Business & Community

Education

Fall 2025

Professional Development

Now Offering Night Classes for Class A CDL

Find out more at svcc.edu/ced

Sauk Valley Community College

TAKE YOUR NON-PROFIT TO
THE NEXT LEVEL

Training Tailored to Your Organization's Needs

NOW 100% OFF

For a limited time, offered to non-profit organizations.

Training Opportunities

- Cyber Security
- 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

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

Sauk

PROFESSIONAL **DEVELOPMENT**

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5 WAYS TO REGISTER

Online: Visit svcc.edu/commedenroll
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, 8:30AM–4:00PM and 8:30AM–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 a class or trip. 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.

■ **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! SHARE YOUR EXPERTISE!

Do you have a special skill or deep knowledge in a particular subject? Join us and make a difference by teaching a class in your area of expertise! We're looking for enthusiastic instructors to share their skills with the community on a flexible schedule that works for you.

Adults: Teach exciting subjects like AI, Safety, Cybersecurity, Technology, and more!

Endless possibilities await. You pick the topic, day, and time, and we'll take care of the rest. Call Brenda Helms at **815.835.6212** or email **brenda.helms@svcc.edu** to learn more about this rewarding opportunity.

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)*

Class ID:2065
(1 session), Monday, September 15; 4:00-5:00PM
SVCC-Room 2M05 • Instructor-Dana Chacon

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)*

Class ID:2066
(1 session), Monday, October 13; 4:00-5:00PM
SVCC-Room 2M05 • Instructor-Dana Chacon

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)*

Class ID:2067
(1 session), Monday, November 10; 4:00-5:00PM
SVCC-Room 2M05 • Instructor-Dana Chacon

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)*

Class ID:2068
(1 session), Monday, December 1; 4:00-5:00PM
SVCC-Room 2M05 • Instructor-Dana Chacon

JUMP-START YOUR CAREER!

Career Services can help you explore your career options. Whether you are looking for full-time, part-time, internships, or want to sharpen your job skills, we provide the tools that will help you with your career needs.

Visit svcc.edu/careerservices for more information.

■ CDL

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. 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 CDL 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 Day Class Dates:

- August 18 – September 19 (no class 9/01)
- September 15 – October 17
- October 13 – November 14
- November 10 – December 16 (no class 11/27 & 11/28)
- December 8– January 13 (no class 12/24, 12/25, 12/26, 12/31, 1/01)

★ Class A CDL Training - Night Classes

NEW! The Class A CDL program hours will run 8 weeks, Monday - Thursday; 5:00-9:30PM. Additionally, there will be two classes on Fridays. The Friday classes will be held during daytime hours so the student is able to meet the 160-hour training requirement and earn daytime driving experience. The Secretary of State driving exam will be scheduled once the student completes their 160 training hours.

Tuition for the Class A CDL 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 Night Class Dates:

- August 11 - October 3 (no class 9/1)
- October 6 - December 2 (no class 11/27 & 11/28)

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. *The Class B CDL program qualifies for the Non-Credit Strategies at Work Grant from the Illinois Community College Board (ICCB). The grant funds will be used to reduce the cost of the student's tuition.* Students will pay the cost of permit/license ($50) and motor vehicle record ($20) out of pocket. *Class schedule may be adjusted due to weather or truck maintenance. Go to svcc.edu/cdl for more information. (Ages 18 & Up)*

Class ID:2110
(20 sessions), Monday, September 8 – Friday, October 3
SVCC-Room 1M24 • Instructor-Midwest Safe Driver
~~$2775~~ $275 includes DOT Physical & Drug Screen

Class ID:2111
(20 sessions), Monday, October 20 – Friday, November 14
SVCC-Room 1M24 • Instructor-Midwest Safe Driver
~~$2775~~ $275 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)

Class ID:2072
(1 session), Thursday, September 11; 12:30-5:30PM
SVCC-Room 3K02 • Instructor-Marcy Lawrence
$85

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. A basic understanding of keyboard and mouse operations as well as the fundamental Windows operations is required to operate Excel. 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)

Class ID:2073
(1 session), Tuesday, September 16; 12:30-5:30PM
SVCC-Room 3K02 • Instructor-Marcy Lawrence
$85

Class ID:2074
(1 session), Wednesday, September 24; 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)

Class ID:2075
(1 session), Tuesday, September 30; 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)

Class ID:2076
(1 session), Wednesday, October 8; 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)

Class ID:2077
(1 session), Tuesday, October 14; 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)

Class ID:2078
(1 session), Thursday, October 16; 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)*

Class ID:2079
(1 session), Wednesday, October 22; 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)*
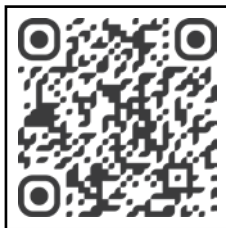
ONLINE
$156
Register online at www.ed2go.com/svcc

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
$164
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.** *This program qualifies for funding by the Non-credit Strategies at Work Grant from the Illinois Community College Board (ICCB). The grant funds will be used to reduce the cost of the student's tuition. (Ages 15 & Up)*

Class ID:2037
(1 session), Saturday, August 9; 8:00AM-5:30PM
SVCC-Room 2M07 • Instructor-Linda Setchell
~~$175~~ $50

Class ID:2038
(1 session), Saturday, October 18; 8:00AM-5:30PM
SVCC-Room 2M07 • Instructor-Linda Setchell
~~$175~~ $50

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.** *This program qualifies for funding by the Non-credit Strategies at Work Grant from the Illinois Community College Board (ICCB). The grant funds will be used to reduce the cost of the student's tuition. (Ages 15 & Up)*

Class ID:2039
(4 sessions), Tuesdays, August 26 – September 16; 5:00-8:00PM
SVCC-Room 2M07 • Instructor-Linda Setchell
~~$225~~ $50

HEALTHCARE CAREER PROGRAMS

Phlebotomy Technician with Clinical Externship

This 150-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 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. _**This program may qualify for funding by the Non-credit Strategies at Work Grant from the Illinois Community College Board (ICCB). The grant funds may reduce the cost of the student's tuition. More information will be available in December.**_ _(Ages 18 & Up)_

Class ID:2106
(20 sessions), Tuesdays & Thursdays, February 10 – April 30, 2026; 5:00-7:30PM (no class 3/17 & 3/19)
SVCC-Room 1M24 • Instructor-Jodi Leader
$1,799 (Textbooks & Clinical Externship included)

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 Coders (AAPC) Certified Professional Coder (CPC) exam. _(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
$3,699

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. _(Ages 18 & Up)_

**Register & pay online at https://www.careerstep.com/lp/partner/ap/svcc/.**

- 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). *(Ages 18 & Up)*

Register & pay online at https://www.careerstep.com/lp/partner/ap/svcc/.

- Self-paced study with 8-month access to material

ONLINE
Open Enrollment & Start Anytime
$3,199

EMERGENCY MEDICAL TECHNICIAN BASIC

Mercyhealth™
A passion for making lives better. ™

EMT Basic

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. ***This program qualifies for funding by the Non-credit Strategies at Work Grant from the Illinois Community College Board (ICCB). The grant funds will be used to reduce the cost of the student's tuition.*** *(Ages 18 & Up)*

Class ID:2031
Mondays, Tuesdays, and Thursdays, July 28 – December 9; 6:00PM-9:30PM (no class 9/2, 11/24, 11/25 & 11/27)
Graduation will be held on Wednesday, December 10
SVCC-Room 2C10
Instructor- Dave Lohse, Mercyhealth
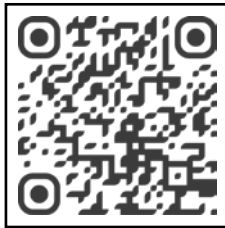Cost: ~~$899~~ $399 (Textbook and Exam included)

■ REAL ESTATE

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. Classes will be completed online. *(Ages 18 & Up)*

Register and pay online at svcc.theceshop.com. Enter code SAUK25 for a 25% tuition discount.

ONLINE
$459

12-Hr. IL Broker CE Package for REALTORS

This complete package includes all 12 continuing education hours required active broker licensee renewal, including the 6-hour Core and 1-hour IDFPR mandated Sexual Harassment Prevention Training requirement. This package includes:

- Illinois 6-Hour Core Course (6 mandatory hours)
- Illinois Sexual Harassment Prevention Training (1 elective hour)
- Using the Code to Solve Ethical Dilemmas (3 elective hours)
- Personal Safety (2 elective hours) *(Ages 18 & Up)*

Register and pay online at svcc.theceshop.com. Enter code SAUK25 for a 25% tuition discount.

ONLINE
$115

■ 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. The American Red Cross Certification card is included. ***This program qualifies for funding by the Non-credit Strategies at Work Grant from the Illinois Community College Board (ICCB). The grant funds will be used to reduce the cost of the student's tuition.*** *(Ages 12 & Up)*

Class ID:2069
(1 session), Saturday, September 20; 9:00AM-1:00PM
SVCC- Riverview Conference Room 1H16
Instructor-Heather Grobe
~~$79~~ $39

Class ID:2070
(1 session), Saturday, November 8; 9:00AM-1:00PM
SVCC- Riverview Conference Room 1H16
Instructor-Heather Grobe
~~$79~~ $39

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)*

Class ID:2112
(1 session), Wednesday, November 12; 9:00AM-12:00PM
SVCC-Riverview Conference Room 1H16 • Instructor-Jeff Clark
$179

Lean Training

This in-depth online course will teach you how to utilize the principles of Lean process improvement as you prepare to test for Lean Certification. For many businesses, the shift to Lean Culture comes from simultaneously defining customer value, aligning around a common purpose, striving for perfectio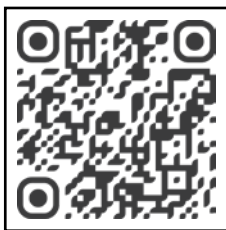n, and respecting and developing employees. Lean Culture results when in the quest to provide customer value, leadership supports and promotes the building of a "problem solving muscle" within the workforce.

The Lean Training and Certification course is simplified, interactive way to quickly and effectively study process improvement and learn organizational shifts from veteran Lean practitioners. You will gain new management skills and learn how to establish your own process improvement. Upon completion of this course, you will be adequately prepared to test for Lean Certification. *(Ages 18 & Up)*

Register online at careertraining.svcc.edu.

ONLINE
$765 (Exam Cost Included)

Choose Your Own
CAREER ADVENTURE

— **SVCC CTE OPEN HOUSE** —

Come to learn more about SVCC CTE programs.
Visit classrooms & meet professors.

Sauk

FEBRUARY 26 • 6:00 – 8:00 P.M.
SVCC WEST MALL
No registration required.

Sauk Valley Community College • 173 IL-2, Dixon, IL

Contact Sasha Logan with questions,
email sasha.b.logan@svcc.edu or call 815.835.6334.

▌ONLINE SHORT-TERM TRAINING

Ed2go: 6-week online & 3-month self-paced classes as low as $129

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 13, September 17, October 15, November 12, December 17, & January 14
- 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

DON'T MISS A THING!

Like us on Facebook and get in on the conversation.

SVCC Community Education @saukcommunityed

■ ONLINE CAREER TRAINING PROGRAMS

Check out the 300+ career training programs available at careertraining.svcc.edu or svcc.edu/commedenroll, 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.

Refund Policy for Ed2go Online Classes: There will be NO refunds granted once Ed2go provides the student with an access code. There will be NO exceptions.

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. *(Animation and Graphic Arts)*

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. *(Accounting, Administrative, Finance, Marketing & Sales, Operations, Project Management, Small Business, and Soft Skills)*

Computer Applications

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

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. *(Programming)*

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. *(Construction, Environmental & Energy, Renewable Energy, Trades, and Transportation)*

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. *(Dental, Fitness, Medical, Veterinary, and Wellness)*

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. *(Catering, Customer Service, Floral Design, Hotel Management, Travel, and Wedding Planning)*

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. *(Cloud Computing, IT Support, Networking, and Security)*

Language

Take your love for languages and turn it into a career with our online training program. *(Professional Interpreting and Translating)*

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. *(Mediation, Transcription, and Paralegal)*

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. *(Child Development and Reading & Writing)*

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. *(Technical Writing)*

ONLINE
Career Training

CERTIFICATION COURSES

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-guided online Advanced Career Training course. **Start any time, learn at your own pace.**

ACE Personal Trainer

This provides you with the knowledge and understanding necessary to prepare for the American Council on Exercise (ACE) Certified Personal Trainer (CPT) certification exam and become an effective personal trainer.

Certified Credit Counselor and Certified Financial Health Counselor
(Voucher Included)

Learn practical financial knowledge and effective counseling techniques to help your clients considerably improve their financial well-being.

Certified Virtual Assistant

Master the skills of a virtual assistant, and start your own virtual assistant business.

Certified Master Wedding and Event Planner

Get the training to jumpstart your career in event planning, and earn the Certified Master Wedding and Event Planner certification.

Certified Professional Life Coach

Master the skills and strategies endorsed by the International Coaching Federation (ICF) and the International Association of Professional Recovery Coaches (IAPRC). Earn your Certified Professional Coach (CPC) certification upon successfully completing the final exam.

Certified Supply Chain Professional (CSCP)

Train to become a Certified Supply Chain Professional (CSCP). This course covers all facets of supply chain management.

Technical Writing Course

Examine the field of technical writing, learn how to write within any technical writing context, and develop your own portfolio.

Home Inspection Certificate

Learn about standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management as you prepare to become a home inspector.

Marketing Design Certificate

This course focuses on design for marketing and business: creating logos, advertisements, communications, and more. You'll learn Photoshop, Illustrator, and PowerPoint.

Optician Certification Training

Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam and NCLE exam.

COURSE FEATURES:

- Facilitators and mentors to answer questions and for guidance
- Career Counselors assist through the transition from classroom to workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials are included
- Payment plans available

COURSES AVAILABLE IN:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

Sauk Valley Community College

To enroll or for more information, visit:

careertraining.svcc.edu

2303-1534_2504

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)

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

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

Class ID*				Course Name*	Amount Due*

Total Due* $_____

Bill Company:
Company Name: _____ Attention To: _____

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

SVCC provides equal opportunity and affirmative action in education and employment for qualified persons regardless of race, color, national origin, ancestry, age, gender, marital status, disability, military status, or unfavorable discharge from military service. Complaints and inquiries related to this policy or any potential discriminatory concerns may be addressed to: Director of Community Education, Sauk Valley Community College, 173 IL Route 2, Dixon, IL 61021, 815.835.6212.