

Work

CAREER ENHANCEMENT



WAUBONSEE
COMMUNITY COLLEGE

TRAIN FOR A COMPETITIVE EDGE

*Earn a Credential
Learn New Skills
Distinguish Yourself*

CISCO CERTIFIED NETWORK ASSOCIATE TRAINING

Invest in your networking knowledge
and prepare for a certification
See page 4

NOT JUST FOR PROJECT MANAGERS

Learn to deliver
high-quality projects on
time and within budget
See page 16

WORKFORCE DEVELOPMENT SUMMER 2016

www.waubonsee.edu/workforcedev

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Sugar Grove, IL

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

WORKFORCE DEVELOPMENT



TRAIN FOR A COMPETITIVE EDGE

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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 with time for questions and answers.

Which course is best for me?

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

APICS/SUPPLY CHAIN MANAGEMENT

WIOA Certified Supply Chain Professional

Learn to design and develop a supply chain strategy that aligns with corporate strategy. Understand how to manage supplier and customer relationships. Recognize how logistics, technology and data can enhance performance to achieve the seamless integration of all processes to meet customer's needs, reduce costs, and increase profits. CLASS FEE: \$1099

163WHD906.820 (30900) 9:00am- 3:00pm Sa AC244 Fechner
Meets between: May 21-June 25

Participant materials are \$950 and can be purchased from the APICS Fox River Chapter at <https://apicsfoxriver.starchapter.com/meet-reg1.php?id=186> There is an additional fee for the exam. CSCP Exam dates: July 11-Aug. 29.

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

163COM958.920 (30697) TBA ONLINE Staff
Enroll anytime between May 16 and August 5. Classes begin monthly.

WIOA If you have been approved for WIOA funds, please contact Workforce Development at (630) 906-4152 for registration instructions. See page 7 for more info on WIOA funds.

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

163COM994.920 (30698) TBA ONLINE Staff
Enroll anytime between May 16 and August 5. Classes begin monthly.

COMPUTER: INTRODUCTORY

Windows Level 1

This class is the place to start when learning computer software. Students are introduced to the following Windows features: desktop elements; shortcut menus; minimizing and moving windows, scrollbars, menus, toolbars and dialog boxes; working with multiple windows; managing files-move, copy, delete, rename, find; plus folder creation. You will also learn to work with Windows options - control panel, display properties, mouse properties and view channels. Prereq: Basic familiarity with computers. Fee includes: materials. CLASS FEE: \$185 MAJOR CODE: VS25

163INT005.001 (30676) 12:30pm- 4:30pm W PC121 Gerding
Meets between: May 18-May 25



Many software skill training solutions are available all summer!

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

163DBS005.001 (30617) 8:00am- 4:30pm F APC145A Backes
Meets on: June 3

163DBS900.001 (30624) 8:00am- 4:30pm F AC243 Backes
Meets on: Aug. 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

163DBS006.001 (30619) 8:00am- 4:30pm F APC145A Backes
Meets on: June 10

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

163DBS007.001 (30620) 8:00am- 4:30pm F APC145A Backes
Meets on: June 17

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

163DSK901.600 (30654) 6:15pm- 9:00pm W APC145C Davis
Meets between: June 8-June 29

Advanced Adobe InDesign

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

163DSK912.600 (30657) 6:15pm- 9:00pm W APC145C Davis
Meets between: July 6-July 27

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

163DSK006.001 (30646) 9:00am- 3:00pm Th AC257 Kelly
Bring your own Mac with access to the software. Internet access will be provided.
Meets between: June 16-June 23

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

163DSK917.001 (30648) 9:00am- 3:00pm Th AC257 Kelly
Bring your own Mac with access to the software, internet access will be provided.
Meets between: June 30-July 7

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

163DSK009.001 (30632) 9:00am- 3:00pm Th HCC107 Kelly
This class is taught in a Mac lab.
Meets between: May 19-May 26

163DSK908.600 (30720) 6:15pm- 9:00pm MW APC145C Davis
Meets between: Aug. 1-Aug. 10

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

163DSK906.001 (30643) 8:00am- 4:30pm Th HCC107 Kelly
12:30pm- 3:30pm Su HCC107 Kelly

This class is taught in a Mac lab.
Meets between: June 2-June 5

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

COMPUTER: 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

163WWW915.920 (30696) TBA ONLINE Staff
Enroll anytime between May 16 and August 5. Classes begin monthly.

COMPUTER: NETWORK

WIOA Cisco CCNA Training Program (Online)

Maximize your investment in foundational networking knowledge and increase the value of your employer's network.

This 150-hour program focuses on the installation, operation, and troubleshooting aspects for a small and medium branch office Enterprise Networks, including operating IP Data Networks, LAN Switching Technologies, IP Addressing, IP Routing Technologies, IP Services such as DHCP, NAT, ACLs, FHRP, Syslog, SNMP v2/v3, Network Device Security, Troubleshooting and WAN Technologies. Units are mapped to Cisco® certification exam objectives and will prepare you to sit for either the 200-120 CCNA exam or the 100-101 ICND1 and 200-101 ICND2 exams.

Note: Explore the certification options and exam information at www.cisco.com. Fee includes: materials, online tutorials, practice questions, online labs (using real Cisco® equipment), and a mentor to answer any questions you may have pertaining to the curriculum. CLASS FEE: \$1,995

Review the program syllabus and enroll at <http://careertraining.ed2go.com/waubonsee/>

WIOA If you have been approved for WIOA funds, please contact Workforce Development at (630) 906-4152 for registration instructions. See page 7 for more info on WIOA funds.

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

1630PS006.600 (30673) 6:00pm- 9:00pm W PC121 Gerding
Meets between: May 25-June 29
1630PS006.601 (30730) 6:00pm- 9:00pm Th AC243 Staff
Meets between: June 9-July 14

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

163MMC903.600 (30670) 6:00pm- 9:00pm M AC243 Gerding
Class will not meet on May 30.
Meets between: May 16-June 13



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.

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

163SPR005.001 (30621) 8:00am- 4:30pm M APC145A Backes
Meets on: June 20

163SPR005.600 (30677) 6:00pm- 8:45pm MW APC145A Gerding
Meets between: July 11-July 18

163SPR005.820 (30660) 8:45am- 2:15pm Sa AC243 Bonn
Class will not meet on May 28.
Meets between: May 21-June 4

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

163SPR006.001 (30622) 8:00am- 4:30pm M APC145A Backes
Meets on: June 27

163SPR006.820 (30663) 8:45am- 2:15pm Sa AC243 Bonn
Meets between: June 11-June 18

163SPR901.600 (30678) 6:00pm- 8:45pm MW APC145A Gerding
Meets between: July 20-July 27

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

163SPR007.001 (30623) 8:00am- 4:30pm M APC145A Backes
Meets on: July 11

163SPR007.820 (30675) 8:45am- 2:15pm Sa AC243 Gerding
Meets between: July 9-July 16

163SPR902.600 (30679) 6:00pm- 8:45pm MW APC145A Gerding
Meets between: Aug. 3-Aug. 8

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. 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

163SPR937.600 (30667) 6:00pm- 8:30pm Th AC243 Bonn
Meets on: May 19



ONLINE OPTIONS!

- Accounting Fundamentals I and II
- NEW! Introduction to QuickBooks Online
- Introduction to QuickBooks 2016
- Performing Payroll in QuickBooks
- QuickBooks for Contractors
- NEW! Excel 2016 Series

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

COMPUTER: ACCOUNTING CONCEPTS & SOFTWARE

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

163ACC900.820 (30625) 8:30am- 12:30pm Sa APC145C Dudkowski
Meets between: June 4-June 18

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

163SPR012.820 (30627) 9:00am- 12:30pm Sa APC145C Dudkowski
6:45pm- 9:15pm T APC145C Staff

Class meets on Saturday mornings and Tuesday evenings.
Meets between: July 9-July 19

Project Management Professional Series

According to the 2014 Project Management Salary Survey from the Project Management Institute (PMI), the median salary for Project Managers in the U.S. is \$105,000. The Project Management Professional (PMP) certification can help you excel in this field. Our new Project Management Professional series can help you network with others in your field, learn new concepts you can apply on the job, and prepare for the certification exam. For more information, see page 16.



COMPUTER: 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

163WDP900.820 (30674) 9:00am- 1:00pm Sa PC121 Gerding
Meets between: June 11-June 18

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

163CST901.001 (30682) 8:00am- 6:00pm MTWThF WGL110 Staff
Meets between: June 6-June 10

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

163EDT950.001 (30704) 12:30pm- 4:45pm W AC257 Norris
Meets on: June 1

163EDT950.002 (30708) 12:30pm- 4:45pm W AC257 Norris
Meets on: July 27

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

163EDT951.001 (30705) 12:30pm- 2:15pm W AC257 Norris
Meets on: June 1

163EDT951.002 (30709) 12:30pm- 2:15pm W AC257 Norris
Meets on: July 27

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

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

163EDT952.001 (30707) 5:45am- 4:45pm W AC257 Norris
Meets on: June 1

163EDT952.002 (30711) 3:45pm- 4:45pm W AC257 Norris
Meets on: July 27

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

163EDT953.001 (30706) 2:30pm- 3:30pm W AC257 Norris
Meets on: June 1

163EDT953.002 (30710) 2:30pm- 3:30pm W AC257 Norris
Meets on: July 27

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.



Unemployed and need financial assistance to begin a new career?

WIOA approved training programs offer a solution

The Workforce Innovation and Opportunity Act (WIOA) provides financial assistance for the unemployed to receive training in high-demand occupations. Illinois WorkNet Centers can provide information on these programs and help you reach your career, training, and employment goals. Visit www2.illinoisworknet.com for more information or stop by one of these locations:

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

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

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

Internet-based learning options include:

Cisco CCNA Online Training, p. 4
Human Resources Professional, p. 14
Medical Billing and Coding, p. 10
Medical Billing and Coding with Medical Terminology, p. 10
Optician Certification, p. 8

Classroom-based learning options include:

APICS Certified Supply Chain Professional, p. 2
Dental Assistant, p. 11
EKG Technician Program, p. 11
Food Service Sanitation Manager Certification Exam Prep (2-day), p. 9
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 career training programs are available for many in-demand **occupations.**

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

BUSINESS AND PROFESSIONAL

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

MANAGEMENT

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

SOFTWARE DEVELOPMENT

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

HEALTH CARE

Optician Certification
 Clinical Dental Assistant
 Pharmacy Technician
 Veterinary Assistant

IT CERTIFICATION PREPARATION

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

DIGITAL MARKETING

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

Program Benefits:

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

Prepare to pass the ServSafe Exam and be eligible to apply for the state Food Service Sanitation Manager certification!



FOOD SERVICE AND SANITATION

WIOA Food Service Sanitation Manager Certification (FSSMC) Exam Prep - 2 Day Course

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

163FSS001.001	(30683)	8:00am- 4:30pm	M	AC257	Brewster
<i>Meets between: June 13-June 20</i>					
163FSS906.001	(30684)	8:00am- 4:30pm	W	AC257	Brewster
<i>Meets between: July 13-July 20</i>					
163FSS906.002	(30685)	8:00am- 4:30pm	M	AC257	Brewster
<i>Meets between: Aug. 1-Aug. 8</i>					
163FSS906.920	(30680)	TBA		ONLINE	Staff

ONLINE OPTION: Last day to register is August 5. Registration must be made three weeks prior to a scheduled test date. The exam is administered in the classroom sessions as scheduled for course FSS907. Login instructions will be provided by Workforce Development

Food Service Sanitation Manager Certification (FSSMC) Exam Prep - 1 Day Course

This eight hour course offers content targeted to supervisory personnel in food service, provides key concepts in: controlling foodborne illness regulations, safe food storage and handling, pest control, sanitizing procedures, equipment design, and facility construction. The course finishes with the administration of the ServSafe exam. Note: A FSSMC is earned by completing an approved eight hour course with an Illinois approved instructor and passing a national exam accredited by the Conference for Food Protection (CFP) with a 75% or higher, then paying a fee to The Illinois Department of Public Health (IDPH) for the certificate, which is valid for five years from the exam date. For more information visit: <http://www.dph.illinois.gov/topics-services/food-safety/fssmc> The National Restaurant Association provides an ANSI-CFP Accredited Exam (ServSafe) that is recognized by the IDPH. For more information visit: <http://www.servsafe.com/regulatory-information/illinois-manager-regulatory-changes> Fee includes: ServSafe exam. CLASS FEE: \$129

163FSS907.001	(30686)	8:00am- 4:30pm	M	AC257	Brewster
<i>Meets on: June 20</i>					
163FSS907.002	(30687)	8:00am- 4:30pm	W	AC257	Brewster
<i>Meets on: July 20</i>					
163FSS907.003	(30699)	8:00am- 4:30pm	M	AC257	Brewster
<i>Meets on: Aug. 8</i>					

HEALTH CARE: ALLIED HEALTH

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

163ALT901.600	(30626)	5:00pm- 9:15pm	Th	AC244	Staff
<i>Meets between: July 14-July 21</i>					

WIOA If you have been approved for WIOA funds, please contact Workforce Development at (630) 906-4152 for registration instructions. See page 7 for more info on WIOA funds.

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

Medical Billing and Coding Training Options

Need a recognized credential in medical billing and coding?

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

Programs now include exam vouchers and inclusion of ICD-10.

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 programs prepare individuals for AHIMA's recognized exams.

Advanced Coding for the Physician's Office

80-hours • \$1,595 • Online • CCS-P prep

Advanced Hospital Coding and CCS Prep

80-hours • \$1,895 • Online • CCS prep

To learn more and register, visit:

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

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

163HCP906.600	(30702)	6:15pm- 8:45pm	MW	AC257	Staff
		8:00am- 3:15pm	Sa	AC257	Staff

Class will not meet on Monday, May 30.

Class will meet on Saturdays, June 4, June 18, July 9, and July 30.


Meets between: May 16-Aug. 8

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

163PCT001.600	(30882)	5:30pm- 9:30pm	W	AC244	TBD
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Meets between: June 29-July 27

 If you have been approved for WIOA funds, please contact Workforce Development at (630) 906-4152 for registration instructions. See page 7 for more info on WIOA funds.

EXPLORE your skills and interests and MOVE toward a satisfying career

Knowing what you are good at and what you are interested in can help you make the best career choice. When you find a job that matches your skills and interests, you are more likely to be satisfied and find success. Employers are also more likely to notice you.

See p. 7 for more information about WIOA or visit www2.illinoisworknet.com/explore/Pages/SkillandInterestSurveys.aspx

Electrocardiograph Technician Certification Exam offered to EKG participants. Training begins June 1.



WIOA 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

163PCT915.600 (30703) 6:00pm- 9:00pm MW APC158 Staff
Meets between: June 1-Aug. 3

Enroll NOW! Pre-clinical Dental Assistant Program was one of the best attended programs last year. Training begins June 2.



WIOA 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

163PCT916.600 (30701) 6:00pm- 9:30pm TTh AC257 Staff
Class will not meet on July 5.
Meets between: June 2-Aug. 9

WIOA Pharmacy Technician Program

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

Note: An optional clinical externship is available for those who successfully complete this course. Fee includes: all materials. CLASS FEE: \$1,299

163PCT918.600 (30700) 6:00pm- 9:30pm TTh APC158 Staff
Class will not meet on July 5.
Meets between: June 7-July 28

Start your Pharmacy Technician training now and be prepared for national certification. Training begins June 7.





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

- Internet-based instruction
- Self-paced lessons
- Enroll anytime between May 16 – August 5
- Login details will be administered by Workforce Development
- Prereq: Access to an Internet browser
- 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)
163WPS910.920	(30689)
<i>Class Fee:</i>	<i>\$19</i>

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)
163WPS912.920	(30691)
<i>Class Fee:</i>	<i>\$60</i>

KEY TRAIN + CAREER READY 101

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

Ticket number	(CRN)
163WPS911.920	(30690)
<i>Class Fee:</i>	<i>\$79</i>

HEALTH CARE: 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

163NUR956.920 (30721) TBA ONLINE Staff
 Enroll anytime between May 16 and Aug. 5.

HEALTH CARE: CPR/AED AND FIRST AID

BLS for Healthcare Providers CPR

This nationally-recognized American Heart Association course provides a two-year AHA certification for healthcare professionals and healthcare students studying nursing, emergency medicine, physical therapy, dental hygiene, and more. In addition to instruction in one- and two-person CPR, participants are trained to use AEDs, barrier devices, and bag masks. Choking is also covered. Successful completion of hands-on skills testing and a written exam is required for certification. Fee includes: Student Manual and materials. CLASS FEE: \$79

163AHA920.601 (30642)	5:30pm- 9:30pm	W	APC158	Salvador
<i>Meets on: May 25</i>				
163AHA920.800 (30644)	8:00am- 12:00pm	Sa	AC346	Baum
<i>Meets on: May 28</i>				
163AHA920.801 (30645)	12:30pm- 4:30pm	Sa	AC346	Baum
<i>Meets on: May 28</i>				
163AHA920.602 (30647)	5:30pm- 9:30pm	W	AC244	Salvador
<i>Meets on: June 1</i>				
163AHA920.600 (30649)	5:30pm- 9:30pm	T	AC244	Ries
<i>Meets on: June 7</i>				
163AHA920.802 (30650)	8:00am- 12:00pm	Sa	AC346	Salvador
<i>Meets on: June 11</i>				
163AHA920.803 (30651)	12:30pm- 4:30pm	Sa	AC346	Salvador
<i>Meets on: June 11</i>				
163AHA920.604 (30652)	5:30pm- 9:30pm	Th	AC244	Salvador
<i>Meets on: June 16</i>				
163AHA920.605 (30653)	5:30pm- 9:30pm	M	APC158	Ries
<i>Meets on: June 20</i>				
163AHA920.804 (30655)	8:00am- 12:00pm	Sa	AC346	Lira
<i>Meets on: June 25</i>				
163AHA920.805 (30656)	12:30pm- 4:30pm	Sa	AC346	Lira
<i>Meets on: July 9</i>				
163AHA920.806 (30658)	8:00am- 12:00pm	Sa	AC346	Salvador
<i>Meets on: June 25</i>				
163AHA920.807 (30659)	12:30pm- 4:30pm	Sa	AC346	Salvador
<i>Meets on: July 9</i>				
163AHA920.606 (30661)	5:30pm- 9:30pm	T	AC244	Salvador
<i>Meets on: July 12</i>				

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
- Healthy Aging
- Gerontology
- Stress Management
- Energy Medicine

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

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

163AHA920.607 (30662)	5:30pm- 9:30pm	W	APC158	Salvador
<i>Meets on: July 20</i>				
163AHA920.608 (30664)	5:30pm- 9:30pm	T	AC244	Ries
<i>Meets on: July 26</i>				
163AHA920.808 (30665)	8:00am- 12:00pm	Sa	AC346	Lira
<i>Meets on: July 30</i>				
163AHA920.809 (30666)	12:30pm- 4:30pm	Sa	AC346	Lira
<i>Meets on: July 30</i>				
163AHA920.609 (30668)	5:30pm- 9:30pm	W	APC158	Baum
<i>Meets on: Aug. 3</i>				
163AHA920.810 (30669)	8:00am- 12:00pm	Sa	AC346	Lira
<i>Meets on: Aug. 6</i>				
163AHA920.811 (30671)	12:30pm- 4:30pm	Sa	AC346	Lira
<i>Meets on: Aug. 6</i>				
163AHA920.610 (30672)	5:30pm- 9:30pm	T	AC244	Salvador
<i>Meets on: Aug. 9</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

163AHA006.800 (30633) 8:00am- 4:30pm Sa AC346 Ries
Meets on: May 21

163AHA006.801 (30636) 8:00am- 4:30pm Sa AC346 Lira
Meets on: June 18

163AHA006.802 (30639) 8:00am- 4:30pm Sa AC346 Ries
Meets on: July 16

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

163AHA906.800 (30635) 12:30pm- 4:30pm Sa AC346 Ries
Meets on: May 21

163AHA906.801 (30638) 12:30pm- 4:30pm Sa AC346 Lira
Meets on: June 18

163AHA906.802 (30641) 12:30pm- 4:30pm Sa AC346 Ries
Meets on: July 16

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

163AHA916.800 (30634) 8:00am- 12:00pm Sa AC346 Ries
Meets on: May 21

163AHA916.801 (30637) 8:00am- 12:00pm Sa AC346 Lira
Meets on: June 18

163AHA916.802 (30640) 8:00am- 12:00pm Sa AC346 Ries
Meets on: July 16

WIOA If you have been approved for WIOA funds, please contact Workforce Development at (630) 906-4152 for registration instructions. See page 7 for more info on WIOA funds.

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

163AHA902.602 (30628) 5:30pm- 9:30pm Th AC244 LeRoy
Meets on: May 26

163AHA902.601 (30629) 5:30pm- 9:30pm T AC244 LeRoy
Meets on: June 28

163AHA902.603 (30630) 5:30pm- 9:30pm Th APC158 Ries
Meets on: July 28

163AHA902.604 (30631) 5:30pm- 9:30pm Th AC244 Staff
Meets on: Aug. 11

HUMAN RESOURCES

Human Resources Professional Program (Online)

WIOA 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. Lessons in this 120-hour program explore everything from the basics of HR to specific areas such as planning and strategizing, human resource laws, hiring disciplines, and labor relations. By the time you're done, you'll be fully prepared to begin your career in this exciting field and receive instruction and insight on how to obtain an externship upon the completion of the program. Note: Refer to the PHR exam eligibility requirements at www.hrci.org. Fee includes: materials. CLASS FEE: \$1,795

Review the program syllabus and enroll at:
<http://careertraining.ed2go.com/waubonsee/>



"The most effective learning experience in the online Human Resources Professional Training Program was the content structure, ease of access and extra resources to enhance my learning experience."

– David B. June 2015

MANUFACTURING/CNC

CNC Operator Training

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

163CNC911.820 (30902) 9:00am-3:30pm Sa AKL107 Ruetsche
Meets between: June 4-July 16
Class will not meet on July 2.

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

163NPT917.920 (30695) TBA ONLINE Staff
Enroll anytime between May 16 and August 5. 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

163WPS992.920 (30681) TBA ONLINE Staff
Enroll anytime between May 16 and August 5. Passcode instructions will be provided by Workforce Development
Meets between: May 16-Aug. 5

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

163WPS993.920 (30688) TBA ONLINE Staff
Enroll anytime between May 16 and August 5, passcode instructions will be provided by Workforce Development.



National Apartment Leasing Professional (NALP)

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

Learn more on page 17.

PROJECT MANAGEMENT

Project Management Professional Series

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

1630RE940.001 (30896) 8:00am- 5:00pm WTh AC412 Kaufman
Meets between: July 13-Aug. 3
Class will not meet July 20 or July 21.

Essentials of Project Management

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

1630RE936.001 (30893) 8:00am- 5:00pm WTh AC412 Kaufman
Meets between: July 13-July 14

Advanced Project Management

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

1630RE937.001 (30894) 8:00am- 5:00pm WTh AC412 Kaufman
Meets between: July 27-July 28

PMP Exam Prep Course

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

1630RE938.001 (30895) 8:00am- 5:00pm W AC412 Kaufman
Meets on: Aug. 3



ONLINE INSTRUCTOR- LED CLASSES ONLINE LEARNING ANYTIME, ANYWHERE...JUST A CLICK AWAY!

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

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

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

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

Register at www.ed2go.com/waubonsee



REAL ESTATE

NALP: National Leasing Professional

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

163REL920.001 (30901) 8:00am-4:30pm F Denton
Meets between: July 15-July 29

SALES AND MARKETING

Social Media Bootcamp

The Social Media Boot Camp provides a vigorous and thorough explanation of the social media marketing strategies that work most effectively for small- and medium-size businesses. This course prepares owners, executives and staff to set and generate expected results through a well-developed social media marketing plan that identifies the best platforms to use and supplies a flow of ideas for consistent, engaging posts. The course is led by a certified instructor in a virtual format which delivers the advantages of a classroom course in an online environment. Using web conference technology, participants attend live, interactive classes using any computer or mobile device. Sessions are recorded to view again or in the event of an absence. Prereq: Participants should be familiar with the internet and the basic use of social media and marketing and business fundamentals. Fee includes: all materials. CLASS FEE: \$395

163MKT957.920 (30898) 6:00pm-7:00pm TTh ONLINE Staff
Meets between: May 24-June 30

163MKT957.921 (30899) 3:30pm-4:30pm TTh ONLINE Staff
Meets between: May 24-June 30

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

163SBA902.601 (30725) 6:00pm-9:00pm Th PC209 Huxtable
Meets on: June 16

163SBA902.602 (30723) 6:00pm-9:00pm W AC320 Huxtable
Meets on: July 20



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 9.

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



Branding: Focus on the Future

Your small business will benefit from having a strong brand! Your brand is more than your logo, your letterhead, or yourself. Learn how to build a brand that makes a statement, and brings your business to life. Our instructor has created hundreds of brands for well know companies, and can help you learn how to brand your business to last.

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

163SBA966.600 (30728) 6:00pm- 9:00pm Th AC223 Basilico
Meets on: July 7

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

163SBA979.600 (30729) 6:00pm- 9:00pm Th AC217 Staff
Meets on: June 2

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

163SBA904.600 (30724) 6:00pm- 9:00pm Th AC223 Huxtable
Meets on: July 14

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

163SBA941.600 (30761) 6:00pm- 8:00pm Th AC217 Drake
Meets on: June 9

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

163SBA963.600 (30726) 6:00pm- 9:00pm W AC214 Basilico
Meets on: May 25

163SBA963.601 (30727) 6:00pm- 9:00pm W AC217 Basilico
Meets on: June 15



ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER AT WAUBONSEE

TAKE YOUR BUSINESS TO THE NEXT LEVEL

Advisory services include:

- Business and strategic planning
- Succession planning
- Buying or selling a business
- Marketing plans
- Operational best practices

Call us today for advisory assistance with these or other business needs.

Services available in Spanish - Servicios en español.

Illinois Small Business Development Center at Waubonsee Community College

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

www.waubonsee.edu/sbdc



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

"Each small step we taken in our business has been important, and we feel that each day is another opportunity to make a difference in the world with our product. Owning a business can seem all consuming at times, and as soon as we sat down our SBDC business advisor, we felt supported and encouraged to continue following our dream. The SBDC has provided us with a perspective that we could not get from inside the business. They keep us on track and continually bring us back to doing the next right thing."

Geneva Pedersen
Treasure Breads | Yorkville, IL

"The SBDC was a lifeline for me. I did not have a business background while serving in the Navy and I needed some guidance as well as some mentoring. Despite having a great deal of structure from my Franchiser, it was wonderful connecting with a local resource and team that were genuinely interested in my success and understood the Illinois business landscape."

Caroline Olinger
Seniors Helping Seniors of Fox Valley | Batavia, 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
- Communication
- Manufacturing and Industrial Skills
- Quality Process Improvement
- Health
- Computer Software
- Don't see your need listed here? We can address many topics – just contact us!

Gain an Advantage

A knowledgeable workforce is a competitive advantage. Whether you are looking to introduce new concepts, update skills, or gain certifications, we are here to provide you with leading-edge training programs. As your training partner, we take time to understand your needs in order to design the affordable, targeted training that you want. We know your company and workforce are unique so we offer training at your site or at one of our campus locations. We also offer online training options. Financial assistance for training may exist via grant agencies.

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

(630) 906-4152

training@waubonsee.edu



WAUBONSEE
COMMUNITY COLLEGE

Workforce Development



STAND OUT FROM THE COMPETITION

In a job market flooded with applicants, every advantage counts whether you're starting or advancing your career. Gaining a competitive edge means distinguishing yourself from other applicants and training provides you with a unique set of strengths.

Workforce Development can help you stand out. Short, focused courses make it easy for job seekers, career changers and those looking to update their job skills and meet industry certifications and ongoing education requirements. Our classes are taught by content experts with years of professional experience. Class sizes are small, so you can be sure to get the personal attention you need. Find the training opportunity that's right for your career inside this schedule.

Training Makes A Difference

As an owner or manager, creating a competitive edge is a way to provide value for your customers, but how do you achieve this? You can achieve this by providing training for your team members.

Workforce Development can prepare customized training solutions that will provide your team members with the skills they need to give you an advantage over your competition. We understand that adults learn in a variety of ways, so we offer seminars, workshops, online learning, webinars, consulting, coaching, mentoring, focus groups and more. We will take the time to understand the needs and issues of your organization, create a solution-based approach and deliver what we promise. *See page 20.*

SBDC: Strategies for Success

Whether you're just thinking about starting your own business or you've already taken the plunge, the Illinois Small Business Development Center (SBDC) at Waubonsee Community College can give you an advantage over the competition with advice, including evaluating your business concept, helping estimate start-up costs and navigating legal regulations. We can also help current business owners implement growth and marketing strategies, plan for relocations or acquisitions, and much more. *See page 19.*

Workforce Development TRAIN FOR A COMPETITIVE EDGE

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
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