

# Community Education

Fall 2026

**PROFESSIONAL  
DEVELOPMENT**



*CDL Truck Driver Training*

**Find out more at [svcc.edu/ced](https://svcc.edu/ced)**



Non-profit Organization  
U.S. POSTAGE PAID  
Sauk Valley  
Community College

\*\*\*\*\*E<sup>C</sup>RWSS<sup>E</sup>DDM\*\*\*\*\*  
POSTAL CUSTOMER  
173 Route 2, Dixon, IL 61021

**Sauk Valley**  
Community College



# NON-CREDIT INSTRUCTORS WANTED!

NO TEACHING CERTIFICATION NEEDED.



Sauk Valley Community College's Community Education Department offers non-credit courses to the community for professional development and personal enrichment. Share your knowledge, and apply today!



Apply online at [jobs.svcc.edu](http://jobs.svcc.edu) and Search Jobs for Non-Credit Instructors or contact [brenda.helms@svcc.edu](mailto:brenda.helms@svcc.edu) for more information.

## TAKE THE NEXT STEP TOWARD YOUR GOALS!

SVCC offers small classes, dedicated instructors, and the support you need to succeed.

Classes begin the week of August 17.

Morning and evening classes are available.

Enroll today! New Student Orientation is required before classes begin.

## FREE GED CLASSES

### FREE GED® Test

Preparation classes at Sauk Valley Community College prepare you to take the GED to earn your Illinois High School Diploma.



## FREE ESL CLASSES

So ofrecen clases **GRATUITAS** de inglés como segundo idioma (ESL) en Sterling y Dixon. Hay clases disponibles por la mañana o por a noche. Mejore sus habilidades del inglés para prepararse para la universidad, capacitarse, o para una carrera.

**FREE English as a Second Language classes (ESL)** are offered in Sterling and Dixon. Improve your English skills to prepare for college, training, or a career.



To register, go to [svcc.edu/adulted](http://svcc.edu/adulted) or call 815.835.6310. Para inscribirse en la clase de inglés, visite [svcc.edu/adulted](http://svcc.edu/adulted) o llame al 815.835.6241.



# PROFESSIONAL DEVELOPMENT

## TABLE OF CONTENTS

CDL .....	4	Real Estate .....	9
Computer .....	5	Writing.....	9
Food Service Sanitation.....	7	Online Short-Term Training Programs .....	10
Healthcare Career Programs .....	7	Online Career Training Programs.....	11
EMT Basic.....	9	Registration Form .....	12

## 5 WAYS TO REGISTER

**Online:** Visit [svcc.edu/commedenroll](http://svcc.edu/commedenroll)

**Mail:** Complete the enclosed registration form and return it along with full payment to 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 Community Education Department on the first floor, office 1M04 (east end). Payment should be made at that time. In-person registration is open 8:30AM – 4:00PM Monday – Thursday, 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 PROFESSIONAL DEVELOPMENT CLASS POLICIES

### ■ REGISTRATION & PAYMENT POLICY:

Registration is required for all classes. Payment is due at the time of registration and may be made online, by mail, fax, phone, or in person. An invoice can also be sent to a business.

### ■ CLASS CANCELLATION POLICY:

The Community Education Department reserves the right to limit enrollment or cancel a class due to insufficient enrollment. To help ensure your class runs as scheduled, please register at least one week in advance. Every effort will be made to notify students if a class is full or cancelled. Students will receive a full refund for any cancelled by Sauk Valley Community College.

### ■ WEATHER CANCELLATION POLICY:

If Sauk Valley Community College cancels classes due to severe weather, Community Education classes will also be cancelled. Cancellation announcements will be posted on the College website and shared through local television and radio stations.

### ■ WITHDRAWAL & REFUND POLICY:

To withdraw from a class or trip, contact the Community Education Office by phone at 815.835.6258 or 815.835.6212, or visit Room 1M04 in person. Documentation is required to process a withdrawal. If no one is available to answer your call, please leave a message. Students will receive a full refund if a class is cancelled due to insufficient enrollment.

Students must officially withdraw:

- At least five business days before a class begins.

### ■ NO-SHOW / NON-PAYMENT POLICY:

Registered students who do not attend a class are not automatically withdrawn and remain responsible for any applicable fees.

Students must officially withdraw:

- At least five business days before a class begins.

### ■ GIVE A GIFT OF LEARNING:

Looking for the perfect gift to give your colleague, employee, or business contact 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 KNOWLEDGE & 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](mailto:brenda.helms@svcc.edu) to learn more about this rewarding opportunity.

# CAREER TRAINING

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



### Class A CDL Training – Day Classes

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.*

Tuition for the Class A CDL program is **\$5,273** 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.* For more information, visit [svcc.edu/cdl](http://svcc.edu/cdl). (Ages 18 & Up)

#### Upcoming Day Class Dates:

- September 21 - October 23
- October 19 - November 20
- November 16 - December 22 (no class 11/26 & 11/27)
- December 14 - January 15 (no class 12/24, 12/25 & 1/1)

### Class A CDL Training – Night Classes

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 **\$5,273** 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.* For more information, visit [svcc.edu/cdl](http://svcc.edu/cdl). (Ages 18 & Up)

#### Upcoming Night Class Dates:

- September 7 - October 30
- November 2 - December 31 (no class 11/26, 11/27, 12/24 & 12/25)

### 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). Grant funds up to \$1,500 may be applied to reduce the cost of student 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. For more information, visit [svcc.edu/cdl](http://svcc.edu/cdl). Call 815.835.6258 to enroll. (Ages 18 & Up)



#### **Class ID:2211**

(20 sessions), Monday, October 5 - Friday, October 30  
SVCC-Room 1M24  
\$3,165 includes DOT Physical & Drug Screen

#### **Class ID:2212**

(20 sessions), Monday, November 23 - Tuesday, December 22  
(no class 11/26 & 11/27)  
SVCC-Room 1M24  
\$3,165 includes DOT Physical & Drug Screen

## **PARTNER SPOTLIGHT**

### **Celebrating Five Years of Partnership: Midwest Safe Driver**



Since 2021, Sauk Valley Community College has partnered with Midwest Safe Driver of Rochelle, Illinois, to provide high-quality CDL training to individuals seeking careers in the trucking industry.

Led by managing partner Joe Dahm, Midwest Safe Driver combines industry expertise with hands-on instruction to

prepare students for successful careers on the road. The goal of the program is to prepare students not only to pass the CDL exam, but to become safe, professional drivers.

Over the past five years, 227 students have earned their Class A CDL with a 93% completion rate, while 29 students have completed the Class B

CDL program with a 100% completion rate. In 2025, evening classes were added to provide greater flexibility for working adults.

As demand for qualified drivers continues to grow, this partnership is helping students enter a high-demand field with strong earning potential and opportunities for career advancement.



## **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:2249**

(1 session), Thursday, September 10;  
12:30-5:30PM

SVCC-Room 3K02 • Instructor-Marcy Lawrence  
\$89

## **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:2250**

(1 session), Tuesday, September 15; 12:30-5:30PM  
SVCC-Room 3K02 • Instructor-Marcy Lawrence  
\$89

**Class ID:2251**

(1 session), Tuesday, September 22; 12:30-5:30PM  
SVCC-Room 3K02 • Instructor-Marcy Lawrence  
\$89

# **COMPUTER**

## **File Management**

Learn to manage your folders and files. We will review the cut, copy, paste, and rename commands. File management will allow you to store data (pictures, letters, recipes, etc.) on your PC in an organized manner which makes it easier to retrieve and it will enable you to backup data. Learn to copy or move data to an external storage device. Get your photos off your memory card! Prerequisite: Basic computer knowledge and skills required. *Class size is limited to 10 students. (Ages 16 & Up)*

**Class ID:2248**

(1 session), Wednesday, September 9; 1:00-5:00PM  
SVCC-Room 3K02 • Instructor-Marcy Lawrence  
\$75

## 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:2252**

(1 session), Thursday, September 24; 12:30-5:30PM  
SVCC-Room 3K02 • Instructor-Marcy Lawrence  
\$89

## 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:2253**

(1 session), Tuesday, September 29; 12:30-5:30PM  
SVCC-Room 3K02 • Instructor-Marcy Lawrence  
\$89

## 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:2254**

(1 session), Wednesday, October 7; 2:00-5:00PM  
SVCC-Room 3K02 • Instructor-Marcy Lawrence  
\$59

## 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:2255**

(1 session), Wednesday, October 14; 2:00-5:00PM  
SVCC-Room 3K02 • Instructor-Marcy Lawrence  
\$59

## Microsoft PowerPoint – Level One

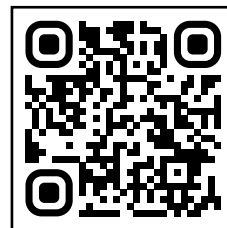
Microsoft PowerPoint is a program used to create slide show presentations. You will learn about backgrounds, colors, pictures, text, and transitions as you create your own slide show presentation. Learn all the basics. You will be making some impressive slide show presentations in no time!. Prerequisite: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

**Class ID:2256**

(1 session), Thursday, October 15; 12:30-5:30PM  
SVCC-Room 3K02 • Instructor-Marcy Lawrence  
\$89

## Introduction to QuickBooks Online

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 to 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. **Register online at [www.ed2go.com/svcc](http://www.ed2go.com/svcc).** *(Ages 16 & Up)*

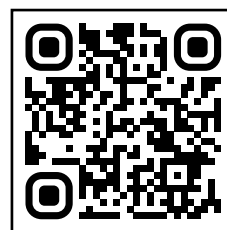


**ONLINE**

Open Enrollment & Start Anytime  
\$156

## Getting Started with Google Workspace

Learn how to use Google's powerful suite of free productivity tools, including Gmail, Docs, Sheets, Slides, Drive, Calendar, Meet, and more. This course will teach you how these applications work together to help you communicate, collaborate, organize information, create documents and presentations, and manage personal or professional projects. By the end of the course, you'll be comfortable using both basic and advanced features to increase productivity at work, school, and home. **Register online at [www.ed2go.com/svcc](http://www.ed2go.com/svcc).** *(Ages 16 & Up)*



**ONLINE**

Open Enrollment & Start Anytime  
\$164

# FOOD SERVICE SANITATION

## Food Service Sanitation

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). Grant funds will be applied to reduce the cost of student tuition. Call 815.835.6258 to enroll. (Ages 18 & Up)**

### Class ID:2258

(1 session), Saturday, August 15; 8:00AM-5:30PM  
SVCC-Room 2C10 • Instructor-Linda Setchell  
\$199 \$99

### Class ID:2259

(1 session), Saturday, October 10; 8:00AM-5:30PM  
SVCC-Room 2C10 • Instructor-Linda Setchell  
\$199 \$99

### Class ID:2294

(1 session), Saturday, November 14; 8:00AM-5:30PM  
SVCC-Room 2C10 • Instructor-Linda Setchell  
\$199 \$99



## ★ Food Service Sanitation for Teenagers

**NEW!** Are you ready to level up your food safety skills and earn a nationally recognized certification? This class is designed specifically for teens interested in starting their own culinary business, food service careers, boosting their resumes, and college applications or leadership roles. Students will learn food safety principles, proper food handling and sanitation, prevention of foodborne illness, and leadership in food service environments. **The registration deadline is October 27. (Ages 14-18)**

### Class ID:2296

(2 sessions), Wednesday, November 4 & Thursday, November 5;  
4:00-8:00PM  
SVCC-Hellmich Riverview Conference Center  
Instructors: Kathy Book & Martha Ebbesmeyer, U of I Extension  
\$80

# HEALTHCARE CAREER PROGRAMS

## Phlebotomy Technician with Clinical Externship

This 155-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 55 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. **Grant funds may be available to reduce the cost of student tuition. Call 815.835.6258 to enroll. (Ages 18 & Up)**

### Class ID:2299

(22 sessions), Tuesdays & Thursdays, February 9 – April 29,  
2027; 5:00-7:30PM (no class 3/16 & 3/18)  
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 National Entry Level Dental Assistant (NELDA) component exams which can also help students prepare to sit for the American Medical Technologists (AMT) Registered Dental Assistant (RDA) exams. Students can participate in a 100-hour externship to practice what they have learned in real-world situations. **Register & pay online at <https://www.careerstep.com/lp/partner/ap/svcc/>.** Self-paced study with 12-month access to material. (Ages 18 & Up)

**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. **Register & pay online at <https://www.careerstep.com/lp/partner/ap/svcc/>.** Self-paced study with 12-month access to material. (Ages 18 & Up)

**ONLINE**

Open Enrollment & Start Anytime  
\$3,699

## Pharmacy Technician

Pharmacy Technicians play a crucial role in keeping a pharmacy running smoothly. 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/>.** Self-paced study with 12-month access to material. (Ages 18 & Up)

**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/>.** Self-paced study with 12-month access to material. (Ages 18 & Up)

**ONLINE**

Open Enrollment & Start Anytime  
\$3,199

## ONLINE HEALTHCARE CAREER PROGRAM REGISTRATION

Many of our Healthcare Career Programs are offered through CareerStep online.

Scan the QR code or visit [www.careerstep.com/lp/partner/ap/svcc/](https://www.careerstep.com/lp/partner/ap/svcc/) for registration.



# EMERGENCY MEDICAL TECHNICIAN

## EMT Basic Program

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. The 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.

### Class ID:2224

Mondays, Tuesdays, and Thursdays, July 27 – December 8;  
6:00-9:30PM (no class 9/7, 11/23, 11/24 & 11/26)  
SVCC-Room: 2C10 • Instructor- Dave Lohse, Mercyhealth  
\$899 \$449 (Textbook and Exam included)  
Graduation will be held on Wednesday, December 9 at 6:00PM

# 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:

- Illinois 60-Hour Broker Pre-License Topics: license law, real property, agency, state and federal laws, advertising, valuation, finance, real estate calculations, contracts, transfer of title, and property management.
- Illinois 15-Hour Applied Real Estate Principles: interactive, presenting situational simulations, case studies, role playing and demonstrations of real estate activities
- Illinois Exam Prep Edge: an intuitive online study experience that helps students ace their exam and helps get their real estate career off to the right start.

Classes will be completed online. **Register and pay online at [svcc.theceshop.com](http://svcc.theceshop.com).** Self-paced study with 6-month access to material. (Ages 18 & Up)

### ONLINE

Open Enrollment & Start Anytime  
\$459 (Enter code SAUK25 for a 25% tuition discount)

# WRITING

## Building Effective Work Instructions for Nonprofits & Churches

Strong organizations rely on clear processes. In this interactive workshop, nonprofit leaders, board members, employees, and volunteers will learn how to create effective work instructions that improve consistency, training, accountability, and organizational continuity. Participants will explore how to document tasks, capture institutional knowledge, identify knowledge gaps, and develop processes that can be easily followed by staff and volunteers. Through discussions and hands-on exercises, attendees will create practical work instructions, learn techniques for validating and updating procedures, and develop strategies to preserve critical knowledge within their organizations. This class is ideal for nonprofits seeking to strengthen operations, improve onboarding, and ensure long-term sustainability. (Ages 18 & Up)

### Class ID:2285

(6 sessions), Mondays, October 5 - November 9; 6:00-7:00PM  
SVCC-Room • Instructor-John Hoh  
\$75



### Be in the Know

Like or follow us on Facebook and join the conversation!  
<https://www.facebook.com/saukcommunityed>

# ONLINE SHORT-TERM TRAINING

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



Register online at [www.ed2go.com/svcc](http://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 12, September 16, October 14, November 11, December 16, & January 13
- 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

Most charitable gifts benefit a single organization.

**WHEN YOU SUPPORT SVCC'S IMPACT PROGRAM, YOUR GENEROSITY DIRECTLY BENEFITS THE SAUK VALLEY.**

Every year, Impact students contribute thousands of volunteer hours to nonprofits, places of worship, community events, and service organizations throughout our region—all while earning a scholarship to SVCC.

When you donate to the Impact Program, you're not just investing in a student's education. You're investing in local organizations that depend on volunteers to fulfill their missions and serve our communities.

Your gift helps students succeed, nonprofits thrive, and the Sauk Valley economy grow.



**CAN YOUR CURRENT CHARITABLE GIVING MAKE THAT KIND OF IMPACT?**



To make a donation contact the Sauk Valley College Foundation.

Visit [svcc.edu/give](http://svcc.edu/give) or call 815.835.6329.

THINK **Sauk** FIRST

SVCC.EDU

# ONLINE CAREER TRAINING PROGRAMS



Check out the 300+ career training programs available at [careertraining.ed2go.com/saukvalley](https://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.

**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, COVID Compliance, 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)*

You may use this form for all programs offered by the 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: 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

Sauk ID Number (optional)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Method of Payment: <input type="checkbox"/> check/money order <input type="checkbox"/> cash																					
<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> Discover <input type="checkbox"/> American Express																					
Credit Card Number																					
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>																					
Expiration Date: <input type="checkbox"/> month <input type="checkbox"/> year Security Code <input type="checkbox"/>																					
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<br><input type="checkbox"/> Asian Pacific Islander<br><input type="checkbox"/> American Indian<br><input type="checkbox"/> Alaskan Native<br><input type="checkbox"/> African American<br><input type="checkbox"/> Hispanic<br><input type="checkbox"/> Hispanic Origin<br><input type="checkbox"/> White Non-Hispanic | Student Intent (check one)<br><input type="checkbox"/> Prepare for new or first occupational career<br><input type="checkbox"/> Improve present occupational skills<br><input type="checkbox"/> Explore courses for career decision<br><input type="checkbox"/> Prepare for transfer to 4-yr institution<br><input type="checkbox"/> Remedy basic skills deficiency<br><input type="checkbox"/> Pursue non-career, personal interest<br><input type="checkbox"/> Prepare for high school diploma equivalency test<br><input type="checkbox"/> First Professional Degree | Highest Degree Earned<br><input type="checkbox"/> GED<br><input type="checkbox"/> High School Diploma<br><input type="checkbox"/> Some College, no degree<br><input type="checkbox"/> Certificate<br><input type="checkbox"/> Associate Degree<br><input type="checkbox"/> Bachelor Degree<br><input type="checkbox"/> Masters Degree<br><input type="checkbox"/> Doctorate Degree<br><input type="checkbox"/> Other<br><input type="checkbox"/> None | Veteran Status<br><input type="checkbox"/> Non-Veteran<br><input type="checkbox"/> Veteran<br><input type="checkbox"/> Reservist |
|---|---|---|--|

Class ID*	Course Name*	Amount Due*

Total Due\* \$ \_\_\_\_\_

Bill Company:  
 Company Name: \_\_\_\_\_ Attention To: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_