates, locations, and registration. The AAPC test fee is currently \$330, subject to change by AAPC. Students who obtain the suggested practical work experience may also qualify to sit for the Certified Professional Coder Exam (CPC or CPCH Apprentice), the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam, and/or other national certification exams. Individuals interested in seeking employment in a hospital may wish to consider the AHIMA CCA exam. Class fee includes textbooks. Additional fee for exam applies. No class 11/30.

300	MTH	6 to 9:30 p.m.	9/23 to 12/16	A118	\$1,499
301	SA	8:30 a.m. to 4 p.m.	9/21 to 12/14	A226	\$1,499

CSE 227 Human Anatomy & Physiology (Online with ed2go)

In this course, you'll gain an understanding of basic chemistry, the human cell, and the anatomy of the body's organ systems and the jobs that they do. Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. Recommended to prepare you for course work in medical coding professional. To register, visit ed2go.com/elgincc to enroll and pay for the class.

Open enrollment	\$109
-----------------	-------

CSE 863 Medical Terminology: A Word Association Approach (Online with ed2go)

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. To register, visit ed2go.com/elgincc to enroll and pay for the class.

Open enrollment	\$109
-----------------	-------

CEB 430 Pharmacy Technician Certification

Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. This program includes a graded final exam to help prepare students for the PTCB certification exam. No class 11/30.

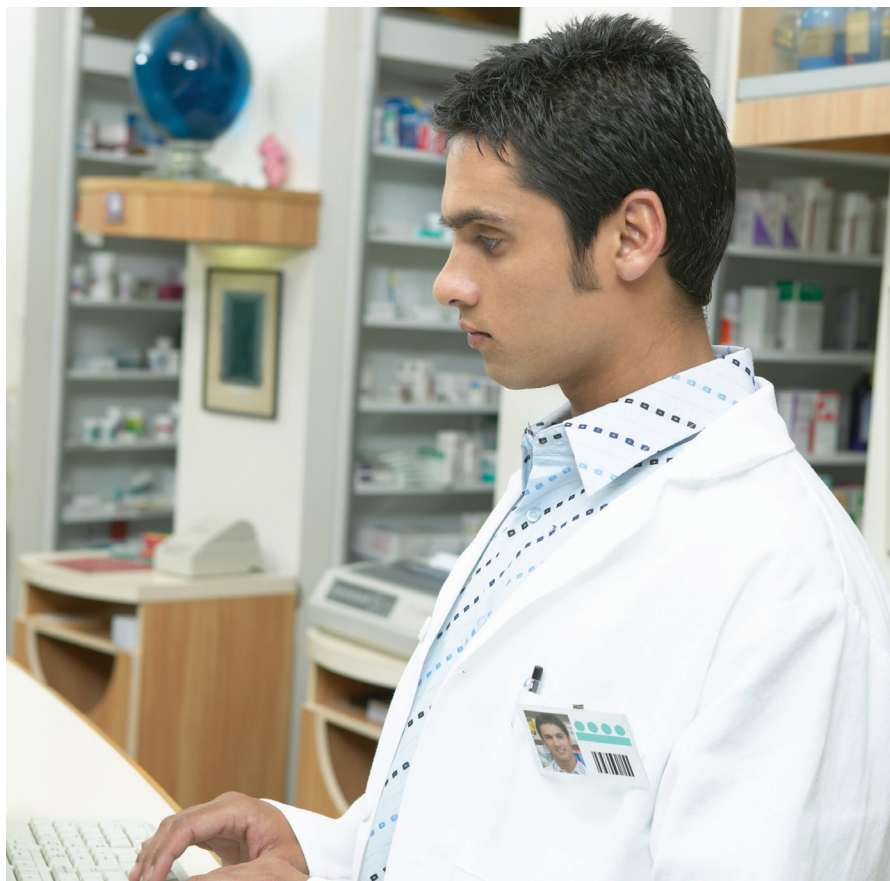
300	TTH	6 to 9:30 p.m.	10/15 to 12/5	A121	\$999
301	SA	8:30 a.m. to 2 p.m.	10/5 to 12/14	A160	\$999

CEP 906 Spanish for Healthcare

2.0 CEUs "Spanish for Healthcare" is an innovative, self-paced online occupational Spanish conversation course that seeks to bridge the communication gap between English speaking healthcare professionals and Spanish-speaking patients. In addition to basic greetings and general Spanish vocabulary, the course also covers admissions and registration, body parts, organs, emergencies and common injuries, medical history, the patient examination, pain, care, discharge instructions, prescriptions, and insurance vocabulary.

Must call 847-622-3036 to register.

300	INTERNET SECTION	8/19 to 12/12	\$109
-----	------------------	---------------	-------



CSJ 230 Medical Transcription

The medical transcription program helps students develop the knowledge and skills of quality medical transcriptionists, specifically focusing on keyboarding, language and grammar, and medical terminology. The program also emphasizes practical experience, and by graduation, students will have transcribed hundreds of authentic dictations, preparing for a quick and successful transition to the workplace. The online platform provides 24/7 access to the curriculum.

300 INTERNET SECTION 8/19 to 12/12 \$1,899

CSJ 251 Medical Administrative Assistant

The medical administrative assistant program helps students gain the specialized skills and business knowledge needed to successfully manage the day-to-day administration of a medical facility. Students learn how to effectively manage front desk reception, patient scheduling, insurance and billing, practice finances, and more. Upon graduation, students will be prepared to enter the workforce and pass the Certified Medical Administrative Assistant exam (CMAA). The program's online platform provides 24/7 access to the curriculum.

300 INTERNET SECTION 8/19 to 12/12 \$1,309

CSJ 413 Medical Billing

The medical billing program prepares students for careers in the growing healthcare reimbursement field. Students learn about the payment process, the various healthcare payers, billing software, industry-specific forms, collections, office communication, and more to ensure they are prepared to succeed upon graduation. The program includes unlimited student and graduate support, and the online platform provides 24/7 access to the curriculum and interactive learning tools.

300 INTERNET SECTION 8/19 to 12/12 \$1,695

CSJ 415 Inpatient/Outpatient Medical Coding & Billing

This program prepares students for both inpatient and outpatient medical coding and billing careers and helps them gain the knowledge and skills required for the national certification exams. Students focus on medical terminology, coding standards, and specific code sets and will also train on the 3M™ Coding and Reimbursement System, which is used by many industry employers, and preparing students to transition to the workplace. The online platform provides 24/7 access to the curriculum.

300 INTERNET SECTION 8/19 to 12/12 \$2,299

CSJ 430 Pharmacy Technician

Be a part of a rapidly growing industry and train for a new career as a pharmacy technician. This program helps students quickly develop a broader range of pharmacy technician knowledge and skills than those professionals trained solely on the job. Students are prepared for national certification through the Pharmacy Technician Certification Board and gain the background necessary to work in both retail and institutional settings.

300 INTERNET SECTION 8/19 to 12/12 \$1,809



ACCOUNTING

CEB 505 Bookkeeping Certificate

Proper record keeping is a legal requirement for all businesses. Learn the basic terms, basic journal entries, general ledger posting, and basic financial statement presentation. Learn how to record transactions, set up accounts, and use QuickBooks software as a presentation tool to show how all of these components work within a computerized accounting program. A certificate of completion is awarded at the end of the class. The textbook *Bookkeeping and Accounting—Fourth Edition* by Schaum (ISBN 978-0-07-163536-3) is available at amazon.com.

300	F	6 to 9 p.m.	10/11 and 10/18	E111	\$239
	SA	9 a.m. to Noon	10/12 and 10/19		

CEC 404 QuickBooks-Beginning 2013

This class covers setting up a company, customer transactions, vendor transactions, and banking processes. You also learn to customize invoices and reports. The textbook is available at the ECC Bookstore. A certificate of completion is awarded at the end of the class.

300	M	6 to 9 p.m.	11/4, 11/11, and 11/18	E111	\$209
-----	---	-------------	------------------------	------	-------

CEC 410 QuickBooks-Company Setup

Learn to set up a company the proper way and customize QuickBooks to run for your specific company.

300	T	3 to 5 p.m.	10/15	E111	\$69
-----	---	-------------	-------	------	------

CEC 411 QuickBooks-Accounts Payable

Use QuickBooks to track your expenses and payables. We go through the entire accounts payable process from entering vendors to printing checks. Sales tax features are also covered.

300	T	3 to 5 p.m.	10/22	E111	\$69
-----	---	-------------	-------	------	------

CEC 412 QuickBooks-Accounts Receivable

Create a central database containing all customer contact and transactional information. Track and follow up on past-due accounts and address issues such as non-payment, insufficient payment, and bounced checks. Customize invoices to reflect your company.

300	T	3 to 5 p.m.	10/29	E111	\$69
-----	---	-------------	-------	------	------

CEC 413 QuickBooks-Reports

You learn to create, customize, save, and download reports into Excel to further analyze your data. Run reports that are right for your business!

300	T	3 to 5 p.m.	11/5	E111	\$69
-----	---	-------------	------	------	------

CEC 414 QuickBooks-Class Tracking

“Classes” is used to provide a breakdown of income and expenses by location, department, property, or any other criteria that are meaningful to your business. You can report separately on each class as well as your company as a whole.

300	T	3 to 5 p.m.	11/12	E111	\$69
-----	---	-------------	-------	------	------

CEC 408 One-on-One QuickBooks (2012 or 2013)

This customized, two-hour class allows you to work with Kim Anderson, a certified QuickBooks user specialist. Once you sign up we inform the instructor to contact you. You have 90 days to complete the class which meets at ECC. You must give at least 24 hours’ notice to change or cancel your appointment, or your fee is forfeited.

300	MTWTHF		8/19 to 12/12		\$169
-----	--------	--	---------------	--	-------

CSE 040 Accounting Fundamentals (Online)—HOT!

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. To register, visit ed2go.com/elgincc to enroll and pay for the class.

Open enrollment					\$109
-----------------	--	--	--	--	-------

CSE 063 Accounting Fundamentals II (Online)

This course builds on the knowledge you gained in our accounting fundamentals course to provide you with a solid understanding of corporate accounting practices. Analyze transactions; prepare various corporate financial reports; work with dividends, plant assets, depreciation, accrued revenue and expenses, and more. To register, visit ed2go.com/elgincc to enroll and pay for the class.

Open enrollment					\$109
-----------------	--	--	--	--	-------

INTERIOR DESIGN

This certificate program helps prepare students seeking a career in two of the most sought after areas of the decorating and design field—interior re-design and home staging. Seasoned professionals as well as those currently in the home organizing and real estate professions will gain insight and knowledge into this top-rated career choice. Certificates will be issued by Staging and Redesign Academy.

CEA 014 Foundations of Interior Redesign

Learn how to turn the ordinary into extraordinary. The basis of interior redesign is truly green design. Learn how to repurpose, reuse and revitalize a space entirely with the homeowners' wants, needs and style in mind. Topics include: redesign fundamentals, the redesign process, repurposing, scale, balance, artwork, lighting, and accessories.

300 M 6:30 to 9:30 p.m. 10/7 to 10/14 A121 \$129

CEA 015 Foundations of Home Staging

This course explains the fundamentals of turning a client's home into a product to be sold. While redesign is about a dwelling, staging is all about selling. Learn how to objectively assess a property while explaining to homeowners the how, when and why of the changes that need to be made. Topics include: staging assessment, foundations of staging, focal point versus selling point, Realtor relationships, and color selections.

300 M 6:30 to 9:30 p.m. 10/21 to 10/28 A121 \$129



FOOD & BEVERAGE

CEB 401 Serving Safe Food—English

This 16-hour food sanitation course in English is intended for people working in the food service industry. You learn a practical approach to food safety based on the criteria established by the Illinois Department of Public Health. This prepares you to take the State of Illinois Food Service Sanitation managers exam which is administered at the end of the class. You must attend the entire class and pass the exam to be certified.

300	W	9 a.m. to 6 p.m.	9/4 to 9/11	E201	\$169
301	W	9 a.m. to 6 p.m.	11/6 to 11/13	E201	\$169

CEB 403 Serving Safe Food Review—English

Prerequisite: Illinois food sanitation license or certificate. This class meets the requirements of the Illinois Department of Public Health for continuing education to maintain your food sanitation license. Sign up only if you can complete the class before the expiration date of your certificate or license. The Department of Public Health will be notified of your attendance upon completion. You must bring your picture ID and your current food license or certificate. This class requires you to stay for five hours of either the first day or the second day that the Serving Safe Food class is offered.

300	W	9 a.m. to 3 p.m.	9/4	E201	\$99
301	W	9 a.m. to 3 p.m.	9/11	E201	\$99
302	W	9 a.m. to 3 p.m.	11/6	E201	\$99
303	W	9 a.m. to 3 p.m.	11/13	E201	\$99

CEB 402 Serving Safe Food—Spanish

This 16-hour food sanitation course in Spanish is intended for people working in the food service industry. You learn a practical approach to food safety based on the criteria established by the Illinois Department of Public Health. This prepares you to take the State of Illinois Food Service Sanitation managers exam which is administered at the end of the class. You must attend the entire class and pass the exam to be certified.

300	W	9 a.m. to 6 p.m.	10/2 to 10/9	E201	\$169
301	W	9 a.m. to 6 p.m.	12/4 to 12/11	E201	\$169

CEB 400 Serving Safe Food Review—Spanish

Prerequisite: Illinois food sanitation license or certificate. This class meets the requirements of the Illinois Department of Public Health for continuing education to maintain your food sanitation license. Sign up only if you can complete the class before the expiration date of your certificate or license. The Department of Public Health will be notified of your attendance upon completion. You must bring your picture ID and your current food license or certificate. This class requires you to stay for five hours of either the first day or the second day that the serving safe food class is offered.

300	W	9 a.m. to 3 p.m.	10/2	E201	\$99
301	W	9 a.m. to 3 p.m.	10/9	E201	\$99
302	W	9 a.m. to 3 p.m.	12/4	E201	\$99
303	W	9 a.m. to 3 p.m.	12/11	E201	\$99

OTHER CERTIFICATE PROGRAMS

Explore possibilities of a new career or starting your own business.

CEA 106 Home Repair and Remodeling for the Handyman

Learn professional skills to run your own handyman business! This hands-on class gets you ready to take on any repair or remodeling job from basement remodeling, framing and power tools, drywall installation, plumbing installation and repair, electrical installation, floor and tile installation, and suspended ceilings. You do actual repairs for a unique learning experience. A \$70 material fee is included in the cost of the class. Class limited to 20 students. No class 10/19.

300 SA 8 a.m. to Noon 10/5 to 11/16 O154 \$499

CEI 001 Import/Export Now!

Explore the world of Import/Export and build a profitable business! This nine-week online course provides step-by-step, hands-on training for those who want a career self-employed in import or export (or both) of goods or services. It is appropriate for people with no business background, as well as those in established businesses looking for a new trade. Learn to develop your product or service; find the best suppliers and best customers; and work with banks, currency issues, insurance companies, government agencies and other trade entities. Topics include licensing and permits; setting yourself up for properly conducting trade worldwide at the small business level; and intellectual property. Optional weekly live sessions online are available. Upon completion, you may join a listserv of former students to stay in touch with the instructor and your peers.

Required textbook: *How Small Business Trades Worldwide* (ISBN: 978-0-9795515-0-5), available at amazon.com.

300 W 8 to 10 p.m. (central) 10/9 to 12/4 INTERNET \$125





CEB 970 Exploring Islamic Finance Principles

Can you imagine thriving economically without paying or charging interest on a loan? Understanding Islamic finance will open new doors in personal and business finance. Learn why interest is not necessary to a thriving economy, and why Islamic countries largely escaped the economic downturn of the West. After properly defining terms we'll compare Western history on interest with Islam today, and how can you join in, especially when competing with countries such as China which is quickly accommodating this cultural imperative. The top banks worldwide all now have Shariah-compliant products to serve this market. These financial products are available in the USA, with even Fannie Mae buying such loans. **Required Text:** *Islamic Finance in the Global Economy* by Ibrahim Warde[©] Ibrahim Warde, 2000 Edinburgh University Press (ISBN: 0 7486 1216 5) (hardback), available free as a PDF or in hardback on amazon.com.

300 T 7:30 to 8:30 p.m. (central) 10/8 to 11/12 INTERNET \$149

CED 048 Become a Self-employed College Instructor—NEW!

Are you creative, hardworking and have more time than money? Join the tens of thousands of people across the USA who teach adult noncredit courses as self-employed college instructors either in the classroom or over the Internet. Capitalize on your experience and accomplishments. Your experience is your credential. Don't wonder if your topic would sell, we'll show you how to test market from your computer, and if necessary, redesign the course until it does sell. Your status as "adjunct lecturer" recommends you to new opportunities. **Required Text:** *Perish Your Publisher* (Either free eVersion or optional paperback) by John Spiers. Publisher: Seattle Teachers' Press (ISBN-10: 0979551528), available on johnspiers.com.

300 T 8:30 to 10 p.m. (central) 10/8 to 11/12 INTERNET \$125

DIGITAL PHOTOGRAPHY

Intrigued by the creative world of photography? Now you can learn the skills to make a career in photography!

CED 913 Intro to Digital Photography

Recommended: A digital SLR camera.

Improve your photography skills using your own digital camera. You are assigned a series of photographic exercises to learn basic exposure, focus, depth of field, freezing and/or blurring motion, exposure compensation, framing and composition, use of flash, red-eye reduction, zoom, digital special effects, and more. Familiarize yourself with formatting and printing options, internet resources, the availability of digital darkroom functions, and a variety of ways in which your images may be used.

300	M	6:30 to 9:30 p.m.	9/16 to 10/14	A224	\$249
	M	6:30 to 9:30 p.m.	10/7	A224 and 226	

CED 928 Intermediate Digital Photography

This class continues and reinforces concepts covered in intro to digital photography. Special attention will be devoted to topics including close-ups, portraits, landscape photography, and other areas requiring more sophisticated techniques. Field trips throughout the course allow for on-location photographic composition. Students create a portfolio of their work. Students must have good working knowledge on the use of a DSLR.

300	SA	9 to 11 a.m.	10/19 to 11/16	A226	\$229
-----	----	--------------	----------------	------	-------





CEB 301 How to Become an Event Planner

LaVerne Mathews, chief executive officer of L.V. Edwards and Associates, and owner of That Special Touch Events in Chicago, shares her tips, ideas and best practices in event planning with you. Deliverables include: understanding the importance of the five “W’s” (who, what, when, where, and why), creating the event budget, decor and menus. Students are required to work together in teams to present an event concept presentation at the end of the class.

300 M 6:30 to 8:30 p.m. 10/7 to 10/28 A165 \$179

CEB 905 Wedding & Event Planner—Hot Career Choice!

Offered in a classroom setting or online, this 40-hour course features information on planning, coordinating, and directing weddings. Learn about documentation information, contracts, how to work with vendors, marketing, and working with prospective brides and grooms. Fee includes workbooks, CDs, testing, and national certification from the Wedding Planning Institute. This course is recognized by the Council for Higher Education, the Association for Wedding Professionals International and the American Society for Wedding Planners. Upon completion, three options are available: an internship, job placement assistance, or bridal client referrals. For internet section, call 847-622-3036 to register and pay. ECC notifies the Institute to contact you with logon information.

300 T 6 to 10 p.m. 10/1 to 12/3 A165 \$895
 301 Internet Section 8/19 to 12/12(open enrollment) \$895

CEB 510 Private Investigations Training

This course meets the Illinois Department of Professional Regulation requirements of 20 hour of private investigation training to qualify for application of a permanent employee registration card. Techniques, tips, and legal guidelines for conducting investigations are presented.

From tracing missing persons, to undercover operations, to background research, the most commonly encountered types of investigations are covered. **Required textbook:** *Private Investigation - a Guide for the Beginner* is available at Barnes & Noble or amazon.com online.

300 W 6:30 to 9 p.m. 9/18 to 11/6 A165 \$239

CED 608 Professional Voice Career

Denny Farrell, nationally syndicated radio host and one of the commercial voices you hear on various radio stations including WGN Radio in Chicago, gives you tips, techniques, and need-to-know skills that help you become comfortable in front of a microphone. Instruction also includes an introduction to digital editing. Mr. Farrell assists you in understanding the importance of generating business leads and developing your business practices for a career in voice-over work. Students may produce a voice-over audition CD in Mr. Farrell's studio upon successful completion of the course.

300 T 6:30 to 9 p.m. 9/17 to 10/8 A118 \$179

301 T 6:30 to 9 p.m. 10/22 to 11/12 A118 \$179



CEB 250 Veterinary Assistant Program

This 100-hour veterinary assistant program introduces students to the exciting and growing field of veterinary medicine. Students learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, and how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are also emphasized to provide the student with the skills necessary to maintain an efficient front office. Students enjoy learning through classroom lecture as well as hands on labs.

Note: this program does not include a national or state certification or a clinical rotation as part of its overall objectives. No class 11/30.

300 SA 8:30 a.m. to 4:30 p.m. 9/14 to 12/14 F112 \$1,499



WFD 546 Forklift Operator Training

This training meets OSHA standards and regulations and includes classroom training and hands-on skills evaluation. Training takes place on the first Tuesday of every month from 8 a.m. to noon. The cost is \$98 per person and includes driving practicum. You must register with ECC at 847-622-3036. **Class is held at Equipment Depot of Illinois, 2545 Northwest Parkway, Elgin, IL 60124.**

First Tuesday of each month

\$98

PROJECT MANAGEMENT TRAINING & CERTIFICATION PREP WITH ED2GO—HOT!

CSE 567 PMP Certification Prep I (Online)

This course, the first part of a two-course series, teaches how to prepare for the Project Management Institute's prestigious PMP® certification exam. Master the first six chapters of *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide), 4th edition—the essential resource for the PMP® certification exam. Find out about the nine Project Management Knowledge Areas, five Process Groups, and 42 project management processes. This program is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. To register, visit ed2go.com/elgincc to enroll and pay for the class.

Open Enrollment

\$109

CSE 399 PMP Certification Prep II (Online)

This course is the second part of our two-part certification preparation series. Prepare to take--and pass--the Project Management Institute's PMP® certification exam. Master chapters seven through twelve of *A Guide to the Project Management Body of Knowledge*, the most essential resource for the PMP® certification exam. Learn all about the nine Project Management Knowledge Areas, five Process Groups, and 42 project management processes. In addition to learning about the PMBOK® Guide, you'll gain insight into PMI's® code of professional responsibility and discover powerful techniques you can use to continue preparing for the PMP® exam after this course is over. To register, visit ed2go.com/elgincc to enroll and pay for the class.

Open Enrollment

\$109

**Don't see what you're looking for?
Visit elgin.edu/noncredit to browse
through other noncredit offerings.**

ECC Continuing Education Registration Form

<p>ONLINE </p> <p>Register at elgin.edu/noncreditreg. Pay online with credit card.</p>	<p>MAIL </p> <p>Mail registration form and check to: ECC Registration 1700 Spartan Drive Elgin, IL 60123-7193</p>	<p>COME IN </p> <p>Bring this form and payment to the Registration Center, B105, Monday through Thursday: 8 a.m. to 7 p.m.; Friday: 8 a.m. to 4 p.m.</p>
---	--	---

ECC ID No. _____ Date _____

Email _____

*Name _____ *Birthdate - -

(Last) (First) (Middle)

*Address _____ *City: _____ *State: _____ *Zip: _____
Apt. # _____

*Home Phone (_____) _____ Daytime Phone (_____) _____ Gender: Male Female

Occupation _____ County Code

01 Cook	03 DuPage	05 DeKalb
02 Kane	04 McHenry	06 Other _____

Ethnicity/Race

1. Are you Hispanic or Latino? (OR are you of Spanish origin?)

Yes, Hispanic or Latino Not Hispanic or Latino

2. Select all racial ethnic groups that apply.

American Indian or Alaska Native
 Asian Black or African American
 Native Hawaiian or other Pacific Islander White
 Choose not to respond

3. Please identify your primary racial/ethnic group (select one).

American Indian or Alaska Native Asian
 Black or African American Hispanic or Latino
 Native Hawaiian or other Pacific Islander White
 Choose not to respond

4. Are you in the United States on a visa—nonresident alien?

Yes, in the United States on a visa.
 Provide home country of origin _____
 Visa type _____
 Not in the United States on a visa.

Highest Degree Earned

(G) GED
 (H) High school diploma
 (S) Some college/no degree
 (A) Associates degree
 (B) Bachelors degree
 (M) Masters degree
 (P) First professional degree
 (D) Doctoral degree
 (N) None
 (C) Certificate

Employment Status

(01) Employed Full Time—40 hours or more
 (02) Employed Part Time—over 15 hrs/week
 (03) Employed Part Time—15 hrs/week or less
 (04) Homemaker
 (05) Unemployed
 (06) Other
 (07) No response

Student Intent

(1) Prepare for new or first occupational career
 (2) Improve present occupational skills
 (3) Explore courses to decide on a career
 (4) Remedy basic skills deficiencies
 (5) Pursue non-career, personal interests
 (6) Other or unknown

Have you taken classes at ECC before?

Yes No
 If Yes: Credit Non-Credit Both

What county do you live in?

(01) Cook (03) Dupage (05) DeKalb
 (02) Kane (04) McHenry (06) Other

Course Code	Course Title	Start Date	Time	Location	Cost

**All tuition and fees must be paid at time of registration.
 If you do not pay at the time of registration you may lose your class space.**

*Required information

Through your association with Elgin Community College, you are likely to participate in events that are recorded on behalf of the college. By submitting this form, you authorize Elgin Community College and those acting on its behalf to copyright, publish and use audio, photographs, video and other recordings or representations of you for promotional and educational purposes. You release and discharge the Elgin Community College Board of Trustees, its assigns and those acting on its behalf from any liability arising from such use. Please advise us if for any extraordinary reason your privacy must be protected after the submission of this document.

Want a job that's in-demand?

Elgin Community College has partnered with Career Step to offer online training for in-demand careers. Come learn more about these training and career opportunities at a FREE information session!

Tuesday, September 3

6 to 8 p.m.

Building E, University & Business Center,
Room E108

1700 Spartan Drive, Elgin, IL 60123

Online training offered in:

- Medical Transcription
- Medical Coding and Billing
- Pharmacy Technician
- Medical Administrative Assistant
- Medical Billing
- And more

Register today! careerstep.com/elgin



CareerStep
ONLINE EDUCATION & TRAINING SOLUTIONS

**For more information, call 847-214-7923
or email kchan-larsen@elgin.edu.**



Elgin
Community
College

1700 Spartan Drive • Elgin, IL 60123-7193 • elgin.edu