

SAUK VALLEY COMMUNITY COLLEGE
BUSINESS & COMMUNITY EDUCATION

WINTER / SPRING 2011 - 2012 SCHEDULE



BUILD YOUR **FUTURE** WITH OUR
CAREER OPTIONS



173 IL Route 2, Dixon, IL 61021

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Community College

BUSINESS CORPORATE TRAINING SERVICES

**BUSINESS TRAINING:
NOW MORE IMPORTANT
THAN EVER!**

In today's fast-paced and changing economic climate, training has become an essential key to company success.

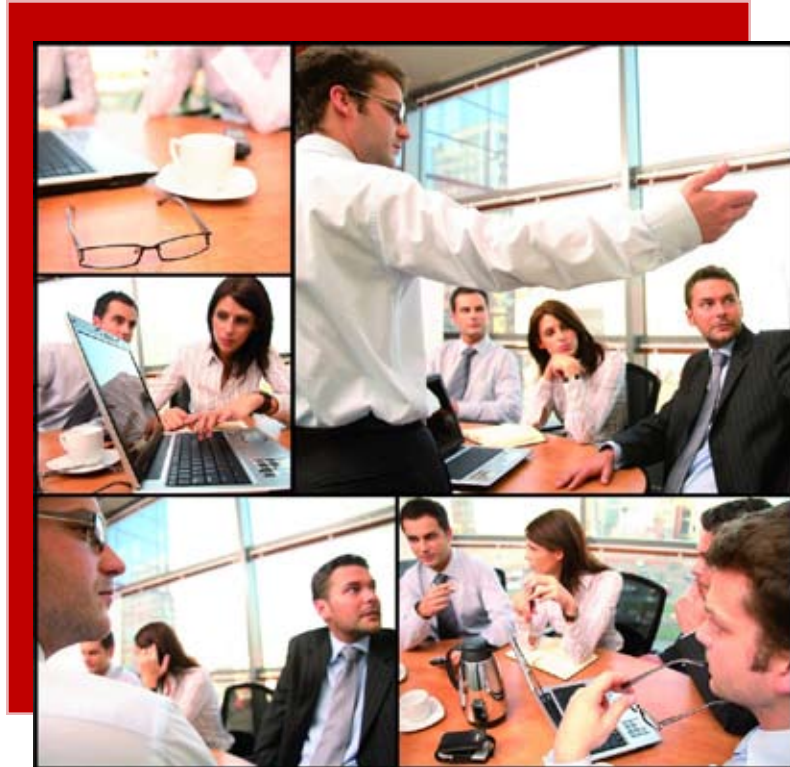
TRAINING: AN INVESTMENT WITH DIVIDENDS!

Employers are now expected to devote greater resources to job-specific training programs in response to the increasing complexity of many jobs, the aging workforce, and technological advances that can leave employees with obsolete skills.

Our Training Programs are designed to improve your company's performance, help meet your goals and positively impact the bottom line!

Benefits of Training

- > **Increased Productivity**
- > **Reduced Employee Turnover**
- > **Increased Efficiency**
- > **Decreased Need for Supervision**



CORPORATE TRAINING SERVICES

- Design programs to improve your company's performance.
- Help you meet goals.
- Positively impact the bottom line.
- Coordinate the training program according to your schedule.
- Conduct training at your company site or on the Sauk campus.

SVCC trainers can create training content specific to your requirements with training conducted on-site or on-campus. We can coordinate training according to your schedule, for college credit, non-credit, anytime, any place, which allows for flexibility in meeting the needs of your company and your employees.

Contact our Coordinator of Business and Community Education, Jeanne DePuy at depuj@svcc.edu or 815/835-6212, to discuss your needs and to provide a training solution designed to meet your goals.

WORK SKILLS & PROFESSIONAL DEVELOPMENT

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CDL Truck Driving Program



No previous experience necessary! If you are looking for a career with good pay, benefits and job security, think about an exciting career in truck driving. This four-week truck driver training program at SVCC combines classroom presentation and hands-on experience that leads to a Class A Commercial Driver's License with all endorsements. Cost of the program is \$3800 including books. For information on this program call 815/835-6212.

Commercial Driver's License Regulations

CRN:60906/GSV 100/Sec W/2 Credits

(7 sessions) Week 1: Mon. – Fri., 3/5-3/9; Week 2: Mon. & Tues., 3/12-3/13

8AM-4:30PM

SVCC -Room 1C3

Dan Thompson

Commercial Vehicle Operation

CRN:60907/GSV 102/Sec W/7 Credits

(13 sessions) Week 2: Wed.-Fri., 3/14-3/16; Weeks 3 & 4: Mon.-Fri., 3/19-3/30

8AM-4:30PM

SVCC –Truck

IVCC Instructor

Professional Medical Coding Course

Vast amounts of information pass through even the most modest of medical offices. The records of every patient (physician observations, prescription history, diagnoses, procedures performed, tracking of diseases, etc.) must be converted into a universally recognized set of classifications, or codes. The practice of Medical Coding is not only necessary to health care providers, but also to health insurance companies. The Medical Coding professional is a crucial and increasingly in-demand role in health care. In much the same way, Medical Billing plays an invaluable part in the offices of health care providers. Qualified specialists submit and track all insurance claims and see to it that insurance companies reimburse the health care provider for services rendered. Coding and Billing skills are so sought after in the healthcare industry, the Bureau of Labor Statistics has projected that careers in Health Information Technology will experience accelerated growth through 2014.

Your instructor, Kim Ramirez, CEMC, CPC, CPC-H, MPC, has extensive experience with coding for both physicians and hospital services. Kim has been in the coding field for over 30 years. She has been an approved Professional Medical Coding Curriculum Physician and Hospital instructor with the AAPC for over 14 years, teaching and certifying over 6000 students!

The fee for this 16-week course includes all books, materials, exam fee, and your membership fee for the American Academy of Professional Coders.

CRN:60891

(16 sessions), Tuesdays, 1/31-5/15

9-11:30 AM

SVCC-ROOM 2F10

Kim Ramirez, CEMC, CPC-I, CPC-H-I, MPC

\$1700

Dental Assisting Program

The 60 hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions – Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as and assistant in the dental practice. This course covers the following key areas and topics –Administrative Aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include: introduction to oral anatomy; dental operator; dental equipment; introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. There is no state or national certification objective with this course.

CRN:60904

(17 sessions), Mons. & Weds., 3/12-5/7

6-9:30PM (60 contact hours)

SVCC-ROOM 2M9B

CCI Instructor

\$1199 (includes textbooks)

Dialysis Technician Program

This 50-hour Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Dialysis Technicians must also assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures including administering oxygen or performing Basic Cardiopulmonary Resuscitation. Additionally, they may also be involved in the training of patients for at-home dialysis treatment and providing them with the emotional support they need for self-care. Note: This program does not include a national or state certification as part of its overall objectives. Additionally there is no student internship or clinical rotation offered as part of this program. Course Contact hours – 50 Hours

CRN:60902

(15 sessions), Mons. & Weds., 3/12-4/30

6-9:30PM (50 contact hours)

SVCC-ROOM 2G12

CCI Instructor

\$999 (includes textbooks)

EKG Technician Certification Program

This comprehensive 50 hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG 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.

CRN:60903

(15 sessions), Mons. & Weds., 3/12-4/30

6-9:30PM (50 contact hours)

SVCC-ROOM 2M3

CCI Instructor

\$999 (includes textbooks)

Pharmacy Technician Program

This comprehensive 50 hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, 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.

CRN:60905

(15 sessions), Tues. & Thurs., 3/13-5/1

6-9:30PM (50 contact hours)

SVCC-ROOM 2G12

CCI Instructor

\$999 (includes textbooks)

Full or Canceled Classes

The Business and Community Education Department reserves the right to limit the enrollments or cancel any class due to insufficient enrollments. For this reason, please register early to reserve your place in the class of your choice. Every effort will be made to notify registrants that a class has been filled or canceled. Registrants may choose alternate courses or receive full refunds.

Physical Therapy Aide Program

This comprehensive 50-hour Physical Therapy Aide Program prepares students for the growing field of physical therapy. The physical therapy aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical therapy aides may be employed in nursing homes, hospitals, sports rehabilitation center and some orthopedic clinics.

Note: This program does not include a national or state certification as part of its overall objectives.

CRN:60901

(15 sessions), Tues., & Thurs., 3/13-5/1,
6-9:30PM
SVCC-Room 2C6 CCI Instructor
\$999 (includes textbooks)

Personal Fitness Training Certification

There is a lot of work involved when you want to become a personal trainer. You have to be ready to learn anatomy, kinesiology (the study of how humans move), and exercise physiology. We do not certify everyone who attends our programs because we are serious about providing a genuine education and maintaining our reputation within the industry. As you start out on the road to become a personal trainer, you will be taught from a beginner's level, so there are no pre-requisites you must master prior to enrolling. This beginner's course does require that you are certified in Adult CPR, however. We'll help you understand how to create exercise programs and learn about your future clients' fitness levels through the ACSM guidelines. Coursework includes attending lectures, demonstrating your knowledge, showing your skills in a hands-on environment, taking an assessment of your skills, and passing a final exam.

Come join this fun field and be a part of what ABC News.com states as the 4th hottest job in the US at a national average of \$25 an hour. Whether a career move or for your own personal knowledge, get all the information you need to become a CERTIFIED PERSONAL TRAINER. This challenging course is taught over a five-week period for better retention and skill competency. The national Exam is held on the sixth week. Fifteen hours of "hands-on" practical training prepares you to actually work with clients one-on-one. Lectures include: anatomy, exercise physiology, nutrition, health screening. Proof of CPR/AED and a 30-hour internship will prepare you to work successfully in the fitness field. ***Call 1-888-330-9487 to order the required textbook for the course - \$81.97 including shipping.**

CRN:60945

(6 sessions), Saturdays, Mar. 3, Mar. 17, Mar. 31, April 14,
April 28, & May 12 (test date) 9AM-4PM SVCC-Room 2M9B
W.I.T.S. Instructor
\$525 (includes lab fee)

Home Inspection

Illinois home inspectors must be licensed and Illinois requires 60 hours of class instruction. This pre-licensing course is approved by the Office of Banks and Real Estate and covers the major elements of home inspection. Successfully completing the 60-hour course allows individuals to take the Illinois state exam.

This course is for people with a working knowledge in contracting, building trades, architecture, or engineering, along with appraisers, insurance adjusters, and property managers interested in gaining knowledge in the home inspection industry. Those who are currently inspecting homes or who are looking for continuing education experience may want a refresher course before taking the state exam. **This program is in partnership with William Rainey Harper College.**

CRN:60946

(15 sessions), Mons. & Weds., 1/23-3/12, 6-10PM
SVCC-Room 2L6 Stewart Barr
\$775

Food Service Sanitation –FOD 105

Develop the knowledge and responsibility for food sanitation operations. Qualify for your certification from the State of Illinois Department of Public Health upon satisfactory completion of a certificate examination.

CRN:60955/FOD 105/Sec W1/1 Credit

(6 sessions), Tues., 1/17-2/21, 5:30-8:30PM
SVCC-Room 2C6 Linda Setchell
\$109

CRN:60956/FOD 105/Sec W1/1 Credit

(6 sessions), Tues., 3/20-4/24, 5:30-8:30PM
SVCC-Room 2L6 Linda Setchell
\$109

Food Service Sanitation Refresher Course

This course will meet the needs of certified food service sanitation managers seeking renewal of their FSSMC certificates. Emphasis will be on current Illinois time/temperature requirements for cooking, cooling and refrigeration, hand contact with ready-to-eat foods, consumer advisories, cross-contamination, cleaning and sanitizing, HACCP, and problems associated with food borne outbreaks.

CRN:60957

(1 session), Sat., 1/28, 8AM-2:00PM
SVCC-Room 2C6 Linda Setchell
\$55

CRN:60972

(1 session), Sat., 5/5, 8AM-2:00PM
SVCC-Room 2K9A Linda Setchell
\$55

Lean Overview with Simulation

This interactive workshop combines comprehensive classroom instruction with simulation of a production facility. The basic concepts of Lean manufacturing and the tools and methodology necessary to implement "lean" on the shop floor are demonstrated. Participants assume the role of production workers, applying lean tools to their individual workspaces and the entire product line. This learn-do technique, over four "shifts," illustrates cause and effect relationships for each of the lean tools presented. Participants review methodology and lessons learned from previous shifts, deciding what and how to implement while working with realistic constraints such as available resources, cash flow, and resistance to change.

CRN:61003

(1 session), Fri., 1/27, 8:30AM-4:30PM
SVCC-Room 2K2 Todd Miller
\$229

Lean Leadership/Change Management

The Lean leadership overview provides an understanding of the roles and responsibilities that each level of the organization will face in effectively implementing lean. Focus is on leadership measuring progress, leading in a culture of lean thinking, and engaging every worker in participating in continuous improvement.

CRN:61004

(1 session), Fri., 2/17, 8:30AM-4:30PM
SVCC-Room 2K2 Steve Barnhart
\$199

ISO 50001/Energy Management

ISO 50001 will provide organizations with management strategies to increase energy efficiency, reduce costs, and improve energy performance. It is intended to provide organizations with a recognized framework for integrating energy performance into management practices. As an introduction to the standard and how it can work for your company, attend the ISO 50001 executive briefing and learn the basics of the standard, including implementation principles and real-life examples from a recent IMEC-client project.

CRN:61005

(1 session), 3/14, 7:30AM-9:30AM
SVCC-Room 2K2 Mark Baer
\$40

Lean Product Development

Lean Product Development can assist you in the development of a process for product development. Implementing a process can help you reduce your time to market and reduce start up and manufacturing costs. In addition, the training will explain how to equip employees with tools that will help more effectively manage projects and create cooperation and teamwork between departments.

CRN:61006

(1 session), 4/13, 7:30AM-9:30AM
SVCC-Room 2K2 Don Shaner
\$40

Administrative Value Stream Mapping

The workshop illustrates the basic skills involved in administrative value stream mapping and includes many of the same key principles as a production VSM. Topics include the eight wastes in non-production processes, lean/world class enterprise concepts for a necessary foundation, and how to follow the step-by-step process for designing a lean system and how to apply flow concepts. Participants will be taken through the current state as a basis for redesigning various business processes and then how to create a future state map. This process is usually used as a tool to identify where batching of information occurs, excess paperwork exist and identifies opportunities for improvement.

CRN:61007

(1 session), 5/18, 8:30AM-4:30PM
SVCC-Room 2K2 Eric Danielson
\$199

TWI/Leadership Skills Development

Training Within Industry (TWI) is a standardized program that addresses the essential needs of leadership. It's an employee development methodology that companies across the U.S. are utilizing to enable frontline personnel to help establish a culture for change, improve performance, and facilitate standardized work. With TWI companies realize immediate changes in productivity, employee retention, cost avoidance, and waste reduction. During the executive briefing, you'll learn about TWI and how it's different from standard training, the key points of the three modules (Job Relations, Job Instruction, and Job Methods), and how to sustain the gains once implemented.

CRN:TBA

(1 session), 6/15, 7:30AM-9:30AM
SVCC-Room 2K2 Mary Hallock
\$40

How to Turn Your Dreams into Your Own Business

This course is for people of all backgrounds and all ages including people from 18-81. This class is a serious Plan B. Each week we will have representatives from local businesses, as well as people who have businesses that can be done from anywhere around the world.

CRN:60982

(4 sessions), Sats., 1/28, 2/11, 2/25 & 3/10, 10AM-2PM
SVCC-Room 2M3 Jill Horn
\$80

So You Want to Start a Business

What entrepreneurs need to know about the rewards and pitfalls of starting a business. Learn what it takes to take the plunge; recognize—and address—the risks before you leap into the world of owning your own business. Consider the opportunities an entrepreneur should seize, the insights they should have and the wisdom to select the right course at the right time.

CRN:60894

(1 session), Wed., 2/15, 6-8:30PM
SVCC-Room 2M3 Terry Feinberg, U of I Ext.
\$25

Real Colors™ Personality Assessment

If you had the key that would unlock the answers to communicating with your family, customers, co-workers and those you serve, would you use it? Imagine having the knowledge to truly understand how others hear your message. Whether you are the supervisor or supervised parent, child, friend or spouse, Colors is a tremendous tool for both personal and professional development. "Colors puts Myers-Briggs to shame in that it is made for a more understandable personality determination with an easy-to-understand system; colors clicked right away." Ted Birren, Vice-President, Board of Education District 59 (retired).

CRN:60892

(1 session), Thurs., 2/16, 6-9PM
SVCC-Room 2M3 Terry Feinberg, U of I Ext.
\$25

Bad Weather Cancellation Policy

If Sauk Valley Community College cancels classes due to bad weather, PPD classes will also be canceled. Cancellations will be announced on area radio, TV stations, and SVCC web page at www.svcc.edu.

Business Plans Made Easy (Sort of)

Start from scratch and walk with us through the process of developing a complete business plan for your new or existing business. You'll learn the language of a business plan and will end the course with a completed plan ready to present to bankers in your community. Marketing, resources, finance, insurance, staffing, inventory, success measures and implementation will all be painlessly covered in the course.

CRN:60895

(8 sessions), Sats., 2/25-4/14, 9AM-12:30PM
SVCC-Room 2F10 Terry Feinberg, U of I Ext.
& Michelle Miller, Miller Consulting
\$100

Engaging Generations

Your business, nonprofit organization and community will change as Gen Y matures into adulthood and other generations will need to accommodate. Why? Because there are nearly as many Gen Y'ers as there are Boomers and there is power in numbers. Gen Y will redefine the workplace as they have redefined parenting, religion, politics and personal relationships. Not only will you learn to prepare for these changes, but you will understand your parents, grandparents, co-workers, bosses and yes, even your children better; and, your next family event will actually be fun once you know the generations better!

CRN:60893

(1 session), Thurs., 3/15, 6-9PM
SVCC-Room 2M3 Terry Feinberg, U of I Ext.
\$25

OSHA 10 Hour Construction Training

This course covers the major provisions of the Occupational Safety and Health Act (OSHA) relevant to the construction industry. Primary topics: the inspection and citation process, working and walking surfaces including ladders and scaffolds, hazardous materials, fall protection, electrical safety and material handling.

CRN:60812

(2 sessions), Wed. & Thurs. 1/25-1/26
8AM-2PM on 1/25 & 8AM-12PM on 1/26
SVCC-Room 2K2 Jeff Clark
\$185

OSHA 10 Hour General Industry Training

Participants will learn the major provisions of the Occupational Safety and Health Act. Primary topics include: the inspection and citation process, working and walking surfaces, emergency plans and exit routes, material safety data sheets and labeling, electrical safety, machine guarding and record keeping. This course can be customized to meet the participants' needs. OSHA's 10 Hour General Industry card will be earned upon completion of this class.

CRN:60890

(2 sessions), Tues. & Wed. 2/14-2/15
8AM-4PM on 2/14 & 8-12PM on 2/15
SVCC-2M3 Jeff Clark
\$185

Forklift Training – Powered Industrial Truck

This program will cover the classroom requirements of the new Powered Industrial Truck Standard. OSHA defines a powered industrial truck as a "mobile, power propelled truck used to carry, push lift, stack, or tier material." Manual operated pallet movers, earth moving and agricultural equipment is not covered by this regulation. This additional class will review the Powered Industrial Truck Training Standard and include the requirements for an in-house training program.

CRN:60889

(1 session), Wed. 3/14, 9AM-12PM
SVCC-2M3 Jeff Clark
\$75

Pre-Licensing, Continuing Education and Certification Courses!

Continuing Education Courses for many professions are now available online with Sauk Valley Community College in conjunction with 360° training. We have hundreds of continuing education offerings for Illinois. Courses are affordable, fast, and convenient.

We also have online training for in-demand jobs. Sauk offers an expansive e-learning and training content library to meet compliance, pre-licensing, continuing education, certification and career development needs across a wide spectrum of industry sectors.

For more information contact Jeanne DePuy at 815/835.6212.



Online Career Training Program

Paralegal

Sauk Valley Community College

Benefits of Online Career Training Programs:

- Learn in-demand skills
- Start anytime and anywhere
- Textbooks are included
- Support offered 7 days a week
- Expert instructor assistance
- Certificate upon successful completion

Program Details:

Registration Fee:	\$1795
Program Hours:	300
All Materials Included	

What Students are Saying:

It's an exciting field, and the program was easy to follow and kept me interested — so, of course I learned more. The support from the facilitator was encouraging. - Linda

I loved being able to study at my own pace. I was able to fit my studies into a very busy life. - Chelsea



Online Learning Anytime,
Anywhere...Just a click away!

Program Overview

The Paralegal Online Training Program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam. (*)

Through a special arrangement between ed2go and the National Association of Legal Assistants (NALA) Campus, your tuition includes free access to the seven preparatory exam courses offered at the NALA Campus. Regardless of whether or not you're eligible for certification or plan to take the exam, the NALA Campus preparatory courses are a value-added supplement to your paralegal education.

ed2go also provides all paralegal students with free access to Westlaw to complete their assigned research projects. Westlaw is an online legal research service that provides fast and easy access to an extensive collection of legal resources, news, business, and public records information. Access to the number-one rated online legal resource, Westlaw, will benefit you tremendously as you perform your legal research assignments during your paralegal education.

Program Objectives

After completing this program, you'll:

- Understand the common responsibilities and duties of paralegals
- Know how the paralegal field is regulated
- Understand ethics for attorneys and paralegals
- Be familiar with how the American legal system is structured and how it operates
- Be able to perform legal analyses
- Conduct legal interviews
- Understand the duties of a litigation assistant in the four stages of litigation
- Conduct legal research
- Implement guidelines and proper etiquette for legal writing
- Understand methods of formal and informal administrative advocacy

Detailed objectives, outlines, prerequisites, frequently asked questions, demos, and ratings of the programs are available at:

www.gatlineducation.com/saukvalley

or contact us at

(815) 835-6212

for more information or to register!

**300
Hours**

**Register
Today!**