

Work

CAREER ENHANCEMENT

INVEST IN YOURSELF

*Improve Your Skills, Advance
Your Career, Build Your Future*

WORK SAFE!

OSHA Safety Day

March 16

See page 19

HEALTHCARE PRACTITIONERS

Market yourself with
new skills from our
updated phlebotomy class

See page 11

WORKFORCE DEVELOPMENT

SPRING 2016

waubonsee.edu/workforcedev



WAUBONSEE
COMMUNITY COLLEGE



ADD A NEW PIECE TO YOUR CAREER

Are you stuck in your career right now? If you had to think about that question, you're probably stuck. Building a career is like building a puzzle. You are always adding new pieces by acquiring skills and credentials.

Workforce Development can help you put together your career puzzle. Our professional development and certificate courses are taught by experts with years of experience who provide real-world insight and practical advice. Class sizes are small, so you can be sure to get personalized attention.

Whether you're looking to add a new skill or want to take your career in a new direction, Workforce Development has the potential to get you there. Browse this schedule and sign up for a class today!

Are you ready to take the next step but don't think you have time?

Learn anytime, anywhere, with online courses. They are convenient, affordable and effective. Workforce

Development offers a variety of short, cost-effective online courses that let you start anytime and set your own pace. You'll learn in-demand skills and earn industry-recognized credentials from your office or home. See page 16.



Attention Employers: Are You Ready To Update Your Workforce?

Workforce Development can bring our expert trainers and equipment to your business. We will take the time to understand the needs and issues of your organization, create a solution-based proposal and deliver results.

We create customized face-to-face seminars, workshops, webinars, software-based learning, focus groups, retreats and more. When you're ready to take your workforce to the next level, we stand ready to assist you. See page 22.

Workforce Development INVEST IN YOURSELF

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

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

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

waubonsee.edu/workforcedev

WORKFORCE DEVELOPMENT



KNOWLEDGE IS POWER

to ENHANCE YOUR BUSINESS
ADVANCE YOUR CAREER
BUILD YOUR COMMUNITY

COURSES

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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 and time for questions and answers.

Which course is best for me?

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

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

162COM958.920 (21527) TBA ONLINE Staff
Enroll anytime between Jan. 11 and May 6. 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

162COM994.920 (21528) TBA ONLINE Staff
Enroll anytime between Jan. 11 and May 6. Classes begin monthly.

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

COMPUTER TOPICS

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

162INT005.001 (21546) 8:00am- 4:30pm M APC145A Backes
Meets on: Feb. 29

162INT005.600 (21615) 6:00pm- 9:00pm Th AC243 Bonn
Class will dismiss at 8:30 p.m. on April 14.
Meets between: March 31-April 14

162INT005.820 (21649) 9:00am- 1:00pm Sa APC145A Gerding
Meets between: April 2-April 9

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

162DBS005.001 (21538) 8:00am- 4:30pm F AC243 Backes
Meets on: Jan. 22

162DBS005.601 (21706) 6:15pm- 9:00pm MW APC145A Staff
Meets between: March 16-March 23

162DBS005.002 (21587) 8:00am- 4:30pm F APC145A Backes
Meets on: April 15

162DBS005.600 (21621) 6:00pm- 9:30pm Th AC243 Bonn
Class will dismiss at 9 p.m. on May 5.
Meets between: April 21-May 5

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

162DBS006.001 (21541) 8:00am- 4:30pm F AC243 Backes
Meets on: Jan. 29

162DBS006.600 (21709) 6:15pm- 9:00pm MW APC145A Staff
Meets between: March 28-April 4

162DBS006.002 (21589) 8:00am- 4:30pm F APC145A Backes
Meets on: April 22

Access Level 3

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

CLASS FEE: \$185 * MAJOR CODE: VS25

162DBS007.001 (21542) 8:00am- 4:30pm F AC243 Backes
Meets on: Feb. 5

162DBS007.600 (21710) 6:15pm- 9:00pm MW APC145A Staff
Meets between: April 6-April 14

162DBS902.001 (21609) 8:00am- 4:30pm F APC145A Backes
Meets on: April 29

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

162DSK901.600 (21651) 6:15pm- 9:00pm W APC145C Davis
Meets between: Feb. 3-Feb. 24

162DSK901.860 (21704) 12:15pm- 4:00pm Su HCC107 Kelly
Class will dismiss at 3:45 p.m. on March 20. This class is taught in a Mac lab.

Meets between: March 6-March 20

162DSK901.802 (21658) 8:45am- 12:30pm Sa HCC107 Davis
Class will dismiss at 12:15 p.m. on April 16. This class is taught in a Mac lab.

Meets between: April 2-April 16

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

162DSK912.600 (21653) 6:15pm- 9:00pm W APC145C Davis
Meets between: March 2-March 23

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

162DSK006.001 (21662) 9:00am- 3:00pm Th AC223 Kelly
Bring your own Mac with access to the software. Internet access will be provided.

Meets between: Feb. 11-Feb. 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

162DSK917.001 (21685) 9:00am- 3:00pm Th AC257 Kelly
Bring your own Mac with access to the software. Internet access will be provided.

Meets between: March 3-March 10

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

162DSK009.001 (21699) 9:00am- 3:00pm Th AC257 Kelly
Bring your own Mac with access to the software. Internet access will be provided.

Meets between: March 24-March 31

162DSK009.600 (21655) 6:15pm- 9:00pm W APC145C Davis
Meets between: April 6-April 27

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

162DSK906.001 (21702) 9:00am- 3:00pm Th AC257 Kelly
Bring your own Mac with access to the software. Internet access will be provided.

Meets between: April 14-April 21

162DSK906.600 (21657) 6:15pm- 9:00pm MW APC145C Davis
Meets between: May 2-May 11



IMPROVE YOUR EFFICIENCY BY UTILIZING SOFTWARE CAPABILITIES!

Enroll in a series of classes starting on the dates below.

Access Series	Excel Series	Windows + Office
Jan. 22 <i>Level 1</i>	Jan. 27 <i>Level 1</i>	Feb. 29 <i>Windows</i>
Jan. 29 <i>Level 2</i>	Feb. 24 <i>Level 2</i>	Mar. 7 <i>MS Office</i>
Feb. 5 <i>Level 3</i>	Mar. 23 <i>Level 3</i>	
Mar. 16 <i>Level 1</i>	Feb. 19 <i>Level 1</i>	Mar. 31 <i>Windows</i>
Mar. 28 <i>Level 2</i>	Feb. 26 <i>Level 2</i>	May 2 <i>MS Office</i>
Apr. 6 <i>Level 3</i>	Mar. 4 <i>Level 3</i>	
Apr. 21 <i>Level 1</i>	Feb. 27 <i>Level 1</i>	Apr. 2 <i>Windows</i>
	Apr. 2 <i>Level 2</i>	Apr. 16 <i>MS Office</i>
	Apr. 23 <i>Level 3</i>	
Adobe InDesign Series		Accounting + QuickBooks
Feb. 3 <i>Beginning</i>	Mar. 17 <i>Level 1</i>	Feb. 2 <i>Accounting</i>
Mar. 2 <i>Advanced</i>	Mar. 29 <i>Level 2</i>	Feb. 27 <i>QB Basics</i>
	Apr. 21 <i>Level 3</i>	Apr. 2 <i>QB Level 2</i>

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

162WWW915.920 (21525) TBA ONLINE Staff
Enroll anytime between Jan. 11 and May 6. Classes begin monthly.



ONLINE OPTIONS!

Learn the secrets to developing exciting webpages using:

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

Increase your programming knowledge!
Topics include:

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

Class fees start at \$109.

More details can be found on p. 16 and at www.ed2go.com/waubonsee.

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

OFFICE SUITES

Introduction to Microsoft Office

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

1620PS006.001 (21547) 9:00am- 4:00pm M APC145A Backes
Meets between: March 7-March 21

1620PS006.820 (21650) 9:00am- 2:00pm Sa APC145A Gerding
Meets between: April 16-May 7

1620PS903.600 (21714) 6:00pm- 9:00pm MTW AC243 Staff
Meets between: May 2-May 11

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

162MMC903.600 (21646) 5:15pm- 9:15pm M AC243 Gerding
Meets between: March 7-March 21

162MMC903.001 (21583) 8:30am- 3:00pm F APC145A Backes
Meets between: April 1-April 8

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

162NTK921.920 (21534) TBA ONLINE Staff
Enroll anytime between Jan. 11 and May 6. 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

162SPR005.600 (21641) 6:00pm- 8:45pm W PC121 Gerding
Meets between: Jan. 27-Feb. 10

162SPR005.001 (21543) 8:00am- 4:30pm F AC243 Backes
Meets on: Feb. 19

162SPR005.820 (21611) 9:00am- 12:30pm Sa AC243 Bonn
Class will dismiss at noon on March 12.
Meets between: Feb. 27-March 12

162SPR005.601 (21711) 6:15pm- 9:00pm TTh APC145A Staff
Meets between: March 17-March 24

Excel Level 2

This seminar enhances the skills learned in Excel Level 1. Participants will be introduced to: workbook data management, table usage techniques including references for using formulas and data analysis. Students will also learn how to automate tasks, enhance charts, share files and incorporate Web information. Prereq: Completion of Excel Level 1 or equivalent experience. Fee includes: materials. CLASS FEE: \$185 * MAJOR CODE: VS25

162SPR006.600 (21645) 6:00pm- 8:45pm W PC121 Gerding
Meets between: Feb. 24-March 9

162SPR006.001 (21544) 8:00am- 4:30pm F AC243 Backes
Meets on: Feb. 26

162SPR006.602 (21712) 6:15pm- 9:00pm TTh APC145A Staff
Meets between: March 29-April 5

162SPR006.820 (21612) 9:00am- 12:30pm Sa AC243 Bonn
Class will dismiss at noon on April 16.
Meets between: April 2-April 16

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

162SPR007.001 (21545) 8:00am- 4:30pm F AC243 Backes
Meets on: March 4

162SPR007.600 (21757) 6:00pm- 8:45pm W PC121 Gerding
Meets between: March 23-April 6

162SPR007.601 (21713) 6:15pm- 9:00pm TTh APC145A Staff
Meets between: April 21-April 28

162SPR007.820 (21613) 9:00am- 12:30pm Sa AC219 Bonn
Class will dismiss at noon on May 7.
Meets between: April 23-May 7

Capture the Power of Pivot Tables: An Excel Refresher

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

CLASS FEE: \$49

162SPR937.820 (21610) 9:00am- 11:30am Sa AC243 Bonn
Meets on: Jan. 30

162SPR937.600 (21614) 6:00pm- 8:30pm Th AC243 Bonn
Meets on: March 10

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

162SPR012.820 (21628) 6:45pm- 9:15pm T APC145C Dudkowski
9:00am- 12:30pm Sa APC145C Dudkowski

Class meets on Saturday mornings and Tuesday evenings. Refer to the Finance section for accounting classes.

Meets between: Feb. 27-March 15

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

162SPR925.820 (21631) 6:45pm- 9:15pm T APC145C Dudkowski
9:00am- 12:30pm Sa APC145C Dudkowski

Class meets on Saturday mornings and Tuesday evenings.

Meets between: April 2-April 19



ONLINE OPTIONS!

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

More details can be found on p. 16 and at www.ed2go.com/waubonsee.

WORD PROCESSING

Word Level 1

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

CLASS FEE: \$185

162WDP900.600 (21643) 6:00pm- 8:45pm M AC243 Gerding
Meets between: Feb. 1-Feb. 15

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

162CST901.001 (21741) 8:00am- 6:00pm MTWThF WGL119 Staff
Meets between: Feb. 22-Feb. 26



Protect Yourself on the Job

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

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



Online career training programs are available for many professions.

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

MEDIA AND DESIGN

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

SUSTAINABLE ENERGY/ GOING GREEN

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

SKILLED TRADES/ INDUSTRIAL

Freight Broker/Agent Training
 HVAC Technician
 Performing Comprehensive Building Assessments

HEALTH CARE AND FITNESS

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

SOFTWARE DEVELOPMENT

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

MANAGEMENT

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

BUSINESS AND PROFESSIONAL

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

IT CERTIFICATION PREPARATION

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

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

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

Program Benefits:

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

ENROLL TODAY!

To learn more and to register, visit

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

WORKPLACE READINESS ONLINE TRAINING OPTIONS FROM ACT WORKKEYS

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

- Internet-based instruction
- Self-paced lessons
- Enroll anytime between January 11-May 6
- Login details will be administered by Workforce Development after you register
- Prereq: Access to an Internet browser; curriculum can be accessed from any computer, tablet, or mobile device with a browser that supports HTML5. No apps to install. No plug-ins necessary (except if you are using Windows XP).
- Visit: <http://www.act.org/certificate/about.html> for more information about the NCRC



KEY TRAIN

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

Units included:

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

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

Ticket number	(CRN)
162WPS910.920	(21531)
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.

Builds your skills relevant to the ACT WorkKeys® Talent Assessment's indicators for teamwork, customer service, workplace discipline, and managerial potential.

Ticket number	(CRN)
162WPS912.920	(21532)
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)
162WPS911.920	(21533)
Class Fee: \$79	

EDUCATORS

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: \$89

162EDT950.001	(21486)	12:30pm- 4:45pm	W	AC257	Norris
<i>Meets on: Feb. 24</i>					
162EDT950.002	(21490)	12:30pm- 4:45pm	W	AC257	Norris
<i>Meets on: April 27</i>					

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: \$29

162EDT951.001	(21487)	12:30pm- 1:30pm	W	AC257	Norris
<i>Meets on: Feb. 24</i>					
162EDT951.002	(21491)	12:30pm- 1:30pm	W	AC257	Norris
<i>Meets on: April 27</i>					



Be Prepared to Respond

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

Mental Health First Aid Certification provides the tools you need to respond until professional health arrives. This 8-hour certification is perfect for first responders, teachers, coaches, social workers, psychologists, and anyone who works with the public. For more information, see page 11.

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: \$45

162EDT952.001	(21489)	2:30pm- 4:45pm	W	AC257	Norris
<i>Meets on: Feb. 24</i>					
162EDT952.002	(21493)	2:30pm- 4:45pm	W	AC257	Norris
<i>Meets on: April 27</i>					

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: \$29

162EDT953.001	(21488)	1:30pm- 2:30pm	W	AC257	Norris
<i>Meets on: Feb. 24</i>					
162EDT953.002	(21492)	1:30pm- 2:30pm	W	AC257	Norris
<i>Meets on: April 27</i>					

ONLINE OPTIONS for Teachers!



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

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

More details can be found on p. 16 and at www.ed2go.com/waubonsee.

FINANCE

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

162ACC900.820 (21626) 8:30am- 12:30pm Sa APC145C Dudkowski
Meets between: Feb. 6-Feb. 20

162ACC900.821 (21633) 8:30am- 3:00pm Sa AC243 Dudkowski
Class will not meet on April 30.
Meets between: April 23-May 7

Prepare to Pass the ServSafe Exam

In class or online, you can prepare to pass the ServSafe Exam and become eligible for the Food Safety Manager's Certification with our Food Safety Certification Preparation course.



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

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

162FSS001.001 (21473) 8:00am- 4:30pm ThSa AC244 Brewster
Meets between: Feb. 11-Feb. 13

162FSS001.002 (21475) 8:00am- 4:30pm ThSa AC257 Brewster
Meets between: April 7-April 9

162FSS906.001 (21477) 8:00am- 4:30pm WF AC257 Brewster
Meets between: May 11-May 13

162FSS906.920 (21548) TBA ONLINE Brewster
ONLINE OPTION: Last day to register is April 8. Registration must be made three weeks prior to a scheduled test date. Log-in instructions will be provided by Workforce Development. Fee for this online option is \$215.
Meets between: Jan. 11-April 8

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 certification and is recommended for supervisory personnel who have a strong background in food service. This course presents 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 ServSafe exam. Participants will be eligible for certification upon completion with a passing grade of 75 percent on this exam. CLASS FEE: \$130

162FSS907.820 (21474) 8:00am- 4:30pm Sa AC244 Brewster
Meets on: Feb. 13

162FSS907.821 (21476) 8:00am- 4:30pm Sa AC257 Brewster
Meets on: April 9

162FSS907.001 (21478) 8:00am- 4:30pm F AC257 Brewster
Meets on: May 13

HEALTH CARE

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

162PCT916.600 (21519) 6:00pm- 9:30pm TTh AC257 Staff
Meets between: March 8-May 5

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

162PCT915.820	(21540)	6:50pm- 9:30pm	T	AC257	Staff
		9:00am- 3:30pm	Sa	AC257	Staff

Class will not meet on March 8. Saturday sessions meet every other week on: Jan. 16, Jan. 30, Feb. 13, Feb. 27 and March 12.

Meets between: Jan. 16-March 12

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-10CM, ICD-10PCS and or the ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers introductory CPT concepts and guidelines as well as CPT evaluation and management, specialty fields (such as surgery, radiology and laboratory), introductory concepts and guidelines in ICD-10 and ICD-9, basic claims processes for medical insurance and third party reimbursements. Students will also learn how to find the service and codes using manuals, (CPT, ICD-10CM/PCS or ICD-9). Note: After obtaining the suggested practical work experience (six months – two years), 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 Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. Although currently both the AAPC and AHIMA certification exams include ICD-9 material, pending the proposed October 1, 2015 switch to ICD-10 both may begin testing for ICD-10 information in 2016. CLASS FEE: \$1,899

162HCP906.600	(21539)	6:00pm- 9:15pm	W	AC257	Staff
		8:30am- 3:00pm	Sa	AC257	Staff

Saturday sessions meet every other week on: Feb. 20, March 5, March 19, April 2, April 16, April 30 and May 14.

Meets between: Feb. 17-May 14

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

162ALT901.001	(21766)	5:00pm- 9:15pm	Th	AC244	Staff
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Meets between: April 14-21



Externship Offers Hands-on Experience With an Employer

Participants who complete the popular Pharmacy Technician Program can gain hands-on experience through an optional clinical externship. Don't miss out on growing your healthcare career. **Training starts March 8.**

Pharmacy Technician Program

This 50-hour course will prepare you to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCEB 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 PTCEB exam. Students should have taken math and science in high school. A high school diploma or GED is required to sit for the PTCEB exam. Note: An optional clinical externship is available for those who successfully complete this course. Fee includes: all materials. CLASS FEE: \$1,299

162PCT918.600	(21520)	6:00pm- 9:30pm	TTh	APC158	Staff
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Meets between: March 8-April 26

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

162PCT001.600	(21517)	5:30pm- 9:30pm	M	AC257	Hagan
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Meets between: Jan. 25-Feb. 22

162PCT001.601	(21518)	5:30pm- 9:30pm	M	AC257	Hagan
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Meets between: April 11-May 9

NURSING CONTINUING EDUCATION**Integrative Mental Health**

Do you need a better understanding of your patient's mental status? Learn about a model that combines medical care with alternative and complementary methods with medications and psychotherapy to address the physical, psychological, and spiritual needs of individuals with anxiety disorders, sleep disorders, and mental conditions associated with aging, depression, chronic pain, and Alzheimer's disease. This 20-hour program also presents many other treatment approaches such as, light therapy, pet therapy, guided imagery, massage and other manual therapies. Note: This course is jointly provided by educational partner, Ed2go and ALLEGRA Learning Solutions, LLC (an accredited provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation), and is acceptable for 20 CE contact hours in all states. This class will be held online at www.ed2go.com/wcc-pro using pass code directions provided by Workforce Development. CLASS FEE: \$239

162NUR956.920 (21526) TBA ONLINE Staff
Enroll anytime between Jan. 11 and May 6. Classes begin monthly.

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

Many online titles offered by Ed2go are recognized by ALLEGRA Learning Solutions for **continuing nursing education credit** by the

American Nurses Credentialing Center's Commission on Accreditation.

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

Earn Certificates in the following areas:

- 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. 16 and at www.ed2go.com/waubonsee.

**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. Check for upcoming class dates on our website at www.waubonsee.edu/cnattt.

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

THERAPEUTIC RIDING INSTRUCTOR

Therapeutic Riding Instructor PATH Certification II

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

CLASS FEE: \$359

162HCP946.001 (21753) 8:30am-11:45am MWF PC209 Mason
Meets between: Jan. 11-Feb. 8

Health Sciences for Therapeutic Riding Instruction II

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

CLASS FEE: \$359

162HCP947.001 (21752) 8:30am-11:15am MWF PC209 Mason
Meets between: Feb. 10-March 7

Business Concepts for Therapeutic Riding

This course will introduce proper business handling and management for therapeutic riding facilities. Students will examine effective agribusiness facility maintenance and record keeping, regulations set forth by PATH for the accredited therapeutic riding facility, and the necessary paperwork for maintenance of the not-for-profit therapeutic riding facility.

CLASS FEE: \$359

162HCP948.001 (21754) 8:30am-11:45am MWF PC209 Mason
Meets between: March 9-April 6



Change Lives through Equine-Assisted Therapies

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

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



Healthcare Practitioners Add to Your Skill Set

In this competitive healthcare job market, an extra credential can make your resume stand out from the crowd. Our newly-updated Phlebotomy Simplified for Healthcare Practitioners provides basic competencies and hands-on experience in phlebotomy. See page 11.



Medical Billing and Coding Training Options

Let our training put you on the right track towards 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.

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.

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

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

162AHA920.600 (21576)	5:30pm- 9:30pm	Th	APC158	Staff
<i>Meets on: Jan. 7</i>				
162AHA920.601 (21577)	5:30pm- 9:30pm	W	APC158	Staff
<i>Meets on: Jan. 13</i>				
162AHA920.820 (21578)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Jan. 16</i>				
162AHA920.602 (21579)	5:30pm- 9:30pm	M	AC244	Staff
<i>Meets on: Jan. 18</i>				
162AHA920.603 (21580)	5:30pm- 9:30pm	T	APC158	Staff
<i>Meets on: Jan. 26</i>				
162AHA920.821 (21581)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Jan. 30</i>				
162AHA920.822 (21582)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Jan. 30</i>				
162AHA920.604 (21584)	5:30pm- 9:30pm	W	AC244	Staff
<i>Meets on: Feb. 3</i>				
162AHA920.823 (21585)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Feb. 13</i>				
162AHA920.605 (21586)	5:30pm- 9:30pm	Th	APC158	Staff
<i>Meets on: Feb. 18</i>				
162AHA920.824 (21590)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Feb. 27</i>				
162AHA920.825 (21591)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Feb. 27</i>				
162AHA920.606 (21588)	5:30pm- 9:30pm	W	AC244	Staff
<i>Meets on: March 2</i>				
162AHA920.607 (21592)	5:30pm- 9:30pm	W	AC244	Staff
<i>Meets on: March 9</i>				
162AHA920.826 (21593)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: March 12</i>				
162AHA920.608 (21594)	5:30pm- 9:30pm	M	APC158	Staff
<i>Meets on: March 21</i>				
162AHA920.827 (21595)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: March 26</i>				
162AHA920.828 (21596)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: March 26</i>				
162AHA920.609 (21597)	5:30pm- 9:30pm	W	APC158	Staff
<i>Meets on: March 30</i>				
162AHA920.610 (21598)	5:30pm- 9:30pm	M	APC158	Staff
<i>Meets on: April 4</i>				

162AHA920.829 (21599)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: April 9</i>				
162AHA920.611 (21600)	5:30pm- 9:30pm	W	APC158	Staff
<i>Meets on: April 13</i>				
162AHA920.612 (21601)	5:30pm- 9:30pm	T	AC244	Staff
<i>Meets on: April 26</i>				
162AHA920.830 (21602)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: April 30</i>				
162AHA920.831 (21603)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: April 30</i>				
162AHA920.613 (21604)	5:30pm- 9:30pm	Th	AC244	Staff
<i>Meets on: May 5</i>				
162AHA920.832 (21607)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: May 7</i>				
162AHA920.614 (21608)	5:30pm- 9:30pm	Th	AC244	Staff
<i>Meets on: May 12</i>				

BLS for Healthcare Providers CPR Renewal

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

Prereq: Current BLS for HCP CPR Certification.

CLASS FEE: \$69

162AHA903.600 (21565)	5:30pm- 9:30pm	T	APC158	Staff
<i>Meets on: Jan. 12</i>				
162AHA903.820 (21566)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Jan. 16</i>				
162AHA903.601 (21567)	5:30pm- 9:30pm	W	AC244	Staff
<i>Meets on: Jan. 20</i>				
162AHA903.602 (21568)	5:30pm- 9:30pm	W	AC244	Staff
<i>Meets on: Feb. 10</i>				
162AHA903.821 (21569)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Feb. 13</i>				
162AHA903.822 (21570)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: March 12</i>				
162AHA903.603 (21571)	5:30pm- 9:30pm	T	AC244	Staff
<i>Meets on: March 22</i>				
162AHA903.823 (21572)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: April 9</i>				
162AHA903.604 (21573)	5:30pm- 9:30pm	W	APC158	Staff
<i>Meets on: April 20</i>				
162AHA903.824 (21574)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: May 7</i>				

**Heartsaver First Aid
With Adult/Child CPR/AED**

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

162AHA006.820 (21549)	8:00am- 4:30pm	Sa	AC346	Staff
<i>Meets on: Jan. 23</i>				
162AHA006.821 (21552)	8:00am- 4:30pm	Sa	AC346	Staff
<i>Meets on: Feb. 20</i>				
162AHA006.823 (21555)	8:00am- 4:30pm	Sa	AC346	Staff
<i>Meets on: March 19</i>				
162AHA006.824 (21558)	8:00am- 4:30pm	Sa	AC346	Staff
<i>Meets on: April 16</i>				

Heartsaver First Aid

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

162AHA916.820 (21550)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Jan. 23</i>				
162AHA916.821 (21553)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Feb. 20</i>				
162AHA916.823 (21556)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: March 19</i>				
162AHA916.824 (21559)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: April 16</i>				

**Heartsaver CPR/AED
for Adults and Children**

Effective bystander CPR provided immediately after sudden cardiac arrest can double or triple a victim's chance of survival, but only 32 percent of cardiac arrest victims get CPR from a bystander. This course provides lay rescuers the basic skills for handling cardiac and breathing emergencies in adults and children over age one. Choking is also covered. Successful completion of hands-on skills testing demonstrating CPR and AED techniques is required for two-year American Heart Association certification.

Note: Does NOT meet the requirements for healthcare professionals or healthcare students. Fee includes: Student Manual and materials. CLASS FEE: \$59

162AHA906.820 (21551)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Jan. 23</i>				
162AHA906.821 (21554)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Feb. 20</i>				
162AHA906.823 (21557)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: March 19</i>				
162AHA906.824 (21560)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: April 16</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

162AHA902.600 (21561)	5:30pm- 9:30pm	W	AC244	Staff
<i>Meets on: Jan. 27</i>				
162AHA902.601 (21562)	5:30pm- 9:30pm	W	APC158	Staff
<i>Meets on: Feb. 24</i>				
162AHA902.602 (21563)	5:30pm- 9:30pm	Th	AC244	Staff
<i>Meets on: March 24</i>				
162AHA902.603 (21564)	5:30pm- 9:30pm	W	APC158	Staff
<i>Meets on: April 27</i>				



**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.

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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





Earn Continuing Education Credit And Build Your Massage Business

Whether you're earning continuing education credit to renew your Board Certification with the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) or building your credentials and your business, Waubonsee Community College has a lot to offer. Check for upcoming class dates on our website at www.waubonsee.edu/massage.

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

162NPT917.920 (21524) TBA ONLINE Staff
Enroll anytime between Jan. 11 and May 6. 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

162WPS992.920 (21535) TBA ONLINE Staff
Enroll anytime between Jan. 11 and May 6. Passcode 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

162WPS993.920 (21536) TBA ONLINE Staff
Enroll anytime between Jan. 11 and May 6. Passcode instructions will be provided by Workforce Development.

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



Host Employers and Staffing Agencies Have Joint Responsibility for Temporary Workers' Safety

Training in English and Spanish for Temporary Workers in Manufacturing or Materials Handling Jobs

To help businesses comply with OSHA regulations, Waubonsee has developed a four-hour course in Basic Safety Training for Temporary Workers and a three-hour Training for Host Employers and Staffing Agencies. During 2015-2016, Waubonsee can offer this training at no cost because of funding received from OSHA's Susan Harwood Training Grant.

This no-cost training includes:

- highly-qualified and credentialed workplace safety trainers
- resources and materials for participants
- completion certificate
- training evaluation summary
- follow-up safety consultation

Topics covered include:

- Personal protection equipment (PPE)
- Hazardous chemical labels and pictograms
- Powered industrial trucks
- Safe lifting
- Emergency evacuation
- Machine guarding
- Lockout/tagout procedures
- Worker rights under OSHA, including whistleblower protection

For more information, call (630) 906-4152 or email WFD@waubonsee.edu.

SAFETY

OSHA 10-Hour for Construction

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

CLASS FEE: \$299 * MAJOR CODE: VS30

162SAF006.001 (21737) 8:00am- 1:15pm ThF AC257 Serpe
Meets between: Jan. 7-Jan. 8

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

162SAF002.001 (21730) 8:00am- 1:15pm ThF AC257 Serpe
Meets between: Feb. 18-Feb. 19

162SAF002.002 (21731) 8:00am- 1:15pm ThF APC158 Serpe
Meets between: May 12-May 13

Introduction to Combustible Dust

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

162SAF978.001 (21732) 10:00am- 12:00pm F AC257 Serpe
Meets on: Jan. 15

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

162SAF969.001 (21734) 10:00am- 12:00pm F AC257 Serpe
Meets on: Feb. 5

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

162SAF973.001 (21733) 8:00am- 10:00am F AC257 Serpe
Meets on: Feb. 5

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

162SAF901.820 (21735) 10:00am- 12:00pm Sa AC244 Serpe
Meets on: March 19

Machine Guarding

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

CLASS FEE: \$99

162SAF902.821 (21736) 1:00pm- 3:00pm Sa AC244 Serpe
Meets on: March 19

OSHA Recordkeeping Requirements

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

CLASS FEE: \$99

162SAF921.001 (21739) 10:00am- 12:00pm F AC244 Serpe
Meets on: April 1

Accident Investigation

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

CLASS FEE: \$99

162SAF993.001 (21738) 1:00pm- 3:00pm F AC244 Serpe
Meets on: April 1



2016

OSHA Safety Day

Wednesday, March 16

8 a.m. to 3 p.m.

Waubonsee Sugar Grove Campus
Academic & Professional Center

Enroll today at
www.waubonseetickets.com.

“Every day in America, 12 people go to work and never come home. Every year in America, 3.3 million people suffer a workplace injury from which they may never recover. These are preventable tragedies that disable our workers, devastate our families, and damage our economy.”

*– Secretary of Labor Hilda Solis,
April 28, 2011 blog*

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

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

162SBA902.600 (21530) 6:00pm- 9:00pm Th AC257 Huxtable
Meets on: Jan. 14

162SBA902.601 (21715) 6:00pm- 9:00pm Th AC257 Huxtable
Meets on: Feb. 11

162SBA902.602 (21716) 6:00pm- 9:00pm T PC209 Huxtable
Meets on: March 8

162SBA902.603 (21717) 6:00pm- 9:00pm T AC244 Huxtable
Meets on: April 19

162SBA902.604 (21718) 6:00pm- 9:00pm Th AC223 Huxtable
Meets on: May 5

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

162SBA904.600 (21725) 6:00pm- 9:00pm Th AC244 Huxtable
Meets on: March 31

162SBA904.601 (21726) 6:00pm- 9:00pm T AC244 Huxtable
Meets on: May 10

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

162SBA941.600 (21727) 6:00pm- 8:00pm W AC244 Drake
Meets on: April 13

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

162SBA963.600 (21720) 6:00pm- 9:00pm W AC257 Basilico
Meets on: Jan. 27

162SBA963.601 (21722) 6:00pm- 9:00pm W AC244 Basilico
Meets on: April 27

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

162SBA966.600 (21723) 6:00pm- 9:00pm Th AC223 Basilico
Meets on: March 10

Branding: Focus on the Future

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

162SBA979.600 (21728) 6:00pm- 9:00pm Th AC257 Staff
Meets on: Feb. 18

162SBA979.601 (21729) 6:00pm- 9:00pm Th AC244 Staff
Meets on: April 7

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.



ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER AT WAUBONSEE TAKE YOUR BUSINESS TO THE NEXT LEVEL

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Illinois Small Business Development Center at Waubonsee Community College

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

www.waubonsee.edu/sbdc



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

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

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

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.



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
- Supervision
- Communication
- Manufacturing and Industrial Skills
- Quality Process Improvement
- 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



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