

Work

CAREER ENHANCEMENT



WAUBONSEE
COMMUNITY COLLEGE

SUCCESS BEGINS HERE

**Take time this
summer to advance
your career**

**Demand is high and the
time is right to prepare
for an entry-level career in
health care. Pages 14-17**

**Get the skills you need to
become a certified project
manager. Page 20**

**No more boring meetings!
Learn how to give presentations
that wow your audience and
leave a lasting impression.
Pages 19**

**SUMMER 2014
WORKFORCE DEVELOPMENT**

waubonsee.edu/workforcedev

MARCH 2014 • Volume 9 • Issue 6

EGRWSS
LOCAL
POSTAL CUSTOMER

PERIODICAL
SUGAR GROVE, IL

Waubonsee Community College
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454

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Discover how Workforce Development can help you advance your career or business

Your Career

Upgrade your software skills, get certified in project management, discover the latest in leadership training, or prepare for a new career in health care. Our **professional development** courses are taught by experts with real-world experience and feature small classes and personal attention. See pages 2-26 for more on how we can help advance your career.

Your Business

Enhance your employees' skills and performance with completely **customized training solutions**. Expert trainers, value-driven pricing and classes brought to your site (or ours) are the hallmarks of training provided by our Workforce Development Division. See page 12 for more on how we can help advance your business or organization.

Do you need solutions for your small business or are you looking to start a business? The **Small Business Development Center (SBDC)** can help. See how on page 27.

Workforce Development Success begins here

FOR MORE INFORMATION

Career and professional development for individuals
(630) 906-4152, wfd@waubonsee.edu

Business solutions for organizations
(630) 906-4152, training@waubonsee.edu

Small Business Development Center (SBDC)
(630) 906-4143, sbdc@waubonsee.edu

waubonsee.edu/workforcedev

Begin a New Career in Just a Few Weeks!

Companies across North America are looking for trained commercial food equipment repair technicians.

Learn more on page 18.



“The same day I finished the online course, I was contacted to set up my proctored exam and arrange a job interview. I got a perfect score on the exam and have started a new full-time career with a great company in the food service equipment repair industry. I highly recommend this course to anyone who is looking for a great career with a lot of potential for growth.”

Vince Salvador

Recent participant in the Commercial Food Equipment Repair Technician course.

WORKFORCE DEVELOPMENT



KNOWLEDGE IS POWER

to ENHANCE YOUR BUSINESS
ADVANCE YOUR CAREER
BUILD YOUR COMMUNITY

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www.waubonsee.edu/workforcedev

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

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 software skills training to safety and personal training to manufacturing. Our courses are offered at all campus locations, days, nights and weekends.

APICS/SUPPLY CHAIN MANAGEMENT

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

143WHD906.820 (30743) 9:00am- 3:00pm Sa AC212 Gates
Participant materials are \$950 and can be purchased from the APICS Fox River Chapter. There is an additional fee for the exam. For more information, contact Chuck Gates at vpeducation@apics-foxriver.org. Meets between: June 7-July 19

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. Participant materials can be purchased from the APICS website. CLASS FEE: \$699 * MAJOR CODE: VS10

143APC011.600 (30744) 6:00pm- 9:30pm M CPL206 Staff
Meets between: June 9-July 14

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

143WHD950.001 (30753) 8:00am- 12:00pm Th AC223 Staff
Meets on: May 29

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

143WHD951.001 (30754) 8:00am- 12:00pm Th AC223 Staff
Meets on: June 5

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

143WHD952.001 (30755) 8:00am- 12:00pm Th AC257 Staff
Meets on: June 26

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

143WHD953.001 (30756) 8:00am- 12:00pm Th AC257 Staff
Meets on: July 10

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

143WHD954.001 (30757) 8:00am- 12:00pm Th AC257 Staff
Meets on: July 31

CAREER EXPLORATION

Meeting and Event Planning Boot Camp

You were asked to organize a meeting or special event – now what do you do? This course will give you 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

143ORE967.820 (30745) 8:00am- 4:00pm Sa AC257 Wierzgac
Meets on: May 24



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.

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

143COM962.001 (30748) 9:00am- 12:00pm T AC257 Gerding
Meets on: June 24

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

143COM966.600 (30747) 6:00pm- 9:00pm M APC195 Lewis-Barr
Meets on: July 28

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

143COM942.600 (30746) 6:00pm- 9:00pm T APC160 Lewis-Barr
Meets on: July 15

NEW! Story Telling for Your Job Search or Career Advancement

Interested in making a more memorable or dynamic impression? According to research, our brains are hard-wired to process information from stories. This explains why simply listing accomplishments or skills during an interview is less effective than telling an illustrative story. A powerful story can help interviewers remember you favorably for days, weeks, or even months after the interview. By sharing "accomplishment stories" (describing a situation, your actions, and the results), job seekers not only become more memorable, they also build empathy and a deeper understanding in the interviewer. This workshop will explore how to create stories and how to also harness your natural charisma while speaking in interviews or networking events. Topics include: converting nervousness into energy, best practices-- verbal/nonverbal elements, identifying your most dreaded interview questions and stories to address these questions, and using the STAR model to create stories. Fee includes: all course materials. CLASS FEE: \$149

143COM955.001 (30749) 9:00am- 12:00pm F AC257 Lewis-Barr
Meets on: June 13

143COM955.600 (30750) 6:00pm- 9:00pm M APC258 Lewis-Barr
Meets on: July 28



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.

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

COMPUTER TOPICS

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

143INT005.820	(30869)	8:30am- 12:30pm	Sa	CPL209	Bonn
<i>Meets between: May 31-June 7</i>					
143INT005.600	(30847)	5:15pm- 9:15pm	T	PC121	Gerding
<i>Meets between: June 24-July 1</i>					
143INT005.601	(30889)	5:30pm- 9:30pm	Th	APC145A	Bonn
<i>Meets between: July 10-July 17</i>					
143INT900.001	(30835)	8:00am- 5:00pm	F	CPL209	Backes
<i>Meets on: July 25</i>					

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

143DBS005.601	(30879)	5:30pm- 9:30pm	W	APC145A	Staff
<i>Meets between: June 18-June 25</i>					
143DBS900.600	(30871)	5:45pm- 9:45pm	W	CPL209	Bonn
<i>Meets between: July 30-Aug. 6</i>					

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

143DBS006.001	(30828)	8:00am- 5:00pm	F	AC243	Backes
<i>Meets on: May 30</i>					
<i>Level 1 training is scheduled on May 9 during the spring semester.</i>					
143DBS006.600	(30880)	5:30pm- 9:30pm	W	APC145A	Staff
<i>Meets between: July 2-July 9</i>					

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

143DBS007.001	(30829)	8:00am- 5:00pm	F	AC243	Backes
<i>Meets on: June 6</i>					
143DBS007.600	(30881)	5:30pm- 9:30pm	W	APC145A	Staff
<i>Meets between: July 16-July 23</i>					

Using Access: One-to-One Consulting

Need specialized training or guidance from an expert with your challenges using Access? Bring your own materials and project outcomes with you for this brief consulting session. Note: Two-hour appointments will need to be arranged with the program coordinator after your registration is processed. CLASS FEE: \$145

143DBS910.700	(30872)	TBA		TBA	Norris
<i>Enroll anytime between May 19-Aug. 1.</i>					
<i>Contact Workforce Development at 630-906-4152 after registering.</i>					

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

143DSK006.600	(30858)	6:15pm- 9:00pm	MTh	APC145C	Kelly
<i>Meets between: July 10-July 21</i>					

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 Illustrator or equivalent experience. Fee includes: materials. CLASS FEE: \$259

143DSK917.600	(30859)	6:15pm- 9:00pm	MTh	APC145C	Kelly
<i>Meets between: July 28-Aug. 7</i>					

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

143DSK009.600	(30856)	6:15pm- 9:00pm	MTh	AC222	Kelly
<i>Meets between: May 29-June 9</i>					
143DSK009.820	(30855)	8:45am- 12:45pm	Sa	APC145C	Davis
<i>Meets between: July 12-July 26</i>					
<i>July 26 session will end at 11:45 a.m.</i>					

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

143DSK011.600 (30857) 6:15pm- 9:00pm MTh AC222 Kelly
Meets between: June 16-June 26

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

143DSK901.600 (30853) 6:15pm- 9:00pm W AC222 Davis
Meets between: June 4-June 25

143DSK901.820 (30861) 12:45pm- 3:45pm Su HCC107 Kelly
Meets between: July 20-Aug. 10
August 10 session will end at 2:45 p.m.

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

143DSK912.600 (30854) 6:15pm- 9:00pm W AC222 Davis
Meets between: July 9-July 30

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

143WWW012.001 (30833) 8:00am- 5:00pm F APC145C Backes
Meets between: July 11-July 18

Certificate in Web Design Online Learning Series

Pick four class titles that best suit your training needs in web design. 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. Note: Four elective classes in web design are included in this distance learning series and will be taken 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


143WWW915.920 (30706) TBA ONLINE Staff
Enroll anytime between May 19 and August 6. Classes begin monthly.
MACINTOSH

**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 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



MACINTOSH

Basic Mac Navigation

Need to increase your understanding of the Mac operating system? Need help with file management concepts? Struggling with basic navigational skills? Get advice from an expert and learn basic desktop concepts that will allow you to explore ways to get work done as efficiently as possible using this integrative system. Explore ways to set user preferences, absorb many tips and tricks for using Apple's digital tools and find out why the OS X desktop operating system is designed to deliver one of the most intuitive and integrated computer experiences. Fee includes: materials. CLASS FEE: \$185

143MAC905.600 (30852) 6:15pm- 9:15pm W AC222 Davis
Meets between: May 21-May 28

143MAC905.001 (30860) 9:00am- 12:00pm F HCC107 Kelly
Meets between: July 11-July 18

OFFICE SUITES

Introduction to Microsoft Office

This course provides an introductory overview to software that is widely used in a variety of work environments: Access, Excel, PowerPoint and Word. Learn basic skills in each of the applications: Access for database applications, Excel for spreadsheet usage, PowerPoint for presentations, and Word for word processing tasks. Also included is how to combine text, data, and graphics by sharing data between files created using these popular applications. Prereq: Basic familiarity with Windows. CLASS FEE: \$425 * MAJOR CODE: VS25

1430PS006.601 (30885) 5:45pm- 9:45pm Th APC145A Staff
Meets between: May 29-June 19

1430PS006.600 (30848) 5:15pm- 9:15pm T PC121 Gerding
Meets between: July 8-July 29

1430PS006.820 (30868) 8:30am- 12:30pm Sa CPL209 Bonn
Meets between: July 12-Aug. 9
Class will not meet on July 19.

PRESENTATION SOFTWARE

PowerPoint Complete

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. Prereq: Basic familiarity with Windows. Fee includes: materials. CLASS FEE: \$265

143MMC903.001 (30834) 9:00am- 4:00pm M AC243 Backes
Meets between: July 21-July 28

Using PowerPoint: One-to-One Consulting

Need specialized training or guidance from an expert with your challenges using PowerPoint? Bring your own materials and project outcomes with you for this brief consulting session. Note: Two-hour appointments will need to be arranged with the program coordinator after your registration is processed. CLASS FEE: \$145

143MMC910.700 (30875) TBA TBA Norris
Enroll anytime between May 19-Aug. 1.
Contact Workforce Development at 630-906-4152 after registering.



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

143SPR005.001 (30830) 8:00am- 5:00pm F CPL209 Backes
Meets on: June 13

143SPR005.820 (30849) 9:00am- 1:00pm Sa AC243 Gerding
Meets between: June 21-June 28

143SPR005.600 (30882) 5:30pm- 9:30pm Th PC121 Staff
Meets between: June 26-July 3

143SPR005.002 (30865) 1:00pm- 5:00pm Th APC145A Albright
Meets between: July 17-July 24

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

143SPR006.001	(30831)	8:00am- 5:00pm	F	CPL209	Backes
<i>Meets on: June 20</i>					
143SPR006.600	(30883)	5:30pm- 9:30pm	Th	PC121	Staff
<i>Meets between: July 10-July 17</i>					
143SPR006.820	(30850)	9:00am- 1:00pm	Sa	AC243	Gerding
<i>Meets between: July 12-July 19</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

143SPR007.001	(30832)	8:00am- 5:00pm	F	CPL209	Backes
<i>Meets on: June 27</i>					
143SPR902.600	(30884)	5:30pm- 9:30pm	Th	PC121	Staff
<i>Meets between: July 24-July 31</i>					
143SPR902.820	(30851)	9:00am- 1:00pm	Sa	AC243	Gerding
<i>Meets between: Aug. 2-Aug. 9</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

143SPR913.001	(30836)	9:00am- 12:00pm	F	CPL209	Backes
<i>Meets on: Aug. 1</i>					

Using Excel: One-to-One Consulting

Need specialized training or guidance from an expert with your challenges using Excel? Bring your own materials and project outcomes with you for this brief consulting session.

Note: Two-hour appointments will need to be arranged with the program coordinator after your registration is processed.

CLASS FEE: \$145

143SPR936.700	(30874)	TBA		TBA	Norris
<i>Enroll anytime between May 19-Aug. 1.</i>					
<i>Contact Workforce Development at 630-906-4152 after registering.</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

143SPR012.600	(30863)	5:45pm- 9:15pm	W	APC145C	Albright
<i>Meets between: June 4-July 2</i>					
143SPR012.601	(30867)	6:45pm- 9:45pm	T	APC145C	Dudkowski
<i>Meets between: June 24-July 15</i>					
<i>Class will not meet on July 10. Final session on July 15 will end at 9:15 p.m.</i>					

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

143SPR925.600	(30864)	5:45pm- 9:15pm	W	APC145C	Albright
<i>Meets between: July 9-Aug. 6</i>					

Using QuickBooks: One-to-One Consulting

Need specialized training or guidance from an expert with your challenges using QuickBooks? Bring your own materials and project outcomes with you for this brief consulting session. Note: Two-hour appointments will need to be arranged with the program coordinator after your registration is processed. CLASS FEE: \$145

143SPR908.700	(30873)	TBA		TBA	Norris
<i>Enroll anytime between May 19-Aug. 1.</i>					
<i>Contact Workforce Development at 630-906-4152 after registering.</i>					

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

143WDP001.601	(30886)	5:30pm- 9:30pm	W	AC243	Staff
<i>Meets between: June 25-July 2</i>					
143WDP900.600	(30870)	5:45pm- 9:45pm	W	CPL209	Bonn
<i>Meets between: July 16-July 23</i>					

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

143WDP002.600	(30887)	5:30pm- 9:30pm	W	AC219	Staff
<i>Meets between: July 9-July 16</i>					

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

143WDP902.600	(30888)	5:30pm- 9:30pm	W	AC219	Staff
<i>Meets between: July 23-July 30</i>					

Using Word: One-to-One Consulting

Need specialized training or guidance from an expert with your challenges using Word? Bring your own materials and project outcomes with you for this brief consulting session.

Note: Two-hour appointments will need to be arranged with the program coordinator after your registration is processed.

CLASS FEE: \$145

143WDP910.700	(30876)	TBA		TBA	Norris
<i>Enroll anytime between May 19-Aug. 1.</i>					
<i>Contact Workforce Development at 630-906-4152 after registering.</i>					



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

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- Career counselors are available to help you prepare for the workplace
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Administrative Professional with Microsoft Office Specialist 2010
 Certified Bookkeeper
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 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
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 Natural Gas Plant Operations
 Performing Comprehensive Building Assessments

To learn more and to register, visit

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or call (877) 221-5151

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

143CST901.001 (30751) 8:00am- 6:00pm FSaSu WGL125 Staff
Meets between: May 30-June 1

143CST901.002 (30752) 8:00am- 6:00pm FSaSu WGL122 Staff
Meets between: Aug. 1-Aug. 3

DISTRIBUTION/WAREHOUSING

For related training, see also the courses in the APICS/SUPPLY CHAIN MANAGEMENT section on page 2.

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

143WHD945.001 (30758) 8:00am- 4:30pm FSa APC158 Salvador
Meets on: July 18-July 26

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

143EDT914.600 (30845) 6:00pm- 9:00pm Th AC243 Gerding
Meets between: May 29-June 26

Paraprofessional Test Preparation

Need help choosing which assessment test option to meet the state NCLB standards for a paraprofessional position? Review all the basic skills, learn test taking strategies geared towards standardized tests, and make an informed decision on whether to take the ETS ParaPro Exam or the ACT WorkKeys Assessments. CLASS FEE: \$165

143EDT927.600 (30846) 6:00pm- 9:00pm MTWTh AC243 Gerding
Meets between: May 19-May 22

ACT WorkKeys Assessments for Paraprofessionals

Individuals will be tested in a paper-pencil format for all three subject areas required for obtaining an Educator License with Stipulations: Endorsed as a Paraprofessional Educator. The Applied Mathematics, Reading for Information and Writing assessments will be administered. Note: All attendees must have a paid registration processed two days prior to the test date. Information about the licensure can be found at www.isbe.net/licensure/html/paraprofesional.htm. Fee includes: ACT WorkKeys Skill Report. CLASS FEE: \$85

143EDT950.001 (30837) 12:30pm- 4:45pm W AC257 Norris
Meets on: June 4

143EDT950.002 (30841) 12:30pm- 4:45pm W AC257 Norris
Meets on: Aug. 6

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 individuals needing to retake the Applied Mathematics assessment as outlined by the requirements to obtain an Educator License with Stipulations: Endorsed as a Paraprofessional Educator. Individuals seeking a National Career Readiness Certificate may also enroll. More information about ACT WorkKeys can be found at www.act.org/workkeys/assess/. Fee includes: ACT WorkKeys Skill Report. CLASS FEE: \$25

143EDT951.001 (30838) 1:00pm- 2:15pm W AC257 Norris
Meets on: June 4

143EDT951.002 (30842) 1:00pm- 2:15pm W AC257 Norris
Meets on: Aug. 6

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 individuals needing to retake the Writing assessment as outlined by the requirements to obtain an Educator License with Stipulations: Endorsed as a Paraprofessional Educator. More information about ACT WorkKeys can be found at www.act.org/workkeys/assess/. Fee includes: ACT WorkKeys Skill Report. CLASS FEE: \$40

143EDT952.001 (30840) 3:45pm- 5:00pm W AC257 Norris
Meets on: June 4

143EDT952.002 (30844) 3:45pm- 5:00pm W AC257 Norris
Meets on: Aug. 6

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

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 individuals needing to retake the Reading assessment as outlined by the requirements to obtain an Educator License with Stipulations: Endorsed as a Paraprofessional Educator. Individuals seeking a National Career Readiness Certificate may also enroll. More information about ACT WorkKeys can be found at www.act.org/workkeys/assess/. Fee includes: ACT WorkKeys Skill Report. CLASS FEE: \$25

143EDT953.001 (30839) 2:30pm- 3:30pm W AC257 Norris
Meets on: June 4

143EDT953.002 (30843) 2:30pm- 3:30pm W AC257 Norris
Meets on: Aug. 6



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

143EQU970.600 (30816) 6:00pm- 8:00pm W PC209 Mason
Topic: Herd Dynamics - Explore the dynamics of herd evolution and its influence on musculature, hoof formation and gait, as well as how horses "think" within the herd setting.
Meets on: May 28

143EQU970.601 (30817) 6:00pm- 8:00pm W PC209 Mason
Topic: Equine Nutrition - Analyze the nutritional requirements of horses, with special emphasis on hay, feeds and feeding, and mineral requirements.
Meets on: June 4

143EQU970.602 (30818) 6:00pm- 8:00pm W PC209 Mason
Topic: Equine Parasite and Pest Control - Focus on the symptoms of a parasite victim, prevention, and treatment.
Meets on: June 11

143EQU970.603 (30819) 6:00pm- 8:00pm W PC209 Mason
Topic: Pasture Management - Examine pasture blends, poisonous plants, fertilizers, herbicides, and general pasture maintenance procedures.
Meets on: June 18

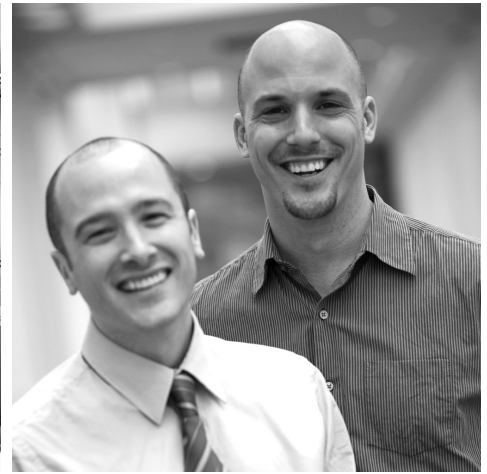
143EQU970.604 (30820) 6:00pm- 8:00pm W PC209 Mason
Topic: Horse Keeping - In stall or outdoors? Bedding, manure management, stable management, shelter and feeding locations are explored.
Meets on: June 25

143EQU970.605 (30821) 6:00pm- 8:00pm W PC209 Mason
Topic: Hoof Care - Discuss proper care of the hoof and analyze weight distribution and locomotion of the natural hoof in a domesticated environment.
Meets on: July 9

143EQU970.606 (30822) 6:00pm- 8:00pm W PC209 Mason
Topic: Condition and Body Scoring - How do you assess and rate body condition, as well as maintain condition through seasonal changes?
Meets on: July 16

143EQU970.607 (30823) 6:00pm- 8:00pm W PC209 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: July 23

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



BUSINESS TRAINING AND SOLUTIONS

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



WAUBONSEE
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Workforce Development

FINANCE, TAXES AND INSURANCE

Accounting Basics for the Non-accountant

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

143ACC900.600 (30862) 6:00pm- 9:00pm MW APC145C Albright
Meets between: May 19-June 2
Class will not meet on May 26.

143ACC900.820 (30866) 8:30am- 12:30pm Sa AC257 Dudkowski
Meets between: June 14-July 12
Class will not meet on July 5.

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

143ACC960.001 (30742) 9:00am- 4:30pm T APC158 Staff
Meets on: June 24



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

For those seeking Food Safety Manager's Certification, new regulations have been established by the Illinois Department of Public Health (IDPH), effective July 1, 2014. Information regarding the new requirements for IDPH Food Safety Manager Certification can be found at www.waubonsee.edu/foodsafetycertification. We offer two options for classes which meet after July 1. Both classes fulfill the new IDPH regulations.

Option One - FSS907 - Food Safety Certification Lite – one-day, 8 hours of training which includes the ServSafe Exam, required both for those seeking initial certification as well as those needing to renew their certification. Due to the limited class time, **this option is only recommended for those individuals with a strong background** in the food industry and food safety. Without such a background, achieving a passing score on the ServSafe Exam will be difficult.

Option Two - FSS001 - Food Safety Certification Prep – 2-days, 16 hours of training which includes the ServSafe Exam, **recommended for those individuals with limited background and experience in food handling and food safety requirements**. The key to achieving a passing score on the certification exam is the preparation offered by this course. Over two days, participants will gain detailed knowledge of foodborne illness and prevention, safe food handling and storage, pest control, and sanitizing procedures. The ServSafe Exam will be administered near the end of day two.

Regardless of which class option is chosen, those who do not pass the exam with a score of 75% or above will need to retake the exam at additional expense.

Food Safety Certification Preparation

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 be eligible for the Food Safety Manager's Certification upon completion of the state exam with a passing grade of 75 percent. CLASS FEE: \$219 * MAJOR CODE: VS15

143FSS001.001 (30959) 8:00am- 4:30pm MT CPL217 Brewster
Class meets on two days: Monday, May 19 and Tuesday, May 27.

143FSS001.002 (30962) 8:00am- 4:30pm M AC257 Brewster
Meets between: June 16-June 23

143FSS001.003 (30967) 8:00am- 4:30pm M AC257 Brewster
Meets between: July 7-July 14

143FSS001.920 (30701) TBA ONLINE Brewster
ONLINE OPTION: Last day to register is July 31. Registration must be made three weeks prior to a scheduled test date. Fee for this online option is \$215.

Meets between: May 19-July 31

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

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: \$95 * MAJOR CODE: ND50

143FSS900.001 (30961) 8:00am- 1:00pm M CPL217 Brewster
Meets on: May 19

143FSS900.002 (30965) 8:00am- 1:00pm M AC257 Brewster
Meets on: June 16

Food Safety Certification Lite

This 8-hour course provides training and the exam endorsed by the Illinois Department of Public Health for Food Safety Manager’s certification. The course, recommended for supervisory personnel who have a strong background in food service, will review current standards for controlling foodborne illness, rules and regulations for safe food storage and handling pest control, cleaning and sanitizing procedures, equipment design, and construction of facility. The class concludes with the administering of the state certification exam. Participants will be eligible for the Food Safety Manager’s Certification upon completion of the state exam with a passing grade of 75 percent.

CLASS FEE: \$130

143FSS907.001 (30968) 8:00am- 4:30pm M AC257 Brewster
Meets on: July 14

HEALTH CARE

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

143PCT001.600 (30824) 5:30pm- 9:30pm MW CPL217 Horonzy
Meets between: June 9-June 18

143PCT001.601 (30825) 5:30pm- 9:30pm MW CPL217 Horonzy
Meets between: July 14-July 23

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

143PCT915.600 (30715) 6:00pm- 9:30pm MW APC158 Brideson
Meets between: June 9-July 30

Class will not meet on July 7

Waubonsee is your resource partner



Medical Billing and Coding

The increase in the number of medical tests, treatments and procedures performed has created new opportunities for Medical Billing and Coding professionals. Employment is expected to increase by 21% as patient records are being increasingly scrutinized by insurance companies, courts, and consumers (U.S. Department of Labor statistics).

Let our training put you on the right track towards recognized medical billing and coding industry certification.

For classroom training, see page 15. For online training, visit

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

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

143PCT916.600 (30716) 6:00pm- 9:30pm TTh AC257 Speake

Meets between: June 10-Aug. 7

Class will not meet on July 3.

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

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. Students should have taken math and science in high school. A high school diploma or GED is required to sit for the PTCB exam. Note: An optional clinical externship is available for those who successfully complete this course. Fee includes: all materials. CLASS FEE: \$999

143PCT918.600 (30717) 6:00pm- 9:30pm TTh APC158 Sandhu
Meets between: June 10-July 31
Class will not meet on July 3.

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

143HCP906.600 (30718) 6:00pm- 9:30pm MW AC244 Staff
Meets between: May 19-Aug. 13
Class will not meet on May 26 and July 7.

NURSING CONTINUING EDUCATION

CNA Instructor: Train the Trainer Program

This course is designed to train you to become a Certified Nurse Aide instructor in Illinois. The course is sanctioned by the Illinois Department of Public Health. Successful completion will qualify RNs to develop and teach the basic CNA training program. The course also includes the lecture on Alzheimer's disease and the Evaluator Workshop. Prereq: To qualify for this program, each student must: 1.) be a currently licensed registered nurse in Illinois, with a minimum of two years nursing experience; and 2.) have one year of experience as a registered nurse in one or both of the following areas: teaching an accredited nurse's training program; or caring for the elderly or for the chronically ill of any age through employment in a nursing facility, extended care unit, geriatrics department, chronic care unit, hospice, swing bed unit of a hospital, or other long-term care setting. CLASS FEE: \$599

143NUR950.001 (30974) 8:00am- 5:00pm MTWFSa AC346 Wingate
Meets between: May 16-May 21

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

143NUR956.920 (30707) TBA ONLINE Staff
Enroll anytime between May 19 and August 6. 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 MASSAGE

Massage Tools and Body Mechanics

Most massage practitioners experience some form of an injury or pain syndrome during their careers, as a result of giving massages. Prolong and protect your massage therapy career by reducing injury and burn out with this NCBTMB approved course. You'll receive hands-on instruction in various types of massage tools that can reduce wear and tear on your muscles and joints in the hands. You'll also learn valuable self-care methods and injury prevention techniques. Must be able to give and receive massage. 8 CE credits. CLASS FEE: \$169

143TMS928.600 (30933) 5:30pm- 9:30pm MT APC258 Kazenko
 Students need to bring a portable massage table to class.
 Meets between: July 21-July 22

THERAPEUTIC RIDING INSTRUCTOR

Career Exploration for Therapeutic Riding Instruction

Looking for a profession which combines your interests in animals with a desire to serve people? This class is a brief introduction to the many benefits which therapeutic horseback riding and equine-assisted activities offer to those with physical, emotional, or mental disabilities. The process for gaining certification as a Therapeutic Riding Instructor will be explored. An opportunity to visit a therapeutic riding center at a later date will be offered to class participants. CLASS FEE: \$29

143HCP934.600 (30815) 6:00pm- 8:00pm T PC209 Mason
 Meets on: June 10

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

143AHA920.820 (30654) 8:00am- 12:00pm Sa AC223 Ries
 Meets on: May 17
 143AHA920.821 (30655)12:30pm- 4:30pm Sa AC223 Ries
 Meets on: May 17
 143AHA920.600 (30656) 5:30pm- 9:30pm Th CPL217 Baum
 Meets on: May 29
 143AHA920.822 (30657)12:30pm- 4:30pm Sa AC346 Staff
 Meets on: May 31

143AHA920.601 (30658) 5:30pm- 9:30pm T CPL217 Baum
 Meets on: June 3
 143AHA920.602 (30659) 5:30pm- 9:30pm Th CPL217 LeRoy
 Meets on: June 5
 143AHA920.823 (30660) 8:00am- 12:00pm Sa AC346 Ries
 Meets on: June 21
 143AHA920.824 (30661)12:30pm- 4:30pm Sa AC346 Ries
 Meets on: June 21
 143AHA920.603 (30662) 5:30pm- 9:30pm Th CPL217 Salvador
 Meets on: June 26
 143AHA920.825 (30663)12:30pm- 4:30pm Sa AC346 Salvador
 Meets on: June 28
 143AHA920.604 (30664) 5:30pm- 9:30pm T CPL217 Salvador
 Meets on: July 1
 143AHA920.605 (30665) 5:30pm- 9:30pm Th CPL217 LeRoy
 Meets on: July 10
 143AHA920.826 (30666) 8:00am- 12:00pm Sa AC346 Ries
 Meets on: July 19
 143AHA920.827 (30667)12:30pm- 4:30pm Sa AC346 Ries
 Meets on: July 19
 143AHA920.828 (30668)12:30pm- 4:30pm Sa AC346 Baum
 Meets on: July 26
 143AHA920.606 (30669) 5:30pm- 9:30pm Th CPL217 LeRoy
 Meets on: July 31
 143AHA920.607 (30670) 5:30pm- 9:30pm T CPL217 Baum
 Meets on: Aug. 5
 143AHA920.920 (30691) TBA ONLINE Staff
ONLINE OPTION: Fee includes a key code for a two-hour online class and a 30-minute skills session to practice and test. After registering, email cpr@waubonsee.edu to obtain the key code and set a date and time for skills session. Successful completion of both the online class and skills session is required for certification.
 Meets between: May 22-Aug. 7

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

143AHA903.600 (30672) 5:30pm- 9:30pm T CPL217 Baum
 Meets on: May 27
 143AHA903.820 (30673) 8:00am- 12:00pm Sa AC346 Staff
 Meets on: May 31
 143AHA903.601 (30674) 5:30pm- 9:30pm T CPL217 LeRoy
 Meets on: June 24
 143AHA903.821 (30675) 8:00am- 12:00pm Sa AC346 Salvador
 Meets on: June 28
 143AHA903.822 (30676) 8:00am- 12:00pm Sa AC346 Baum
 Meets on: July 26
 143AHA903.602 (30677) 5:30pm- 9:30pm T CPL217 Baum
 Meets on: July 29
 143AHA903.920 (30690) TBA ONLINE Staff
ONLINE OPTION: Fee includes a key code for a two-hour online class and a 30-minute skills session to practice and test. After registering, email cpr@waubonsee.edu to obtain the key code and set a date/time for skills session. Successful completion of both the online class and skills session is required for certification.
 Enroll any time between: May 22-Aug. 7

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

143AHA006.820 (30681) 8:30am- 4:30pm Sa AC346 Staff
Meets on: June 7

143AHA006.821 (30682) 8:30am- 4:30pm Sa AC346 Ries
Meets on: July 12

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

143AHA916.820 (30683) 8:30am- 12:00pm Sa AC346 Staff
Meets on: June 7

143AHA916.821 (30684) 8:30am- 12:00pm Sa AC346 Ries
Meets on: July 12

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

143AHA906.820 (30685) 12:30pm- 4:30pm Sa AC346 Staff
Meets on: June 7

143AHA906.821 (30686) 12:30pm- 4:30pm Sa AC346 Ries
Meets on: July 12

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

143AHA902.600 (30678) 5:30pm- 9:30pm T CPL217 Salvador
Meets on: May 20

143AHA902.601 (30679) 5:30pm- 9:30pm T CPL217 Salvador
Meets on: June 17

143AHA902.603 (30680) 5:30pm- 9:30pm T CPL217 Staff
Meets on: July 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

143AHA917.821 (30687) 8:00am- 2:30pm Sa AC346 Salvador
Meets on: June 14

143AHA917.822 (30688) 8:00am- 2:30pm Sa AC346 Salvador
Meets on: Aug. 2

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

143AHA930.600 (30689) 5:30pm- 9:30pm T AC223 Salvador
Meets on: July 15

MANUFACTURING

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

143CNC911.600 (30812) 6:00pm- 9:00pm TTh AKL107 DiTraglia
Meets between: June 3-July 29

Class will not meet on July 3.

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

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

143ELC930.920 (30700) TBA ONLINE Staff
 Enroll anytime between May 19 and August 6.
 Visit www.ignitorlabs/techniciantraining/waubonsee for additional information.

QUALITY

Quality Auditing Fundamentals

This workshop will provide participants with background information on the types of quality audits and the positive results that can be achieved through their use. Topics include: quality system conformity, suitability and effectiveness, audit planning, scheduling, reporting, and establishing the audit protocol. Internal auditing is a required element of the ISO 9001, ISO14001 and TS16949 standards.

CLASS FEE: \$449 * MAJOR CODE: VS30

143QLT018.600 (30771) 5:30pm- 9:30pm T APC258 Staff
 Meets between: June 3-June 24

Certified Six Sigma Black Belt (CSSBB) Exam Review Course

The course is intended to prepare candidates to take the ASQ CSSBB Exam. The following body of knowledge is 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. Participants must purchase the following materials from the Quality Council of Indiana web site at www.qualitycouncil.com: CSSBB Primer, and CCCBB Electronic Practice Exam CD-ROM. There are additional fees related to the exam. Please contact the program developer for more information. CSSBB Exam Eligibility Requirements: the application for Six Sigma Black Belt requires two completed Six Sigma projects documented by signed affidavits; or one project with a signed affidavit and three years of work experience as it pertains to the Body of Knowledge. CLASS FEE: \$459

143QLT913.600 (30773) 6:00pm- 9:00pm W APC258 Gates
 Meets between: June 4-July 9

Certified Manager of Quality/Organization Excellence (CMQ/OE) Exam Review Course

The course will prepare you to take the ASQ CMQ/OE Exam. The following body of knowledge is reviewed: leadership, strategy development, management skills, quality systems, quality models, management tools, statistical analysis, customer focus, supplier management, training, development, and essay questions. Participants must purchase the following materials from the Quality Council of Indiana web site at www.qualitycouncil.com: CMQ/OE Primer and CMQ/OE Electronic Practice Exam CD-ROM. There are additional fees related to the exam. Please contact the program developer for more information. CMQ/OE Exam Eligibility Requirements: Applicants must have at least 10 years of higher education and/or work experience in one or more of the CMQ/OE body of knowledge areas, including 5 years of a decision-making position. CLASS FEE: \$459

143QLT912.600 (30774) 6:00pm- 9:00pm Th APC258 Gates
 Meets between: June 12-July 17

Statistical Process Control

This course is designed to develop the students' understanding of the basic elements in the statistical process (materials, machines, methods, manpower, measurement, and miscellaneous and how we attempt to control them). Also emphasis is placed on basic statistics and the charting of variables (X and R) and attributes (P and C).

CLASS FEE: \$349 * MAJOR CODE: VS30

143QLT027.820 (30772) 8:30am- 12:30pm Sa APC160 Staff
 Meets between: July 12-July 19

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

143NPT917.920 (30705) TBA ONLINE Staff
 Enroll anytime between May 19 and August 6. Classes begin monthly.

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

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 (AACC) Plus 50 Initiative.

143WPS940.001 (30827) 9:00am-12:00pm MWF AC244 Gerding
Meets between: June 9-June 18

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.

143WPS942.600 (30826) 6:00pm-9:00pm MW AC243 Gerding
Meets between: July 14-July 28

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

143COM993.600 (30764) 6:00pm-9:00pm T APC160 Basilico
Meets on: June 17

143COM993.601 (30765) 6:00pm-9:00pm T AC223 Basilico
Meets on: Aug. 5

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

143MKT927.600 (30762) 6:00pm-8:00pm T AC257 Basilico
Meets on: May 20

143MKT927.601 (30763) 6:00pm-9:00pm T APC160 Basilico
Meets on: July 29

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

143ORE958.600 (30766) 6:30pm-8:30pm T AC244 Wierzgac
Meets on: May 20

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

143ORE959.600 (30767) 6:30pm-8:30pm W AC257 Wierzgac
Meets on: May 21

NCRC Assessment Prep: KeyTrain

Be prepared for the National Career Readiness Certificate® Program with this internet-based tool 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 visit <http://www.act.org/certificate/about.html>. Prereq: Access to an Internet browser, Adobe Reader, and Flash. Fee includes: ACT WorkKeys Skill Report. CLASS FEE: \$15

143WPS910.920 (30699) TBA ONLINE Staff
Enroll anytime between May 19 and August 6.

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

143ORE936.001 (30768) 9:00am-3:00pm T APC158 Gates
Meets on: May 27

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

1430RE937.001 (30769) 9:00am- 3:00pm T APC158 Gates
Meets between: July 8-July 29



Story Telling for Your Career or Job Search

Job interview? Important meetings? Looking for ways to shine when all eyes are on you? Plug in to your natural charisma and access the power of storytelling with this short course. Learn the STAR method to engage every audience and leave them hanging on your every word. For more information, see page 3.

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

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

1430RE938.001 (30770) 9:00am- 3:00pm T AC351 Staff
Meets between: May 27-July 1



Looking to Earn More This Year? Get Certified!

According to the 2013 Project Management Salary Survey from the Project Management Institute (PMI), the median salary for Project Managers increased by \$15,000 annually for those who hold the Project Management Professional (PMP) certification. Certification makes a difference, and being prepared will help you earn your credential. Our class meets once every six weeks and will help you prepare for the PMP exam. For more information, see page 20.

It was organized and delivered so well that I feel confident that I can pass my PMP exam. The instructor is clearly a seasoned professional who made the content come to life with his viewpoints and real-life examples.

— Susan Pluto 11/1/2013

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

143SAF002.001 (30798) 8:00am- 1:15pm ThF AC223 Serpe
Meets between: May 22-May 23

143SAF002.002 (30796) 8:00am- 1:15pm ThF APC258 Serpe
Meets between: July 17-July 18

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

143SAF006.001 (30799) 8:00am- 1:15pm ThF APC158 Serpe
Meets between: June 26-June 27

OSHA 30-Hour Course

NEW! This course is intended to provide a variety of training to individuals with some safety responsibility. OSHA general industry topics covered include: introduction to OSHA standards, walking and working surfaces, electrical, PPE Lockout/Tagout, Hazcom, material handling, machine guarding ergonomics, recordkeeping, and many other topics. Participants will receive an OSHA 30-hour card after completing this course. CLASS FEE: \$799

143SAF936.001 (30797) 9:00am- 2:45pm MTWThF APC158 Serpe
Meets between: June 16-June 20

Back Safety

Back injuries are some of the most serious and costly in workplaces today. In this course you will learn about the nature of back injuries and how they occur. We will cover how to set up a back safety program at your facility. Included are at-risk manual materials, handling lifting tasks, safe lifting methods, materials handling aids and alternatives, and how to prevent back injuries from occurring. CLASS FEE: \$99

143SAF949.001 (30809) 8:00am- 10:00am F AC257 Serpe
Meets on: June 6

Industrial Ergonomics

With healthcare costs rising and worker's compensation insurance rates to pay, ergonomic related injuries have become one of the most costly of all employee injuries for the employer. Repetitive motion, excessive force, contact stress, lifting techniques and awkward postures will be explored. We will also discuss how to conduct a hazard analysis for your work environment. Fee includes: materials. CLASS FEE: \$99

143SAF951.001 (30810)10:30am- 12:30pm F AC257 Serpe
Meets on: June 6

Introduction to Human Factors

In industry, human factors (a branch of ergonomics) is the study of how humans behave physically and psychologically in relation to particular environments, products, or services. Human factors refer to environmental, organizational and job factors, and human and individual characteristics which influence behavior at work in a way which can affect health and safety. Incorporating human factors principles into job and task design or modification can reduce operator error, increase productivity, reduce stress and improve job satisfaction. This course will discuss the basic principles and benefits of human factors and give you easy to apply guidelines to apply to the human factors in your workplace.

CLASS FEE: \$99

143SAF996.001 (30811)1:30pm- 3:30pm F AC257 Serpe
Meets on: June 6

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

143SAF901.001 (30800) 8:00am- 10:00am F AC312 Serpe
Meets on: June 13

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

143SAF902.001 (30801)10:30am- 12:30pm F AC312 Serpe
Meets on: June 13

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

143SAF921.001 (30802)1:30pm- 3:30pm F AC257 Serpe
Meets on: June 13

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

143SAF940.001 (30803) 8:00am- 10:00am F AC312 Serpe
Meets on: July 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

143SAF939.001 (30804)10:30am- 12:30pm F AC312 Serpe
Meets on: July 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

143SAF978.001 (30805)1:30pm- 3:30pm F AC257 Serpe
Meets on: July 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

143SAF973.001 (30806) 8:00am- 10:00am F AC257 Serpe
Meets on: July 25

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

143SAF969.001 (30807)10:30am- 12:30pm F AC257 Serpe
Meets on: July 25

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

143SAF993.001 (30808)1:30pm- 3:30pm F AC257 Serpe
Meets on: July 25

SALES AND MARKETING

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

143MKT945.001 (30759) 8:30am- 10:30am F AC257 Cooper
Meets on: May 30

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

143MKT946.001 (30760) 8:30am- 10:30am F AC216 Cooper
Meets on: June 13



Safety – The Human Factors

No one goes to work intending to be injured. People are involved in all aspects of work, underscoring the importance that human factors can play in helping avoid accidents and ill health at work. If you think safety's expensive, try having an accident. Managing human factors is essential to prevent accidents and ill health, all of which can cost businesses money, reputation and possibly their continued existence.

If you are currently working in industries that require you to be involved in ensuring workers' health and safety but have little or no human factors engineering or ergonomics knowledge, this course is for you.

See page 21 for more information.

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

143MKT947.001 (30761) 8:30am- 10:30am F AC257 Cooper
Meets on: July 11

NEW! Social Media Marketing Specialist Certificate

Social media can broaden a company's scope of business, keep current customers engaged, and reach new potential customers and audiences. From Facebook to Twitter, blogging, YouTube, LinkedIn, Google and more, discover how to navigate the social media arena to enhance communications and effectively market goods and services. This instructor-led certificate program will clarify the rapidly changing landscape of social media, including internet advertising and online marketing, interactive content development, utilizing varied social media platforms, and analyzing results of campaigns. If you are a marketing professional, web design and developer, recent marketing graduate, or someone who desires to implement social media effectively in the workplace, this certificate program will give you the cutting-edge tools you need. Note: This program includes all four courses of the Social Media Marketing Specialist Certificate: MKT951, MKT952, MKT953 and MKT954. Prereq: Working knowledge of the internet, basic familiarity with social media sites such as Facebook and Twitter, basic familiarity with marketing concepts.

CLASS FEE: \$1,995

143MKT950.600 (30994) 6:00pm- 9:15pm TTh APC175 Wardlow
Meets between: June 3-Aug. 19
Class does not meet July 31-Aug. 14

NEW! Social Media Marketing and Interactive Content

Explore the foundations of marketing and the strategic use of relevant content in developing effective social media campaigns. Examine the scope of social media, the proper application of social platforms, the marketing strategies for interactive content, content creation techniques that generate engagement, and the marketing benefits of blogging. Learn how to develop a social media and content marketing campaign, research and develop a keyword strategy, create and manage an editorial calendar, and design and launch a WordPress blog. Note: This is one of four courses in the Social Media Marketing Specialist Certificate program.

CLASS FEE: \$699

143MKT951.600 (30995) 6:00pm- 9:15pm TTh APC175 Wardlow
Meets between: June 3-June 19

NEW! Social Media for Business

Discover the powerful techniques you can use to establish an identity, gain exposure and build relationships using social media. The class introduces the importance of user demographics and expectations, the influence of rules and algorithms, the power of relationships and collaboration, and the significance of content engagement. Learn how to setup and maintain professional and business profiles on key social platforms (which include Facebook, LinkedIn, Twitter, Google+ and Pinterest), how to capitalize on vital platform features and opportunities, how to employ content to earn engagement and gain exposure, and how to use social advertising to promote and attract interest. Note: This is one of four courses in the Social Media Marketing Specialist Certificate program. CLASS FEE: \$699

143MKT952.600 (30996) 6:00pm- 9:15pm TTh APC175 Wardlow
Meets between: June 24-July 10



Heat Up Your Sales!

Mike Cooper of the Sales Kitchen in Naperville will help you achieve your sales goals. The tips and strategies shared in this three-part sales series could be just what you need to get you on the path to a banner year!

NEW! Social Media Management

Confidently and competently analyze and manage an integrated marketing campaign. Examine the strategic use of email campaigns, analyze the demand and versatility of mobile marketing, explore the indelible effects of online reputations, and assess the critical role of analytics. Learn to amplify social marketing through integration, manage an online reputation with pro-active monitoring, and improve campaign results by evaluating analytics provided by tools specific to each social platform or online property. Note: This is one of four courses in the Social Media Marketing Specialist Certificate program. CLASS FEE: \$499

143MKT953.600 (30997) 6:00pm- 9:15pm TTh APC175 Wardlow
Meets between: July 15-July 24

NEW! Social Media Marketing Portfolio Workshop

This is the capstone for the Social Media Marketing Specialist Certificate where you will put your skills into practice. Confirm your ability to effectively utilize social media marketing by planning, preparing and implementing a social media marketing campaign for an actual business. Create a campaign blueprint that incorporates the most relevant social media marketing strategies introduced during the course, and develop the social and online properties essential to the campaign. Present your campaign to the Instructor and class for evaluation. Note: This is the final course in the Social Media Marketing Specialist Certificate program. Participants must have completed all three Social Media Marketing Certificate courses (MKT951, MKT952 and MKT953) prior to this course. CLASS FEE: \$249

143MKT954.600 (30998) 6:00pm- 9:15pm Th APC175 Wardlow
Class meets on July 29 and Aug. 19 only.

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

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

143SBA902.600 (30775) 6:00pm- 9:00pm W APC195 Huxtable
Meets on: June 11

143SBA902.601 (30776) 6:00pm- 9:00pm W AC223 Alvarez
Meets on: July 9

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

143SBA904.600 (30778) 6:00pm- 9:00pm W CPL218 Huxtable
Meets on: July 16

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

143SBA910.600 (30780) 6:00pm- 9:00pm T AC223 Kolanowski
Meets on: May 20

143SBA910.601 (30781) 6:00pm- 9:00pm T BDE105 Kolanowski
Meets on: June 17

143SBA910.001 (30782) 1:00pm- 4:00pm T AC257 Kolanowski
Meets on: July 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

143SBA920.600 (30777) 6:00pm- 8:00pm W AC223 Alvarez
Meets on: June 18



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.

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

143SBA940.600 (30783) 6:00pm- 8:00pm T AC223 Huxtable
Meets on: May 27

143SBA940.601 (30784) 6:00pm- 8:00pm T APC160 Huxtable
Meets on: June 24

143SBA940.001 (30785) 1:00pm- 3:00pm T AC223 Huxtable
Meets on: July 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

143SBA941.600 (30779) 6:00pm- 8:00pm Th AC223 Drake
Meets on: July 31

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

143SBA963.600 (30787) 6:00pm- 9:00pm Th APC160 Basilico
Meets on: July 24

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

143SBA966.600 (30788) 6:00pm- 9:00pm Th AC223 Basilico
Meets on: June 26

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

143SBA970.920 (30789) 7:00pm- 8:00pm W ONLINE Basilico
Meets on: June 4

**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

143SBA974.700 (30786) TBA M TBA Kolanowski
Meets between: May 17-Aug. 11

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

143SBA975.920 (30793) 7:00pm- 8:00pm Th ONLINE Basilico
Meets on: July 10

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

143SBA976.920 (30790) 7:00pm- 8:00pm Th ONLINE Basilico
Meets on: June 12

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

143SBA977.920 (30792) 7:00pm- 8:00pm Th ONLINE Basilico
Meets on: May 29

SUPERVISION

**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

1430RE948.600 (30791) 6:00pm- 9:45pm T AC244 Staff
Meets on: July 15

**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

1430RE943.600 (30794) 6:00pm- 9:45pm T AC244 Staff
Meets on: July 29



**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, as well as help you with 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 25 for more information, then contact the IL SBDC at Waubonsee at (630) 906-4143.

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

143CST946.001 (30795) 9:00am- 4:30pm W AC257 Staff
Meets on: June 18

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

143CST983.001 (30813) 8:00am- 5:00pm ThFSa AC351 Konopacki
Meets between: June 12-June 21

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

143CST993.001 (30814) 9:00am- 5:00pm W AC257 Konopacki
Meets on: July 23

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



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.

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

www.waubonsee.edu/sbdc



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.