

# Community Education

Spring 2026

Professional  
Development



*Industrial Maintenance Bootcamp*

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



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

\*\*\*\*\*ECRWSSDDM\*\*\*\*\*  
POSTAL CUSTOMER  
173 Route 2, Dixon, IL 61021

**Sauk Valley** Community College

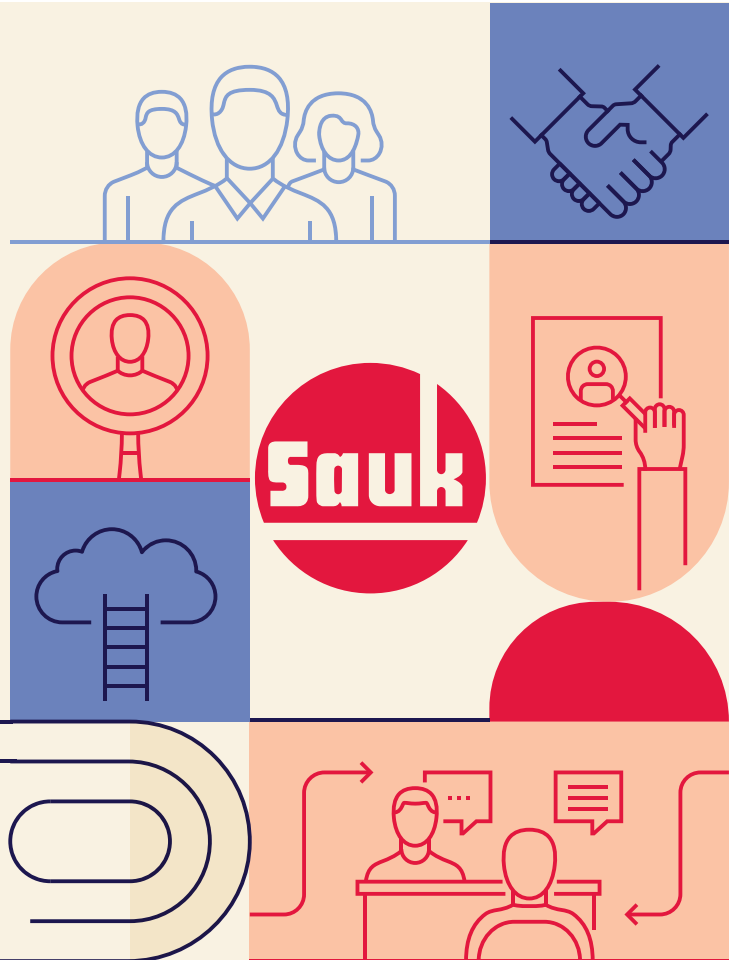
# JOB FAIR

**Wednesday, April 8**  
**10:00 a.m. - 2:00 p.m.**

Located in the West Mall  
Sauk Valley Community College



[svcc.edu/jobfair](https://svcc.edu/jobfair)



# WELDING<sub>FOR</sub>VETS

## WELDING FOR VETERANS & ACTIVE MILITARY

Learn the basics of MIG Welding including machine setting, work angle, travel angle, and arc length.

**Thursday, August 13**

*Choose one 4-hour session*

8:00 a.m. – 12:00 p.m.

4:00 p.m. – 8:00 p.m.

**Welding for Veterans & Active Military is a FREE class,  
supplies included.**

Register online at [svcc.edu/ced](https://svcc.edu/ced) or call 815.835.6258.  
DD214 or military status required to enroll.

*Funding provided in whole or part by ICCB.*



# PROFESSIONAL DEVELOPMENT

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## 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 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 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, Community Education classes or trips will also be cancelled. Cancellations will be announced on area radio, TV stations and on our website, [svcc.edu](http://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 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 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 A.I., 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.





## ■ AUTOMOTIVE

### Entry-Level Automotive Technician Program

Sauk Valley Community College and Whiteside Area Career Center are partnering to offer a seven-week Automotive Basics Program. The program will be four weeks of instruction and hands-on learning, a two-week externship (minimum of 40 hours), and three days of review and ASE test preparation. Students will gain an entry level understanding in suspension and steering, brakes, exhaust systems, and routine maintenance

and servicing of vehicle systems. Minimal automotive knowledge or experience is needed to be successful in this program. The program will provide students with a solid foundation and skills to enter the automotive industry. Dedicated students will receive a tool kit and tool box before they start their externship (worth up to \$500). *Students must have a valid driver's license. Space is limited to 10 students.*



***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 towards the cost of student tuition. Students will receive a tool kit and tool box. Call 815.835.6258 to enroll. (Ages 18 & Up)***

**Class ID:2177**

Classroom Instruction / Hands-on Learning  
Tuesday, May 26 – Friday, June 19; 8:00AM-12:00PM  
Whiteside Area Career Center, Sterling, IL • Instructor-Bill Hare  
\$949 \$349

40-hour Externship  
Monday, June 22 – Friday, July 3; TBD  
Location TBD

Review & ASE Test Prep  
Monday, July 6 – Wednesday, July 8; 8:00AM – 12:00PM  
Whiteside Area Career Center, Sterling, IL • Instructor-Bill Hare



## ■ 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.*

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

#### **Upcoming Day Class Dates:**

- January 5 - February 6
- February 2 - March 6
- March 2 - April 3 (no class 3/20 - spring break)
- March 30 - May 1
- April 27 - May 29 (no class 5/25)

## 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 **\$5,148** 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.* For more information, visit [svcc.edu/cdl](http://svcc.edu/cdl). (Ages 18 & Up)

### Upcoming Night Class Dates:

- January 12 - March 6 (no class 1/19)



## 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:2127**

(1 session), Wednesday, February 25; 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:2128**

(1 session), Monday, March 2; 12:30-5:30PM  
SVCC-Room 3K02 • Instructor-Marcy Lawrence  
\$85

#### **Class ID:2129**

(1 session), Monday, March 9; 12:30-5:30PM  
SVCC-Room 3K02 • Instructor-Marcy Lawrence  
\$85



## 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 will 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:2189**

(20 sessions), Monday, February 9 – March 6  
SVCC-Room 1M24  
\$3,165 \$1,165 includes DOT Physical & Drug Screen

***Like us on Facebook at SVCC Community Education***

## 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:2130

(1 session), Wednesday, March 11; 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:2131

(1 session), Wednesday, March 18; 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:2132

(1 session), Tuesday, March 24; 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:2133

(1 session), Thursday, March 26; 2:00-5:00PM  
SVCC-Room 3K02 • Instructor-Marcy Lawrence  
\$55

## Microsoft PowerPoint – Level One

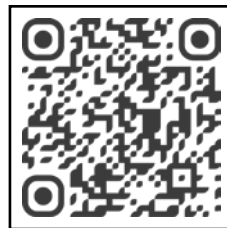
Microsoft PowerPoint is a program used to create slide show presentations. You will learn about backgrounds, colors, pictures, text, and transitions as you create your own slide show presentation. Learn all the basics. You will be making some impressive slide show presentations in no time! Prerequisite: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

### Class ID:2134

(1 session), Monday, March 30; 12:30-5:30PM  
SVCC-Room 3K02 • Instructor-Marcy Lawrence  
\$85

## 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. *(Ages 16 & Up)*



### ONLINE

\$156

Register online at [www.ed2go.com/svcc](http://www.ed2go.com/svcc)

## Computer Skills for the Workplace

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees who can effectively send emails, create spreadsheets, manage databases, understand memory and network limitations, and recognize the function and features of modern computer components. Any job candidate who already possesses these skills will stand above those who do not. Confidently apply for jobs knowing that you possess the computer skills needed to perform the job. This course includes a great introduction to Windows 10 and Office 265 to provide the fundamental computer competencies you need to prosper in a modern workplace. *(Ages 16 & Up)*



### ONLINE

\$147

Register online at [www.ed2go.com/svcc](http://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). Grant funds will be applied to reduce the cost of student tuition. Call 815.835.6258 to enroll. (Ages 15 & Up)**

### Class ID:2170

(1 session), Saturday, January 24; 8:00AM-5:30PM  
SVCC-Room 2C10 • Instructor-Linda Setchell  
\$199 \$50

### Class ID:2171

(1 session), Saturday, April 25; 8:00AM-5:30PM  
SVCC-Room 2C10 • Instructor-Linda Setchell  
\$199 \$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). Grant funds will be applied to reduce the cost of student tuition. Call 815.835.6258 to enroll. (Ages 15 & Up)**

### Class ID:2172

(3 sessions), Tuesday, May 12 – Thursday, May 14; 4:00-8:00PM  
SVCC-Room 2C10 • Instructor-Linda Setchell  
\$199 \$50

**Like us on Facebook at SVCC Community Education**

# 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 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. ***This program qualifies for funding by the Pipeline for the Advancement of the Healthcare Workforce (PATH) 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: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 \$899 (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. **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. (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. 100 Clinical hours completed at a local pharmacy. (Ages 18 & Up)

### 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>.** Self-paced study with 12-month access to material. 100 Clinical hours completed at a local pharmacy. (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 8-month access to material. 100 Clinical hours completed at a local pharmacy. (Ages 18 & Up)

### ONLINE

Open Enrollment & Start Anytime  
\$3,199

## Choose Your Own CAREER ADVENTURE

### — SVCC CTE OPEN HOUSE —

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



**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](mailto:sasha.b.logan@svcc.edu) or call 815.835.6334.

This was funded pursuant to a grant from the Illinois Community College Board and funded 100% through the Carl D. Perkins Career and Technical Education Improvement Act of 2006.

## 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.







## EMT Basic Program Information Session

Are you thinking about pursuing a new career as an EMT? Do you have questions about the career and/or training program? If so, register for an upcoming information session. Meet the instructors and get your questions answered before you enroll. Registration can be completed at the session as well. **Go to [svcc.edu/emt](http://svcc.edu/emt) or call 815.835.6212 for more information and to register to attend.** Family members of prospective students are welcome to attend. *Tentative class start date is Monday, July 27, 2026.*

### Class ID:2139

(1 session), Wednesday, May 27; 6:00-7:00PM  
SVCC- Riverview Room 1H16  
FREE

### Class ID:2140

(1 session), Tuesday, July 7; 6:00-7:00PM  
SVCC- Riverview Room 1H16  
FREE

## EMT BASIC



## Welding for Veterans & Active Military

Learn the basics of MIG Welding including machine setting, work angle, travel angle, and arc length. ***This program qualifies for the Non-credit Strategies at Work Grant from the Illinois Community College Board (ICCB). Grant funds cover the full cost of tuition and required safety equipment. Students will receive boots, a helmet, jacket, gloves, and safety glasses. To enroll, call 815.835.6258 and provide proof of DD214 or military status to enroll. (Ages 18 & Up)***

### Class ID:2183

(1 session), Thursday, August 13; 8:00AM-12:00PM  
SVCC-Room 1C01 • Instructor-Scott Gillihan  
FREE

### Class ID:2184

(1 session), Thursday, August 13; 4:00-8:00PM  
SVCC-Room 1C01 • Instructor-Scott Gillihan  
FREE

## MAINTENANCE

### Industrial Maintenance Bootcamp

Enhance your technical skills with this hands-on, four-session bootcamp focused on Mechanical Systems, Fundamentals of Electricity, Electrical Controls, and Programmable Logic Controllers (PLCs). Designed for individuals with a basic understanding of these concepts, the course provides practical experience in system installation, alignment, and troubleshooting.

Students will explore topics such as V-belt and chain drive systems, circuit design, ladder logic, and PLC programming. This training offers a strong foundation for anyone seeking to advance in industrial maintenance or prepare for more advanced technical coursework. ***This program qualifies for the Non-credit Strategies at Work Grant from the Illinois Community College Board (ICCB). Grant funds will be applied to reduce the cost of the student tuition. Call 815.835.6258 to enroll. (Ages 18 & Up)***

### Class ID:2182

(4 sessions), Monday, May 18 – Thursday, May 21;  
8:00-11:30AM  
SVCC-Room 1C01 • Instructor-Jeff Johnson  
\$309 \$159

## INSTRUCTOR SPOTLIGHT

### Jeff Johnson



Jeff Johnson has over 28 years of experience in manufacturing and industrial maintenance, advancing from an entry-level maintenance worker to journeyman electrician and maintenance manager. He began teaching at Sauk Valley Community College in 2011 and currently serves as a Multi-Craft Instructor since 2018. Jeff was honored with the

SVCC Outstanding Full-Time Faculty Award in 2022 for his excellence in teaching and commitment to student success. Jeff's teaching philosophy is to teach in a way that makes information understandable and applicable to students of all backgrounds, experience, and skill levels.



## 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. **Register and pay online at [svcc.theceshop.com](http://svcc.theceshop.com). Enter code SAUK25 for a 25% tuition discount.** (Ages 18 & Up)



**ONLINE**  
\$459

## REAL ESTATE



## 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 Wednesday is included in the cost of the class.* (Ages 18 & Up)

**Class ID:2154**  
(2 sessions), Wednesday, January 28; 8:00AM-4:00PM & Thursday, January 29; 8:00AM-12:00PM  
SVCC-Room 1M24 • Instructor-Jeff Clark  
\$409

## 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. (Ages 12 & Up)

**Class ID:2152**  
(1 session), Saturday, January 24; 9:00AM-1:00PM  
SVCC- Riverview Room 1H16 • Instructor-Heather Grobe  
\$89

**Class ID:2153**  
(1 session), Saturday, April 18; 9:00AM-1:00PM  
SVCC- Riverview Room 1H16 • Instructor-Heather Grobe  
\$89

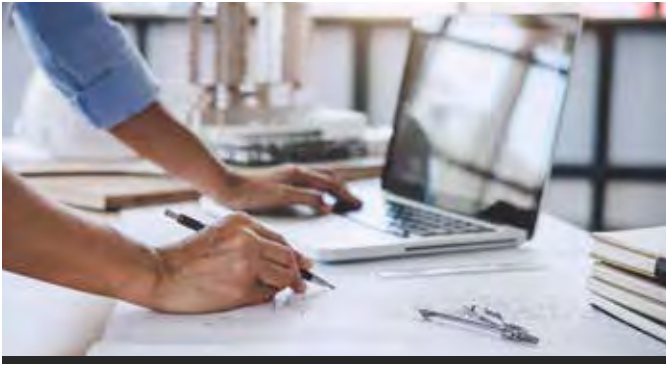
### Forklift Operation Safety Train-the-Trainer

This class will review the classroom requirements of the OSHA's Powered Industrial Truck Standard. Topics covered will include forklift training requirements, inspection documentation, forklift operation and material handling. Handout material will include an operator's manual and trainers' compliance guide. Attending this class will satisfy the required classroom portion of the regulation. The required site performance (driving) and evaluation is not included. (Ages 18 & Up)

**Class ID:2155**  
(1 session), Wednesday, February 11; 9:00AM-12:00PM  
SVCC-Room 1M24 • Instructor-Jeff Clark  
\$199



**SVCC.EDU**



## ■ WRITING

### ★ Becoming a Technical Writer for Fun & For-Profit

**NEW!** Learn how to turn complex ideas into clear, user-friendly information! Technical writers play a key role in helping people understand products, processes, and services by creating instruction manuals, how-to guides, and training materials. This class provides an overview of technical writing and its importance across industries. Students will explore common tools used by technical writers, practice writing different types of documentation, and receive feedback to strengthen their skills. (Ages 18 & Up)

**Class ID:2186**

(6 sessions), Mondays, March 23 – April 27; 6:00-7:00PM  
SVCC-Room 2D01 • Instructor-John Hoh  
\$90

### A to Z Grant Writing

This course provides a hands-on introduction to planning successful grant-funded projects. Using a Theory of Change planning worksheet, students will define their project vision, articulate a statement of need, set goals, identify resources, and outline key activities and timelines. You will also learn how to develop project outputs, outcomes, and a basic budget building all the core components needed for a competitive grant proposal. The course includes instructional videos and interactive scenarios to support creative thinking and practical skill development. (Ages 16 & Up)



**ONLINE**

\$147

Register online at [www.ed2go.com/svcc](http://www.ed2go.com/svcc)

### 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](http://svcc.edu/careerservices) for more information.

## ■ 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: January 14, February 11, March 18, April 15, May 13, June 17, July 15, & August 12
- 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.ed2go.com/saukvalley](http://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)*

# INDUSTRIAL MAINTENANCE BOOT CAMP



This training offers a strong foundation for anyone seeking to advance in industrial maintenance or prepare for more advanced technical coursework.

**Cost: \$159** (reduced by grant funds)

## **Classroom Instruction / Hands-on Learning**

Monday – Thursday, May 18 – 21  
8:00 A.M. – 11:30 A.M. • SVCC-Room 1C01

## **Training Topics:**

- Mechanical Systems (Monday)
- Fundamentals of Electricity (Tuesday)
- Electrical Controls (Wednesday)
- PLC's (Thursday)



Call Kathy Sotelo at 815.835.6258 or email [kathleen.m.sotelo@svcc.edu](mailto:kathleen.m.sotelo@svcc.edu) for more information or to register.

(Ages 18 & Up)

## AUTO TECH PROGRAM



## **7 Week Entry-Level**

## **AUTOMOTIVE TECHNICIAN PROGRAM**

through SVCC and Whiteside Area Career Center

Gain an entry level understanding in suspension and steering, brakes, exhaust systems, and routine maintenance and servicing of vehicle systems. Minimal automotive knowledge or experience is needed to be successful in this program. Dedicated students will receive a tool kit and tool box before they start their externship (worth up to \$500).

**Cost: \$349** (reduced by grant funds)

## **Classroom Instruction / Hands-on Learning**

Tuesday, May 26 – Friday, June 19  
8:00 a.m. – 12:00 p.m. • WACC

## **40-hour Externship**

Monday, June 22 – Friday, July 3  
TBD • Location TBD

## **Review & ASE Test Prep**

Monday, July 6 – Wednesday, July 8  
8:00 a.m. – 12:00 p.m. • WACC



For more information call Brenda at 815.835.6212.  
To register online Scan the QR Code or visit [svcc.edu/auto](http://svcc.edu/auto).

*Students must be at least 18 years old and have a valid driver's license.*



Give the gift of

# Learning & Travel

With SVCC Community Education

Are you looking for the perfect gift to give your spouse, children, friends, or relatives for birthdays, anniversaries or other special occasions? Purchase a gift certificate and give the gift of learning and travel.

### Enrichment Courses: *for all ages*

- Art
- College for Kids
- Dance
- Foreign Language
- Writing
- And Many More

### Travel Opportunities:

- Wine & Galena
- Broadway in Chicago
- Odyssey Lake Michigan Lunch Cruise
- Spain
- And Many More



Purchase online at  
**[svcc.edu/commedenroll](https://svcc.edu/commedenroll)**

**Contact Brenda Helms at 815.835.6212  
or [brenda.helms@svcc.edu](mailto:brenda.helms@svcc.edu) for more information.**





# ONLINE COURSES

# Advanced CAREER TRAINING

LEARN  
ANYWHERE,  
ANYTIME!

Learn in-demand skills around your schedule. These online, Advanced Career Training courses are designed to prepare you for entry or advancement in career opportunities.

## COURSE FEATURES:

- Start anytime
- 24/7 Access
- Books and materials included
- Certificate of Completion
- Certification Exam Voucher may be included
- Financial assistance available
- Student Advisors included
- Industry Recognized Certifications
- Counselors help match you to a training course

## POPULAR COURSES INCLUDE:

- Activity Director
- Advanced Medical Interpreter
- Certification of Capability in Business Analysis (CCBA) Prep
- Certified Brand Strategist
- Certified Business Analysis Professional (CBAP) Prep
- Certified Wedding Planner
- Chartered Tax Professional
- Digital Game Artist Certificate
- Financial and Career Coach (Exam Included)
- Hotel Management
- Hotel Management with Executive Housekeeper
- NASM Certified Personal Trainer + Corrective Exercise (Vouchers Included)
- NASM Corrective Exercise Specialist (CES) (Exam Included)
- Plan de Estudios del Curso de Certificación de Organización de Bodas y Eventos
- Professional Interpreter
- Professional Recovery Coach
- Social Service Assistant
- Sterile Process Technician Voucher
- Web Design Professional

## Sauk Valley Community College

To learn more and enroll, visit:

**[careertraining.svcc.edu](https://careertraining.svcc.edu)**

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

Social Security Number or Sauk ID Number (optional)

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Method of Payment: ☐ check/money order ☐ cash  
☐ VISA ☐ MC ☐ Discover ☐ American Express

Credit Card Number

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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	Student Intent (check one)	Highest Degree Earned	Veteran Status
<input type="checkbox"/> Asian Pacific Islander	<input type="checkbox"/> Prepare for new or first occupational career	<input type="checkbox"/> GED	<input type="checkbox"/> Non-Veteran
<input type="checkbox"/> American Indian	<input type="checkbox"/> Improve present occupational skills	<input type="checkbox"/> High School Diploma	<input type="checkbox"/> Veteran
<input type="checkbox"/> Alaskan Native	<input type="checkbox"/> Explore courses for career decision	<input type="checkbox"/> Some College, no degree	<input type="checkbox"/> Reservist
<input type="checkbox"/> African American	<input type="checkbox"/> Prepare for transfer to 4-yr institution	<input type="checkbox"/> Certificate	
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Remedy basic skills deficiency	<input type="checkbox"/> Associate Degree	
<input type="checkbox"/> Hispanic Origin	<input type="checkbox"/> Pursue non-career, personal interest	<input type="checkbox"/> Bachelor Degree	
<input type="checkbox"/> White Non-Hispanic	<input type="checkbox"/> Prepare for high school diploma equivalency test	<input type="checkbox"/> Masters Degree	
	<input type="checkbox"/> First Professional Degree	<input type="checkbox"/> Doctorate Degree	
		<input type="checkbox"/> Other	
		<input type="checkbox"/> None	

Class ID*	Course Name*	Amount Due*				
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Total Due\* \$ \_\_\_\_\_

Bill Company:

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

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