

Work

CAREER ENHANCEMENT



WAUBONSEE
COMMUNITY COLLEGE

OPPORTUNITY BEGINS HERE

**More than 250 ways
to increase your skills
and improve your career
or job prospects**

Get the computer and technology
skills you need to succeed

Pages 4-9

Heat up your sales – what every
salesperson needs to know

Page 30

Forklift training for new and
experienced drivers

Pages 9-11

**Work Safe!
2014 OSHA Safety Day
See page 29.**

SPRING 2014
WORKFORCE DEVELOPMENT

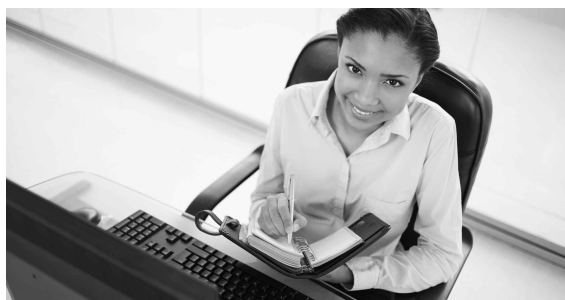
waubonsee.edu/workforcedev



WORKFORCE DEVELOPMENT

KNOWLEDGE IS
POWER

to ENHANCE YOUR BUSINESS
ADVANCE YOUR CAREER
BUILD YOUR COMMUNITY



COURSES

APICS	2
Career Exploration	3
Communication	3
Computer Topics	4
Introductory	4
Database	4
Graphic Design	5
Internet	6
Macintosh	7
Office Suites	7
Presentation Software	7
Spreadsheet and Accounting Software	8
Word Processing	9
Construction	9
Distribution/Warehousing	9
Educators	12
Equine Studies	13
Finance, Taxes and Insurance	16
Food Service and Sanitation	16
Health Care	17
Allied Health	17
Nursing Continuing Education	18
Therapeutic Riding Instructor	18
CPR/AED and First Aid	19

Manufacturing	21
CNC	22
Maintenance	22
Quality	22
Welding	23
Nonprofit Organizations	23
Online Courses	5
OSHA Safety Day	29
Plus 50 Initiative	7
Professional Growth	23
Project Management	25
Purchasing	26
Safety	26
Sales and Marketing	30
Small Business	30
Supervision	33
Sustainability	34

Other Features

Online Career Training	14-15
Customized Training	10
Illinois Small Business Development Center	35

Registration and General Information

(Found in center section of schedule)

Registration Forms	A3
Registration Information and Payment Policies	A1
How to Read the Class Schedule	A1
Where Classes Meet, F.Y.I.	A2
Online Course Information	A2

Looking for classes designed to enrich your quality of life?

Flip this book over and browse the offerings of the college's Community Education department. Classes are offered in such topics as Art, Cooking, Fitness and Music. There are also special events such as lectures and shows, as well as day trips and extended tours.

WORKFORCE DEVELOPMENT *Offerings*

Workforce Development offers short, skill-based courses for job seekers, career changers and professionals. Our courses are led by practitioners, and our class sizes are small, for an optimal learning experience.

Which course is best for me?

We have a variety of courses to meet your needs, both online and face to face. The choices range from computers to safety and personal training to manufacturing. Our courses are offered at all campus locations, days, nights and weekends.

■ APICS

Basics of Supply Chain Management

This course provides basic definitions and concepts for planning and controlling the flow of materials into, through and out of an organization. It explains fundamental relationships among the activities that occur in the supply chain from suppliers to customers. In addition, the course addresses types of manufacturing systems, forecasting, master planning, material requirements planning, capacity management, production activity control, purchasing, inventory management, distribution, quality management, and Just-in-Time manufacturing. This is an introductory course for production and inventory management personnel and CPIM candidates. Note: This course is taught by an APICS-certified instructor. CLASS FEE: \$699 • MAJOR CODE: VS10

142APC011.600 (21867) 6:00pm-9:30pm M CPL217 Staff
Participant materials can be purchased at the college bookstore.
Meets between: Jan. 27-March 3

Master Planning of Resources

In this course students explore processes used to: develop sales and operations plans; identify and assess internal and external demand and forecasting requirements; and effect an achievable master schedule consistent with business policies, objectives, and resource constraints. The course focuses on developing and validating a plan of supply, relating management of demand to environment, and developing and validating the master schedule. Note: This course is taught by an APICS-certified instructor. CLASS FEE: \$699 • MAJOR CODE: VS10

142APC012.600 (21869) 6:00pm-9:30pm W CPL217 Staff
Participant materials can be purchased at the college bookstore.
Meets between: Jan. 29-March 5

Detailed Scheduling and Planning

This course focuses on material and capacity scheduling and planning. It includes a detailed explanation of Material Requirements Planning (MRP), a technique suitable for use in job shops. The course also introduces another material planning technique, material-dominated scheduling, which is applicable to process industries and other mature production environments. The course explains capacity requirements planning in detail and introduces other capacity-planning techniques, including processor-dominated scheduling. Note: This course is taught by an APICS-certified instructor. CLASS FEE: \$699 • MAJOR CODE: VS10

142APC013.600 (21871) 6:00pm-9:30pm Th CPL221 Staff
Participant materials can be purchased at the college bookstore.
Meets between: Jan. 30-March 6

Execution and Control of Operations

This course focuses on three main areas: prioritizing and sequencing work; executing work plans, implementing controls and reporting activity results; and evaluating and providing feedback on performance. The course explains techniques for scheduling and controlling production and process operations. It also addresses the execution of quality initiatives and continuous improvement plans as well as the control of handling of inventories. Finally, the course presents techniques for evaluating performance and collecting data for effective feedback. Note: This course is taught by an APICS-certified instructor. CLASS FEE: \$699 • MAJOR CODE: VS10

142APC014.600 (21872) 6:00pm-9:30pm M CPL217 Staff
Participant materials can be purchased at the college bookstore.
Meets between: March 24-April 28

Strategic Management of Resources

In this course students explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. The course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change. Note: This course is taught by an APICS-certified instructor. Prereqs: APC011; APC012; APC013; APC014. CLASS FEE: \$699 • MAJOR CODE: VS10

142APC015.600 (21874) 6:00pm-9:30pm W CPL217 Staff
Participant materials can be purchased at the college bookstore.
Meets between: March 26-April 30

APICS: Certified Supply Chain Professional

Learn to design and develop a supply chain strategy that aligns with corporate strategy. Understand how to manage supplier and customer relationships. Recognize how logistics, technology and data can enhance performance to achieve the seamless integration of all processes to meet customer's needs, reduce costs, and increase profits. CLASS FEE: \$1,099

142WHD906.820 (21903) 9:00am-3:00pm Sa AC223 Staff
Participant materials are \$950 and can be purchased from the APICS Fox River Chapter. There is an additional fee for the exam.
Meets between: Feb. 1-March 8

■ Career Exploration

Professional Meeting and Event Planning Certificate

Whether you are new to meeting and special event planning or have some experience, this course offers you the opportunity to expand your knowledge and be inspired by great ideas. This course will provide you with an overview of the roles and responsibilities of a meeting or special event planner, including budgets, program planning, speakers, site inspection, site selection, contracts, marketing, registration, and final preparations. You will gain skills and knowledge about this growing field. Special tips for starting or enhancing your career in meeting and event planning are also included. CLASS FEE: \$949

142ORE939.600 (21840) 6:15pm- 9:15pm T APC194 Wierzgac
Meets between: Jan. 21-March 18

Meeting and Event Planning for Administrative Assistants: A Crash Course

You were asked to organize a meeting or special event – now what do you do? This course will give administrative assistants the tips and methods to execute a flawless event. Key strategies and systems for being organized so you will develop the confidence you need to manage an event will be covered during this interactive workshop. Whether it is your first time planning an event or you need to brush up on your planning skills, you will walk away with a variety of resources to help you along the way. By the completion of this course, you will know how to build a useable project management timeline and plan, generate a list of suppliers and contacts for an event, and create event action plans that keep you on task. CLASS FEE: \$249

142ORE967.820 (21841) 8:00am- 4:00pm Sa AC257 Wierzgac
Meets on: March 8



ONLINE OPTIONS!

Unsure about your career path?
Career exploration classes available for these professions:

- Physical Therapy Aide
- Veterinary Assistant
- Optical Assistant
- Pharmacy Technician
- Administrative Medical Assistant
- Dental Office Assistant
- Medical Coding
- Medical Transcription

Class fees start at \$109.

More details can be found on p. 5 and at www.ed2go.com/waubonsee.

■ Communication

Assertiveness in the Workplace

This class will help you to become a confident, assertive communicator at work! Learn easy-to-implement techniques to help you to get your message across confidently and assertively without upsetting your customers or team. Develop verbal and non-verbal skills for communicating your message clearly, and learn to discriminate between aggressive, passive, and assertive styles. You will also gain techniques for using assertiveness to confidently give feedback, set limits and handle conflict in any situation. CLASS FEE: \$99

142COM942.600 (22009) 6:00pm- 9:00pm Th APC170 Lewis-Barr
Meets on: May 1

Dynamic Public Speaking

Are you expressing your full potential? Can you present your ideas with charisma and flair? Excellent public speaking skills will bring you more money, more respect, and more chances at advancement. Whether you're a seasoned pro or new to public speaking, this class will enhance your communication skills. Topics include: changing nervousness into an energized presentation, developing a voice with authority, using storytelling and narrative to make your presentations come alive, using PowerPoint to engage audiences, organizing your ideas, and eliminating vocal fillers. CLASS FEE: \$219

142COM943.001 (22006) 9:00am- 4:00pm W APC158 Lewis-Barr
Meets on: Jan. 15

142COM943.002 (22008) 9:00am- 4:00pm W APC158 Lewis-Barr
Meets on: April 9

Presentations That Wow Your Audience

Do you have to make presentations to small or large groups? Are you looking for ways to make these presentations more memorable, more engaging, and more impactful? How can you avoid the "death by PowerPoint" affliction? This course will help you plan your next presentation so that it engages your audience, gets their attention, and stays with them! Learn three ways to start a presentation to capture your audience's attention right away, learn how to overcome your PowerPoint dependency, and learn some easy techniques to build audience interactivity into your next presentation. The only thing left to do will be to bask in the applause that follows! CLASS FEE: \$135

142COM993.600 (21850) 6:00pm- 8:00pm T APC158 Basilico
Meets on: Feb. 25

142COM993.601 (21852) 6:00pm- 8:00pm T AC223 Basilico
Meets on: April 29

For customized or on-site delivery of these topics, contact Workforce Development at (630) 906-4152.

Beyond Spell Check: Effective Writing in Today's Workplace

Today the duties in the workplace not only include managing memos, letters, product descriptions and responses to customer complaints, but also working with "paperless documents" such as emails, web content, blogs and tweets. All of these formats require the ability to communicate with writing that is well planned, direct, and organized. Learn how different formats affect writing styles. Overcome "writer's block" with a simple planning process and avoid commonly made mistakes in grammar and punctuation. Become familiar with new resources that provide a variety of writing options. Whether you are a secretary, administrative assistant, associate, team lead, or manager, a writing review can help you compose effective documents and write persuasively. **CLASS FEE: \$149**

142COM962.001 (21875) 9:00am- 12:00pm T AC257 Gerding
Meets on: March 4

142COM962.002 (21876) 9:00am- 12:00pm T APC158 Gerding
Meets on: April 29



ONLINE OPTIONS!

- Writing Essentials
- Keys to Effective Communication
- Interpersonal Communication
- Mastering Public Speaking

Class fees start at \$109.

More details can be found on p. 5 and at www.ed2go.com/waubonsee.

Computer

Unless otherwise noted, Microsoft Windows 7 and Office 2013 will be utilized in computer classes.

For computer courses offered in a slow-paced environment for the casual user at home, see the listing of classes offered by the Community Education department in this schedule.

INTRODUCTORY

Windows Level 1

This class is the place to start when learning computer software. Students are introduced to the following Windows features: desktop elements; shortcut menus; minimizing and moving windows, scrollbars, menus, toolbars and dialog boxes; working with multiple windows; managing files-move, copy, delete, rename, find; plus folder creation. You will also learn to work with Windows options - control panel, display properties, mouse properties and view channels. *Prereq: Basic familiarity with computers. Fee includes: materials.* **CLASS FEE: \$175 • MAJOR CODE: VS25**

142INT005.820 (21940) 8:45am- 12:45pm Sa CPL209 Gerding
OS Version: Windows 7
Meets between: Jan. 11-Jan. 18

142INT005.001 (21795) 8:00am- 5:00pm F AC243 Backes
OS Version: Windows 7
Meets on: Feb. 7

142INT005.601 (21992) 5:45pm- 9:45pm T CPL209 Staff
OS Version: Windows 7
Meets between: Feb. 11-Feb. 18

142INT005.002 (21798) 8:00am- 5:00pm M APC158 Staff
Bring your own device (BYOD). OS Version: Windows 8
Meets on: March 10

142INT005.602 (21996) 5:45pm- 9:45pm Th APC145A Staff
OS Version: Windows 7
Meets between: March 27-April 3

142INT005.600 (21948) 5:15pm- 9:15pm Th PC121 Gerding
OS Version: Windows 7
Meets between: April 10-April 17

DATABASE

Access Level 1

Learn the basics of a database using Access. Topics covered include: how to develop new databases, building tables using table wizards and design view, modifying a table's structure, navigating within a table, sorting on multiple fields using filters, using a form for data entry, creating and modifying basic select queries, and creating reports using AutoReport and Report Wizard. *Prereq: Ability to type and basic knowledge of Windows.* Fee includes: materials. **CLASS FEE: \$175 • MAJOR CODE: VS25**

142DBS005.001 (21792) 8:00am-5:00pm F CPL209 Backes
8:00am- 5:00pm F CPL209 Backes
Meets on: Jan. 10

142DBS005.600 (21989) 5:45pm- 9:45pm W APC145A Staff
Meets between: March 26-April 2

142DBS900.001 (21805) 8:00am- 5:00pm F AC243 Backes
Refer to the summer schedule for Level 2 and Level 3 training dates.
Meets on: May 9

Access Level 2

Enhance your Access skills in this class. The topics to be covered in Access Level 2 include managing tables - column size, defining data entry properties with validation and default values, controlling data integrity with AutoCorrect, and understanding table relationships; building/modifying forms - creating forms in design view and calculated controls; modifying forms layout working with select queries; viewing query properties and using basic macros. *Prereq: Completion of Access Level 1 or equivalent experience.* Fee includes: materials. **CLASS FEE: \$175 • MAJOR CODE: VS25**

142DBS006.001 (21793) 8:00am- 5:00pm F CPL209 Backes
Meets on: Jan. 17

142DBS006.600 (21990) 5:45pm- 9:45pm W APC145A Staff
Meets between: April 9-April 16

Access Level 3

Learn the data manipulation features of the Access software. Work with the following features: manipulating and displaying report and form data, using complex expressions in reports/forms, adding a chart to a report/form, exchanging data embedding and linking, importing data and using the Web capabilities of Access. *Prereq: Completion of Access Level 2 or equivalent experience.* Fee includes: materials. **CLASS FEE: \$175 • MAJOR CODE: VS25**

142DBS007.001 (21794) 8:00am- 5:00pm F CPL209 Backes
Meets on: Jan. 24

142DBS007.600 (21991) 5:45pm- 9:45pm W APC145A Staff
Meets between: April 23-April 30

GRAPHIC DESIGN**Beginning Adobe Illustrator**

Get started with professional illustration software and learn basic workspace navigational skills and all the essential operations: creating objects, applying color to objects and transforming objects. Learn how to add visual complexity with the stacking order, create blends and complex artwork by using pathfinders along with the various drawing modes and stroke panel controls. *Prereq: Basic familiarity with Windows and desktop publishing.* Fee includes: materials. **CLASS FEE: \$259 • MAJOR CODE: VS25**

142DSK006.600 (21970) 6:15pm- 9:00pm Th APC145C Kelly
Meets between: Jan. 16-Feb. 6

142DSK006.001 (21984) 9:00am- 11:45am FSa AC222 Davis
Meets between: April 25-May 3

Advanced Adobe Illustrator

Design dazzling text with various tools. Learn how to apply gradient techniques to add dimension and complexity to your illustrations. Explore drawing tools and features for creating unique sketches. Capture the advance techniques which add special effects and shapes. Enhance your artwork so it is visually dynamic by using the various brush and builder tools. Take the next step and learn how to export artwork as an animation for the web. *Prereq: Completion of Beginning Adobe Illustrator or equivalent experience.* Fee includes: materials. **CLASS FEE: \$259 • MAJOR CODE: VS25**


142DSK007.600 (21972) 6:15pm- 9:00pm Th APC145C Kelly
Meets between: Feb. 20-March 13

ONLINE CLASSES**Convenient, Affordable and Effective.**

Take ed2go courses from the comfort of your home or office at the times that are most convenient for you.

Workforce Development offers online courses which meet a variety of learning needs, time commitments, and budgets.

Each ed2go course comes equipped with a patient and caring instructor, lively discussions with your fellow learners, and plenty of practical information that you can put to immediate use.

Look throughout this schedule for the courses listed in under  ONLINE OPTIONS for a sample of the classes available, and there are hundreds more to choose from! Courses run for six weeks and start every month.

Register at www.ed2go.com/waubonsee



Beginning Photoshop

This class is an introduction to an image editing program. Learn essential navigational skills, select and modify pixels with various tools, work with layers so you can reposition elements and apply different effects throughout an image. Explore how you can create sophisticated typographical effects by combining type with photographic images to produce a unique typographical design. Note: Utilizes Adobe Photoshop Creative Suite. *Prereq: Basic familiarity with Windows and desktop publishing.* Fee includes: materials. CLASS FEE: \$259 • MAJOR CODE: VS25

142DSK009.601 (21980) 6:15pm-9:00pm M APC145C Davis
Meets between: Jan. 13-Feb. 3

142DSK009.600 (21973) 6:15pm-9:00pm Th APC145C Kelly
Meets between: March 27-April 17

Advanced Photoshop

Improve your images with adjustment layers, understand how to work with brushes, use a variety of techniques to create color effects and paint a complex mask. Enhance your skills as an artist by creating special effects with various modes and filters. Improve your productivity by using the built-in modules dedicated to making Photoshop very effective as an image processor in a graphics workflow environment. Note: Utilizes Adobe Photoshop Creative Suite. *Prereq: Completion of Beginning Photoshop or equivalent experience.* Fee includes: materials. CLASS FEE: \$259 MAJOR CODE: VS25

142DSK011.601 (21981) 6:15pm-9:00pm M APC145C Davis
Meets between: Feb. 17-March 10

142DSK906.600 (21975) 6:15pm-9:00pm MTh APC145C Kelly
Meets between: April 28-May 8

Beginning Adobe InDesign

Explore the InDesign workspace, preferences, panels and guides. Learn the essential page layout skills used to design and create professional print or web publications. Learn how to use tools that will allow you to easily position text, objects and graphics. *Prereq: Basic familiarity with Windows and desktop publishing.* Fee includes: materials. CLASS FEE: \$259

142DSK901.820 (21977) 12:45pm- 4:15pm Su HCC107 Kelly
Meets between: March 2-March 23

142DSK901.600 (21982) 6:15pm- 9:00pm MW APC145C Davis
Meets between: March 19-March 31

Advanced Adobe InDesign

Expand your page layout skill-set and learn how to build your documents using master items and pages. Learn how to manipulate multiple layers and objects, explore the many color and gradient tool options, and use the table panel features. Students will create a mock newsletter in this hands-on workshop. *Prereq: Completion of Beginning InDesign or equivalent experience.* Fee includes: materials. CLASS FEE: \$259

142DSK912.820 (21978) 12:45pm- 4:15pm Su HCC107 Kelly
Meets between: April 6-May 4
Class will not meet on April 20.

142DSK912.600 (21983) 6:15pm- 9:00pm MW APC145C Davis
Meets between: April 7-April 16

INTERNET

Introduction to Dreamweaver

Learn the basics of Web design software used to create multimedia-rich Web pages and Web sites. Topics include: Internet access, viewing and managing HTML code, creating and formatting text, defining a Web site, importing text, working with links, images and tables. Advanced features include: rollovers, style sheets, layers and history palettes. *Prereq: Basic familiarity with the Internet and Windows skills.* CLASS FEE: \$375 • MAJOR CODE: VS25

142WWW012.001 (21979) 8:00am- 5:00pm F APC145C Backes
Meets between: March 7-March 14

Certificate in Web Design Online Learning Series

Pick four class titles that best suit your training needs in web design and development. Do you need to master technical elements? Learn fundamentals? Explore options for displaying content on mobile devices? Review all the web design class outlines at www.ed2go.com/wcc-pro and pick four classes from the Web Design category found at this site. Note: Four elective classes in web design are included in this distance learning series and will be taken at www.ed2go.com/wcc-pro using pass code directions provided by Workforce Development. The four titles must be chosen prior to enrollment with the program coordinator. Some of the titles available include: Creating Web Pages, Introduction to Dreamweaver, Designing Effective Websites, and Creating jQuery Mobile Websites with Dreamweaver. Each class includes 12 lessons delivered twice a week for six weeks. Upon completing the four elective courses, contact the program developer to request your certificate. CLASS FEE: \$425

142WWW915.920 (21784) TBA ONLINE Staff
Enroll anytime between Jan. 13 and May 9. Classes begin monthly.

*For customized or on-site delivery of these topics,
contact Workforce Development at (630) 906-4152.*

MACINTOSH**Introduction to Macintosh Computers**

Increase your understanding of a Mac operating system by reviewing basic navigational skills and desktop elements. Explore file management concepts, learn basic web browsing skills and review system setting preferences. Tips and tricks using Apple's digital tools: iPhoto, QuickTime, iMovie and iTunes will also be included. Fee includes: materials. **CLASS FEE: \$179**

142MAC905.820 (21979) 12:45pm- 3:45pm Su HCC107 Kelly
Meets between: Feb. 2-Feb. 9

142MAC905.001 (21985) 9:00am- 12:00pm FSa AC222 Davis
Meets between: May 9-May 10

OFFICE SUITES**Introduction to Microsoft Office**

This course provides an introduction and overview to the programs in Microsoft Office. Basic skills in each of four applications are covered: Word for word processing, Excel for spreadsheets, PowerPoint for presentations, and Access for database applications. Also included is how to combine text, data, and graphics by sharing data between files created using the various Microsoft Office applications. *Prereq: Basic familiarity with Windows.* **CLASS FEE: \$319 • MAJOR CODE: VS25**

142OPS006.001 (21796) 8:00am- 5:00pm F AC243 Backes
Meets between: Feb. 14-Feb. 21

142OPS006.601 (22000) 5:45pm- 9:45pm T CPL209 Staff
Meets between: April 8-April 29

142OPS006.600 (21951) 5:15pm- 9:15pm Th PC121 Gerding
Meets between: April 24-May 15

PRESENTATION SOFTWARE**PowerPoint Complete**

NEW 12-Hour format! Make a point and increase the visual interest in your presentations using PowerPoint. Learn how to open existing presentations, move between slides, change views and create a presentation. Class will continue to build upon basic skills and make your presentations come alive to capture the attention of your audience by enhancing your charts, inserting illustrations, media clips and exploring many advanced features in this widely-used program. **CLASS FEE: \$265**

142MMC903.820 (21941) 8:30am- 12:30pm Sa AC452 Gerding
Meets between: Feb. 1-Feb. 15

142MMC903.001 (21799) 9:00am- 4:00pm M APC145A Backes
Meets between: March 24-March 31

142MMC903.600 (22014) 5:45pm- 9:45pm T APC145A Staff
Meets between: April 29-May 6

**Plus 50 Initiative**

Thousands of plus 50 adults are heading back to community colleges to gain additional training, learn new skills, and complete their degrees or certificates.

Looking to find personal fulfillment in high-demand fields that create social impact for the greater good? Through rewarding careers in healthcare, education, and social services, you can make a big difference in the lives of others by giving back to your community. Earning your

college degree or certificate in these fields paves the way.

Take advantage of the Plus 50 Initiative. Visit www.waubonsee.edu/plus50 to see what the Plus 50 Initiative can offer you. See pages 23-24 for courses. Contact Tom Piekarczyk at (630) 966-4609 for additional services for Plus 50 participants.

**ONLINE OPTIONS!**

Learn the latest programming languages.

- Introduction to SQL
- Intermediate SQL
- Introduction to PHP and MySQL
- Intermediate PHP and MySQL
- Introduction to Oracle

Learn the secrets to developing exciting web pages.

- Creating Web Pages
- Creating jQuery Mobile Websites with Dreamweaver
- Creating WordPress Websites
- Introduction & Intermediate CSS3 and HTML5
- Intro to Flash CS6
- Intro to Adobe Edge Animate

Class fees start at \$109.

More details can be found on p. 5 and at www.ed2go.com/waubonsee.

SPREADSHEET AND ACCOUNTING SOFTWARE

Excel Level 1

Participants in this class learn the basics of electronic spreadsheet creation. Topics include: screen and toolbar identification; working with new and existing workbooks; text and value entry; using simple formulas; navigating throughout a worksheet; inserting and deleting columns, rows, cells and named ranges; relative and mixed cell references and font adjustments to increase the readability of your spreadsheet. *Prereq: A basic knowledge of Windows. Fee includes: materials.* CLASS FEE: \$175 • MAJOR CODE: VS25

142SPR005.600	(21942)	5:30pm- 9:30pm	T	AC243	Gerding
<i>Meets between: Jan. 21-Jan. 28</i>					
142SPR005.820	(22011)	8:30am- 12:30pm	Sa	AC243	Staff
<i>Meets between: Feb. 22-March 1</i>					
142SPR005.002	(21964)	9:00am- 1:00pm	WF	PC121	Albright
<i>Meets between: March 19-March 21</i>					
142SPR005.001	(21800)	8:00am- 5:00pm	F	CPL209	Backes
<i>Meets on: April 4</i>					
142SPR005.601	(21997)	5:45pm- 9:45pm	Th	APC145A	Staff
<i>Meets between: April 10-April 17</i>					

Excel Level 2

This seminar enhances the skills learned in Excel Level 1. Participants will be introduced to: workbook data management, table usage techniques including references for using formulas and data analysis. Students will also learn how to automate tasks, enhance charts, share files and incorporate Web information. *Prereq: Completion of Excel Level 1 or equivalent experience.* Fee includes: materials. CLASS FEE: \$175 • MAJOR CODE: VS25

142SPR006.600	(21943)	5:30pm- 9:30pm	T	AC243	Gerding
<i>Meets between: Feb. 4-Feb. 11</i>					
142SPR006.820	(22012)	8:30am- 12:30pm	Sa	AC243	Staff
<i>Meets between: March 22-March 29</i>					
142SPR006.001	(21801)	8:00am- 5:00pm	F	CPL209	Backes
<i>Meets on: April 11</i>					
142SPR006.601	(21998)	5:45pm- 9:45pm	Th	APC145A	Staff
<i>Meets between: April 24-May 1</i>					

Excel Level 3

Increase spreadsheet skills by learning advanced features of the software. Topics covered include working with lists; using basic analysis tools including scenarios and maps; working with pivot tables and database queries; and importing and exporting files. *Prereq: Completion of Excel Level 2 or equivalent experience.* Fee includes: materials. CLASS FEE: \$175 • MAJOR CODE: VS25

142SPR007.600	(21946)	5:30pm- 9:30pm	T	AC243	Gerding
<i>Meets between: Feb. 18-Feb. 25</i>					
142SPR007.820	(22013)	8:30am- 12:30pm	Sa	AC243	Staff
<i>Meets between: April 12-April 26</i>					
<i>Class will not meet on April 19.</i>					
142SPR007.001	(21802)	8:00am- 5:00pm	F	CPL209	Backes
<i>Meets on: April 25</i>					
142SPR902.600	(21999)	5:45pm- 9:45pm	Th	APC145A	Staff
<i>Meets between: May 8-May 15</i>					

Figuring Formulas and Functions in Excel

Learn how Excel becomes a powerful data analysis tool by using different types of formulas, including those containing functions. This workshop will show you how to build a conditional formula with the IF function, use statistical functions and calculate payments with the PMT function. *Prereq: Knowledge of data entry and formatting, completion of Excel Level 1 or equivalent experience.* Fee includes: materials. CLASS FEE: \$79

142SPR913.001	(21803)	9:00am- 12:00pm	M	AC243	Backes
<i>Meets on: Feb. 24</i>					
142SPR913.002	(21804)	9:00am- 12:00pm	M	AC243	Backes
<i>Meets on: May 5</i>					

QuickBooks Basics

Learn the basic fundamentals of accounting software. Topics include learning to navigate the various menus; recording expenses and paying bills; invoicing customers and tracking receivables; generating reports and graphs. *Prereq: Ability to type, basic knowledge of Windows and familiarity with accounting concepts.* CLASS FEE: \$349 • MAJOR CODE: VS25

142SPR012.600 (21956) 5:45pm- 9:15pm T APC145C Albright
Meets between: March 4-April 1

142SPR012.820 (21987) 8:30am- 1:00pm Sa APC145C Dudkowski
Class will dismiss at 12:30 p.m. on April 5.
Meets between: March 15-April 5

QuickBooks Level 2

Sharpen your QuickBooks skills by learning many advanced topics: dealing with inventory items, running payroll, working with balance sheet accounts and more. *Prereq: Completion of Level 1 course or equivalent experience, and familiarity with accounting concepts.* Fee includes: materials. CLASS FEE: \$349

142SPR925.600 (21959) 5:45pm- 9:15pm T APC145C Albright
Meets between: April 15-May 13

142SPR925.820 (21988) 8:30am- 1:00pm Sa APC145C Dudkowski
Class will dismiss at 12:30 p.m. on May 17.
Meets between: April 26-May 17

WORD PROCESSING

Word Level 1

Learn word processing using Microsoft Word. After completing this eight-hour seminar, the student will be able to create and edit basic documents; use Help, menus, toolbars and navigate throughout documents; insert, delete, move and copy text; save, print and close documents; adjust fonts, use undo and redo, modify page breaks; use Format Painter and apply bullets, align text vertically and horizontally; adjust line spacing, margins and page orientation; insert page numbers and section breaks; generate single envelopes, single labels and multiple sheets of labels. *Prereq: Ability to type and a basic knowledge of Windows.* Fee includes: materials. CLASS FEE: \$175 • MAJOR CODE: VS25

142WDP001.600 (21993) 5:45pm- 9:45pm T CPL209 Staff
Meets between: Feb. 25-March 4

142WDP001.601 (22015) 5:30pm- 9:30pm Th PC121 Staff
and: 9:00am- 1:00pm Sa PC121 Staff
Meets between: March 20-March 22

Word Level 2

Enhance your word processing skills learned in Word Level 1. Topics include spell and grammar check, thesaurus and autocorrect; hyphenating documents; AutoText, outlines and document map; tables; newspaper columns and drawing in Word. *Prereq: Completion of Word Level 1 or equivalent knowledge.* Fee includes: materials. CLASS FEE: \$175 • MAJOR CODE: VS25

142WDP002.600 (21994) 5:45pm- 9:45pm T CPL209 Staff
Meets between: March 11-March 18

Word Level 3

Increase your word processing skills by using advanced features of Microsoft Word. Topics include integrating Word with other programs; advanced graphics usage; building and using forms; creating and using charts and diagrams; customizing Word by creating macros, custom toolbars and custom menus. *Prereq: Basic familiarity with Windows and completion of Word Level 2 or equivalent experience.* Fee includes: materials. CLASS FEE: \$175

142WDP902.600 (21995) 5:45pm- 9:45pm T CPL209 Staff
Meets between: March 25-April 1

Construction

Home Inspection

This class will prepare you for the Illinois state certification exam which is required to do home inspections in Illinois. The course combines online learning with a three-day hands-on classroom portion. The online learning component includes such topics as structure, exteriors, roofs, plumbing, electrical, heating, cooling, interiors, insulation and ventilation. In the classroom portion, you will learn how to conduct and document a standards-based high quality home inspection, as well as how to protect yourself from liability. You will perform actual inspections under the instructor's guidance. Note: In order to benefit from the three-day hands-on classroom portion of this course, you should register several weeks in advance of the class dates in order to complete your online studies prior to the class dates. CLASS FEE: \$1,595

142CST901.001 (21842) 8:00am- 6:00pm FSaSu WGL125 Staff
Meets between: Feb. 14-Feb. 16

Distribution/Warehousing

Forklift Operator Training

This OSHA-approved course is designed to provide the inexperienced trainee with basic forklift operating knowledge and driving skills practice. Through classroom presentation, students will gain knowledge of powered industrial lift operations, maintenance and OSHA's Powered Industrial Truck Standard (1910.178). Extensive hands-on driving, loading and unloading practice will be provided. Successful completion of the National Safety Council written and driving exam will give the student OSHA-approved forklift operator certification. Fee includes: materials. CLASS FEE: \$749

142WHD945.001 (21908) 8:00am- 4:30pm FSa APC158 Salvador
First class will meet in the classroom. Remaining classes meet in the Campus Operations Building. Class meets Fridays and Saturdays: March 14, 15 and 21, 22.
Meets between: March 14-March 22

ONSITE CUSTOMIZED TRAINING



Waubonsee is your resource partner for developing and enhancing the skills of your workforce.

Flexible, Responsive and Completely Tailored to Your Needs

When your employees need expert training, we have the expertise and experience to provide comprehensive training solutions designed to enhance workforce skills and performance. From manufacturers to municipalities, our clients recognize the value of effective training designed to meet their needs at their convenience.

Below is just a sample of topics for which we offer training solutions.

- **Business and Management**
- **Communication Skills**
- **Manufacturing and Industrial Skills**
- **Quality Process Improvement**
- **Safety Training**
- **Information and Technology**
- **Health Training**

Don't see your need listed here? We can address many other topics – just contact us!

Gain an Advantage

A knowledgeable workforce is a competitive advantage. Whether you are looking to introduce new concepts, update skills, or gain certifications, we are here to provide you with leading-edge, targeted education and training programs. As your training partner, we take time to understand your needs in order to design the affordable, targeted training that you want. We know your company and workforce is unique so we offer training at your site or at one of our campus locations. We also offer online training options. Financial assistance for training may exist via Waubonsee and grant agencies.

Contact us today to start a conversation about your training needs.

(630) 906-4152

training@waubonsee.edu



Workforce Development

NEW! Forklift Operator Safety Training or Renewal - Classroom Only

Learn how to safely operate a forklift or brush up on your safety skills! If you are an experienced operator, this course will help you fine tune your operating skills and refresh your understanding of safe operating procedures. If you are a relatively new operator, in addition to benefiting from the material presented in the course, you will have the opportunity to learn from the experiences of other operators in the class. Note: This class covers only the classroom training required by the OSHA Standards. The required driver skills training must be completed before the operator is considered fully compliant. A Certificate of Completion and Wallet Card are issued to each student upon course completion. Fee includes: Workbook, quiz, and wallet card. CLASS FEE: \$149

142WHD946.600 (21877) 5:00pm- 8:00pm T PC209 Salvador
Meets on: Jan. 14

142WHD946.001 (21879) 9:00am- 12:00pm T AC257 Salvador
Meets on: May 6

NEW! Forklift Train-the-Trainer

Would you like to train others in the proper usage and requirements of forklift operation? The OSHA Standards require that operators of powered industrial trucks be trained prior to assignment as well as attend regular refresher training. Learn the ins and outs of the OSHA Standard for Powered Industrial Trucks to become a competent instructor. Note: This class covers the classroom and hands on training required by the OSHA Standards as well as information needed to be an effective instructor. A Certificate of Completion and Wallet Card are issued to each student upon course completion. Fee includes: Class materials and wallet card. CLASS FEE: \$329

142WHD947.820 (21910) 8:30am- 3:30pm Sa APC158 Salvador
Class will meet in the classroom from 8:30 - 12:30. Afternoon session from 1:30 - 3:30 will meet in the Campus Operations Building.
Meets on: April 5

NEW! Principles of Inventory Management

This half-day course will help you gain operational knowledge and understanding of inventory management principles and techniques as well as a greater understanding of how controlling inventory impacts your business. Essential inventory management vocabulary and skills will be introduced. You will leave with a better understanding of the steps and processes involved in good inventory control. Fee includes: All materials. CLASS FEE: \$299

142WHD950.001 (22149) 8:00am-12:00pm Th AC257 Staff
Meets on: Feb. 6

NEW! Principles of Operations Planning

This course explores the latest techniques in operations planning from the tactical to the strategic, including forecasting, demand management, and master scheduling processes. You will leave this course with an understanding of the basic manufacturing planning principles and techniques that are used at each level in the planning process. Fee includes: All materials. CLASS FEE: \$299

142WHD951.001 (21843) 8:00am- 12:00pm Th AC257 Staff
Meets on: Feb. 13

NEW! Principles of Manufacturing Management

Modern manufacturing management requires a good grasp of planning, scheduling, and control. This course will give you an overview of these topics and provide an introduction to the concepts and practices of modern manufacturing management. Among the topics discussed are managing the manufacturing environment, operations management, capacity planning, and lean production management. Fee includes: All materials. CLASS FEE: \$299

142WHD952.001 (21844) 8:00am- 12:00pm Th AC257 Staff
Meets on: Feb. 20

Master the Basics for a Career in Distribution, Logistics or Warehousing

Are you starting a career in Distribution or Warehousing? Or hoping to advance in this field? Our new "Principles" series is supported by APICS and covers the basics of inventory management, operations planning, manufacturing management, distribution and logistics, and managing operations.

See pages 11-12 for more details.

Forklift Safety



- Are you looking for training that gives you hands-on experience and practice in the safe use of forklifts?
- Do you need a forklift safety refresher?
- Are you interested in training others in the proper and safe use of forklift equipment?

Our forklift training courses can help you — whatever your need. Gain the confidence, safety knowledge and credentials you need to safely operate forklift equipment.

See pages 9-11 for more information on our forklift training options.

NEW! Principles of Distribution and Logistics

In this course, you will learn the basics of logistics and warehousing management activities in an organization. Among the topics discussed are the basics of logistics management, warehousing, transportation, fulfillment, distribution channel design and more. Fee includes: All materials. CLASS FEE: \$299

142WHD953.001 (21845) 8:00am- 12:00pm Th AC257 Staff
Meets on: Feb. 27

NEW! Principles of Managing Operations

In this half-day course, you will gain a fundamental understanding of the concepts and tools needed for organizational process management. You will also learn about the processes involved in designing and operating the manufacturing and distribution environment. Your instructor will cover best practices related to the design of systems to produce goods and services and the operations of those systems. Fee includes: All materials. CLASS FEE: \$299

142WHD954.001 (21846) 8:00am- 12:00pm Th AC257 Staff
Meets on: March 6

■ Educators

Teacher Certification Prep: Test of Academic Proficiency (TAP)

Get familiar with the type, structure and content of the Test of Academic Proficiency (TAP). The TAP consists of four tests: Reading Comprehension, Language Arts, Mathematics and Writing. Helpful test-taking strategies along with important aspects for each subject area will be covered. Note: In 2012, the Basic Skills test was replaced by the TAP. CLASS FEE: \$195

142EDT914.600 (21947) 6:00pm- 9:00pm Th AC243 Gerding
Meets between: Feb. 27-March 27

ACT WorkKeys Assessments for Paraprofessionals

Students will be tested in a paper-pencil format for all three subject areas required for paraprofessional approval. The math assessment will be given first, followed by the reading assessment and concluding with the writing assessment. A short break is included in each assessment testing period. Note: All attendees must have a paid registration processed two days prior to the test date. CLASS FEE: \$75

142EDT950.001 (21965) 12:30pm- 4:45pm W AC257 Norris
Meets on: April 30

ACT WorkKeys - Applied Mathematics Assessment

The WorkKeys Applied Mathematics test measures the skills people use when they apply mathematical reasoning and problem-solving techniques to work-related problems. Examinees will have 45 minutes to complete this paper-based test that is made up of 33 multiple-choice questions. While individuals may use calculators and conversion tables to help with the problems, students will still need to use math skills to think the problems through. Note: This section is for paraprofessionals needing to retake the math assessment as outlined by the NCLB legislation. Individuals working to attain a Career Readiness Certificate may also enroll. CLASS FEE: \$20

142EDT951.001 (21966) 1:00pm- 2:15pm W AC257 Norris
Meets on: April 30

ACT WorkKeys - Writing Assessment

The WorkKeys writing test measures the skills individuals use when they write messages that relay workplace information between people. This test is administered by an audio device containing all directions and messages. Examinees are given 40 minutes to complete six responses in this paper-based assessment. Scoring is based on writing mechanics (sentence structure and grammar) and writing style. Note: This section is for paraprofessionals needing to retake the writing assessment as outlined by the NCLB legislation. CLASS FEE: \$35

142EDT952.001 (21969) 3:45pm- 5:00pm W AC257 Norris
Meets on: April 30

ACT WorkKeys - Reading for Information Assessment

The WorkKeys Reading for Information test measures the skills people use when they read and use written text in order to do a job. The written texts include: memos, letters, directions, signs, notices, bulletins, policies and regulations. Examinees will have 45 minutes to complete this paper-based test that is made up of 33 multiple choice questions. The questions are based on reading passages that reflect workplace reading demands. Note: This section is for paraprofessionals needing to retake the math assessment as outlined by the NCLB legislation. Individuals working to attain a Career Readiness Certificate may also enroll. CLASS FEE: \$20

142EDT953.001 (21968) 2:30pm- 3:30pm W AC257 Norris
Meets on: April 30



ONLINE OPTIONS!

Get teaching tools that work!

- **Creating the Inclusive Classroom: Strategies for Success**
- **Differentiated Instruction in the Classroom**
- **Empowering Students with Disabilities**
- **Guided Reading and Writing: Strategies for Maximum Student Achievement**
- **Response to Intervention: Reading Strategies That Work**
- **Singapore Math: Number Sense and Computational Strategies**
- **Solving Classroom Discipline Problems**

Class fees start at \$109.

24 HOURS OF CPDU CREDIT IS AVAILABLE FOR EACH COURSE

More details can be found on p. 5 and at www.ed2go.com/waubonsee.

Equine Studies

Seminar Series in Equine Care and Management

If you keep horses for business or pleasure, you'll get useful information about their care and management from this series of classes. Each class presents a different topic, issue or trend in equine care and management, including equine nutrition, health concerns, parasite control, arena construction, and stable and pasture management. You may register for one or more classes in the series. The specific topic covered in each class is listed below. CLASS FEE: \$25

142EQU970.600 (22107) 6:00pm- 8:00pm W PC216 Mason
Topic: *Equine Nutrition - Analyze the nutritional requirements of horses, with special emphasis on hay, feeds and feeding, and mineral requirements.*
Meets on: April 2

142EQU970.601 (22110) 6:00pm- 8:00pm W PC216 Mason
Topic: *Pasture Management - Examine pasture blends, poisonous plants, fertilizers, herbicides, and general pasture maintenance procedures.*
Meets on: April 16

142EQU970.602 (22108) 6:00pm- 8:00pm W PC216 Mason
Topic: *Equine Parasite and Pest Control - Focus on the symptoms of a parasite victim, prevention, and treatment.*
Meets on: April 30

142EQU970.603 (22150) 6:00pm- 8:00pm W PC216 Mason
Topic: *Health and the Horse - Learn the basics of wound care, including wound management, building an equine first-aid kit, recognizing symptoms of poor health, and when to contact a Vet.*
Meets on: May 7

142EQU970.604 (22109) 6:00pm- 8:00pm W PC216 Mason
Topic: *Arena Footings - Creating a new arena footing or renovating an old one? Construction and maintenance of arena footings, both indoor and outdoor, drainage, and materials will be explained.*
Meets on: May 14



It is a great time to come back. As the economy recovers, getting your degree or certificate can help increase your earning potential. The Plus 50 Initiative offers courses tailored to your needs, making it is easier than ever to finish what you started. Take advantage of the Plus 50 Initiative.

See page 7 and visit www.waubonsee.edu/Plus50 for more information.



Anytime, Anywhere... Just a click away!

Prepare for National Certifications with Online Career Training Programs

Are you ready to take the next step in your career?

Prepare for today's hottest careers from the comfort of your home or office! Career Training Programs are comprehensive, self-paced and completely online! You can begin these programs at any time and learn when it fits your schedule. Once you have successfully completed all required coursework, you will receive a Certificate of Completion from Waubonsee Community College Workforce Development.

All materials listed in the program syllabus are included in the registration fee. Each program has an expert instructor available to answer your questions and help you in your online learning experience.

Program Benefits:

- Learn in-demand job skills and prepare for industry recognized certifications
 - Facilitators are available to use as a professional reference upon program completion
 - Career counselors are available to help you prepare for the workplace
 - Start anytime and set your own pace
 - Payment plans are available

Enroll Today!

To learn more and to register, visit
<http://careertraining.ed2go.com/waubonsee>
 or call (877) 221-5151



ONLINE CAREER TRAINING PROGRAMS ARE AVAILABLE TO PREPARE YOU FOR MANY PROFESSIONS:



BUSINESS AND PROFESSIONAL

Administrative Professional with Microsoft Office Specialist 2010
Certified Bookkeeper
Human Resources Professional
Legal Secretary
Paralegal
Payroll Practice and Management
Professional Bookkeeping with QuickBooks 2012
Project Management with Microsoft Project 2010
Purchasing and Supply Chain Management
Records Management Certificate

MEDICAL BILLING AND CODING

Administrative Medical Specialist
Advanced Coding for the Physician's Office
Advanced Hospital Coding and CCS Prep
Medical Billing and Coding
Medical Terminology
Medical Transcription

HEALTH CARE AND FITNESS

Administrative Dental Assistant
Optician Certification
Nutrition for Optimal Health, Wellness, and Sports
Emergency Management Training for First Responders
Personal Fitness Trainer

Personal Training and Group Exercise Training for Older Adults
Pharmacy Technician
Physical Therapy Aide
Veterinary Assistant

SOFTWARE DEVELOPMENT

3ds max
AutoCAD and AutoCAD 3D
Forensic Computer Examiner
Help Desk Analyst: Tier 1 Support Specialist
iPhone/ iPad (iOS) Application Developer
Management for IT Professionals
Microsoft Web Developer
Mobile and Desktop Web Developer
Mobile Web Developer
Web Applications Developer
Webmaster

IT CERTIFICATION PREPARATION

Microsoft IT Certification Training
Enterprise Desktop Support Technician 7
Server Administrator
Solutions Associate Server 2008
SQL Server 2008 Implementation and Maintenance
Office 2010 Master and Office 2010 Specialist
SharePoint 2010
Cisco® Certification Training
CCNA

CompTIA™ Certification Training
A+
Healthcare IT Technician
Network+
Security+

MEDIA AND DESIGN

Digital Arts Certificate
Marketing Design Certificate
Multimedia Arts Certificate
Video Game Design and Development
Web Design Certificate

SUSTAINABLE ENERGY AND GOING GREEN

Building Analyst Quick Start
Principles of Green Buildings
Certified Indoor Air Quality Manager
Solar Power Professional
Wind Energy Professional

MANAGEMENT

Lean Mastery
Six Sigma Black Belt
Six Sigma Green Belt

SKILLED TRADES AND INDUSTRIAL

Biofuel Production Operations
Chemical Plant Operations
Freight Broker/Agent Training
HVAC Technician
Natural Gas Plant Operations
Performing Comprehensive Building Assessments

To learn more and to register, visit

<http://careertraining.ed2go.com/waubonsee>

or call (877) 221-5151

■ Finance, Taxes and Insurance

Accounting Basics for the Nonaccountant

Have you suddenly become responsible for an accounting function - but you have no accounting background? In this class, you are introduced to the accounting cycle and all its components. Topics include: transactions, chart of accounts, the balance sheet, income statement, debits and credits, general journal, general ledger, adjusting and closing entries. Fee includes: materials. **CLASS FEE: \$159**

142ACC900.600 (21954) 6:00pm-9:00pm T APC145C Albright
Meets between: Jan. 28-Feb. 18

142ACC900.821 (21986) 8:30am-12:30pm Sa CPL206 Dudkowski
Meets between: Jan. 25-Feb. 22
Class will not meet on Feb. 15

142ACC900.820 (21963) 9:30am-12:30pm Sa PC209 Albright
Meets between: April 5-May 3
Class will not meet on April 19.

NEW! Finance for the Non-Financial Manager With Enterprise Profitability®

Learn finance in a whole new and exciting way! This one-day course uses a board-game simulation to teach financial concepts like profit, cash flow, and the impact of financial decisions on a business. Critical financial concepts come to life through the interactive and engaging game, and our facilitator helps every learner, regardless of level, position, or industry, apply the concepts back on the job. You will learn how the Income Statement and Balance Sheet can be used to analyze and control a business, as well as to guide major decisions. The course will also touch on the implications of pricing, marketing and sales, cash flow, direct costs, and expenses. These key concepts are brought to life in a way that is easy to understand and to apply. Fee includes: All course materials. **CLASS FEE: \$445**

142ACC960.001 (21865) 9:00am-4:30pm T APC158 Staff
Meets on: Feb. 18

142ACC960.002 (21866) 9:00am-4:30pm T AC223 Staff
Meets on: April 22



ONLINE OPTIONS!

- Accounting Fundamentals I and II
- Introduction to QuickBooks 2013
- Performing Payroll in QuickBooks 2013
- QuickBooks 2013 for Contractors

Class fees start at \$109.

More details can be found on p. 5 and at www.ed2go.com/waubonsee.

■ Food Service and Sanitation

Food Safety Manager's Certification

This course is endorsed by the Illinois Department of Public Health and targeted to supervisory personnel in food service, providing knowledge in control of foodborne illness rules and regulations, safe food storage and handling pest control, cleaning and sanitizing procedures, equipment design, and construction of facility. Participants will obtain the Food Safety Manager Certification upon completion of the state exam with a passing grade of 75 percent. **CLASS FEE: \$188 • MAJOR CODE: VS15**

142FSS001.001 (21812) 8:00am-4:30pm FM CPL217 Brewster
Meets between: Feb. 7-Feb. 10

142FSS001.002 (21814) 8:00am-4:30pm FM CPL217 Brewster
Meets between: April 11-April 14

■ 142FSS001.920 (21791) TBA ONLINE Brewster
ONLINE OPTION: Last day to register is April 30. Registration must be made three weeks prior to a scheduled test date. Fee for this online option is \$215.

Food Safety Manager's Recertification

This course satisfies the requirement of the Illinois Department of Public Health to renew the current Food Service Sanitation Manager's Certification. It is designed to update the student on recent revisions in the Illinois Food Services Sanitation Code. This course reviews such topics as food-handling techniques, cross-contamination, hand contact with ready-to-eat foods, cleaning and sanitizing, as well as a discussion of recent outbreaks. Students are asked to show their current Food Safety Manager's certificate prior to class. **CLASS FEE: \$85 MAJOR CODE: ND50**

142FSS900.001 (21813) 8:00am-1:00pm F CPL217 Brewster
Meets on: Feb. 7

142FSS900.002 (21815) 8:00am-1:00pm F CPL217 Brewster
Meets on: April 11



You have support. Community colleges offer the support and flexibility you need to reach your goals, from diverse courses of study and accommodating class schedules to help with financial aid. Take advantage of the Plus 50 Initiative.

See page 7 and visit www.waubonsee.edu/Plus50 for more information.

Health

ALLIED HEALTH

Phlebotomy

Sixteen hours of the latest in theoretical principles and clinical practice of phlebotomy. Class will cover: review of the anatomy and physiology of the venous system, health care delivery system as it relates to phlebotomy, infection control, terminologies in the laboratory, complications of phlebotomy, latest techniques in equipment and specimen collection, and legal issues. Note: Student must pass a clinical competency and final exam to receive a certificate of completion. *Prereq: Licensure or certification in nursing or any allied health care field. Proof of eligibility required. Coreq: Equivalency in workplace experience in the health care field.* Contact the program developer at (630) 906-4152, PRIOR TO REGISTRATION. CLASS FEE: \$215 • LAB FEE: \$20 • MAJOR CODE: VS15

142PCT001.600 (21816) 5:30pm- 9:30pm TTh CPL217 Horonzy
Meets between: Jan. 14-Jan. 23

142PCT001.601 (21817) 5:30pm- 9:30pm Th CPL217 Horonzy
and: 8:30am- 12:30pm Sa CPL217 Horonzy
Meets between: Feb. 13-Feb. 22

This class meets Thursdays from 5:30 - 9:30 p.m. and Saturdays from 8:30 a.m. - 12:30 p.m.

142PCT001.602 (21818) 5:30pm- 9:30pm TTh CPL217 Horonzy
Meets between: March 11-March 20

142PCT001.603 (21819) 5:30pm- 9:30pm F CPL217 Horonzy
and 8:30am- 12:30pm Sa CPL217 Horonzy
Meets between: April 25-May 3

This class meets Fridays from 5:30 - 9:30 p.m. and Saturdays from 8:30 a.m. - 12:30 p.m.

EKG Technician Program

This comprehensive 50-hour program prepares you to function as an EKG Technician and to take the ASPT Electrocardiograph (EKG) Technician exam and other National Certification Exams. Topics include: anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. Note: A separate fee must be paid directly to ASPT if you choose to take the ASPT exam. Fee includes: all class materials. CLASS FEE: \$999

142PCT915.600 (21771) 6:00pm- 9:30pm MW APC158 Brideson
Meets between: March 10-April 30

Dental Assistant Program

This 60 hour program prepares you for entry level positions in pre-clinical dental assisting. This course covers both the administrative aspects including: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines; and the clinical aspects including: introduction to oral anatomy; dental operator; dental equipment; tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; dental anesthesia; and sterilization. Fee includes: all class materials. Note: An optional clinical externship is available for those who successfully complete this course. CLASS FEE: \$1,200

142PCT916.600 (21772) 6:00pm- 9:30pm TTh APC158 Speake
Meets between: March 11-May 6

Pharmacy Technician Program

This 50-hour course will prepare you to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, community pharmacies and other health care settings - working under the supervision of a registered pharmacist. 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, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. The program includes a graded final exam to help prepare you for the PTCB exam. Note: Students should have taken math and science in high school. A high school diploma or GED is required to sit for the PTCB exam. Fee includes: all materials. Note: An optional clinical externship is available for those who successfully complete this course. CLASS FEE: \$999

142PCT918.600 (21773) 6:00pm- 9:30pm TTh AC257 Sandhu
Meets between: March 11-April 29

Medical Billing and Coding Professional

Learn the skills needed to solve insurance billing problems, how to manually file claims, complete common insurance forms, trace delinquent claims and use generic forms to streamline billing procedures. The course covers the following areas: medical terminology basics, CPT (introduction, guidelines, evaluation and management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (introduction and guidelines) and basic claims process for medical insurance and third party reimbursement. After obtaining the suggested practical work experience, students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H - Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. Fee includes: all books and materials. CLASS FEE: \$1,799

142HCP906.600 (21774) 6:00pm- 9:30pm MW AC244 Staff
Meets between: Feb. 17-May 7

NURSING CONTINUING EDUCATION**Certificate in Integrative Mental Health**

Do you need a better understanding of your patient's mental status? Learn about a model that combines medical care with alternative and complementary methods with medications and psychotherapy to address the physical, psychological, and spiritual needs of individuals with anxiety disorders, sleep disorders, and mental conditions associated with aging, depression, chronic pain, and Alzheimer's disease. This 19-hour program also presents many other treatment approaches such as, light therapy, pet therapy, guided imagery, massage and other manual therapies. Note: This course is being provided by ALLEGRA Learning Solutions, LLC (an accredited provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation), co-provided by Ed2go and is acceptable for CE contact hours in all states. This class will be taken at www.ed2go.com/wcc-pro using pass code directions provided by Workforce Development. **CLASS FEE: \$239**

I 142NUR956.920(21785) TBA ONLINE Staff
Enroll anytime between Jan. 13 and May 9. Classes begin monthly.

**ONLINE OPTIONS!****Nurses – Need Continuing Education Hours?**

Many online titles offered by Ed2go are recognized by ALLEGRA Learning Solutions **for continuing nursing education credit** by the American Nurses Credentialing Center's Commission on Accreditation.

Several titles are also approved for **continuing education credit for diabetes educators** by the National Certification Board for Diabetes Educators (NCBDE).

Earn Certificates in the following areas:

- **Complementary and Alternative Medicine**
- **End of Life Care**
- **Gerontology**
- **Growth and Development through the Lifespan**
- **Holistic and Integrative Health: Foundations**
- **Issues in Oxygenation**
- **Legal and Ethical Issues in Nursing**
- **Meditation**
- **Pain Assessment and Management**
- **Perinatal Issues**
- **Spirituality, Health, and Healing**

Class fees start at \$189 and vary in length.

More details can be found on p. 5 and at www.ed2go.com/waubonsee.

THERAPEUTIC RIDING INSTRUCTOR**Equine Studies II**

This course covers advanced areas of proper horse care and equine management. Topics covered include: stable management, equine health management, and recognizing the symptoms of poor health and illness. Horsemanship topics of ring figures, gaits, aids, and movement are covered. While this is a required course for those interested in PATH Intl. certification, this course is beneficial to anyone who works in the equine industry. *Prereq: HCP931 – Equine Studies I or consent of instructor.* **CLASS FEE: \$449**

142HCP936.001 (21809) 8:30am- 11:45am MWF PC209 Mason
Meets between: Jan. 13-Feb. 14

Teaching Methodology for Therapeutic Riding Instruction

This course will build on the fundamentals of instructing horseback riding, while focusing predominantly on the instruction of those with special needs. Horsemanship preparation and safety in the therapeutic ring, including appropriate horse selection and the instruction of more than one rider will be covered. Mounts, dismounts, positioning, gaits, and the use of natural and artificial aids will be examined with a careful look at how an individual's special needs impact each. PATH Intl. standards and information will be introduced. *Prereq: HCP932 - Teaching Methodology for Riding Instruction or consent of instructor. Preferred co-requisite: HCP936 - Equine Studies II.* **CLASS FEE: \$359**

142HCP937.001 (21810) 8:30am- 11:45am MWF PC209 Mason
Meets between: Feb. 24-March 28
Class will not meet the week of March 17.

Introduction to Psychology for Therapeutic Riding Instruction

This course will build on fundamental concepts of learning essential to effective horseback riding instruction, with a focus on instructing clients with special needs. The class will explore the benefits and realm of therapeutic riding; examine the concepts of learning styles and favorable attributes of instructors who work with special needs clients; and introduce the precautions and contraindications unique to therapeutic riding instruction. *Prereq: HCP933 – Introduction to Psychology for Riding Instruction or consent of instructor. Preferred co-requisite: HCP936 – Equine Studies II.* **CLASS FEE: \$269**

142HCP938.001 (21811) 8:30am- 11:45am MWF PC209 Mason
Meets between: March 31-April 18

PATH Standards and Contraindications

This class designed to teach the PATH standards, objectives, contraindications and regulations to the Registered Therapeutic Riding Instructor candidate. Topics covered include: PATH standards and interpretations, safety and adaptive equipment, and precautions and contraindications as related to a variety of disabilities. *Preferred Prereq: PATH member status/In-Training status.* **CLASS FEE: \$359**

142HCP943.600 (21806) 5:30pm- 8:30pm MW PC209 Josephs
Meets between: Jan. 13-Feb. 19

Therapeutic Riding Instructor PATH Certification II

PATH Certification II is the final of two classes designed to prepare the student for PATH testing for certification. Building upon concepts from the first certification course, this class will focus on consolidating and applying course knowledge and relating textbook therapeutic horseback riding instruction to the workplace. This class will also explore the details of testing for certification. *Prereq: HCP941 Therapeutic Riding Instructor PATH Certification I.* CLASS FEE: \$359

142HCP946.600 (21807) 5:30pm- 8:30pm MW PC209 Josephs
 Meets between: Feb. 24-April 9
 Class will not meet the week of March 17.

Health Sciences for Therapeutic Riding Instruction II

This class is the final of two classes designed to assist the therapeutic riding instructor understand different disabilities, how they affect the body, and how to manage these challenges in the field. Topics explored include: the definition, causes, and characteristics of a wide variety of disabilities; and the precautions, contraindications, and benefits related to therapeutic riding. *Prereq: HCP942 Health Sciences for Therapeutic Riding Instruction I or consent of instructor.* CLASS FEE: \$359

142HCP947.600 (21808) 5:30pm- 8:30pm MW PC209 Josephs
 Meets between: April 14-May 21

CPR/AED AND FIRST AID

The American Heart Association promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course material, do not represent income to the AHA.

CPR questions? Email cpr@waubonsee.edu.

BLS for Healthcare Providers CPR

This nationally-recognized American Heart Association course provides a two-year AHA certification for healthcare professionals and healthcare students studying nursing, emergency medicine, physical therapy, dental hygiene, and more. In addition to instruction in one- and two-person CPR, participants are trained to use AEDs, barrier devices, and bag masks. Choking is also covered. Successful completion of hands-on skills testing and a written exam is required for certification. Fee includes: Student Manual and materials. CLASS FEE: \$79

142AHA920.600 (21913) 5:30pm- 9:30pm T CPL217 Staff
 Meets on: Jan. 7

142AHA920.601 (21914) 5:30pm- 9:30pm Th APC158 Anderson
 Meets on: Jan. 9

142AHA920.820 (21915) 8:00am- 12:00pm Sa AC346 Staff
 Meets on: Jan. 18

142AHA920.821 (21916) 12:30pm- 4:30pm Sa AC346 Staff
 Meets on: Jan. 18

142AHA920.822 (21917) 12:30pm- 4:30pm Sa AC346 Staff
 Meets on: Jan. 25

142AHA920.602 (21918) 5:30pm- 9:30pm Th CPL217 Staff
 Meets on: Jan. 30

142AHA920.603 (21919) 5:30pm- 9:30pm T CPL217 Staff
 Meets on: Feb. 4

142AHA920.823 (21920) 8:00am- 12:00pm Sa AC346 Staff
 Meets on: Feb. 15

142AHA920.824 (21921) 12:30pm- 4:30pm Sa AC346 Staff
 Meets on: Feb. 15

142AHA920.825 (21922) 12:30pm- 4:30pm Sa AC346 Staff
 Meets on: Feb. 22

142AHA920.604 (21923) 5:30pm- 9:30pm Th CPL217 Staff
 Meets on: Feb. 27

142AHA920.605 (21926) 5:30pm- 9:30pm T CPL217 Staff
 Meets on: March 4

142AHA920.606 (21927) 5:30pm- 9:30pm Th APC158 Anderson
 Meets on: March 6

142AHA920.826 (21928) 8:00am- 12:00pm Sa AC346 Staff
 Meets on: March 15

142AHA920.827 (21929) 12:30pm- 4:30pm Sa AC346 Staff
 Meets on: March 15

142AHA920.607 (21930) 5:30pm- 9:30pm Th CPL217 Staff
 Meets on: March 27

142AHA920.828 (21931) 12:30pm- 4:30pm Sa AC346 Staff
 Meets on: March 29

142AHA920.608 (21932) 5:30pm- 9:30pm T CPL217 Staff
 Meets on: April 1

142AHA920.609 (21933) 5:30pm- 9:30pm Th CPL217 Staff
 Meets on: April 10

142AHA920.610 (21934) 5:30pm- 9:30pm Th CPL217 Staff
 Meets on: April 17

142AHA920.829 (21935) 8:00am- 12:00pm Sa AC346 Staff
 Meets on: April 19

142AHA920.830 (21936) 12:30pm- 4:30pm Sa AC346 Staff
 Meets on: April 19

142AHA920.831 (21937) 12:30pm- 4:30pm Sa AC346 Staff
 Meets on: April 26

142AHA920.611 (21938) 5:30pm- 9:30pm T CPL217 Staff
 Meets on: May 6

142AHA920.612 (21939) 5:30pm- 9:30pm Th CPL217 Staff
 Meets on: May 8

For customized or on-site delivery of these topics, contact Workforce Development at (630) 906-4152.

BLS for Healthcare Providers CPR Renewal

This review of the skills taught in the BLS for Healthcare Providers CPR course recertifies healthcare professionals for two years. Successful completion of a written exam and hands-on skills testing in CPR and the use of AEDs, barrier devices, and bag masks is required for certification. In order to attend, participants must present their current American Heart Association BLS for HCP provider card in class and bring their copy of the BLS for HCP Student Manual to class. Student Manuals can be purchased at www.eworldpoint.com. *Prereq: Current BLS for HCP CPR Certification.* CLASS FEE: \$69

142AHA903.600	(21949)	5:30pm- 9:30pm	Th	APC158	Anderson	
<i>Meets on: Jan. 16</i>						
142AHA903.820	(21950)	8:00am- 12:00pm	Sa	AC346	Staff	
<i>Meets on: Jan. 25</i>						
142AHA903.601	(21952)	5:30pm- 9:30pm	T	CPL217	Staff	
<i>Meets on: Jan. 28</i>						
142AHA903.821	(21953)	8:00am- 12:00pm	Sa	AC346	Staff	
<i>Meets on: Feb. 22</i>						
142AHA903.602	(21955)	5:30pm- 9:30pm	T	CPL217	Staff	
<i>Meets on: Feb. 25</i>						
142AHA903.603	(21957)	5:30pm- 9:30pm	T	CPL217	Staff	
<i>Meets on: March 25</i>						
142AHA903.822	(21960)	8:00am- 12:00pm	Sa	AC346	Staff	
<i>Meets on: March 29</i>						
142AHA903.823	(21961)	8:00am- 12:00pm	Sa	AC346	Staff	
<i>Meets on: April 26</i>						
142AHA903.604	(21962)	5:30pm- 9:30pm	T	CPL217	Staff	
<i>Meets on: April 29</i>						

Heartsaver First Aid With Adult/Child CPR/AED

This course is designed to teach basic CPR and relief of choking skills for adults and children. Participants will also learn to use an Automated External Defibrillator (AED). First Aid techniques such as caring for injuries to muscles and bones, bleeding, burns, sudden illnesses, shock, and environmental emergencies are included. Successful participants will receive CPR/AED and First Aid certification that is valid for two years. Note: Not intended for nursing students. CLASS FEE: \$99 • MAJOR CODE: VS15

142AHA006.820	(21824)	8:30am- 4:30pm	Sa	AC346	Staff	
<i>Meets on: Jan. 11</i>						
142AHA006.821	(21825)	8:30am- 4:30pm	Sa	AC346	Staff	
<i>Meets on: Feb. 1</i>						
142AHA006.822	(21826)	8:30am- 4:30pm	Sa	AC346	Staff	
<i>Meets on: March 1</i>						
142AHA006.823	(21827)	8:30am- 4:30pm	Sa	AC346	Staff	
<i>Meets on: April 5</i>						

Heartsaver First Aid

In addition to basic first aid techniques including caring for breaks, burns, and bleeding, participants will learn to identify and provide basic care for choking, heart attacks, fainting, strokes, seizures, allergic reactions, poisoning, low blood sugar, and more. Successful completion of hands-on skills testing demonstrating how to stop bleeding, bandage wounds, splint sprains and breaks, and use an Epinephrine Pen is required for two-year American Heart Association certification. Note: This course meets DCFS requirements for child care providers. Fee includes: Student Manual and materials. CLASS FEE: \$59

142AHA916.820	(21829)	8:30am- 12:00pm	Sa	AC346	Staff	
<i>Meets on: Jan. 11</i>						
142AHA916.821	(21830)	8:30am- 12:00pm	Sa	AC346	Staff	
<i>Meets on: Feb. 1</i>						
142AHA916.822	(21831)	8:30am- 12:00pm	Sa	AC346	Staff	
<i>Meets on: March 1</i>						
142AHA916.823	(21832)	8:30am- 12:00pm	Sa	AC346	Staff	
<i>Meets on: April 5</i>						

Heartsaver CPR/AED for Adults and Children

Effective bystander CPR provided immediately after sudden cardiac arrest can double or triple a victim's chance of survival, but only 32 percent of cardiac arrest victims get CPR from a bystander. This course provides lay rescuers the basic skills for handling cardiac and breathing emergencies in adults and children over age one. Choking is also covered. Successful completion of hands-on skills testing demonstrating CPR and AED techniques is required for two-year American Heart Association certification. Note: Does NOT meet the requirements for healthcare professionals or healthcare students. Fee includes: Student Manual and materials. CLASS FEE: \$59

142AHA906.820	(21834)	12:30pm- 4:30pm	Sa	AC346	Staff	
<i>Meets on: Jan. 11</i>						
142AHA906.821	(21835)	12:30pm- 4:30pm	Sa	AC346	Staff	
<i>Meets on: Feb. 1</i>						
142AHA906.822	(21836)	12:30pm- 4:30pm	Sa	AC346	Staff	
<i>Meets on: March 1</i>						
142AHA906.823	(21837)	12:30pm- 4:30pm	Sa	AC346	Staff	
<i>Meets on: April 5</i>						

Heartsaver CPR/AED for Adults, Children, and Infants

Four out of five cardiac arrests occur at home. The life you save is most likely to be someone you love: a child, a spouse, a parent or a friend. This course provides lay rescuers the basic skills for handling cardiac and breathing emergencies in adults, children, and infants. Choking is also covered. Successful completion of hands-on skills testing demonstrating CPR and AED techniques is required for two-year American Heart Association certification. Note: Meets DCFS requirements for child care providers. Does NOT meet the requirements for healthcare professionals or healthcare students. Fee includes: Student Manual and materials. CLASS FEE: \$59

142AHA902.600 (21820) 5:30pm- 9:30pm W AC257 Staff
Meets on: Jan. 22

142AHA902.601 (21821) 5:30pm- 9:30pm T CPL217 Staff
Meets on: Feb. 18

142AHA902.602 (21822) 5:30pm- 9:30pm W AC257 Staff
Meets on: March 19

142AHA902.603 (21823) 5:30pm- 9:30pm T CPL217 Staff
Meets on: April 15

Heartsaver Pediatric First Aid CPR/AED

According to the Center for Disease Control, more than 40 million children visit the emergency room due to injury each year. Immediate action can reduce recovery time in many first aid situations, and CPR can save a child's life. Ideal for child care providers, babysitters, parents, and grandparents, the Heartsaver Pediatric First Aid CPR/AED course provides the skills needed to care for injuries and illnesses in children during the critical minutes until medical help arrives. In addition to learning how to perform CPR and use an AED, participants learn how to stop bleeding, bandage wounds, respond to choking, use an Epinephrine pen, and more. Successful completion of hands-on skills testing is required for two-year American Heart Association certification. Note: Meets DCFS requirements for childcare providers. Fee includes: Student Manual and materials. CLASS FEE: \$89

142AHA917.820 (22114) 8:00am- 2:30pm Sa AC346 Salvador
Meets on: Feb. 8

142AHA917.821 (22115) 8:00am- 2:30pm Sa AC346 Salvador
Meets on: April 12



You're not alone. Thousands of plus 50 adults are heading back to community colleges to gain additional training, learn new skills, and complete their degrees or certificates in healthcare, education, and social services fields. Take advantage of the Plus 50 Initiative.

See page 7 and visit www.waubonsee.edu/Plus50 for more information.

American Heart Association CPR Instructor Renewal

The American Heart Association trains more than 12 million people in CPR annually, with the help of their Instructors. This course, designed for current AHA CPR Instructors, provides an update of AHA policies and guidelines, a review of CPR Instructor and CPR provider skills, and an update on WCC Training Center policies. The course is one requirement for renewing Instructor certification. Successful completion of hands-on skills testing and a written examination is required for two-year certification. In order to attend, participants must present their current BLS for HCP or Heartsaver Instructor card in class and bring their copy of the Instructor Manual. Prereq: Current BLS for HCP or Heartsaver Instructor Certification. CLASS FEE: \$75

142AHA930.600 (21944) 5:30pm- 9:30pm T AC223 Salvador
Meets on: March 11

142AHA930.601 (21945) 5:30pm- 9:30pm W AC223 Salvador
Meets on: May 14

Manufacturing

NEW! Math for the Trades

There is no need to fear math. This course will take you from the basics to more sophisticated math problems, showing you how to apply math skills to issues you face on the job every day. The emphasis is on understanding mathematical principles rather than rote memorization of techniques. Our instructor will work with you to overcome your math challenges and to learn or relearn math in a logical way that will make a difference in your career. Lessons include whole numbers fractions, ratios and proportions, basic geometry, and using formulas. Fee includes: Book and class materials. CLASS FEE: \$549

142MTH905.600 (21883) 6:00pm- 9:00pm W AC257 Staff
Meets between: March 26-April 23

Certified Manufacturing Engineer (CMfgE) Prep Course

Showcase your advanced manufacturing engineering knowledge and boost your credentials with a Certified Manufacturing Engineer Exam (CMfgE) certification. The course will prepare you to take the CMfgE exam. The body of knowledge includes: mathematics, applied and engineering sciences, materials, product and process design and development, manufacturing process applications, operations, production systems, equipment design, automated systems, controls, quality, continuous improvement, manufacturing management, and personal effectiveness. Note: Participants must purchase the CMfgE Study Materials Package of 3 books from the Society of Manufacturing Engineers at www.sme.org. There is an additional fee for the exam. Prereq: CMfgE Exam Eligibility Requirements: 8 years of combined manufacturing-related education and/or experience, including a minimum of 4 years of work experience required for certification. CLASS FEE: \$999

142MFG922.001 (22141) 9:00am- 3:00pm T APC194 Gates
Meets between: Feb. 4-Feb. 18

CNC

CNC Operator Training Program

This course is an introduction to computer numerical control (CNC) machine operation. Students will receive classroom and hands-on training in the machine shop and metrology lab. Skills covered include blueprint reading, CNC programming, machine set-up, operation, tooling, and trouble shooting. The basics of metrology and inspection of parts as per standard will be presented. Successful completion of this course will prepare you for an entry CNC operator position. In addition, you will have the opportunity to earn a National Career Readiness Certificate (NCRC), a credential of your foundational work-related skills, which adds credibility to your job resume. Fee includes: All materials and supplies, the NCRC assessments. **CLASS FEE: \$1,525**

142CNC911.600 (21880) 6:00pm-9:00pm TTh AKL108 Staff
Meets between: Feb. 11-April 3

MAINTENANCE

Commercial Food Equipment Repair Technician

Master the skills you need to gain employment as a food service equipment repair technician! This interactive 24-hour online curriculum covers basic topics in electricity, gas and steam as well as an introduction to the food service industry. After completion, you will take a proctored exam at an authorized service company and have the opportunity to interview with that company after passing the exam. Note: This course is endorsed by the Commercial Food Equipment Service Association (CFESA). Individuals that have successfully completed the program will have access to a proprietary database of more than 600 service companies interested in hiring technicians. **CLASS FEE: \$1,495**

D 142ELC930.920 (21790) TBA ONLINE Staff
Enroll anytime between Jan. 13 and May 9.
Visit <http://waubonsee.techu247.com> for additional information.

QUALITY

NEW! Maximize Efficiency with Lean

Can your workplace benefit from implementing Lean principles? In this course you will learn the concepts, methodology and tools necessary to implement "Lean" techniques. This full-day workshop combines classroom presentation with an interactive simulation. You act as a production worker, applying the lean tools to your individual workspaces as well as across the entire product line, illustrating cause and effect relationships for each of the lean tools presented. You decide what and how to implement while working with realistic constraints such as available resources, cash flow and resistance to change. You will learn to improve productivity by applying visual controls, quick changeover, batch size reduction, point-of-use storage, quality at source, pull systems and more. You will leave with concepts and tools you can apply to make any working environment more efficient. **CLASS FEE: \$359**

142QLT990.001 (22139) 8:00am- 4:30pm T AC223 Staff
Meets on: April 29

Lean Bronze Certification (LBC) Exam Prep Course

This course is intended to prepare you to take the Lean Bronze Certification (LBC) Exam sponsored by the Society of Manufacturing Engineers (SME), and the American Society for Quality (ASQ). You will gain a deep understanding of the lean body of knowledge including cultural enablers, continuous improvement, value stream mapping, lean systems thinking, lean business metrics, lean accounting, and lean quality management. Note: Materials for the course can be purchased from SME. Exam and certification fees are separate. Visit the SME website: <http://www.sme.org/lean-bronze-certification.aspx> for more information about costs related to the exam. **CLASS FEE: \$999**

142QLT975.600 (21861) 6:00pm-9:00pm M APC160 Gates
Meets between: Feb. 3-Feb. 24

Take Part in a Lean Simulation



Gain first-hand knowledge of how Lean principles can be applied in any workplace setting when you immerse yourself in the Lean Simulation. In a realistic simulated work environment, you will apply Lean tools and techniques, then judge the results of your decisions given constraints of a real workplace.

Return to your workplace ready to implement changes that will save time and money, and increase your overall productivity and efficiency.

See this page for more details.

Certified Quality Auditor (CQA) Exam Prep Course

Prepare to stand out from your peers with a Certified Quality Auditor (CQA) certification. The course will prepare you to take the ASQ CQA Exam. The Certified Quality Auditor is a professional who understands the principles of auditing and the auditing techniques of examining, questioning, evaluating, and reporting to determine a quality system's adequacy and deficiencies. This course will review how the CQA analyzes all elements of a quality system and judges its degree of adherence to the criteria of industrial management and quality evaluation and control systems. Note: Participants must purchase study materials from the American Society for Quality web site at: <http://asq.org/index.aspx>. There are additional fees for the exam. *Prereq: Please check the ASQ site for exam qualifications and prerequisites.* CLASS FEE: \$999

142QLT916.600 (21859) 6:00pm- 9:00pm W APC194 Gates
Meets between: Feb. 5-March 12

Certified Quality Engineer (CQE) Exam Review Course

The course will prepare you to take the ASQ CQE Exam. The following body of knowledge is reviewed: management & leadership, quality systems, product and process design and control, testing and measurement, control and measurement tools, basic statistics, statistical applications, and advanced statistics. Participants must purchase the following materials from the Quality Council of Indiana web site at www.qualitycouncil.com: CQE Primer and CQE Electronic Practice Exam CD-ROM. Contact the program developer for information regarding the exam and registration fees. CQE Exam Eligibility Requirements: Applicants must have at least 8 years of higher education and /or work experience in one or more of the areas of the CQE Body of Knowledge, including a minimum of 3 years in a decision making position. CLASS FEE: \$999

142QLT914.600 (21864) 6:00pm- 9:00pm W APC194 Gates
Meets between: March 19-April 23

NEW! Certified Six Sigma Green Belt (CSSGB) Exam Prep Course

Are you passionate about quality and process improvement? A credential can help to demonstrate your passion and your knowledge. The course will prepare you to take the ASQ Certified Six Sigma Green Belt (CSSGB) Exam. The following Body of Knowledge will be reviewed: enterprise-wide deployment, process management, team management, DMAIC (define, measure, analyze, improve, and control), statistical process control, design of experiments, failure mode and effects analysis, statistics, and hypothesis testing. Note: Participants must purchase study materials from the American Society for Quality web site at: <http://asq.org/index.aspx>. There are additional fees for the exam. *Prereq: Please check the ASQ site for exam qualifications and prerequisites.* CLASS FEE: \$999

142QLT917.600 (21862) 6:00pm- 9:00pm Th APC160 Gates
Meets between: April 3-May 15

WELDING

Individuals desiring information on Welding courses should refer to the Credit Course Schedule or visit www.waubonsee.edu.

Companies interested in Welding training should call (630) 906-4152. This training can be customized for your business.

Nonprofit Organizations

Certificate in Grant Writing and Non-Profit Management Online Learning Series

Higher demand, tighter budgets and decreased funding make it imperative that non-profit organizations know how to secure corporate grants. Preparing successful grant proposals requires careful research, meticulous preparation, and articulate writing. Learn how to avoid the errors that lead to rejection of a grant proposal and master the skills of grant writing and non-profit management. Note: Four classes are included in this online learning series. Class titles include: *Introduction to Non-Profit Management • Marketing Your Non-Profit • Writing Effective Grant Proposals • Advanced Grant Proposal Writing.* Each of these individual classes consists of 12 lessons delivered twice a week. The class series will be taken at www.ed2go.com/wcc-pro using pass code directions provided by Workforce Development. Upon completing all the required courses, contact the program developer to request your certificate. CLASS FEE: \$425

142NPT917.920 (21783) TBA ONLINE Staff
Enroll anytime between Jan. 13 and May 9. Classes begin monthly.

Professional Growth

Job Search Skills


When searching for a job, it is important to exercise every option at your disposal to get in the door and make a good impression. The topics covered in this class include: getting job leads, translating your previous experience into transferable job skills, writing résumés and cover letters, preparing for interviews, and presenting yourself as up-to-date on industry trends and fluent with new technologies. Regardless of your age, brushing up on these skills will help guide you in getting the job you want. This course is grant funded by the American Association of Community Colleges (AACCC) Plus 50 Initiative. Class is free, but you must register.


142WPS940.001 (22098) 9:00am- 12:00pm MWF AC223 Gerding
Meets between: Jan. 27-Feb. 5

142WPS940.600 (22102) 6:00pm- 9:00pm MWTh AC223 Gerding
Meets between: March 24-April 3
Class will not meet on March 27.

Job Success Skills


What are employers really looking for in their employees and candidates for employment? This class covers those workplace skills most likely to help you attain and retain sustainable employment. In the current workplace, studies have repeatedly confirmed that the most highly rated skills sought by employers are teamwork, strong communication, problem solving, organization, collaborative and conflict resolution skills. Employees of any age who possess these transferable skills are desired in today's workplace environment. This course is grant funded by the American Association of Community Colleges (AACC) Plus 50 Initiative. Class is free, but you must register.

 142WPS941.001 (22100) 9:00am- 12:00pm MWF AC223 Gerding
Meets between: Feb. 24-March 5

 142WPS941.002 (22106) 9:00am- 12:00pm MWF AC223 Gerding
Meets between: May 5-May 14

Technology Skills for Today's Workplace

Technology is constantly changing. Are you staying on top of it? The technology boom of recent years has brought many new ways of communicating and working into the workplace. Information went from being stored in file cabinets, to floppy discs, to flash drives, to shared servers, and now to clouds. Young graduates are joining the workforce with technological knowledge that is far beyond any generation's knowledge before them. There is increased pressure on workers to learn new ways to work and to keep up with new technology ... or get left behind. Don't get stuck in a routine and refuse to change your ways. Learn how to use the new technology to adjust the way you work to meet the needs of today's employers. This course is grant funded by the American Association of Community Colleges (AACC) Plus 50 Initiative. Class is free, but you must register.

 142WPS942.600 (22097) 6:00pm- 9:00pm MWF APC145A Gerding
Meets between: Jan. 13-Jan. 22

 142WPS942.001 (22101) 9:00am- 12:00pm MWF APC145A Gerding
Meets between: March 12-March 21

 142WPS942.002 (22103) 9:00am- 12:00pm MWF AC243 Gerding
Meets between: April 7-April 16





Give back to your community. Through rewarding careers in healthcare, education, and social services, you can make a big difference in the lives of others by giving back to your community. Take advantage of the Plus 50 Initiative.

See page 7 and visit www.waubonsee.edu/Plus50 for more information.

Five Generations in the Workplace

For the first time in our history, five generations are working side by side in the workplace. As more people work beyond retirement age, there may be a generation gap of more than 50 years between the oldest and youngest employees. The diverse perspectives, motivations, attitudes and needs of these five generations have changed the dynamics of the workforce. Do you understand how work is done differently in different generations? Do you understand needs, interaction and work styles from different generations? A little insight into the differences among the generations can help you better understand the changing landscape of the workplace, and the needs and expectations of your colleagues in a multi-generational workforce. This course is grant funded by the American Association of Community Colleges (AACC) Plus 50 Initiative. Class is free, but you must register.

 142WPS943.600 (22099) 6:00pm- 9:00pm MWTh AC223 Gerding
Meets between: Feb. 10-Feb. 19

 142WPS943.001 (22104) 9:00am- 12:00pm MWF AC223 Gerding
Meets between: April 21-April 30

Dealing With Toxic People While Maintaining Professionalism

Do you work with people that seem to enjoy sprinkling negativity wherever they go? Do they suck the energy right out of you? Do they anger, deflate, or belittle you? The good news is that there are effective ways to deal with toxic people. In this course, you will learn to identify and defuse a toxic co-worker while maintaining a positive image within the workplace. The instructor will give you easy-to-implement techniques to help you deal with your toxic co-worker professionally. CLASS FEE: \$99

142ORE958.600 (21857) 6:30pm- 8:30pm Th AC257 Wierzgac
Meets on: Feb. 6

Remaining Indispensable at Work

Job security is a top concern in today's workforce. How do you bring attention to the value of what you do? In this interactive, hands-on presentation, you will gain strategies that will help you focus on the things that matter most to you and to your employer. The instructor will give you key strategies for aligning your work with things that matter most. You will learn communication tips, how to find a mentor, and how to safeguard your reputation at work. CLASS FEE: \$99

142ORE959.600 (21858) 6:30pm- 8:30pm Th AC257 Wierzgac
Meets on: Feb. 20

Masterful Time Management - Making the Tough Choices

Have you ever finished a day at work and wondered where the time went? Learn proven strategies to handle problem time management obstacles - including "email overwhelm," procrastination, and conflicting priorities. CLASS FEE: \$99

142COM966.600 (22007) 6:00pm- 9:00pm M APC158 Lewis-Barr
Meets on: Jan. 27

Build Your Professional Brand Using LinkedIn

Have you thought about how you come across on LinkedIn? This site allows you to promote yourself and to give your audience reasons to want to engage and connect with you. In this course, taught by an instructor who uses LinkedIn to promote his personal brand, you will learn ways to establish yourself as an expert in your field and how to use this medium to convey what you are passionate about. Whether you are new to LinkedIn, or hope to get more out of it, this course will give you pointers that will make a difference! **CLASS FEE: \$49**

142MKT927.600 (21853) 6:00pm- 9:00pm T AC257 Basilico
Meets on: Jan. 28

142MKT927.601 (21851) 6:00pm- 9:00pm T APC170 Basilico
Meets on: March 18

NCRC Assessment Prep: KeyTrain

Be prepared for the National Career Readiness Certificate® Program with this internet-based system for improving your basic skills measured by the WorkKeys® assessments. Review topics in each skill area and practice problems similar to those on an actual WorkKeys assessment. The KeyTrain system includes self-paced computer instruction, pre- and post-assessments, and an occupational job profile database. These components can be used to help you learn, practice and demonstrate the skills needed to succeed in your desired career. Note: Login details will be administered by Workforce Development. For information about the National Career Readiness Certificate Plus Assessments visit www.waubonsee.edu/ncrc. *Prereq: Internet browser, Adobe Reader, Flash.* **CLASS FEE: \$10**

142WPS910.920 (21789) TBA ONLINE Norris
Enroll anytime between Jan.13 and May 9.

Project Management

Project Management Fundamentals Workshop

In this workshop, participants will review the fundamentals and techniques for effective management of projects and learn how to construct basic project management networks. The workshop covers: project management life cycle, project selection, project charter, work breakdown structure, project networks, scheduling resources, managing risks, managing project teams, project tracking, and demonstration of project management software. This is an introductory workshop for those who want to understand the basic elements of project management and may be considering taking either the Certified Associate in Project Management (CAPM) Exam or the Project Management Professional (PMP) Exam. **CLASS FEE: \$399**

142ORE936.001 (21854) 9:00am- 3:00pm F APC158 Gates
Meets on: Jan. 31

Certified Associate in Project Management (CAPM) Exam Review Course

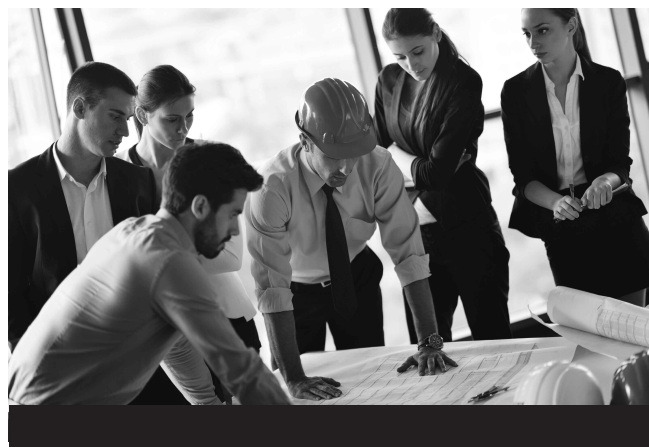
This exam preparation course is for those who plan to take the CAPM Exam administered by the Project Management Institute (PMI). The course topics include the following: project management life cycle, project management processes, process flow diagrams, project integration management, project scope management, project time management, project cost management, project quality management, project resource management, project communications management, project risk management, and project procurement management. Participants must purchase the following materials from the PMI web site at www.pmi.org: PMBOK Guide, Fourth Edition and the CAPM Exam Review Questions. There are additional fees related to the exam. Please contact the program developer for more information. CAPM Exam Eligibility Requirements: A high school diploma and at least 1,500 hours of experience or 23 hours of project management education. **CLASS FEE: \$1,049**

142ORE937.001 (21855) 9:00am- 3:00pm F APC158 Gates
Meets between: Feb. 7-Feb. 28

Elevate Your Career

The Project Management Professional (PMP) Credential can be a door-opener for you if you are looking for new or better opportunities. If you are in the project management field, don't put certification off any longer. Our PMP Exam Review Course will get you primed to succeed on the certification exam. If you're not quite ready to tackle the PMP exam, we offer several levels of project management training that will help you build your career.

See this page and pages 25-26 for more information.



Project Management Professional (PMP) Exam Review Course

This exam preparation course is for those who plan to take the PMP Exam administered by the Project Management Institute (PMI). The course topics include the following: project management life cycle, project management processes, process flow diagrams, project integration management, project scope management, project time management, project cost management, project quality management, project resource management, project communications management, project risk management, and project procurement management. Participants must purchase the following materials from the PMI web site at www.pmi.org: PMBOK Guide, Fourth Edition and PMP Exam Practice Questions. There are additional fees related to the exam. Please contact the program developer for more information. PMP Exam Eligibility Requirements: A four-year degree and at least three years of project management experience with 4,500 hours leading and directing projects and 35 hours of project management education or a high school diploma with 7,500 hours leading and directing projects. **CLASS FEE: \$1,599**

142ORE938.001 (21856) 9:00am- 3:00pm T AC223 Gates
Meets between: March 7-April 11

■ Purchasing

NEW! Certified Purchasing Professional Training and Certification

Set yourself apart in your field and increase your knowledge by achieving the Certified Purchasing Professional (CPP) designation. This course is designed to prepare buyers, purchasing agents, and purchasing managers for the CPP examination. The course provides essential information related to business purchasing. Over twenty-one topics are discussed, including the purpose and objectives of the purchasing function, alternative purchasing organizations and their responsibilities, business ethics for buyers and sellers, the purchasing process, types of suppliers, international buying, essential law for buyers and sellers, the importance of negotiating, essential math for buyers and managers, ways to obtain proper quality, terms and conditions necessary for purchasing, carrier selection, all about prices and costs, types of orders, inventory control, management of the function, measuring supplier performance, and many others. Our American Purchasing Society certified instructor will provide information about completing your CPP application and the exam will be given on the last night of class. Note: For more information regarding the CPP, please review certification requirements at <http://www.american-purchasing.com>. Fee includes: All course materials, Certified Purchasing Professional Exam as well as one year membership in the American Purchasing Society. **CLASS FEE: \$1,395**

142PUR900.600 (21885) 6:00pm- 9:00pm T AC319 Staff
Meets between: Feb. 25-April 15

Let Your Purchasing Experience Shine



Would you like to demonstrate your integrity, education, and experience as a purchasing professional? Become a Certified Purchasing Professional (CPP)! This new course, offered in partnership with the American Purchasing Society, will help you to get there.

See this page for more information.

■ Safety

OSHA 10-Hour for General Industry

Wouldn't it be nice if your maintenance or supervisory personnel had a working knowledge of your company's OSHA safety requirements? Have your staff attend this two-day course to earn their OSHA safety card, issued by the United States Department of Labor. The course covers: machine guarding, lockout tagout, hazard communication, confined space safety, forklift safety and much more. Your trained employees will then be able to assist in your company compliance efforts to keep your workplace safe. **CLASS FEE: \$299 • MAJOR CODE: VS30**

142SAF002.001 (21899) 8:00am- 1:15pm ThF AC223 Serpe
Meets between: Feb. 13-Feb. 14

142SAF002.002 (21902) 8:00am- 1:15pm ThF APC158 Serpe
Meets between: April 24-April 25

OSHA 10-Hour for Construction

Construction is one of the most hazardous industries in America. What can you do to help prevent injury to your workers and comply with OSHA regulations? Attend this course to learn about fall protection, scaffolds, aerial lifts, cranes and rigging, electrical safety and much more. Your workers will earn their OSHA safety card issued by the United States Department of Labor. CLASS FEE: \$299 • MAJOR CODE: VS30

142SAF006.001 (21900) 8:00am- 1:15pm ThF AC257 Serpe
Meets on: Jan. 16-Jan. 17

142SAF006.002 (21901) 8:00am- 1:15pm ThF APC158 Serpe
Meets between: April 17-April 18

OSHA Hearing Protection Requirements

Protecting the hearing of workers is a recognized employer responsibility. This program will explain the OSHA requirements for administering a Hearing Conservation Program, audiometric testing requirements, the structure of the ear and the science of hearing, fostering and maintaining hearing health, and helping employees understand the importance of, and taking responsibility for their own well being in terms of protecting their hearing on and off the job. Different types of hearing protection, how to properly wear them and their limitations will also be discussed. CLASS FEE: \$99

142SAF904.001 (21878) 8:00am- 10:00am F APC160 Serpe
Meets on: Feb. 21

Key Elements of a Good Safety Program

Maintaining a safe workplace is an important responsibility and it can be challenging to determine the most effective methods of ensuring safe behavior in your employees. This program will help you determine the key elements of a good safety program. Discover what needs to be built into your written safety program including confined space, safety committees, accident investigation, fall protection, personal protective equipment, lockout/tagout, training requirements, and safety inspections. You will also gain some tips to make your safety program easier to implement, communicate, and monitor. CLASS FEE: \$99

142SAF995.001 (21873) 10:30am- 12:30pm F APC160 Serpe
Meets on: Feb. 21

OSHA Confined Space Standard

If your confined space entry program needs updating, you should attend this OSHA permit-required confined space training session. We will take an in-depth look at your company's requirements as mandated by OSHA's permit-required confined space standard 1910.146. Learn how to recognize and characterize a confined space, common hazards, duties of entrants, attendants, supervisors and communication and rescue requirements. Remember that atmospheric hazards are some of the most deadly hazards in the workplace. Attend this seminar and help your work crews be better prepared to control those hazards. Fee includes: materials. CLASS FEE: \$99

142SAF907.001 (21882) 1:30pm- 3:30pm F APC160 Serpe
Meets on: Feb. 21

Lockout/Tagout

Control of Hazardous Energy, Lockout/Tagout, continues to be one of the most cited of OSHA standards for employer non-compliance. This seminar covers OSHA's basic requirements to validate your program. Requirements for training, machine specific energy control procedures, periodic inspections and contractors are covered. Your supervisory personnel and maintenance workers should attend this training. CLASS FEE: \$99

142SAF901.001 (21884) 8:00am- 10:00am F AC257 Serpe
Meets on: March 14

Machine Guarding

One of the most fundamental of all OSHA safety requirements is the protection of employees who operate machinery. Yet tragic accidents continue to occur at an alarming rate. This course will cover requirements for machine guarding including point of operation guarding, types of machine guards, hazardous machine motions, how and why accidents still occur, and how to prevent them. CLASS FEE: \$99

142SAF902.001 (21886) 10:30am- 12:30pm F AC257 Serpe
Meets on: March 14

OSHA Recordkeeping Requirements

This recordkeeping seminar designed for Human Resource managers covers OSHA's recordkeeping certification requirements, including changes in the requirements. Learn how to make OSHA log entries, fill out the annual summary, complete OSHA accident reports and calculate your Lost Workday Illness and Injury Rate (LWII). CLASS FEE: \$99

142SAF921.001 (21887) 1:30pm- 3:30pm F AC257 Serpe
Meets on: March 14

For customized or on-site delivery of these topics, contact Workforce Development at (630) 906-4152.

OSHA's Emergency Action and Fire Prevention Plans

OSHA's emergency action plans and fire extinguisher requirements are covered. Does your facility have a policy and plan that will help ensure employees will be able to evacuate safely in an emergency? If you want to update your facility's program, don't miss this training. OSHA's requirements for your Emergency Action Plan, your Fire Prevention Plan and Fire Extinguisher requirements will be explored in an interactive session. CLASS FEE: \$99

142SAF940.001 (21888) 8:00am- 10:00am F APC158 Serpe
Meets on: April 11

Process Safety Management Overview

Unexpected releases of toxic, reactive, or flammable liquids and gases in processes involving highly hazardous chemicals have been reported for many years in various industries that use chemicals with such properties. Regardless of the industry that uses these highly hazardous chemicals, there is a potential for an accidental release any time they are not properly controlled. In this course you will learn about OSHA's requirements for the Process Safety Management of Highly Hazardous Chemicals. We will cover identifying the hazards of chemical processes, conducting process hazard analysis, operating procedures and training. CLASS FEE: \$99

142SAF939.001 (21889) 10:30am- 12:30pm F APC158 Serpe
Meets on: April 11

Introduction to Combustible Dust

Any combustible material (and some materials normally considered noncombustible) can burn rapidly when in a finely divided form. If such a dust is suspended in air in the right concentration, it can become explosive causing employee deaths, injuries, and destruction of entire buildings. This course will cover what types of dusts are of concern, how processing and manufacturing can create combustible dust hazards, how combustible dust explosions occur, and how to prevent combustible dust explosions. CLASS FEE: \$99

142SAF978.001 (21890) 1:30pm- 3:30pm F APC158 Serpe
Meets on: April 11

OSHA Electrical Safety

Important OSHA/NEC requirements are discussed: common violations, approved equipment and installations, grounding, ground fault circuit interrupters (GFCI's), OSHA's safety related work practices for qualified employees, and contractor safety. CLASS FEE: \$99

142SAF973.001 (21891) 8:00am- 10:00am F AC257 Serpe
Meets on: May 2

Arc Flash and NFPA 70E

It is a fact that 80 percent of the electrical accidents that happen to qualified persons, such as electricians, are arc flash/blast incidents. The new focus on arc flash safety is the result of recent changes to the National Electrical Code found in NFPA 70 E. This class covers the hazards of arc flash, the protection of qualified employees, arc flash PPE and the basics of establishing an arc flash safety program at your facility. CLASS FEE: \$99

142SAF969.001 (21892) 10:30am- 12:30pm F AC257 Serpe
Meets on: May 2

Accident Investigation

When an accident happens, it is the result of the interplay of many variables. Analysis has shown that changing even one of these variables may have prevented the accident from occurring. This class will cover what types of incidents need to be investigated, the purpose of an accident investigation and how to conduct an accident investigation. CLASS FEE: \$99

142SAF993.001 (21893) 1:30pm- 3:30pm F AC257 Serpe
Meets on: May 2

OSHA Safety Day

Join us for this full day of OSHA training coordinated by the regional OSHA office. Approximately 15 to 20 safety topics will be offered. You will be able to select four to five sessions, such as accident investigation, lockout/tagout, air monitoring, electrical, machine guarding, asbestos ergonomics, and the mock inspection, for example. CLASS FEE: \$99

A continental breakfast and lunch are included with Safety Day tuition.

*Purchase registration for this Safety Day event at
www.waubonseetickets.com.*

Meets on Wednesday, March 19, 8:00am- 3:30pm in APC 110

*For customized or on-site delivery of these topics,
contact Workforce Development at (630) 906-4152.*

2014 OSHA Safety Day at Waubonsee Community College



March 19, 2014

8:00 a.m. – 3:30 p.m.

Academic & Professional Center, Sugar Grove Campus

Choose from a variety of workplace safety presentations delivered by more than 30 OSHA speakers. Hear from experts in the field on such topics as OSHA’s “top-10” cited safety violations, how to develop safety program, dealing with heat stress, electrical safety procedures, preventing hearing loss and accident prevention.

Safety sessions include:

- | | | |
|-----------------------------------|---------------------------------|---|
| Accident Investigations | Health Hazards in the Workplace | OSHA’s Training Requirements |
| Arc Flash | Hearing Conservation Programs | Powered Industrial Trucks / Material Handling |
| Confined Spaces | Heat Stress | Respiratory Primer |
| Developing a Recognition Program | ILDOL On-Site Consultation | Safety Inspections |
| Distracted Driving | Infection Control at Work | Sleep Deprivation & Worker Fatigue |
| Electrical Safety Requirements | Job Safety Analysis (JSA) | Supervisory Civil & Criminal Liability for Safety |
| Elements of a Good Safety Program | Lockout / Tagout | Top 10 Violations |
| Emergency Action Plans | Machine Guarding | Wage and Hour Regulations |
| Flammable Liquids | OSHA Mock Inspection | Whistleblower Laws |
| Hazard Communication | OSHA Recordkeeping | |

Topics subject to change

Safety Day costs \$99, and includes four safety sessions,
a continental breakfast and lunch.

Space is limited. Register for this event at
www.waubonseetickets.com

For more information, call: (630) 906-4152

Waubonsee does not discriminate based on any characteristic protected by law in its programs and activities.



■ Sales and Marketing

NEW! Focused Sales Planning and Goal Setting

This course is part of our "Heat Up Your Sales" series. Whether you are new to sales or you are a sales veteran, it pays to take a step back and look at the way you plan and set goals. This quick and hard-hitting class will give you tips you can put in place immediately to become more strategic and focused. Our experienced instructor will use humor and stories to share his ideas and will leave you with a plan to ensure you are setting and achieving NEW goals! Fee includes: All materials. CLASS FEE: \$99

142MKT945.001 (21847) 8:30am- 10:30am F AC223 Cooper
Meets on: Jan. 24

NEW! Get Focused on the Sales Call

This course is part of our "Heat Up Your Sales" series. Pre-call activities and planning can be as important as what you do during an actual call. In this short and focused session, our instructor will share tips to help you plan for your sales calls, email, direct mail, and newsletters. You will also learn how to prepare for and polish your presentation so that it is compelling to every client. Fee includes: All materials. CLASS FEE: \$99

142MKT946.001 (21848) 8:30am- 10:30am F AC257 Cooper
Meets on: Feb. 28

NEW! Handling Stalls, Overcoming Objections, and Getting to Yes

This course is part of our "Heat Up Your Sales" series. Getting results is what every salesperson aims for. This course helps you to have more wins by focusing on handling stalls and objections and closing sales. You will also take home pointers for adding to your network and getting referrals. We close this sales series with a discussion of customer service and time management and how the sales person can use these skills to enhance sales. Fee includes: All materials. CLASS FEE: \$99

142MKT947.001 (21849) 8:30am- 10:30am F AC257 Cooper
Meets on: April 4



ONLINE OPTIONS!

Learn to get your business in the public eye

- Business and Marketing Writing
- Marketing Your Business on the Internet

Class fees start at \$109.

More details can be found on p. 5 and at
www.ed2go.com/waubonsee.

■ Small Business

Call (630) 906-4143 for course information.

Starting Your Business in Illinois

Are you an aspiring entrepreneur? Learn the basic elements of starting a successful business. This workshop gives the entrepreneur a realistic view of the requirements to start a business and the resources available to support a new venture. Topics include: business plan preparation, legal structures, government regulations, financing sources, loan programs and lender eligibility criteria. CLASS FEE: \$30

142SBA902.600 (21710) 6:00pm- 9:00pm W AC257 Alvarez
Meets on: Jan. 15

142SBA902.601 (21711) 6:00pm- 9:00pm T APC258 Huxtable
Meets on: Feb. 11

142SBA902.602 (21712) 6:00pm- 9:00pm W CPL217 Alvarez
Meets on: March 12

142SBA902.603 (21713) 6:00pm- 9:00pm T PC209 Huxtable
Meets on: April 8

142SBA902.604 (21714) 6:00pm- 9:00pm W AC257 Alvarez
Meets on: May 14

Marketing for Small Business

Marketing is critical to small business survival. Learn how to approach marketing, the uses of different media and how to combine elements into an effective campaign. You will take away practical ideas you can implement now to grow your small business. CLASS FEE: \$30

142SBA904.600 (21716) 6:00pm- 9:00pm Th AC244 Huxtable
Meets on: March 13

142SBA904.601 (21717) 6:00pm- 9:00pm Th CPL217 Huxtable
Meets on: May 1

Business Plan Boot Camp – Markets and Marketing

Most business plans tend to be centered on your product (or service.) In fact, the most important part of your plan is how you will define and reach your market. This workshop will teach you how to construct a practical, written business plan, and will provide the tools you need to get started. Special emphasis is placed on how to take your product or service to market. Fee includes: Flash drive with business plan tools. CLASS FEE: \$30

142SBA910.600 (21720) 6:00pm- 9:00pm T AC244 Kolanowski
Meets on: Jan. 21

142SBA910.601 (21721) 6:00pm- 9:00pm T AC244 Kolanowski
Meets on: Feb. 18

142SBA910.602 (21722) 6:00pm- 9:00pm T APC258 Kolanowski
Meets on: March 18

142SBA910.001 (21723) 1:00pm- 4:00pm T AC244 Kolanowski
Meets on: April 22

Is Franchising Right for You?

Explore the advantages and disadvantages of buying a franchise. This workshop will help you understand the differences between a franchise and a traditional business. You will also learn more about different types of franchise opportunities, and what's involved in buying a franchise. CLASS FEE: \$30

142SBA920.600 (21715) 6:30pm- 8:30pm W AC257 Alvarez
Meets on: Feb. 12

Business Plan Boot Camp – Forecasting and Financing

Will your business make money? If so, when? How much money do you need to get started? Where will that money come from? Every business plan needs a realistic, detailed financial forecast to answer these questions. This workshop will give you the tools you need, and walk you step-by-step through the process of creating a financial forecast for your business. We will also cover the options and requirements for financing your business. Fee includes: Flash drive with business plan tools. CLASS FEE: \$30

142SBA940.600 (21724) 6:00pm- 8:00pm T AC244 Huxtable
Meets on: Jan. 28

142SBA940.601 (21727) 6:00pm- 8:00pm T AC244 Huxtable
Meets on: Feb. 25

142SBA940.602 (21729) 6:00pm- 8:00pm W APC280 Huxtable
Meets on: March 19

142SBA940.001 (21730) 1:00pm- 3:00pm T AC244 Huxtable
Meets on: April 29

Patent, Trademark and Copyright Law

Do you know the difference between patents, copyrights, and trademarks? Although there may be some similarities among these kinds of intellectual property protection, they are different and serve different purposes. Taught by a local patent attorney, this workshop will help you understand how your inventions, corporate products and service identifications can be protected. You will learn what to protect, when to protect it and how to best put those protections to use. CLASS FEE: \$30

142SBA941.600 (21719) 6:00pm- 8:00pm Th AC244 Drake
Meets on: April 10

Social Media Marketing for Business

Marketing a small to mid-sized business has changed over the years. Technology is everywhere. To be successful communicating your message, you need a mix of new marketing tools. In this class you will discover how businesses are using new technology tools like blogs, podcasts, YouTube, FaceBook and LinkedIn. We will also explore how to mix traditional media with new media to reach new clients. CLASS FEE: \$30

142SBA963.600 (21735) 6:00pm- 9:00pm W APC280 Basilico
Meets on: Jan. 22

142SBA963.601 (21741) 6:00pm- 9:00pm W AC316 Basilico
Meets on: April 2

Google for Business

This workshop will cover online marketing best practices using Google tools, including how to: reach the right audience using Google AdWords and boost your ad performance by choosing the right keywords and writing compelling ads; claim your business on Google Maps and create a Google Places page; use Google Analytics to track online traffic and optimize your website. CLASS FEE: \$30

142SBA966.600 (21742) 6:00pm- 9:00pm W AC316 Basilico
Meets on: March 5

Join a Mastermind Group – A Powerful Way to Build Your Business



One difficulty for small business owners is finding someone to talk to about the challenges of running a business – someone who will provide valuable, relevant feedback, and help with your goals, resources and new ideas. Our Business Making Waves Mastermind Groups have what you are looking for!

There are lots of peer mentor groups out there, but none like ours. For 13 weeks, you will focus intensively on your business needs and issues, alongside of four or five other business owners.

You'll meet once a week with the group facilitated by an experienced business coach and once a week one-on-one with the coach to get your business moving forward fast!

See page 32 for more information, then contact the IL SBDC at Waubonsee at (630) 906-4143.

Social Media for Your Small Business



Social Media can be a useful tool but if you are a small business owner it may be hard to keep up. Learn how to effectively leverage social media to find new audiences, engage current customers, increase business awareness, and gain leads or referrals for your business.

Upcoming Social Media and Internet Marketing classes:

- *Social Media Marketing for Business*
- *Google for Business*
- *Facebook for Business - Secrets for Success*
- *Pinterest for Business*
- *Tweet Like a Pro*
- *LinkedIn for Business*

See pages 31-33 for more information about these classes.

Secrets to Retail Success

This workshop is packed with great information for retailers! You will learn retail secrets from local retail experts. Topics covered include buying analysis, understanding competition, retail display, customer service, location, and Internet sales and marketing. Bring your questions! CLASS FEE: \$30

142SBA968.600 (21731) 6:00pm- 9:00pm T AC244 Parker
Meets on: March 4

Business Foundations

This workshop is designed to help your business with the essentials to being a successful company. We have gathered professionals from the fields of law, accounting, banking, insurance, marketing and finance/investment to help guide you on a path to success. Learn what you might be overlooking in your business. CLASS FEE: \$25

142SBA973.600 (21718) 6:00pm- 9:00pm T AC244 Parker
Meets on: May 13

Facebook for Business – Secrets for Success

Curious how your current Facebook business page could be more effective? This webinar offers an extensive overview of Facebook business page functions, tips and tricks. The instructor will cover topics such as essential administrative details, posting and interacting, increasing traffic and building relationships, tracking clicks and feedback, and much more! CLASS FEE: \$15

142SBA970.920 (21744) 7:00pm- 8:00pm Th ONLINE Basilico
Meets on: Jan. 30

142SBA970.921 (21745) 7:00pm- 8:00pm Th ONLINE Basilico
Meets on: May 8

Business Making Waves Mastermind Group

Transform your business in 90 days! Each mastermind group is comprised of 4-6 non-competing business owners or decision makers committed to radically changing their business in 13 weeks. Groups are facilitated by expert business coach and consultant, Barry Kolanowski, President of The Compass Group. Note: Pre-approval is required for participation. Complete program information is available upon request. Call (630) 906-4143 or email sbdc@waubonsee.edu for more information. CLASS FEE: \$495

142SBA974.700 (21733) TBA TBA Kolanowski
Meets between: Jan. 2-May 16

Power Networking

Do you find yourself sliding into your comfort zone at networking events, talking with the same people about the same things – with no real results for your business? This interactive workshop combines a crash course in networking with actual experience and real networking contacts. You will learn how to maximize your return from networking events and effectively follow up with contacts in this fun and insightful workshop. CLASS FEE: \$30

142SBA971.600 (21732) 6:00pm- 8:00pm Th AC244 Huxtable
Meets on: Feb. 6 Price

LinkedIn for Business

If you are in business, then you need to leverage the power of LinkedIn to foster and grow business connections. In this webinar, you will learn how to create a well-rounded profile, how to get and leverage recommendations, and understand the power of groups and other LinkedIn tools. More importantly, you will learn how LinkedIn helps you and your business be found online! CLASS FEE: \$15

142SBA975.920 (21748) 7:00pm- 8:00pm Th ONLINE Basilico
Meets on: April 24

Tweet Like a Pro

Twitter is one of the most misunderstood social media tools. In this webinar, you will learn the tips and tricks and how to harness the power and wealth of information available. Learn how to set up and optimize your account, how to get the right followers, and how you can measurably create business. This webinar will have you tweeting like a pro. CLASS FEE: \$15

142SBA976.920 (21746) 7:00pm- 8:00pm Th ONLINE Basilio
Meets on: Feb. 27

Pinterest for Business

Pinterest is perceived as a website to find or share recipes, plan a wedding, or find craft and hobby ideas. Since they introduced Pinterest for Business, the game has changed. In this webinar, you will learn how Pinterest for Business works, the do's and don'ts of adding content, and how to harness the power and create an awesome online presence for your business. CLASS FEE: \$15

142SBA977.920 (21747) 7:00pm- 8:00pm W ONLINE Basilio
Meets on: March 26

Supervision

NEW! DDI Leadership Academy: Your Leadership Journey

It's your time to step forward as a leader, but the challenges are many. With so many priorities demanding your attention, where should you begin? And how do you help your team set priorities? Perhaps you are struggling with the transition from being a "peer" to being the boss. Or you have been a leader for a while and you want to know how you can bring out the best in your team members. This course addresses these issues and helps you reduce the stress related to leadership. Learn to be open to feedback so you can make meaningful improvements and start focusing on things that matter. You will leave this course focused on the goals that will enhance your ability to lead and get your new skills noticed. Fee includes: All course materials. CLASS FEE: \$249

142ORE948.600 (21894) 6:00pm- 9:45pm T APC158 Butler
Meets on: Jan. 21

Earn a DDI Leadership Academy Certificate

Make a commitment to be great today! Complete three out of five of the DDi Leadership courses and earn a certificate of completion from the Waubonsee DDI Leadership Academy.

DDI Leadership Academy: Communicating for Leadership Success

One in three employees feel that their frontline supervisor is ineffective as a leader. Why are leaders falling short? According to their employees, they lack interpersonal skills: effective communication, listening, empathizing, and involving others. This course focuses on improving these critical skills with simple techniques that will make a dramatic difference in how your leadership skills are perceived. A great leader is a great communicator, and a great communicator gets results. During this course, you will learn a set of essential skills to meet both practical business needs and your personal needs. You will acquire a set of proven interaction skills, discover seven Leadership Imperatives for meeting today's challenges, and leave ready to take on your role as a catalyst leader—a leader who inspires others to act. Fee includes: All course materials. CLASS FEE: \$249

142ORE943.600 (21895) 6:00pm- 9:45pm T APC158 Butler
Meets on: Feb. 11

DDI Leadership Academy: Leading Change

This seminar focuses on leaders' crucial role in initiating change in the workplace. You will learn how to introduce a change initiative and lead discussions with employees to explore how best to implement the changes. You will also learn to help others overcome their resistance to change. These skills will enhance your ability to minimize the potentially negative effects of change on morale, processes and productivity. Fee includes: materials. CLASS FEE: \$249

142ORE946.600 (21896) 6:00pm- 9:45pm T APC170 Butler
Meets on: March 11

DDI Leadership Academy: Coaching for Peak Performance

Effective coaching is one of the most important drivers of team member performance. Whether you are guiding your team toward success in new or challenging situations, or helping team members to improve or enhance their work performance, your ability to coach and provide feedback can make the difference between mediocrity and a high-performing team. This course demonstrates three coaching techniques and shows you how to effectively handle both proactive and reactive coaching discussions. You will learn to make use of quick opportunities for coaching to ensure success or improve work, and you will practice techniques to make coaching stick. The skills learned in this course will help you to enhance the confidence and competence of your staff and to create an engaged workforce that feels valued and challenged at work. Fee includes: All materials. CLASS FEE: \$249

142ORE947.600 (21897) 6:00pm- 9:45pm T APC170 Butler
Meets on: April 15

NEW! DDI Leadership Academy: Delegating With Purpose

Delegation is a critical skill for leaders in today's "do more with less" business environment. Fewer resources, changing motivations, virtual employees, and global workforces are just a few of the challenges you and your peers are facing as you attempt to meet ever-increasing workplace demands. In this course, you will learn the skills you need to address these challenges, gain the commitment of team members, develop individual skills and abilities, and enhance the overall capability and capacity of your team and, ultimately, your organization. You will learn to identify the tasks you need to delegate, select the most appropriate individuals, assess capabilities and commitment, and plan delegation discussions. You will plan to delegate real tasks or projects from your to-do list that include the level of decision-making authority, amount of support, and methods for monitoring progress and measuring results. Improve your confidence in delegating, and learn how mastering this skill can make you a leader known for getting results. Fee includes: All course materials. **CLASS FEE: \$249**

142ORE949.600 (21898) 6:00pm- 9:45pm T APC170 Butler
Meets on: May 6

■ Sustainability

LEED Green Associate Training

Prepare for the U.S. Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) Green Associates Exam. Earn your certificate for exam eligibility while learning core green concepts and strategies essential to a basic understanding of the LEED green building certification system. Led by a LEED Accredited Professional (AP) and architect, this class covers the key components of the LEED rating system, the certification process, general intents and concepts of credit categories with a closer look at individual credit requirements and incentives, strategies, and benchmarks for achieving certification. This course is for those new to LEED, those studying for the Green Associates Exam, or those who simply would like more knowledge of the USGBC and LEED - the most established green building certification system in use today. Note: Suggested books are the LEED Green Associate Study Guide and the Green Building and Core Concepts Guide (available for purchase online at www.usgbc.org). Fee includes: Class manual, practice tests, study materials as well as an optional 2-hour group study session. Class fee does not include cost of the exam. **CLASS FEE: \$399**

142CST946.001 (21912) 9:00am- 4:30pm W AC223 Staff
Meets on: Feb. 19

142CST946.600 (21911) 6:00pm- 9:30pm W AC223 Staff
Meets between: April 30-May 7

BPI Building Analyst/Envelope Certification

Position yourself to be on the leading edge of the energy efficiency/green movement by becoming Building Performance Institute (BPI) certified to provide home performance testing. Learn how to evaluate the energy performance of a house using a comprehensive, whole-house diagnostic procedure. Master the latest building science technology to help solve heating, cooling and air leakage problems and retrofit existing homes. Especially ideal for architects, home inspectors, HVAC and remodeling contractors. *Prereq: Familiarity with home construction recommended.* Fee includes: all course materials; written and field exams for two BPI certifications included. **CLASS FEE: \$2,895**

142CST983.001 (21907) 8:00am- 5:00pm ThFSa AC257 Konopacki
Certification testing takes place on Saturday, Feb. 1.
Meets between: Jan. 23-Feb. 1

142CST983.002 (21906) 8:00am- 5:00pm ThFSa AC257 Konopacki
Certification testing takes place on Saturday, March 29.
Meets between: March 20-March 29

BPI Building Science Principles Certificate

Interested in green buildings, sustainable design and energy efficiency? Wondering how to apply your interests toward a career in sustainability? Earning the Building Science Principles (BSP) certificate from the Building Performance Institute (BPI) can be the first step into the world of energy efficient home performance or it can help you build on the knowledge you already have. In this course, our experienced and knowledgeable instructor will take you through the basics of building science - how various components of the home interact to affect the home's overall performance. Other principles covered include the relationship between the building envelope, heating, A/C, insulation, mechanical ventilation, lighting, appliances and other systems of the home. The BSP certificate and its companion Reference Guide are designed for those who need to understand how homes work, but don't need the hands-on technical skills required of BPI Building Analysts or other BPI certified professionals. Note: Earn the BSP certificate by passing a 100-question online exam. Class registration will close 10 days before the course start date. Fee includes: The online exam and companion Reference Guide. **CLASS FEE: \$299**

142CST993.001 (21904) 9:00am- 5:00pm W AC257 Konopacki
Meets on: Feb. 19

142CST993.002 (21905) 9:00am- 5:00pm W AC257 Konopacki
Meets on: March 26



Illinois Small Business Development Center at Waubonsee

TAKE YOUR BUSINESS TO THE NEXT LEVEL.

We offer FREE one-on-one counseling and a wide variety of workshops to help make your business a success. Whether you are just thinking of starting a business, or have been in business for years, we can help you navigate the challenges of running a successful business.

Advisory services include:

- Business and strategic planning
- Financial analysis and funding
- Market research
- Marketing plans
- Operational best practices

We answer questions like these, and many more. Call us today to schedule an appointment with an experienced business counselor.

Services available in Spanish - Servicios en español.

www.waubonsee.edu/sbdc

Illinois Small Business Development Center at Waubonsee Community College

Waubonsee Community College
Aurora Campus
18 S. River St., Aurora, IL 60506
Phone: (630) 906-4143
Fax: (630) 892-4668
E-mail: sbdc@waubonsee.edu



What clients are saying about the Illinois Small Business Development Center...

You've given me confidence that I'm on the right track and have provided me with tools that will help me stay on track and in control of where my business is going in the future.

Debbie Richards
Big Fat Soap Co. | Sugar Grove, IL

The IL SBDC at Waubonsee has been a tremendous help and resource for starting my business. The SBDC not only helps with the planning of your business but puts you in contact with the people to make it happen.

Paul Ward
Springboard Custom Doors | Aurora, IL

The City of Geneva considers the Illinois Small Business Development Center at Waubonsee an integral partner in our business development strategies. We regularly refer prospective and existing businesses to Harriet Parker for a wide range of assistance. This includes business start up planning, financial analysis (what product lines to lose or expand), market identification, and classes. Assistance from the Illinois Small Business Development Center at Waubonsee is confidential and effective; we've seen results in Geneva.

Ellen Divita, director of Economic Development at City of Geneva

Funded in part through a cooperative agreement with the U.S. Small Business Administration and the Department of Commerce and Economic Opportunity.