

S A U K V A L L E Y C O M M U N I T Y C O L L E G E

Business & Community Education

Spring 2025

Professional
Development

Entry-Level Automotive Technician Program

Find out more at svcc.edu/ced



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

POSTAL CUSTOMER
173 Route 2, Dixon, IL 61021

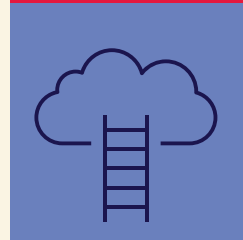
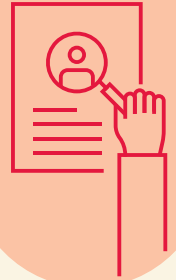
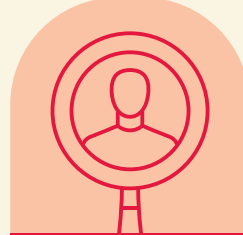
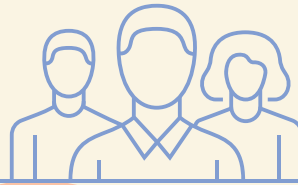
Sauk Valley
Community College



JOB FAIR

Wednesday, April 9
10:00 a.m. - 2:00 p.m.

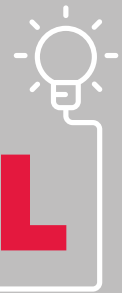
Located in the West Mall
Sauk Valley Community College



svcc.edu/jobfair



Provide your employees with the tools to
be great with Customized Training.



Take Your Workforce to

THE NEXT LEVEL

Training Tailored to Your Business Needs at SVCC

NOW 50% OFF

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



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

Funding provided in whole or part by ICCB.

PROFESSIONAL DEVELOPMENT

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5 WAYS TO REGISTER

Online: Visit svcc.edu/commedenroll

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

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

In-Person: Complete the enclosed registration form and bring it to the Business & Community Education Department on the first floor, office 1M04 (East end). Payment should be made at that time. In-person registration is open Monday–Thursday, 8:30AM–4:00PM and 8:30AM–1:30PM on Fridays.

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

SVCC POLICIES

■ REGISTRATION & PAYMENT POLICY:

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

■ FULL OR CANCELLED CLASS POLICY:

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

■ BAD WEATHER CANCELLATION POLICY:

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

■ REFUND & WITHDRAWAL POLICY:

Withdrawal Policy: Withdrawals must be completed by phone, call 815.835.6258 or 815.835.6212, or in person at the Business & Community Education Department Office, 1M04. Documentation is required for the student withdrawal to be processed. Please leave a message if no one is available to take your call.

Refund Policy: If a class or trip is cancelled due to low enrollment, students will receive a full refund. **No refunds will be given to students who do not withdraw during business hours at least three business days before the class or trip.** This excludes observed holidays.

■ NO-SHOW / NON-PAYMENT POLICY:

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

■ 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 Art, Culinary, Safety, Cybersecurity, Technology, and more!

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



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 Noncredit Workforce Training Initiative Grant from the Illinois Community College Board (ICCB). The grant funds will be used to reduce the cost of the student's tuition and pay for the included tool kit and tool box. (Ages 18 & Up)

Class ID:1987

Classroom Instruction / Hands-on Learning
(15 sessions), Tuesday, May 27 – Thursday, June 19
(no class on Fridays); 8:00AM-12:00PM
Whiteside Area Career Center, Sterling, IL
Instructor-Bill Hare
\$199

40-hour Externship
Monday, June 23 – Saturday, July 5; TBD
Location TBD

Review & ASE Test Prep
Monday, July 7 – Wednesday, July 9; 8:00AM – 12:00PM
Whiteside Area Career Center, Sterling, IL
Instructor-Bill Hare



4 • Professional Development

CAREER SERVICES

Developing a Powerful Resume

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

Class ID:1932

(1 session), Monday, February 24; 4:00-5:00PM
SVCC-Room 2M05 • Instructor-Dana Chacon
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)

Class ID:1933

(1 session), Monday, March 24; 4:00-5:00PM
SVCC-Room 2M05 • Instructor-Dana Chacon
FREE

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*)

Class ID:1934

(1 session), Monday, April 7; 4:00-5:00PM
SVCC-Room 2M05 • Instructor-Dana Chacon
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*)

Class ID:1935

(1 session), Monday, April 28; 4:00-5:00PM
SVCC-Room 2M05 • Instructor-Dana Chacon
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*)

Class ID:1936

(1 session), Monday, May 19; 4:00-5:00PM
SVCC-Room 2M05 • Instructor-Dana Chacon
FREE

JUMP-START YOUR CAREER!

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

Visit svcc.edu/careerservices for more information.

WELDING FOR VETERANS & ACTIVE MILITARY

AT SAUK VALLEY COMMUNITY COLLEGE

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

Thursday, Jan. 9 & Summer 2025

Choose one 4 -hour session

**8:00 a.m. – 12:00 p.m. OR
4:00 p.m. – 8:00 p.m.**

Supplies included

Funding provided in whole or part by ICCB.



WELDING FOR VETERANS & ACTIVE MILITARY is a FREE class.

Register online at svcc.edu/ced or call 815.835.6212.
Proof of DD214 or military status required to enroll.



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

Upcoming Class Dates:

- January 6 - February 7 (no class 1/20)
- February 3 - March 7
- March 3 - April 4
- March 31 - May 2
- April 28 - May 30 (no class 5/26)

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. This program qualifies for funding by the Noncredit Workforce Training Initiative Grant from the Illinois Community College Board (ICCB). The grant funds will be used to reduce the cost of the student's tuition. Students will pay the cost of permit/license (\$50) and motor vehicle record (\$20) out of pocket. (Ages 18 & Up)*

Class ID:1956

(20 sessions), Monday, February 17 - Friday, March 14
SVCC-Room 1M24 • Instructor-Midwest Safe Driver
\$775 (DOT Physical & Drug Screen included)

Class ID:1957

(20 sessions), Monday, April 14 - Friday, May 9
SVCC-Room 1M24 • Instructor-Midwest Safe Driver
\$775 (DOT Physical & Drug Screen included)



CDL Night Classes will start late March 2025



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:1972

(1 session), Wednesday, February 5; 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. 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:1978

(1 session), Monday, February 24; 12:30-5:30PM
SVCC-Room 3K02 • Instructor-Marcy Lawrence
\$85

Class ID:1979

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

Microsoft Excel – Level Two

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

Class ID:1973

(1 session), Wednesday, March 5; 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:1974

(1 session), Wednesday, March 19; 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:1975

(1 session), Tuesday, March 25; 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:1976

(1 session), Thursday, March 27; 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:1977

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

QuickBooks Online

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks Online 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. This program qualifies for funding by the Noncredit Workforce Training Initiative Grant from the Illinois Community College Board (ICCB). The grant funds will be used to reduce the cost of the student's tuition. (Ages 15 & Up)**

Class ID:2015

(1 session), Saturday, February 8; 8:00AM-5:30PM

Location-OSF Saint Katharine Medical Center, Dixon IL

Instructor-Linda Setchell • \$50

Class ID:2016

(1 session), Saturday, April 12; 8:00AM-5:30PM

Location-OSF Saint Katharine Medical Center, Dixon IL

Instructor-Linda Setchell • \$50

8 • Professional Development

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 Noncredit Workforce Training Initiative Grant from the Illinois Community College Board (ICCB). The grant funds will be used to reduce the cost of the student's tuition. (Ages 15 & Up)**

Class ID:2017

(4 sessions), Tuesdays, February 18 – March 11; 5:00-8:00PM

Location-OSF Saint Katharine Medical Center, Dixon IL

Instructor-Linda Setchell • \$50

Class ID:2018

(4 sessions), Tuesdays, April 15 – May 6; 5:00-8:00PM

Location-OSF Saint Katharine Medical Center, Dixon IL

Instructor-Linda Setchell • \$50



HEALTHCARE CAREER PROGRAMS

Phlebotomy Technician with Clinical Externship

This 150-hour Phlebotomy Technician Program equips students with the skills and knowledge to collect blood specimens for laboratory analysis safely and effectively. Through 50 classroom hours and 100 externship hours, students gain a solid foundation in:

- Phlebotomy terminology, anatomy, and physiology
- Blood collection procedures and techniques
- Hands-on practice with venipuncture methods
- OSHA-compliant safety practices

The program includes a clinical externship at a local healthcare facility, where students complete a minimum of 100 clinical hours and perform 100 blood draws to meet ASCP and NAACLS standards. Students may need to coordinate with their current work schedules for clinical hours, which will be arranged around classroom sessions.

Externship requirements: Students must wear scrubs and provide current physical and immunization records (not included in program costs). Required immunizations include TB, Varicella, MMR, and Tdap, with optional COVID-19, Hepatitis B, and seasonal Flu shots.

This program qualifies for the Noncredit Workforce Training Initiative Grant from the Illinois Community College Board (ICCB). The grant funds will be used to reduce the cost of the student's tuition. (Ages 18 & Up)

Class ID:1980

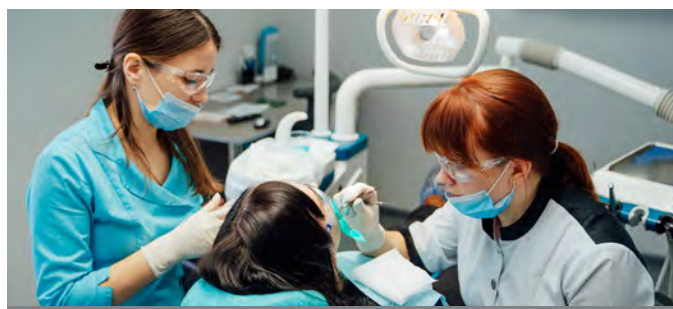
(20 sessions), Tuesdays & Thursdays, February 11 – May 8 (no class 3/11, 3/13, 3/25, 3/27, 4/1, & 4/3); 5:00-7:30PM SVCC-Room 1M24 • Instructor-Erin Fox \$899 (Textbooks & Clinical Externship included)

Online Healthcare Program Information Session

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

Class ID:2011

(1 session), Monday, April 7; 6:00-7:00PM SVCC-Riverview Conference Room 1H16 or **LIVE ONLINE FREE**



Dental Assisting Program

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

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

Self-paced study with 12-month access to material **ONLINE**
Open Enrollment & Start Anytime
\$3,699

Pharmacy Technician with Externship & Certification

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

Self-paced study with 12-month access to material 130-200 Clinical hours completed at a local pharmacy **ONLINE**
Open Enrollment
\$3,899

Sterile Processing Technician

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

Self-paced study with 8-month access to material **ONLINE**
Open Enrollment
\$3,199

If you would be interested in more information about an Emergency Medical Responder program, call 815.835.6212.



EMERGENCY MEDICAL TECHNICIAN BASIC



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 28, 2025.*

Class ID:1981

Wednesday, May 28; 6:00-7:00PM
SVCC-Riverview Conference Room 1H16
FREE

Class ID:1982

Tuesday, July 8; 6:00-7:00PM
SVCC-Riverview Conference Room 1H16
FREE

Information about the 2026 Paramedic Program will be available this summer at svcc.edu/paramedic

LEADERSHIP

Enroll into all three of the Leadership classes and receive a discounted tuition rate of \$379! Enter promotional code SVCCLEAD during checkout.

Goal Planning for Sustainable Success

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

Class ID:2012

(1 session), Tuesday, March 18; 9:00AM-12:00PM
SVCC-Riverview Conference Room 1H16
Instructor-Rick Lochner
\$149

Priority Management for Sustainable Success

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

Class ID:2013

(1 session), Tuesday, April 22; 9:00AM-12:00PM
SSVCC-Riverview Conference Room 1H16
Instructor-Rick Lochner
\$149

Effective Communications for Sustainable Success

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

Class ID:2014

(1 session), Tuesday, May 20; 9:00AM-12:00PM
SVCC-Riverview Conference Room 1H16
Instructor-Rick Lochner
\$149



SAFETY

American Red Cross CPR/First Aid/AED

Students will receive American Red Cross CPR training for adult, child, and infant, First Aid Certification, and proper AED training. This class is suitable for individuals needing certification for employment as well as those looking to expand their skill set. The American Red Cross Certification card is included. **This program qualifies for funding by the Noncredit Workforce Training Initiative Grant from the Illinois Community College Board (ICCB). The grant funds will be used to reduce the cost of the student's tuition.** (Ages 12 & Up)

Class ID:1985

(1 session), Saturday, January 18; 9:00AM-1:00PM
SVCC-Riverview Conference Room 1H16
Instructor-Heather Grobe
\$39

Class ID:1984

(1 session), Saturday, April 12; 9:00AM-1:00PM
SVCC-Riverview Conference Room 1H16
Instructor-Heather Grobe
\$39



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.theceshop.com. Enter code SAUK25 for a 25% tuition discount.** (Ages 18 & Up)

ONLINE

Open Enrollment
\$459

INSTRUCTOR SPOTLIGHT Heather Grobe



Heather Grobe is a lifelong resident of the Sauk Valley area and currently serves as the Youth and Child Development Director at the Dixon Family YMCA. In this role, she oversees childcare, preschool, school age programming, and community events. She has served in many capacities at the YMCA for 17 years. At SVCC, Heather is an instructor for

CPR/First Aid and certifies young students as babysitters.

Heather received her BS Ed in Early Childhood Studies from Northern Illinois University. In 2021, she obtained her MBA in Organizational Development from Upper Iowa University. Heather's college career started at SVCC many years ago, and continued more recently with the Sauk Valley Community Leadership Program.

When she isn't working, Heather enjoys quality time with family most of all! She has nieces, nephews, and three dogs that keep her busy. If it isn't a sporting event, they're camping or having a game night.

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:1955

(2 sessions), Wednesday, January 15; 8:00AM-4:00PM & Thursday, January 16; 8:00AM-12:00PM
SVCC-Room 1M24 • Instructor-Jeff Clark
\$409

30-Hour General Industry (OSHA)

The OSHA 30 Hour General Industry Outreach training program is designed for individuals who work in the general industry and who require safety training. This includes foremen, supervisors, safety directors, and other professionals who are responsible for worker safety on sites. The OSHA 30 program is designed to give students an extensive overview of OSHA compliance issues. This includes an overview of common hazards in the workplace, OSHA regulations, and the role of employers in employee safety and worker rights. Students will also learn how to recognize hazards, prevent them, and avoid them. The participants of this particular class will receive safety policies, training presentations and other material. This course can be customized to meet the students' needs. **Students will earn their OSHA 30-Hour General Industry card upon completion of this class.** *The OSHA 29 CFR 1910 manual, coffee, snacks, and lunch each day is included in the cost of the class.* (Ages 18 & Up)

Class ID:1993

(4 sessions), Tuesdays & Wednesdays, March 11, March 12, March 18, & March 19; 8:00AM-4:30PM
SVCC-Room 1M24 • Instructor-Jeff Clark
\$759



ONLINE SHORT-TERM TRAINING

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

Register online at www.ed2go.com/svcc or svcc.edu/commedenroll

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 15, February 12, March 12, April 16, May 14, June 11, July 16, & August 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



DON'T MISS A THING!

Like us on Facebook and get in on the conversation.

**SVCC Community Education
@saukcommunityed**

ONLINE CAREER TRAINING PROGRAMS

Check out the 300+ career training programs available at careertraining.svcc.edu or svcc.edu/commedenroll, or call 815.835.6212.

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

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

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

Art and Design

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

Business

Online management training and business skills programs can help you enter a new career field or advance your current skill set. Select programs even prepare you for industry recognized certifications, such as Lean Six Sigma or PMP. (*Accounting, Administrative, Finance, Marketing & Sales, Operations, Project Management, Small Business, and Soft Skills*)

Computer Applications

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

Computer Science

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

Construction and Trades

The convenience of online construction training allows you to learn new concepts and skills at your own pace and in the comfort of your own home. (*Construction, Environmental & Energy, Renewable Energy, Trades, and Transportation*)

Health and Fitness

Whether you are seeking a career in the health sector or want to earn a fitness certification, these online training programs can help you start, or advance a rewarding career in helping people lead healthier lives. (*Dental, Fitness, Medical, Veterinary, and Wellness*)

Hospitality

Making a career out of helping others can be incredibly rewarding. Whether you want to be a travel agent, a wedding planner, or even a pastry artist, these online hospitality-training programs can help you get started. (*Catering, Customer Service, Floral Design, Hotel Management, Travel, and Wedding Planning*)

Information Technology

Start your career in IT with foundational understanding of the industry. If you are an advanced professional, prepare for in-demand IT certifications, to advance your career. (*Cloud Computing, IT Support, Networking, and Security*)

Language

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

Legal

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

Teacher Professional Development

Whether you want to run an in-home daycare or want to learn more about child development, these online trainings are perfect for teachers or hopeful child care professionals alike. (*Child Development and Reading & Writing*)

Writing

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

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

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

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

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

Social Security Number or Sauk ID Number (optional)

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

Total Due* \$ _____

Bill Company:
Company Name: _____ Attention To: _____

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