

Elgin Community College Continuing Education

SPRING 2014 COURSE SCHEDULE

Learn new skills to enhance your personal and professional life.



Career Skill Training

Career Development

Social Media

Personal Enrichment

Workforce Development

Enroll now at elgin.edu/ce.



Elgin
Community
College

Bright Choice. Bright Future.

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CEC 063 Using the iPad as a Business Tool

Transform the way you work using the iPad!

See page 9 for more details.

Continuing Education can help you with:

- Online course offerings/certifications in high-demand fields such as healthcare
- Test preparation
- Career skills
- Personal enrichment
- Computer skills
- And more

For complete course descriptions, new classes, and updated information please visit our website at elgin.edu/ce, call 847-622-3036, or email cemailbox@elgin.edu.

Follow us on our Facebook page, "Continuing Education at Elgin Community College", or on our blog at elgin.edu/eccblogsce.aspx.

Registration Information and Payment Policies

All continuing education courses are open to in-district and out-of-district residents. All tuition and fees are due at the time of registration. Students can register and pay for courses online at elgin.edu/cereg, by phone at 847-622-3036, or in person at ECC's Registration Office in Building B, Room B105, Monday through Thursday 8 a.m. to 7 p.m.; Friday 8 a.m. to 4 p.m. (closed Fridays June through August). For more information on registration and payment/refund policies, call 847-622-3036.

Disclaimer: Changes from printed information may occur.

For complete course descriptions and updated information, please visit our website at elgin.edu/ce.

CAREER SKILL TRAINING

HEALTHCARE

CEB 229 EKG Technician \$999 100 SA 8:30 a.m. to 2 p.m. 2/22 to 5/3 A118	CSE 227 Human Anatomy & Physiology (online with ed2go) \$109 To register, visit ed2go.com/elgincc to enroll.
CEB 251 Medical Administrative Assistant \$999 100 SA 8:30 a.m. to 2 p.m. 3/1 to 5/10 A121	CSE 863 Medical Terminology: A Word Association Approach (online with ed2go) \$109 To register, visit ed2go.com/elgincc to enroll.
CEB 255 Home Healthcare Aide \$1,499 100 SA 8:30 a.m. to 4:30 p.m. 2/22 to 5/10 A219	CEB 430 Pharmacy Technician Certification \$999 100 TTH 6 to 9:30 p.m. 3/11 to 5/6 A219 101 SA 8:30 a.m. to 2 p.m. 3/1 to 5/10 A160
CEB 256 Electronic Health Record Management Program \$1,999 100 SA 8:30 a.m. to 4:30 p.m. 2/15-5/17 A224	CEP 906 100 Spanish for Health-Care Internet Section \$109 1/13 to 5/14 (open enrollment)
CEB 415 Medical Coding Professional \$1,499 Basic anatomy and physiology (available online) is highly recommended. AAPC certification exam optional. 100 MTH 6 to 9:30 p.m. 2/17 to 5/15 A121	CSJ 430 Pharmacy Technician \$1,995 100 Internet Section 1/13-5/14
CEB 415 Medical Coding Professional \$1,499 101 SA 8:30 a.m. to 4 p.m. 2/15 to 5/10 A226	

New Online Offerings with Career Step

All internet courses can be enrolled in at any time during the time frame listed below.

CSJ 230 Medical Transcription Editor \$2,795 100 Internet Section 1/13 to 5/14
CSJ 251 Medical Administrative Assistant \$1,695 100 Internet Section 1/13 to 5/14
CSJ 413 Medical Billing \$1,695 100 Internet Section 1/13 to 5/14
CSJ 415 Professional Medical Coding and Billing \$2,795 100 Internet Section 1/13 to 5/14
CSJ 416 ICD-10 Fast Track \$695 100 Internet Section 1/13 to 5/14

Elgin Community College has partnered with Career Step to help students train for a rewarding new career. Programs available through this partnership include:

- Medical Administrative Assistant
- Medical Billing
- Medical Coding and Billing
- Medical Transcription Editor
- Pharmacy Technician
- ICD-10 FastTrack



Visit careerstep.com/elgin for course descriptions.

CAREER DEVELOPMENT

ACCOUNTING

CEB 505 Bookkeeping \$239	CEC 413 QuickBooks-Reports and Class Tracking \$99
100 F 6 to 9 p.m. 3/7 and 3/14 E111 SA 9 a.m. to Noon 3/8 and 3/15 E111	100 W 12:30 to 3:30 p.m. 3/5 E111 101 W 12:30 to 3:30 p.m. 4/23 E111
CEC 404 QuickBooks – Beginning 2013 \$209	CEC 408 One-on-One QuickBooks (2012 or 2013) \$169
100 F 6 to 9 p.m. 4/11 to 4/25 F200	100 MTWTHF 1/13 to 5/14
CEC 410 QuickBooks—Company Setup \$69	CSE 040 Accounting Fundamentals (online) \$109
100 W 12:30 to 2:30 p.m. 2/19 E111 101 W 12:30 to 2:30 p.m. 4/9 E112	To register, visit ed2go.com/elgincc to enroll.
CEC 411 QuickBooks-Accounts Payable and Accounts Receivable \$99	CSE 063 Accounting Fundamentals II (online) \$109
100 W 12:30 to 3:30 p.m. 2/26 E111 101 W 12:30 to 3:30 p.m. 4/16 E111	To register, visit ed2go.com/elgincc to enroll.

INTERIOR DESIGN

CEA 014 Foundations of Interior Redesign \$129	CEA 015 Foundations of Home Staging \$129
100 M 6:30 to 9:30 p.m. 2/24 to 3/3 A165	100 M 6:30 to 9:30 p.m. 3/10 to 3/17 A165

FOOD AND BEVERAGE

CEB 401 Serving Safe Food—English \$204	CEB 402 Serving Safe Food—Spanish \$204
Preparation for the State of Illinois Food Service Sanitation managers exam at the end of the class.	100 W 9 a.m. to 6 p.m. 2/5 to 2/12 E201 101 W 9 a.m. to 6 p.m. 4/2 to 4/9 E201
100 W 9 a.m. to 6 p.m. 1/8 to 1/15 E211 101 W 9 a.m. to 6 p.m. 3/5 to 3/12 E211 102 W 9 a.m. to 6 p.m. 5/7 to 5/14 E211	CEB 400 Serving Safe Food Review—Spanish \$99
CEB 403 Serving Safe Food Review—English \$99	Prerequisite: Valid Illinois food sanitation license or certificate.
Prerequisite: Valid Illinois food sanitation license or certificate.	100 W 9 a.m. to 3 p.m. 2/5 E201 101 W 9 a.m. to 3 p.m. 2/12 E201 102 W 9 a.m. to 3 p.m. 4/2 E201 103 W 9 a.m. to 3 p.m. 4/9 E201
100 W 9 a.m. to 3 p.m. 1/8 E211 101 W 9 a.m. to 3 p.m. 1/15 E211 102 W 9 a.m. to 3 p.m. 3/5 E211 103 W 9 a.m. to 3 p.m. 3/12 E211 104 W 9 a.m. to 3 p.m. 5/7 E211 105 W 9 a.m. to 3 p.m. 5/14 E211	

For complete course descriptions and updated information, please visit our website at elgin.edu/ce.

MORE CAREER AND BUSINESS OPPORTUNITIES

CEA 106 Home Repair and Remodeling for the Handyman \$499	CEI 001 Import/Export Now! \$125
Learn professional skills to run your own handyman business!	100 Internet W 8 to 10 p.m. (-6 GMT) 1/22 to 3/19
100 SA 8 a.m. to Noon 3/1 to 4/19 O154	CEB 970 Exploring Islamic Finance Principles \$149
CEB 250 Veterinary Assistant Program \$1,499	100 Internet T 7:30 to 8:30 p.m. (-6 GMT) 1/21 to 2/25
100 SA 8:30 a.m. to 4:30 p.m. 2/15 to 5/17 A206	CEB 048 Become a Self-employed College Instructor \$125
	100 Internet T 8:30 to 10 p.m. (-6 GMT) 1/21 to 2/25

DIGITAL PHOTOGRAPHY

Intrigued by the creative world of photography? Now you can learn the skills to make a career in photography!	CEB 928 Intermediate Digital Photography \$229
	Students must have good working knowledge on the use of a DSLR.
CEB 913 Intro to Digital Photography \$229	100 SA 9 to 11 a.m. 4/5 to 5/3 F216
Recommended: A digital SLR camera.	
100 M 6:30 to 9:30 p.m. 2/24 to 3/17 A224	

ADDITIONAL CERTIFICATE OFFERINGS

CEB 510 Private Investigations Training \$239
100 W 6:30 to 9 p.m. 3/19 to 5/14 A206
CEB 608 Professional Voice Career \$179
100 T 6:30 to 9 p.m. 3/4 to 4/1 A118 101 T 6:30 to 9 p.m. 4/8 to 4/29 A118
WFD 546 Forklift Operator Training \$115
This training meets OSHA standards and regulations. You must register with ECC at 847-622-3036. Class is held at Equipment Depot of Illinois, 751 Expressway Drive, Itasca, IL 60143.
First Tuesday of each month



NEW Offerings this Spring !

SOCIAL MEDIA    

TOOLS FOR PROMOTING YOUR BUSINESS ONLINE

Join us for a free social media info session on Thursday, January 23, 2014 at 6 p.m. in Building E, Room E100.01. **Register today at 847-214-7923.**

CEC 710 Social Media Marketing and Interactive Content \$750

Learn to develop relevant and compelling content for interactive social media platforms. A textbook is required for the last class on 2/20. You can purchase at amazon.com/teach-yourself-visually-wordpress-majure/dp/1118197879.

100 TTH 6 to 9:15 p.m. 2/4 to 2/20 E111

CEC 711 Social Media for Business \$750

Learn how to productively use Facebook, LinkedIn, Twitter, and YouTube for online marketing.

100 TTH 6 to 9:15 p.m. 3/4 to 3/20 E111

CEC 712 Social Media Management \$560

Learn how to develop and implement an email campaign strategy and increase brand awareness.

100 TTH 6 to 9:15 p.m. 4/1 to 4/10 E111

CEC 713 Social Media Presentation Workshop \$282

Start with a kick-off meeting, followed by a presentation night a few weeks later. All other Social Media classes must be completed before registering for the workshop.

100 T 6 to 9:15 p.m. 4/15 E111
 T 6 to 9:15 p.m. 5/13 E111

CAREER DEVELOPMENT, *Continued*

EVENT PLANNING

CEB 301 How to Become an Event Planner \$179

100 SA 9 to 11 a.m. 3/1 to 3/22 A165

CEB 905 Wedding and Event Planner \$895

Call 847-622-3036 to register and pay.

101 Internet 1/1 to 5/14
 (register anytime between these dates)

PROJECT MANAGEMENT TRAINING AND CERTIFICATION PREP

WITH ED2GO

CSE 567 PMP Certification Prep I (online) \$139

To register, visit ed2go.com/elgincc to enroll.

CSE 399 PMP Certification Prep II (online) \$139

To register, visit ed2go.com/elgincc to enroll.

PERSONAL ENRICHMENT

ART AND CREATIVITY

CEC 065 Introduction to Stained Glass \$149

100 M 6:30 to 9 p.m. 4/7 to 5/5 G224

CEC 900 NEW !

Photoshop for Beginners \$155

100 SA 10 a.m. to 12:30 p.m. 3/1 to 4/12 F124

CEC 111 NEW !

Drawing and Painting Studio I \$149

100 T 6:30 p.m. to 8:30 p.m. 2/25 to 4/15 G224

CEC 112 Watercolor Painting I \$149

100 TH 6:30 p.m. to 8:30 p.m. 2/27 to 4/17 G224

CEC 113 Nature Drawing \$59

100 SA 1 to 3:30 p.m. 3/01 to 3/08 G224

101 F 1 to 3:30 p.m. 4/18 to 4/25 G224

Art and Creativity continued on page 6

Spring 2014 Continuing Education Course Schedule

Enroll now at elgin.edu/ce.

For complete course descriptions and updated information, please visit our website at elgin.edu/ce.

PERSONAL ENRICHMENT, *Continued*

DANCE

CEC 034 Ballroom Wedding Dancing \$139

Welcome to dance Fridays with Barb and Jim Finn. Learn the four basic dance styles.

100 F 6:30 to 7:45 p.m. 1/24 to 3/14 J202

CEC 034 101 Ballroom Wedding Dancing \$99

No classes 3/28 and 4/18.

101 F 6:30 to 7:45 p.m. 3/21 to 5/9 J202

CEC 039 Intermediate Ballroom Dancing

This class is for those who want to take their dancing to the next level! *No classes 3/28 and 4/18.*

100 F 8 to 9:15 p.m. 1/24 to 3/14 J202 \$139

101 F 8 to 9:15 p.m. 3/21 to 5/9 J202 \$99

CEC 206 Salsa Dance Beginning \$99

Come join the fun and learn popular Puerto Rican and Mexican style dances.

100 F 6 to 7:15 p.m. 2/14 to 3/21 J204

101 F 6 to 7:15 p.m. 4/04 to 5/09 J204

LANGUAGE

CEC 325 Sign Language 1 \$129

Belinda Fitzner provides an active learning experience in learning the basics. No class on 2/17.

100 M 7 to 9 p.m. 2/03 to 3/17 A118

CEC 326 Sign Language Continuation \$129

100 M 7 to 9 p.m. 4/07 to 5/12 A118

CES 141 The French Traveler \$149

This seven-week class prepares travelers by developing basic French speaking skills.

100 T 7 to 9 p.m. 2/11 to 4/01 F114

CEC 309 Spanish for Travelers \$149

A seven-week beginning Spanish class for students before going on their journey.

100 W 7 to 9 p.m. 2/5 to 3/19 A165

PERSONAL INTEREST

CEC 181 NEW !

Press Release Basics and More \$139

Learn press release basics from Lawrence Synett who has worked for local newspapers writing news and features for the general public.

100 Th 7 to 9 p.m. 2/13 to 3/20 A118

CEE 530 Travel Tips from the Lady Travel Bug! \$35

100 W 6:30 to 9 p.m. 4/9 A165

CEC 139 Just Once Piano for Busy People \$65

100 SA 9 a.m. to Noon 4/5 F110

CEC 151 Just Once Guitar for Busy People \$65

100 SA 1 to 3:30 p.m. 4/5 F110

CES 154 NEW !

Military Genealogy Search \$35

Tina Beard, genealogy lecturer, explains how to trace veteran information

100 W 7 to 9 p.m. 4/9 F225

Personal Interest, continued next page

PERSONAL ENRICHMENT, *continued*

Art and Creativity, *continued from page 4*

<p>CEA 114 Beginning Calligraphy \$59</p> <p>Learn the basics of beautiful lettering and fancy flourishes in the two-day workshop.</p> <p>100 SA 10 a.m. to 12:30 p.m. 3/01 to 3/08 G224 101 F 10 a.m. to 12:30 p.m. 4/18 to 4/25 G224</p> <p>CEA 725 Beginning Crochet \$45</p> <p>Karin Quist, a fiber art expert, shows you crochet basics to get you started on a very creative and useful art form.</p> <p>100 T TH 7:30 to 9 p.m. 2/18 and 2/20 F110</p>	<p>After completing the beginning class, the following two classes will add to your new art skill.</p> <p>CEA 727 Fancy Crochet \$45</p> <p>100 T TH 7:30 to 9 p.m. 2/25 and 2/27 F110</p> <p>CEA 729 Crochet What? AMIGURIMI! \$45</p> <p>100 T TH 7:30 to 9 p.m. 3/4 and 3/6 F110</p>
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Enrich your life—ONLINE—with ED2GO

Elgin Community College has partnered with Ed2Go to offer hundreds of interactive online courses that are affordable and fit into your busy schedule. These courses are taught by expert instructors who teach in an enjoyable and educational way. Registration for these courses is available anytime.

Popular topics include:

- Accounting and finance
- Computer and technology
- Healthcare
- Business
- Web design
- Personal development
- Career training programs
- And more!



Visit ed2go.com/elgincc to learn more or register for classes.

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



COOKING AND BAKING

The classes are held in the professional kitchen in Building E. Our instructors, Susan Bartels and Doug Yeomans, are professional chefs and graduated from ECC's culinary program.

<p>CEA 250 BACK BY POPULAR DEMAND!</p> <p>Be an Artisan Cheese Maker! \$159</p> <p>100 W 6:30 to 9 p.m. 2/26 to 3/19 E115.1</p>	<p>CEA 152 Delectable Date Night Dinner for Two – Valentine Special \$64</p> <p>100 W 6:30 to 9 p.m. 2/12 E115.1</p>
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For complete course descriptions and updated information, please visit our website at elgin.edu/ce.

Cooking and Baking, *continued*

<p>CEA 205 NEW!</p> <p>Carb-and Gluten-Free Culinary Adventure \$64</p> <p>100 W 6:30 to 9 p.m. 2/05 E115.1</p> <p>CEA 225 Have Fun, Have a Dinner Party \$64</p> <p>100 W 6:30 to 9 p.m. 4/2 E115.1</p> <p>CEA 219 Yum! Amazing Dinners in 30 Minutes \$64</p> <p>100 W 6:30 to 9 p.m. 4/9 E115.1</p> <p>CEA 171 Veggies, From Side Dish to Center Stage \$59</p> <p>100 W 6:30 to 9 p.m. 4/30 E115.1</p>	<p>CEA 206 Let Them Eat Bread Back by popular demand! \$69</p> <p>100 TH 6:30 to 9 p.m. 2/18 to 2/22 E115.1</p> <p>CEA 251 Cake Decorating \$165</p> <p>100 SA 10 a.m. to 1 p.m. 3/1 to 3/22 E115.1</p> <p>CEA 417 It's Time for Brunch! \$65</p> <p>100 SA 9 a.m. to 1 p.m. 2/22 E115.1</p> <p>CEA 258 It's All About Chocolate \$89</p> <p>100 T TH 6:30 to 9 p.m. 4/1 and 4/3 E115.1</p>
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TEST PREPARATION

CEB 903 ACT Test Preparation \$349

Every single point matters. Using the Cambridge "Six-Step Approach", students receive diagnostic testing and assessment through pre – and post-testing. Students participate in basic skills review, in-class problem solving, concepts and strategies. There is practice test reinforcement, with the goal to identify subject matter the student needs to "brush-up on" and demonstrate. Reading, English, Science and Math are taught by experienced teachers. This course is designed to help students achieve test scores to reflect their potential by helping them focus on key areas. Books and tests are included in the cost of the course.

100 SA 9 a.m. to 12:30 p.m. 2/15 to 3/22 F205
101 SA 1:30-4:45 p.m. 2/15 to 3/22 F205

CEB 923 ACT Writing Skills \$39

This course de-mystifies writing. Write a prompt, planned and organized essay that is structured for a standardized exam.

100 SA 1 to 3 p.m. 3/08 F205

CEB 933 Customized ACT Prep: 6 Hours—One on one \$599

This six-hour course offers private coaching to help improve student scores in specific parts of the ACT test. Latest ACT test results are needed for instructor analysis. Call 847-214-7123 for information and registration details.

100 Time to be arranged.

CEB 934 Customized ACT Prep: 8 Hours—One on one \$899

Call 847-214-7123 for information and registration details.

100 Time to be arranged.

NEW !

FISHING SERIES WITH BOB PAINE

CEB 740 Introduction to Fishing \$72
100 SA 9 a.m. to 5 p.m. 2/8 F110

CEB 744 Introduction to Fly Tying \$72
100 SA 9 a.m. to 5 p.m. 4/19 F110

CEB 74 Intro to Fly Fishing \$59
100 SA 9 a.m. to 1 p.m. 5/3 F110

CEB 746 Advanced Fly Fishing Course \$49
100 SA 2 to 5 p.m. 5/3 F110

CEB 741 Fly Fishing for Trout \$39
100 SA 9 to 11 a.m. 3/1 F110

CEB 742 Fly Fishing for Bass, Pike, and Musky \$39
100 SA Noon to 2 p.m. 3/1 F110

CEB 743 Fly Fishing for Panfish \$39
100 SA 3 to 5 p.m. 3/1 F110



Develop your greatest business resource—*your workforce.*

Workforce development from Elgin Community College's Continuing Education Department can boost your employees' skill set to meet the ever-changing needs of your business.

Visit elgin.edu/workforcedevelopment or call 847-214-7803.

Winner of the 2013 Illinois Community College Trustees Association Business/Industry Partnership Award for effective workforce training.



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For complete course descriptions and updated information, please visit our website at elgin.edu/ce.

WORKFORCE DEVELOPMENT

Do you need to upgrade your computer skills? Do you want to learn how to replace your laptop with an iPad for your business needs? These concise, four-hour computer classes are all held Wednesday mornings at ECC.

COMPUTERS

CEC 043 Up-to-Speed with Word 2010 \$109
100 W 8 a.m. to Noon 2/5 E112

CEC 056 Excel 2010-Beginning Intensive \$109
100 W 8 a.m. to Noon 2/12 E112

CEC 078 Excel 2010-Mastering Formulas \$109
100 W 8 a.m. to Noon 2/19 E112

CEC 079 Excel 2010-Handling Complex Workbooks \$109
100 W 8 a.m. to Noon 2/26 E112

CEC 081 Excel 2010-Organizing and Analyzing Data \$109
100 W 8 a.m. to Noon 3/5 E112

CEC 082 Excel 2010-Macos and Power Techniques \$109
100 W 8 a.m. to Noon 3/12 E112

CEC 064 Up-to-Speed with Access 2010 \$109
100 W 8 a.m. to Noon 3/19 E112

CEC 063 Using the iPad as a Business Tool \$109
100 W 8 a.m. to Noon 4/16 E106

This interactive workshop provides an in-depth and engaging view of how to perform daily business tasks using the iPad. Discover how to design spreadsheets, documents, and presentations. Learn how to quickly and easily transfer materials to others. You will also learn how to find and utilize Apps that support your specific business objectives, in addition to vital tips that help you manage your workload effectively. You may bring an iPad, however, it is not required.



ONE-ON-ONE COMPUTER CLASSES

Unable to attend the scheduled classes above but still want to learn? We can schedule a customized two-hour class with your own instructor. The class meets on the date and time that works with your schedule.

CEC 020 One-on-One Word 2010 \$169
100 1/13 to 5/14

CEC 021 One-on-One Excel 200 \$169
100 1/13 to 5/14

CEC 022 One-on-One Access 2010 \$169
100 1/13 to 5/14

CEC 070 One-on-One Windows 7 \$169
100 1/13 to 5/14





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Elgin Community
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For complete course descriptions and updated information, please visit our website at elgin.edu/ce.

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Save the date!

Kids' College Summer Program 2014

More fun, more choices

Six weeks of non-stop fun:

June 23 to June 26

June 30 to July 3

July 7 to July 10

July 14 to July 17

July 21 to July 24

July 28 to July 31

Everything you need for an exciting summer is right here at ECC.

Mix and match classes to suit your child's age and interests! Kids' College is full of fun for students ages six to 16.

For more information, call 847-214-7123 or visit elgin.edu/kidscollege.



FUN



**HANDS-ON AND
EXPERIENTIAL LEARNING**



FRIENDS



KIDS' COLLEGE