

Work

CAREER ENHANCEMENT



WAUBONSEE
COMMUNITY COLLEGE

POSSIBILITIES BEGIN HERE

*Advance your career,
business and job prospects*

**TIME FOR A
CAREER CHANGE? –**
We have options from
Web Design Professional
to Pharmacy Technician.
Pages 10-13 and 20-21

**NEED CONTINUING
EDUCATION CREDITS?**
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Nurses, see pages 11 and 15

**ADD FUNDAMENTALS AND
TECHNIQUES FOR EFFECTIVE
PROJECT MANAGEMENT TO
YOUR SKILL SET.**
See page 19

**WORKFORCE DEVELOPMENT
SUMMER 2015**

waubonsee.edu/workforcedev



WORKFORCE DEVELOPMENT



KNOWLEDGE IS POWER

to ENHANCE YOUR BUSINESS
ADVANCE YOUR CAREER
BUILD YOUR COMMUNITY

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www.waubonsee.edu/workforcedev

Looking for classes designed to enrich your quality of life?

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

WORKFORCE DEVELOPMENT Offerings

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

Which course is best for me?

We have a variety of courses to meet your needs, both online and face-to-face. The choices range from 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: \$699 * MAJOR CODE: VS10

153APC011.600 (30836) 6:00pm- 9:30pm M AC223 Gates
Meets between: June 8-July 13

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

153WHD906.820 (30828) 9:00am- 3:00pm Sa AC257 Gates
Note: Class will not meet on July 4.

Participant materials are \$950 and can be purchased from APICS Fox River Chapter. There is an additional fee for the exam. Please see www.apics.org for more information.

Meets between: June 6-July 18

Principles of Inventory Management

This half-day course will help you gain operational knowledge and understanding of inventory management principles and techniques as well as a greater understanding of how controlling inventory impacts your business. Essential inventory management vocabulary and skills will be introduced. You will leave with a better understanding of the steps and processes involved in good inventory control. Fee includes: All materials. CLASS FEE: \$199

153WHD950.001 (30852) 8:00am- 12:00pm Th AC257 Gates
Meets on: May 28

Principles of Operations Planning

This course explores the latest techniques in operations planning from the tactical to the strategic, including forecasting, demand management, and master scheduling processes. You will leave this course with an understanding of the basic manufacturing planning principles and techniques that are used at each level in the planning process. Fee includes: All materials. CLASS FEE: \$199

153WHD951.001 (30853) 8:00am- 12:00pm Th AC257 Gates
Meets on: June 4

Principles of Distribution and Logistics

In this course, you will learn the basics of logistics and warehousing management activities in an organization. Among the topics discussed are the basics of logistics management, warehousing, transportation, fulfillment, distribution channel design and more. Fee includes: All materials. CLASS FEE: \$199

153WHD953.001 (30868) 8:00am- 12:00pm Th AC257 Gates
Meets on: July 9

Principles of Manufacturing Management

Modern manufacturing management requires a good grasp of planning, scheduling, and control. This course will give you an overview of these topics and provide an introduction to the concepts and practices of modern manufacturing management. Among the topics discussed are managing the manufacturing environment, operations management, capacity planning, and lean production management. Fee includes: All materials. CLASS FEE: \$199

153WHD952.001 (30867) 8:00am- 12:00pm Th AC257 Gates
Meets on: June 25

Principles of Managing Operations

In this half-day course, you will gain a fundamental understanding of the concepts and tools needed for organizational process management. You will also learn about the processes involved in designing and operating the manufacturing and distribution environment. Your instructor will cover best practices related to the design of systems to produce goods and services and the operations of those systems. Fee includes: All materials. CLASS FEE: \$199

153WHD954.001 (30869) 8:00am- 12:00pm Th AC257 Gates
Meets on: July 30

CIVIC LEADERSHIP

Leadership for Elected Officials

This course is designed for elected officials and those considering a future position in civic leadership. Topics covered include municipal forms of government, Sunshine Laws, Robert's Rules of Order and public finance. CLASS FEE: \$349 * MAJOR CODE: VS25

153CIV010.600 (30844) 6:00pm- 9:00pm W APC158 McKittrick
Meets between: May 27-July 1

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. 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

153COM958.920 (30806) TBA ONLINE Staff
Enroll anytime between May 18 and July 30. Classes begin monthly.

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 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

153COM994.920 (30807) TBA ONLINE Staff
Enroll anytime between May 18 and July 30. Classes begin monthly.

Want to take your software skills to the next level?



Plan to attend a series of classes and earn a certificate of completion stating the total hours of professional development achieved.



Three levels of classes are offered for the Microsoft applications. A two level series of classes are offered for Adobe applications.

Microsoft Software Application Series

(start dates listed)

Access Series		
Level 1	Level 2	Level 3
May 11	May 29	June 16
July 10	July 31	Fall TBA
Excel Series		
Level 1	Level 2	Level 3
May 18	June 8	June 22
May 26	June 4	June 16
July 27	August 5	Fall TBA

Adobe Software Application Series

(start dates listed)

Photoshop Series	Illustrator Series	InDesign Series
May 20	May 28	June 8
June 8	July 9	July 13
June 17		
July 13		

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

153INT005.820 (30936) 9:00am-12:30pm Sa AC243 Bonn

Note: Class will dismiss at 12 noon on June 13.

Meets between: May 30-June 13

153INT005.600 (30943) 6:00pm-9:30pm TTh APC145A Gerding

Note: Class will dismiss at 9 p.m. on July 14.

Meets between: July 7-July 14

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

153DBS005.820 (30939) 8:30am-2:00pm Sa AC243 Staff

Meets between: June 20-June 27

153DBS005.001 (30928) 8:00am-2:00pm F CPL209 Backes

Meets between: July 10-July 17

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

153DBS006.001 (30923) 8:00am-2:00pm F AC243 Backes

The level 1 class is scheduled to begin on May 11 in the spring term. Contact Workforce Development for more information.

Meets between: May 29-June 5

153DBS901.001 (30929) 8:00am-2:00pm F CPL209 Backes

Meets between: July 31-Aug. 7

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

153DBS007.001 (30927) 8:00am-2:00pm F AC243 Backes

Meets between: June 19-June 26

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

153DSK006.600 (30915) 6:15pm-9:00pm Th APC145C Kelly

Meets between: May 28-June 18

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

153DSK917.600 (30916) 6:15pm-9:00pm Th APC145C Kelly

Meets between: July 9-July 30

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

153DSK009.600 (30911) 6:15pm-9:00pm W AC222 Davis

Note: This class is taught in a Mac lab.

Meets between: May 20-June 10

153DSK009.601 (30917) 6:15pm-9:00pm M AC222 Kelly

Note: This class is taught in a Mac lab.

Meets between: June 8-June 29

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

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

153DSK906.600 (30912) 6:15pm- 9:00pm W AC222 Davis
Meets between: June 17-July 8

153DSK906.601 (30918) 6:15pm- 9:00pm M AC222 Kelly
Meets between: July 13-Aug. 3

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

153DSK901.600 (30913) 6:15pm- 9:00pm M APC145C Davis
Meets between: June 8-June 29

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

153DSK912.600 (30914) 6:15pm- 9:00pm M APC145C Davis
Meets between: July 13-Aug. 3

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 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

153WWW915.920 (30804) TBA ONLINE Staff
Enroll anytime between May 18 and July 30. Classes begin monthly.

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

1530PS006.820 (30942) 9:00am- 12:00pm Sa PC121 Gerding
Note: Class will not meet on July 4.
Meets between: June 20-Aug. 7



Microsoft Office 2013

Not sure which application to explore? Get an introductory overview in a hands-on classroom experience!

INTRODUCTION TO MICROSOFT OFFICE BEGINS:

JUNE 20 AT THE PLANO CAMPUS ON SATURDAY MORNINGS

More information can be found on page 5.

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

153MMC903.001 (30934) 9:00am- 4:00pm M APC145A Backes
Meets between: July 20-July 27

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 orientated 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

153NTK921.920 (30812) TBA ONLINE Staff
Enroll anytime between May 18 and July 30. Classes begin monthly.

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

153SPR005.001 (30930) 8:00am- 2:00pm M CPL209 Backes
Note: Class will not meet on May 25.
Meets between: May 18-June 1

153SPR005.600 (30937) 6:00pm- 9:30pm Th AC243 Bonn
Note: Class will dismiss at 9 p.m. on June 2.
Meets between: May 26-June 2

153SPR900.600 (30945) 6:00pm- 9:30pm MW CPL209 Gerding
Note: Class will dismiss at 9 p.m. on Aug. 3.
Meets between: July 27-Aug. 3

“This Excel class was a most effective learning experience because of the hands-on experience and detailed instructors.”

– Peter Laech
Excel Level 1, October 27, 2014

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

153SPR006.600 (30938) 6:00pm- 9:30pm TTh AC243 Bonn
Note: Class will dismiss at 9 p.m. on June 11.
Meets between: June 4-June 11

153SPR006.002 (30931) 8:00am- 2:00pm M CPL209 Backes
Meets between: June 8-June 15

153SPR901.600 (30946) 6:00pm- 9:30pm MW CPL209 Gerding
Meets between: Aug. 5-Aug. 12

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

153SPR007.600 (30941) 6:00pm- 9:30pm TTh AC243 Gerding
Note: Class will dismiss at 9 p.m. on June 23.
Meets between: June 16-June 23

153SPR007.001 (30932) 8:00am- 2:00pm M CPL209 Backes
Meets between: June 22-June 29



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. 24 and at www.ed2go.com/waubonsee.

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

153SPR012.600 (30920) 6:45pm- 9:15pm T APC145C Dudkowski
and: 8:30am- 12:30pm Sa APC145C Dudkowski

Note: Class will not meet on July 4.

Meets between: June 23-July 14

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

153SPR925.820 (30922) 6:45pm- 9:15pm T APC145C Dudkowski
and: 8:30am- 12:30pm Sa APC145C Dudkowski

Meets between: July 18-Aug. 8

Class will not meet on July 25.

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: \$65

153SPR913.001 (30935) 9:00am- 12:00pm M CPL209 Backes
Meets on: July 13

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

153SPR937.820 (30940) 9:00am- 11:30am Sa AC243 Bonn
Meets on: July 11



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. 24 and at www.ed2go.com/waubonsee.

WORD PROCESSING

Word Level 1

Learn word processing using Microsoft Word. After completing this eight-hour seminar, the student will be able to create and edit basic documents; use Help, menus, toolbars and navigate throughout documents; insert, delete, move and copy text; save, print and close documents; adjust fonts, use undo and redo, modify page breaks; use Format Painter and apply bullets, align text vertically and horizontally; adjust line spacing, margins and page orientation; insert page numbers and section breaks; generate single envelopes, single labels and multiple sheets of labels. Prereq: Ability to type and a basic knowledge of Windows. Fee includes: materials. CLASS FEE: \$185 * MAJOR CODE: VS25

153WDP001.600 (30944) 6:00pm- 9:30pm TTh APC145A Gerding

Note: Class will dismiss at 9 p.m. on July 23.

Meets between: July 16-July 23

CONSTRUCTION

Home Inspection

This class will prepare you for the Illinois state certification exam which is required to do home inspections in Illinois. The course combines online learning with a three-day hands-on classroom portion. The online learning component includes such topics as structure, exteriors, roofs, plumbing, electrical, heating, cooling, interiors, insulation and ventilation. In the classroom portion, you will learn how to conduct and document a standards-based high quality home inspection, as well as how to protect yourself from liability. You will perform actual inspections under the instructor's guidance.

Note: In order to benefit from the three-day hands-on classroom portion of this course, you should register several weeks in advance of the class dates in order to complete your online studies prior to the class dates. CLASS FEE: \$1,595

153CST901.001 (30848) 8:00am- 5:00pm MTWThF WGL110
Staff

Meets between: Aug. 10-Aug. 14

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

153WHD945.001 (30870) 8:00am- 4:30pm FSa APC158 Salvador
First class meets in APC 158. Remaining classes meet in the Campus Operations building.

Meets Fridays and Saturdays July 17, 18, 24 and 25

EDUCATORS

See the Professional Growth section on page 18 for test preparation options.

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/paraprofessional.htm. Fee includes: ACT WorkKeys Skill Report. CLASS FEE: \$85

153EDT950.001 (30817) 12:30pm- 4:45pm W AC257 Norris
Meets on: June 3

153EDT950.002 (30822) 12:30pm- 4:45pm W AC257 Norris
Meets on: Aug. 5

ACT WorkKeys - Applied Mathematics Assessment

The WorkKeys Applied Mathematics test measures the skills people use when they apply mathematical reasoning and problem-solving techniques to work-related problems. Examinees will have 45 minutes to complete this paper-based test that is made up of 33 multiple-choice questions. While individuals may use calculators and conversion tables to help with the problems, students will still need to use math skills to think the problems through. Note: This section is for individuals needing to retake the Applied Mathematics assessment as outlined by the requirements to obtain an Educator License with Stipulations: Endorsed as a Paraprofessional Educator. Individuals seeking a National Career Readiness Certificate may also enroll. More information about ACT WorkKeys can be found at www.act.org/workkeys/assess/. Fee includes: ACT WorkKeys Skill Report. CLASS FEE: \$25

153EDT951.001 (30818) 12:30pm- 1:30pm W AC257 Norris
Meets on: June 3

153EDT951.002 (30823) 12:30pm- 1:30pm W AC257 Norris
Meets on: Aug. 5

ACT WorkKeys - Reading for Information Assessment

The WorkKeys Reading for Information test measures the skills people use when they read and use written text in order to do a job. The written texts include: memos, letters, directions, signs, notices, bulletins, policies and regulations. Examinees will have 45 minutes to complete this paper-based test that is made up of 33 multiple choice questions. The questions are based on reading passages that reflect workplace reading demands. Note: This section is for individuals needing to retake the Reading assessment as outlined by the requirements to obtain an Educator License with Stipulations: Endorsed as a Paraprofessional Educator. Individuals seeking a National Career Readiness Certificate may also enroll. More information about ACT WorkKeys can be found at www.act.org/workkeys/assess/. Fee includes: ACT WorkKeys Skill Report. CLASS FEE: \$25

153EDT953.001 (30820) 1:30pm- 2:30pm W AC257 Norris
Meets on: June 3

153EDT953.002 (30824) 1:30pm- 2:30pm W AC257 Norris
Meets on: Aug. 5

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

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

“This was one of the best ed2go classes that I have taken. After taking Lori’s class, I feel much more confident in planning and preparing lessons for the Smart board that was installed in my room this past summer. I am definitely going to recommend this class to my colleagues.”

– Teacher, Carolyn Schmidt
June 18, 2014

More details can be found on p. 24 and at www.ed2go.com/waubonsee.

ACT WorkKeys - Writing Assessment

The WorkKeys writing test measures the skills individuals use when they write messages that relay workplace information between people. This test is administered by an audio device containing all directions and messages. Examinees are given 40 minutes to complete six responses in this paper-based assessment. Scoring is based on writing mechanics (sentence structure and grammar) and writing style. Note: This section is for individuals needing to retake the Writing assessment as outlined by the requirements to obtain an Educator License with Stipulations: Endorsed as a Paraprofessional Educator. More information about ACT WorkKeys can be found at www.act.org/workkeys/assess/. Fee includes: ACT WorkKeys Skill Report. CLASS FEE: \$40

153EDT952.001 (30821) 2:30pm- 4:45pm W AC257 Norris
Meets on: June 3

153EDT952.002 (30825) 2:30pm- 4:45pm W AC257 Norris
Meets on: Aug. 5



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



WAUBONSEE
COMMUNITY COLLEGE

Workforce Development

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

153ACC900.820 (30919) 8:30am- 12:30pm Sa APC145C Dudkowski
Meets between: May 30-June 20

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 state exam with a passing grade of 75 percent. CLASS FEE: \$219 * MAJOR CODE: VS15

153FSS001.001 (30757) 8:00am- 4:30pm M AC382 Brewster
Meets between: June 8-June 15

153FSS001.002 (30763) 8:00am- 4:30pm MW AC257 Brewster
Meets between: July 13-July 15

153FSS001.920 (30815) TBA ONLINE Staff
ONLINE OPTION: Last day to register is July 30. Registration must be made three weeks prior to scheduled test date. Login instructions will be provided by Workforce Development.
Fee for this online option is \$215.
Meets between: May 18-July 30

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 obtain the Food Safety Manager Certification upon completion of the state exam with a passing grade of 75 percent. CLASS FEE: \$219

153FSS906.001 (30768) 8:00am- 4:30pm MW CPL217 Brewster
Meets between: Aug. 10-Aug. 12

Food Safety Certification Lite

This 8-hour course provides training and the exam endorsed by the Illinois Department of Public Health for Food Safety Manager's certification. The course, recommended for supervisory personnel who have a strong background in food service, will review current standards for controlling foodborne illness, rules and regulations for safe food storage and handling, pest control, cleaning and sanitizing procedures, equipment design, and construction of facility. The class concludes with the administering of the state certification exam. Participants will be eligible for the Food Safety Manager's Certification upon completion of the state exam with a passing grade of 75 percent. CLASS FEE: \$130

153FSS907.001 (30759) 8:00am- 4:30pm M AC382 Brewster
Meets on: June 15

153FSS907.002 (30766) 8:00am- 4:30pm W AC257 Brewster
Meets on: July 15

153FSS907.003 (30771) 8:00am- 4:30pm W CPL217 Brewster
Meets on: Aug. 12



Microsoft Office 2013

Not sure which application to explore? Get an introductory overview in a hands-on classroom experience!

INTRODUCTION TO MICROSOFT

OFFICE BEGINS:

JUNE 20 AT THE PLANO CAMPUS ON SATURDAY MORNINGS

More information can be found on page 5.

HEALTH CARE

ALLIED HEALTH

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

153HCP906.600 (30756) 6:00pm- 9:30pm MW AC257 Staff

Note: Class will not meet on May 25 and July 6.

Meets between: May 18-Aug. 12

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

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

153PCT915.600 (30753) 6:00pm- 9:30pm MW CPL217 Staff

Note: Class will not meet on July 6.

Meets between: June 1-July 22

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

153PCT916.600 (30755) 6:00pm- 9:30pm TTh AC257 Staff

Note: Class will not meet on July 2.

Meets between: June 9-Aug. 6

Pharmacy Technician Program

This 50-hour course will prepare you to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, community pharmacies and other health care settings - working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. The program includes a graded final exam to help prepare you for the PTCB exam. 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

153PCT918.600 (30754) 6:00pm- 9:30pm TTh APC158 Sandhu

Note: Class will not meet on June 30 and July 2.

Meets between: June 2-July 28

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. 24 and at www.ed2go.com/waubonsee.

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 19-hour program also presents many other treatment approaches such as, light therapy, pet therapy, guided imagery, massage and other manual therapies. Note: This course is 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 19 CE contact hours in all states. This class will be held online at www.ed2go.com/wcc-pro using pass code directions provided by Workforce Development. CLASS FEE: \$239

153NUR956.920 (30805) TBA ONLINE Staff
Enroll anytime between May 18 and July 30. Classes begin monthly.



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 2:00 am or in a face-to-face format for the more traditional learner.

Career changers might consider:

- Medical Billing and Coding (see page 10)
- Dental Assistant (externships are now available; see page 11)
- Pharmacy Technician (statistics indicates more than 70,000 new positions to be created by 2022; see page 11)
- EKG Technician (prepare to certify; see page 11)
- Optician Certification (see page 21)
- Mental Health First Aid (the need for mental health counselors will grow 28% 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.

Medical Transcription

240-hours \$1,795 Online

Learn the skills needed for an entry-level position as a medical transcriptionist in this 240-hour program. Inpatient case studies and reports included can be used as tests or extra assignments and have been taken from hospital medical records. These reports have been digitally recorded with regional accents and background noises that duplicate real-life situations. Prereq: Working knowledge of medical terminology.

Medical Transcription + Medical Terminology

300-hours \$1,995 Online

Learn the skills needed for an entry-level position as a medical transcriptionist. Inpatient case studies and reports included can be used as tests or extra assignments and have been taken from hospital medical records. A complete medical terminology component is also included in this 300-hour program. Students can learn the elements of medical terminology, such as the etymology of words used to describe the human body and learn how to apply proper terminology and spelling for major pathological conditions.

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

BLS for Healthcare Providers CPR Renewal

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

Prereq: Current BLS for HCP CPR Certification.

CLASS FEE: \$69

153AHA903.600	(30899)	5:30pm- 9:30pm	T	CPL217	Baum
<i>Meets on: May 19</i>					
153AHA903.820	(30900)	8:00am- 12:00pm	Sa	AC346	Baum
<i>Meets on: May 30</i>					
153AHA903.601	(30901)	5:30pm- 9:30pm	T	CPL217	Sampson
<i>Meets on: June 9</i>					
153AHA903.821	(30902)	8:00am- 12:00pm	Sa	AC346	Ries
<i>Meets on: June 27</i>					
153AHA903.602	(30904)	5:30pm- 9:30pm	T	CPL217	LeRoy
<i>Meets on: July 7</i>					
153AHA903.822	(30905)	8:00am- 12:00pm	Sa	AC346	Ries
<i>Meets on: July 25</i>					
153AHA903.603	(30909)	5:30pm- 9:30pm	T	CPL217	Sampson
<i>Meets on: Aug. 4</i>					

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

153AHA920.820	(30816)	8:00am- 12:00pm	Sa	AC346	Ries
<i>Meets on: May 23</i>					
153AHA920.821	(30819)	12:30pm- 4:30pm	Sa	AC346	Ries
<i>Meets on: May 23</i>					
153AHA920.600	(30963)	5:30pm- 9:30pm	Th	CPL217	Staff
<i>Meets on: May 28</i>					
153AHA920.822	(30832)	12:30pm- 4:30pm	Sa	AC346	Baum
<i>Meets on: May 30</i>					
153AHA920.601	(30835)	5:30pm- 9:30pm	T	CPL217	Sampson
<i>Meets on: June 2</i>					
153AHA920.823	(30838)	8:00am- 12:00pm	Sa	AC346	Salvador
<i>Meets on: June 13</i>					
153AHA920.824	(30839)	12:30pm- 4:30pm	Sa	AC346	Salvador
<i>Meets on: June 13</i>					
153AHA920.602	(30842)	5:30pm- 9:30pm	Th	CPL217	Salvador
<i>Meets on: June 18</i>					
153AHA920.603	(30843)	5:30pm- 9:30pm	T	CPL217	LeRoy
<i>Meets on: June 23</i>					
153AHA920.825	(30846)	12:30pm- 4:30pm	Sa	AC346	Ries
<i>Meets on: June 27</i>					
153AHA920.604	(30847)	5:30pm- 9:30pm	T	CPL217	Salvador
<i>Meets on: June 30</i>					
153AHA920.605	(30850)	5:30pm- 9:30pm	Th	CPL217	Salvador
<i>Meets on: July 2</i>					
153AHA920.826	(30851)	8:00am- 12:00pm	Sa	AC346	Salvador
<i>Meets on: July 11</i>					
153AHA920.827	(30857)	12:30pm- 4:30pm	Sa	AC346	Salvador
<i>Meets on: July 11</i>					
153AHA920.606	(30858)	5:30pm- 9:30pm	Th	CPL217	LeRoy
<i>Meets on: July 16</i>					
153AHA920.607	(30859)	5:30pm- 9:30pm	T	CPL217	LeRoy
<i>Meets on: July 21</i>					
153AHA920.828	(30860)	12:30pm- 4:30pm	Sa	AC346	Ries
<i>Meets on: July 25</i>					
153AHA920.608	(30861)	5:30pm- 9:30pm	T	CPL217	LeRoy
<i>Meets on: July 28</i>					
153AHA920.609	(30862)	5:30pm- 9:30pm	Th	CPL217	Baum
<i>Meets on: Aug. 6</i>					
153AHA920.829	(30863)	8:00am- 12:00pm	Sa	AC346	Salvador
<i>Meets on: Aug. 8</i>					
153AHA920.830	(30865)	12:30pm- 4:30pm	Sa	AC346	Salvador
<i>Meets on: Aug. 8</i>					
153AHA920.610	(30866)	5:30pm- 9:30pm	Th	APC158	Anderson
<i>Meets on: Aug. 13</i>					

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

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

153AHA006.820 (30886) 8:00am- 4:30pm Sa AC212 Staff
Meets on: June 6

153AHA006.821 (30892) 8:00am- 4:30pm Sa AC346 Staff
Meets on: July 18

153AHA006.822 (30896) 8:00am- 4:30pm Sa AC346 Staff
Meets on: Aug. 1

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

153AHA916.820 (30888) 8:00am- 12:00pm Sa AC346 Staff
Meets on: June 6

153AHA916.821 (30893) 8:00am- 12:00pm Sa AC346 Staff
Meets on: July 18

153AHA916.822 (30897) 8:30am- 12:00pm Sa AC346 Staff
Meets on: Aug. 1

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

153AHA906.820 (30890) 12:30pm- 4:30pm Sa AC346 Staff
Meets on: June 6

153AHA906.821 (30894) 12:30pm- 4:30pm Sa AC346 Staff
Meets on: July 18

153AHA906.822 (30898) 12:30pm- 4:30pm Sa AC346 Staff
Meets on: Aug. 1

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

153AHA902.600 (30921) 5:30pm- 9:30pm W CPL217 Baum
Meets on: May 27

153AHA902.601 (30924) 5:30pm- 9:30pm T CPL217 Baum
Meets on: June 16

153AHA902.602 (30925) 5:30pm- 9:30pm T CPL217 Sampson
Meets on: July 14

153AHA902.603 (30926) 5:30pm- 9:30pm T CPL217 Staff
Meets on: Aug. 11

ONLINE OPTIONS!



**Unsure about your
career path?**

**Career exploration classes
are available for these
health-related professions:**

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

Class fees start at \$109.

**More details can be found on p. 24 and at
www.ed2go.com/waubonsee.**

MANUFACTURING**CNC****CNC Operator**

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

CLASS FEE: \$1,525

153CNC911.600 (30873) 6:00pm- 9:00pm TTh AKL107 Staff
Meets between: June 2-July 23

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

153ELC930.920 (30811) TBA ONLINE Staff
Enroll anytime between May 18 and July 30. Visit <http://ignitorlabs.com/techniciantraining/waubonsee> for additional information.

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

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

153QLT912.600 (30879) 6:00pm- 9:00pm Th APC194 Gates
Meets between: June 11-July 16

Certified Six Sigma Black Belt (CSSBB) Exam Review Course

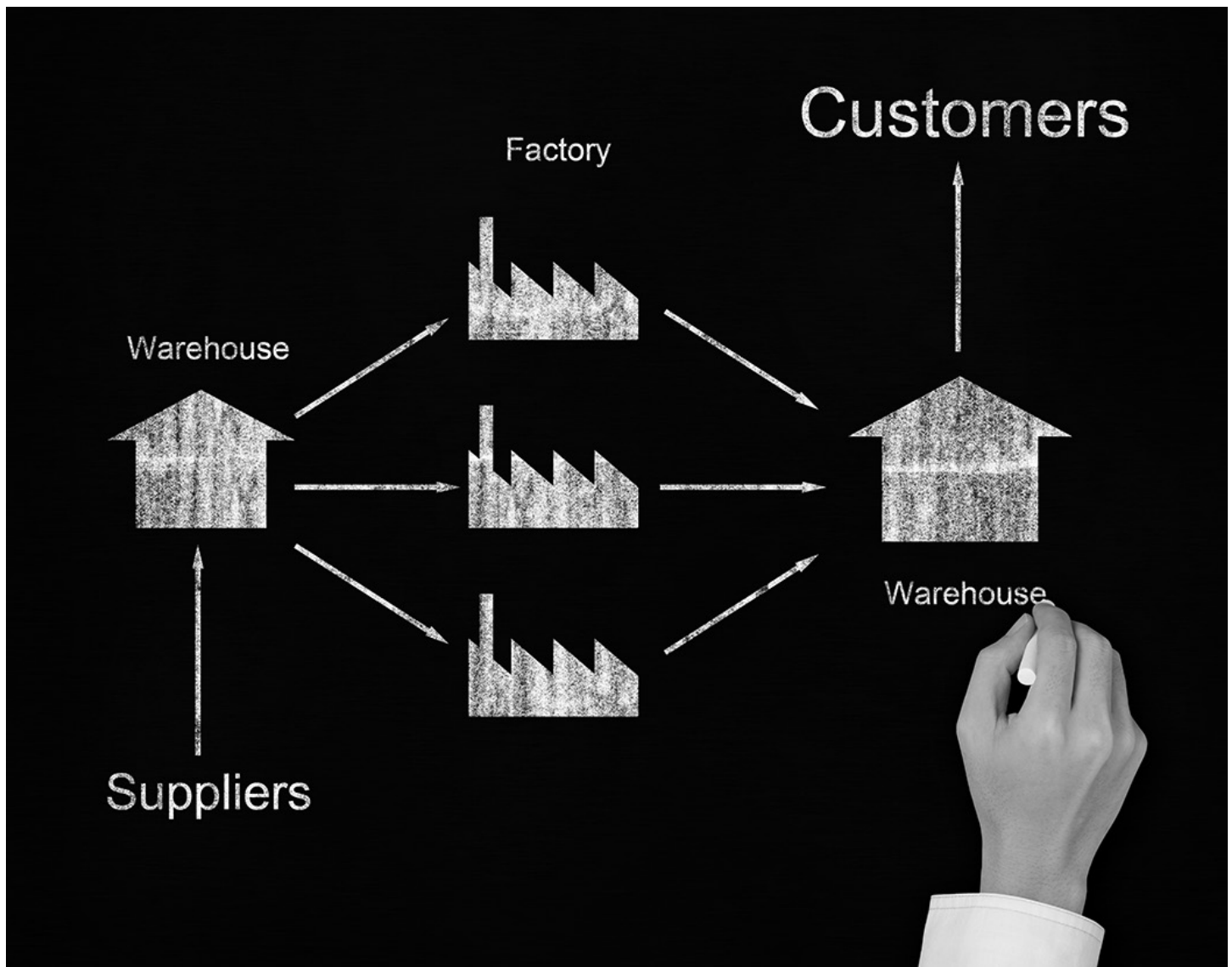
The course is intended to prepare candidates to take the ASQ CSSBB Exam. The following body of knowledge is reviewed: enterprise-wide deployment, process management, team management, DMAIC (define, measure, analyze, improve, and control), statistical process control, design of experiments, failure mode and effects analysis, statistics, and hypothesis testing. Participants must purchase the following materials from the Quality Council of Indiana web site at www.qualitycouncil.com: CSSBB Primer, and CCCBB Electronic Practice Exam CD-ROM. There are additional fees related to the exam. Please contact the program developer for more information. CSSBB Exam Eligibility Requirements: the application for Six Sigma Black Belt requires two completed Six Sigma projects documented by signed affidavits; or one project with a signed affidavit and three years of work experience as it pertains to the Body of Knowledge. CLASS FEE: \$459

153QLT913.600 (30878) 6:00pm- 9:00pm W APC195 Gates
Meets between: June 3-July 8

WELDING

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

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



Want to Earn More in Your Career? Interested in Supply Chain?

Professionals who hold APICS certifications can expect to earn 14 to 20 percent more than their peers. The CPIM and CSCP credentials are rigorous, thorough, and highly respected in the supply chain field. Start earning more. More information can be found on page 2.



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 only a very few institutions 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 every fall.

Visit www.waubonsee.edu/tri for information and FAQs regarding the Therapeutic Riding Instructor program.

NONPROFIT ORGANIZATIONS

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

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

153NPT917.920 (30803) TBA ONLINE Staff
Enroll anytime between May 18 and July 30. Classes begin monthly.

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

153WPS992.920 (30813) TBA ONLINE Staff
Enroll anytime between May 18 and July 30. 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

153WPS993.920 (30814) TBA ONLINE Staff
Enroll anytime between May 18 and July 30. Passcode instructions will be provided by Workforce Development.

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

PROJECT MANAGEMENT

Project Management Fundamentals Workshop

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

CLASS FEE: \$399

1530RE936.001 (30874) 9:00am- 3:00pm T APC158 Gates
Meets on: May 19

Certified Associate in Project Management (CAPM) Exam Preparation Course

This course is an exam preparation course for those who plan to take the CAPM Exam administered by the Project Management Institute (PMI). The course topics include the following: project management life cycle, project management processes, process flow diagrams, project integration management, project scope management, project time management, project cost management, project quality management, project resource management, project communications management, project risk management, and project procurement management. Note: Participants must purchase the PMBOK Guide, Fifth Edition and the CAPM Exam Review Questions from www.pmi.org before class. There are additional fees related to the exam. Please review the PMP Handbook before registering. Prereq: The CAPM exam has eligibility requirements. Please see the CAPM Handbook at www.pmi.org to review. CLASS FEE: \$1,049

1530RE937.001 (30876) 9:00am- 3:00pm T APC158 Gates
Meets between: July 7-July 28

Project Management Professional (PMP) Exam Preparation Course

The Project Management Professional (PMP) Course is an exam preparation course for those who plan to take the PMP Exam administered by the Project Management Institute (PMI). The course topics include the following: project management life cycle, project management processes, process flow diagrams, project integration management, project scope management, project time management, project cost management, project quality management, project resource management, project communications management, project risk management, and project procurement management. Note: Participants must purchase the PMBOK Guide, Fifth Edition and Q&As for the PMBOK Guide Fifth Edition from www.pmi.org before class. There are additional fees related to the exam. Please review the PMP Handbook before registering. Prereq: The PMP exam has eligibility requirements. Please see the PMP Handbook at www.pmi.org to review. CLASS FEE: \$1,599

1530RE938.001 (30877) 9:00am- 3:00pm T APC158 Gates
Meets between: May 26-June 30



3rd Annual Small Business Industry Coaching Event

Don't miss this popular Small Business coaching event! Over 20 expert coaches covering a wide variety of small business topics from small business financing to taxes, insurance, marketing and more, will be on hand to meet with you individually. Bring your questions and sign up for the coaches and topics that fit your needs.

Network with fellow entrepreneurs and connect with local organizations that support small business. Food and drink will be provided.

June 16, 5:30 – 8:30 p.m.
205 N. Broadway St.
Two Brothers Roundhouse, Aurora, IL 60505
Cost: FREE

Space is limited. Advance registration is required for admission. Contact the Small Business Development Center at (630) 906-4143 for more information or to register.



PREPARE FOR NATIONAL CERTIFICATIONS WITH ONLINE CAREER TRAINING PROGRAMS

Paralegal –

300 hours - \$1995

Become one of the more than 120,000 paralegals in the United States. Paralegals are involved in sophisticated legal work in traditional law office settings and in the corporate, government, and public arenas. This self-paced, web-based program will get you ready for an entry-level paralegal position, and prepare you to take the certification exam. You'll be paired with an instructor for one-on-one assistance, and you'll also receive free access to NALA Campus and Westlaw!

Ed2go provides all paralegal students with free access to Westlaw to complete assigned research projects. Westlaw is an online legal research service that provides fast and easy access to an extensive collection of legal resources, news, business, and public records information.

Upon registering, you are given six months to complete the program.

Cisco CCNA Certification –

150 hours - \$1,995

The CCNA certification indicates a professional level of knowledge and a foundation in basic networking. This program incorporates the objectives for the Cisco CCNA exam, focusing on giving you the skills and knowledge necessary to install, operate, and troubleshoot a small and medium branch office Enterprise network, including operating IP Data Networks, LAN Switching Technologies, IP Addressing, IP Routing Technologies, IP Services such as DHCP, NAT, ACLs, FHRP, Syslog, SNMP v2/v3, Network Device Security, Troubleshooting and WAN Technologies. An individual should be able to complete configuration and implementation of a small branch office network under supervision. Upon successful completion of this program, you'll be prepared to sit for either the 200-120 CCNA exam or the 100-101 ICND1 and 200-101 ICND2 exams.

This program provides online tutorials, practice questions, online labs (using Cisco equipment), and a mentor to answer any questions you may have pertaining to the curriculum and program completion.

Upon registering, you are given six months to complete the program.

Forensic Computer Examiner –

80 hours - \$3,095.99

As criminal defense attorneys and civil attorneys encountered law-enforcement examiners, the need for qualified civilian forensic computer examiners grew. This comprehensive online program prepares you for a career in this emerging field. You'll learn to thoroughly examine digital media, and to document, control, prepare, and present examination results to stand up in a court of law. You'll be able to identify where and how data is stored, and how to recover and interpret data and draw appropriate conclusions based on the data. Education on the ethics of computer forensics is included in this hands-on program.

The primary certification for civilian forensic computer examiners is the Certified Computer Examiner (CCE) certification. The Forensic Computer Examiner Online Training Program is an authorized ISFCE (International Society of Forensic Computer Examiners) training course that will thoroughly prepare you to take the CCE certification exam.

Upon registering, you are given twelve months to complete this program.

CompTIA Healthcare IT Technician –

80 hours - \$1,595

The healthcare industry is growing at a rapid pace and undergoing some of its most significant changes, as the use of electronic health records increase. Designed for technologists or medical practitioners seeking to gain entry into the field of healthcare information systems, this course teaches the fundamentals of healthcare IT (HIT) by using the CompTIA™ Healthcare IT Technician (HIT-001) Exam objectives as the framework. It takes an in-depth and comprehensive view of HIT by examining healthcare regulatory requirements, the functions of a healthcare organization and its medical business operations, in addition to IT hardware, software, networking, and security. This program is for those who want to learn about HIT and who desire to enter this growing field and participate in the CompTIA™ HIT certificate exam.

Upon registration, you are given six months to complete this program.

Optician Certification –

150 hours – \$1,895

Opticians are in high demand in the job market, and the need for eye care professionals is constantly expanding. The field of opticianry is full of opportunities—from working as a frame stylist in a retail setting to teaching or working in a medical clinic.

In this program, you'll gain the skills and knowledge to obtain an entry-level job as an optician. Additionally, you'll prepare to achieve American Board of Opticianry (ABO) certification, required by many states and is a stepping-stone to career advancement.

With the help of step-by-step instructions, you'll master the mathematical formulas that opticians need to know. In addition, you'll discover how to read prescriptions for glasses and contact lenses, explore the basics of eyewear styles and materials, become familiar with the equipment opticians use, learn about prisms and lens types, and gain an understanding of eye anatomy and eye diseases. By the time you complete this program, you'll be fully prepared to begin a career as an optician.

CompTIA™ Certification –

80 hours – \$1,495

Gain the skills you need to be a security professional, and prepare to take the CompTIA™ Security + certification exam, as you master the basics of system security, network infrastructure, access control, and organizational security. Be proficient in basic security concepts such as attacks and mitigation, security applications, risk assessment, disaster recovery and incident response, cloud computing, mobile devices, BYOD and SCADA, in addition to vulnerability assessment.

Upon registering, you are given six months to complete this program.

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Safety Day returns March 2016 Watch our website for details.

March						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Begin a New Career as a Commercial Food Equipment Repair Technician

Companies across North America are looking for trained commercial food equipment repair technicians. See page 16 for more information.

SAFETY

OSHA 10-Hour for General Industry

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

153SAF002.001 (30880) 8:00am- 1:15pm ThF APC195 Serpe
Meets between: July 16-July 17

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

153SAF936.001 (30881) 8:00am- 4:30pm MTWTh AC257 Serpe
Meets between: June 15-June 19

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

153SAF973.001 (30883) 8:00am- 10:00am F AC257 Serpe
Meets on: June 26

Arc Flash and NFPA 70E

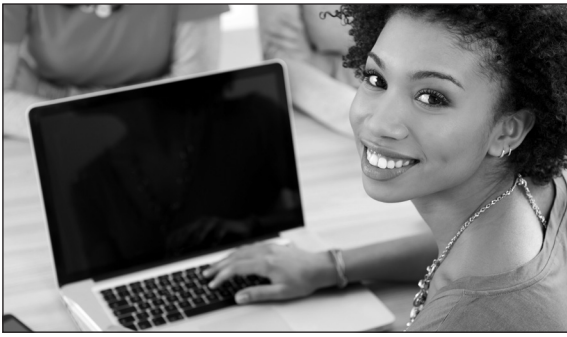
It is a fact that 80 percent of the electrical accidents that happen to qualified persons, such as electricians, are arc flash/blast incidents. The new focus on arc flash safety is the result of recent changes to the National Electrical Code found in NFPA 70 E. This class covers the hazards of arc flash,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

153SAF969.001 (30885) 10:30am- 12:30pm F AC257 Serpe
Meets on: June 26

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

153SAF901.001 (30887) 1:00pm- 3:00pm F AC257 Serpe
Meets on: June 26



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 Manger
 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

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

153SBA902.600 (30882) 6:00pm- 9:00pm T AC212 Huxtable
Meets on: June 2

153SBA902.601 (30875) 6:00pm- 9:00pm W AC223 Alvarez
Meets on: July 15

153SBA902.602 (30864) 6:00pm- 9:00pm T AC212 Huxtable
Meets on: Aug. 4

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

153SBA904.600 (30907) 6:00pm- 9:00pm Th AC223 Huxtable
Meets on: July 16

Business Plan Boot Camp

Stop putting it off! Start your business plan before you leave this workshop. Preparing a written business plan is a critical step in planning for a new business, as well as expanding an existing one. This workshop will provide you with tools and examples to get you started on a concise business plan (no fluff!), including a detailed financial forecast that will help answer questions about the prospective profitability of your concept. Fee includes: Flash drive with business plan tools. CLASS FEE: \$45

153SBA910.600 (30884) 6:00pm- 9:00pm Th AC212 Huxtable
Meets on: May 21

153SBA910.601 (30889) 6:00pm- 9:00pm T AC223 Kolanowski
Meets on: June 16

153SBA910.602 (30891) 6:00pm- 9:00pm Th PC210 Huxtable
Meets on: July 30

153SBA910.603 (30895) 6:00pm- 9:00pm Th APC195 Huxtable
Meets on: Aug. 13

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

153SBA941.600 (30903) 6:00pm- 8:00pm T AC212 Drake
Meets on: Aug. 11

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

153SBA963.600 (30908) 6:00pm- 9:00pm W APC260 Basilico
Meets on: July 22

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

153SBA966.600 (30906) 6:00pm- 9:00pm W AC223 Basilico
Meets on: June 24

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

153SBA978.600 (30933) 6:00pm- 8:00pm Th AC212 Staff
Meets on: June 4




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





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Illinois Small Business Development Center at Waubonsee Community College

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

www.waubonsee.edu/sbdc



WHAT CLIENTS ARE SAYING ABOUT THE ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER...

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

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

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.