SAUK VALLEY COMMUNITY COLLEGE

# BUSINESS & COMMUNITY EDUCATION

FALL 2024 SCHEDULE • SVCC.EDU/CED
CONVENIENT ONLINE REGISTRATION AVAILABLE

**NEW** Leadership Classes Offered. **ENROLL TODAY!**

## LEAD YOURSELF INTO A NEW CAREER
### with Professional Development Courses

**Sauk Valley**
Community College

**NOW 50% OFF**

## UPSKILL YOUR WORKFORCE

Provide your employees with the tools to be great with Customized Training at Sauk Valley Community College. We work around your schedule to provide high quality, personalized training opportunities at convenient times for your employees.

- Training Opportunities
- Blueprint Reading
- Computer Skills
- American Red Cross CPR/AED/First Aid
- Electrical Safety
- Forklift Safety Train-the-Trainer
- Leadership Skills
- Maintenance Mechanic
- OSHA 10 & 30 Hour General Industry

*Funding provided in whole or part by ICCB.*

**Sauk**

For more information, or to schedule a training, contact Dana at dana.j.chacon@svcc.edu or 815.835.6294.

# PROFESSIONAL DEVELOPMENT

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## 5 WAYS TO REGISTER

**Online:** Visit svcc.edu/ced
**Mail:** Complete the enclosed registration form and return it along with full payment to Business & Community Education, Sauk Valley Community College, 173 IL Route 2, Dixon, IL 61021.
**Fax:** Complete the enclosed registration form and fax it to 815.380.6383.
**In-Person:** Complete the enclosed registration form and bring it to the Business & Community Education Department on the first floor, office 1M04 (East end). Payment should be made at that time. In-person registration is open Monday–Thursday, 8:00AM–4:00PM and 8:00AM–1:30PM on Fridays.
**Phone:** Call 815.835.6258 or 815.835.6212 and have your debit or credit card number ready for payment.

## SVCC POLICIES

■ **REGISTRATION & PAYMENT POLICY:**
Registration is required to attend class. Payment is due at the time of registration. Payment can be made by mail, phone, and fax, online, or in person.

■ **FULL OR CANCELLED CLASS POLICY:**
The Business & Community Education Department reserves the right to limit enrollment or cancel a class or trip due to insufficient enrollment. For this reason, please register at least one week before the class or trip is scheduled to guarantee your class or trip is not cancelled. Every effort will be made to notify students that a class or trip has been filled or cancelled. Students will receive full refunds for full or cancelled classes and trips.

■ **BAD WEATHER CANCELLATION POLICY:**
If SVCC cancels classes due to bad weather, Business & Community Education classes or trips will also be cancelled. Cancellations will be announced on area radio, TV stations and on our website, svcc.edu.

■ **REFUND & WITHDRAWAL POLICY:**
*Withdrawal Policy:* Withdrawals must be completed by phone, call 815.835.6258 or 815.835.6212, or in person at the Business & Community Education Department Office, 1M04. Documentation is required for the student withdrawal to be processed. Please leave a message if no one is available to take your call.
*Refund Policy:* If a class or trip is cancelled due to low enrollment, students will receive a full refund. **No refunds will be given to students who do not withdraw during business hours at least three business days before the class or trip.** This excludes observed holidays.

■ **NO-SHOW / NON-PAYMENT POLICY:**
Registered students who are "no-shows" are not withdrawn from a Business & Community Education non-credit class or trip automatically because they have registered and reserved a seat. *Students need to officially withdraw from a class or trip at least three business days before it is scheduled to take place.* If a trip requires a ticket to be purchased, a refund may not be available. Please don't register unless you plan to attend the class or trip.

■ **PAYMENT PLAN OPTIONS:**
Students may enroll into a payment plan for classes that cost over $500. Students can go to svcc.edu and search payment options for more information.

■ **GIVE A GIFT OF LEARNING:**
Looking for the perfect gift to give your spouse, children, friends, or relatives for birthdays, anniversaries or other special occasions? Do you want to reward your employees for a job well done? Call 815.835.6258 or 815.835.6212 to give a gift of learning.

### INSTRUCTORS WANTED!
Do you have a special skill or knowledge of a certain subject matter? Choose a day & time that works for your schedule and share it with the community. Adult class topic examples are Construction, Mental Health, Safety, Cybersecurity, and Technology. There are endless possibilities. Call Brenda Helms at 815.835.6212 or email at brenda.helms@svcc.edu.

# CAREER TRAINING

## ■ CAREER SERVICES

### Developing a Powerful Resume

If you have never written a resume before, or it's been a while since you have updated your existing one, this workshop is for you. You'll learn how to create an effective resume that not only looks professional but communicates your transferable skills to potential employers. Your resume is an important job-hunting tool, its purpose is to market you to potential employers. Learn how to write a job specific resume to secure a job offer. *(Ages 15 & Up)*

**CRN:80102**
(1 session), Monday, September 23; 4:00-5:00PM
SVCC-Room 2M07 • Instructor-Dana Chacon, Career Services
FREE

### Soft Skills – What They Are & Why They Matter

This workshop will help you understand soft skills and how to use them alongside your existing skills. "Soft-skills" is a sociological term relating to a person's "EQ" (Emotional Intelligence Quotient), the cluster of personality traits, social graces, communication, language, personal habits, friendliness, and optimism that characterize relations with other people. Soft skills are an essential part of any job, and job success. *(Ages 15 & Up)*

**CRN:80103**
(1 session), Monday, September 28; 4:00-5:00PM
SVCC-Room 2M07 • Instructor-Dana Chacon, Career Services
FREE

### Interview Do's and Don'ts

Want to know more about interviewing and how to improve your skills? Join us in learning interview techniques that employers use to prepare for a successful interview. Get information and familiarize yourself with the type of initial interviews and potential questions you might face. The workshop covers pre-interview preparation, interview structure, question and answer preparation, and post-interview etiquette. *(Ages 15 & Up)*

**CRN:80104**
(1 session), Monday, November 18; 4:00-5:00PM
SVCC-Room 2M07 • Instructor-Dana Chacon, Career Services
FREE

### Career Development

Looking to evolve your occupational status or enhance your career? Gain a better understanding of your career goals, how to set and achieve them. Know who you are and where you want to go. Career development is an ongoing process of skill enhancement, finding purpose in your work and continuous advancement along your career path. In this class you will explore the phases of career development, goal setting, and strategies to accomplish them. *(Ages 15 & Up)*

**CRN:80105**
(1 session), Monday, December 9; 4:00-5:00PM
SVCC-Room 2M07 • Instructor-Dana Chacon, Career Services
FREE

# TRUCK DRIVER TRAINING
## Midwest Safe Driver at Sauk Valley Community College

## Class A CDL Training

Train to earn your Class "A" Commercial Driver's License (CDL) and prepare for a career in the trucking industry, one of the fastest growing Industries in the country. With over 300,000 truck-driving jobs available in the United States, this course is designed for students with little or no commercial driving experience.

The Sauk Valley Community College Truck Driver Training course includes everything you need to earn a Class A CDL and find your first job as a truck driver. After successful completion of the five-week 160 training hours, you will be scheduled to take the Secretary of State administered Class A test. After successful completion you will receive an Illinois Commercial Driver's License from the Secretary of State, a certificate from Sauk Valley Community College and Midwest Safe Driver. *Commercial License Permit classroom hours run Monday – Friday; 8:00AM-4:30PM and Commercial License Operation class hours run Monday – Friday; 7:30AM – 4:00PM.* For more information, visit svcc.edu/cdl.

Tuition for the Class A program is **$5,148** and includes the cost of a drug screen and DOT physical. Students will pay the cost of permit/license ($50) and motor vehicle record ($20) out of pocket. Grant and scholarship options are available to eligible students to help cover tuition expenses. *Class schedule may be adjusted due to weather or truck maintenance. Go to svcc.edu/cdl for more information. (Ages 18 & Up)*

**Upcoming Class Dates:**
August 12 - September 13 *(no class 9/02)*
September 9 - October 11
October 7 - November 8
November 4 - December 6 *(no class 11/28 & 11/29)*
December 2 - January 10 *(no class 12/24, 12/25, 12/26, 12/31, 1/01, 1/02)*

## Class B CDL Training

Class B CDL training allows you to transport freight that weighs less than 10,000 pounds GVWR with a single axle trailer. Experience high-quality Class B CDL training at Sauk Valley Community College. Class B CDL training is widely seen as an amazing entry point and helps prospective drivers break into the trucking industry. Vehicles that can be driven with a Class B license include dump truck, garbage truck, and snow plow. After successful completion of 160 training hours (40 classroom hours and 120 behind the wheel hours), students will be scheduled to take the Secretary of State administered Class B test. *Class B Commercial License Permit classroom hours run Monday – Friday; 8:00AM-4:30PM and Commercial License Operation hours run Monday – Friday; 7:30AM – 4:00PM.* **There is $2,000 in grant funding available to assist with tuition.** Students will pay the cost of permit/license ($50) and motor vehicle record ($20) out of pocket. *(Ages 18 & Up)*

**CRN:80025**
(20 sessions), Monday, August 26 – Friday, September 20 *(no class 9/2)*
SVCC-Room 3K04 • Instructor-Midwest Safe Driver
$2775 includes DOT Physical & Drug Screen

**CRN:80026**
(20 sessions), Monday, October 21 – Friday, November 15
SVCC-Room 3K04 • Instructor-Midwest Safe Driver
$2775 includes DOT Physical & Drug Screen

# ■ COMPUTER

## Microsoft Word – Level One

Microsoft Word is a word processing program used to generate documents. You will create several documents as you learn about page definition, margins, tabs, editing, enhancing text, spell check, saving, printing, and retrieving documents. Learn about available shortcuts, basic editing techniques, paragraph and character formatting, and controlling page appearance. _Prerequisite: Basic computer and typing skills required. Class size is limited to 10 students. (Ages 16 & Up)_

**CRN:80072**
(1 session), Thursday, September 12; 12:30-5:30PM
SVCC-Room 3K02 • Instructor-Marcy Lawrence
$85

## Microsoft Word – Merge

Learn to mail merge and how to use it for mass mailings, envelopes, and labels. _Prerequisite: Basic computer and typing skills required. Class size is limited to 10 students. (Ages 16 & Up)_

**CRN:80073**
(1 session), Tuesday, September 17; 2:00-5:00PM
SVCC-Room 3K02 • Instructor-Marcy Lawrence
$55

## Microsoft Excel – Level One

Learn basic spreadsheet operations, spreadsheet design, layout, math operations, controlling page appearance, and printing spreadsheets. An emphasis is placed on writing formulas to obtain desired results. Use shortcuts to accomplish tasks as you set up several spreadsheets. _Prerequisite: Basic understanding of keyboard and mouse operations as well as the fundamental Windows operations is required to operate Excel. Class size is limited to 10 students. (Ages 16 & Up)_

**CRN:80074**
(1 session), Thursday, September 19; 12:30-5:30PM
SVCC-Room 3K02 • Instructor-Marcy Lawrence
$85

**CRN:80075**
(1 session), Tuesday, October 8; 12:30-5:30PM
SVCC-Room 3K02 • Instructor-Marcy Lawrence
$85

## Microsoft Excel – Level Two

Take your knowledge of Microsoft Excel and maximize the power of this software as you explore linking, sheet management, and using advanced formulas to summarize data. _Prerequisite: Basic computer and typing skills and knowledge of formula writing in Microsoft Excel required. Class size is limited to 10 students. (Ages 16 & Up)_

**CRN:80076**
(1 session), Tuesday, October 15; 12:30-5:30PM
SVCC-Room 3K02 • Instructor-Marcy Lawrence
$85

## Microsoft Excel – Advanced Formulas

We will explore additional advanced formulas: use your vlookup formula to search, find, and input data automatically for you. If/then statements allow you to test your data: we will explore traditional if/then statements as well as the nesting of if/then in formulas. Conditional formatting will aid you in evaluating your data and we will use this feature in class. _Prerequisite: Basic computer and typing skills and knowledge of formula writing in Microsoft Excel required. Class size is limited to 10 students. (Ages 16 & Up)_

**CRN:80077**
(1 session), Thursday, October 17; 12:30-5:30PM
SVCC-Room 3K02 • Instructor-Marcy Lawrence
$85

## Microsoft Excel – Graphing

Set up and modify graphs in Microsoft Excel. Learn how to tie the graph to your data, generate different types of graphs, modify text and title, add legends, and messages. _Prerequisite: Basic typing skills and knowledge of computers and basic knowledge of writing formulas in Microsoft Excel required. Class size is limited to 10 students. (Ages 16 & Up)_

**CRN:80078**
(1 session), Tuesday, October 22; 2:00-5:00PM
SVCC-Room 3K02 • Instructor-Marcy Lawrence
$55

## Microsoft Excel – Pivot Tables & Data Management

Manage data in Excel using Sorting and Filtering. Pivot tables in Microsoft Excel will allow you to extract some meaningful information from the data. Pivot tables allow you to quickly summarize and analyze large amounts of data in lists and tables independent of the original data layout in your spreadsheet. You can do this by dragging and dropping columns to different rows, columns, or summary positions. Learn to design pivot tables and customize their appearance for reporting purposes. _Prerequisite: Basic typing skills and knowledge of computers and Microsoft Excel required. Class size is limited to 10 students. (Ages 16 & Up)_

**CRN:80194**
(1 session), Thursday, October 24; 2:00-5:00PM
SVCC-Room 3K02 • Instructor-Marcy Lawrence
$55

## Microsoft PowerPoint – Level One

Microsoft PowerPoint is a program used to create slide show presentations. You will learn about backgrounds, colors, pictures, text, and transitions as you create your own slide show presentation. Learn all the basics. You will be making some impressive slide show presentations in no time! Prerequisite: Basic computer and typing skills required. *Class size is limited to 10 students. (Ages 16 & Up)*

**CRN:80193**
(1 session), Tuesday, October 29; 12:30-5:30PM
SVCC-Room 3K02 • Instructor-Marcy Lawrence
$85

## QuickBooks

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small- to midsize-business owner who needs a fully functional accounting system that's also easy to use. In 12 lessons, you'll gain hands-on experience as you master the tools you need set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Whether you're new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business. *(Ages 16 & Up)*

**ONLINE**
$139
Register online at www.ed2go.com/svcc

## Introduction to Microsoft Outlook 2019

Learn how to stay organized in today's world by tracking email messages and appointments, storing names and contact information of important people, and creating to-do lists to help you complete various types of projects for yourself or your job. Besides learning how to create email messages, appointments, task lists, and contact information, students will learn how to search and find information and sort and organize data. Whether you need to manage your personal life or your professional world, the step-by-step lessons in this course will help you master Outlook for use at home or work. *(Ages 16 & Up)*

**ONLINE**
$147
Register online at www.ed2go.com/svcc

## Getting Started with Google Workspace

More and more businesses are switching to Google Workspace for their business documents and communications. Are you ready? In this course, you will get experience with nine great Google apps for business and personal use, including Gmail, Docs, Sheets, and Slides, and learn how they all work together in a seamless suite. *(Ages 16 & Up)*

**ONLINE**
$149
Register online at www.ed2go.com/svcc

# FOOD SERVICE SANITATION

## Food Service Sanitation: 1-day class

This course prepares students to take the food sanitation manager's license ServSafe exam in one day. Students will participate in class and take the exam on the same day. This one-day course is fast-paced and recommended but not required for students seeking renewal of their ServSafe Manager Protection License. Emphasis will be on current food handling information including 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. **The exam scan sheet is included in the cost of the class.** *(Ages 15 & Up)*

**CRN:80100**
(1 session), Saturday, August 3; 8:00AM-5:30PM
KSB Hospital – Private Dining Room • Instructor-Linda Setchell
$175

**CRN:80101**
(1 session), Saturday, October 5; 8:00AM-5:30PM
KSB Hospital – Private Dining Room • Instructor-Linda Setchell
$175

## Food Service Sanitation

Develop the knowledge and responsibility for food sanitation operations. Qualify for your food sanitation manager's license from ServSafe upon satisfactory completion of a license examination. This class is slower paced and ideal for those who have never held a food sanitation license. The food sanitation exam will be given during the last class. **Students will receive the 7th Edition of the ServSafe Manager Textbook with an exam scan sheet at the first class.** *(Ages 15 & Up)*

**CRN:80098**
(4 sessions), Wednesdays, September 11 – October 2; 5:00-8:00PM
KSB Hospital – Private Dining Room • Instructor-Linda Setchell
$225

**CRN:80099**
(4 sessions), Wednesdays, October 30 – November 20; 5:00-8:00PM
KSB Hospital – Private Dining Room • Instructor-Linda Setchell
$225

# ◼ HEALTHCARE CAREER PROGRAMS

Payment plans are available. Students are required to either be paid in full or have a payment plan set up with the SVCC Business Office at least one week before the course begins. Courses need a minimum of 4 students registered and paid in full or enrolled in the payment plan for the course to run.

**Withdrawal Policy:** Student withdrawals must be completed by phone, call 815.835.6212, or in person at the Business & Community Education Department Office, 1M04 at least three business days before the first day of class. Documentation is required for the student withdrawal to be processed. If an enrolled student does not show up to class or officially withdraw, they are still responsible to pay the full tuition amount since they reserved a seat in the course. Students who do not attend class are NOT automatically withdrawn/dropped from the course.

**Refund Policy:** If a course is cancelled due to low enrollment, enrolled students will receive a full refund. No refunds will be given to students who do not withdraw three business days before the first day of class. Business days are Monday through Thursday; 8:00AM–4:00PM and Fridays, 8:00AM–1:30PM and excludes observed Holidays.

## Phlebotomy Technician with Clinical Externship

This 170-hour Phlebotomy Technician Program prepares students to collect blood specimens for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and OSHA safety techniques. The 70 classroom hours and 100 externship hours include: terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods. **The students will experience a clinical externship at a local healthcare facility and will have a minimum of 100 clinic working hours and administer a minimum of 100 sticks per ASCP & NAACLS guidelines.** _Students may need to adjust with their work schedules for the clinic externship._ **Students are required to have scrubs, current physical, and immunizations records for the clinical and the cost of them are NOT included in the cost of the class. The required immunizations are TB, Varicella, MMR, and Tdap. The optional immunizations are COVID-19, Hepatitis B and Flu shot (seasonal).** Clinical time will be scheduled around class time. All students must maintain a 75% or better to receive their completion certificate. **Students may be eligible for a $250 grant to go towards tuition.** *(Ages 18 & Up)*

**CRN:80028**
(20 sessions), Tuesdays & Thursdays, September 3 – November 7; 4:30-8:00PM *(no class 11/5)*
SVCC-Room 3K4 • Instructor-Erin Fox
$1,799 (Textbooks & Clinical Externship included)

## Online Healthcare Program Information Session

This information session is intended for students who want to prepare for an exciting, challenging, and rewarding career in healthcare, but are only able to attend classes online. Prospective students will receive information on the Dental Assisting, Medical Billing & Coding, Pharmacy Technician, and Sterile Processing Technician online programs. Grant and finance options will also be discussed. **The information session is free to prospective students, but registration is required.** *(Ages 17 & Up)*

**CRN:80128**
(1 session), Wednesday, September 4; 6:00-7:00PM
SVCC-Room 1H16 (Riverview Conference Room)
FREE

## Dental Assisting Program

The online Dental Assistant Training combines coursework and hands-on experience to help students prepare to take the next steps toward a new career with confidence. Students will learn essential knowledge and clinical skills that are aligned to industry certification exams, such as the NELDA component exams which can also help students prepare to sit for the AMT Registered Dental Assistant (RDA) certification. Students can participate in a 100-hour externship to practice what they have learned in real-world situations. *(Ages 18 & Up)*
***Register & pay online at https://www.careerstep.com/lp/partner/ap/svcc/.*** Self-paced study with 12-month access to material; 100 Clinical hours completed at a local pharmacy

**ONLINE**
Open Enrollment & Start Anytime
$3,799

## Medical Billing & Coding Professional Program

Medical coding and billing professionals translate medical records into standardized codes used to bill patients and third-party payers such as insurance companies and Medicare. This program will help students prepare to build skills in using CPT, HCPCS, and ICD-10 codes. Students will be prepared to sit for the American Academy for Professional Coder's (AAPC) Certified Professional Coder (CPC) exam. *(Ages 18 & Up)*
*Register & pay online: https://www.careerstep.com/lp/partner/ap/svcc*
Self-paced study with 12-month access to material
100 Clinical hours completed at a local pharmacy

**ONLINE**
Open Enrollment & Start Anytime
$3,699

## Pharmacy Technician with Externship & Certification

Pharmacy Technicians play a crucial role in keeping a pharmacy running smoothly and there are job openings in our area. The online Pharmacy Technician training is accredited by the American Society of Health-System Pharmacists® (ASHP) / Accreditation Council for Pharmacy Education (ACPE) and includes unparalleled content, career support, and a local clinical externship opportunity. Each course explores terminology, calculation techniques, record keeping, and pharmaceutical ethics while immersive virtual activities provide hands-on practice. *Register & pay online at https://www.careerstep.com/lp/partner/ap/svcc/. (Ages 18 & Up)*
Self-paced study with 12-month access to material
130-200 Clinical hours completed at a local pharmacy

**ONLINE**
Open Enrollment & Start Anytime
$3,899

## Sterile Processing Technician

Sterile processing technicians play an essential role in the healthcare industry. Students will learn how to clean, decontaminate, and sterilize medical equipment and instruments that are used for both invasive and non-invasive procedures. Students will be prepared to take the nationally recognized Certified Registered Central Service Technician (CRCST) exam offered through Healthcare Sterile Processing Association (HSPA). *Register & pay online at https://www.careerstep.com/lp/partner/ap/svcc/. (Ages 18 & Up)*
Self-paced study with 8-month access to material

**ONLINE**
Open Enrollment & Start Anytime
$3,199

*Grant Funding Options Are Available for Healthcare Career Programs. Students will need to apply for financial aid at fafsa.gov and call 815.835.6212 for more information.*

# EMERGENCY MEDICAL TECHNICIAN BASIC

## Mercyhealth
A passion for making lives better. ™

## EMT Basic

This This Emergency Medical Technician Basic course is designed to train fire & rescue personnel and persons interested in pursuing a career in prehospital emergency care. Students will gain the knowledge and skills to provide basic emergency medical assistance to people in need.

The curriculum, developed by the U.S. Department of Transportation, prepares students for the National certification examinations.

An EMT is trained to respond to emergency situations and provide efficient and immediate care to the ill and injured. They transport patients to an appropriate medical facility. The EMT possesses the basic knowledge and skills necessary to provide appropriate interventions at the scene and during transport. EMTs function as part of comprehensive EMS response, under medical oversight, and function with basic interventions and equipment.

This extensive course combines reading, lecture, computer-based and on-line learning, significant study time, and practical labs; a minimum 10-15 hour per week time-commitment is to be expected. Skills taught include all areas of patient assessment (medical, cardiac, pediatric, and trauma), airway management, splinting, and appropriate interventions. This demanding course requires significant reading, computer skills, and participatory effort by the EMT candidate. Course is 184-plus hours of classroom training, clinical experience, and field experience. After successful completion, the candidate qualifies to challenge the national exam and licensure in Illinois.

Qualifications: Aptitudes required for EMT work are good physical stamina, endurance, and body conditions to handle significant lifting, stooping and walking. Students must balance items and patients in excess of a minimum of 125 pounds. To be certified as an EMT, candidates must be at least 18 years old and possess a high school diploma or equivalent (GED), at the time of class completion.

Students will complete 25 hours of clinical practice with at least 10 reported patient contacts outside of the scheduled class time. **Students may be eligible for a $250 grant to go towards tuition.** *(Ages 18 & Up)*

**CRN:80045**
Mondays, Tuesdays, and Thursdays, July 29 – December 12; 6:00PM-9:30PM (no class 9/2, 11/5, 11/26 & 11/28)
SVCC-Room 2C10
Instructor- Dave Lohse & Anna Garcia, Mercyhealth
Cost: $899 (Textbook and Exam included)

# ■ LEADERSHIP

*Enroll into all three of the Leadership classes with CRN:80111 and receive a discounted tuition rate of $399!*

## ★ Goal Planning for Sustainable Success

**NEW!** This module addresses personal strengths and development opportunities to achieve sustainable success in a chosen field of work. While some of the development opportunities may be obvious, others are not. Neither are the tools that help each of us identify these developmental opportunities. This session will describe tools that can assist participants to create and execute their goal planning for improvement, both personally and professionally. *(Ages 15 & Up)*

**CRN: 80107**
(1 session), Tuesday, September 17; 9:00AM-12:00PM
SVCC-Room 1H16 (Riverview Conference Room)
Instructor-Rick Lochner
$149

## ★ Priority Management for Sustainable Success

**NEW!** Time has been said to be the 'great equalizer' – we all have the same 24 hours in a day, and it is a form of currency. This module will help participants understand the value of time and how they can take control over how their time is utilized. The ways that we talk about it illustrate its value: we say "Time is money," and "My time was well spent," or "It's a waste of time." Like most professionals, you've probably struggled with managing this resource effectively, especially in meetings. How can you effectively manage your time so that you can accomplish more? How can you effectively manage the meetings you run or attend so that you can accomplish more? This module is designed to help you identify the time wasters that rob you of your number-one asset – time. *(Ages 15 & Up)*

**CRN: 80108**
(1 session), Tuesday, October 15; 9:00AM-12:00PM
SVCC-Room 1H16 (Riverview Conference Room)
Instructor-Rick Lochner
$149

## INSTRUCTOR SPOTLIGHT

**RICK LOCHNER** is the President of RPC Leadership Associates, Inc. where he helps Business Owners, Corporate and Non-Profit Leadership Teams and Individual Professionals Make Leadership a Way of Life. As a Certified Veteran-Owned Business, RPC Leadership Associates, Inc. helps their clients align their businesses to enjoy sustainable success on their terms.

Rick is a graduate of the United States Military Academy at West Point and spent his 11-year military career leading soldiers in challenging environments around the globe. After leaving the Army, he spent the next 18 years in corporate leadership positions ranging from front-line management to senior executive management. He successfully led organizations in Fortune 100 corporations and privately held entrepreneurial ventures in a variety of industries.

In addition to his undergraduate studies, Rick holds both an MS and MBA. As a visiting professor, he taught multiple leadership related courses including Leadership and Organizational Behavior, Managing Conflict in the Workplace and Strategic Operations to name a few. He is also the author of several books including, "I'm Still Sayin': More Revelations for Making Leadership a Way of Life" published in 2019 and most recently, "Finding The Missing Piece: The Impact of Effective Communications on Sustainable Success" published in May 2022.

As an accomplished public speaker and facilitator, his popular leadership workshops range from Inclusive Leadership and Generational Diversity to Effectively Managing Change in Today's Dynamic Business Environment and Effective Personal Leadership.

He and his wife Colleen reside in Naperville, IL.

## ★ Effective Communications for Sustainable Success

**NEW!** This module explores both organizational and personal communication. The module focuses on oral communication, rather than written communication. Effective communication is critical for success in any job, especially in leading others. As a leader, your ability to master effective communication skills will enable you to gain credibility with your team, help you to motivate others, and increase your influence within your agency. Your ability to create effective dialogue among the employees reporting to you will result in enhanced performance of your team. Additionally, best practice organizations manage communication as a process and devote time and attention to improving internal communication. This is one of the most challenging aspects of organizational management. *(Ages 15 & Up)*

**CRN: 80109**
(1 session), Tuesday, December 3; 9:00AM-12:00PM
SVCC-Room 1H16 (Riverview Conference Room)
Instructor-Rick Lochner
$149

# ◼ REAL ESTATE

*Students can view, enroll, and pay online at svcc.theceshop.com. Enter code SAUK25 for a 25% tuition discount. (Ages 18 & Up)*

## 75 Hour Illinois Broker Pre-Licensing

This course is designed to provide students with the 75 hours of instruction required to be eligible for an Illinois broker license. This course prepares students for the Illinois state licensing exam as well as provides the practical business knowledge and foundation necessary to be a successful real estate broker in Illinois. The course includes 60 hours broker pre-license topics, 15 hours applied real estate principles (interactive), and exam prep. The Exam Prep Edge comes with a pass guarantee in the state of Illinois.

**ONLINE**
$459

## Illinois Real Estate Broker Continuing Education

The State of Illinois requires 12 hours of continuing education; 4-hour core course and 8-hours of elective courses. *A complete list of continuing education courses can be found online at svcc.theceshop.com.*

## IL Core (Renewal)

Agency relationships, brokerage agreements, and required disclosures can be confusing to consumers, so this course helps prepare licensees to explain them to better serve the public. This course meets the Illinois mandatory requirement for the Core Course for brokers. Course highlights include:

- Changes to the Real Estate License Act of 2000
- How the act defines unprofessional conduct warranting disciplinary action
- A review of agency law (including leasing agent law), agency relationships, and required disclosures
- Types of agency agreements allowed in Illinois, and the minimum services required of each
- Required property, environmental, compensation and business-related disclosures
- How escrow funds must be handled, and appropriate practices if funds are disputed
- Protected classes in fair housing at the federal, state, and local levels
- Advertising requirements across various media

**ONLINE**
$49

# ◼ SAFETY

## American Red Cross CPR/First Aid/AED

Students will receive American Red Cross CPR training for adult, child, and infant, First Aid Certification, and proper AED training. This class is suitable for individuals needing certification for employment as well as those looking to expand their skill set. Certification card is included. *(Ages 12 & Up)*

**CRN:80070**
(1 session), Saturday, September 14; 9:00AM-1:00PM
SVCC-Room 1H16 (Riverview Conference Room)
Instructor-Heather Grobe
$79

**CRN:80069**
(1 session), Saturday, November 2; 9:00AM-1:00PM
SVCC-Room 1H16 (Riverview Conference Room)
Instructor-Heather Grobe
$79

## 10-Hour General Industry (OSHA)

Students 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, global harmonized system on safety data sheets and labeling, electrical safety, machine guarding, and recordkeeping. This course can be customized to meet the students' needs. **Students will earn their OSHA 10-Hour General Industry card upon completion of this class.** *Coffee, snacks, and lunch on Tuesday is included in the cost of the class. (Ages 18 & Up)*

**CRN:80047**
(2 sessions), Tuesday, September 24; 8:00AM-3:30PM & Wednesday, September 25; 8:00AM-12:00PM
SVCC-Room 3K04 • Instructor-Jeff Clark
$409

## Forklift Operation Safety Train-the-Trainer

The first two hours of this class 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. The additional one hour of this class will be a train-the-trainer session and attendees will receive the information and materials to develop an in-house training program. *(Ages 18 & Up)*

**CRN:80106**
(1 session), Wednesday, November 20; 9:00AM-12:00PM
SVCC-Riverview Conference Room • Instructor-Jeff Clark
$179

# ◼ ONLINE SHORT-TERM TRAINING

## Ed2go: 6-week online & 3-month self-paced classes as low as $115

*Register online at www.ed2go.com/svcc*

Enjoy a wide range of highly interactive courses that students can take entirely over the Internet. Topics include: Accounting & Finance, Business, College Readiness (Test Prep), Computer Applications, Design & Composition, Healthcare & Medical, Language & Arts, Law & Legal, Personal Development (Enrichment), Teaching & Education (Tools for Teachers), Technology, and Writing & Publishing.

- **Monthly Session Start Dates: August 14, September 11, October 16, November 13, December 18, & January 15**
- Convenient 6-week format; 2 lessons per week
- **Self-paced 12-week format class option – start anytime**

- Complete course on your own schedule
- Interactive learning environment
- Instructors lead each course
- Certificate of completion with passing score

# ◼ ONLINE CAREER TRAINING PROGRAMS

**Check out the 300+ career training programs available at careertraining.ed2go.com/saukvalley, or call 815.835.6212.**

Sauk Valley Community College, in partnership with Ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. The programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, and encouraging and motivating you to succeed.

Ed2go's ever-growing catalog of Online Courses and Career Training Programs makes it simple for students to enrich their lives or reach professional goals in a supportive and engaging environment.

## Art and Design

Online graphics design and web design programs make it easy for you to learn new skills or transition to a new career.

## Business

Online management training and business skills programs can help you enter a new career field or advance your current skill set. Select programs even prepare you for industry recognized certifications, such as Lean Six Sigma or PMP.

## Computer Applications

Whether you want to earn Microsoft certifications, learn QuickBooks, or even Photoshop, these online training programs can help you achieve your goals.

## Computer Science

Prepare for a career in software development of web development with online programming courses and programs. Programs include sought after programming languages like Java, C#, and HTML5.

## Construction and Trades

The convenience of online construction training allows you to learn new concepts and skills at your own pace and in the comfort of your own home.

## Health and Fitness

Whether you are seeking a career in the health sector or want to earn a fitness certification, these online training programs can help you start, or advance a rewarding career in helping people lead healthier lives.

## Hospitality

Making a career out of helping others can be incredibly rewarding. Whether you want to be a travel agent, a wedding planner, or even a pastry artist, these online hospitality-training programs can help you get started.

## Information Technology

Start your career in IT with foundational understanding of the industry. If you are an advanced professional, prepare for in-demand IT certifications to advance your career.

## Language

Take your love for languages and turn it into a career with our online training program.

## Legal

Did you know you can earn your paralegal certificate online? You can also become a certified mediator and arbitrator. Each of these online training programs enables you to prepare for various legal careers.

## Teacher Professional Development

Whether you want to run an in-home daycare or want to learn more about child development, these online trainings are perfect for teachers or hopeful child care professionals alike.

## Writing

Careers in writing are difficult to break even if you have a degree in writing studies. These online writing courses will teach you specialty careers and techniques to give you an edge within the industry.

# quickbooks

## ONLINE COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm supportive communities for our learners.

## COURSE FEATURES:

| 100% Online | 24/7 Course access | 6-Week instructor-moderated or 3-month self-guided formats | Learn from industry experts | Receive a certificate of completion |

## QUICKBOOKS FUNDAMENTALS:

### Introduction to QuickBooks Online

Learn to use QuickBooks Online to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables: and much more.

### Intermediate QuickBooks Online

Learn to manage the financial aspects of your business using the cloud-based QuickBooks Online software.

## COURSE BUNDLES:

### QuickBooks Online with Microsoft Excel 2019

If you work with large financial data sets, this course bundle will teach you how to manage, track and update this information with Microsoft Excel 2019 and QuickBooks Online.

### Accounting with QuickBooks Online Suite

This suite of courses will teach you the fundamentals of accounting with QuickBooks Online. You'll learn the essentials of double-entry bookkeeping and managing the financial aspects of your small business quickly and efficiently using QuickBooks.

### QuickBooks Online Series

Learn to record income and expenses; enter checks and credit car payments; track your payables, inventory, and receivables: and much more.

## Sauk Valley Community College

To learn more and enroll, visit:

# ed2go.com/svcc or call 815.835.6212

2404-1530

You may use this form for all programs offered by the Business & Community Education Department. You may duplicate this form as many times as needed. *Required fields are marked with a star *

**Cancelled courses and changes:** Classes which have not filled minimum enrollment 5 days prior to the first class may be cancelled. In the event of a course cancellation, you will be notified and your registration fee refunded.

Mail this form to:
Business & Community Education Department
Sauk Valley Community College
173 Illinois Route 2
Dixon, IL 61021

Telephone: 815-835-6258 or 815-835-6212
Fax: 815-380-6383

Social Security Number or Sauk ID Number *(optional)*

Method of Payment: ____ check/money order ____ cash

____ VISA ____ MC ____ Discover ____ American Express

Credit Card Number

Expiration Date: ____ month ____ year  Security Code _____

Signature: _____

Name*: _____
(Last)                                    (First)                                    (MI)

Address*: _____ City*: _____ State*: _____ Zip*: _____

Home/Cell Phone*: _____ Business Phone: _____ County: _____

E-Mail Address*: _____

Maiden Name: _____  Date of Birth*: _____/_____/_____

*Where did you find out about this class?* _____ (Catalog, Newspaper, Radio, Friend/Family, Social Media, SVCC Website)

SVCC is required to ask the following four questions below, but if you do not feel comfortable answering them leave them blank.

Ethnic Description
____ Asian Pacific Islander
____ American Indian
____ Alaskan Native
____ African American
____ Hispanic
____ Hispanic Origin
____ White Non-Hispanic

Student Intent (check one)
____ Prepare for new or first occupational career
____ Improve present occupational skills
____ Explore courses for career decision
____ Prepare for transfer to 4-yr institution
____ Remedy basic skills deficiency
____ Pursue non-career, personal interest
____ Prepare for high school diploma equivalency test
____ First Professional Degree

Highest Degree Earned
____ GED
____ High School Diploma
____ Some College, no degree
____ Certificate
____ Associate Degree
____ Bachelor Degree
____ Masters Degree
____ Doctorate Degree
____ Other
____ None

Veteran Status
____ Non-Veteran
____ Veteran
____ Reservist

| CRN* | Course Name* | Amount Due* |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

Total Due* $_____

**Bill Company:**

Company Name: _____ Attention To: _____

Address: _____ City: _____ State: _____ Zip: _____

Date: _____ Received by: _____ Cash _____ Check _____ Credit Card _____ Bill Company _____