

SAUK VALLEY COMMUNITY COLLEGE
BUSINESS & COMMUNITY EDUCATION

SPRING 2024 SCHEDULE • SVCC.EDU/CDL
CONVENIENT ONLINE REGISTRATION AVAILABLE

NEW
Class B CDL
Training!
svcc.edu/cdl



DRIVE TO SUCCESS
with Professional Development Courses



POSTAL CUSTOMER
173 IL Route 2, Dixon, IL 61021

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

JOB FAIR

Wednesday, April 10

10:00 a.m. – 2:00 p.m.

West Mall • Sauk Valley Community College

svcc.edu/jobfair



Enhance your skills with Professional Development options at SVCC.
Ask your employer how you can take advantage of
SVCC Customized Training.



For more information visit svcc.edu/employer-services or call 815.835.6212

Professional Development

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5 WAYS TO REGISTER

Online: Visit svcc.edu/ced

Mail: Complete the enclosed registration form and return it along with full payment to Business & Community Education, Sauk Valley Community College, 173 IL Route 2, Dixon, IL 61021

Fax: Complete the enclosed registration form and fax it to 815.380.6383

In person: Complete the enclosed registration form and bring it to the Business & Community Education Department on the first floor, office 1M4 (East end). Payment should be made at that time. In-person registration is open 8:00 a.m. – 4:00 p.m. Monday – Thursday, and 8:00 a.m. – 1:30 p.m. on Fridays.

Phone: Call 815.835.6258 or 815.835.6212 and have your debit or credit card number ready for payment.

Registration & Payment Policy:

Registration is required to attend class. Payment is due at the time of registration. Payment can be made by mail, phone, fax, online, or in person.

Full or Cancelled Classes 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 classes or trips are 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 first day of class or trip.** This excludes observed holidays.

No-Show / Non-Payment Policy:

Students who are “no-shows” are not withdrawn from a Business & Community Education non-credit class or trip automatically because they have registered and reserved a seat.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

Payment Plan Options:

Students may enroll into a payment plan for classes that cost over \$500. Students can go to svcc.edu and search payment options for more information.

Give a Gift of Learning:

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

Like us on Facebook at SVCC Community Education



Career Training

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 be at least 18 years old and have a valid driver's license. Space is limited to 10 students.*
Cost: \$950

CRN:80233

Classroom Instruction / Hands-on Learning
Tuesday, May 28 – Friday, June 21; 8:00AM-12:00PM
WACC Instructor-Bill Hare

40-hour Externship
Monday, June 24 – Friday, July 5; TBD
Location TBD

Review & ASE Test Prep
Monday, July 8 – Wednesday, July 10; 8:00AM-12:00PM
WACC Instructor-Bill Hare

Career Services



Developing a Powerful Resume

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

CRN:80178

(1 session), Monday, February 26; 4:00-5:00PM
SVCC-Room 2M07
Instructor-Dana Chacon, Career Services
FREE

Soft Skills – What They Are & Why They Matter

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

CRN:80179

(1 session), Monday, March 25; 4:00-5:00PM
SVCC-Room 2M07
Instructor-Dana Chacon, Career Services
FREE



New

Job Fair Preparation Workshop

Stand out among the competition when meeting with potential employers. This workshop will equip you with the skills and information needed to be best prepared for the upcoming SVCC fair or any employer job fair. Topics include professional appearance, researching businesses, networking practices, materials needed, and preparing your introduction speech. Students will be able to visit SVCC's Career Closet to find the perfect job fair outfit and accessories. *(Ages 15 & Up)*

CRN:80180

(1 session), Monday, April 8; 4:00-5:00PM
SVCC-Room 2M07
Instructor-Dana Chacon, Career Services
FREE

Interview Do's and Don'ts

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

CRN:80181

(1 session), Monday, April 29; 4:00-5:00PM
SVCC-Room 2M07
Instructor-Dana Chacon, Career Services
FREE

Career Development

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

CRN:80182

(1 session), Monday, May 20; 4:00-5:00PM
SVCC-Room 2M07
Instructor-Dana Chacon, Career Services
FREE

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 and find your first job as a truck driver.

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

Tuition for the Class A program is **\$5,148** and includes the cost of a drug screen and DOT physical. Students will pay the cost of permit/license (\$50) and motor vehicle record (\$21) out of pocket. Grant and scholarship options are available to eligible students to help cover tuition expenses. *(Ages 18 & Up)*

Upcoming Class Dates:

- January 2 – February 2 (no class 1/15)
- January 29 – March 1
- February 26 – March 29
- March 25 – April 26
- April 22 – May 24
- May 20 – June 21

New

Class B CDL Training

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. Class B CDL training allows you to drive a single or double axle dump truck, garbage truck, snow plow, utility truck or any type of truck that doesn't pull a trailer over 10,000 pounds. The straight truck would be 26,001 pounds or more that requires a CDL. Companies that may be interested in sending employees include; landscaping, tree removal, public works departments, farm operations, highway departments just to name a few. 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 exam. 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. For more information, visit svcc.edu/cdl to register call 815.835.6212.

Tuition for this program is **\$2,775** and includes the cost of a drug screen and DOT physical. Students will pay the cost of permit/license (\$50) and motor vehicle record (\$21) out of pocket. (Ages 18 & Up)

Upcoming Class Dates:

February 12 – March 8
March 11 – April 5
May 6 – May 31

Computer



Microsoft Word – Level One

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

CRN:80187

(1 session), Wednesday, February 7; 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)*

CRN:80188

(1 session), Monday, February 26; 12:30-5:30PM
SVCC-Room 3K02 Instructor-Marcy Lawrence
\$85

CRN:80189

(1 session), Wednesday, February 28; 12:30-5:30PM
SVCC-Room 3K02 Instructor-Marcy Lawrence
\$85

Microsoft Excel – Level Two

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

CRN:80190

(1 session), Monday, 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)*

CRN:80191

(1 session), Wednesday, March 13; 12:30-5:30PM
SVCC-Room 3K02 Instructor-Marcy Lawrence
\$85

Microsoft Excel – Graphing

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

CRN:80192

(1 session), Tuesday, April 2; 2:00-5:00PM
SVCC-Room 3K02 Instructor-Marcy Lawrence
\$55



Microsoft PowerPoint – Level One

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

CRN:80193

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

Microsoft Excel – Pivot Tables & Data Management

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

CRN:80194

(1 session), Thursday, April 4; 2:00-5:00PM
SVCC-Room 3K02 Instructor-Marcy Lawrence
\$55

QuickBooks

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

ONLINE

\$139
Register online at www.ed2go.com/svcc

Food Service Sanitation

Food Service Sanitation: 1-day class

This course prepares students to take the food sanitation manager's license ServSafe exam in one day. Students will participate in class and take the exam on the same day. This one-day course is fast-paced and recommended but not required for students seeking renewal of their ServSafe Manager Protection License. Emphasis will be on current food handling information including time/temperature requirements for cooking, cooling and refrigeration, hand contact with ready-to-eat foods, consumer advisories, cross-contamination, cleaning and sanitizing, HACCP, and problems associated with food borne outbreaks. **The exam scan sheet is included in the cost of the class.** *(Ages 15 & Up)*

CRN:80242

(1 session), Saturday, February 3; 8:00AM-5:30PM
KSB Hospital – Private Dining Room
Instructor-Linda Setchell
\$175

CRN:80243

(1 session), Saturday, March 30; 8:00AM-5:30PM
KSB Hospital – Private Dining Room
Instructor-Linda Setchell
\$175



Food Service Sanitation

Develop the knowledge and responsibility for food sanitation operations. Qualify for your food sanitation manager's license from ServSafe upon satisfactory completion of a license examination. This class is slower paced and ideal for those who have never held a food sanitation license. The food sanitation exam will be given during the last class. **The exam scan sheet is included in the cost of the class.** *(Ages 15 & Up)*

CRN:80244

(4 sessions), Tuesdays, February 13 – March 5; 5:00-8:00PM
KSB Hospital – Private Dining Room
Instructor-Linda Setchell
\$225

CRN:80245

(3 sessions), Tuesdays, April 16 – April 30; 4:30-8:30PM
KSB Hospital – Private Dining Room
Instructor-Linda Setchell
\$225

Healthcare Career Programs

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

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

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

Phlebotomy Technician with Clinical Externship

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

CRN:80228

(20 sessions), Tuesdays & Thursdays, February 13 – May 2; 4:30-8:00PM (no class or clinical 3/12 & 3/14); (no class 3/25 & 3/28 only clinicals)

SVCC-Room 3K04 Instructor-Erin Fox
\$1,799 (Textbooks & Clinical Externship included)



Dental Assisting Program

The 60-hour Dental Assisting Program prepares students for entry-level positions in one of the fastest growing health care positions. Students are familiarized with all areas of pre-clinical dental assisting and provided training in the skills required to function as an assistant in the dental practice. This course covers the following key areas and topics: the history of dentistry and dental assisting, introduction to the dental office, the legal aspects of dentistry, policies, and guidelines, introduction to oral anatomy, dental operator, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental hand-pieces, sterilization, and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. *Clinical practice is NOT included in this course. (Ages 18 & Up)

CRN:80218

(17 sessions), Mondays & Wednesdays, March 4 – May 6 (no class 3/11 & 3/13); 6:00-9:30PM

SVCC-Room TBD Instructor-CCI
\$1,199 (Textbooks included)

Medical Billing & Coding Program

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation, and Management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (Introduction and Guidelines) and basic claims processes for medical insurance and third-party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-10, and HCPCS). Note: After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) – Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Exams. (Ages 18 & Up)

CRN:80219

(22 sessions), Tuesdays & Thursdays, March 5– May 16; (no class 3/12 & 3/14); 6:00-9:30PM and Saturdays, April 13 & May 4;

9:00AM-3:00PM
SVCC-Room TBD Instructor-CCI
\$1,799 (Textbooks included)



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. SVCC's new partnership with CareerStep is offering an online Pharmacy Technician training that is accredited by the American Society of Health-System Pharmacists® (ASHP) / Accreditation Council for Pharmacy Education (ACPE) and includes unparalleled content, career support, and a local clinical externship opportunity. Each course explores terminology, calculation techniques, record keeping, and pharmaceutical ethics—while immersive virtual activities provide hands-on practice. **Register & pay online at <https://www.careerstep.com/lp/partner/ap/svcc/>.** (Ages 18 & Up)
292 Online training hours
130-200 Clinical hours completed at a local pharmacy
12-month access to material

ONLINE

Open Enrollment & Start Anytime
\$3,899

Paramedic & EMT Basic

New

Paramedic Program Information Session

Are you thinking about pursuing a new career as a Paramedic? 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. Program registration can be completed at the session as well. **Visit svcc.edu/paramedic or call 815.835.6212 for more information and to sign up to attend.** Family members of prospective students are welcome to attend. Tentative class start date is August 2024. (Ages 18 & Up)

CRN:80145

(1 session), Wednesday, January 31; 6:00-7:00PM
SVCC-Room 1H16 (Riverview Conference Room)
Mercyhealth
FREE

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 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 29.

CRN:80216

Wednesday, June 12; 6:00-7:00PM
SVCC-Room 1H16 (Riverview Conference Room)

CRN:80217

Tuesday, July 9; 6:00-7:00PM
SVCC-Room 1H16 (Riverview Conference Room)

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. **Register and pay online at svcc.theshop.com. Enter code SAUK25 for a 25% tuition discount.** (Ages 18 & Up)

ONLINE

\$419

IL Broker Exam Prep Edge: National & State Portions

This program covers the complete Illinois Broker national and state portions of the real estate licensing exam. Exam Prep Edge is an intuitive online study experience that will help students gain the edge in acing their exam and getting their real estate career off to the right start. This EPE comes with a pass guarantee in the state of Illinois. Classes will be completed online. **Register and pay online at svcc.theceshop.com. Enter code SAUK25 for a 25% tuition discount.** (Ages 18 & Up)

ONLINE
\$135

Illinois Post-License 45-Hour Applied Brokerage Principles

If you were issued an initial real estate broker license ON or AFTER 8/9/19, you are required to complete 45 hours of post-licensing and a sexual harassment prevention training. This course counts toward this requirement. This course provides the 15 hours of instruction required as part of the 45-hour post-licensing education requirement in Illinois. Brokers will apply their knowledge of the license act, real property, brokerage types, and taxes affecting real estate, business skills, and broker practice through exercises, role-play activities, situational simulations, and case studies. Classes will be completed online. **Register and pay online at svcc.theceshop.com. Enter code SAUK25 for a 25% tuition discount.** (Ages 18 & Up)
\$295

Safety



American Red Cross CPR/First Aid/AED

Students will receive American Red Cross CPR training for adult, child, and infant, First Aid Certification, and proper AED training. This class is suitable for individuals needing certification for employment as well as those looking to expand their skill set. Certification card is included. (Ages 13 & Up)

CRN:80215

(1 session), Saturday, February 10; 9:00AM-1:00PM
SVCC-Room 1H16 (Riverview Conference Room)
Instructor-Heather Grobe
\$79

CRN:80214

(1 session), Saturday, April 13; 9:00AM-1:00PM
SVCC-Room 1H16 (Riverview Conference Room)
Instructor-Heather Grobe
\$79



Forklift Operation and Train-the-Trainer

The first two hours of this class will cover the classroom requirements of the new Powered Industrial Truck Standard. OSHA defines a powered industrial truck as a mobile, power propelled truck used to carry, push lift, stack, or tier material. The additional one hour of this class will be a train-the-trainer session and attendees will receive the information and materials to develop an in-house training program. (Ages 18 & Up)

CRN:80184

(1 session), Wednesday, March 6; 9:00AM-12:00PM
SVCC-Room 1C01
Instructor-Jeff Clark
\$179



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)

CRN:80183

(2 sessions), Wednesday, February 28; 8:00AM-3:30PM &
Thursday, February 29; 8:00AM-12:00PM
SVCC-Room 2L06
Instructor-Jeff Clark
\$409

Online Short-Term Training

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

Register online at www.ed2go.com/svcc

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

- **Monthly Session Start Dates: January 17, February 14, March 13, April 17, May 15, June 12, July 17, & August 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

Online Career Training Programs

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

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

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

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 (11 programs)

Online graphics design and web design programs make it easy for you to learn new skills or transition to a new career. (*Animation, Graphic Arts, and Web Design*)

Business (87 programs)

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 (35 programs)

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 (17 programs)

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 (46 programs)

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, Trades, and Transportation*)



Health and Fitness (72 programs)

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 (27 programs)

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 (64 programs)

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 (2 programs)

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

Legal (15 programs)

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



Teacher Professional Development (8 programs)

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 (2 programs)

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)*

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