

# Elgin Community College Continuing Education

## SPRING 2015 COURSE SCHEDULE

*Learn new skills to enhance your personal and professional life.*



Enroll now: [elgin.edu/ce](http://elgin.edu/ce)



Elgin  
Community  
College

Bright Choice. Bright Future.

# ECC's Continuing Education department offers hundreds of affordable and convenient in-class or online courses.

## CAREER SKILLS TRAINING

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## CAREER DEVELOPMENT

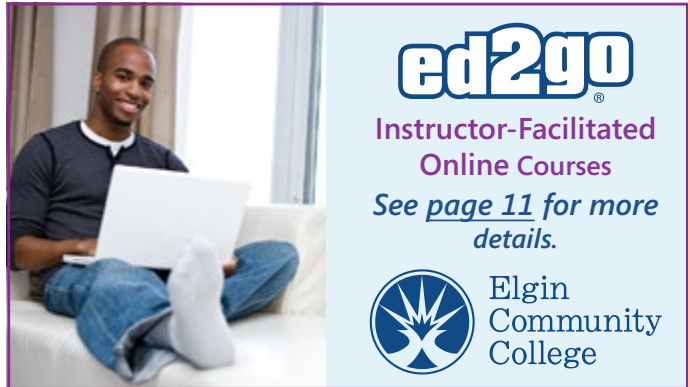
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**ed2go**  
 Instructor-Facilitated  
 Online Courses  
 See page 11 for more  
 details.

 Elgin  
 Community  
 College

### 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](http://elgin.edu/ce), call 847-622-3036, or email [cemailbox@elgin.edu](mailto:cemailbox@elgin.edu).

Follow us on our [Facebook page](#), "Continuing Education at Elgin Community College," or on our blog at [elgin.edu/eccblogsce.aspx](http://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](http://elgin.edu/cereg) 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 early August). For more information on registration and payment/refund policies, see [elgin.edu/ce](http://elgin.edu/ce).

*Disclaimer: All information is subject to change.*

For complete course descriptions and updated information, please visit our website at [elgin.edu/ce](http://elgin.edu/ce).

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## CAREER SKILLS TRAINING

### HEALTHCARE

Certification courses require a high school diploma or GED® to take the exam. See course descriptions for full details.

**CEB 229 EKG Technician** \$999

100 SA 8:30 a.m. to 2 p.m. 2/28 to 5/9 A118

**CEB 251 Medical Administrative Assistant** \$999

100 SA 8:30 a.m. to 2 p.m. 2/28 to 5/9 A121

**CEB 256 Electronic Health Record Management Program** \$1,999

100 SA 8:30 a.m. to 4:30 p.m. 2/14 to 5/16 A224

**CEB 415 Medical Coding Professional** \$1,499

100 MTH 6 to 9:30 p.m. 2/19 to 5/18 A219

101 SA 8:30 a.m. to 4 p.m. 2/14 to 5/9 A165

**CEB 470 Medical Billing** \$799

100 SA 9 a.m. to 1 p.m. 2/21 to 4/25 F116

**CEB 430 Pharmacy Technician Certification** \$1,299

Includes optional 80 hour externship.

100 TTH 6 to 9:30 p.m. 3/10 to 5/5 A121

101 SA 8:30 a.m. to 2 p.m. 2/28 to 5/9 A160

### Online with ed2go

**Human Anatomy and Physiology** \$109

**Medical Terminology: A Word Association Approach** \$109

**Spanish for Medical Professionals** \$109

To register, visit [ed2go.com/elgincc](http://ed2go.com/elgincc) to enroll.

See page 11 Get Started with ed2go

### Online Offerings with CareerStep

Visit [careerstep.com/elgin](http://careerstep.com/elgin) for course descriptions.

For full course descriptions, visit [careerstep.com/elgin](http://careerstep.com/elgin). Enroll in internet courses any time.

**CSJ 230 Medical Transcription Editor** \$2995

Includes voucher to take the RHDS national certification exam upon graduation (a \$230 value).

100 Internet Section

**CSJ 251 Medical Administrative Assistant** \$1995

Includes voucher to take the CMAA exam upon graduation (\$105 value).

100 Internet Section

**CSJ 413 Medical Billing** \$1995

Includes one-year AMBA membership upon graduation.

100 Internet Section

**CSJ 415 Professional Medical Coding and Billing** \$2995

Includes voucher to take the CCA or CPC certification exam (\$300 value)

100 Internet Section

**CSJ 430 Pharmacy Technician** \$1995

Includes voucher to take the PTCB national certification exam upon graduation (\$129 value).

100 Internet Section

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

Medical Administrative Assistant, Medical Billing, Medical Coding and Billing, Medical Transcription Editor, Pharmacy Technician, ICD-10 Fast Track

Attend a free info session on Wednesday,  
February 25, 2015, at 6 p.m. in Building E,  
Room E100.01.



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## CAREER DEVELOPMENT

### ACCOUNTING

**CEC 408 One-on-One QuickBooks (2012 or 2013 versions)** \$169  
**100** MTWTHF Internet Section Register any time

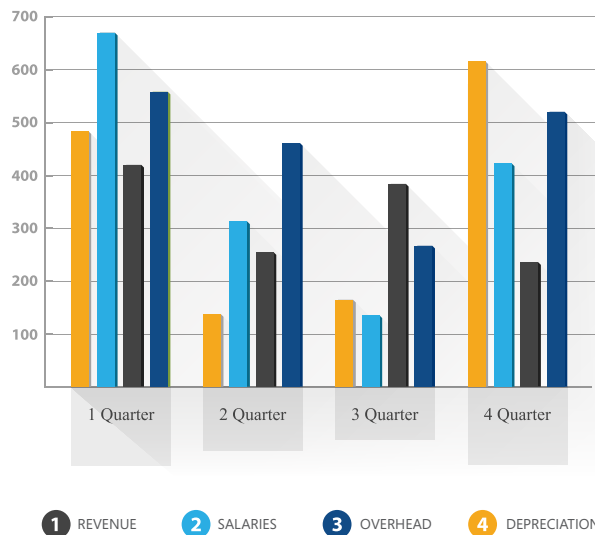
**HOT!**

**Accounting Fundamentals (Online)** \$109  
 To register, visit [ed2go.com/elgincc](http://ed2go.com/elgincc) to enroll.

**Accounting Fundamentals II (Online)** \$109  
 To register, visit [ed2go.com/elgincc](http://ed2go.com/elgincc) to enroll and pay for the class.

For QuickBooks courses, online partner ed2go offers many versions of QuickBooks and various QuickBooks functions in running small businesses.

Visit: [ed2go.com/elgincc](http://ed2go.com/elgincc).



### AVIATION

**CEB 600 Aviation Ground School** \$269

This course prepares you for the FAA Private Pilot Written Exam. Class is held at McHenry County College, 8900 US Highway 14, Crystal Lake, IL.

**100** SA 9 to 11:30 a.m. 2/7 to 5/9  
 McHenry County College A117

### FOOD AND BEVERAGE CERTIFICATIONS

Effective July 1, 2014, the training hour requirements for first time food safety certification is eight hours inclusive of the exam. Re-certification of a food service sanitation manager must be accomplished by completing an eight hour training course and passing an ANSI-CFP accredited exam with a minimum grade of 75%.

**CEB 471 Food Safety Certification/Recertification — English** \$159

<b>100</b>	W	9 a.m. to 6 p.m.	1/7	E106
<b>101</b>	W	9 a.m. to 6 p.m.	2/4	E201
<b>102</b>	W	9 a.m. to 6 p.m.	3/4	E201
<b>103</b>	W	9 a.m. to 6 p.m.	4/1	E201
<b>104</b>	W	9 a.m. to 6 p.m.	5/6	E201

**CEB 472 Food Safety Certification/Recertification — Spanish** \$159

<b>100</b>	W	9 a.m. to 6 p.m.	1/21	E201
<b>101</b>	W	9 a.m. to 6 p.m.	2/18	E201
<b>102</b>	W	9 a.m. to 6 p.m.	3/18	E201
<b>103</b>	W	9 a.m. to 6 p.m.	4/15	E201
<b>104</b>	W	9 a.m. to 6 p.m.	5/20	E201

### INTERIOR DESIGN

**CEA 014 Foundations of Interior Redesign** \$129

**100** W 6:30 to 9:30 p.m. 4/8 to 4/15 A165

**CEA 015 Foundations of Home Staging** \$129

**100** W 6:30 to 9:30 p.m. 4/22 to 4/29 A165

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## CAREER DEVELOPMENT

### CAREER AND BUSINESS OPPORTUNITIES

#### **CEA 106 Home Repair and Remodeling for the Handyman** \$499

Learn professional skills to run your own handyman business!

**100** SA 8 a.m. to noon 3/7 to 4/25 O154

#### **CEB 250 Veterinary Assistant Program** \$1,499

**100** SA 8:30 a.m. to 4:30 p.m. 2/14 to 5/16 F212

#### **CEI 001 Import/Export Now!** \$125

**100** W 8 to 10 p.m. Central Time  
Internet Section 1/21 to 2/18

**101** W 8 to 10 p.m. Central Time  
Internet Section 4/15 to 6/10

#### **CEI 002 Exporting Food as a Small Business** \$95

**100** T 7 to 8 p.m. Central Time  
Internet Section 1/20 to 2/10

**101** T 7 to 8 p.m. Central Time  
Internet Section 4/14 to 5/5

### ADDITIONAL CAREER OFFERINGS

#### **CEB 510 Private Investigations Training** \$239

**100** W 6:30 to 9 p.m. 4/1 to 5/20 A206

#### **CED 608 Professional Voice Career** \$179

**100** T 6:30 to 9 p.m. 3/3 to 3/31 E106

**101** T 6:30 to 9 p.m. 4/7 to 4/28 E106

#### **WFD 546 Forklift Operator Training** \$115

This training meets OSHA standards and regulations. Class is held at Equipment Depot of Illinois, 751 Expressway Drive, Itasca, IL 60143. Class meets on the first Tuesday of each month from 8 a.m. to 12 p.m..

### DIGITAL PHOTOGRAPHY

Intrigued by the creative world of photography? Now you can learn the skills to become a better photographer.

#### **CED 913 Intro to Digital Photography** \$229

Recommended: A digital SLR camera.

**100** M 6:30 to 9:30 p.m. 3/2 to 3/30 A121

#### **CED 928 Intermediate Digital Photography** \$229

Students must have good working knowledge on the use of a DSLR.

**100** SA 9 to 11 a.m. 4/11 to 5/9 F214

### EVENT PLANNING

#### **CEB 301 How to Become an Event Planner** \$179

**100** SA 9 to 11 a.m. 4/4 to 4/25 A206

#### **CEB 905 HOT!**

#### **Wedding and Event Planner** \$895

Learn how to plan, direct, and coordinate weddings.

**101** Internet Section Register anytime



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## PERSONAL ENRICHMENT

### HEALTH AND WELLNESS

#### CEC 950 DON'T MISS

#### **Bill Kurtis – *Death By Food: How the American Diet is Killing You* \$25**

What is behind today's rising health problems? The culprit: the American diet. Famed investigative journalist Bill Kurtis will expose the means, motive, and opportunity behind why our food is over-processed, over-sugared, over-salted and contains too much fat. He will offer solutions to providing better food products and nutrients on the tables of American consumers. A meet-and-greet reception, including a book signing will immediately follow his talk.

**100** M 7 to 9 p.m. 3/16 E125

**Seigle Auditorium, Building E**



### DANCE

#### **CEC 034 Ballroom Wedding Dancing (Eight Sessions) \$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. 1/30 to 3/20 J202

#### **CEC 034 Ballroom Wedding Dancing (Six Sessions) \$99**

**101** F 6:30 to 7:45 p.m. 4/3 to 5/8 J202

#### **CEC 039 Intermediate Ballroom Dancing (Eight Sessions) \$139**

This class is for those who want to take their dancing to the next level!

**100** F 8 to 9:15 p.m. 1/30 to 3/20 J202

#### **CEC 039 Intermediate Ballroom Dancing (Six Sessions) \$99**

**101** F 8 to 9:15 p.m. 4/3 to 5/8 J202

### LANGUAGE

#### **CEC 325 Sign Language 1 \$129**

Belinda Fitzner provides an active learning experience in learning the basics.

**100** T 7 to 9 p.m. 2/10 to 3/17 F116

#### **CEC 326 Sign Language Continuation \$129**

**100** T 7 to 9 p.m. 4/7 to 5/12 F116

#### **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. 4/7 to 5/19 F115

#### **Speed Spanish (online with ed2go) \$109**

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## PERSONAL ENRICHMENT

### COOKING

#### **CEA 900 Cooking FUNDamentals–Part 1** \$79

Learn kitchen safety, techniques, recipe-reading, and knife skills.

**100** W 6:30 to 9 p.m. 2/4 to 2/11 E115.01

#### **CEA 901 Cooking FUNDamentals–Part 2** \$79

Learn how to choose ingredients, spices, and meats for perfect recipes.

**100** W 6:30 to 9 p.m. 2/18 to 2/25 E115.01

#### **CEA 212 Sushi Rolls Made Easy** \$89

Create Japanese sushi rolls while learning techniques, ingredients, and safety.

**100** W 6:30 to 9 p.m. 3/4 to 3/11 E115.01

#### **CEA 825 Locavore Cooking** \$99

Discover the health benefits of eating locally-grown, organic food.

**100** W 6:30 to 9 p.m. 4/1 to 4/8 E115.01

#### **CEA 202 Indian Cuisine & Spices** \$89

Experience the flavor and variety of vegetarian Indian recipes and spices.

**100** W 6:30 to 9 p.m. 4/22 to 4/29 E115.01

#### **CEA 159 Sausage Making** \$99

Learn about sausage types, casings, bindings, cooking, poaching, and curing.

**100** W 6:30 to 9 p.m. 5/6 to 5/13 E115.01



### 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. Practice tests help to identify subject matter the student needs to practice and demonstrate. Reading, English, Science, and Math are taught by experienced teachers. This course is designed to help students achieve test scores that 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. 1/24 D234

SA 9 a.m. to 12:00 p.m. 1/31 to 2/21

SA 9 a.m. to 12:30 p.m. 2/28

**101** SA 1 p.m. to 4:30 p.m. 1/24 D234

SA 1 p.m. to 4:00 p.m. 1/31 to 2/21

SA 1 p.m. to 4:30 p.m. 2/28

#### **CEB 933 Customized ACT Prep: 6 Hours—One on One** Fee: \$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** Fee: \$799

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

**100** Time to be arranged.

## Spring 2015 Continuing Education Course Schedule

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### WORKFORCE DEVELOPMENT

#### COMPUTERS – ONLINE WITH ed2go

Do you need to upgrade your computer skills but don't have time to attend classes at ECC? Convenient and affordable online courses are the answer! Registration is easy for the courses shown below at [ed2go.com/elgincc](http://ed2go.com/elgincc) — *any time; any day.*

##### **Computer Skills for the Workplace** \$109

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

##### **Introduction to Windows 8** \$109

Learn how get the most from the Microsoft Windows 8 operating system, including managing apps, programs, photos, files, and folders.

##### **Introduction to Microsoft Excel 2013** \$109

Become proficient in using Microsoft Excel 2013 and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

##### **Introduction to Microsoft Publisher 2013** \$109

Learn how to design professional publications, including newsletters, fliers, and brochures with Microsoft Publisher 2013.

##### **Introduction to Microsoft Outlook 2013** \$109

Get up to speed with the latest developments in Outlook, including how to manage your email, calendar, and contacts. Learn how to get the most out of program tools such as Search Folders and Quick Steps.

##### **Introduction to SQL** \$109

Gain a solid working knowledge of the most powerful and widely used database programming language.

##### **Creating Web Pages** \$109

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

##### **Creating WordPress websites** \$109

Learn how to use WordPress, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive websites.





Enroll now: [elgin.edu/ce](http://elgin.edu/ce)

## Build high-performing, competitive organizations through focused training and development initiatives.



### Elgin Community College offers customized on-site and online training options that:

- Help individuals in need of focused learning.
- Develop and sustain a skilled workforce.
- Achieve improved performance, employee morale, and revenues.

### Training Topics

ECC's experienced professionals provide and implement talent development programs, training solutions, knowledge, and skills that fit your business model in:

APICS Certified in Production and Inventory Management (CPIM) Preparation

CAPM and PMP Certification Preparation

Commercial Driver License (CDL) Certification Preparation

Computer Skills

Dynamic Presentation Skills

Effective Business Writing

Emotional Intelligence

Environmental and Safety

High-Performance Workforce and Leadership Development

Lean Processes

Operations Management with Real World Applications

Quality

Technical Skills

Time Management

Workplace English as a Second Language

Workplace Spanish

Visit [elgin.edu/workforcedevelopment](http://elgin.edu/workforcedevelopment) or call 847-214-7803.

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Enroll now: [elgin.edu/ce](http://elgin.edu/ce)

### WORKFORCE DEVELOPMENT

#### ONE-ON-ONE COMPUTER CLASSES — \$169

Want personalized computer instruction? We can schedule a customized two-hour class with your own instructor. The class is held at ECC on the date and time that works with your schedule.

\$169

##### **CEC 020 One-on-One Word 2013**

100 1/12 to 5/13

##### **CEC 021 One-on-One Excel 2013**

100 1/12 to 5/13

##### **CEC 022 One-on-One Access 2013**

100 1/12 to 5/13

##### **CEC 071 One-on-One Windows 8**

100 1/12 to 5/13



### Enrich your life—ONLINE—with ed2go

Elgin Community College partners with **ed2go** to offer hundreds of interactive online courses that are affordable and fit into your busy schedule. Taught by expert instructors, 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](http://ed2go.com/elgincc) to learn more or register for classes.



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Elgin  
Community  
College

Bright Choice. Bright Future.

In partnership with ed2go, Elgin Community College offers instructor-facilitated online courses that are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

**You can complete any course entirely from your home or office. Any time of the day or night.**

### How to get started:

1. Visit our Online Instruction Center at [ed2go.com/elgincc](http://ed2go.com/elgincc):
2. View the course catalog in the left column.
3. Choose your class.
4. Click the "Enroll Now" button.
5. Follow the screen directions to register and make payment for your course.
6. Note the start date of your course.
7. When your course starts, return to our [Online Instruction Center](#), and click the Classroom link. To begin your studies, simply log in with your email and the password you selected during enrollment.

**New course sessions begin monthly. Please visit our [Online Instruction Center](#) to see exact start dates for the courses that interest you.**

All courses require Internet access, email, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our [Online Instruction Center](#) (link below) for more information.

**Visit [ed2go.com/elgincc](http://ed2go.com/elgincc) to get started now.**



# BILL KURTIS *How the DEATH BY American FOOD Diet is Killing You*

Monday, March 16, 2015, 7 p.m.  
Seigle Auditorium, Building E  
Elgin Community College  
1700 Spartan Drive, Elgin

**Tickets are \$25.**

For more information or to purchase tickets,  
visit [elgin.edu/ce](http://elgin.edu/ce), and enter course code,  
**CE950** to register and pay.

**Meet and greet  
reception to follow  
presentation.**



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## KIDS' COLLEGE

Email us at



for updates!

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](http://elgin.edu/kidscollege).

## PROGRAM STARTS MONDAY, JUNE 22



FUN



HANDS-ON AND  
EXPERIENTIAL LEARNING



FRIENDS



KIDS' COLLEGE