

Work

CAREER ENHANCEMENT



WAUBONSEE
COMMUNITY COLLEGE

POSSIBILITIES BEGIN HERE

*Advance your career and
improve your job prospects*

READY, SET, ENGAGE –
Heat up your marketing with
cutting-edge social media
marketing techniques. Pages 31-33.

DISCOVER CONVENIENCE –
Online training and
certificate programs.
Pages 8 – 9.

PRACTICE WHAT YOU TEACH –
Explore the many training and
development opportunities for
HR professionals. Pages 22-23.

NEW!

Administrative Professionals One-Day Conference
Powerful solutions and career development for the
people who make things happen. See page 26.

WORKFORCE DEVELOPMENT
FALL 2014

waubonsee.edu/workforcedev





Workforce Development POSSIBILITIES BEGIN HERE

FOR MORE INFORMATION

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

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

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

waubonsee.edu/workforcedev

Discover how Workforce Development can help you advance your career or business

Your Career

Upgrade your software skills, get certified in project management, discover the latest in leadership training, or prepare for a new career in health care. Our professional development courses are taught by experts with real-world experience and feature small classes and personal attention. See pages 2-34 for more on how you can help advance your career.

Your Business

Enhance your employees' skills and performance with completely customized training solutions. Expert trainers, value-driven pricing and classes brought to your work site (or ours) are the hallmarks of training provided by our Workforce Development Division. See page 13 for more on how we can help advance your business or organization.

Do you need solutions for your small business (of up to 500 employees) or are you looking to start a business? The Small Business Development Center (SBDC) can help. See how on page 35.

Prepare for an industry-recognized credential in your field

Project Management – pages 26-27
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Facilities Management – page 15
Medical Billing and Coding – pages 16-17
Six Sigma – page 27
Lean – page 28
BPI – page 34
... and more



WORKFORCE DEVELOPMENT



KNOWLEDGE IS POWER

to ENHANCE YOUR BUSINESS
ADVANCE YOUR CAREER
BUILD YOUR COMMUNITY

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www.waubonsee.edu/workforcedev

Looking for classes designed to enrich your quality of life?

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

WORKFORCE DEVELOPMENT OFFERINGS

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

Which course is best for me?

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

APICS/SUPPLY CHAIN MANAGEMENT

Basics of Supply Chain Management

This course provides basic definitions and concepts for planning and controlling the flow of materials into, through and out of an organization. It explains fundamental relationships among the activities that occur in the supply chain from suppliers to customers. In addition, the course addresses types of manufacturing systems, forecasting, master planning, material requirements planning, capacity management, production activity control, purchasing, inventory management, distribution, quality management, and Just-in-Time manufacturing. This is an introductory course for production and inventory management personnel and CPIM candidates. Note: This course is taught by an APICS-certified instructor. CLASS FEE: \$699 * MAJOR CODE: VS10

151APC011.600 (11745) 6:00pm- 9:30pm M CPL206 Gates
This course is one of five leading toward the Certified in Production and Inventory Management (CPIM) certification.
Class does not meet on Sept. 1.
Meets between: Aug. 25-Oct. 6

Master Planning of Resources

In this course students explore processes used to: develop sales and operations plans; identify and assess internal and external demand and forecasting requirements; and effect an achievable master schedule consistent with business policies, objectives, and resource constraints. The course focuses on developing and validating a plan of supply, relating management of demand to environment, and developing and validating the master schedule. Note: This course is taught by an APICS-certified instructor. CLASS FEE: \$699 * MAJOR CODE: VS10

151APC012.600 (11746) 6:00pm- 9:30pm W CPL206 Gates
This course is one of five leading toward the Certified in Production and Inventory Management (CPIM) certification.
Meets between: Aug. 27-Oct. 1

Detailed Scheduling and Planning

This course focuses on material and capacity scheduling and planning. It includes a detailed explanation of Material Requirements Planning (MRP), a technique suitable for use in job shops. The course also introduces another material planning technique, material-dominated scheduling, which is applicable to process industries and other mature production environments. The course explains capacity requirements planning in detail and introduces other capacity-planning techniques, including processor-dominated scheduling.

Note: This course is taught by an APICS-certified instructor.

CLASS FEE: \$699 * MAJOR CODE: VS10

151APC013.600 (11747) 6:00pm- 9:30pm Th CPL222 Gates
This course is one of five leading toward the Certified in Production and Inventory Management (CPIM) certification.
Meets between: Aug. 28-Oct. 2

Execution and Control of Operations

This course focuses on three main areas: prioritizing and sequencing work; executing work plans, implementing controls and reporting activity results; and evaluating and providing feedback on performance. The course explains techniques for scheduling and controlling production and process operations. It also addresses the execution of quality initiatives and continuous improvement plans as well as the control of handling of inventories. Finally, the course presents techniques for evaluating performance and collecting data for effective feedback. Note: This course is taught by an APICS-certified instructor. CLASS FEE: \$699 * MAJOR CODE: VS10

151APC014.600 (11748) 6:00pm- 9:30pm M CPL206 Gates
This course is one of five leading toward the Certified in Production and Inventory Management (CPIM) certification.
Meets between: Oct. 13-Nov. 17

Strategic Management of Resources

In this course students explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. The course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change. Note: This course is taught by an APICS-certified instructor. Prereqs: APC011; APC012; APC013; APC014. CLASS FEE: \$699 * MAJOR CODE: VS10

151APC015.600 (11749) 6:00pm- 9:30pm W CPL206 Gates
This course is one of five leading toward the Certified in Production and Inventory Management (CPIM) certification.
Meets between: Oct. 16-Nov. 20

APICS: Certified Supply Chain Professional

Learn to design and develop a supply chain strategy that aligns with corporate strategy. Understand how to manage supplier and customer relationships. Recognize how logistics, technology and data can enhance performance to achieve the seamless integration of all processes to meet customer's needs, reduce costs, and increase profits. CLASS FEE: \$1,099

151WHD906.820 (11750) 9:00am- 3:00pm Sa AC257 Gates
Participant materials are \$850 and can be purchased from the APICs Fox River Chapter. There is an additional fee for the exam. CSCP Exam dates: Nov. 1 to Dec. 20. For more information, contact Chuck Gates at vpeducation@apics-foxriver.org.
Meets between: Sep. 6-Oct. 11



ONLINE OPTIONS!

Unsure about your career path?

Career exploration classes available for these professions:

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

Class fees start at \$109.

More details can be found on p. 5 and at www.ed2go.com/waubonsee.

Principles of Inventory Management

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

151WHD950.001 (11825) 8:00am- 12:00pm Th AC223 Gates
Meets on: Sep. 18

Principles of Operations Planning

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

151WHD951.001 (11826) 8:00am- 12:00pm Th AC223 Gates
Meets on: Oct. 2

Principles of Distribution and Logistics

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

151WHD953.001 (11828) 8:00am- 12:00pm Th AC223 Gates
Meets on: Oct. 16

Principles of Manufacturing Management

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

151WHD952.001 (11827) 8:00am- 12:00pm Th AC223 Gates
Meets on: Oct. 30

Principles of Managing Operations

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

151WHD954.001 (11829) 8:00am- 12:00pm Th AC223 Gates
Meets on: Nov. 13

CAREER EXPLORATION

Professional Meeting and Event Planning Certificate

Whether you are new to meeting and special event planning or have some experience, this course offers you the opportunity to expand your knowledge and be inspired by great ideas. This course will provide you with an overview of the roles and responsibilities of a meeting or special event planner, including budgets, program planning, speakers, site inspection, site selection, contracts, marketing, registration, and final preparations. You will gain skills and knowledge about this growing field. Special tips for starting or enhancing your career in meeting and event planning are also included. CLASS FEE: \$949

151ORE939.001 (11758) 6:15pm- 9:15pm W APC194 Wierzgac
A textbook, "Professional Meeting Management" published by PCMA is required for class.

Meets between: Sep. 24-Nov. 19

Meeting and Event Planning Boot Camp

You were asked to organize a meeting or special event – now what do you do? This course will give you the tips and methods to execute a flawless event. Key strategies and systems for being organized so you will develop the confidence you need to manage an event will be covered during this interactive workshop. Whether it is your first time planning an event or you need to brush up on your planning skills, you will walk away with a variety of resources to help you along the way. By the completion of this course, you will know how to build a useable project management timeline and plan, generate a list of suppliers and contacts for an event, and create event action plans that keep you on task. CLASS FEE: \$249

151ORE967.820 (11759) 8:00am- 4:00pm Sa AC257 Wierzgac
Meets on: Oct. 18

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

COMMUNICATION

Assertiveness in the Workplace

This class will help you to become a confident, assertive communicator at work! Learn easy-to-implement techniques to help you to get your message across confidently and assertively without upsetting your customers or team. Develop verbal and non-verbal skills for communicating your message clearly, and learn to discriminate between aggressive, passive, and assertive styles. You will also gain techniques for using assertiveness to confidently give feedback, set limits and handle conflict in any situation. CLASS FEE: \$99

151COM942.600 (11824) 6:00pm- 9:00pm Th AC223 Lewis-Barr
Meets on: Oct. 23

Dynamic Public Speaking

Are you expressing your full potential? Can you present your ideas with charisma and flair? Excellent public speaking skills will bring you more money, more respect, and more chances at advancement. Whether you're a seasoned pro or new to public speaking, this class will enhance your communication skills. Topics include: changing nervousness into an energized presentation, developing a voice with authority, using storytelling and narrative to make your presentations come alive, using PowerPoint to engage audiences, organizing your ideas, and eliminating vocal fillers. CLASS FEE: \$219

151COM943.001 (11821) 9:00am- 4:00pm W AC257 Lewis-Barr
Meets on: Aug. 20

Story Telling for Your Job Search or Career Advancement

Interested in making a more memorable or dynamic impression? According to research, our brains are hard-wired to process information from stories. This explains why simply listing accomplishments or skills during an interview is less effective than telling an illustrative story. A powerful story can help interviewers remember you favorably for days, weeks, or even months after the interview. By sharing "accomplishment stories" (describing a situation, your actions, and the results), job seekers not only become more memorable, they also build empathy and a deeper understanding in the interviewer. This workshop will explore how to create stories and how to also harness your natural charisma while speaking in interviews or networking events. Topics include: converting nervousness into energy, best practices-- verbal/nonverbal elements, identifying your most dreaded interview questions and stories to address these questions, and using the STAR model to create stories. Fee includes: all course materials. CLASS FEE: \$149

151COM955.600 (11820) 6:00pm- 9:00pm W APC280 Lewis-Barr
Meets on: Oct. 22

Beyond Spell Check: Effective Writing in Today's Workplace

Today the duties in the workplace not only include managing memos, letters, product descriptions and responses to customer complaints, but also working with "paperless documents" such as emails, web content, blogs and tweets. All of these formats require the ability to communicate with writing that is well planned, direct, and organized. Learn how different formats affect writing styles. Overcome "writer's block" with a simple planning process and avoid commonly made mistakes in grammar and punctuation. Become familiar with new resources that provide a variety of writing options. Whether you are a secretary, administrative assistant, associate, team lead, or manager, a writing review can help you compose effective documents and write persuasively. CLASS FEE: \$149

151COM962.001 (11822) 9:00am- 12:00pm T AC257 Gerding
Meets on: Sep. 9

Masterful Time Management – Making the Tough Choices

Have you ever finished a day at work and wondered where the time went? Learn proven strategies to handle problem time management obstacles - including "email overwhelm," procrastination, and conflicting priorities. CLASS FEE: \$99

151COM966.001 (11823) 9:00am- 12:00pm T APC158 Lewis-Barr
Meets on: Nov. 4

COMPUTER TOPICS

Unless otherwise noted, Microsoft Windows 7 and Office 2013 will be utilized in computer classes.

For computer courses offered in a slow-paced environment for the casual user at home, see the listing of classes offered by the Community Education department in this schedule.

INTRODUCTORY

Windows Level 1

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

151INT005.600 (11940) 6:00pm- 9:30pm W AC243 Staff
Class will dismiss at 9 p.m. on Sept. 10.
Meets between: Aug. 27-Sep. 10

151INT005.820 (11900) 8:30am- 12:15pm Sa CPL209 Gerding
Class will dismiss at 11:30 a.m. on Sept. 20.
Meets between: Sep. 6-Sep. 20

151INT900.001 (11704) 8:00am- 2:00pm F CPL209 Backes
Meets between: Dec. 5-Dec. 12

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

151DBS005.001 (11697) 8:00am- 2:00pm F CPL209 Backes
Meets between: Aug. 22-Aug. 29

151DBS005.600 (11911) 6:30pm- 9:00pm W HCC105 Bonn
Meets between: Oct. 15-Dec. 19

151DBS005.601 (11964) 6:00pm- 9:30pm T CPL209 Staff
Class will dismiss at 9 p.m. on Nov. 4.
Meets between: Oct. 21-Nov. 4

151DBS900.001 (11705) 8:00am- 2:00pm M AC243 Backes
Meets between: Dec. 1-Dec. 8

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

151DBS006.001 (11698) 8:00am- 2:00pm F CPL209 Backes
Meets between: Sep. 5-Sep. 12

151DBS006.600 (11698) 6:00pm- 9:30pm T CPL209 Staff
Class will dismiss at 9 p.m. on Nov. 25.
Meets between: Nov. 11-Nov. 25

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

151DBS007.001 (11699) 8:00am- 2:00pm F CPL209 Backes
Meets between: Sep. 19-Sep. 26

151DBS902.600 (11699) 6:00pm- 9:30pm T CPL209 Staff
Class will dismiss at 9 pm on Dec. 16.
Meets between: Dec. 2-Dec. 16

Using Access: One-to-One Consulting

Need specialized training or guidance from an expert with your challenges using Access? Bring your own materials and project outcomes with you for this brief consulting session.

Note: Two-hour appointments will need to be arranged with the program coordinator after your registration is processed.

CLASS FEE: \$145

151DBS910.700 (11686) TBA TBA Staff
Contact Workforce Development at (630) 906-4152 after registering.
Meets between: Aug. 18-Nov. 25

GRAPHIC DESIGN**Beginning Adobe Illustrator**

Get started with professional illustration software and learn basic workspace navigational skills and all the essential operations: creating objects, applying color to objects and transforming objects. Learn how to add visual complexity with the stacking order, create blends and complex artwork by using pathfinders along with the various drawing modes and stroke panel controls. Prereq: Basic familiarity with Windows and desktop publishing. Fee includes: materials.

CLASS FEE: \$259 * MAJOR CODE: VS25

151DSK006.600 (11943) 6:15pm- 9:00pm Th APC145C Kelly
Meets between: Aug. 28-Sep. 18

Advanced Adobe Illustrator

Design dazzling text with various tools. Learn how to apply gradient techniques to add dimension and complexity to your illustrations. Explore drawing tools and features for creating unique sketches. Capture the advance techniques which add special effects and shapes. Enhance your artwork so it is visually dynamic by using the various brush and builder tools. Take the next step and learn how to export artwork as an animation for the web. Prereq: Completion of Beginning Illustrator or equivalent experience. Fee includes: materials.

CLASS FEE: \$259

151DSK917.600 (11944) 6:15pm- 9:00pm Th APC145C Kelly
Meets between: Sep. 25-Oct. 16




ONLINE CLASSES

CONVENIENT, AFFORDABLE AND EFFECTIVE.

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

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

Each ed2go course comes equipped with a patient and caring instructor, lively discussions with your fellow learners, and plenty of practical information that you can put to immediate use.

Look throughout this schedule for the courses listed under  **ONLINE OPTIONS** for a sample of the classes available, and there are hundreds more to choose from! Courses run for six weeks and start every month.

Register at www.ed2go.com/waubonsee



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

151DSK009.600 (11953) 6:15pm- 9:00pm MW APC145C Davis
Meets between: Sep. 8-Sep. 17

151DSK009.860 (11946) 12:45pm- 3:30pm Su HCC107 Kelly
Meets between: Oct. 5-Oct. 26

151DSK009.001 (11987) 9:00am- 3:30pm F AC222 Davis
This class will be taught in a Mac lab.
Meets between: Nov. 14-Nov. 21

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

151DSK906.600 (11954) 2:00pm- 4:45pm W APC145C Davis
6:15pm- 9:00pm M
Meets between: Sep. 22-Oct. 1

151DSK906.860 (11948) 12:45pm- 3:30pm Su HCC107 Kelly
Meets between: Nov. 2-Nov. 23

DESKTOP PUBLISHING

Beginning Adobe InDesign

Explore the InDesign workspace, preferences, panels and guides. Learn the essential page layout skills used to design and create professional print or web publications. Learn how to use tools that will allow you to easily position text, objects and graphics. Prereq: Basic familiarity with Windows and desktop publishing. Fee includes: materials.

CLASS FEE: \$259

151DSK901.600 (11956) 6:15pm- 9:00pm M APC145C Davis
Meets between: Oct. 6-Oct. 27

151DSK901.601 (11950) 6:15pm- 9:00pm Th APC145C Kelly
Class will not meet on Nov. 27.
Meets between: Nov. 13-Dec. 4

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

151DSK912.600 (11957) 6:15pm- 9:00pm M APC145C Davis
Meets between: Nov. 3-Nov. 24



ONLINE OPTIONS!

Learn the latest programming languages.

- Introduction to SQL
- Intermediate SQL
- Introduction to PHP and MySQL
- Intermediate PHP and MySQL
- Introduction to Visual Basic

Learn the secrets to developing exciting web pages.

- Creating Web Pages
- Creating jQuery Mobile Websites with
- Dreamweaver
- Creating WordPress Websites
- Introduction & Intermediate CSS3 and HTML5
- Intro to Java Script
- Intro to Adobe Edge Animate

Class fees start at \$109.

More details can be found on p. 5 and at www.ed2go.com/waubonsee.

Using Publisher: One-to-One Consulting

Need specialized training or guidance from an expert with your challenges using Publisher? Bring your own materials and project outcomes with you for this brief consulting session. Note: Two-hour appointments will need to be arranged with the program coordinator after your registration is processed. CLASS FEE: \$145

151DSK910.700 (11685) TBA TBA Staff
Contact Workforce Development at (630) 906-4152 after registering.
Meets between: Aug. 18-Nov. 25

Using Adobe Acrobat: One-to-One Consulting

Need specialized training or guidance from an expert with your challenges using Adobe Acrobat? Bring your own materials and project outcomes with you for this brief consulting session. Note: Two-hour appointments will need to be arranged with the program coordinator after your registration is processed. CLASS FEE: \$145

151DSK921.700 (11687) TBA TBA Staff
Contact Workforce Development at (630) 906-4152 after registering.
Meets between: Aug. 18-Nov. 25

INTERNET

Introduction to Dreamweaver

Learn the basics of Web design software used to create multimedia-rich Web pages and Web sites. Topics include: Internet access, viewing and managing HTML code, creating and formatting text, defining a Web site, importing text, working with links, images and tables. Advanced features include: rollovers, style sheets, layers and history palettes. Prereq: Basic familiarity with the Internet and Windows skills. CLASS FEE: \$375 MAJOR CODE: VS25

151WWW012.001 (11703) 8:00am- 2:30pm M APC145C Backes

Class will dismiss at 1:00 p.m. on Sept. 29.

Meets between: Sep. 15-Sep. 29

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

151WWW915.920 (11675) TBA ONLINE Staff

Enroll anytime between Aug. 18 and Dec. 12. Classes begin monthly.

Meets between: Aug. 18-Dec. 12

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

1510PS006.820 (11905) 8:30am- 1:00pm Sa CPL209 Gerding

Meets between: Sep. 27-Oct. 18

1510PS006.001 (11706) 9:00am- 4:00pm M AC243 Backes

Meets between: Oct. 13-Oct. 27

What's New in Office 2013?

Have you been using Office 2010, and need to update your skills with the new features in Office 2013? Explore the many new templates and cleaner, less distracting views in Excel, Access, PowerPoint and Word applications. See how to use the quick analysis tool and flash-fill in Excel. Look at the improved presenter tools and better design tools in PowerPoint. Learn how to build an app using a new table template in Access. Examine the new Read Mode, and open PDFs with Word. Participants will be guided through demonstrations and have the opportunity to get hands-on practice using these new exciting features. Prereq: Experience using intermediate features in Microsoft Office. Fee includes: a reference book for future use. CLASS FEE: \$79

1510PS909.820 (11914) TBA Sa APC145A Staff

Meets on: Aug. 23

1510PS909.601 (11970) 6:15pm- 9:15pm T CPL209 Staff

Meets on: Sep. 30

1510PS909.600 (11906) 6:00pm- 9:00pm Th AC243 Gerding

Meets on: Dec. 4

Prepare for an Oracle Java Associate Level Credential

Increase your proficiency in object orientated Java techniques and prepare to sit for the Oracle Java Certificate – Associate Level credential. This credential is your stepping-stone to starting a successful career as an Oracle professional, and ensures you are equipped with a strong foundation for supporting Oracle products.

More information can be found on page 10.



ANYTIME, ANYWHERE...JUST A CLICK AWAY!

PREPARE FOR NATIONAL CERTIFICATIONS WITH ONLINE CAREER TRAINING PROGRAMS



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

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

PROGRAM BENEFITS:

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





VALIDATE YOUR SKILLS TODAY BY
PREPARING FOR AN INDUSTRY
RECOGNIZED CREDENTIAL!

ONLINE CAREER TRAINING
PROGRAMS ARE AVAILABLE IN MANY
PROFESSIONS

BUSINESS AND PROFESSIONAL

Legal Secretary
Paralegal Training
Payroll Practice and Management
Professional Bookkeeping
with QuickBooks
Records Management Certificate
Human Resources Professional
Master all the essential skills to gain an entry-level position in the popular field of human resources and get prepared to take an industry recognized certification exam.

SUSTAINABLE ENERGY/ GOING GREEN

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

MEDICAL BILLING AND CODING

Medical Terminology
Medical Billing and Coding
Advanced Coding
for the Physician's Office
Advanced Hospital
coding and CCS Prep
Administrative Medical Specialist
with Medical Billing and Coding
Learn key concepts for providing patient registration, scheduling, records management, diagnostic and procedural coding, be ready to take a specialist certification exam and improve your earning potential.

SOFTWARE DEVELOPMENT

3ds max
AutoCAD and AutoCAD 3D
Mobile and Desktop Web Developer
Help Desk Analyst: Tier 1 Support
Forensic Computer Examiner
Learn to examine, document, and control digital media so you can present examination results that will stand up in a court of law. This authorized International Society of Forensic Computer Examiners training course will thoroughly prepare you to take the CCE certification exam.

iOS Application Developer
Begin learning essentials you need to create compelling iOS apps and build your own app that you can showcase in your portfolio.

HEALTH CARE AND FITNESS

Nutrition for Optimal Health,
Wellness and Sports
Pharmacy Technician
Veterinary Assistant
Optician Certification
Gain the knowledge you need to obtain an entry-level job as an optician while you prepare yourself to achieve the American Board of Opticianry certification; a stepping stone to career advancement!

SKILLED TRADES / INDUSTRIAL

Freight Broker/Agent Training
HVAC Technician
Performing Comprehensive
Building Assessments.

MEDIA AND DESIGN

Digital Arts Certificate
Video Game Design and
Development
Web Design Certificate
Web Design Professional
Digital Analytics
and Conversion Professional
Learn how to measure the impact of social media on your overall strategy through specialty training in social media measurement and analytics and develop skills necessary to collect and analyze data for determining overall effectiveness of your online marketing strategies.

MANAGEMENT

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

IT CERTIFICATION PREPARATION

CompTIA A+
CompTIA IT Healthcare Tech
CompTIA Network+
CompTIA Security+
Microsoft Sharepoint 2013
Microsoft Solutions Associate
Server
Microsoft Office Specialist 2010
Microsoft Master Specialist 2010
Cisco CCNA Training
Grasp essential knowledge to install, configure, and operate a small enterprise branch network and be prepared to take several CISCO exams that lead to a CCNA certification!

To learn more and to register, visit

<http://careertraining.ed2go.com/waubonsee>

or call (877) 221-5151

Expert Software Training

Plan your professional development to include an entire series of training in these widely-used computer applications. A three-level series of courses are offered for the Microsoft applications. A two-level series of courses are offered for Adobe and QuickBooks applications.

Complete an entire series and receive a special certificate of completion stating the total hours of professional development achieved.

Microsoft Software Application Series (start dates listed)

Access Series	Excel Series	Excel Series
Aug. 22 – Level 1	Sept. 4 – Level 1	Oct. 10 – Level 1
Sept. 5 – Level 2	Sept. 25 – Level 2	Oct. 24 – Level 2
Sept. 19 – Level 3	Oct. 16 – Level 3	Nov. 7 – Level 3
Oct. 21 – Level 1	Sept. 13 – Level 1	Oct. 27 – Level 1
Nov. 11 – Level 2	Oct. 4 – Level 2	Nov. 10 – Level 2
Dec. 2 – Level 3	Nov. 15 – Level 3	Nov. 24 – Level 3

Adobe Software Application Series (start dates listed)

Photoshop Series	Illustrator Series	InDesign Series	QuickBooks Series
Sept. 8	Aug. 28	Oct. 6	Sept. 16
Sept. 22	Sept. 25	Nov. 11	Oct. 25
Oct. 5			Sept. 24
Nov. 11			Oct. 29

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

151MMC903.001 (11707) 9:00am- 4:00pm M APC145A Backes
Meets between: Nov. 17-Nov. 24

Using PowerPoint: One-to-One Consulting

Need specialized training or guidance from an expert with your challenges using PowerPoint? Bring your own materials and project outcomes with you for this brief consulting session. Note: Two-hour appointments will need to be arranged with the program coordinator after your registration is processed. CLASS FEE: \$145

151MMC910.700 (11688) TBA TBA Staff
Contact Workforce Development at (630) 906-4152 after registering.
Meets between: Aug. 18-Nov. 25

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

PROGRAMMING

Java Programming Certification Prep

Get prepared to sit for and pass the Oracle Java Certificate – Associate Level credential; an entry level, first step toward achieving a flagship Oracle Certified Professional certification. An OCA credential ensures that you are equipped with fundamental skills, providing a strong foundation for supporting Oracle products. This 112-hour, self-paced, online program is developed to correlate to Oracle guidelines and is intended for individuals that have a computer background in web development but are not proficient in object orientated Java techniques. Note: Review the certification details at <http://education.oracle.com>.

Prereq: Basic HTML/XHTML knowledge is recommended. Fee includes: materials. CLASS FEE: \$1,599

151NTK921.920 (11682) TBA ONLINE Staff
Enroll anytime between Aug. 18 and Dec. 12.

Pass code instructions will be provided by Workforce Development.

SPREADSHEET AND ACCOUNTING SOFTWARE

Excel Level 1

Participants in this class learn the basics of electronic spreadsheet creation. Topics include: screen and toolbar identification; working with new and existing workbooks; text and value entry; using simple formulas; navigating throughout a worksheet; inserting and deleting columns, rows, cells and named ranges; relative and mixed cell references and font adjustments to increase the readability of your spreadsheet. Prereq: A basic knowledge of Windows. Fee includes: materials. CLASS FEE: \$185 * MAJOR CODE: VS25

151SPR005.600 (11901) 5:45pm- 9:15pm Th PC121 Gerding
Class will dismiss at 8:45 p.m. on Sept 18.
Meets between: Sep. 4-Sep. 18

151SPR005.820 (11908) 9:00am- 12:30pm Sa AC243 Bonn
Class will dismiss at noon on Sept. 27.
Meets between: Sep. 13-Sep. 27

151SPR005.001 (11700) 8:00am- 2:00pm F CPL209 Backes
Meets between: Oct. 10-Oct. 17

151SPR005.602 (11973) 6:00pm- 9:30pm MTh HCC105 Staff
Class will dismiss at 9 p.m. on Nov. 3.
Meets between: Oct. 27-Nov. 3

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

151SPR006.600 (11903) 5:45pm- 9:15pm Th PC121 Gerding
Class will dismiss at 8:45 p.m. on Oct. 9.
Meets between: Sep. 25-Oct. 9

151SPR006.820 (11909) 9:00am- 12:30pm Sa AC243 Bonn
Class will dismiss at noon on Oct. 18.
Meets between: Oct. 4-Oct. 18

151SPR006.001 (11701) 8:00am- 2:00pm F CPL209 Backes
Meets between: Oct. 24-Oct. 31

151SPR006.602 (11974) 6:00pm- 9:30pm MTh HCC105 Staff
Meets between: Nov. 10-Nov. 17

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

151SPR007.600 (11904) 5:45pm- 9:15pm Th PC121 Gerding
Class will dismiss at 8:45 p.m. on Oct. 30.

Meets between: Oct. 16-Oct. 30

151SPR007.001 (11702) 8:00am- 2:00pm F CPL209 Backes

Meets between: Nov. 7-Nov. 14

151SPR007.820 (11910) 9:00am- 12:30pm Sa AC243 Bonn

Class will not meet on Nov. 29. Class will dismiss at noon on Dec. 6.

Meets between: Nov. 15-Dec. 6

151SPR007.602 (11975) 6:00pm- 9:30pm MTh HCC105 Staff

Class will not meet on Nov. 27. Class will dismiss at 9 p.m. on Dec. 4.

Meets between: Nov. 24-Dec. 4

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

151SPR937.820 (11912) 9:00am- 11:30am Sa CPL209 Bonn

Meets on: Oct. 25

Essential Power User Skills: An Excel Refresher

Need to expand your spreadsheet skills and become a power user? Get to know the powerful tool, VLOOKUP to find key information in large Excel tables quickly. Experiment with a variety of chart types to determine how to best turn your data into meaningful information. Get familiar with IF and IFERROR - two very useful functions to check for specified conditions and handle errors in formulas. Review the power view, conditional formatting, keyboard short cuts and more in this hands-on workshop designed for current spreadsheet users. Prereq: Completion of Excel Level 1 and/or experience using basic functions in Excel. Fee includes: all materials. CLASS FEE: \$49

151SPR938.600 (11915) 6:15pm- 8:45pm T APC145A Staff

Meets on: Nov. 11

Utilizing the Power of Functions: An Excel Refresher

Learn how Excel becomes a powerful data analysis tool by using different types of formulas, including those containing functions. Understand concepts in building a conditional formula with the various IF functions. Discover essential statistical functions to forecast payment calculations. Learn how to make use of formulas to clean up your data entries and more. Prereq: Knowledge of data entry and formatting, completion of Excel Level 1 or equivalent experience. Fee includes: all materials. CLASS FEE: \$65

151SPR913.001 (11708) 9:00am- 12:00pm M AC243 Backes

Meets on: Sep. 8

151SPR913.600 (11972) 6:15pm- 9:15pm T PC121 Staff

Meets on: Nov. 25

Using Excel: One-to-One Consulting

Need specialized training or guidance from an expert with your challenges using Excel? Bring your own materials and project outcomes with you for this brief consulting session.

Note: Two-hour appointments will need to be arranged with the program coordinator after your registration is processed.

CLASS FEE: \$145

151SPR936.700 (11690) TBA TBA Staff

Contact Workforce Development at (630) 906-4152 after registering.

Meets between: Aug. 18-Nov. 25



One-to-One Software Training Sessions Available!

"This consulting session more than met my needs. The hands-on experience at my pace with my data was most effective."

-Colleen Besic, a Legal Secretary from a local law firm

Need specialized training or guidance from an expert? Two-hour sessions can be arranged at any campus location to address your specific challenges using various Microsoft or Adobe applications.

See the "One-to-One" descriptions in the computer applications section, or call (630) 906-4196 for more information.

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

151SPR012.601 (11936) 6:45pm- 9:15pm T APC145C Dudkowski
and: 8:30am- 12:00pm Sa APC145C Dudkowski

Class will dismiss at 11:30 a.m. on Oct. 4.

Meets between: Sep. 16-Oct. 4

151SPR012.600 (11927) 5:45pm- 9:15pm W APC145C Albright

Meets between: Sep. 24-Oct. 22

151SPR921.600 (11939) 6:00pm- 9:30pm T APC145C Staff

Meets between: Nov. 18-Dec. 16

QuickBooks Level 2

Sharpen your QuickBooks skills by learning many advanced topics: dealing with inventory items, running payroll, working with balance sheet accounts and more. Prereq: Completion of Level 1 course or equivalent experience, and familiarity with accounting concepts. Fee includes: materials. CLASS FEE: \$349

151SPR925.600 (11929) 5:45pm- 9:15pm W APC145C Albright

Class will not meet on Nov. 26.

Meets between: Oct. 29-Dec. 3

151SPR925.820 (11938) 6:45pm- 9:15pm T APC145C Dudkowski

and: 8:30am- 12:00pm Sa APC145C Dudkowski

Class will dismiss at 11:30 a.m. on Nov 8.

Meets between: Oct. 25-Nov. 11

Using QuickBooks: One-to-One Consulting

Need specialized training or guidance from an expert with your challenges using QuickBooks? Bring your own materials and project outcomes with you for this brief consulting session. Note: Two-hour appointments will need to be arranged with the program coordinator after your registration is processed. CLASS FEE: \$145

151SPR908.700 (11689) TBA TBA Staff

Contact Workforce Development at (630) 906-4152 after registering.

Meets between: Aug. 18-Nov. 25

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

151WDP001.600 (11913) 6:00pm- 9:00pm W AC243 Bonn

Class will dismiss at 9 pm on Oct. 8.

Meets between: Sep. 24-Oct. 8

Mastering Mail Merge: A Word Refresher

Need to expedite your mail merging skills when using large amounts of data to create mailing labels or personalized form letters? Absorb key steps in creating a basic mail merge in this hands-on project orientated workshop. Learn how to use the wizard and manipulate your records being merged. Participants will have ample time for practice using this effort-saving tool to create various documents that are commonly used in the office. Prereq: Completion of Word Level 1 or equivalent experience, knowledge of basic database structure is recommended. Fee includes: all materials. CLASS FEE: \$49

151WDP903.600 (11919) 6:15pm- 8:45pm Th APC145A Staff

Meets on: Sep. 4

Manipulating PDFs Using Microsoft Word: A Word Refresher

Discover the convenience and ease of being able to edit PDFs using Word 2013. Expand your word processing skills by grasping the design tools for polishing up your document. Get useful tips for manipulating objects, text and online content. Individuals will have plenty of time to practice their skills in this hands-on project orientated workshop. Prereq: Completion of Word Level 1 or equivalent experience. Fee includes: all materials. CLASS FEE: \$49

151WDP905.600 (11923) 6:15pm- 8:45pm Th APC145A Staff

Meets on: Sep. 25

Using Word: One-to-One Consulting

Need specialized training or guidance from an expert with your challenges using Word? Bring your own materials and project outcomes with you for this brief consulting session.

Note: Two-hour appointments will need to be arranged with the program coordinator after your registration is processed.

CLASS FEE: \$145

151WDP910.700 (11691) TBA TBA Staff

Contact Workforce Development at (630) 906-4152 after registering.

Meets between: Aug. 18-Nov. 25

CONSTRUCTION

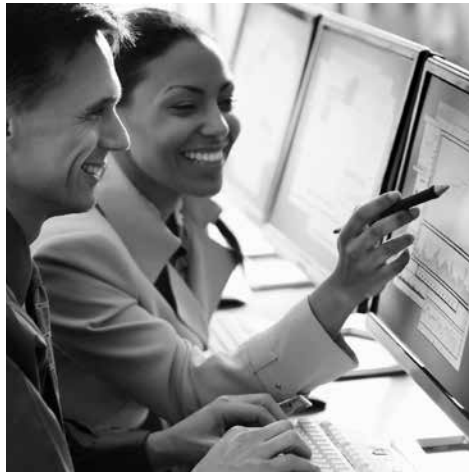
Home Inspection

This class will prepare you for the Illinois state certification exam which is required to do home inspections in Illinois. The course combines online learning with a three-day hands-on classroom portion. The online learning component includes such topics as structure, exteriors, roofs, plumbing, electrical, heating, cooling, interiors, insulation and ventilation. In the classroom portion, you will learn how to conduct and document a standards-based high quality home inspection, as well as how to protect yourself from liability. You will perform actual inspections under the instructor's guidance. Note: In order to benefit from the three-day hands-on classroom portion of this course, you should register several weeks in advance of the class dates in order to complete your online studies prior to the class dates. CLASS FEE: \$1,595

151CST901.001 (11752) 8:00am- 6:00pm FSaSu WGL122 Staff

Meets between: Nov. 21-Nov. 23

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



BUSINESS TRAINING AND SOLUTIONS

WAUBONSEE IS YOUR RESOURCE PARTNER FOR DEVELOPING AND ENHANCING THE SKILLS OF YOUR WORKFORCE.

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.

BELOW IS JUST A SAMPLE OF TOPICS FOR WHICH WE OFFER TRAINING SOLUTIONS.

- Business and Management
- Communication Skills
- Manufacturing and Industrial Skills
- Quality Process Improvement
- Safety Training
- Information and Technology
- Health Training
- Don't see your need listed here? We can address many other 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 is 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 Waubonsee and grant agencies.

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

(630) 906-4152

training@waubonsee.edu



WAUBONSEE
COMMUNITY COLLEGE

Workforce Development

DISTRIBUTION/WAREHOUSING

Forklift Operator Training

This OSHA-approved course is designed to provide the inexperienced trainee with basic forklift operating knowledge and driving skills practice. Through classroom presentation, students will gain knowledge of powered industrial lift operations, maintenance and OSHA's Powered Industrial Truck Standard (1910.178). Extensive hands-on driving, loading and unloading practice will be provided. Successful completion of the National Safety Council written and driving exam will give the student OSHA-approved forklift operator certification. Fee includes: materials. CLASS FEE: \$749

151WHD945.001 (11753) 8:00am-4:30pm FSa APC158 Salvador
First class will meet in the classroom, APC 158. Remaining classes meet in the Campus Operations Building. Class meets Fridays and Saturdays: Oct. 17, 18, 24 and 25.
Meets between: Oct. 17-Oct. 25

EDUCATORS

Teacher Certification Prep: Test of Academic Proficiency (TAP)

Get familiar with the type, structure and content of the Test of Academic Proficiency (TAP). The TAP consists of four tests: Reading Comprehension, Language Arts, Mathematics and Writing. Helpful test-taking strategies along with important aspects for each subject area will be covered. Note: In 2012, the Basic Skills test was replaced by the TAP. CLASS FEE: \$195

151EDT914.600 (11897) 6:00pm-9:00pm T AC243 Gerding
Meets between: Sep. 9-Oct. 7

Paraprofessional Test Preparation

Need help choosing which assessment test option to meet the state NCLB standards for a paraprofessional position? Review all the basic skills, learn test taking strategies geared towards standardized tests, and make an informed decision on whether to take the ETS ParaPro Exam or the ACT WorkKeys Assessments. CLASS FEE: \$165

151EDT927.600 (11898) 6:00pm-9:00pm TTh AC243 Gerding
Meets between: Nov. 4-Nov. 13

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

151EDT950.001 (11692) 12:30pm-4:45pm W AC257 Norris
Meets on: Dec. 3

ACT WorkKeys - Applied Mathematics Assessment

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

151EDT951.001 (11693) 1:00pm-2:15pm W AC257 Norris
Meets on: Dec. 3

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
- Solving Classroom Discipline Problems
- Teaching Students with ADHD
- Guided Reading and Writing: Strategies for Maximum Student Achievement
- Teaching Students with Autism: Strategies for Success
- Differentiated Instruction in the Classroom

**More details can be found on p. 5 and at
www.ed2go.com/waubonsee.**

"This course was informative and immediately applicable to not only the regular classroom, but to any environment that focuses on reading intervention. The lessons were organized, concise and informative. The assignments required us to apply what we had learned in a real setting. The discussion area was easy to use. Thanks for a great course!"

*– Teacher, Patricia Cawley-Whitney,
participant in "Response to
Intervention: Reading Strategies that
Work"*

ACT WorkKeys - Writing Assessment

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

151EDT952.001 (11695) 3:45pm- 5:00pm W AC257 Norris
Meets on: Dec. 3

ACT WorkKeys - Reading for Information Assessment

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

151EDT953.001 (11694) 2:30pm- 3:30pm W AC257 Norris
Meets on: Dec. 3

FACILITY MANAGEMENT**NEW! IFMA's Facility Management: A Practical Introduction**

This course will provide an informational overview of the roles, responsibilities and core competencies that make up the facility management profession. More than just a broad summary, the course will use a scenario-based learning style so that attendees can explore and examine realistic workplace situations in the global marketplace. Students will benefit from a hands-on learning experience and valuable exposure to the 11 major FM competency areas as identified by the International Facility Management Association (IFMA). The course will help new and existing facility managers grow in the facility management profession, advance their career, and better communicate with members of their FM department or team. This course will also provide an opportunity for vendors and suppliers of services to facility managers to increase knowledge related to the "big picture" of facility management and help to provide better customer service to FM clients.

Note: Please register at least two weeks before start date to secure your place. Fee includes: all materials. CLASS FEE: \$695

151FAC900.001 (11886) 8:30am- 4:30pm FSa AC244 Staff
Please register two weeks in advance to secure a seat.
Meets between: Nov. 14-Nov. 15

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

**ONLINE OPTIONS!**

- Accounting Fundamentals I and II
- Introduction to QuickBooks 2014
- Performing Payroll in QuickBooks 2014

Class fees start at \$109.

More details can be found on p. 5 and at www.ed2go.com/waubonsee.

FINANCE, TAXES AND INSURANCE**Accounting Basics for the Nonaccountant**

Have you suddenly become responsible for an accounting function - but you have no accounting background? In this class, you are introduced to the accounting cycle and all its components. Topics include: transactions, chart of accounts, the balance sheet, income statement, debits and credits, general journal, general ledger, adjusting and closing entries. Fee includes: materials. CLASS FEE: \$159

151ACC900.820 (11930) 8:30am- 12:30pm Sa AC243 Dudkowski
Meets between: Aug. 16-Sep. 6

151ACC900.600 (11924) 6:00pm- 9:00pm MW APC145A Albright
Meets between: Sep. 8-Sep. 17

NEW! Finance for the Non-Financial Manager With Enterprise Profitability

Learn finance in a whole new and exciting way! This one-day course uses a board-game simulation to teach financial concepts like profit, cash flow, and the impact of financial decisions on a business. Critical financial concepts come to life through the interactive and engaging game, and our facilitator helps every learner, regardless of level, position, or industry, apply the concepts back on the job. You will learn how the Income Statement and Balance Sheet can be used to analyze and control a business, as well as to guide major decisions. The course will also touch on the implications of pricing, marketing and sales, cash flow, direct costs, and expenses. These key concepts are brought to life in a way that is easy to understand and to apply. Fee includes: All course materials. CLASS FEE: \$445

151ACC960.001 (11751) 9:00am- 4:30pm T APC158 Staff
Meets on: Oct. 14

FOOD SERVICE AND SANITATION

We offer two options for those seeking Food Safety Manager's Certification. Either option will fulfill the Illinois Department of Public Health (IDPH) regulations for Food Safety Manager's Certification

Option One - FSS907 - Food Safety Certification

Lite – one-day, 8 hours of training which includes the ServSafe Exam, required both for those seeking initial certification as well as those needing to renew their certification. Due to the limited class time, **this option is only recommended for those individuals with a strong background** in the food industry and food safety. Without such a background, achieving a passing score on the ServSafe Exam will be difficult.

Option Two - FSS001 - Food Safety Certification Prep

– 2-days, 16 hours of training which includes the ServSafe Exam, **recommended for those individuals with limited background and experience in food handling and food safety requirements.** The key to achieving a passing score on the certification exam is the preparation offered by this course. Over two days, participants will gain detailed knowledge of foodborne illness and prevention, safe food handling and storage, pest control, and sanitizing procedures. The ServSafe Exam will be administered near the end of day two.

Regardless of which class option is chosen, those who do not pass the exam with a score of 75% or above will need to retake the exam at additional expense.

Food Safety Certification Preparation

This course is endorsed by the Illinois Department of Public Health and targeted to supervisory personnel in food service, providing knowledge in control of foodborne illness rules and regulations, safe food storage and handling pest control, cleaning and sanitizing procedures, equipment design, and construction of facility. Participants will be eligible for the Food Safety Manager's Certification upon completion of the state exam with a passing grade of 75 percent. CLASS FEE: \$219 * MAJOR CODE: VS15

151FSS001.001	(11866)	8:00am- 4:30pm	M	CPL217	Brewster
<i>Meets between: Sep. 8-Sep. 15</i>					

151FSS001.002	(11868)	8:00am- 4:30pm	M	AC257	Brewster
<i>Meets between: Oct. 13-Oct. 20</i>					

151FSS001.003	(11870)	8:00am- 4:30pm	M	CPL217	Brewster
<i>Meets between: Nov. 3-Nov. 10</i>					

151FSS906.001	(11872)	8:00am- 4:30pm	MW	AC257	Brewster
<i>Meets between: Dec. 8-Dec. 10</i>					

151FSS001.920	(11895)	TBA		ONLINE	Staff
<i>ONLINE OPTION: Last day to register is Nov. 25. Registration must be made three weeks prior to scheduled test date. Login instructions will be provided by Workforce Development. Fee for this online class is \$215.</i>					

Meets between: Aug. 18-Nov. 25

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

Food Safety Certification Lite

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

151FSS907.001	(11867)	8:00am- 4:30pm	M	CPL217	Brewster
<i>Meets on: Sep. 15</i>					

151FSS907.002	(11869)	8:00am- 4:30pm	M	AC257	Brewster
<i>Meets on: Oct. 20</i>					

151FSS907.003	(11871)	8:00am- 4:30pm	M	CPL217	Brewster
<i>Meets on: Nov. 10</i>					

151FSS907.004	(11873)	8:00am- 4:30pm	W	AC257	Brewster
<i>Meets on: Dec. 10</i>					

HEALTH CARE

ALLIED HEALTH

Medical Billing and Coding Professional

This 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims (EOB's) and use generic forms (CMS 1500) to streamline billing procedures. The course covers the following areas: CPT (introduction, guidelines, evaluation and management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (introduction and guidelines) and basic claims process for medical insurance and third party reimbursement. Students will learn how to find the service codes using coding manuals, (CPT & ICD-9). ICD-10 coding is introduced. Note: After obtaining the suggested practical work experience, students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H - Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. CLASS FEE: \$1,899

151HCP906.600	(11854)	6:00pm- 9:30pm	MW	AC244	Staff
<i>Meets between: Sep. 22-Dec. 15</i>					

Note: Class will not meet No class on Nov. 26. on Nov. 26.

Phlebotomy

Sixteen hours of the latest in theoretical principles and clinical practice of phlebotomy. Class will cover: review of the anatomy and physiology of the venous system, health care delivery system as it relates to phlebotomy, infection control, terminologies in the laboratory, complications of phlebotomy, latest techniques in equipment and specimen collection, and legal issues. Note: Student must pass a clinical competency and final exam to receive a certificate of completion. Prereq: Licensure or certification in nursing or any allied health care field. Proof of eligibility required. Coreq: Equivalency in workplace experience in the health care field. Contact the program developer at (630) 906-4152, PRIOR TO REGISTRATION. CLASS FEE: \$235 * LAB FEE: \$20 * MAJOR CODE: VS15

151PCT001.600	(11862)	5:30pm- 9:30pm	MW	CPL217	Horonzy
<i>Meets between: Sep. 15-Sep. 24</i>					

151PCT001.601	(11864)	5:30pm- 9:30pm	MW	CPL217	Horonzy
<i>Meets between: Oct. 20-Oct. 29</i>					

151PCT001.602	(11865)	5:30pm- 9:30pm	MW	CPL217	Horonzy
<i>Meets between: Nov. 17-Dec. 3</i>					

Note: Class will not meet on Nov. 24 and 26.



ONLINE OPTIONS!

**For those looking to enter the
in-demand field of Medical**

Billing and Coding!

Depending on your previous background and career goals, you will need one or a combination of these online programs:

- Medical Billing and Coding
- Medical Terminology
- Administrative Medical Specialist

ONLINE OPTIONS for those experienced Coders who want advanced specialized training!

- Advanced Coding for the Physician's Office
- Advanced Hospital Coding and CCS Prep

More details can be found on page 8 and 9.

<http://careertraining.ed2go.com/waubonsee>

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

151PCT915.600 (11844) 6:00pm- 9:30pm MW APC158 Willis-Nelson
Meets between: Oct. 6-Nov. 24

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

151PCT916.600 (11845) 6:00pm- 9:30pm TTh AC257 Speake
Meets between: Oct. 7-Dec. 4

Note: Class will not meet on Nov. 27.

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

151PCT918.600 (11846) 6:00pm- 9:30pm TTh APC158 Sandhu
Meets between: Oct. 7-Dec. 2

Note: Class will not meet on Nov. 25 and 27.



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:

- Complementary and Alternative Medicine
- End of Life Care
- Gerontology
- Growth and Development through the Lifespan
- Holistic and Integrative Health: Foundations
- Issues in Oxygenation
- Legal and Ethical Issues in Nursing
- Meditation
- Pain Assessment and Management
- Perinatal Issues
- Spirituality, Health, and Healing

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

**More details can be found on p. 5 and at
www.ed2go.com/waubonsee.**

NURSING CONTINUING EDUCATION

Certificate in Integrative Mental Health

Do you need a better understanding of your patient's mental status? Learn about a model that combines medical care with alternative and complementary methods with medications and psychotherapy to address the physical, psychological, and spiritual needs of individuals with anxiety disorders, sleep disorders, and mental conditions associated with aging, depression, chronic pain, and Alzheimer's disease. This 19-hour program also presents many other treatment approaches such as, light therapy, pet therapy, guided imagery, massage and other manual therapies. Note: This course is being provided by ALLEGRA Learning Solutions, LLC (an accredited provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation), co-provided by Ed2go and is acceptable for CE contact hours in all states. This class will be taken at www.ed2go.com/wcc-pro using pass code directions provided by Workforce Development. CLASS FEE: \$239

151NUR956.920 (11676) TBA ONLINE Staff
Enroll anytime between Aug. 18 and Dec. 12. Classes begin monthly.



Keep Your Competitive Edge: Earn NCBTMB Approved Credit for Renewal

Your Massage Therapist certification through the National Certification Board for Therapeutic Massage & Bodywork

(NCBTMB) shows clients and employers that you are committed to excellence in your profession. As part of that commitment, you must re-certify every two years. We offer nearly 30 hours of continuing education credit through NCBTMB approved providers. Look for new course offerings on pages 18-19.

THERAPEUTIC MASSAGE

Stretch Your Success

Stretch your massage business' success by learning how to make your massage stand out by using stretching to improve flexibility and reduce pain for your client. You will learn Pin and Stretch, Reciprocal Inhibition and Range of Motion Stretching. Explore which stretches are best applied for specific client complaints of pain. 4 NCBTMB CE credits. CLASS FEE: \$79

151TMS929.600 (11976) 5:30pm- 9:30pm M TBA Connolly
Participants will need to bring a set of sheets and their own lubricant and wear loose comfortable clothing.
Meets on: Aug. 18

Hot and Cold Spa Massage

Take your clients' massage experience to a whole new level with new, energetic, stone massage applications. Learn specialty techniques which can become a full 60- or 90-minute treatment, as well as ways to include just a few stones as an add on to enhance your massage. Explore the types of stones which can be used in massage applications and how to care for them. 4 NCBTMB CE credits. CLASS FEE: \$79

151TMS934.600 (11977) 5:30pm- 9:30pm T TBA Connolly
Participants will need to bring a set of sheets with pillowcase, hand towel, holster, and pump bottle with oil.
Meets on: Sep. 9

Pain Series: Frozen Shoulder, Low Back, and Neck

Be prepared to respond to your clients' specific pain concerns in their shoulders, low back, and neck. You will learn to identify the structures involved in each pain condition and practice specific deep-tissue applications for treatment. You will also learn to help your clients identify which activities of daily living contribute to their pain and what they can do at home to relieve pain, and to provide your clients an ongoing massage treatment plan specific to their pain condition. 12 NCBTMB CE credits.. CLASS FEE: \$199

151TMS930.600 (11978) 5:30pm- 9:30pm W TBA Connolly
Participants will need to bring a set of sheets and their own lubricant.
Meets between: Oct. 8-Oct. 22

Pain Series: Frozen Shoulder

Be prepared to respond to your clients' specific pain concerns in their shoulders. You will learn to identify the structures involved and practice specific deep-tissue applications for treatment. You will also learn to help your clients identify which activities of daily living contribute to their pain and what they can do at home to relieve pain, and to provide your clients an ongoing massage treatment plan specific to their pain condition. 4 NCBTMB CE credits. CLASS FEE: \$79

151TMS931.600 (11979) 5:30pm- 9:30pm W TBA Connolly
Participants will need to bring a set of sheets and their own lubricant.
Meets on: Oct. 8

Pain Series: Low Back

Be prepared to respond to your clients' specific pain concerns in their low back. You will learn to identify the structures involved and practice specific deep-tissue applications for treatment. You will also learn to help your clients identify which activities of daily living contribute to their pain and what they can do at home to relieve pain, and to provide your clients an ongoing massage treatment plan specific to their pain condition. 4 NCBTMB CE credits. CLASS FEE: \$79

151TMS932.600 (11980) 5:30pm- 9:30pm W TBA Connolly
Participants will need to bring a set of sheets and their own lubricant.
Meets on: Oct. 15

Pain Series: Neck

Be prepared to respond to your clients' specific pain concerns in their neck. You will learn to identify the structures involved and practice specific deep-tissue applications for treatment. You will also learn to help your clients identify which activities of daily living contribute to their pain and what they can do at home to relieve pain, and to provide your clients an ongoing massage treatment plan specific to their pain condition. 4 NCBTMB CE credits. CLASS FEE: \$79

151TMS933.600 (11981) 5:30pm- 9:30pm W TBA Connolly
Participants will need to bring a set of sheets and their own lubricant.
Meets on: Oct. 22

Massage Tools/Body Mechanics

Most massage practitioners experience some form of an injury or pain syndrome during their careers, as a result of giving massages. Prolong and protect your massage therapy career by reducing injury and burn out with this NCBTMB approved course. You'll receive hands-on instruction in various types of massage tools that can reduce wear and tear on your muscles and joints in your hands. You'll also learn valuable self-care methods and injury prevention techniques. Must be able to give and receive massage. 8 NCBTMB CE credits. CLASS FEE: \$169

151TMS928.600 (11982) 5:30pm- 9:30pm WTh TBA Kazenko
Meets between: Nov. 5-Nov. 6

THERAPEUTIC RIDING INSTRUCTOR

Equine Studies I

This class is designed to introduce you to topics in proper horse care and equine management. Subjects explored include: identifying breeds, markings and parts of a horse; exploring horse senses and behavior; equine nutrition and grooming; tack and tacking; fundamentals of mounting/dismounting. While this is a required course for those interested in PATH Intl. certification, this course is beneficial to anyone who works in the equine industry. CLASS FEE: \$449

151HCP931.001 (12053) 8:30am- 11:45am WF PC209 Mason
Meets between: Sep. 10-Oct. 29

Teaching Methodology for Riding Instruction

This course will prepare you to safely and effectively instruct others in horseback riding. Proper instruction and facilitation of mounts and dismounts; postural alignment; gaits; natural and artificial aids; and technique will be covered. Various methods of instruction will be explored, as well as techniques for maintaining a safe environment. While this is a required course for those interested in PATH Intl. certification, this course is beneficial to anyone who desires to become a riding instructor. Preferred co-requisite: HCP931 Equine Studies I. CLASS FEE: \$359

151HCP932.001 (12054) 8:30am- 11:45am WF PC209 Mason
Meets between: Nov. 5-Dec. 19
Class will not meet the week of Nov. 25 - 28.

Therapeutic Riding Instructor PATH Certification I

PATH Certification I is the first of two classes designed to prepare the student for PATH testing for certification. Topics covered include the fundamental principles governing effective instruction, the correlation of different methods of instruction with the differing styles of learning, and the interpretation of PATH standards from the standards and accreditations text. This course builds upon concepts taught in prior Therapeutic Riding courses, and presents new information on instruction through exercises and games. Preferred Prereq: HCP936 Equine Studies II. CLASS FEE: \$359

151HCP941.001 (12055) 8:30am- 12:15pm M PC209 Josephs
Meets between: Sep. 8-Oct. 6



Change Lives through Equine-Assisted Therapies

Are you interested in learning how to assist children and adults with physical, cognitive and emotional challenges gain strength and independence through horseback riding and other equine-assisted activities?

Waubonsee is one of only a very few colleges in the country to offer a program leading to an internationally recognized certification (PATH Intl) as a Therapeutic Riding Instructor. The program leading to certification begins every fall!

Visit www.waubonsee.edu/tri for information and FAQs regarding the Therapeutic Riding Instructor program, and look for fall courses on page 19 and 20.

Health Sciences for Therapeutic Riding Instruction I

This is the first class of two classes which will investigate human anatomy associated with postural alignment and body mechanics in horseback riding. Topics include identification of the human skeleton, muscles and parts of the brain pertinent to riding, and an introduction to movement terminology. The class will closely examine correct posture and position in the field of horseback riding and the benefits of varying postural accommodations. Preferred Prereq: HCP936 Equine Studies II. CLASS FEE: \$359

151HCP942.001 (12056) 8:30am- 12:15pm M PC209 Josephs
Meets between: Oct. 13-Nov. 10

PATH Standards and Contraindications

This class designed to teach the PATH standards, objectives, contraindications and regulations to the Registered Therapeutic Riding Instructor candidate. Topics covered include: PATH standards and interpretations, safety and adaptive equipment, and precautions and contraindications as related to a variety of disabilities. Preferred Prereq: PATH member status/In-Training status. CLASS FEE: \$359

151HCP943.001 (12057) 8:30am- 12:15pm M PC209 Mason
Meets between: Nov. 17-Dec. 15

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

Business Concepts for Therapeutic Riding

This course will introduce proper business handling and management for therapeutic riding facilities. Students will examine effective agribusiness facility maintenance and record keeping, regulations set forth by PATH for the accredited therapeutic riding facility, and the necessary paperwork for maintenance of the not-for-profit therapeutic riding facility. CLASS FEE: \$359

151HCP948.600 (12058) 5:30pm- 8:30pm MW PC209 Josephs
Meets between: Sep. 8-Oct. 8

CPR/AED AND FIRST AID

The American Heart Association promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course material, do not represent income to the AHA. CPR questions? email cpr@waubonsee.edu

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

151AHA006.821	(11711)	8:30am- 4:30pm	Sa	AC346	Staff
Meets on: Sep. 6					
151AHA006.822	(11730)	8:30am- 4:30pm	Sa	AC346	Staff
Meets on: Oct. 4					
151AHA006.823	(11738)	8:30am- 4:30pm	Sa	AC346	Staff
Meets on: Nov. 1					

Heartsaver First Aid

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

151AHA916.821	(11712)	8:30am- 12:00pm	Sa	AC346	Staff
Meets on: Sep. 6					
151AHA916.822	(11734)	8:30am- 12:00pm	Sa	AC346	Staff
Meets on: Oct. 4					
151AHA916.823	(11737)	8:30am- 12:00pm	Sa	AC346	Staff
Meets on: Nov. 1					

Heartsaver CPR/AED for Adults and Children

Effective bystander CPR provided immediately after sudden cardiac arrest can double or triple a victim's chance of survival, but only 32 percent of cardiac arrest victims get CPR from a bystander. This course provides lay rescuers the basic skills for handling cardiac and breathing emergencies in adults and children over age one. Choking is also covered. Successful completion of hands-on skills testing demonstrating CPR and AED techniques is required for two-year American Heart Association certification. Note: Does NOT meet the requirements for healthcare professionals or healthcare students. Fee includes: Student Manual and materials. CLASS FEE: \$59

151AHA906.821	(11733)	12:30pm- 4:30pm	Sa	AC346	Staff
Meets on: Sep. 6					
151AHA906.822	(11735)	12:30pm- 4:30pm	Sa	AC346	Staff
Meets on: Oct. 4					
151AHA906.823	(11736)	12:30pm- 4:30pm	Sa	AC346	Staff
Meets on: Nov. 1					

Heartsaver CPR/AED for Adults, Children, and Infants

Four out of five cardiac arrests occur at home. The life you save is most likely to be someone you love: a child, a spouse, a parent or a friend. This course provides lay rescuers the basic skills for handling cardiac and breathing emergencies in adults, children, and infants. Choking is also covered. Successful completion of hands-on skills testing demonstrating CPR and AED techniques is required for two-year American Heart Association certification. Note: Meets DCFS requirements for child care providers. Does NOT meet the requirements for healthcare professionals or healthcare students. Fee includes: Student Manual and materials. CLASS FEE: \$59

151AHA902.601	(11766)	5:30pm- 9:30pm	T	CPL217	Staff
Meets on: Aug. 19					
151AHA902.602	(11767)	5:30pm- 9:30pm	T	CPL217	Staff
Meets on: Sep. 16					
151AHA902.603	(11768)	5:30pm- 9:30pm	T	CPL217	Staff
Meets on: Oct. 14					
151AHA902.604	(11769)	5:30pm- 9:30pm	T	CPL217	Staff
Meets on: Nov. 11					
151AHA902.605	(11770)	5:30pm- 9:30pm	T	CPL217	Staff
Meets on: Dec. 16					

Heartsaver Pediatric First Aid CPR/AED

According to the Center for Disease Control, more than 40 million children visit the emergency room due to injury each year. Immediate action can reduce recovery time in many first aid situations, and CPR can save a child's life. Ideal for child care providers, babysitters, parents, and grandparents, the Heartsaver Pediatric First Aid CPR/AED course provides the skills needed to care for injuries and illnesses in children during the critical minutes until medical help arrives. In addition to learning how to perform CPR and use an AED, participants learn how to stop bleeding, bandage wounds, respond to choking, use an Epinephrine pen, and more. Successful completion of hands-on skills testing is required for two-year American Heart Association certification.

Note: Meets DCFS requirements for childcare providers. Fee includes: Student Manual and materials. CLASS FEE: \$89

151AHA917.820	(11894)	8:00am- 2:30pm	Sa	AC346	Salvador
Meets on: Oct. 11					

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

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

151AHA920.601	(11771)	5:30pm- 9:30pm	W	APC158	Soukup
<i>Meets on: Aug. 13</i>					
151AHA920.602	(11772)	5:30pm- 9:30pm	Th	APC158	Anderson
<i>Meets on: Aug. 14</i>					
151AHA920.820	(11773)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Aug. 16</i>					
151AHA920.821	(11774)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Aug. 16</i>					
151AHA920.605	(11777)	5:30pm- 9:30pm	Th	CPL217	Staff
<i>Meets on: Aug. 28</i>					
151AHA920.822	(11778)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Aug. 30</i>					
151AHA920.606	(11779)	5:30pm- 9:30pm	T	CPL217	Staff
<i>Meets on: Sep. 2</i>					
151AHA920.607	(11780)	5:30pm- 9:30pm	Th	CPL217	Staff
<i>Meets on: Sep. 11</i>					
151AHA920.823	(11781)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Sep. 13</i>					
151AHA920.824	(11782)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Sep. 13</i>					
151AHA920.608	(11783)	5:30pm- 9:30pm	Th	CPL217	Staff
<i>Meets on: Sep. 18</i>					
151AHA920.825	(11784)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Sep. 27</i>					
151AHA920.609	(11785)	5:30pm- 9:30pm	T	CPL217	Staff
<i>Meets on: Oct. 7</i>					
151AHA920.610	(11786)	5:30pm- 9:30pm	Th	CPL217	Staff
<i>Meets on: Oct. 16</i>					
151AHA920.826	(11787)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Oct. 18</i>					
151AHA920.827	(11788)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Oct. 18</i>					
151AHA920.828	(11789)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Oct. 25</i>					
151AHA920.611	(11790)	5:30pm- 9:30pm	Th	CPL217	Staff
<i>Meets on: Oct. 30</i>					
151AHA920.613	(11792)	5:30pm- 9:30pm	M	APC160	Anderson
<i>Meets on: Nov. 3</i>					
151AHA920.612	(11791)	5:30pm- 9:30pm	T	CPL217	Staff
<i>Meets on: Nov. 4</i>					
151AHA920.615	(11794)	5:30pm- 9:30pm	Th	CPL217	Staff
<i>Meets on: Nov. 13</i>					
151AHA920.829	(11795)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Nov. 15</i>					
151AHA920.830	(11796)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Nov. 15</i>					
151AHA920.616	(11797)	5:30pm- 9:30pm	Th	CPL217	Staff
<i>Meets on: Nov. 20</i>					
151AHA920.831	(11798)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Nov. 22</i>					

151AHA920.617	(11799)	5:30pm- 9:30pm	T	CPL217	Staff
<i>Meets on: Dec. 2</i>					
151AHA920.832	(11800)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Dec. 6</i>					
151AHA920.833	(11801)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Dec. 6</i>					
151AHA920.618	(11802)	5:30pm- 9:30pm	Th	CPL217	Staff
<i>Meets on: Dec. 11</i>					
151AHA920.834	(11803)	12:30pm- 4:30pm	Sa	AC346	Staff
<i>Meets on: Dec. 13</i>					
151AHA920.619	(11804)	5:30pm- 9:30pm	Th	CPL217	Staff
<i>Meets on: Dec. 18</i>					

BLS for Healthcare Providers CPR Renewal

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

CLASS FEE: \$69

151AHA903.606	(12018)	5:30pm- 9:30pm	Th	APC158	Anderson
<i>Meets on: Aug. 21</i>					
151AHA903.601	(11739)	5:30pm- 9:30pm	T	CPL217	Staff
<i>Meets on: Aug. 26</i>					
151AHA903.821	(11740)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Aug. 30</i>					
151AHA903.602	(11741)	5:30pm- 9:30pm	T	CPL217	Staff
<i>Meets on: Sep. 23</i>					
151AHA903.822	(11742)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Sep. 27</i>					
151AHA903.603	(11743)	5:30pm- 9:30pm	T	CPL217	Staff
<i>Meets on: Oct. 21</i>					
151AHA903.823	(11744)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Oct. 25</i>					
151AHA903.604	(11754)	5:30pm- 9:30pm	T	CPL217	Staff
<i>Meets on: Nov. 18</i>					
151AHA903.824	(11755)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Nov. 22</i>					
151AHA903.605	(11756)	5:30pm- 9:30pm	M	CPL217	Staff
<i>Meets on: Dec. 8</i>					
151AHA903.825	(11757)	8:00am- 12:00pm	Sa	AC346	Staff
<i>Meets on: Dec. 13</i>					

American Heart Association CPR Instructor Renewal

The American Heart Association trains more than 12 million people in CPR annually, with the help of their Instructors. This course, designed for current AHA CPR Instructors, provides an update of AHA policies and guidelines, a review of CPR Instructor and CPR provider skills, and an update on WCC Training Center policies. The course is one requirement for renewing Instructor certification. Successful completion of hands-on skills testing and a written examination is required for two-year certification. In order to attend, participants must present their current BLS for HCP or Heartsaver Instructor card in class and bring their copy of the Instructor Manual.

Prereq: Current BLS for HCP or Heartsaver Instructor Certification.
CLASS FEE: \$75

151AHA930.600	(11874)	5:30pm- 9:30pm	M	CPL217	Salvador
<i>Meets on: Sep. 29</i>					
151AHA930.601	(11896)	5:30pm- 9:30pm	Th	CPL217	Salvador
<i>Meets on: Oct. 9</i>					
151AHA930.602	(11902)	5:30pm- 9:30pm	Th	CPL217	Salvador
<i>Meets on: Nov. 6</i>					

HUMAN RESOURCES

NEW! SHRM's Essentials of HR Management

This interactive and engaging introductory course from the Society for Human Resource Management (SHRM) offers a comprehensive overview of human resource roles and responsibilities. This program will provide you with the critical knowledge needed to help reduce potentially costly lawsuits and improve your ability to handle challenging HR issues. The content of this course addresses six key human resource management subjects: 1) Human Resource Management (Understanding the HR Function); 2) Employment Law (Application of Key HR Legislation); 3) Recruitment and Selection (Employee Selection); 4) Compensation and Benefits (Elements of a Total Compensation System); 5) Employee Development (Orientation, Development and Training); and 6) Performance Management (Purpose and Process for Performance Evaluation). Note: Please register at least two weeks before start date to secure your place. CPE Credit: This program is pre-approved for 12 hours of general re-certification credit for PHR, SPHR and GPHR certified professionals. Participants must complete the classroom training and post classroom online learning activities and examination to receive a certificate of completion and award of credits. Fee includes: all materials. CLASS FEE: \$650

151HMR990.001 (11885) 8:30am- 4:30pm ThF AC257 Staff
Please register two weeks in advance to secure a seat.
Meets between: Dec. 11-Dec. 12



Are you prepared to face today's human resources challenges?

HR impacts every aspect of your business. Understanding HR best practices is key to your organization's success.

- Does your staff know the difference between teasing and harassment?
- Are you confident your hiring practices aren't discriminatory?
- Can your managers resolve conflicts and provide necessary support to others?
- How do you address emerging HR issues like the use of technology and social media, concealed carry, and medical marijuana?

Learn more about SHRM's **Essentials of HR Management** on Page 22.

NEW! Supervision Skills for the HR Professional

Are you an HR Professional moving into a business-partner role? This new and focused course will help you gain the skills you need. This interactive four-part series focuses on taking the stress out of learning how to be a business partner, and will help you establish credibility, deal with problems, and delegate effectively. "Coaching Your Business Partner" will identify challenges in your new role, and give you new ideas to help you meet those challenges. "Building Strategic Teams" will show you the impact that communication style has on team building and will help you develop conflict resolution tools. "Communicating with Purpose" will help you master communicating the organization's missions and objectives to affect change. "Creating a Problem Solving Culture" will give you a process to help you handle workplace conflict with ease and develop solutions to your trickiest challenges. CPE Credit: This course is approved for 16 (general) recertification credit hours toward PHR, GPHR, and SPHR recertification through the HR Certification Institute. Your instructor will give you the program ID number in class to obtain the credit needed. For more information about certification or recertification, please visit the HR Certification Institute website at www.hrci.org. Fee includes: all materials. CLASS FEE: \$349

1510RE911.001 (11841) 8:30am- 12:30pm F AC223 McAdam
Meets between: Oct. 24-Nov. 14

MANUFACTURING

CNC

CNC Operator Training Program

This course is an introduction to computer numerical control (CNC) machine operation. Students will receive classroom and hands-on training in the machine shop and metrology lab. Skills covered include blueprint reading, CNC programming, machine set-up, operation, tooling, and trouble shooting. The basics of metrology and inspection of parts as per standard will be presented. Successful completion of this course will prepare you for an entry CNC operator position. In addition, you will have the opportunity to earn a National Career Readiness Certificate (NCRC), a credential of your foundational work-related skills, which adds credibility to your job resume. Fee includes: All materials and supplies, the NCRC assessments. CLASS FEE: \$1,525

151CNC911.600 (12004) 6:00pm- 9:00pm TTh AKL107 Staff
Meets between: Sep. 23-Nov. 13

MAINTENANCE

Commercial Food Equipment Repair Technician

Master the skills you need to gain employment as a food service equipment repair technician! This interactive 24-hour online curriculum covers basic topics in electricity, gas and steam as well as an introduction to the food service industry. After completion, you will take a proctored exam at an authorized service company and have the opportunity to interview with that company after passing the exam.

Note: This course is endorsed by the Commercial Food Equipment Service Association (CFESA). Individuals that have successfully completed the program will have access to a proprietary database of more than 600 service companies interested in hiring technicians. CLASS FEE: \$1,495

151ELC930.920 (11680) TBA ONLINE Staff

Enroll anytime between Aug. 18 and Dec. 12.

Visit <http://www.ignitorlabs.com/techniciantraining/waubonsee> for additional information.

Meets between: Aug. 18-Dec. 12



Begin a New Career as a Commercial Food Equipment Repair Technician in Just a Few Weeks!

Companies across North America are looking for trained commercial food equipment repair technicians.

"The same day I finished the online course, I was contacted to set up my proctored exam and arrange a job interview. I got a perfect score on the exam and have started a new full-time career with a great company in the food service equipment repair industry. I highly recommend this course to anyone who is looking for a great career with a lot of potential for growth."

Vince Salvador

Recent participant in the Commercial Food Equipment Repair Technician course.

QUALITY

Certified Manufacturing Engineer (CMfgE) Prep Course

Showcase your advanced manufacturing engineering knowledge and boost your credentials with a Certified Manufacturing Engineer Exam (CMfgE) certification. The course will prepare you to take the CMfgE exam. The body of knowledge includes: mathematics, applied and engineering sciences, materials, product and process design and development, manufacturing process applications, operations, production systems, equipment design, automated systems, controls, quality, continuous improvement, manufacturing management, and personal effectiveness. Note: Participants must purchase the CMfgE Study Materials Package of 3 books from the Society of Manufacturing Engineers at www.sme.org. There is an additional fee for the exam. Prereq: CMfgE Exam Eligibility Requirements: 8 years of combined manufacturing-related education and/or experience, including a minimum of 4 years of work experience required for certification. CLASS FEE: \$999

151MFG922.600 (11833) 6:00pm-9:00pm W WGL218 Gates
Meets on: Oct. 1-Nov. 5

Quality Auditing Fundamentals

This workshop will provide participants with background information on the types of quality audits and the positive results that can be achieved through their use. Topics include: quality system conformity, suitability and effectiveness, audit planning, scheduling, reporting, and establishing the audit protocol. Internal auditing is a required element of the ISO 9001, ISO14001 and TS16949 standards. CLASS FEE: \$449 * MAJOR CODE: VS30

151QLT018.600 (12002) 5:30pm-9:30pm T APC158 Bloch
Meets between: Sep. 9-Sep. 30

Statistical Process Control

This course is designed to develop the students' understanding of the basic elements in the statistical process (materials, machines, methods, manpower, measurement, and miscellaneous and how we attempt to control them). Also emphasis is placed on basic statistics and the charting of variables (X and R) and attributes (P and C). CLASS FEE: \$349 * MAJOR CODE: VS30

151QLT027.820 (12003) 8:30am-12:30pm Sa APC158 Bloch
Meets between: Oct. 4-Oct. 11

NEW! Lean 101: A Lean Manufacturing Overview

Can your workplace benefit from implementing Lean principles? In this course you will learn the concepts, methodology and tools necessary to implement "Lean" techniques. This full-day workshop combines classroom presentation with an interactive simulation. You act as a production worker, applying the lean tools to your individual workspaces as well as across the entire product line, illustrating cause and effect relationships for each of the lean tools presented. You decide what and how to implement while working with realistic constraints such as available resources, cash flow and resistance to change. You will learn to improve productivity by applying visual controls, quick changeover, batch size reduction, point-of-use storage, quality at source, pull systems and more. You will leave with concepts and tools you can apply to make any working environment more efficient. Fee includes: All materials. CLASS FEE: \$359

151QLT990.001 (11840) 8:00am-4:30pm F AC257 Staff
Meets on: Nov. 14

WELDING

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

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

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

151NPT917.920 (11674) TBA ONLINE Staff
Enroll anytime between Aug. 18 and Dec. 12. Classes begin monthly.

Build your FM career on a solid foundation

Ready to grow and advance your career in the Facility Management profession? Or looking for a course that will help you communicate better with members of your FM department or team? **IFMA Facility Management: A Practical Introduction** will give you professional tools you need to accelerate your career or your team!

Learn more on Page 15.



PROFESSIONAL GROWTH

Build Your Professional Brand Using LinkedIn

Have you thought about how you come across on LinkedIn? This site allows you to promote yourself and to give your audience reasons to want to engage and connect with you. In this course, taught by an instructor who uses LinkedIn to promote his personal brand, you will learn ways to establish yourself as an expert in your field and how to use this medium to convey what you are passionate about. Whether you are new to LinkedIn, or hope to get more out of it, this course will give you pointers that will make a difference!

CLASS FEE: \$49

151MKT927.600 (11890) 6:00pm- 8:00pm T AC257 Basilico
Meets on: Sep. 16

151MKT927.601 (11889) 6:00pm- 8:00pm T APC158 Basilico
Meets on: Dec. 9

Dealing With Toxic People While Maintaining Professionalism

Do you work with people that seem to enjoy sprinkling negativity wherever they go? Do they suck the energy right out of you? Do they anger, deflate, or belittle you? The good news is that there are effective ways to deal with toxic people. In this course, you will learn to identify and defuse a toxic co-worker while maintaining a positive image within the workplace. The instructor will give you easy-to-implement techniques to help you deal with your toxic co-worker professionally.

CLASS FEE: \$99

151ORE958.600 (11819) 6:30pm- 8:30pm Th AC223 Wierzgac
Meets on: Dec. 4

Remaining Indispensable at Work

Job security is a top concern in today's workforce. How do you bring attention to the value of what you do? In this interactive, hands-on presentation, you will gain strategies that will help you focus on the things that matter most to you and to your employer. The instructor will give you key strategies for aligning your work with things that matter most. You will learn communication tips, how to find a mentor, and how to safeguard your reputation at work. CLASS FEE: \$99

151ORE959.600 (11818) 6:30pm- 8:30pm Th AC257 Wierzgac
Meets on: Dec. 11

NCRC Assessment Prep: KeyTrain

Be prepared for the National Career Readiness Certificate® Program with this internet-based tool for improving your basic skills measured by the WorkKeys® assessments. Review topics in each skill area and practice problems similar to those on an actual WorkKeys assessment. The KeyTrain system includes self-paced computer instruction, pre- and post-assessments, and an occupational job profile database. These components can be used to help you learn, practice and demonstrate the skills needed to succeed in your desired career. Note: Login details will be administered by Workforce Development. For information about the National Career Readiness Certificate visit <http://www.act.org/certificate/about.html>.

Prereq: Access to an Internet browser, Adobe Reader, and Flash. Fee includes: ACT WorkKeys Skill Report.

CLASS FEE: \$15

151WPS910.920 (11681) TBA ONLINE Staff
Enroll anytime between Aug. 18 and Dec. 12.

Job Search Skills

When searching for a job, it is important to exercise every option at your disposal to get in the door and make a good impression. The topics covered in this class include: getting job leads, translating your previous experience into transferable job skills, writing résumés and cover letters, preparing for interviews, and presenting yourself as up-to-date on industry trends and fluent with new technologies. Regardless of your age, brushing up on these skills will help guide you in getting the job you want. CLASS FEE: \$99

151WPS940.600 (11855) 6:00pm- 9:00pm MW AC223 Gerding
Meets between: Sep. 15-Sep. 29

Job Success Skills

What are employers really looking for in their employees and candidates for employment? This class covers those workplace skills most likely to help you attain and retain sustainable employment. In the current workplace, studies have repeatedly confirmed that the most highly rated skills sought by employers are teamwork, strong communication, problem solving, organization, collaborative and conflict resolution skills. Employees of any age who possess these transferable skills are desired in today's workplace environment.

CLASS FEE: \$99

151WPS941.001 (11857) 9:00am- 12:00pm MWF AC223 Gerding
Meets between: Oct. 13-Oct. 22

Technology Skills for Today's Workplace

Technology is constantly changing. Are you staying on top of it? The technology boom of recent years has brought many new ways of communicating and working into the workplace. Information went from being stored in file cabinets, to floppy discs, to flash drives, to shared servers, and now to clouds. Young graduates are joining the workforce with technological knowledge that is far beyond any generation's knowledge before them. There is increased pressure on workers to learn new ways to work and to keep up with new technology ... or get left behind. Don't get stuck in a routine and refuse to change your ways. Learn how to use the new technology to adjust the way you work to meet the needs of today's employers. CLASS FEE: \$119

151WPS942.600 (11858) 6:00pm- 9:00pm MWF APC145A Gerding
Meets between: Nov. 10-Nov. 19

Five Generations in the Workplace

For the first time in our history, five generations are working side by side in the workplace. As more people work beyond retirement age, there may be a generation gap of more than 50 years between the oldest and youngest employees. The diverse perspectives, motivations, attitudes and needs of these five generations have changed the dynamics of the workforce. Do you understand how work is done differently in different generations? Do you understand needs, interaction and work styles from different generations? A little insight into the differences among the generations can help you better understand the changing landscape of the workplace, and the needs and expectations of your colleagues in a multi-generational workforce. CLASS FEE: \$99

151WPS943.001 (11859) 9:00am- 12:00pm MWF AC244 Gerding
Meets between: Dec. 1-Dec. 10

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



Administrative Professionals One-Day Conference

Your responsibilities keep expanding and your job keeps getting more challenging every day. Wouldn't it be great to invest some time just for you, to learn new skills that will make your day easier and to help you survive and thrive in the hectic world of the office? Experience this amazing one-day, idea-packed opportunity to learn and share best practices with other professionals just like you!

Join your colleagues for this conference on Monday, November 24, 8:30 a.m. – 3:00 p.m. at Waubonsee's Aurora Campus

For more details and to register, visit www.waubonsee.edu/AdminConf.

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

151WPS992.920 (11683) TBA ONLINE Staff
Enroll anytime between Aug. 18 and Dec. 12. Pass code instructions will be provided by Workforce Development.

Workplace Success Concepts: A Single Course Option

Success in the workplace requires specific skills. Do you need to develop a skill in order to be more successful on the job? Are you new to the workforce, and need to acquire an essential skill for success? Pick and choose a work-related skill you would like to sharpen. Course options include: Communication and Collaboration, Creativity and Innovation, Critical Thinking and Problem Solving, Financial Literacy, Flexibility and Adaptability, Initiative and Self-Direction, Leadership and Responsibility, Productivity and Accountability, and Social and Cross-Cultural Skills. Each of these options provides a 13-hour class delivered in an online, self-paced format. Prereq: Internet access, email address. Fee includes: materials. CLASS FEE: \$49

151WPS993.920 (11684) TBA ONLINE Staff
Enroll anytime between Aug. 18 and Dec. 12. Pass code instructions will be provided by Workforce Development.

PROJECT MANAGEMENT

Project Management Fundamentals Workshop

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

CLASS FEE: \$399

151ORE936.001 (11834) 9:00am- 3:00pm F APC158 Gates
Meets on: Aug. 29

Certified Associate in Project Management (CAPM) Exam Preparation Course

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

151ORE937.001 (11835) 9:00am- 3:00pm F APC185 Gates
Meets between: Oct. 17-Nov. 14
Note: Class will not meet on Oct. 31.

Project Management Professional (PMP) Exam Preparation Course

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

1510RE938.001 (11836) 9:00am-3:00pm F AC244 Gates
Meets between: Sep. 5-Oct. 10

PURCHASING

NEW! Certified Purchasing Professional Training and Certification

Set yourself apart in your field and increase your knowledge by achieving the Certified Purchasing Professional (CPP) designation. This course is designed to prepare buyers, purchasing agents, and purchasing managers for the CPP examination. The course provides essential information related to business purchasing. Over twenty-one topics are discussed, including the purpose and objectives of the purchasing function, alternative purchasing organizations and their responsibilities, business ethics for buyers and sellers, the purchasing process, types of suppliers, international buying, essential law for buyers and sellers, the importance of negotiating, essential math for buyers and managers, ways to obtain proper quality, terms and conditions necessary for purchasing, carrier selection, all about prices and costs, types of orders, inventory control, management of the function, measuring supplier performance, and many others. Our American Purchasing Society certified instructor will provide information about completing your CPP application and the exam will be given on the last night of class. Note: For more information regarding the CPP, please review certification requirements at <http://www.american-purchasing.com>. Fee includes: All course materials, Certified Purchasing Professional Exam as well as one year membership in the American Purchasing Society. CLASS FEE: \$1,395

151PUR900.600 (11907) 6:00pm-9:00pm Th APC258 Staff
The last class session will consist of a review and the certification exam.

Meets between: Oct. 16-Nov. 20
Note: Class will not meet on Nov. 13.



Let Your Purchasing Experience Shine

Demonstrate your integrity, education, and experience in purchasing by becoming a Certified Purchasing Professional (CPP). This new course, offered in partnership with the American Purchasing Society will give you all the tools you need to achieve certification. See the course description on this page.

QUALITY

Certified Quality Auditor (CQA) Exam Prep Course

Prepare to stand out from your peers with a Certified Quality Auditor (CQA) certification. The course will prepare you to take the ASQ CQA Exam. The Certified Quality Auditor is a professional who understands the principles of auditing and the auditing techniques of examining, questioning, evaluating, and reporting to determine a quality system's adequacy and deficiencies. This course will review how the CQA analyzes all elements of a quality system and judges its degree of adherence to the criteria of industrial management and quality evaluation and control systems. Note: Participants must purchase study materials from the American Society for Quality web site at: <http://asq.org/index.aspx>. There are additional fees for the exam. Prereq: Please check the ASQ site for exam qualifications and prerequisites. CLASS FEE: \$999

151QLT916.600 (11837) 6:00pm-9:00pm W APC Gates
Meets between: Oct. 9-Nov. 6

Certified Six Sigma Green Belt (CSSGB) Exam Prep Course

Are you passionate about quality and process improvement? A credential can help to demonstrate your passion and your knowledge. The course will prepare you to take the ASQ Certified Six Sigma Green Belt (CSSGB) Exam. The following Body of Knowledge will be reviewed: enterprise-wide deployment, process management, team management, DMAIC (define, measure, analyze, improve, and control), statistical process control, design of experiments, failure mode and effects analysis, statistics, and hypothesis testing. Note: Participants must purchase study materials from the American Society for Quality web site at: <http://asq.org/index.aspx>. There are additional fees for the exam. Prereq: Please check the ASQ site for exam qualifications and prerequisites. CLASS FEE: \$999

151QLT917.600 (11839) 6:00pm-9:00pm Th APC160 Gates
Meets between: Oct. 16-Nov. 20



Participate in a Lean Simulation

Experience how to use half the manufacturing space and half the effort to produce results in half the time with fewer defects. Immerse yourself in the **Lean 101** experience and get ready to implement changes that will save time, money, and increase your overall productivity, regardless of the type of business you are in. See page 24 for more details.

Lean Bronze Certification (LBC) Exam Prep Course

This course is intended to prepare you to take the Lean Bronze Certification (LBC) Exam sponsored by the Society of Manufacturing Engineers (SME), and the American Society for Quality (ASQ). You will gain a deep understanding of the lean body of knowledge including cultural enablers, continuous improvement, value stream mapping, lean systems thinking, lean business metrics, lean accounting, and lean quality management. Note: Materials for the course can be purchased from SME. Exam and certification fees are separate. Visit the SME website: <http://www.sme.org/lean-bronze-certification.aspx> for more information about costs related to the exam. CLASS FEE: \$999

151QLT975.600 (11838) 6:00pm-9:00pm M APC160 Staff
Meets between: Sep. 3-Sep. 24

SAFETY

OSHA 10-Hour for General Industry

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

151SAF002.001 (11760) 8:00am-1:15pm ThF AC257 Serpe
Meets between: Sep. 18-Sep. 19

151SAF002.003 (11884) 8:00am-1:15pm TW AC257 Staff
This class will be taught in Spanish.
Meets between: Sep. 30-Oct. 1

151SAF002.002 (11761) 8:00am-1:15pm ThF APC158 Serpe
Meets between: Nov. 13-Nov. 14

OSHA 10-Hour for Construction

Construction is one of the most hazardous industries in America. What can you do to help prevent injury to your workers and comply with OSHA regulations? Attend this course to learn about fall protection, scaffolds, aerial lifts, cranes and rigging, electrical safety and much more. Your workers will earn their OSHA safety card issued by the United States Department of Labor. CLASS FEE: \$299 * MAJOR CODE: VS30

151SAF006.001 (11805) 8:00am-1:15pm ThF AC257 Serpe
Meets between: Sep. 4-Sep. 5

OSHA 30-Hour Course

NEW! This course is intended to provide a variety of training to individuals with some safety responsibility. OSHA general industry topics covered include: introduction to OSHA standards, walking and working surfaces, electrical, PPE Lockout/Tagout, Hazcom, material handling, machine guarding ergonomics, recordkeeping, and many other topics. Participants will receive an OSHA 30-hour card after completing this course. CLASS FEE: \$799

151SAF936.001 (11762) 8:00am-4:30pm MTWTh AC223
Serpe
Meets between: Oct. 6-Oct. 9

OSHA Hearing Protection Requirements

Protecting the hearing of workers is a recognized employer responsibility. This program will explain the OSHA requirements for administering a Hearing Conservation Program, audiometric testing requirements, the structure of the ear and the science of hearing, fostering and maintaining hearing health, and helping employees understand the importance of, and taking responsibility for their own well being in terms of protecting their hearing on and off the job. Different types of hearing protection, how to properly wear them and their limitations will also be discussed. CLASS FEE: \$99

151SAF904.001 (11806) 8:00am-10:00am T APC158 Serpe
Meets on: Aug. 26

Back Safety

Back injuries are some of the most serious and costly in workplaces today. In this course you will learn about the nature of back injuries and how they occur. We will cover how to set up a back safety program at your facility. Included are at-risk manual materials, handling lifting tasks, safe lifting methods, materials handling aids and alternatives, and how to prevent back injuries from occurring. CLASS FEE: \$99

151SAF949.001 (11807) 10:30am-12:30pm F APC158 Serpe
Meets on: Sep. 26

OSHA Confined Space Standard

If your confined space entry program needs updating, you should attend this OSHA permit-required confined space training session. We will take an in-depth look at your company's requirements as mandated by OSHA's permit-required confined space standard 1910.146. Learn how to recognize and characterize a confined space, common hazards, duties of entrants, attendants, supervisors and communication and rescue requirements. Remember that atmospheric hazards are some of the most deadly hazards in the workplace. Attend this seminar and help your work crews be better prepared to control those hazards. Fee includes: materials. CLASS FEE: \$99

151SAF907.001 (11808) 1:30pm- 3:30pm F APC158 Serpe
Meets on: Sep. 26

Lockout/Tagout

Control of Hazardous Energy, Lockout/Tagout, continues to be one of the most cited of OSHA standards for employer non-compliance. This seminar covers OSHA's basic requirements to validate your program. Requirements for training, machine specific energy control procedures, periodic inspections and contractors are covered. Your supervisory personnel and maintenance workers should attend this training. CLASS FEE: \$99

151SAF901.001 (11809) 8:00am- 10:00am F AC257 Serpe
Meets on: Oct. 17

Machine Guarding

One of the most fundamental of all OSHA safety requirements is the protection of employees who operate machinery. Yet tragic accidents continue to occur at an alarming rate. This course will cover requirements for machine guarding including point of operation guarding, types of machine guards, hazardous machine motions, how and why accidents still occur, and how to prevent them. CLASS FEE: \$99

151SAF902.001 (11810) 10:30am- 12:30pm F AC257 Serpe
Meets on: Oct. 17

OSHA Recordkeeping Requirements

This recordkeeping seminar designed for Human Resource managers covers OSHA's recordkeeping certification requirements, including changes in the requirements. Learn how to make OSHA log entries, fill out the annual summary, complete OSHA accident reports and calculate your Lost Workday Illness and Injury Rate (LWII). CLASS FEE: \$99

151SAF921.001 (11811) 1:30pm- 3:30pm F AC257 Serpe
Meets on: Oct. 17

OSHA's Emergency Action and Fire Prevention Plans

OSHA's emergency action plans and fire extinguisher requirements are covered. Does your facility have a policy and plan that will help ensure employees will be able to evacuate safely in an emergency? If you want to update your facility's program, don't miss this training. OSHA's requirements for your Emergency Action Plan, your Fire Prevention Plan and Fire Extinguisher requirements will be explored in an interactive session. CLASS FEE: \$99

151SAF940.001 (11812) 8:00am- 10:00am F APC158 Serpe
Meets on: Nov. 7



Unemployed? Need to Train for a New Career?

Need help seeking information on how to get Workforce Investment Act (WIA) funding assistance for approved training programs? Get connected with a local Illinois WorkNet Center to determine your eligibility and explore your possibilities for taking advantage of WIA Job Training Services. Many WCC training programs are approved for WIA funding.

To learn more, contact the local Illinois WorkNet Center.

The Illinois WorkNet Center
2 Smoke Tree Plaza
North Aurora
(630) 844-6640

Introduction to Human Factors

In industry, human factors (a branch of ergonomics) is the study of how humans behave physically and psychologically in relation to particular environments, products, or services. Human factors refer to environmental, organizational and job factors, and human and individual characteristics which influence behavior at work in a way which can affect health and safety. Incorporating human factors principles into job and task design or modification can reduce operator error, increase productivity, reduce stress and improve job satisfaction. This course will discuss the basic principles and benefits of human factors and give you easy to apply guidelines to apply to the human factors in your workplace. CLASS FEE: \$99

151SAF996.001 (11813) 10:30am- 12:30pm F APC158 Serpe
Meets on: Nov. 7

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



NEW Online Training Options for Workplace Success!

Enroll in a single course or take an entire bundle of workplace skill courses and gain an understanding of the essential skills needed for success in today's workplace.

More information can be found on page 26.

Introduction to Combustible Dust

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

151SAF978.001 (11814) 1:30pm- 3:30pm F APC158 Serpe
Meets on: Nov. 7

OSHA Electrical Safety

Important OSHA/NEC requirements are discussed: common violations, approved equipment and installations, grounding, ground fault circuit interrupters (GFCI's), OSHA's safety related work practices for qualified employees, and contractor safety. CLASS FEE: \$99

151SAF973.001 (11815) 8:00am- 10:00am F AC257 Serpe
Meets on: Dec. 5

Arc Flash and NFPA 70E

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

151SAF969.001 (11816) 10:30am- 12:30pm F AC257 Serpe
Meets on: Dec. 5

Accident Investigation

Employees are any company's most valued asset, yet in spite of best intentions, thousands of workplace accidents occur every day. It is critically important that every employer have a thorough accident investigation policy in place to investigate workplace accidents. This course explores how accidents occur, and how they can be analyzed to correct the hazardous conditions, unsafe practices, or system weaknesses that may have produced them. You will learn to use the information gained in an accident investigation to prevent future similar, or perhaps worse, accidents. The goal of this course is to give you a procedure to implement to get to the root cause of any accident, and ultimately to aid in accident prevention. CLASS FEE: \$99

151SAF993.001 (11817) 1:30pm- 3:30pm F AC257 Serpe
Meets on: Dec. 5

SALES AND MARKETING

Focused Sales Planning and Goal Setting

This course is part of our "Heat Up Your Sales" series. Whether you are new to sales or you are a sales veteran, it pays to take a step back and look at the way you plan and set goals. This quick and hard-hitting class will give you tips you can put in place immediately to become more strategic and focused. Our experienced instructor will use humor and stories to share his ideas and will leave you with a plan to ensure you are setting and achieving NEW goals! Fee includes: All materials. CLASS FEE: \$99

151MKT945.001 (11830) 8:30am- 10:30am W AC257 Cooper
Meets on: Sep. 24

Get Focused on the Sales Call

This course is part of our "Heat Up Your Sales" series. Pre-call activities and planning can be as important as what you do during an actual call. In this short and focused session, our instructor will share tips to help you plan for your sales calls, email, direct mail, and newsletters. You will also learn how to prepare for and polish your presentation so that it is compelling to every client. Fee includes: All materials. CLASS FEE: \$99

151MKT946.001 (11831) 8:30am- 10:30am W AC257 Cooper
Meets on: Oct. 8

Handling Stalls, Overcoming Objections, and Getting to Yes

This course is part of our "Heat Up Your Sales" series. Getting results is what every salesperson aims for. This course helps you to have more wins by focusing on handling stalls and objections and closing sales. You will also take home pointers for adding to your network and getting referrals. We close this sales series with a discussion of customer service and time management and how the sales person can use these skills to enhance sales. Fee includes: All materials. CLASS FEE: \$99

151MKT947.001 (11832) 8:30am- 10:30am W AC257 Cooper
Meets on: Oct. 22

INTERESTED IN SOCIAL MEDIA FOR MARKETING, PROFESSIONAL OR BUSINESS USES?

We have the latest in Social Media (SM) training. Find a class that meets your needs, advances your professional marketing career, or helps brand and market your business. Training is offered in classroom format or online format.

Classroom Format • Instructor-Led • Prices Vary • For information, see pages 25, 32 and 33.

COURSE	AUDIENCE
Social Media Marketing Specialist Certificate	Marketing professionals, web designers and developers, or professionals with the desire for a thorough and in-depth immersion in implementing social media marketing effectively. (Note: This course is a compilation of the next 4 courses.)
Social Media Marketing and Interactive Content	Marketing professionals, web designers, developers or professionals responsible for developing SM and content marketing campaigns, developing a keyword strategy, or launching a blog.
Social Media for Business	Marketing professionals, web designers and developers, or professionals who need to set up and maintain professional business profiles on Facebook, LinkedIn, Twitter, Google+ and Pinterest.
Social Media Management	Marketing professionals, web designers and developers, or professionals responsible for the strategic use of email campaigns, mobile marketing, and the critical role of analytics.
Social Media Marketing Portfolio Workshop	Those looking to complete the Social Media Marketing Specialist Certificate through a capstone project where you'll plan and implement a social media campaign for your business.
Build Your Professional Brand Using LinkedIn	New or veteran users of LinkedIn to who want to create an engaging professional profile on LinkedIn.

*Online Format • Career Training Programs Leading to Online Marketing Certified Professional (OMCP) Certification
Cost \$1,795 • For information, see: <http://careertraining.ed2go.com/waubonsee>*

COURSE	AUDIENCE
Social Media and Mobile Marketing Professional with OMCP Certification	Marketing professionals and business owners who want a comprehensive understanding of the guidelines, opportunities, and strategies critical to creating effective SM and mobile marketing campaigns.
Digital Analytics and Conversion Professional with OMCP Certification	Marketing professionals who need to measure the impact of SM on converting visitors into customers, those looking to enter the field of web analytics, or those currently working in the field who'd like to further their careers with a certification.
Paid Search Professional with OMCP Certification	Marketing professionals, online business entrepreneurs, or those looking to do Pay-Per-Click (PPC) consulting who need to plan, create, and launch effective paid search campaigns, and ensure that the paid ads are generating a return.
Search Marketing Professional with OMCP Certification	Professionals looking to enter the field of Search Marketing and Search Engine Optimization (SEO), or those currently working in the field who'd like to further their careers with a certification.

Online Format • Especially for small businesses • Cost \$109 • For information, see: www.ed2go.com/waubonsee

COURSE	AUDIENCE
Marketing Your Business on the Internet	Business owners who need to establish an internet presence, build an online brand identity, and develop an internet marketing plan for their business.
Using Social Media in Business	Business owners or prospective owners who want to incorporate Facebook, Twitter, LinkedIn, Pinterest, and Google+ to grow and promote their business.
Introduction to Google Analytics	Business owners, sales managers, marketing directors, web developers and designers - anyone responsible for a website - who needs to understand and fine tune its performance.
Jump-Start Your Career With LinkedIn	Individuals who are actively looking for work, and those who are currently working, but would like to keep their career options open for the future.

Social Media Marketing Specialist Certificate

Social media can broaden a company's scope of business, keep current customers engaged, and reach new potential customers and audiences. From Facebook to Twitter, blogging, YouTube, LinkedIn, Google and more, discover how to navigate the social media arena to enhance communications and effectively market goods and services. This instructor-led certificate program will clarify the rapidly changing landscape of social media, including internet advertising and online marketing, interactive content development, utilizing varied social media platforms, and analyzing results of campaigns. If you are a marketing professional, web design and developer, recent marketing graduate, or someone who desires to implement social media effectively in the workplace, this certificate program will give you the cutting-edge tools you need. Note: This program includes all four courses of the Social Media Marketing Specialist Certificate: MKT951, MKT952, MKT953 and MKT954. Prereq: Working knowledge of the internet, basic familiarity with social media sites such as Facebook and Twitter, basic familiarity with marketing concepts.

CLASS FEE: \$1,995

151MKT950.600 (11991) 6:00pm- 9:15pm TTh APC165 Staff
Class meets every Tuesday and Thursday between Sept. 16 - Oct. 2; Oct. 14 - Oct. 30; Nov. 11 - Nov. 20; and also these dates: Nov. 25, Dec. 9, and Dec. 18.
Meets between: Sep. 16-Dec. 18

Social Media Marketing and Interactive Content

Explore the foundations of marketing and the strategic use of relevant content in developing effective social media campaigns. Examine the scope of social media, the proper application of social platforms, the marketing strategies for interactive content, content creation techniques that generate engagement, and the marketing benefits of blogging. Learn how to develop a social media and content marketing campaign, research and develop a keyword strategy, create and manage an editorial calendar, and design and launch a WordPress blog. Note: This is one of four courses in the Social Media Marketing Specialist Certificate program.

CLASS FEE: \$699

151MKT951.600 (11992) 6:00pm- 9:15pm TTh APC165 Staff
Meets between: Sep. 16-Oct. 2

Social Media for Business

Discover the powerful techniques you can use to establish an identity, gain exposure and build relationships using social media. The class introduces the importance of user demographics and expectations, the influence of rules and algorithms, the power of relationships and collaboration, and the significance of content engagement. Learn how to setup and maintain professional and business profiles on key social platforms (which include Facebook, LinkedIn, Twitter, Google+ and Pinterest), how to capitalize on vital platform features and opportunities, how to employ content to earn engagement and gain exposure, and how to use social advertising to promote and attract interest. Note: This is one of four courses in the Social Media Marketing Specialist Certificate program. CLASS FEE: \$699

151MKT952.600 (11993) 6:00pm- 9:15pm TTh APC165 Staff
Meets between: Oct. 14-Oct. 30



Join a Mastermind Group – A Powerful Way to Build Your Business

One difficulty for small business owners is finding someone to talk to about the challenges of running a business – someone who will provide valuable, relevant feedback, as well as help you with goals, resources and new ideas. Our **“Business Making Waves Mastermind Groups”** have what you are looking for!

There are lots of peer mentor groups out there, but none like ours. For 13 weeks, you will focus intensively on your business needs and issues, alongside of four or five other business owners.

You'll meet once a week with the group facilitated by an experienced business coach, as well as once a month one-on-one with the coach to get your business moving forward fast!

Cost: \$495 (partial scholarships available)

Contact the IL SBDC at Waubonsee at (630) 906-4143 for more information.

Social Media Management

Confidently and competently analyze and manage an integrated marketing campaign. Examine the strategic use of email campaigns, analyze the demand and versatility of mobile marketing, explore the indelible effects of online reputations, and assess the critical role of analytics. Learn to amplify social marketing through integration, manage an online reputation with pro-active monitoring, and improve campaign results by evaluating analytics provided by tools specific to each social platform or online property. Note: This is one of four courses in the Social Media Marketing Specialist Certificate program. CLASS FEE: \$499

151MKT953.600 (11994) 6:00pm- 9:15pm TTh APC165 Staff
Meets between: Nov. 11-Nov. 20

Social Media Marketing Portfolio Workshop

This is the capstone for the Social Media Marketing Specialist Certificate where you will put your skills into practice. Confirm your ability to effectively utilize social media marketing by planning, preparing and implementing a social media marketing campaign for an actual business. Create a campaign blueprint that incorporates the most relevant social media marketing strategies introduced during the course, and develop the social and online properties essential to the campaign. Present your campaign to the Instructor and class for evaluation. Note: This is the final course in the Social Media Marketing Specialist Certificate program. Participants must have completed all three Social Media Marketing Certificate courses (MKT951, MKT952 and MKT953) prior to this course. CLASS FEE: \$249

151MKT954.600 (11995) 6:00pm- 9:15pm TTh APC165 Staff
Class meets on the following dates: Nov. 25, Dec. 9, Dec. 18.
Meets between: Nov. 25-Dec. 18

SMALL BUSINESS

Call (630) 906-4143 for course information.

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

151SBA902.600 (11763) 6:00pm- 9:00pm T AC257 Huxtable
Meets on: Aug. 26

151SBA902.601 (11764) 6:00pm- 9:00pm W AC257 Alvarez
Meets on: Sep. 17

151SBA902.602 (11765) 6:00pm- 9:00pm T PC209 Huxtable
Meets on: Oct. 21

151SBA902.603 (11880) 6:00pm- 9:00pm W AC214 Alvarez
Meets on: Nov. 12

151SBA902.604 (11879) 6:00pm- 9:00pm Th APC195 Huxtable
Meets on: Dec. 11

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

151SBA904.600 (11881) 6:00pm- 9:00pm Th APC195 Huxtable
Meets on: Oct. 2

151SBA904.601 (11882) 6:00pm- 9:00pm T AC244 Huxtable
Meets on: Dec. 2

Business Plan Boot Camp

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

151SBA910.600 (11875) 6:00pm- 9:00pm Th AC214 Huxtable
Meets on: Aug. 28

151SBA910.601 (11876) 6:00pm- 9:00pm T AC244 Kolanowski
Meets on: Sep. 23

151SBA910.602 (11877) 6:00pm- 9:00pm Th AC244 Huxtable
Meets on: Oct. 23

151SBA910.603 (11878) 6:00pm- 9:00pm T AC244 Kolanowski
Meets on: Nov. 18

Small Business Tax Basics Workshop

This workshop will give business owners a comprehensive overview of business recordkeeping and taxes. Topics covered include: how to keep good business records and avoid IRS problems, employment tax information, advantages and disadvantages of different business structures, business income tax, tax forms and filing dates, business deductions, and depreciation basics. CLASS FEE: \$35

151SBA919.600 (11920) 6:00pm- 9:00pm Th AC244 Parker
Meets on: Nov. 6

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

151SBA941.600 (11883) 6:00pm- 8:00pm W AC322 Drake
Meets on: Oct. 8

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

151SBA963.600 (11922) 6:00pm- 9:00pm W AC322 Basilico
Meets on: Oct. 15

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

151SBA966.600 (11926) 6:00pm- 9:00pm T AC244 Basilico
Meets on: Sep. 9



Make a commitment to be great today!

If one word could describe the job of being a frontline leader today, it would be “harder.” Whether you are leading a large team in a manufacturing environment, or a small group in a shop, growing demands for greater productivity, more innovation, and doing more with less have made being a leader more challenging than ever. Our supervisory courses can help you make the switch from good employee to great leader with practical, easy-to-implement ideas. See course information below.

SUPERVISION

NEW! Skills for the New Supervisor

Are you moving into a supervisory role? This interactive four-part series is designed for shift supervisors, inventory managers, line managers, warehouse managers or others who are ready to learn new skills. “Your New Role as Supervisor” will identify the challenges in the role of a supervisor, and offer new ways to meet those challenges. It also covers important laws that impact employees, and the supervisor’s role in relation to those laws. “Building A Solid Team” will show you the impact that your communication style has on team building. “Communicating With Purpose” will help you master verbal and non-verbal communication and delegating for success. “Problem Solving on the Job” will give you the tools you need to handle workplace conflict with ease and develop solutions to your trickiest challenges. Prereq: The only prerequisite for this class is a positive attitude and a willingness to learn. Fee includes: all materials.

CLASS FEE: \$349

1510RD995.001 (11891) 8:30am- 12:30pm F AC257 Staff
Meets between: Oct. 22-Nov. 12

SUSTAINABILITY

BPI Building Analyst/Envelope Certification

Position yourself to be on the leading edge of the energy efficiency/green movement by becoming Building Performance Institute (BPI) certified to provide home performance testing. Learn how to evaluate the energy performance of a house using a comprehensive, whole-house diagnostic procedure. Master the latest building science technology to help solve heating, cooling and air leakage problems and retrofit existing homes. Especially ideal for architects, home inspectors, HVAC and remodeling contractors. Prereq: Familiarity with home construction recommended. Fee includes: all course materials; written and field exams for two BPI certifications included. CLASS FEE: \$2,895

151CST983.001 (11842) 8:00am- 5:00pm ThFSa AC342 Konopacki
Certification testing takes place on Saturday, Oct. 18.
Meets between: Oct. 9-Oct. 18

BPI Building Science Principles Certificate

Interested in green buildings, sustainable design and energy efficiency? Wondering how to apply your interests toward a career in sustainability? Earning the Building Science Principles (BSP) certificate from the Building Performance Institute (BPI) can be the first step into the world of energy efficient home performance or it can help you build on the knowledge you already have. In this course, our experienced and knowledgeable instructor will take you through the basics of building science - how various components of the home interact to affect the home’s overall performance. Other principles covered include the relationship between the building envelope, heating, A/C, insulation, mechanical ventilation, lighting, appliances and other systems of the home. The BSP certificate and its companion Reference Guide are designed for those who need to understand how homes work, but don’t need the hands-on technical skills required of BPI Building Analysts or other BPI certified professionals.

Note: Earn the BSP certificate by passing a 100-question online exam. Class registration will close 10 days before the course start date. Fee includes: The online exam and companion Reference Guide. CLASS FEE: \$299

151CST993.001 (11843) 9:00am- 5:00pm W AC257 Konopacki
Meets on: Nov. 12



ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER AT WAUBONSEE

TAKE YOUR BUSINESS TO THE NEXT LEVEL

Advisory services include:

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- Financial analysis and funding
- Market research
- Marketing plans
- Operational best practices

We answer questions like these, and many more. Call us today to schedule an appointment with an experienced business counselor.

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...

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

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

I want to thank you for all of your help with setting up my business properly! Your insights about marketing and targeting certain populations have been extremely helpful. My business is really taking off this year and I attribute part of this success to all of the help from the Illinois Small Business Development Center at Waubonsee.

Dr. Diana Slaviero
Licensed Clinical Psychologist | Aurora, IL

The City of Geneva considers the Illinois Small Business Development Center at Waubonsee an integral partner in our business development strategies. We regularly refer prospective and existing businesses to Harriet Parker for a wide range of assistance. This includes business start up planning, financial analysis (what product lines to lose or expand), market identification, and classes. Assistance from the Illinois Small Business Development Center at Waubonsee is confidential and effective; we've seen results in Geneva.

Ellen Divita
Director of Economic Development at City of Geneva

Funded in part through a cooperative agreement with the U.S. Small Business Administration and the Department of Commerce and Economic Opportunity.