Work

CAREER ENHANCEMENT

CREATE *YOUR* FUTURE!

Realize Your Potential
Develop Your Skills
Build Your Career

MANUFACTURING

Start your production career learning the basics in our CNC operator course.
See page 15.

EKG TECHNICIAN

Gain key proficiencies and prepare for the credentialing exam.
Course is scheduled at the Aurora Fox Valley Campus.
See page 10.

WORKFORCE DEVELOPMENT
SPRING 2017
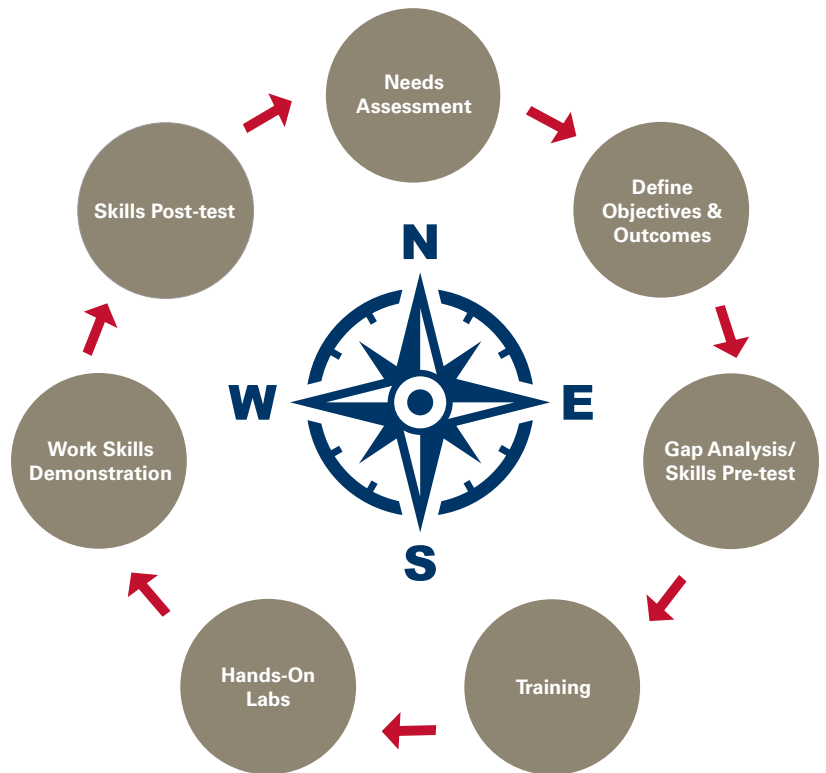www.waubonsee.edu/workforcedev

CORPORATE TRAINING AND
PROFESSIONAL DEVELOPMENT

Start solving your toughest business problems today, using our process for customized corporate training.

Our training cycle is designed to provide: Expertise, Efficiency and Return on Investment

Needs Assessment

Define Objectives & Outcomes

Skills Post-test

N
W E
S

Gap Analysis/ Skills Pre-test

Work Skills Demonstration

Hands-On Labs

Training

Training when and where your business needs it.

WORKFORCE DEVELOPMENT

CREATE *YOUR* FUTURE!

Realize Your Potential
Develop Your Skills
Build Your Career

COURSES

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 Division. 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 with lots of 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. Our courses are offered at all campus locations, days, nights and weekends.

COMPUTER: INTRODUCTORY

Windows Level 1

This class is the place to start when learning computer software. Students will be 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

INT900.600   (21450)   6:00pm- 9:00pm   TTh   FOXVLY209   Bonn
Meets between: April 27-May 4

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   (21508)   8:00am- 4:30pm   F   DWNTN243   Backes
Meets on: Jan. 27

DBS005.600   (21448)   6:00pm- 9:00pm   Th   FOXVLY209   Bonn
Meets between: March 9-March 23

DBS005.002   (21515)   8:00am- 4:30pm   F   APC145A   Backes
Meets on: April 21

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   (21509)   8:00am- 4:30pm   F   DWNTN243   Backes
Meets on: Feb. 3

TOP 10 ONLINE OPTIONS!

Below are the 10 most popular online courses taken across the United States last fall with educational partner, Ed2go. Each course presents 12 lessons and activities.

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

More details can be found on p. 6 and at www.ed2go.com/waubonsee.

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   (21510)   8:00am- 4:30pm   F   DWNTN243   Backes
Meets on: Feb. 10

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   (21472)   6:15pm- 9:00pm   W   APC145C   Davis
Meets between: March 8-March 29

Advanced Adobe InDesign
Expand your page layout skill-set and learn how to build your documents using master items and pages. Learn how to manipulate multiple layers and objects, explore the many color and gradient tool options, and use the table panel features. Students will create a mock newsletter in this hands-on workshop.
Prereq: Completion of Beginning InDesign or equivalent experience. Fee includes: materials.
CLASS FEE: $259

DSK912.600   (21473)   6:15pm- 9:00pm   W   APC145C   Davis
Meets between: April 12-May 3

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

DSK009.820   (21474)   9:00am- 12:45pm   Sa   DWNTN257   Kelly
Bring your own Mac or Windows-based laptop with software access.
Meets between: Feb. 18-March 4

DSK009.001   (21476)   12:30pm- 4:15pm   F   HCC107   Staff
This class is taught in a Mac lab.
Meets between: March 24-April 7

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

DSK906.820   (21475)   9:00am- 12:45pm   Sa   DWNTN257   Kelly
Bring your own Mac or Windows-based laptop with software access.
Meets between: March 25-April 8

DSK906.001   (21477)   12:30pm- 4:15pm   F   HCC107   Staff
This class is taught in a Mac lab.
Meets between: April 21-May 5

ONLINE OPTIONS!
Increase your programming knowledge. Topics include:

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

More details can be found on p. 6 and at www.ed2go.com/waubonsee.

COMPUTER: NETWORK

Cisco CCNA Training Program
Gain the essential knowledge of switched LAN Emulation networks made up of Cisco® equipment. This 180-hour nationally recognized Cisco® CCNA® program will provide you with the knowledge to install, configure, and operate simple routed LANs and WANs and obtain Cisco® CCNA® certification training. The program covers Cisco® router configuration procedures, which will be mapped to exam objectives and prepare you for either the 200-120 CCNA exam or the 100-101 ICND1 and 200-101 ICND2 exams.
CLASS FEE: $1,995

NTK934.920   (21466)   TBA   ONLINE   Staff
Contact Workforce Development to register for this program (630) 906-4152.
Enroll between: Jan. 16-May 5

WIOA For more information see page 12.

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

OPS006.001	(21514)	9:00am- 3:30pm	F	APC145A	Backes

Meets between: March 17-March 31

OPS006.600	(21449)	6:00pm- 9:00pm	T	FOXVLY209	Bonn

Meets between: March 21-April 25

OPS006.820	(21516)	6:00pm- 9:00pm	W	PLANO121	Gerding
		9:00am- 12:00pm	Sa	PLANO121	Gerding

Class meets on Wednesday evenings and Saturday mornings.
Class will not meet on Saturday, April 15.
Meets between: April 12-May 3

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	(21518)	6:00pm- 9:00pm	MW	DWNTN243	Gerding

Meets between: Feb. 27-March 8

COMPUTER: SPREADSHEET

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	(21445)	9:15am- 12:15pm	Sa	FOXVLY209	Bonn

Meets between: Jan. 21-Feb. 4

SPR005.001	(21511)	8:00am- 4:30pm	F	APC145A	Backes

Meets on: Feb. 17

SPR005.600	(21519)	6:00pm- 8:45pm	Th	DWNTN243	Gerding

Meets between: Feb. 23-March 9

SPR005.002	(21522)	2:30pm- 4:30pm	MTWTh	PLANO121	Staff

Meets between: April 3-April 6

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	(21512)	8:00am- 4:30pm	F	APC145A	Backes

Meets on: Feb. 24

SPR006.820	(21446)	9:15am- 12:15pm	Sa	FOXVLY209	Bonn

Meets between: March 4-March 18

SPR006.600	(21520)	6:00pm- 8:45pm	Th	DWNTN243	Gerding

Meets between: March 16-March 30

SPR006.002	(21523)	2:30pm- 4:30pm	MTWTh	PLANO121	Staff

Meets between: April 10-April 13

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	(21513)	8:00am- 4:30pm	F	APC145A	Backes

Meets on: March 3

SPR007.820	(21447)	9:15am- 12:15pm	Sa	FOXVLY209	Bonn

Class will not meet on April 15.
Meets between: April 1-April 22

SPR007.600	(21521)	6:00pm- 8:45pm	Th	DWNTN243	Gerding

Meets between: April 6-April 20

SPR007.002	(21524)	2:30pm- 4:30pm	MTWTh	PLANO121	Staff

Meets between: April 17-April 20

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

SPR937.820   (21451)   9:15am- 11:45am   Sa   FOXVLY209   Bonn
Meets on: April 29

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   (21517)   6:00pm- 8:45pm   W   DWNTN243   Gerding
Meets between: Jan. 25-Feb. 8

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 start of class.
CLASS FEE: $1,995

CST901.001   (21555)   8:00am- 5:00pm   MTWThF   WGL110   Staff
Meets between: Feb. 27-March 3

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

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

EDT950.001   (21441)   12:30pm- 4:45pm   W   DWNTN257   Norris
Meets on: April 12

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

EDT951.001   (21442)   12:30pm- 2:15pm   W   DWNTN257   Norris
Meets on: April 12
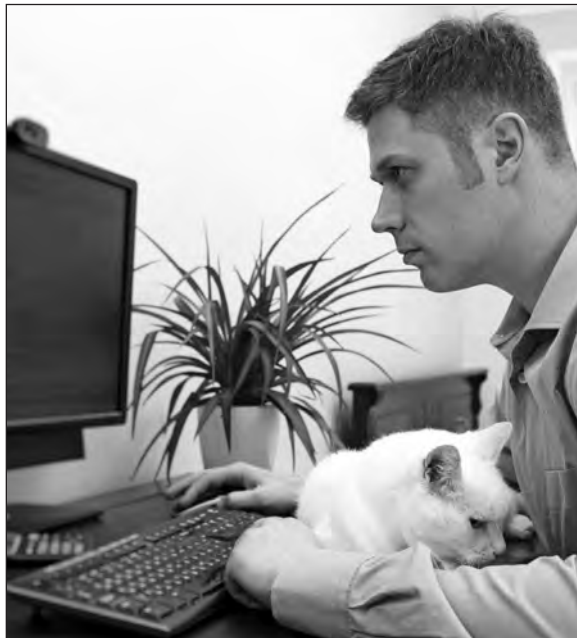
ACT WorkKeys - Writing Assessment

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: $49

EDT952.001   (21444)   3:45pm- 4:45pm   W   DWNTN257   Staff
Meets on: April 12

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

EDT953.001   (21443)   2:30pm- 3:30pm   W   DWNTN257   Norris
Meets on: April 12

FOOD SERVICE AND SANITATION

WIOA **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 (21453) 8:00am- 4:30pm ThSa DWNTN257 Brewster
Meets between: Feb. 9-Feb. 11

FSS001.002 (21455) 8:00am- 4:30pm ThSa FOXVLY221 Brewster
Meets between: April 6-April 8

FSS906.920 (21461) TBA ONLINE Staff
ONLINE OPTION: Last day to register is May 5. Registration must be made three weeks prior to a scheduled test date. Login instructions will be provided by Workforce Development. Fee for this online option is $215.
Enroll between: Jan. 16-May 5

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: $179

FSS907.001 (21612) 8:00am- 4:30pm Sa DWNTN257 Brewster
Meets on: Feb. 11

FSS907.002 (21594) 8:00am- 4:30pm Sa FOXVLY221 Staff
Meets on: April 8

FSS907.003 (21613) 8:00am- 4:30pm Th DWNTN257 Brewster
Meets on: May 11

WIOA For more information see page 12.

WIOA **Food Service Sanitation Manager Certification Exam Prep (1-day) SPANISH Version**

THIS COURSE IS PRESENTED ENTIRELY IN SPANISH. This eight hour course offers content targeted to supervisory personnel and those handling food in the food service industry. 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 administration of the of the ServSafe exam. 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 score of 75% or higher, then paying a fee to the Illinois Department of Public Health (IDPH) for the certificate, which is valid for 5 years. Fee includes: ServSafe Exam.
CLASS FEE: $179

FSS909.001 (21616) 8:00am- 5:30pm M DWNTN257 Staff
Meets on: Jan. 23

Advanced Medical Coding Training Options

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

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

Advanced Coding for the Physician's Office

100-hours • $1,795 • Online • CCS-P prep
Learn diagnostic and procedural coding using CPT, ICD-10-CM, and HCPCS Level II coding manuals and prepare for the Certified Coding Specialist—Physician-based (CCS-P) certification exam. This advanced program is designed for individuals with previous medical coding experience who are working in, or seeking employment in, a physician's office, clinic, or group practice.

Advanced Hospital Coding and CCS Prep

80-hours • $1,895 • Online • CCS prep
Stay current, make yourself more marketable and prepare for the certification exam to become a Certified Coding Specialist (CCS). This program covers ICD-10-CM/PCS medical coding of diagnoses and procedures and will help you meet the challenge of today's changing standards while learning and improving your coding skills.

To learn more and register, visit:
http://careertraining.ed2go.com/waubonsee or call (855) 520-6806

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

WORKFORCE DEVELOPMENT

LEARN:
acquire knowledge, skills and behaviors

APPLY:
put learning to work on the job

PERFORM:
show improved performance

www.waubonsee.edu/workforcedev

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 10.

HEALTH: ALLIED HEALTH

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   (21440)   5:30pm- 8:00pm   TTh   FOXVLY221   Staff
Meets between: Jan. 17-May 9

(WIOA) CBCS Medical Billing and Coding (Voucher Included)

Gain the entry-level training you need and enter this in-demand field as a medical coding specialist, certified coder, or medical billing associate. This 340-hour program follows a self-paced syllabus, includes a medical terminology unit and provides you with essential lessons to learn how to assign codes to diagnoses and procedures using the ICD-10, CPT and HCPCS Level II code books. Upon completion, participants will be eligible to register for the National Healthcareer Association's (NHA) Certified Billing and Coding Specialist (CBCS) certification examination. Fee includes: Materials and a CBCS Test Voucher.
CLASS FEE: $1,995

HCP918.920   (21462)   TBA   ONLINE   Staff
Contact Workforce Development to register for this program (630)906-4152.
Enroll between: Jan. 16-May 5

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 at www.waubonsee.edu/cnattt.

(WIOA) CPC Medical Billing and Coding Program (Voucher Included)

Gain the entry-level training you need and enter this in-demand field as a medical coding specialist, certified coder, or medical billing associate. This 340-hour program follows a self-paced syllabus, includes a medical terminology unit and provides you with essential lessons to learn how to assign codes to diagnoses and procedures using the ICD-10, CPT and HCPCS Level II code books. Upon completion, participants will be eligible to register for the Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC).
Note: Visit: www.careertraining.ed2go.com/waubonsee to review the program outline. Fee includes: Materials and a CPC test voucher.
CLASS FEE: $2,495

HCP924.920   (21463)   TBA   ONLINE   Staff
Contact Workforce Development to register for this program (630) 906-4152.
Enroll between: Jan. 16-May 5

(WIOA) For more information see page 12.

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

- Internet-based instruction
- Self-paced lessons
- Enroll anytime between Jan. 16–May 5
- 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)
172WPS910.920	(21457)

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)
172WPS912.920	(21459)

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)
172WPS911.920	(21458)

Class Fee: $79

Certified Electronic Health Records Specialist

Build upon your healthcare experiences and knowledge of medical terminology and attain a nationally recognized certification from the National Healthcareer Association. This 134-hour program provides 14 comprehensive lessons that will enrich your know-how by covering the essential information stored in an electronic health record system. Discover the steps required to implement a system in a medical practice. Understand how staff members and patients interact with EHR systems and grasp the benefits these systems compared to traditional paper records. Guided hands-on practice using real EHR software and direct access to an expert facilitator that will be there with you every step of the way to provide clarification, support, and guidance are all included in this self-paced program. Upon completion, you will be prepared to take the Electronic Health Record Specialist Certification (CEHRS) exam. Enroll today and unlock the door into this growing career path.
Note: Visit: www.careertraining.ed2go.com/waubonsee to review the program outline.
Prereq: Healthcare experience and knowledge of medical terms, keyboarding, word-processing knowledge; English grammar, high school diploma or equivalent. Fee includes: Materials and exam cost.
CLASS FEE: $1,795

HCP951.920   (21464)   TBA   ONLINE   Staff
Contact Workforce Development to register for this program (630)906-4152.
Enroll between: Jan. 16-May 5

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   (21628)   5:30pm- 9:30pm   Th   FOXVLY217   Staff
Meets between: Feb. 16-March 16

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   (21438)   6:00pm- 9:00pm   MW   FOXVLY217   Staff
Meets between: Feb. 27-April 26

WIOA For more information see page 12.

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

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 operatory; 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   (21439)   6:00pm- 9:30pm   TTh   DWNTN257   Staff
Meets between: March 7-May 4

Pharmacy Technician Program

WIOA

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   (21437)   6:00pm- 9:30pm   TTh   APC158   Dang
Meets between: March 7-April 25

Optician Certification Training Program

WIOA

Gain the skills and knowledge you need to obtain an entry-level job as an optician while you prepare yourself to achieve American Board of Opticianry (ABO) certification - a certification that's required by many states and is a stepping stone to career advancement. Master the mathematical formulas used, discover how to read prescriptions for lenses, explore basics of eyewear styles and materials, become familiar with the optical equipment, learn about prisms and lens types, and gain an understanding of eye anatomy and eye diseases in this online 150-hour program.
Note: Visit: www.abo-ncle.org for certification details.
CLASS FEE: $1,895

PCT922.920   (21467)   TBA   ONLINE   Staff
Contact Workforce Development to register for this program (630) 906-4152.
Enroll between: Jan. 16-May 5

HEALTH: THERAPEUTIC RIDING INSTRUCTION

Teaching Methodology for Therapeutic Riding Instruction

This course will build on the fundamentals of instructing horseback riding, while focusing predominantly on the instruction of those with special needs. Horsemanship preparation and safety in the therapeutic ring, including appropriate horse selection and the instruction of more than one rider will be covered. Mounts, dismounts, positioning, gaits, and the use of natural and artificial aids will be examined with a careful look at how an individual's special needs impact each. PATH Intl. standards and information will be introduced.
Prereq: HCP932 - Teaching Methodology for Riding Instruction or consent of instructor. Preferred co-requisite: HCP936 - Equine Studies II.
CLASS FEE: $359

HCP937.100   (21551)   8:30am- 11:30am   MWF   PLANO209   Mason
Meets between: Feb. 6-March 3

Introduction to Psychology for Therapeutic Riding Instruction

This course will build on fundamental concepts of learning essential to effective horseback riding instruction, with a focus on instructing clients with special needs. The class will explore the benefits and realm of therapeutic riding; examine the concepts of learning styles and favorable attributes of instructors who work with special needs clients; and introduce the precautions and contraindications unique to therapeutic riding instruction.
Prereq: HCP933 – Introduction to Psychology for Riding Instruction or consent of instructor. Preferred co-requisite: HCP936 – Equine Studies II.
CLASS FEE: $269

HCP938.100   (21552)   8:30am- 11:30am   MWF   PLANO209   Mason
Meets between: March 13-March 31

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

HCP931.100   (21550)   8:30am- 11:30am   MWF   PLANO209   Mason
Meets between: April 3-April 28

WIOA

For more information see page 12.

Unemployed and need financial assistance to begin a new career?

WIOA-approved training programs offer a solution.

WIOA 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.illinoisworknet.com for more information or stop by one of these locations:

Illinois WorkNet Center–North 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:

- Certified Electronic Health Records Specialist p. 10
- Cisco CCNA Online Training p. 3
- Human Resources Professional p. 18
- Medical Billing and Coding p. 9
- Optician Certification p. 11

Classroom-based learning options include:

- CNC Operator p. 15
- Dental Assistant p. 11
- EKG Technician Program p. 10
- Food Service Sanitation Mgr. Cert. Exam Prep (2-day) p. 7
- Pharmacy Technician Program p. 11

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

ONLINE OPTIONS!

Many online courses 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 courses are also approved for **continuing education credit for diabetes educators** by the National Certification Board for Diabetes Educators (NCBDE). Class hours and fees vary.

- Integrative Mental Health
- Infectious Diseases & Infection Control
- Legal and Ethical Issues
- Violence Prevention and Awareness

More details can be found on p. 6 and at www.ed2go.com/waubonsee.

HEALTH: CPR/AED AND FIRST AID

Heartsaver First Aid
With Adult/Child CPR AED

The CDC reports more than 30 million emergency room visits due to unintentional injury annually, and according to the Occupational Safety and Health Administration (OSHA), nearly 80 percent of sudden cardiac arrests occur outside the hospital. A quick and effective response can drastically impact the outcome for the victim. Ideal for parents, grandparents, child care providers, teachers, coaches, and non-medical first responders, our Heartsaver First Aid CPR AED Course teaches you the critical skills needed to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives. In this course, you practice how to perform CPR and use an AED, as well as how to treat bleeding, sprains, broken bones, shock, allergic reaction and other first aid emergencies. Successful completion of hands-on skills testing is required for 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: $99 * MAJOR CODE: VS15

AHA006.800	(21535)	8:00am- 4:30pm	Sa	DWNTN346	Ries
Meets on: Jan. 21					
AHA006.801	(21539)	8:00am- 4:30pm	Sa	DWNTN346	Lira
Meets on: March 18					
AHA006.802	(21617)	8:00am- 4:30pm	Sa	DWNTN346	Ries
Meets on: April 29					

Heartsaver First Aid

The CDC reports more than 30 million emergency room visits due to unintentional injury annually. A quick and effective response can drastically impact the outcome for the victim. Our Heartsaver First Aid Course teaches you the critical skills needed to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives. In this course, you learn how to treat bleeding, sprains, broken bones, shock, allergic reaction and other first aid emergencies. Successful completion of hands-on skills testing is required for certification.

Note: Meets DCFS requirements for child care providers. Fee Includes: Student Manual and materials.
CLASS FEE: $59

AHA916.800	(21536)	8:00am- 12:00pm	Sa	DWNTN346	Ries
Meets on: Jan. 21					
AHA916.801	(21540)	8:00am- 12:00pm	Sa	DWNTN346	Lira
Meets on: March 18					
AHA916.802	(21563)	8:00am- 12:00pm	Sa	DWNTN346	Ries
Meets on: April 29					

Heartsaver CPR/AED
for Adults, Children, and Infants

According to the Occupational Safety and Health Administration (OSHA), nearly 80 percent of sudden cardiac arrests occur outside the hospital. Bystander CPR increases a victim's chance of survival. Through our Heartsaver CPR AED Course, taught by seasoned instructors with real-life experience, you gain the confidence and skills to respond. Using the American Heart Association's research-proven Practice-While-Watching (PWW) technique allows instructors to provide feedback while participants gain hands-on experience performing CPR and working with an AED. Successful completion of hands-on skills testing is required for 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

AHA902.800	(21537)	12:30pm- 4:30pm	Sa	DWNTN346	Ries
Meets on: Jan. 21					
AHA902.600	(21538)	5:30pm- 9:30pm	Th	APC158	Salvador
Meets on: Feb. 16					
AHA902.801	(21541)	12:30pm- 4:30pm	Sa	DWNTN346	Lira
Meets on: March 18					
AHA902.601	(21542)	5:30pm- 9:30pm	W	APC158	Anderson
Meets on: April 5					
AHA902.802	(21618)	12:30pm- 4:30pm	Sa	DWNTN346	Ries
Meets on: April 29					

BLS Provider CPR
(Initial Certification & Renewal)

High-quality CPR is the foundation of lifesaving resuscitation for cardiac arrest victims. Whether you're certifying for the first time or renewing, this nationally-recognized American Heart Association course provides you confidence-building skills from instructors who can provide real-life experience. You will learn both single-rescuer and team basic life support skills for application in both prehospital and in-facility environments, with a focus on high-quality CPR and team dynamics. Plus, you will participate in simulated clinical scenarios and learning stations. Successful completion of hands-on skills testing and a written examination are required for certification.
CLASS FEE: $79

AHA920.800	(21495)	8:00am- 12:00pm	Sa	DWNTN346	Salvador
Meets on: Jan. 7					
AHA920.801	(21496)	12:30pm- 4:30pm	Sa	DWNTN346	Salvador
Meets on: Jan. 7					
AHA920.600	(21497)	5:30pm- 9:00pm	T	FOXVLY217	Baum
Meets on: Jan. 10					

AHA920.601	(21498)	5:30pm- 9:30pm	Th	FOXVLY217	Salvador
Meets on: Jan. 19					
AHA920.602	(21499)	5:30pm- 9:30pm	W	APC158	Anderson
Meets on: Jan. 25					
AHA920.802	(21500)	8:00am- 12:00pm	Sa	DWNTN346	Baum
Meets on: Jan. 28					
AHA920.803	(21501)	12:30pm- 4:30pm	Sa	DWNTN346	Baum
Meets on: Jan. 28					
AHA920.603	(21502)	5:30pm- 9:30pm	Th	FOXVLY217	Baum
Meets on: Feb. 9					
AHA920.804	(21504)	8:00am- 12:00pm	Sa	DWNTN346	Lira
Meets on: Feb. 18					
AHA920.805	(21505)	12:30pm- 4:30pm	Sa	DWNTN346	Lira
Meets on: Feb. 18					
AHA920.604	(21506)	5:30pm- 9:30pm	T	FOXVLY217	Baum
Meets on: Feb. 21					
AHA920.605	(21631)	5:30pm- 9:30pm	T	FOXVLY217	Staff
Meets on: March 7					
AHA920.806	(21525)	8:00am- 12:00pm	Sa	DWNTN346	Ries
Meets on: March 11					
AHA920.807	(21526)	12:30pm- 4:30pm	Sa	DWNTN346	Ries
Meets on: March 11					
AHA920.606	(21527)	5:30pm- 9:30pm	W	APC158	Anderson
Meets on: March 22					
AHA920.820	(21528)	8:00am- 12:00pm	Sa	DWNTN346	Ries
Meets on: April 1					
AHA920.809	(21529)	12:30pm- 4:30pm	Sa	DWNTN346	Ries
Meets on: April 1					
AHA920.607	(21624)	5:30pm- 9:30pm	W	APC158	Anderson
Meets on: April 12					
AHA920.810	(21532)	8:00am- 12:00pm	Sa	DWNTN346	Lira
Meets on: April 22					
AHA920.811	(21533)	12:30pm- 4:30pm	Sa	DWNTN346	Lira
Meets on: April 22					
AHA920.608	(21626)	5:30pm- 9:30pm	T	FOXVLY217	Baum
Meets on: April 25					
AHA920.609	(21534)	5:30pm- 9:30pm	Th	FOXVLY217	Salvador
Meets on: May 4					

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

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

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

BUSINESS AND PROFESSIONAL

Freight Broker Agent

Human Resources Professional

Legal Secretary

Paralegal

Payroll Practice and Management

MANAGEMENT

Lean Mastery

Six Sigma Black Belt

Six Sigma Green Belt

Project Management with PMP Prep

Purchasing & Supply Chain Mgmt.

SOFTWARE DEVELOPMENT

3ds max

AutoCAD and AutoCAD 3D

Mobile Web Developer

Microsoft Web Developer

Web Applications Developer

HEALTH CARE

Optician Certification (WIOA)

Clinical Dental Assistant

Nutrition for Optimal Health

Personal Fitness Trainer

Physical Therapy Aide

IT CERTIFICATION PREPARATION

Cisco CCNA Training

CompTIA A+

CompTIA Healthcare IT Tech

CompTIA Adv. Security Practitioner

Information Security Training

DIGITAL MARKETING

Email Marketing Associate

Mobile Marketing Associate

Paid Search Professional

Social Media Associate

Web Analytics Associate

Program Benefits:

- Learn in-demand job skills and prepare for industry recognized credentials.

- The facilitator assigned to you in the online program is available to use as a professional reference upon program completion.

- Many programs now include test vouchers for certification exams.

- 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 (855) 520-6806

The Career Development Center at Waubonsee can help empower you as you conduct your job search. Inquire today to review the many helpful resources and services. Phone: (630) 466-7900, ext. 2368, Email: careerdevelopment@waubonsee.edu

BLUEPRINT READING

Start your career in manufacturing right learning the basics. Learn to read mechanical blueprints, schematics and the symbols commonly used in industrial settings.

MANUFACTURING: BLUEPRINT READING

Blueprint Reading Basics

This course will cover blueprints, schematics and symbols used in industrial settings. During the course, you will learn about machine parts and machine drawings as well as examine symbols on schematics, electrical symbols and diagrams, hydraulic and pneumatic diagrams and symbols. Fee includes: materials.
CLASS FEE: $350

MFG904.600   (21554)   5:30pm- 9:30pm   W   APC158   Smith
Meets between: Feb. 1-Feb. 8

MANUFACTURING: CNC

WIOA 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   (21556)   9:00am- 3:30pm   Sa   AKL107   Ruetsche
Meets between: March 4-April 22

WIOA For more information see page 12.

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   (21460)   TBA   ONLINE   Staff
Login instructions will be provided by Workforce Development
Enroll between: Jan. 16-May 5

Is your work environment as safe as it could be? Take one of Waubonsee Community College's safety courses to keep yourself and your environment as safe as possible.

SAFETY

OSHA 10-Hour for General Industry

Are you having difficulty getting support for your safety program? The OSHA 10-hour General Industry course may be the answer. This course covers fundamental elements of facility safety and will familiarize students with OSHA and their role in protecting employees in America's workplaces. This course covers a variety of important topics including Emergency Action Plans, Machine Guarding, The Control of Hazardous Energy, Chemical Safety, Electrical Safety, Personal Protective Equipment and more. Students will receive a valuable OSHA General Industry Wallet Card issued by OSHA upon course completion (allow 2-4 weeks for shipping and handling). This course is ideal for owners, managers, safety professionals and supervisors who have safety responsibilities or are interested in learning more about safety.
CLASS FEE: $299

SAF002.001   (21559)   8:00am- 1:30pm   ThF   APC158   Serpe
Meets between: Feb. 9-Feb. 10

Lockout/Tagout

OSHA's lockout/tagout requirements are intended to ensure maintenance persons and others are protected from the unexpected energization of machines and equipment when they are being serviced or maintained. It is one of the most rigorous of all OSHA's requirements. Many companies still need to come into compliance with this important standard. This course will cover control procedures, periodic inspection, contractor safety, employee training, setting up a program and more.
CLASS FEE: $99

SAF901.820   (21557)   8:00am- 11:00am   Sa   APC158   Serpe
Meets on: Jan. 28

Arc Flash and NFPA 70E

Learn about the new focus of the NFPA 70E covering Arc Flash Safety. We will cover highlights of the NFPA 70E Standard 'Electrical Safety in the Workplace'. The course will include understanding arc flash/arc blast; requirements for qualified persons; arc flash PPE; Arc Flash and Shock Approach Boundary distances; case studies; how NFPA 70E relates to OSHA requirements and more.
CLASS FEE: $99

SAF969.820   (21558)   11:30am- 2:30pm   Sa   APC158   Serpe
Meets on: Jan. 28

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   (21488)   6:00pm- 9:00pm   W   DWNTN257 Huxtable
Meets on: Feb. 8

SBA902.601   (21491)   6:00pm- 9:00pm   W   DWNTN257 Huxtable
Meets on: April 26

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   (21490)   6:00pm- 9:00pm   T   DWNTN257 Huxtable
Meets on: Jan. 24

CORPORATE TRAINING AND PROFESSIONAL DEVELOPMENT

Waubonsee's Workforce Development offers professional development training through a wide variety of workshops and seminars designed to address the challenges facing employers such as turnover, skills gap, and employee engagement. Whether training is targeted to new skill acquisition or updating existing skills, we are here to provide targeted, skill-based training programs for employees. Contact us to learn more about how Workforce Development can help address your current business challenges

WE OFFER TRAINING IN:

- Professional Development Skills
- Communication Skills
- Manufacturing and Industrial Skills
- Quality Process Improvement
- Safety, OSHA
- Information Technology
- Health related topics

CYBERSECURITY:
STRENGTHENING EMPLOYEE AWARENESS
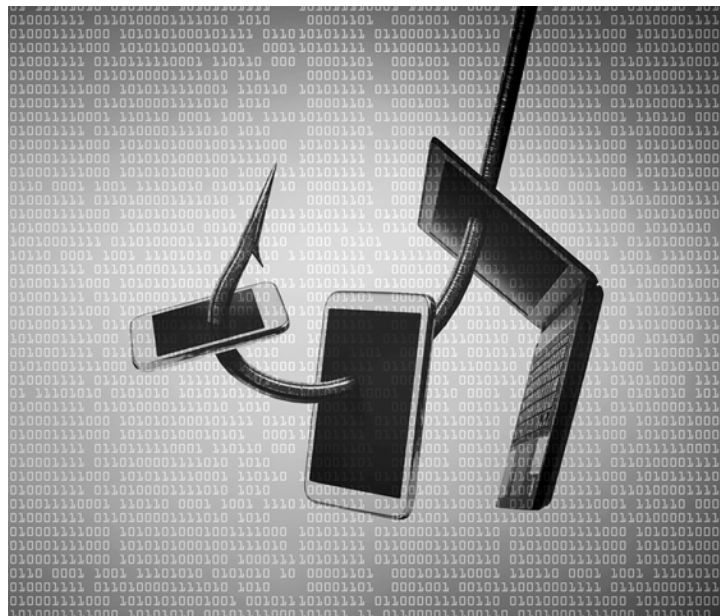
Your IT department may have your company data secured, but what about your employees? Many data breaches start with lack of awareness and innocent mistakes.

See how our training will make your employees more aware of cybercrime, identity theft, and the role they play in identifying threats to company data and finances.

"Sneak Peek" mini training allows you to capture key takeaways on a trending business topic in a short amount of time. You'll also learn how we can deliver more detailed, customized training on this topic to your business.

Call (630) 906-4152 or email wfd@waubonsee.edu for more information and scheduling details.

Start solving your toughest business problems by partnering with us.

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

SBA963.601 (21489) 6:00pm- 9:00pm T DWNTN257 Basilico
Meets on: Feb. 28

SBA963.600 (21492) 6:00pm- 9:00pm T DWNTN257 Basilico
Meets on: May 9

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.
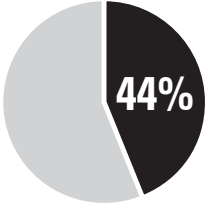CLASS FEE: $39

SBA966.600 (21493) 6:00pm- 9:00pm W DWNTN257 Basilico
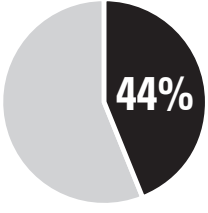*Meets on: April 12*

WIOA ## Human Resources Professional Program

Master all the skills you need to gain an entry-level position in human resources and prepare yourself to take the Professional in Human Resources (PHR) certification exam. Be eligible to participate in an optional internship or externship that will help you gain immediate experience in the HR field. Lessons in this 120-hour program explore everything from the basics of HR to specific areas such as planning and strategy, human resource laws, hiring disciplines, and labor relations. Note: Refer to the PHR exam eligibility requirements at www.hrci.org.
CLASS FEE: $1,795

HMR915.920 (21677) TBA ONLINE Staff
Contact Workforce Development to register for this program (630) 906-4152.
Enroll between January 16 and May 5.

WIOA For more information see page 12.

The Workforce is Changing
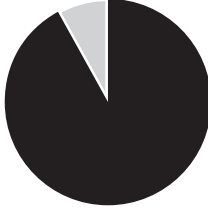

Baby boomers retire everyday

middle skill jobs require more than high school but not a 4-year college degree

44%

of workers are trained to the middle skill level

of business leaders think American workers are not as skilled as they need to be.

Are YOU ready?
Workforce Development
www.waubonsee.edu/training
wfd@waubonsee.edu
(630) 906-4152

Statistics according to: National Skills Coalition, 2012

Subject Matter Experts

Are you a professional using 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 practitioners 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:

- **Database Software**
- **Electrical Maintenance**
- **Healthcare**
- **Hydraulics**
- **Lean, Six Sigma**
- **Lubrication**
- **Mechanical Maintenance**
- **OSHA Safety**
- **Pneumatics**
- **Shop Math**
- **Time Management, Communications and Leadership**

If you would like more information on becoming a WFD instructor in any of the topics mentioned, contact the Workforce Training Manager at (630) 906-4152.

Business / Management Development /
Communication / Process Impovement

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 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, therefore improving your bottom line.

Contact Workforce Development's Customized Business Solutions group today at (630) 906-4152 or wfd@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   Staff
Meets between: Sept. 16-Sept. 23

Ticket number

Section Number
.001 = day class
.600 = night class
.800 = weekend class
.920 = online course

Course Reference Number (CRN)

Class time

Major code

Meeting day(s)

Building and room number or off-campus location

Instructor

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)
❏ Asian (4)
❏ Black or African American (2)
❏ Hispanic (3)
❏ Native Hawaiian or Other Pacific Islander (9)
❏ 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)* _____
1. Course work for transfer to a four-year college.
2. Improve skills needed in present job or to change jobs.
3. Prepare for a future job/career.
4. Perfect or review basic educational or vocational skills.
5. 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 # _____

❏ VISA
❏ MasterCard
❏ Discover
❏ American Express

_____
Account number   Expires   Month   Year

_____
Authorized charge card signature

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

A3

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/Thursday ....9 a.m.-12:30 p.m.
                                   6-9:30 p.m.
Saturday ....9 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/Thursday ....9 a.m.-12:30 p.m.
                                  6-9:30 p.m.
Saturday ....9 a.m.-12:30 p.m.

Plano Campus
100 Waubonsee Drive
Tuesday/Thursday ....9 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.**

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

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.