

# Work

CAREER ENHANCEMENT



WAUBONSEE  
COMMUNITY COLLEGE

## POSSIBILITIES BEGIN HERE

*Advance your career,  
business and job prospects*

**Know when to intervene—  
Mental Health First Aid  
Certification prepares  
you to respond**

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**Explore a career in apartment  
leasing—NALP Certification  
course starts this October**

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**When it's suitable for you—  
Online courses offer a convenient  
way to earn credentials for today's  
job market**

See page 21

**WORKFORCE DEVELOPMENT**

**FALL 2015**

[waubonsee.edu/workforcedev](http://waubonsee.edu/workforcedev)





# Workforce Development POSSIBILITIES BEGIN HERE

## FOR MORE INFORMATION

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

Business solutions  
and training for organizations  
(630) 906-4152, [training@waubonsee.edu](mailto:training@waubonsee.edu)

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

[waubonsee.edu/workforcedev](http://waubonsee.edu/workforcedev)

# Your Future Is Just Ahead – Workforce Development Certificate Courses Can Help You Get There

## Your Career

See yourself in a brand new career. Our certificate courses guide you toward industry-recognized credentials that can help you advance or navigate a new path. All of our courses are taught by experts with real-world experience, and feature small class sizes for personal attention. See pages 2–26 for ideas on how you can 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 work site (or ours) are the hallmarks of training provided by our Workforce Development Division. See page 25 for more on how we can help you 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) at Waubonsee can help. See how on page 26.

## Don't Miss These Programs:

**Mental Health First Aid** — page 10

**Project Management Series** — page 17

**Social Media Virtual Certificate** — page 20

**Social Media Marketing Primer** — page 22

**Social Media Advertising** — page 22

**National Apartment Leasing  
Professional Certificate** — page 18

**IFMA Introduction to Facility Management  
and Operations and Maintenance** — page 8

# WORKFORCE DEVELOPMENT



## KNOWLEDGE IS POWER

*to* ENHANCE YOUR BUSINESS  
ADVANCE YOUR CAREER  
BUILD YOUR COMMUNITY

### COURSES

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Desktop Publishing	3	Therapeutic Riding Instructor	14	<b>OTHER FEATURES</b>	
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Office Suites	5	<b>Manufacturing</b>	16	(Found in center section of schedule)	
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Finance, Taxes and Insurance	8				

[www.waubonsee.edu/workforcedev](http://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 OFFERINGS

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

### 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 manufacturing. Our courses are offered at all campus locations, days, nights and weekends.

## APICS/SUPPLY CHAIN MANAGEMENT

### Basics of Supply Chain Management

This course provides basic definitions and concepts for planning and controlling the flow of materials into, through and out of an organization. It explains fundamental relationships among the activities that occur in the supply chain from suppliers to customers. In addition, the course addresses types of manufacturing systems, forecasting, master planning, material requirements planning, capacity management, production activity control, purchasing, inventory management, distribution, quality management, and Just-in-Time manufacturing. This is an introductory course for production and inventory management personnel and CPIM candidates. Note: This course is taught by an APICS-certified instructor. CLASS FEE: \$874 \* MAJOR CODE: VS10

161APC011.600 (11851) 6:00pm- 9:00pm M CPL206 Gates  
Meets between: Sep. 14-Oct. 19

### 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

161WHD906.820 (11641) 9:00am- 3:00pm Sa AC257 Gates  
Participant materials are \$950 and can be purchased from the APICS Fox River Chapter. There is an additional fee for the exam. CSCP Exam dates: Oct. 31-Dec. 19, 2015. For more information, contact Chuck Gates at [vpeducation@apics-foxriver.org](mailto:vpeducation@apics-foxriver.org).  
Meets between: Sep. 12-Oct. 17

## COMMUNICATION

### Spanish for Medical Professionals I and II

Need to learn medical Spanish quickly and easily? Refine your basic conversational skills, master key healthcare phrases and build your foundation by learning medical terminology in this two course bundle. Finish the first course and continue to expand your skills by learning phrases from a variety of medical fields as well as Spanish grammar in the second course. Explore vocabulary and phrases related to insurance and expressions for patient assessments, exams, and communicating pain and more in this distance-learning format. Class outlines can be found at [www.ed2go.com/wcc-pro](http://www.ed2go.com/wcc-pro). Note: Two six-week classes are included in this distance learning bundle and will be taken using pass code directions provided by Workforce Development. Each class includes 12 lessons delivered twice a week. Upon completion contact the program coordinator to request your certificate. CLASS FEE: \$215

161COM958.920 (11574) TBA ONLINE Staff  
Enroll anytime between Aug. 24 and Dec. 4. Classes begin monthly.

### 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

161COM962.001 (11643) 9:00am- 12:00pm T AC257 Gerding  
Meets on: Sep. 8

### Certificate in Communication Essentials

Do you need to master essential writing skills to express yourself clearly? Do you need to improve your career prospects by learning how to develop powerful written documents that draw readers in? Or do you need to sharpen your public speaking skills? Pick four class titles that best suit your training needs for a comprehensive learning experience to take your writing and or speaking skills to a new level. Review all the class outlines at [www.ed2go.com/wcc-pro](http://www.ed2go.com/wcc-pro) and pick any combination of communication topics. Note: Four elective classes 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: Keys to Effective Communication, Effective Business Writing, Fundamentals of Technical Writing, and Mastering Public Speaking. Each class includes 12 lessons delivered twice a week for six weeks. Upon completing the four elective courses, contact the program coordinator to request your certificate. CLASS FEE: \$425

161COM994.920 (11575) TBA ONLINE Staff  
Enroll anytime between Aug. 24 and Dec. 4. Classes begin monthly.

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: \$185 \* MAJOR CODE: VS25

161INT005.821	(11741)	9:00am- 1:00pm	Sa	PC121	Gerding
<i>Meets between: Aug. 29-Sep. 12</i>					
161INT005.001	(11675)	8:00am- 4:30pm	M	APC145C	Backes
<i>Meets on: Sep. 28</i>					
161INT005.820	(11687)	9:00am- 1:00pm	Sa	AC243	Bonn
<i>Meets between: Nov. 14-Nov. 21</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.

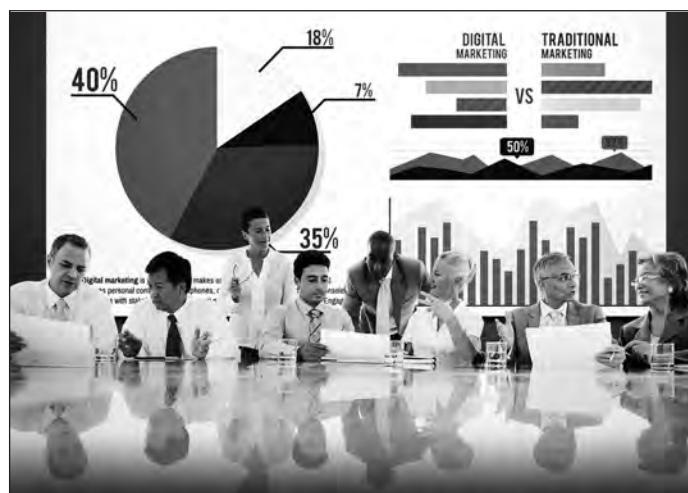
CLASS FEE: \$185 \* MAJOR CODE: VS25

161DBS005.001	(11669)	8:00am- 4:30pm	F	CPL209	Backes
<i>Meets on: Sep. 11</i>					
161DBS005.820	(11747)	9:00am- 11:45am	Sa	HCC105	Staff
<i>Meets between: Sep. 26-Oct. 10</i>					
161DBS005.600	(11685)	6:00pm- 8:45pm	Th	AC243	Bonn
<i>Meets between: Oct. 8-Oct. 22</i>					
161DBS900.001	(11678)	8:00am- 4:30pm	F	APC145C	Backes
<i>Meets on: Nov. 20</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: \$185 \* MAJOR CODE: VS25

161DBS006.001	(11670)	8:00am- 4:30pm	F	CPL209	Backes
<i>Meets on: Sep. 18</i>					
161DBS006.820	(11748)	9:00am- 11:45am	Sa	HCC105	Staff
<i>Meets between: Oct. 24-Nov. 7</i>					
161DBS006.600	(11688)	6:00pm- 8:45pm	Th	AC243	Staff
<i>Meets between: Nov. 12-Dec. 3</i>					
161DBS901.001	(11679)	8:00am- 4:30pm	F	APC145C	Backes
<i>Meets on: Dec. 4</i>					



## New! Social Media Marketing Primer and Social Media Advertising

How do you reach customers and generate revenue using social media? Do you have great intentions when it comes to social media but lack the training or the strategy to put your plans into action? The Social Media Marketing Primer course is for you. Interested in reaching audiences on Facebook, LinkedIn and Twitter with paid ads? Want to make the most of every dollar spent? Join your peers in the new Social Media Advertising course. Both courses promise to be packed with cutting-edge information and practical hands-on information you can use.

*Learn more about these two courses on page 22.*

### 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: \$185 \* MAJOR CODE: VS25

161DBS007.001	(11671)	8:00am- 4:30pm	F	CPL209	Backes
<i>Meets on: Sep. 25</i>					
161DBS007.820	(11749)	9:00am- 11:45am	Sa	HCC105	Staff
<i>Meets between: Nov. 21-Dec. 12</i>					
<i>Class will not meet on Nov. 28.</i>					

## DESKTOP PUBLISHING

### 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

161DSK901.600	(11692)	6:15pm- 9:00pm	W	APC145C	Davis
<i>Meets between: Sep. 2-Sep. 23</i>					

## 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

161DSK912.600 (11693) 6:15pm- 9:00pm W APC145C Davis  
Meets between: Sep. 30-Oct. 21

## 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

161DSK006.601 (11697) 6:15pm- 9:00pm M APC145C Kelly  
Meets between: Aug. 24-Sep. 21

Class will not meet on Sept. 7.

161DSK006.600 (11699) 6:15pm- 9:00pm Th APC145C Kelly  
Meets between: Nov. 5-Dec. 3

Class will not meet on Nov. 26.

### 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

161DSK917.600 (11698) 6:15pm- 9:00pm M APC145C Kelly  
Meets between: Oct. 5-Oct. 26

### 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

161DSK009.600 (11694) 6:15pm- 9:00pm W APC145C Davis  
Meets between: Oct. 28-Nov. 18

161DSK009.601 (11700) 6:15pm- 9:00pm Th APC145C Kelly  
Meets between: Sep. 10-Oct. 1

161DSK009.820 (11696) 8:45am- 12:30pm Sa HCC107 Davis  
Meets between: Nov. 7-Nov. 21

Class will dismiss at 12:15 p.m. on Nov. 21. This class is taught in a Mac lab.

## 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

161DSK906.601 (11701) 6:15pm- 9:00pm Th APC145C Kelly  
Meets between: Oct. 8-Oct. 29

161DSK906.600 (11695) 6:15pm- 9:00pm MW APC145C Davis  
Meets between: Dec. 2-Dec. 14

## INTERNET

### 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](http://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

161WWW915.920 (11572) TBA ONLINE Staff  
Enroll anytime between Aug. 25 and Dec. 4. Classes begin monthly.



## ONLINE OPTIONS!

Learn the secrets to developing  
exciting webpages using:

- Dreamweaver for jQuery Mobile Websites
- JavaScript
- CSS3 and HTML5
- Adobe Edge Animate
- Adobe Flash
- WordPress

Increase your programming knowledge!  
Topics include:

- SQL
- PHP and MySQL
- Visual Basic
- C#
- Python 3
- C++
- Java
- Oracle

Class fees start at \$109.

More details can be found on p. 23 and at  
[www.ed2go.com/waubonsee](http://www.ed2go.com/waubonsee).

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



## 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

1610PS006.001 (11676) 9:00am- 4:00pm M APC145C Backes  
Meets between: Oct. 19-Nov. 2

1610PS006.820 (11743) 9:00am- 2:00pm Sa CPL209 Gerding  
Meets between: Oct. 24-Nov. 14

1610PS006.601 (11752) 6:30pm- 8:45pm TTh APC145A Staff  
Meets between: Nov. 3-Dec. 3

Class will not meet on Nov. 24 and Nov. 26.

## 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

161MMC903.600 (11744) 5:15pm- 9:15pm T CPL209 Gerding  
Meets between: Nov. 10-Nov. 24

161MMC903.001 (11677) 8:30am- 3:00pm M AC243 Backes  
Meets between: Nov. 16-Nov. 23

## PROGRAMMING

### Java Programming Certification Prep

Get prepared to sit for and pass the Oracle Java Certificate – Associate Level credential; an entry level, first step toward achieving a flagship Oracle Certified Professional certification. An OCA credential ensures that you are equipped with fundamental skills, providing a strong foundation for supporting Oracle products. This 112-hour, self-paced, online program is developed to correlate to Oracle guidelines and is intended for individuals that have a computer background in web development but are not proficient in object oriented Java techniques. Note: Review the certification details at <http://education.oracle.com>. Passcode instructions will be provided by Workforce Development. Prereq: Basic HTML/XHTML knowledge is recommended. Fee includes: materials. CLASS FEE: \$1,599

161NTK921.920 (11580) TBA ONLINE Staff  
Enroll anytime between Aug. 24 and Dec. 4.

## 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: \$185 \* MAJOR CODE: VS25

161SPR005.600 (11738) 6:00pm- 8:45pm Th PC121 Gerding  
Meets between: Aug. 27-Sep. 10

161SPR005.820 (11682) 9:00am- 12:30pm Sa AC243 Bonn  
Meets between: Sep. 12-Sep. 26  
On Sept. 26, class will dismiss at noon.

161SPR005.001 (11672) 8:00am- 4:30pm F CPL209 Backes  
Meets on: Oct. 9

161SPR005.602 (11750) 6:00pm- 8:45pm T HCC105 Staff  
Meets between: Nov. 10-Nov. 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: \$185 \* MAJOR CODE: VS25

161SPR006.600 (11739) 6:00pm- 8:45pm Th PC121 Gerding  
Meets between: Oct. 1-Oct. 15

161SPR006.820 (11683) 9:00am- 12:30pm Sa AC243 Bonn  
Meets between: Oct. 3-Oct. 17  
On Oct. 17, class will meet in AC219 and dismiss at noon.

161SPR006.001 (11673) 8:00am- 4:30pm F CPL209 Backes  
Meets on: Oct. 16

161SPR901.600 (11751) 6:00pm- 8:45pm T HCC105 Staff  
Meets between: Dec. 1-Dec. 15

### 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: \$185 \* MAJOR CODE: VS25

161SPR007.001 (11674) 8:00am- 4:30pm F CPL209 Backes  
Meets on: Oct. 23

161SPR007.820 (11684) 9:00am- 12:30pm Sa AC243 Bonn  
Meets on: Oct. 24, Nov. 7  
On Nov. 7, class will dismiss at noon.

161SPR007.600 (11740) 6:00pm- 8:45pm Th PC121 Gerding  
Meets between: Nov. 5-Nov. 19



## ONLINE OPTIONS!

- Accounting Fundamentals I and II
- Introduction to QuickBooks 2015
- Performing Payroll in QuickBooks 2015
- QuickBooks 2015 for Contractors

More details can be found on p. 23 and at [www.ed2go.com/waubonsee](http://www.ed2go.com/waubonsee).

### Utilizing the Power of Functions: An Excel Refresher

Learn how Excel becomes a powerful data analysis tool by using different types of formulas, including those containing functions. Understand concepts in building a conditional formula with the various IF functions. Discover essential statistical functions to forecast payment calculations. Learn how to make use of formulas to clean up your data entries and more. Prereq: Knowledge of data entry and formatting, completion of Excel Level 1 or equivalent experience. Fee includes: all materials. CLASS FEE: \$79

161SPR913.001 (11668) 8:30am- 11:30am F CPL209 Backes  
Meets on: Aug. 28

161SPR913.002 (11680) 9:00am- 12:00pm M AC243 Backes  
Meets on: Dec. 7

### Capture the Power of Pivot Tables: An Excel Refresher

Need to save time analyzing large amounts of data? Learn how to build a pivot table report combining data from multiple tables in this project orientated workshop. Refresh your skills and find ways to make comparisons, detect patterns and discover trends in your data. Review data model concepts and take a look at the PowerPivot add-in. Participants will have plenty of opportunity to practice using this amazing worksheet feature. Prereq: Completion of Excel Level 1 or equivalent experience, familiarity with Excel data lists and importing data is recommended. Fee includes: all materials. CLASS FEE: \$49

161SPR937.600 (11681) 6:00pm- 8:30pm Th AC243 Bonn  
Meets on: Sep. 3

161SPR937.601 (11686) 6:00pm- 8:30pm Th AC243 Bonn  
Meets on: Nov. 5

### 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

161SPR012.820 (11690) 9:00am- 12:30pm Sa APC145C Dudkowski  
and: 6:45pm- 9:15pm T

Meets between: Sep. 12-Sep. 29

Class meets on Saturday mornings and Tuesday evenings.

### 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

161SPR925.600 (11691) 6:45pm- 9:15pm T APC145C Dudkowski  
and: 9:00am- 12:30pm Sa

Meets between: Nov. 3-Nov. 21

Class meets on Tuesday evenings and Saturday mornings.

## WORD PROCESSING

### Word Level 1

Learn word processing using Microsoft Word. After completing this eight-hour seminar, students 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: \$185

161WDP900.600 (11745) 6:00pm- 8:45pm TWTh AC243 Gerding  
Meets between: Dec. 8-Dec. 10

### Mastering Mail Merge: A Word Refresher

Need to expedite your mail merging skills when using large amounts of data to create mailing labels or personalized form letters? Absorb key steps in creating a basic mail merge in this hands-on project orientated workshop. Learn how to use the wizard and manipulate your records being merged. Participants will have ample time for practice using this effort-saving tool to create various documents that are commonly used in the office. Prereq: Completion of Word Level 1 or equivalent experience, knowledge of basic database structure is recommended. Fee includes: all materials. CLASS FEE: \$49

161WDP903.600 (11746) 6:15pm- 8:45pm T AC243 Gerding  
Meets on: Dec. 1



## New! Virtual Social Media Certificate

Looking for a comprehensive social media certificate course that can help you gain employment or move ahead in the rapidly growing field of social media marketing? Through 16-weeks of highly focused sessions, the program thoroughly covers the core competencies required for business to generate revenue using social media. Participants acquire real-world experience as they learn and develop a social media marketing plan for an actual business.

Learn more on page 20.



## 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: \$1,795

161CST901.001 (11639) 8:00am- 6:00pm MTWThF WGL110 Staff  
Meets between: Nov. 9-Nov. 13

## DISTRIBUTION/WAREHOUSING

### Forklift Operator Training

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

161WHD945.001 (11638) 8:00am- 4:30pm FSa APC158 Salvador  
Meets between: Oct. 16-Oct. 24

First class will meet in classroom APC-158. Remaining classes will meet in the Campus Operations Building. Class meets Fridays and Saturdays, Oct. 16, 17, 23, and 24.



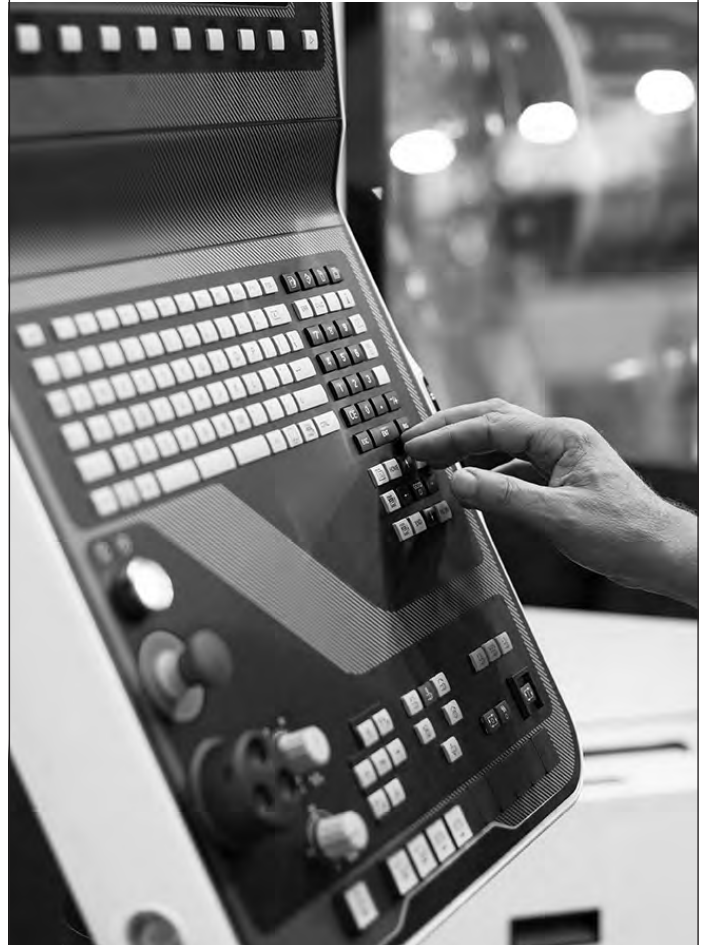
### Protect Yourself on the Job

According to the Secretary of Labor, every year in America, 3.3 million people suffer a workplace injury from which they may never recover.

Recognize and prevent hazards common to the workplace by attending our safety courses. We offer OSHA 10-Hour for General Industry or Construction, OSHA 30-Hour and many specialty courses. See pages 18-19 to learn more about our safety offerings.

### CNC Operator Training

Increase your hiring potential and prepare for an entry level CNC operator position by taking this course in our state-of-the-art CNC lab. In addition to hands on training, participants can earn a National Institute for Metalworking Skills (NIMS) Machine Level I Credential. Learn more on page 16.



## ONLINE OPTIONS for Teachers!



**Earn 24 hours of professional development from the convenience of your own home!**

- Response to Intervention: Reading Strategies that Work
- Teaching Smarter with SMART Boards
- Teaching Students with ADHD
- Teaching Students with Autism: Strategies for Success
- Spanish in the Classroom

**More details can be found on p. 23 and at [www.ed2go.com/waubonsee](http://www.ed2go.com/waubonsee).**

## 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

161EDT914.600 (11742) 6:00pm- 9:00pm T AC243 Gerding  
Meets between: Sep. 15-Oct. 13

### 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](http://www.isbe.net/licensure/html/paraprofesional.htm). Fee includes: ACT WorkKeys Skill Report. CLASS FEE: \$85

161EDT950.001 (11591) 12:30pm- 4:45pm W AC257 Norris  
Meets on: Nov. 4

### 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/](http://www.act.org/workkeys/assess/). Fee includes: ACT WorkKeys Skill Report. CLASS FEE: \$25

161EDT951.001 (11592) 12:30pm- 1:30pm W AC257 Norris  
Meets on: Nov. 4

### 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/](http://www.act.org/workkeys/assess/). Fee includes: ACT WorkKeys Skill Report. CLASS FEE: \$25

161EDT953.001 (11593) 1:30pm- 2:30pm W AC257 Norris  
Meets on: Nov. 4

### 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/](http://www.act.org/workkeys/assess/). Fee includes: ACT WorkKeys Skill Report. CLASS FEE: \$40

161EDT952.001 (11594) 2:30pm- 4:45pm W AC257 Norris  
Meets on: Nov. 4

## FACILITY MANAGEMENT

### IFMA Essentials of Facility Management Workshop Series: Introduction to Facility Management and Operations and Maintenance

This 2-day course provides an overview of the 11 competency areas of facility management and an in-depth look at the roles and responsibilities of the FM professional. You will be given an overview of operations and maintenance and building systems. You will also learn how technology is applied in operations and maintenance and the implications of health and safety in managing buildings. Note: This course is the first in a two-part series. Completion of both workshops will earn a certificate from the International Facility Management Association. Fee includes: all materials. CLASS FEE: \$795

161FAC901.001 (11656) 8:30am- 4:30pm ThF AC223 Staff  
Meets between: Oct. 29-Oct. 30

## FINANCE, TAXES AND INSURANCE

### Accounting Basics for the Nonaccountant

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

161ACC900.600 (11689) 6:45pm- 9:15pm T APC145C Dudkowski  
and: 8:30am- 1:00pm Sa APC145C Dudkowski  
Class meets on Aug. 25, Aug. 29, Sept. 1, and Sept. 8. (No class on Sept. 5.)

## FOOD SERVICE AND SANITATION

### 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 ServeSafe exam with a passing grade of 75 percent.

CLASS FEE: \$219 \* MAJOR CODE: VS15

161FSS001.001 (11660) 8:00am- 4:30pm F CPL217 Brewster  
Meets between: Sep. 18-Sep. 25

161FSS001.002 (11662) 8:00am- 4:30pm F AC257 Brewster  
Meets between: Oct. 16-Oct. 23

161FSS001.003 (11664) 8:00am- 4:30pm F CPL217 Brewster  
Meets between: Nov. 6-Nov. 13

161FSS906.001 (11666) 8:00am- 4:30pm MW AC257 Brewster  
Meets between: Dec. 7-Dec. 9

161FSS001.920 (11583) TBA ONLINE Staff  
ONLINE OPTION: Last day to register is Nov. 23. Registration must be made three weeks prior to a scheduled test date. Login instructions will be provided by Workforce Development. Fee for this online option is \$215.

Meets between: Aug. 24-Nov. 23

### Attention Food Service Professionals!

Prepare to pass the ServSafe Exam and become eligible for the Food Safety Manager's Certification with our Food Safety Certification Preparation course.



### 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 exam. Participants will be eligible for the Food Safety Manager's Certification with a passing grade of 75 percent. CLASS FEE: \$130

161FSS907.001 (11661) 8:00am- 4:30pm F CPL217 Brewster  
Meets on: Sep. 25

161FSS907.002 (11663) 8:00am- 4:30pm F AC257 Brewster  
Meets on: Oct. 23

161FSS907.003 (11665) 8:00am- 4:30pm F CPL217 Brewster  
Meets on: Nov. 13

161FSS907.004 (11667) 8:00am- 4:30pm W AC257 Brewster  
Meets on: Dec. 9

## 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: \$299 \* LAB FEE: \$25 \* MAJOR CODE: VS15

161PCT001.600 (11821) 5:30pm- 9:30pm W CPL217 Hagan  
Meets between: Aug. 26-Sep. 16

161PCT001.601 (11822) 5:30pm- 9:30pm M CPL217 Hagan  
Meets between: Oct. 19-Nov. 9

#### Medical Billing and Coding Professional

This 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims (EOB's) and use generic forms (CMS 1500) to streamline billing procedures. The course covers the following areas: 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. Students will learn how to find the service codes using coding manuals, (CPT & ICD-9). ICD-10 coding is introduced. Note: 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. CLASS FEE: \$1,899

161HCP906.600 (11590) 6:00pm- 9:30pm MW AC244 Staff  
Meets between: Sep. 14-Dec. 9

Class will not meet on Nov. 23 and Nov. 25.



## NEW! Mental Health First Aid Training and Certification

You are more likely to encounter a person in an emotional crisis than someone having a heart attack. Would you know what to do? Mental Health First Aid is an evidenced-based public education program that teaches people the key skills needed to help someone with a mental health problem or crisis. Ideal for educators, human resource professionals, healthcare workers, police and other emergency responders, social workers and caring citizens, Mental Health First Aid focuses on the skills that can be used until professional help is obtained. Participants learn to identify individuals who may need help for a mental illness, effectively communicate with them and guide them to appropriate professional help. This activity is being provided in partnership with Edward-Elmhurst Healthcare and provides 8.0 contact hours for CNE, LCSW, IAODAPCA, LMFT, LCPC and psychologist. CLASS FEE: \$89

161ALT901.001 (11820) 8:00am- 5:00pm F AC160 Staff  
Meets on: Oct. 9

Note: A boxed lunch will be provided.

## 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

161PCT915.600 (11587) 6:00pm- 9:30pm TTh CPL217 Staff  
Meets between: Sep. 15-Nov. 3

## Dental Assistant Training Offers Opportunity

Learn the essential professional skills required to function as an assistant in a dental practice and have a chance to work with a potential employer in an externship opportunity upon completion of this hands-on program.



## 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

161PCT916.600 (11589) 6:00pm- 9:30pm TTh AC257 Staff  
Meets between: Oct. 1-Dec. 3

Class will not meet on Nov. 24 and Nov. 26.

Curriculum provider, Condensed Curriculum International, Inc., handles all correspondence for the externship. Additional fees apply and will vary for this option. [www.condensedcurriculum.com](http://www.condensedcurriculum.com)

## 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: \$1,299

161PCT918.600 (11588) 6:00pm- 9:30pm TTh APC158 Staff  
Meets between: Sep. 29-Nov. 17

Curriculum provider, Condensed Curriculum International, Inc., handles all correspondence for the externship. Additional fees apply and will vary for this option. [www.condensedcurriculum.com](http://www.condensedcurriculum.com)

## NURSING CONTINUING EDUCATION

### 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 20-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 jointly provided by educational partner, Ed2go and ALLEGRA Learning Solutions, LLC (an accredited provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation), and is acceptable for 20 CE contact hours in all states. This class will be held online at [www.ed2go.com/wcc-pro](http://www.ed2go.com/wcc-pro) using pass code directions provided by Workforce Development. CLASS FEE: \$239

161NUR956.920 (11573) TBA ONLINE Staff  
Enroll anytime between Aug. 24 and Dec. 4. Classes begin monthly.

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

## 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:

- Integrative Mental Health
- End of Life Care
- Gerontology
- Stress Management
- Complementary and Alternative Medicine

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

**More details can be found on p. 23 and at [www.ed2go.com/waubonsee](http://www.ed2go.com/waubonsee).**



## THERAPEUTIC RIDING INSTRUCTOR

### Therapeutic Riding Instructor PATH Certification I

PATH Certification I is the first of two classes designed to prepare the student for PATH testing for certification. Topics covered include the fundamental principles governing effective instruction, the correlation of different methods of instruction with the differing styles of learning, and the interpretation of PATH standards from the standards and accreditations text. This course builds upon concepts taught in prior Therapeutic Riding courses, and presents new information on instruction through exercises and games. Preferred Prereq: HCP936 Equine Studies II. CLASS FEE: \$359

161HCP941.001 (11646) 8:30am- 11:30am MWF PC209 Mason  
Meets between: Sep. 9-Oct. 5

### Health Sciences for Therapeutic Riding Instruction I

This is the first class of two classes which will investigate human anatomy associated with postural alignment and body mechanics in horseback riding. Topics include identification of the human skeleton, muscles and parts of the brain pertinent to riding, and an introduction to movement terminology. The class will closely examine correct posture and position in the field of horseback riding and the benefits of varying postural accommodations. Preferred Prereq: HCP936 Equine Studies II. CLASS FEE: \$359

161HCP942.001 (11645) 8:30am- 11:30am MWF PC209 Mason  
Meets between: Oct. 12-Nov. 6

## Change Lives through Equine-Assisted Therapies

Are you interested in learning how to assist children and adults with physical, cognitive and emotional challenges gain strength and independence through horseback riding and other equine-assisted activities? Waubonsee is one of a few colleges in the country to offer a program leading to an internationally recognized certification (PATH Intl) as a Therapeutic Riding Instructor. The program leading to certification begins Fall of 2016, and we are compiling a wait list now.

Visit [www.waubonsee.edu/tri](http://www.waubonsee.edu/tri) for information and FAQs regarding the Therapeutic Riding Instructor program.

### PATH Standards and Contraindications

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

161HCP943.001 (11644) 8:30am- 11:30am MWF PC209 Mason  
Meets between: Nov. 16-Dec. 18

Class will not meet on Nov. 25 and Nov. 27.



## Medical Billing and Coding Training Options

Let our training put you on the right track toward a recognized credential in the medical billing and coding profession. Whether you're just starting out or transitioning into a different field, there has never been a better time to enter the field of Medical Billing and Coding. Besides medical facilities, positions are available with health insurance companies, pharmacies, medical suppliers, consulting firms and medical billing companies. Healthcare workers are in high demand due to the increased medical needs of an aging population and the increased number of Americans qualifying for health insurance.

Job prospects across the entire healthcare sector are expected to grow through the next decade as more Americans gain access to health insurance and providers add staff to meet the demands, according to the U.S. Bureau of Labor Statistics. The Bureau of Labor Statistics predicts the most employment growth by 2022 will be among health care support jobs. Waubonsee can help you gain certification or improve your skills toward a career in healthcare. Courses are available in an online format for those needing a flexible schedule and are available at 2 a.m. or in a face-to-face format for the more traditional learner.

### **Career changers might consider:**

- Medical Billing and Coding see page 9)
- Dental Assistant (externships are now available; see page 10)
- Pharmacy Technician (statistics indicate more than 70,000 new positions to be created by 2022; see page 10)
- EKG Technician (prepare to certify; see page 10)
- Mental Health First Aid (the need for mental health counselors will grow 28 percent by 2022)



## Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology Program

**360-hours \$2,495 Online**

Learn to function as an important member of the healthcare team by providing key skills such as patient registration and scheduling, medical records management, diagnostic and procedural coding (including ICD-10-CM), insurance claim filing, and daily financial practices. The Medical Terminology component will give you a full understanding of medical terminology, from word origins to their application. Learn the correct terms and spelling for all of the body systems, major pathological conditions, disorders, treatments, medications, and more.

## Administrative Medical Specialist with Medical Billing and Coding

**300-hours \$1,995 Online**

Learn to function as an important member of the healthcare team by providing key skills such as patient registration and scheduling, medical records management, diagnostic and procedural coding (including ICD-10-CM), insurance claim filing, and daily financial practices.

## Medical Billing and Coding with Medical Terminology

**300-hours \$1,995 Online**

Gain hands-on, practical experience in medical billing and coding and work with the main coding manuals. Learn how to code diagnoses, services and procedures for all systems of the body. Be prepared to take the Certified Billing and Coding Specialist (CBCS) exam offered by National Healthcareer Association (NHA) or sit for the Certified Professional Coder (CPC) exam. The Medical Terminology component will give you a full understanding of medical terminology, from word origins to their application. Learn the correct terms and spelling for all of the body systems, major pathological conditions, disorders, treatments, medications, and more.

## Medical Billing and Coding

**240-hours \$1,795 Online**

Gain hands-on, practical experience in medical billing and coding and work with the main coding manuals. Learn how to code diagnoses, services and procedures for all systems of the body. Be prepared to take the Certified Billing and Coding Specialist (CBCS) exam offered by National Healthcareer Association (NHA) or sit for the Certified Professional Coder (CPC) exam.

## Advanced Coding for the Physician's Office

**80-hours \$1,595 Online**

Get prepared to take the Certified Coding Specialist—Physician-based (CCS-P) certification exam offered by the American Health Information Management Association (AHIMA). This advanced program is designed for coders working in, or seeking employment in, a physician's office, clinic, or group practice. Previous medical coding experience and education is required.

## Advanced Hospital Coding and CCS Prep

**80-hours \$1,895 Online**

Absorb advanced, hospital-specific coding and billing procedures and be prepared to successfully complete the mastery-level credentialing exam, the Certified Coding Specialist (CCS). If you're currently working in a physician's office or billing service, this program will give you the edge for advancement in the workplace.

***NOTE:** ICD-10 Delay With the recent passage of the Protecting Access to Medicare Act of 2014, the ICD-10 code set will not be implemented prior to October 1, 2015. Our online provider, Ed2go, will continue to monitor the developments concerning ICD-10 and the implementation date. In the meantime, Ed2go will continue to provide ICD-10 education and resources to help participants make the conversion to ICD-10 in the most effective and expedient ways.*

## To learn more and register, visit:

<http://careertraining.ed2go.com/waubonsee> or call (877) 221-5151

## 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](mailto:cpr@waubonsee.edu)*

### 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

161AHA006.820	(11526)	8:00am- 4:30pm	Sa	AC346	Ries
<i>Meets on: Sep. 26</i>					
161AHA006.821	(11527)	8:00am- 4:30pm	Sa	AC346	Ries
<i>Meets on: Oct. 3</i>					
161AHA006.822	(11528)	8:00am- 4:30pm	Sa	AC346	Staff
<i>Meets on: Nov. 7</i>					

### Heartsaver First Aid

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

161AHA916.820	(11525)	8:00am- 12:00pm	Sa	AC346	Ries
<i>Meets on: Sep. 26</i>					
161AHA916.821	(11523)	8:00am- 12:00pm	Sa	AC346	Ries
<i>Meets on: Oct. 3</i>					
161AHA916.822	(11524)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Nov. 7</i>					

### Heartsaver CPR/AED for Adults and Children

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

161AHA906.820	(11520)	12:30pm- 4:30pm	Sa	AC346	Ries
<i>Meets on: Sep. 26</i>					
161AHA906.821	(11521)	12:30pm- 4:30pm	Sa	AC346	Ries
<i>Meets on: Oct. 3</i>					
161AHA906.822	(11522)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Nov. 7</i>					

### Heartsaver CPR/AED for Adults, Children, and Infants

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

161AHA902.600	(11529)	5:30pm- 9:30pm	M	CPL217	LeRoy
<i>Meets on: Sep. 28</i>					
161AHA902.601	(11530)	5:30pm- 9:30pm	W	CPL217	LeRoy
<i>Meets on: Oct. 21</i>					
161AHA902.602	(11531)	5:30pm- 9:30pm	W	CPL217	Schmidt LeRoy
<i>Meets on: Nov. 18</i>					
161AHA902.603	(11532)	5:30pm- 9:30pm	W	CPL217	Staff
<i>Meets on: Dec. 16</i>					



## Be Prepared to Respond

You are more likely to encounter someone in mental health crisis than someone in cardiac arrest.

Mental Health First Aid Certification provides the tools you need to respond until professional health arrives. This 8-hour certification is perfect for first responders, teachers, coaches, social workers, psychologists, and anyone who works with the public. For more information, see page 10.

**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

161AHA920.600	(11538)	5:30pm- 9:30pm	Th	APC158	Soukup
<i>Meets on: Aug. 20</i>					
161AHA920.820	(11539)	12:30pm- 4:30pm	Sa	AC346	Ries
<i>Meets on: Aug. 22</i>					
161AHA920.601	(11540)	5:30pm- 9:30pm	T	CPL217	Salvador
<i>Meets on: Aug. 25</i>					
161AHA920.602	(11541)	5:30pm- 9:30pm	T	CPL217	Salvador
<i>Meets on: Sep. 1</i>					
161AHA920.821	(11542)	8:00am- 12:00pm	Sa	AC346	Ries
<i>Meets on: Sep. 12</i>					
161AHA920.603	(11543)	5:30pm- 9:30pm	M	CPL217	Baum
<i>Meets on: Sep. 14</i>					
161AHA920.822	(11544)	12:30pm- 4:30pm	Sa	AC346	Salvador
<i>Meets on: Sep. 19</i>					
161AHA920.604	(11545)	5:30pm- 9:30pm	M	APC158	Staff
<i>Meets on: Sep. 21</i>					
161AHA920.605	(11546)	5:30pm- 9:30pm	W	CPL217	Baum
<i>Meets on: Sep. 30</i>					
161AHA920.606	(11547)	5:30pm- 9:30pm	W	CPL217	LeRoy
<i>Meets on: Oct. 7</i>					
161AHA920.823	(11548)	8:00am- 12:00pm	Sa	AC346	Lira
<i>Meets on: Oct. 10</i>					
161AHA920.607	(11549)	5:30pm- 9:30pm	M	CPL217	Salvador
<i>Meets on: Oct. 12</i>					
161AHA920.824	(11550)	12:30pm- 4:30pm	Sa	AC346	Lira
<i>Meets on: Oct. 17</i>					
161AHA920.608	(11551)	5:30pm- 9:30pm	M	APC158	Salvador
<i>Meets on: Oct. 19</i>					
161AHA920.609	(11552)	5:30pm- 9:30pm	W	CPL217	Baum
<i>Meets on: Oct. 28</i>					
161AHA920.610	(11553)	5:30pm- 9:30pm	W	CPL217	Baum
<i>Meets on: Nov. 4</i>					
161AHA920.611	(11819)	5:30pm- 9:30pm	M	APC158	Salvador
<i>Meets on: Nov. 9</i>					
161AHA920.825	(11555)	8:00am- 12:00pm	Sa	AC346	Ries
<i>Meets on: Nov. 14</i>					
161AHA920.612	(11556)	5:30pm- 9:30pm	M	APC158	Salvador
<i>Meets on: Nov. 16</i>					
161AHA920.826	(11557)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Nov. 21</i>					
161AHA920.613	(11558)	5:30pm- 9:30pm	W	CPL217	Baum
<i>Meets on: Dec. 2</i>					
161AHA920.614	(11559)	5:30pm- 9:30pm	M	CPL217	LeRoy
<i>Meets on: Dec. 7</i>					
161AHA920.827	(11560)	12:30pm- 4:30pm	Sa	AC346	Lira
<i>Meets on: Dec. 12</i>					
161AHA920.615	(11561)	5:30pm- 9:30pm	M	APC158	Staff
<i>Meets on: Dec. 14</i>					

**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](http://www.eworldpoint.com).

Prereq: Current BLS for HCP CPR Certification. CLASS FEE: \$69

161AHA903.600	(11562)	5:30pm- 9:30pm	T	APC158	Anderson
<i>Meets on: Aug. 18</i>					
161AHA903.820	(11533)	8:00am- 12:00pm	Sa	AC346	Ries
<i>Meets on: Aug. 22</i>					
161AHA903.601	(11563)	5:30pm- 9:30pm	W	APC158	LeRoy
<i>Meets on: Sep. 9</i>					
161AHA903.821	(11534)	8:00am- 12:00pm	Sa	AC346	Salvador
<i>Meets on: Sep. 19</i>					
161AHA903.602	(11564)	5:30pm- 9:30pm	W	CPL217	LeRoy
<i>Meets on: Oct. 14</i>					
161AHA903.822	(11535)	8:00am- 12:00pm	Sa	AC346	Lira
<i>Meets on: Oct. 17</i>					
161AHA903.603	(11565)	5:30pm- 9:30pm	W	APC158	Anderson
<i>Meets on: Nov. 4</i>					
161AHA903.604	(11566)	5:30pm- 9:30pm	W	CPL217	Baum
<i>Meets on: Nov. 11</i>					
161AHA903.823	(11536)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Nov. 21</i>					
161AHA903.605	(11567)	5:30pm- 9:30pm	W	CPL217	Baum
<i>Meets on: Dec. 9</i>					
161AHA903.824	(11537)	8:00am- 12:00pm	Sa	AC346	Lira
<i>Meets on: Dec. 12</i>					

**HUMAN RESOURCES****SHRM's Essentials of HR Management**

This interactive and engaging introductory course from the Society for Human Resource Management (SHRM) offers a comprehensive overview of human resource roles and responsibilities. This program will provide you with the critical knowledge needed to help reduce potentially costly lawsuits and improve your ability to handle challenging HR issues. The content of this course addresses six key human resource management subjects: 1) Human Resource Management - Understanding the HR Function 2) Employment Law-Application of Key HR Legislation 3) Recruitment and Selection-Employee Selection 4) Compensation and Benefits - Elements of a Total Compensation System 5) Employee Development - Orientation, Development and Training and 6) Performance Management - Purpose and Process for Performance Evaluation. Note: Please register at least two weeks before start date to secure your place. CPE Credit: This program is pre-approved for 12 hours of general re-certification credit for PHR, SPHR and GPHR certified professionals. Participants must complete the classroom training and post classroom online learning activities and examination to receive a certificate of completion and award of credits. Fee includes: all materials. CLASS FEE: \$650

161HMR990.001	(11584)	8:30am- 4:30pm	ThF	AC257	Staff
<i>Meets between: Oct. 29-Oct. 30</i>					



## 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 Institute for Metalworking Skills (NIMS) Machining Level I Credential. Fee includes: All materials and supplies, and the NIMS assessment. CLASS FEE: \$1,525

161CNC911.820 (11655) 9:00am- 3:00pm Sa AKL107 Ruetsche  
Meets between: Sep. 26-Nov. 14



### Essentials of HR Management

Learn Something New! SHRM's Essentials of HR Management gives you the tools to handle people with confidence.

- Are you confident your hiring practices aren't discriminatory?
- Does your staff know the difference between teasing and harassment?
- Can your managers resolve conflicts and provide necessary support to others?
- How do you address emerging HR issues like the use of technology and social media, concealed carry, and medical marijuana?
- Are you a leader—if so, this class is for you!

For more info on SHRM's Essentials of HR Management, see page 15.

## 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

161ELC930.920 (11576) TBA ONLINE Staff  
Enroll anytime between Aug. 25 and Dec. 4.  
Visit <https://www.ignitorlabs.com/techniciantraining/waubonsee> for additional information.

### WELDING

Individuals desiring information on Welding courses should refer to the Credit Course Schedule or visit [www.waubonsee.edu](http://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](http://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

161NPT917.920 (11571) TBA ONLINE Staff  
Enroll anytime between Aug. 24 and Dec. 4. Classes begin monthly.

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

## PROFESSIONAL GROWTH

### Workplace Success Concepts: An Online Workforce Readiness Series

Are you new to the workforce and need to acquire an understanding of essential skills for success? Need to transition into a new career field after many years in another career? Learn to succeed in the workplace by absorbing concepts in critical thinking, communication, taking initiative, leadership and financial literacy. Lesson content will also include workplace concepts in creativity, adaptability, social and cross-cultural skills in this 69-hour, self-paced, online curriculum. Prereq: Internet access, email address. Fee includes: materials. CLASS FEE: \$349

161WPS992.920 (11581) TBA ONLINE Staff  
Enroll anytime between Aug. 24 - Dec. 4.  
Pass code instructions will be provided by Workforce Development.

### Workplace Success Concepts: A Single Course Option

Success in the workplace requires specific skills. Do you need to develop a skill in order to be more successful on the job? Are you new to the workforce, and need to acquire an essential skill for success? Pick and choose a work-related skill you would like to sharpen. Course options include: Communication and Collaboration, Creativity and Innovation, Critical Thinking and Problem Solving, Financial Literacy, Flexibility and Adaptability, Initiative and Self-Direction, Leadership and Responsibility, Productivity and Accountability, and Social and Cross-Cultural Skills. Each of these options provides a 13-hour class delivered in an online, self-paced format. Prereq: Internet access, email address. Fee includes: materials. CLASS FEE: \$49

161WPS993.920 (11582) TBA ONLINE Staff  
Enroll anytime between Aug. 24 - Dec. 4.  
Pass code instructions will be provided by Workforce Development.

More workplace readiness online options from ACT WorkKeys are listed on page 24.

## PROJECT MANAGEMENT

### NEW! Essentials of Project Management

Does your organization struggle with delivering projects on-time and on-budget? Would you like to help your teams work together to deliver projects more reliably? Have you considered pursuing certification as a Project Management Professional (PMP)? Join us for our Essentials of Project Management Workshop. This two-day, hands-on session led by a certified PMP, will give you practical insights on how to deliver your projects more reliably. CPE Credit: This course provides 14 PDUs toward your project management certification. Fee includes: all course materials. CLASS FEE: \$550

161ORE936.001 (11647) 8:30am- 5:00pm W APC158 Staff  
Meets between: Oct. 7-Oct. 14



### NEW! Advanced Project Management

Seasoned project managers are asked to successfully deliver despite increasing complexity. Our Advanced Project Management workshop is designed to go beyond the essentials of basic project planning and to help you meet the increasing demands of the profession. Based on the Project Management Institute's (PMI®) PMBOK® Guide, you will get in-depth instruction on advanced topics such as earned value, procurement management, stakeholder relationship management, quality management, and team leadership. Our instructor, a certified Project Management Professional (PMP®), will share practical insights on advanced topics that will help experienced project managers improve project outcomes. CPE Credit: This course provides 14 PDUs toward your project management certification. Fee includes: all course materials. CLASS FEE: \$550

161ORE937.001 (11648) 8:30am- 5:00pm WTh APC158 Staff  
Meets between: Nov. 11-Nov. 12

### NEW! PMP Exam Prep Course

Join us for this intensive, one-day session designed to get you on the path to achieving your goal of becoming PMP certified. What should you focus on? What are some of the tips to keep in mind to help answer the tough questions? You will leave the session with everything you need to prepare for passing the exam. Comprehensive study material is provided including a hard copy of the Project Management Body of Knowledge (PMBOK® Guide), and a CD that provides a simulated exam experience. The session is facilitated by a certified PMP with experience helping people prepare and pass the certification exam worldwide. CPE Credit: This course provides 7 PDUs toward your project management certification. Fee includes: Course materials, PMBOK® Guide, and exam practice CD. CLASS FEE: \$550

161ORE938.001 (11649) 8:30am- 5:00pm W APC158 Staff  
Meets on: Dec. 2

### NEW! Project Management Professional Series

Interested in obtaining your Project Management Professional certification? Enroll in this series and you will experience Essentials of Project Management, Advanced Project Management, and Project Management Professional (PMP) Exam Prep. Completion of these three courses will provide you with the 35 professional development units (PDUs) required to obtain your PMP Certification, and prepare you for the PMP exam. You will also gain the confidence and experience to help you excel in your career. Note: This series includes all three courses in the Project Management series: ORE 936, ORE 937, and ORE 938. CPE Credit: This course provides 35 PDUs toward your project management certification. Fee includes: Course materials, PMBOK® Guide, and exam practice CD. CLASS FEE: \$1,525

161ORE940.001 (11650) 8:30am- 5:00pm W APC158 Staff

Class meets Oct. 7, Oct. 14, Nov. 11, Nov. 12, and Dec. 2.

## National Apartment Leasing Professional (NALP)

Are you organized, adaptable, and great at multi-tasking? A career as a leasing professional may be for you. No day is the same in this exciting and growing career path. Earn the NALP credential from the American Apartment Association and see where this exciting career path takes you.

Learn more on page 18.

## Project Management Professional Series

According to the 2014 Project Management Salary Survey from the Project Management Institute (PMI), the median salary for Project Managers in the U.S. is \$105,000. The Project Management Professional (PMP) certification can help you excel in this field. Our new Project Management Professional series can help you network with others in your field, learn new concepts you can apply on the job, and prepare for the certification exam. For more information, see page 17.



## REAL ESTATE

### NEW! NALP: National Leasing Professional

The NALP (National Apartment Leasing Professional) certification course is focused on developing the skills of the property leasing consultant and will enhance the contributions this professional makes to a successful property. This certification is ideal for all leasing professionals who seek a refresher on leasing techniques or who have recently joined the industry and want to learn more while acquiring their experience. The curriculum covers bringing in new residents, marketing and maintaining your community, why your competition matters, relevant laws and how to apply them, the sales process and building relationships, effectively meeting the needs of current residents, and a final market survey presentation. Note: This course leads to the National Leasing Professional (NALP) designation. To obtain the NALP designation you must have worked in the apartment industry for at least six months (may be obtained during candidacy period for NALP), successfully completed the 25-hour NALP course, and met all examination requirements within 12 months of declaring candidacy. For more information, please review National Apartment Association information on certification: Fee includes: textbook and course materials. CLASS FEE: \$725

161REL920.001 (11642) 8:30am- 5:00pm Th AC312 Staff  
Meets between: Oct. 15-Oct. 29

## SAFETY

### 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

161SAF006.001 (11625) 8:00am- 1:15pm ThF APC158 Serpe  
Meets between: Sep. 3-Sep. 4

### 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

161SAF002.001 (11622) 8:00am- 1:15pm ThF AC257 Serpe  
Meets between: Sep. 17-Sep. 18

161SAF002.002 (11623) 8:00am- 1:15pm ThF AKL202 Serpe  
Meets between: Nov. 12-Nov. 13

### OSHA Hearing Protection Requirements

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

161SAF904.001 (11626) 8:00am- 10:00am F APC158 Serpe  
Meets on: Sep. 25

### 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

161SAF949.001 (11627) 10:30am- 12:30pm F APC158 Serpe  
Meets on: Sep. 25

### OSHA Confined Space Standard

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

161SAF907.001 (11628) 1:30pm- 3:30pm F APC158 Serpe  
Meets on: Sep. 25

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



## OSHA 30-Hour Course

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

161SAF936.001 (11852) 8:00am- 4:30pm MTWTh AC257 Serpe  
Meets between: Oct. 5-Oct. 8

## 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

161SAF910.001 (11629) 8:00am- 10:00am F AC223 Serpe  
Meets on: Oct. 16

## 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

161SAF902.001 (11630) 10:30am- 12:30pm F AC223 Serpe  
Meets on: Oct. 16

## 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

161SAF921.001 (11631) 1:30pm- 3:30pm F AC223 Serpe  
Meets on: Oct. 16

## 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

161SAF940.001 (11632) 8:00am- 10:00am F APC158 Serpe  
Meets on: Nov. 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

161SAF996.001 (11633) 10:30am- 12:30pm F APC158 Serpe  
Meets on: Nov. 6



## Intro to Facility Management and Operations and Maintenance

Facility managers juggle a lot of responsibilities. The International Facilities Management Association (IFMA) course can help you prioritize, organize, and manage your to-dos. It's professional development you can put to use immediately.

Learn more on page 8.

## 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

161SAF978.001 (11634) 1:30pm- 3:30pm F APC158 Serpe  
Meets on: Nov. 6

## 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

161SAF973.001 (11635) 8:00am- 10:00am F AC223 Serpe  
Meets on: Dec. 4

## 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

161SAF969.001 (11636) 10:30am- 12:30pm F AC223 Serpe  
Meets on: Dec. 4

## Accident Investigation

Employees are any company's most valued asset, yet in spite of best intentions, thousands of workplace accidents occur every day. It is critically important that every employer have a thorough accident investigation policy in place to investigate workplace accidents. This course explores how accidents occur, and how they can be analyzed to correct the hazardous conditions, unsafe practices, or system weaknesses that may have produced them. You will learn to use the information gained in an accident investigation to prevent future similar, or perhaps worse, accidents. The goal of this course is to give you a procedure to implement to get to the root cause of any accident, and ultimately to aid in accident prevention. CLASS FEE: \$99

161SAF993.001 (11637) 1:30pm- 3:30pm F AC223 Serpe  
Meets on: Dec. 4

## Take your software skills to the next level!

Whether you are a beginner or an experienced user, Waubonsee's software classes can improve your skills and increase your productivity. Various levels of classes are offered for many popular Microsoft and Adobe applications. See pages 3-6.



## SALES AND MARKETING

### 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 virtual 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 designer 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

161MKT950.920 (11654) 6:00pm- 9:00pm TTh ONLINE Staff  
Meets between: Sep. 1-Dec. 15

This is an instructor-led, virtual course that meets online every Tuesday and Thursday, 6 p.m.-9 p.m. from Sept. 1 through Dec. 15. Class will meet Monday, Nov. 23 and Tuesday Nov. 24 to accommodate Thanksgiving week. Students will be given log-in information after registration is complete.



Online career training programs are available for many professions.

**Validate** your skills **today** by preparing for an industry recognized credential!

### **MEDIA AND DESIGN**

Digital Arts Certificate  
Digital Analytics and Conversion Professional  
Video Game Design and Development  
Web Design Certificate  
Web Design Professional

### **SUSTAINABLE ENERGY/ GOING GREEN**

Principles of Green Buildings  
Certified Indoor Air Quality Manager  
Wind Energy Professional

### **SKILLED TRADES/ INDUSTRIAL**

Freight Broker/Agent Training  
HVAC Technician  
Performing Comprehensive Building Assessments

### **HEALTH CARE AND FITNESS**

Optician Certification  
Nutrition for Optimal Health, Wellness and Sports  
Pharmacy Technician  
Veterinary Assistant

### **SOFTWARE DEVELOPMENT**

3ds max  
AutoCAD and AutoCAD 3D  
Mobile and Desktop Web Developer  
Help Desk Analyst: Tier 1 Support

### **MANAGEMENT**

Lean Mastery  
Management for IT Professionals  
Six Sigma Black Belt  
Six Sigma Green Belt

### **BUSINESS AND PROFESSIONAL**

Human Resources Professional  
Legal Secretary  
Paralegal Training  
Payroll Practice and Management  
Records Management Certificate

### **IT CERTIFICATION PREPARATION**

Cisco CCNA Training  
CompTIA A+  
CompTIA IT Healthcare Tech  
CompTIA Network+  
CompTIA Security+  
Microsoft Sharepoint 2013  
Microsoft Solutions Associate Server  
Microsoft Office Specialist 2010

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

Prepare for today's hottest careers from the comfort of your home or office! Career Training Programs are comprehensive self-paced and completely online! You can begin these programs at any time and learn when it fits your schedule. Once you have successfully completed all required coursework, you will receive a Certificate of Completion from Waubonsee Community College Workforce Development. All materials listed in the syllabus are included in the registration fee. Each program has an experienced instructor available to answer your questions and help you in your online learning experience.

### **Program Benefits:**

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

## **ENROLL TODAY!**

To learn more and to register, visit

**<http://careertraining.ed2go.com/waubonsee>**  
or call (877) 221-5151





## 4th Annual Marketing Boot Camp

Don't miss this popular annual event! You will learn how to develop a marketing plan that WORKS!

Interactive, hands-on exercises give you strategies and tips that you can implement in your business immediately

You'll receive a take-away toolbox of templates, plus a handy reference card deck that will guide you on marketing tactics all year long.

**Thursday, October 8**  
**9 a.m. – 2 p.m.**

**Waubonsee Aurora Campus Room 160**  
**\$89 (Includes continental breakfast, lunch and materials)**

**Register at:** [www.waubonseetickets.com](http://www.waubonseetickets.com)

Presented by Jacqueline Camacho-Ruiz, Owner & Director of JJR Marketing – Award Winning Marketing and Public Relations Agency, Author and Speaker.

## NEW! Social Media: Marketing Business Primer

How do you reach customers and generate revenue with social media? This ground-breaking boot camp provides an unprecedented account of how to use social media for business. Come to learn the dos and don'ts of what works and what doesn't. The first session covers social media marketing including setting objectives, identifying target markets, and developing content. The second session covers social media engagement using networks, influencers, messages, goals, and analytics. The third session covers social media platforms including LinkedIn and Facebook pages and Twitter. The fourth session covers advanced social media topics including Google+, Mobile, and reputation management. This course is packed with useful information that you can put to use immediately. Fee includes: all materials. CLASS FEE: \$795

161MKT955.001 (11652) 9:00am- 12:00pm T APC158 Staff  
Meets between: Sep. 15-Nov. 3

## NEW! Social Media Advertising

Businesses can no longer rely solely on organic reach to make an impact in social media. With the advancement of News Feed algorithms and tech savvy users, the best way to reach and manage potential audiences is through paid media. In this program you will learn how to deliver personalized ads at the right moment in the selling cycle to the audience most interested and learn hands-on how to develop laser-focused ad campaigns on Facebook, LinkedIn and Twitter. Prereq: Students should have experience with Facebook, LinkedIn and Twitter. This is considered an intermediate level course. Fee includes: all materials. CLASS FEE: \$395

161MKT956.001 (11653) 9:00am- 11:00am T APC158 Staff  
Meets between: Nov. 10-Dec. 8  
Class will not meet on Nov. 24.

## SMALL BUSINESS

### 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: \$35

161SBA902.600 (11705) 6:00pm- 9:00pm W AC223 Huxtable  
Meets on: Sep. 16

161SBA902.601 (11711) 6:00pm- 9:00pm T AC244 Huxtable  
Meets on: Oct. 20

161SBA902.602 (11714) 6:00pm- 9:00pm Th APC158 Huxtable  
Meets on: Dec. 10

### 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: \$35

161SBA904.600 (11717) 6:00pm- 9:00pm T AC244 Huxtable  
Meets on: Sep. 22

161SBA904.601 (11730) 6:00pm- 9:00pm T AC244 Huxtable  
Meets on: Nov. 17

### 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: \$35

161SBA941.600 (11734) 6:00pm- 8:00pm Th AC244 Drake  
Meets on: Nov. 5

### 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: \$35

161SBA963.600 (11731) 6:00pm- 9:00pm Th AC244 Basilico  
Meets on: Oct. 1

161SBA963.601 (11732) 6:00pm- 9:00pm W AC223 Basilico  
Meets on: Dec. 2

## Google for Business

This workshop will cover online marketing best practices using Google tools, including how to: reach the right audience using Google AdWords and boost your ad performance by choosing the right keywords and writing compelling ads; claim your business on Google Maps and create a Google Places page; use Google Analytics to track online traffic and optimize your website. CLASS FEE: \$35

161SBA966.600 (11733) 6:00pm- 9:00pm W AC223 Basilico  
Meets on: Oct. 28

## Designing Effective Window Displays

If you have a store front, some time and little bit of money, you can create unique and eye catching window displays that will stop shoppers in their tracks and lure them in your door. You will learn tricks of the trade and design tips from an expert designer. This workshop will start your creative juices flowing and get you ready to decorate. Bring a friend along, and share your decorating budget. CLASS FEE: \$25

161SBA978.600 (11736) 6:00pm- 8:00pm Th AC244 Castrejon  
Meets on: Oct. 15

## Branding: Focus on the Future

If you have a company, but not a brand or you have a brand, but you don't have direction, this class is for you. By focusing on the future and looking at the current status of your "brand", David Hilliard, owner of I.D.E.A.S. Advertising, will help you define (or re-define) your brand logo, brand marketing, and brand future. This interactive workshop will involve both education and discussion to help you become more confident about your place in the market. As president of a creative agency for the last 20 years, David has developed literally hundreds of brands. Whether you're a start-up or simply stuck with a "flat brand image," this class will revolutionize the way you view your brand and how you use it. CLASS FEE: \$35

161SBA979.600 (11735) 6:00pm- 9:00pm Th AC244 Hilliard  
Meets on: Sep. 17

161SBA979.601 (11737) 6:00pm- 9:00pm Th AC244 Hilliard  
Meets on: Oct. 22

## SUSTAINABILITY

### 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

161CST983.001 (11651) 8:00am- 5:00pm ThFSa AC342 Konopacki  
Meets between: Oct. 8-Oct. 17




## 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 that 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](http://www.ed2go.com/waubonsee)**



# WORKPLACE READINESS ONLINE TRAINING OPTIONS FROM ACT WORKKEYS

GET PREPARED FOR THE NATIONAL CAREER READINESS  
CERTIFICATE (NCRC) AND VALIDATE YOUR SKILLS!

- Internet-based instruction
- Self-paced lessons
- Enroll anytime between August 24 – December 4
- Login details will be administered by Workforce Development
- Prereq: Access to an Internet browser; curriculum can be accessed from any computer, tablet, or mobile device with a browser that supports HTML5. No apps to install. No plug-ins necessary (except if you are using Windows XP).
- Visit: <http://www.act.org/certificate/about.html> for more information about the NCRC



## KEY TRAIN

*Need to learn, practice and demonstrate the skills needed to succeed in your desired career? Improve your basic skills measured by the WorkKeys® assessments.*

### Units included:

- Introduction to KeyTrain
- Applied Mathematics
- Reading for Information
- Location Information
- Writing

Practice problems are similar to those on an actual WorkKeys assessment. Each area includes a pre-test and post-test.

<u>Ticket number</u>	<u>(CRN)</u>
161WPS910.920 .....	(11577)
Class Fee: .....	\$19

## CAREER READY 101

*Increase your chances for on-the-job success by grasping the essential soft skills used in today's workplace!*

### Courses included in this series:

- Interpersonal and Business Communication
- Problem Solving and Critical Thinking
- Working Productively in a Team
- Assisting Customers Effectively
- Developing Good Work Habits
- Workplace Discipline.

Supports the NCRC Plus, building skills relevant to the ACT WorkKeys® Talent Assessment's indicators for teamwork, customer service, workplace discipline, and managerial potential.

<u>Ticket number</u>	<u>(CRN)</u>
161WPS912.920 .....	(11578)
Class Fee: .....	\$60

## KEY TRAIN + CAREER READY 101

*Improve both skill sets in the bundled option for refreshing your basic skills and soft skills.*

<u>Ticket number</u>	<u>(CRN)</u>
161WPS911.920 .....	(11579)
Class Fee: .....	\$79





# BUSINESS TRAINING AND SOLUTIONS

WAUBONSEE IS YOUR RESOURCE PARTNER FOR DEVELOPING AND ENHANCING THE SKILLS OF YOUR TEAM.

## ***Flexible, Responsive and Completely Tailored to Your Needs***

When your employees need new or updated skills, 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.

## **HERE IS A SAMPLE OF TOPICS FOR WHICH WE OFFER TRAINING SOLUTIONS:**

- Safety
- Business and Management
- Communication
- Manufacturing and Industrial Skills
- Quality Process Improvement
- Health
- Computer Software
- Don't see your need listed here? We can address many 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 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 are 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 grant agencies.

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

***(630) 906-4152***

***[training@waubonsee.edu](mailto:training@waubonsee.edu)***



**WAUBONSEE**  
COMMUNITY COLLEGE

*Workforce Development*



## ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER AT WAUBONSEE

### TAKE YOUR BUSINESS TO THE NEXT LEVEL

#### 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](mailto:sbdc@waubonsee.edu)

**[www.waubonsee.edu/sbdc](http://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*

*I want to thank you for all of your help with setting up my business properly! Your insights about marketing and targeting certain populations have been extremely helpful. My business is really taking off this year and I attribute part of this success to all of the help from the Illinois Small Business Development Center at Waubonsee.*

*Dr. Diana Slaviero  
Licensed Clinical Psychologist | Aurora, IL*

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