

Work

CAREER ENHANCEMENT

CREATE YOUR FUTURE!

*Realize Your Potential
Develop Your Skills
Build Your Career*

PHARMACY TECHNICIAN

Invest in your future.

Prepare for the certification exam.

See page 10.

ATTENTION: LICENSED REGISTERED NURSES

Prime the next generation.

Join our CNA Train-the-Trainer course.

See page 14.

WORKFORCE DEVELOPMENT
FALL 2016

www.waubonsee.edu/workforcedev



CELEBRATING 5 YEARS
WAUBONSEE
COMMUNITY COLLEGE

Proud Past, **Bold Future**



CREATE **YOUR** FUTURE

In today's workplace, the employee is responsible for staying current with applicable methods, procedures, tools and technology. Turn your potential into skills that will build your career.

Accelerate Your Career With Professional Development Workshops

We offer short, focused courses—held days, nights and weekends—so that you can conveniently keep current with industry and continuing education requirements. Our classes are taught by content experts, with years of professional experience, so you can learn new skills from people who've actually worked in the field. Plus, our class sizes are small, so you can be sure to get the personal attention you need. Register today!

Whatever your individual need, Waubonsee has a solution just for you! Browse this schedule for training opportunities that will help you realize your potential, develop your skills and build your career.

Customized Training for Organizations Offers A Positive Return On Investment

Business challenges are vast and multifaceted. Growing revenue, controlling costs, prospecting and competition are always top of mind. Customized training helps you identify challenges and pursue solutions.

Businesses, large and small, benefit from customized training. Utilizing subject matter experts, our skilled account representatives create a customized program that often improves your bottom line. Workforce Development offers many training opportunities and events to support your business. Call (630) 906-4152 today.

*Are you a small business?
See page 7 for more details.*

LET WORKFORCE DEVELOPMENT
HELP YOU CREATE **YOUR** FUTURE!

WORKFORCE DEVELOPMENT

CREATE
YOUR
FUTURE TODAY!

FOR MORE INFORMATION

**Career and Professional
Development for Individuals**
(630) 906-4152, wfd@waubonsee.edu

**Customized Training
and Business Solutions**
(630) 906-4152, training@waubonsee.edu

www.waubonsee.edu/workforcedev

WORKFORCE DEVELOPMENT



*CREATE
YOUR
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*Realize Your Potential
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COURSES

APICS/Supply
Chain Management

2

Computer

2-5

Introductory

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Office Suites

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Presentation Software

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Spreadsheet

Accounting Software

4

Word Processing

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Construction

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Finance, Taxes
and Insurance

6

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and Sanitation

6

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8-10, 12-14

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REGISTRATION AND GENERAL INFORMATION

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Registration Information
and Payment Policies

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How to Read
the Class Schedule

A1

Where

Classes Meet and F.Y.I.

A2

For registration hours and information visit: www.waubonsee.edu/enroll

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

APICS/SUPPLY CHAIN MANAGEMENT

APICS: Certified Supply Chain Professional

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

CLASS FEE: \$1,099

WHD906.820 (11583) 9:00am- 3:00pm Sa DWNTN257 Staff

Meets between: Sep. 10-Oct. 22

Class does not meet on October 1

COMPUTER: 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

INT005.001 (11616) 12:30pm- 4:30pm F FOXVLY209 Staff

Meets between: Sep. 16-Sep. 23

COMPUTER: 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

DBS005.001 (11581) 12:30pm- 4:30pm F FOXVLY209 Backes

Meets between: Oct. 14-Oct. 21

DBS900.600 (11598) 6:00pm- 9:00pm T DWNTN243 Bonn

Meets between: Nov. 8-Nov. 22



TOP 10 ONLINE OPTIONS!

Review the 10 most popular online courses taken across the United States earlier this year with educational partner, Ed2go. Each class presents 12 lessons and activities.

- Accounting Fundamentals
- Grammar Refresher
- Introduction to Microsoft Excel 2013
- Medical Terminology: A Word Association Approach
- Project Management Fundamentals
- Introduction to Microsoft Excel 2010
- Introduction to SQL
- Explore a Career in Medical Coding
- Beginning Writer's Workshop
- A to Z Grant Writing

More details can be found on p. 3 and at www.ed2go.com/waubonsee.

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

DBS006.001 (11576) 8:00am- 4:30pm F DWNTN243 Backes

The Access level 1 class is scheduled on August 5. Refer to the summer schedule, CRN 30624.

Meets on: Aug. 19

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

DBS007.001 (11577) 8:00am- 4:30pm F DWNTN243 Backes
Meets on: Aug. 26

COMPUTER: GRAPHIC DESIGN**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

DSK901.600 (11620) 6:15pm- 9:00pm W APC145C Davis
Meets between: Sep. 14-Oct. 5

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

DSK912.600 (11621) 6:15pm- 9:00pm W APC145C Davis
Meets between: Oct. 19-Nov. 9

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

DSK006.600 (11638) 6:15pm- 9:00pm Th DWNTN243 Kelly
Meets between: Oct. 20-Nov. 10

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

DSK917.600 (11639) 6:15pm- 9:00pm Th DWNTN243 Kelly
Class will not meet November 24.
Meets between: Nov. 17-Dec. 15



ONLINE INSTRUCTOR- LED CLASSES

ONLINE LEARNING ANYTIME, ANYWHERE...JUST A CLICK AWAY!

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

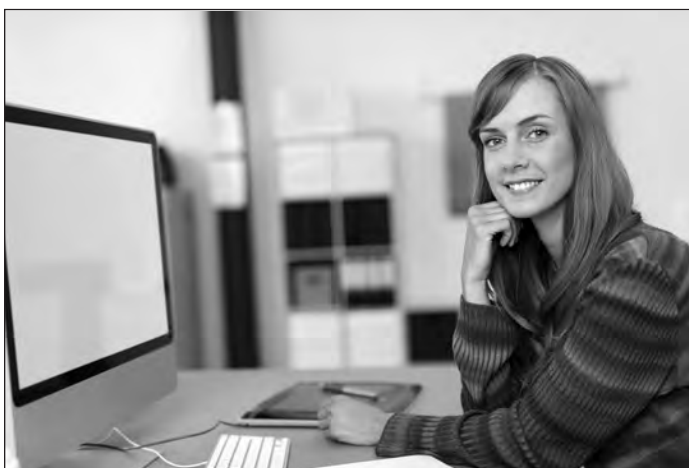
Workforce Development offers online courses that meet a variety of learning needs, time commitments, and budgets.

Each ed2go course comes equipped with a caring instructor, a discussion board and plenty of practical information you can put to immediate use.

LOOK throughout this schedule for the courses listed under ONLINE OPTIONS for a sample of classes available. Course run for six weeks and start every month. New value series are now available. Hundreds of titles to pick from.

Register at www.ed2go.com/waubonsee





ONLINE OPTIONS!

Learn the secrets to developing exciting webpages using:

- jQuery Mobile Websites with Dreamweaver
- JavaScript
- CSS3 and HTML5
- WordPress

Increase your programming knowledge! Topics include:

- SQL
- PHP and MySQL
- C#
- Python 3

More details can be found on p. 3 and at www.ed2go.com/waubonsee.

Beginning Photoshop

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

CLASS FEE: \$259 MAJOR CODE: VS25

DSK009.601 (11636) 6:15pm- 9:00pm Th DWNTN243 Kelly
Meets between: Aug. 25-Sep. 15

DSK908.600 (11622) 6:15pm- 9:00pm MW APC145C Davis
Meets between: Nov. 30-Dec. 12.

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

DSK906.600 (11637) 6:15pm- 9:00pm Th DWNTN243 Kelly
Meets between: Sep. 22-Oct. 13

COMPUTER: 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

OPS006.820 (11613) 8:30am- 12:15pm Sa PLAN0121 Gerding
Class will not meet September 3. Class will dismiss at 11:30 am on October 1.

Meets between: Aug. 27-Oct. 1

OPS006.600 (11596) 6:00pm- 9:00pm TTh FOXVLY209 Bonn

Meets between: Oct. 18-Nov. 3

OPS006.001 (11641) 1:00pm- 4:00pm MWF DWNTN243 Staff

Meets between: Nov. 7-Nov. 18

COMPUTER: 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

MMC903.600 (11615) 6:00pm- 9:00pm TTh FOXVLY209 Gerding

Class will not meet November 24.

Meets between: Nov. 15-Nov. 29

COMPUTER: SPREADSHEET/ 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

SPR005.820 (11593) 9:00am- 12:30pm Sa DWNTN243 Bonn

Class will dismiss at 12:00 p.m. on September 24.

Meets between: Sep. 10-Sep. 24

SPR005.001 (11578) 8:00am- 4:30pm M APC145A Backes

Meets on: Sep. 19

SPR005.600 (11610) 6:00pm- 9:00pm W APC145A Gerding

Meets between: Oct. 5-Oct. 19

SPR005.002 (11642) 12:30pm- 4:30pm W APC145A Staff

Meets between: Nov. 9-Nov. 16

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

SPR006.001 (11579) 8:00am- 4:30pm M APC145A Backes
Meets on: Sep. 26

SPR006.820 (11594) 9:00am- 12:30pm Sa DWNTN243 Bonn
Class will dismiss at 12:00 p.m. on October 22.
Meets between: Oct. 8-Oct. 22

SPR006.600 (11611) 6:00pm- 9:00pm W APC145A Gerding
Meets between: Oct. 26-Nov. 9

SPR901.001 (11643) 12:30pm- 4:30pm W APC145A Staff
Meets between: Nov. 30-Dec. 7

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

SPR007.001 (11580) 8:00am- 4:30pm M APC145A Backes
Meets on: Oct. 3

SPR007.820 (11595) 9:00am- 12:30pm Sa DWNTN243 Bonn
Class will dismiss at 12:00 p.m. on November 19.
Meets between: Nov. 5-Nov. 19

SPR007.600 (11612) 6:00pm- 9:00pm W APC145A Gerding
Class will not meet November 23.
Meets between: Nov. 16-Dec. 7

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

SPR012.600 (11617) 6:45pm- 9:15pm T APC145C Dudkowski
9:00am- 1:00pm Sa APC145C Dudkowski

This class meets on Tuesday evenings and Saturday mornings.

Class will not meet September 3.

Meets between: Aug. 23-Sep. 13

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

SPR925.820 (11618) 9:00am- 12:30pm Sa APC145C Dudkowski
6:45pm- 9:15pm T APC145C Dudkowski

This class meets on Tuesday evenings and Saturday mornings.

Meets between: Sep. 17-Oct. 4



ONLINE OPTIONS!

- Accounting Fundamentals I and II
- Introduction to QuickBooks 2016
- Introduction to QuickBooks Online
- Performing Payroll in QuickBooks

More details can be found on p. 3 and at
www.ed2go.com/waubonsee.

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

SPR937.600 (11597) 6:00pm- 8:30pm Th FOXVLY209 Bonn
Meets on: Nov. 10

COMPUTER: 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

WDP001.600 (11614) 6:00pm- 8:45pm W PLAN0121 Gerding
Meets between: Aug. 24-Sep. 7

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 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 hands-on classroom portion of this course, you should register several weeks in advance in order to complete your online studies prior to the class dates.

CLASS FEE: \$1,995

CST901.001 (11584) 8:00am- 6:00pm MTWThF APC158 Staff

Meets between: Sep. 26-Sep. 30

CST901.002 (11773) 8:00am- 5:00pm MTWThF APC158 Staff

Meets between: Dec. 5-Dec. 9

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

ACC900.820 (11619) 8:30am- 12:30pm Sa APC145C Dudkowski

Meets between: Oct. 22-Nov. 5

FOOD SERVICE AND SANITATION



Food Service Sanitation Manager Certification Exam Prep (2-day)

Need to meet state requirements and have little or no experience in the food service industry? This two-day course offers content targeted to supervisory personnel in food service, provides key concepts in: controlling foodborne illness regulations, safe food storage and handling, pest control, sanitizing procedures, equipment design, and facility construction. The course format also provides ample time to study at home and concludes with the administration of the ServSafe exam. Note: A FSSMC is earned by completing an approved eight hour course with an Illinois approved instructor and passing a national exam accredited by the Conference for Food Protection (CFP) with a 75% or higher, then paying a fee to The Illinois Department of Public Health (IDPH) for the certificate, which is valid for five years from the exam date. For more information visit: <http://www.dph.illinois.gov/topics-services/food-safety/fssmc> The National Restaurant Association provides an ANSI-CFP Accredited Exam (ServSafe) that is recognized by the IDPH. For more information visit: <http://www.servsafe.com/regulatory-information/illinois-manager-regulatory-changes> Fee includes: ServSafe exam.

CLASS FEE: \$215 MAJOR CODE: VS15

FSS001.001 (11570) 8:00am- 4:30pm M DWNTN257 Brewster

Meets between: Oct. 10-Oct. 17

FSS001.002 (11572) 8:00am- 4:30pm MW DWNTN257 Brewster

Meets between: Nov. 14-Nov. 16

FSS906.001 (11574) 8:00am- 4:30pm M DWNTN257 Brewster

Meets between: Dec. 5-Dec. 12

FSS906.920 (11623) TBA ONLINE Staff

Online Option: Last day to register is November 18. Registration must be made three weeks prior to scheduled test date. Login instructions will be provided by Workforce Development.

CLASS FEE for this online section: \$215.00

Meets between: Aug. 29-Nov. 18

Food Service Sanitation Manager Certification Exam Prep (1-day)

This eight hour course offers content targeted to supervisory personnel in food service, provides key concepts in: controlling foodborne illness regulations, safe food storage and handling, pest control, sanitizing procedures, equipment design, and facility construction. The course finishes with the administration of the ServSafe exam.

Note: A FSSMC is earned by completing an approved eight hour course with an Illinois approved instructor and passing a national exam accredited by the Conference for Food Protection (CFP) with a 75% or higher, then paying a fee to The Illinois Department of Public Health (IDPH) for the certificate, which is valid for five years from the exam date. For more information visit: <http://www.dph.illinois.gov/topics-services/food-safety/fssmc> The National Restaurant Association provides an ANSI-CFP Accredited Exam (ServSafe) that is recognized by the IDPH. For more information visit: <http://www.servsafe.com/regulatory-information/illinois-manager-regulatory-changes> Fee includes: ServSafe exam.

CLASS FEE: \$129

FSS907.001 (11571) 8:00am- 4:30pm M DWNTN257 Staff

Meets on: Oct. 17

FSS907.002 (11573) 8:00am- 4:30pm W DWNTN257 Brewster

Meets on: Nov. 16

FSS907.003 (11575) 8:00am- 4:30pm M DWNTN257 Brewster

Meets on: Dec. 12

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



Our experts will take you from perplexed to productive. We deliver hands-on, in-depth learning from subject matter experts.

LOOK FOR FUTURE TOPICS AND EDUCATION OPPORTUNITIES FOR SMALL BUSINESS OPERATIONS INCLUDING:

- Profits and Cash Flow
- Technology
- Exit Planning
- Marketing
- Hiring/Managing Employees
- Cybersecurity
- Risk Management

Let us turn **PERPLEXED** into **PRODUCTIVE**!

Choose Workforce Development. We specialize in business training.

HEALTH: ALLIED HEALTH



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

PCT916.600 (11568) 6:00pm- 9:30pm TTh DWNTN257 Staff
Meets between: Oct. 6-Dec. 8



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

PCT915.600 (11563) 6:00pm- 9:00pm MW FOXVLY217 Staff
Meets between: Sep. 19-Nov. 16



NOTE: If you have been approved for WIOA funds, please contact Workforce Development at (630) 906-4152 for registration instructions. See page 12 for more info on WIOA funds.



Medical Billing and Coding Training Options

Need a recognized credential?

Avoid a commute to campus and enjoy the convenience of an online program!

Exam vouchers are included in most programs.



CPC Medical Billing and Coding (Voucher Included)

340-hours • \$2495 • Online

Using hands-on, practical experience, learn medical billing and coding. Learn how to code diagnoses, services and procedures for all systems of the body. Prepare for 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.

NOTE: If you have been approved for WIOA funds, please contact Workforce Development at (630) 906-4152 for registration instructions.



CBCS Medical Billing and Coding (Voucher Included)

340-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. Prepare for the Certified Billing and Coding Specialist (CBCS) exam offered by National HealthCareer Association (NHA) or sit for the Certified Professional Coder (CPC) exam.

NOTE: If you have been approved for WIOA funds, please contact Workforce Development at (630) 906-4152 for registration instructions.

Advanced coding programs prepare individuals for AHIMA's recognized exams.

Advanced Coding for the Physician's Office

80-hours • Online • CCS-P prep

Advanced Hospital Coding and CCS Prep

80-hours • Online • CCS prep

To learn more and register, visit:

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

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

Medical Billing and Coding Professional

Learn key skills needed to solve insurance billing problems, manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures in this 80-hour billing and coding course. Essential concepts include: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Learn how to find the service and codes using manuals, (CPT, ICD-10 and HCPCS). Note: After obtaining the practical work experience (6 months to 2 years), individuals 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 Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. Fee includes: materials.

CLASS FEE: \$1,899

HCP906.600 (11640) 5:30pm- 8:00pm TTh DTW 315 Staff

Class will not meet November 24.

Meets between: Aug. 23-Dec. 13



Registered Nurses—Become Certified To Teach CNAs

Certified Nursing Assistants are in high demand and need training.

Licensed Registered Nurses can use their experience and knowledge to train as CNA Instructors through our five-day, state-approved Train-the-Trainer Course, held in our state-of-the-art facility and taught by our experienced instructors. For more information, see course dates on this page and visit www.waubonsee.edu/cnattt.



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.

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



ONLINE OPTIONS FROM ACT WORKKEYS PREPARE YOU FOR THE NATIONAL CAREER READINESS CERTIFICATE (NCRC)

- Internet-based instruction
- Self-paced lessons
- Enroll anytime between Aug. 2 – Dec. 2
- Login details will be administered by Workforce Development
- Prereq: Access to an Internet browser
- Visit: 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.

Ticket number	(CRN)
171WPS910.920	(11624)
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.

Ticket number	(CRN)
171WPS912.920	(11625)
Class Fee:	\$60

KEY TRAIN + CAREER READY 101

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

Ticket number	(CRN)
171WPS911.920	(11626)
Class Fee:	\$79

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: \$79

ALT901.600 (11715) 5:00pm- 9:15pm Th FOXVLY217 Elsbree
Meets between: Oct. 6-Oct. 13

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

PCT918.600 (11567) 6:00pm- 9:30pm TTh APC158 Staff
Meets between: Sep. 27-Nov. 15

Phlebotomy Simplified for Healthcare Practitioners

Designed as an overview of phlebotomy for current healthcare practitioners, this 20-hour course provides a practice-oriented approach to blood collection procedures for use in diverse settings, including hospitals, ambulatory clinics, home health care, and pediatric clinics. The class provides all the entry-level competencies healthcare practitioners need, including communication, clinical, technical, and safety skills, as well as hands-on experience completing blood draws. Participants are required to pass a written and practical exam to receive a certificate of completion. Prereq: Healthcare license or equivalent workplace experience.

CLASS FEE: \$349 LAB FEE: \$25 MAJOR CODE: VS15

PCT001.600 (11763) 5:30pm- 9:30pm Th FOXVLY217 Staff
Meets between: Oct. 20-Nov. 17



NOTE: If you have been approved for WIOA funds, please contact Workforce Development at (630) 906-4152 for registration instructions. See page 12 for more info on WIOA funds.



Online career training programs are available for many in-demand **occupations.**

Prepare for an industry-recognized credential **today!**

BUSINESS AND PROFESSIONAL

Human Resources Professional
Legal Secretary
Paralegal
Payroll Practice and Management
Freight Broker Agent

MANAGEMENT

Lean Mastery
Six Sigma Black Belt
Six Sigma Green Belt
Project Management with PMP Prep

SOFTWARE DEVELOPMENT

3ds max
AutoCAD and AutoCAD 3D
Mobile Web Developer
Microsoft Web Developer
Web Applications Developer

HEALTH CARE

Optician Certification
Clinical Dental Assistant
Pharmacy Technician
Veterinary Assistant

IT CERTIFICATION PREPARATION

Cisco CCNA Training
CompTIA A+
CompTIA Healthcare IT Tech
CompTIA Cloud+
MCSE Private Cloud

NEW! DIGITAL MARKETING

Email Marketing Associate
Social Media Associate
Mobile Marketing Associate
Paid Search Professional

Program Benefits:

- Learn in-demand job skills and prepare for industry recognized credentials
- The online program facilitator assigned to you is available to use as a professional reference upon program completion
- 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



Unemployed and need financial assistance to begin a new career?

WIOA-approved training programs offer a solution.

 The Workforce Innovation and Opportunity Act (WIOA) provides financial assistance for the unemployed to receive training in high-demand occupations. Illinois WorkNet Centers can provide information on these programs and help you reach your career, training, and employment goals. Visit www.2.illinoisworknet.com for more information or stop by one of these locations:

Illinois WorkNet Center - N. Aurora
2 Smoketree Plaza
North Aurora, IL 60542
(630) 844-6640 or (630) 264-6593 TTY

Illinois WorkNet Center - Kendall County
811 John Street
Yorkville, IL 60560
(630) 553-8303 or (800) 526-0844 TTY

Workforce Development has noncredit training programs that have been approved for funds from the Workforce Innovation Opportunity Act (WIOA).

Internet-based learning options include:

- Cisco CCNA Online Training, p. 11
- CNC Operator Training, p. 15
- Human Resources Professional, p. 11
- CPC Medical Billing & Coding, p. 8
- CBCS Medical Billing & Coding, p. 8
- Optician Certification, p. 11

Classroom-based learning options include:

- APICS Certified Supply Chain Professional, p. 2
- Dental Assistant, p. 8
- EKG Technician Program, p. 8
- Food Service Sanitation Manager Certification Exam Prep (2-day), p. 6
- Pharmacy Technician Program, p. 10

If you have been approved for WIOA funds, please contact Workforce Development at (630) 906-4152 for registration instructions.

HEALTH: CPR/AED AND FIRST AID

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

AHA920.600	(11742)	5:30pm- 9:30pm	W	APC158	Soukup
<i>Meets on: Aug. 17</i>					
AHA920.820	(11743)	8:00am- 12:00pm	Sa	DWNTN346	Ries
<i>Meets on: Aug. 20</i>					
AHA920.821	(11744)	12:30pm- 4:30pm	Sa	DWNTN346	Ries
<i>Meets on: Aug. 20</i>					
AHA920.601	(11745)	5:30pm- 9:30pm	T	FOXVLY217	Ries
<i>Meets on: Sept. 16</i>					
AHA920.822	(11746)	8:00am- 12:00pm	Sa	DWNTN346	Salvador
<i>Meets on: Sept. 17</i>					
AHA920.823	(11747)	12:30pm- 4:30pm	Sa	DWNTN346	Salvador
<i>Meets on: Sept. 17</i>					
AHA920.602	(11748)	5:30pm- 9:30pm	Th	FOXVLY217	Anderson
<i>Meets on: Sept. 29</i>					
AHA920.603	(11749)	5:30pm- 9:30pm	T	FOXVLY217	LeRoy
<i>Meets on: Oct. 11</i>					
AHA920.824	(11750)	8:00am- 12:00pm	Sa	DWNTN346	Salvador
<i>Meets on: Oct. 22</i>					
AHA920.825	(11751)	12:30pm- 4:30pm	Sa	DWNTN346	Salvador
<i>Meets on: Oct. 22</i>					
AHA920.604	(11752)	5:30pm- 9:30pm	W	APC158	Anderson
<i>Meets on: Oct. 26</i>					
AHA920.605	(11753)	5:30pm- 9:30pm	T	FOXVLY217	LeRoy
<i>Meets on: Nov. 8</i>					
AHA920.826	(11754)	8:00am- 12:00pm	Sa	DWNTN346	Ries
<i>Meets on: Nov. 19</i>					
AHA920.827	(11755)	12:30pm- 4:30pm	Sa	DWNTN346	Ries
<i>Meets on: Nov. 19</i>					
AHA920.606	(11756)	5:30pm- 9:30pm	W	APC158	Salvador
<i>Meets on: Nov. 30</i>					
AHA920.607	(11757)	5:30pm- 9:30pm	Th	APC158	Anderson
<i>Meets on: Dec. 8</i>					
AHA920.828	(11758)	8:00am- 12:00pm	Sa	DWNTN346	Ries
<i>Meets on: Dec. 10</i>					
AHA920.829	(11759)	12:30pm- 4:30pm	Sa	DWNTN346	Ries
<i>Meets on: Dec. 10</i>					
AHA920.608	(11760)	5:30pm- 9:30pm	T	FOXVLY217	Salvador
<i>Meets on: Dec. 20</i>					

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

Learn CPR & Gain the Confidence Needed to Respond

Sudden cardiac arrest can happen to anyone at any time. You can gain the confidence and skills to respond to these emergencies through our Heartsaver CPR Course. We provide high-quality, clean equipment to practice on and experienced instructors. When life is at stake, don't settle for less. Check out our class dates on this page.



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

AHA006.820	(11716)	8:00am- 4:30pm	Sa	DWNTN346	Salvador
<i>Meets on: Aug. 27</i>					
AHA006.821	(11723)	8:00am- 4:30pm	Sa	DWNTN346	Baum
<i>Meets on: Sep. 24</i>					
AHA006.822	(11735)	8:00am- 4:30pm	Sa	DWNTN346	Ries
<i>Meets on: Oct. 29</i>					
AHA006.823	(11738)	8:00am- 4:30pm	Sa	DWNTN346	Salvador
<i>Meets on: Dec. 3</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: Meets DCFS requirements for child care providers. Fee includes: Student Manual and materials.

CLASS FEE: \$59

AHA916.820	(11717)	8:00am- 12:00pm	Sa	DWNTN346	Salvador
<i>Meets on: Aug. 27</i>					
AHA916.821	(11733)	8:00am- 12:00pm	Sa	DWNTN346	Baum
<i>Meets on: Sep. 24</i>					
AHA916.822	(11736)	8:00am- 12:00pm	Sa	DWNTN346	Ries
<i>Meets on: Oct. 29</i>					
AHA916.823	(11739)	8:00am- 12:00pm	Sa	DWNTN346	Salvador
<i>Meets on: Dec. 3</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

AHA902.820	(11718)	12:30pm- 4:30pm	Sa	DWNTN346	Salvador
<i>Meets on: Aug. 27</i>					
AHA902.821	(11734)	12:30pm- 4:30pm	Sa	DWNTN346	Baum
<i>Meets on: Sep. 24</i>					
AHA902.600	(11761)	5:30pm- 9:30pm	T	FOXVLY217	Ries
<i>Meets on: Oct. 18</i>					
AHA902.822	(11737)	12:30pm- 4:30pm	Sa	DWNTN346	Ries
<i>Meets on: Oct. 29</i>					
AHA902.823	(11741)	12:30pm- 4:30pm	Sa	DWNTN346	Salvador
<i>Meets on: Dec. 3</i>					
AHA902.601	(11762)	5:30pm- 9:30pm	T	FOXVLY217	LeRoy
<i>Meets on: Dec. 6</i>					

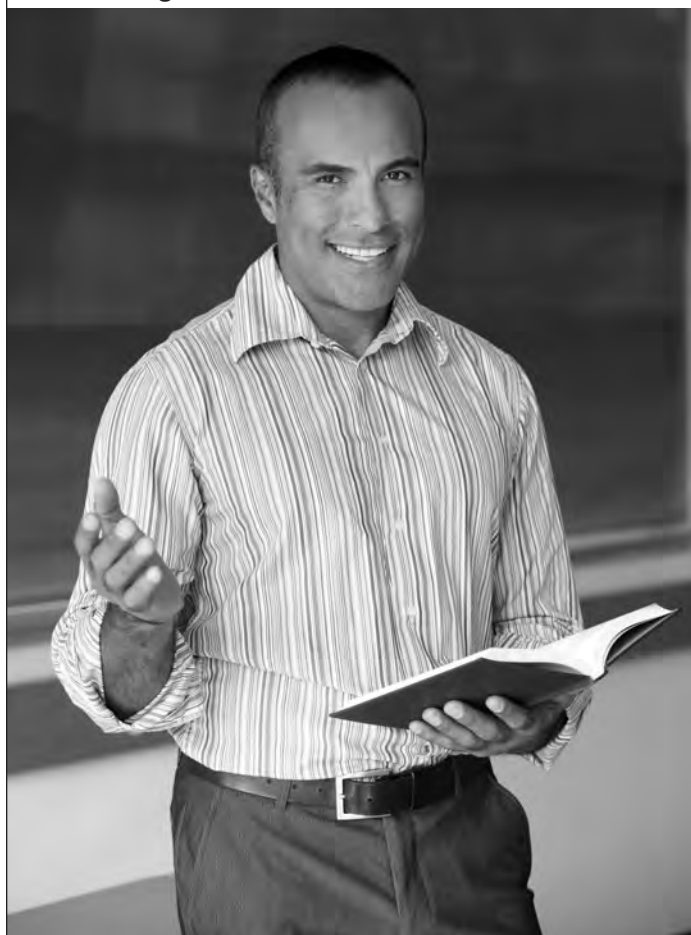
ONLINE OPTIONS for Teachers!



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

- Spanish in the Classroom
- Solving Classroom Discipline Problems
- Teaching Students with ADHD
- Response to Intervention: Reading Strategies that Work

More details can be found on p. 3 and at www.ed2go.com/waubonsee.



HEALTH: NURSING CONTINUING EDUCATION

CNA Instructor: Train the Trainer Program

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

CLASS FEE: \$599

NUR950.001 (11713) 8:00am- 4:30pm F DWNTN346 Wingate

Class will begin in Room DWNTN 346 in a.m. and move to DWNTN 343 after lunch.

Meets between: Sep. 2-Sep. 30

HEALTH: THERAPUETIC RIDING INSTRUCTOR

Equine Studies I

This class is designed to introduce you to topics in proper horse care and equine management. Subjects explored include: identifying breeds, markings and parts of a horse; exploring horse senses and behavior; equine nutrition and grooming; tack and tacking; fundamentals of mounting/dismounting. While this is a required course for those interested in PATH Intl. certification, this course is beneficial to anyone who works in the equine industry.

CLASS FEE: \$449

HCP931.001 (11782) 8:30am- 11:30am MWF PLAN0209 Mason

Meets between: Sep. 5-Sep. 30

Teaching Methodology for Riding Instruction

This course will prepare you to safely and effectively instruct others in horseback riding. Proper instruction and facilitation of mounts and dismounts; postural alignment; gaits; natural and artificial aids; and technique will be covered. Various methods of instruction will be explored, as well as techniques for maintaining a safe environment. While this is a required course for those interested in PATH Intl. certification, this course is beneficial to anyone who desires to become a riding instructor. Preferred co-requisite: HCP931 Equine Studies I.

CLASS FEE: \$359

HCP932.001 (11783) 8:30am- 11:30am MWF PLAN0209 Mason

Meets between: Oct. 3-Oct. 28

Introduction to Psychology for Riding Instruction

This course is designed to introduce concepts of behavior and learning essential to effective horseback riding instruction. The course examines different learning styles and their impact on instruction, behavior management techniques in the riding class environment, and the instructor attributes necessary to become a successful riding instructor. Preferred co-requisite: HCP931 – Equine Studies I.

CLASS FEE: \$269

HCP933.001 (11784) 8:30am- 11:30am F PLAN0209 Mason

Meets between: Oct. 31-Nov. 23

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



Subject Matter Instructors

Are you a professional utilizing a highly developed skill set? Are you a natural leader?

Workforce Development offers non-credit and custom training courses for career and professional development. These courses are delivered by subject matter experts experienced in the topic area.

Our subject matter experts deliver instruction through practical application and classroom instruction. Workforce Development is looking to add to our list of subject matter experts in the areas of:

- Electrical Maintenance
- Mechanical Maintenance
- Mechanical Engineering
- Hydraulics
- Lubrication
- Pneumatics
- Lean, Six Sigma
- Shop Math
- Blueprint Reading
- Time Management, Communications and Leadership
- Phlebotomy

If you would like more information on being a WFD instructor in any of the topics mentioned, contact the Workforce Training Manager 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)*.

- Integrative Mental Health
- Healthy Aging
- Gerontology
- Pain Assessment and Management
- Violence Prevention and Awareness

Class hours and fees vary.

More details can be found on p. 3 and at www.ed2go.com/waubonsee.



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

CNC911.001 (11781) 9:00am- 3:30pm Sa AKL107 Ruetsche
Meets between: Sep. 3-Oct. 8

PROFESSIONAL GROWTH

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

WPS993.920 (11627) TBA ONLINE Staff
Enroll between August 22 and December 2. Login instructions will be provided by Workforce Development.

SALES AND MARKETING

Social Media Bootcamp

The Social Media Boot Camp provides a vigorous and thorough explanation of the social media marketing strategies that work most effectively for small- and medium-size businesses. This course prepares owners, executives and staff to set and generate expected results through a well-developed social media marketing plan that identifies the best platforms to use and supplies a flow of ideas for consistent, engaging posts. The course is led by a certified instructor in a virtual format which delivers the advantages of a classroom course in an online environment. Using web conference technology, participants attend live, interactive classes using any computer or mobile device. Sessions are recorded to view again or in the event of an absence. Prereq: Participants should be familiar with the internet and the basic use of social media and marketing and business fundamentals. Fee includes: all materials.

CLASS FEE: \$395

MKT957.920 (11775) 3:30pm- 4:30pm ONLINE Staff
Meets between: Aug. 16-Dec. 31

MKT957.921 (11774) 4:00pm- 5:00pm ONLINE Staff
Meets between: Aug. 16-Dec. 31

SMALL BUSINESS

Entrepreneur Quick Start

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: \$39

SBA902.600 (11599) 6:00pm- 9:00pm W DWNTN223 Huxtable
Meets on: Aug. 24

SBA902.601 (11600) 6:00pm- 9:00pm Th DWNTN244 Huxtable
Meets on: Sep. 22

SBA902.602 (11601) 6:00pm- 9:00pm T DWNTN223 Huxtable
Meets on: Oct. 18

SBA902.603 (11602) 6:00pm- 9:00pm W DWNTN244 Huxtable
Meets on: Nov. 16

SBA902.604 (11603) 6:00pm- 9:00pm T DWNTN223 Huxtable
Meets on: Dec. 6

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: \$39

SBA904.600 (11604) 6:00pm- 9:00pm Th DWNTN223 Huxtable
Meets on: Sep. 8

SBA904.601 (11605) 6:00pm- 9:00pm Th DWNTN244 Huxtable
Meets on: Nov. 3

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: \$39

SBA963.600 (11606) 6:00pm- 9:00pm T DWNTN257 Basilico
Meets on: Aug. 23

SBA963.601 (11607) 6:00pm- 9:00pm Th DWNTN223 Basilico
Meets on: Oct. 13

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: \$39

SBA966.600 (11608) 6:00pm- 9:00pm W DWNTN223 Basilico
Meets on: Sep. 14

SBA966.601 (11609) 6:00pm- 9:00pm Th DWNTN223 Basilico
Meets on: Dec. 1

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

Finally. Leading-Edge Training for Public Sector Employees

COMMUNITIES *of* EXCELLENCE

Professional Development for
Public Sector Employees



Today's public sector employees are being asked to function with fewer resources and to find new ways to address challenges. Having the right tools and training influences employee job performance and municipal service to residents.

The Communities of Excellence initiative provides leading-edge training on skills and topics required for public sector employees to grow professionally, contribute more to their organizations and find new ways to address challenges.

This nationally-recognized, award-winning program:

- Establishes a platform for best practices and benchmarking
- Utilizes facilitators who are subject matter experts in the public sector
- Supports improved productivity and efficiency
- Provides practical skills immediately transferrable to the workplace

See what 13 government entities in the region are doing to develop personnel and improve operations.

To learn more contact Workforce Development at (630) 906-4152 or email Kevin Riley at kriley@waubonsee.edu.

Questions: Call (630) 906-4152 or email wfd@waubonsee.edu



Business / Management Development /
Communication / Process Improvement



Logistics / Warehousing / Safety



Health and Wellness



Information Technology /
Workforce Assessment and Readiness

TRAINING WHEN AND WHERE YOUR BUSINESS NEEDS IT

Are you looking for A TOTAL TRAINING SOLUTION DESIGNED TO
STRENGTHEN YOUR TALENT PIPELINE?

Workforce Development's Customized Business Solutions group has the answer!

We'll help you identify your needs, perform a gap analysis, and design a training program that delivers solutions that are FLEXIBLE, RESPONSIVE AND TAILORED TO YOUR BUSINESS REQUIREMENTS AND NEEDS, improving your bottom line.

**Contact Workforce Development's Business Solutions group today
at (630) 906-4152 or training@waubonsee.edu**

Registration Information and Payment Policies

EARLY REGISTRATION IS ADVISED because many classes fill rapidly. Also, early registration can help avoid class cancellation because of lack of enrollment.

NOTE: Unpaid fees will prevent registration for additional courses.

REMINDER! ABOUT PAYMENT POLICY

- Full or partial payment is due at the time of registration.
- More payment options — the sooner you register, the smaller your payments!

Payment options:

- **Full Payment** — Tuition and fees totaling less than \$200 require full payment.
- **Partial Payment** — Pay the required first installment and the remaining balance in monthly payments. (A \$25 nonrefundable service fee is charged for selecting this option; it's automatic when you make the first payment.) The sooner you register, the more time to pay!
- **Employer Payments** — If your employer is paying your tuition and fees, and should be billed directly, a letter from your company, including the contact name and company address (on company letterhead), is required at the time of registration.

Questions? Call or visit the Bursar Office, second floor of the Student Center, (630) 466-7900, ext. 5705.

Additional Fees

- Insufficient funds charge: \$25.00
- Late payment fee: \$20.00

HOW TO READ THE CLASS SCHEDULE

Name of course	Course description	Cost
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. Prereq: Basic familiarity with computers. CLASS FEE: \$185 • MAJOR CODE: VS25		
163INT005.001 (#11616)	12:30pm-4:30pm F	FOXVLY209
Meets between: Sept. 16-Sept. 23		Staff
Ticket number	Section Number	Course Reference Number (CRN)
	.001 = day class	Class time
	.600 = night class	Meeting day(s)
	.800 = weekend class	Major code
	.920 = online course	Building and room number or off-campus location

HOW TO PAY:

- Online payment system at www.waubonsee.edu or at mywcc.waubonsee.edu (*credit card or electronic check*)
- In person at the Sugar Grove, Aurora Downtown, Aurora Fox Valley or Plano campuses
- Fax payment information to (630) 466-6637
- Mail to: Bursar Office
Waubonsee Community College
Route 47 at Waubonsee Dr.
Sugar Grove, IL 60554-9454

What if I Don't Pay? Waubonsee Community College cancels your registration if you do not select a payment option at the time of registration. Please note that payment is required even during college holidays and breaks. Enrollment will not be cancelled if any payment has been received for the semester.

Refund Policy Full refund of tuition and fees is granted if the college cancels a course. Course fees will be refunded if a student withdraws at least four calendar days prior to the course start date. Course fee refunds for all online courses and Community Education activities, such as Trips and Tours, may have a different policy (please see the activity descriptions for details or contact (630) 466-7900, ext. 2360).

Disclaimer Workforce Development or Community Education offerings generally are not approved for college credit, but they may appear on the student's transcript. For more information contact Registration and Records (630) 466-7900, ext. 2370.

Four Easy Ways to Register



By mail:

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



Online:

24 hours a day,
seven days a week mywcc.waubonsee.edu
For returning students only.



By fax:

(630) 466-4964
Direct line, 24 hours a day



Walk in:

— Sugar Grove Campus
— Aurora Downtown Campus
— Aurora Fox Valley Campus
— Plano Campus



Need help?

Need more information?
Call Community Education
at (630) 466-2360
or Workforce Development
at (630) 906-4152.

F.Y.I.

When you need books

Many classes do not require textbooks, but some of the programs call for the use of materials needed at the first meeting. This information is provided in the class listing. Books can be purchased at the Waubonsee bookstores.

When there aren't enough of you

We cannot guarantee that all activities listed in this schedule will be available when you register. We reserve the right to cancel activities if there is insufficient enrollment. If your activity is cancelled, you may select another activity or receive a refund. An attempt will be made to notify you by phone or mail when it is necessary to cancel an activity. For students wishing to drop a class(es), please refer to the refund policy.

When you need something special

To find out about interpreting services for the hearing impaired, call (630) 466-2928 (TDD/FAX). For disability accommodation, call (630) 466-7900, ext. 2564, approximately one month before the start of class.

Visit us on the Internet

Check out Waubonsee's programs and services at www.waubonsee.edu.

When the weather is bad

Should the college close due to weather or emergency, information regarding the closing will be communicated through the following methods:

- **Waubonsee Alert System (text, email and voice)**
- **The college's website:** www.waubonsee.edu
- **The college's portal:** mywcc (view Announcements)
- **The Emergency Closing Center:** www.emergencyclosings.com
- **Auto Attendant (phone)**
- **Local TV and radio stations**

Information in the closing message will include:

- Indication of cancellation of day and/or evening classes
- Campus or class locations that may be affected (i.e. Sugar Grove Campus, Aurora Downtown Campus, Plano Campus, Aurora Fox Valley Campus, other extension sites)
- Daytime closings will be posted by 5 a.m.
- Evening closings will be posted by 3:30 p.m.

Sugar Grove Campus: During snow season, please park as orderly as possible. Call Campus Police (ext. 2931) or the College Information Center (ext. 0) if your car will be on campus overnight. Due to insurance restrictions, the college will no longer be able to assist in jump-starting vehicles. Jumper cables will be available.

WHERE CLASSES MEET

Waubonsee Community College, Sugar Grove Campus,
Route 47 at Waubonsee Drive, Sugar Grove

A	Building A
AB	Auto Body
AKL	Akerlow Hall
APC	Academic and Professional Center
AUD	Auditorium
BDE	Bodie Hall
CER	Ceramics
COL	Collins Hall
DKN	Dickson Center
ERK	Erickson Hall (Gymnasium)
FLD	Field House
HCC	Henning Academic Computing Center
OBS	Observatory
OPS	Campus Operations
SCI	Science Building
STC	Student Center
VON	Von Ohlen Hall
WGL	Weigel Hall

DWNTN Waubonsee Community College,
Aurora Downtown Campus, 18 S. River Street,
Aurora

BHMA BH Martial Arts and Learning Center
664 W. Veterans Pkwy (Unit G), Yorkville

FOXVLY Waubonsee Community College,
Aurora Fox Valley Campus,
2060 Ogden Ave., Aurora
(New name of the former Copley Campus)

HBLB Hobby Lobby, 2402 U.S. Hwy. 34, Oswego

HUNT Huntoon Stables, 507 Oak St., North Aurora

PLANO Waubonsee Community College,
Plano Campus, 100 Waubonsee Drive, Plano

FVHB Fox Valley Home Brew
14 W. Downer Place
Aurora, IL 60505

OHS Oswego High School
4250 Rt. 71
Oswego, IL 60543

Registration Form

Community Education/ Workforce Development



WAUBONSEE
COMMUNITY COLLEGE

Mail to: Registration and Records
Waubonsee Community College
Route 47 at Waubonsee Dr.
Sugar Grove, IL 60554-9454
Fax: (630) 466-4964

Please print in black ink. Use this form if you are registering for noncredit courses only. Students interested in disability accommodations should contact the Access Center for Students with Disabilities at (630) 466-7900, ext. 2564.

Section I Student ID (if known) X _____

Social Security # _____ - _____ - _____ Gender: ☐ Male ☐ Female U.S. Citizen: ☐ Yes ☐ No
(New students only)

Legal Name _____ Date of Birth: ____/____/____
Last First Middle Initial Month Day Year

Permanent Address: _____
Street Address Apt./Unit No. City State Zip County

Telephone : _____
Home (☐ Primary Contact) Cell (☐ Primary Contact) Work (☐ Primary Contact)

Email Address: _____ Have you attended WCC before? ☐ Yes ☐ No

If you are not a resident of WCC District #516, in which a community college district do you reside? _____

Section II

This information is requested solely to comply with federal and state laws. Your response will not affect consideration of your application or registration.

Are you Hispanic or Latino? ☐ Yes ☐ No

Check one or more of the following race/ethnicity groups.

- ☐ American Indian/
Alaska Native (5) ☐ Hispanic (3)
☐ Asian (4) ☐ Native Hawaiian or
Other Pacific Islander (9)
☐ Black or African American (2) ☐ White (1)

Please indicate your primary race/ethnicity using the number from the list above _____

Are you in the United States on a Visa –
Nonresident Alien? ☐ Yes ☐ No

If yes, what is your home country of origin? _____

Section III

Major code (choose from list below): _____

Personal Development	ND50	Improve Family Circumstances	ND65
Community/Civic Development	ND55	Health, Safety and Environment	ND70
Intellectual/Cultural Studies	ND60	Homemaking	ND75

Highest Degree Earned (choose from list below): _____

GED	Completed GED	MD	Completed Master's Degree
HS	Completed High School	PD	Completed Professional Degree
CRT	Completed Certificate	PHD	Completed Doctoral Degree
AD	Completed Associate Degree	OTH	Other
BD	Completed Bachelor's Degree	ND	No Degree Earned

Why are you enrolling at Waubonsee? (choose one) _____

- Course work for transfer to a four-year college.
- Improve skills needed in present job or to change jobs.
- Prepare for a future job/career.
- Perfect or review basic educational or vocational skills.
- Personal interest or self-development.

Ticket No.	Course Ref. # (CRN)	Course Name	Write in time of class							Bldg. & Room	Fees
			Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.		

I certify that the above information is complete and correct.



Students Signature _____

Date _____

NOTE: Full or partial payment is due at the time of registration.

☐ Cash

☐ Check or money order (payable to Waubonsee Community College) - check # _____



Account number _____ Expires _____ Month _____ Year _____

Authorized charge card signature _____

Financial Code _____ 1. _____ 2. _____	Course Fee	
	Other	
	Total Fees	
	Amount received	

All information provided to Waubonsee Community College will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974. (Public Law 93-380) Waubonsee does not discriminate based on any characteristic protected by law in its programs and activities. To help protect your privacy, please do not email any forms containing confidential information. Waubonsee will not process any registration form received via email.

Adult Basic Education (ABE) General Educational Development (GED)

The ABE/GED program provides the adult student with an opportunity to develop basic vocabulary, reading, writing and math skills along with preparation necessary to complete the General Educational Development (GED) Exam. Adults find this useful for employment, entry into job training, promotion, admission to college or for personal satisfaction. Assessment of skills for

placement is conducted before entering class. There is NO tuition charge for these classes. GED classes are also available in Spanish. **Further information about GED is available by contacting the program office, (630) 801-7900, ext. 4600.**

Aurora Downtown Campus

18. S. River Street

Monday/Wednesday.....9 a.m.-12:30 p.m.

6-9:30 p.m.

Tuesday/Thursday9 a.m.-12:30 p.m.

6-9:30 p.m.

Saturday9 a.m.-12:30 p.m.

English as a Second Language (ESL)

The ESL program provides non-native adults an opportunity to develop English speaking, listening, reading and writing skills. There is NO tuition charge for these classes. Assessment of language skills is required *before* entering class.

Further information is available by contacting the program office, (630) 801-7900, ext. 4600.

Aurora Downtown Campus

18. S. River St.

Monday/Wednesday.....9 a.m.-12:30 p.m.

6-9:30 p.m.

Tuesday/Thursday9 a.m.-12:30 p.m.

6-9:30 p.m.

Saturday9 a.m.-12:30 p.m.

Plano Campus

100 Waubonsee Drive

Tuesday/Thursday9 a.m.-12:30 p.m.

6-9:30 p.m.



Adult Education Computer Center (AECC)

The AECC provides ABE/GED, and ESL students with computer-aided instruction, and is located at the Aurora Downtown Campus, Room 454. Students work with AECC instructional aides to enhance the skills they are learning in class. Registration can be done during the first visit, and the AECC is open entry. Computer skills are not necessary. **For more information contact the center at (630) 801-7900, ext. 4600.**

Adult Education Computer Center, Aurora Downtown Campus, Room 454
18 S. River St.

Computer Lab Hours:

Monday through Thursday.....8:30 a.m.-2:30 p.m.
3-9:30 p.m.

Interested in
volunteering as
an Adult Literacy
tutor? Call
(630) 801-7900,
ext. 4106.