

PROFESSIONAL DEVELOPMENT COURSES

AMERICAN HEART ASSOCIATION

Mental Health First Aid

This 8-hour course incorporates an evidence-based curriculum that is appropriate for educators, health care professionals, first responders, human resource professionals, social service staff, and caring citizens. Participants will learn how to identify risk factors for and warning signs of several mental health issues including: major depression, anxiety disorder, psychosis, substance abuse and suicidal behavior. The Mental Health First Aid course provides participants with strategies for managing crises and identifying appropriate mental health treatment resources. Upon successful completion of the course, participants will receive the nationally-recognized certification in Mental Health First Aid.

WORKBOOK FEE: \$99

ALT901.600 (11105) 8:00am- 4:30pm F FOXVLY21 Jones
Meets on: Oct. 23

CPR/AED AND FIRST AID

Heartsaver CPR/AED for Adults, Children, and Infants

According to the Occupational Safety and Health Administration (OSHA), nearly 80 percent of sudden cardiac arrests occur outside the hospital. Bystander CPR increases a victim's chance of survival. Through our Heartsaver CPR AED Course, taught by seasoned instructors with real-life experience, you gain the confidence and skills to respond. Using the American Heart Association's research-proven Practice-While-Watching (PWW) technique allows instructors to provide feedback while participants gain hands-on experience performing CPR and working with an AED. Successful completion of hands-on skills testing is required for certification.

Note: Meets DCFS requirements for child care providers. Does NOT meet the requirements for healthcare professionals or healthcare students. Fee Includes: Student Manual and materials

WORKBOOK FEE: \$79

AHA902.600 (11087) 5:30pm- 9:30pm Th FOXVLY217 Baum
Meets on: Sep. 3

AHA902.601 (11088) 5:30pm- 9:30pm W FOXVLY217 McCormack
Meets on: Oct. 14

AHA902.603 (11089) 5:30pm- 9:30pm W FOXVLY217 Baum
Meets on: Dec. 9

Heartsaver First Aid

The CDC reports more than 30 million emergency room visits due to unintentional injury annually. A quick and effective response can drastically impact the outcome for the victim. Our

Heartsaver First Aid Course teaches you the critical skills needed to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives. In this course, you learn how to treat bleeding, sprains, broken bones, shock, allergic reaction and other first aid emergencies. Successful completion of hands-on skills testing is required for certification.

Note: Meets DCFS requirements for child care providers. Fee Includes: Student Manual and materials.

WORKBOOK FEE: \$79

AHA916.800 (11090) 8:00am- 12:00pm Sa FOXVLY21 Ries
Meets on: Sep. 19

BLS Provider CPR

High-quality CPR is the foundation of lifesaving resuscitation for cardiac arrest victims. Whether you're certifying for the first time or renewing, this nationally-recognized American Heart Association course provides you confidence-building skills from instructors who can provide real-life experience. You will learn both single-rescuer and team basic life support skills for application in both pre-hospital and in-facility environments, with a focus on high-quality CPR and team dynamics. Plus, you will participate in simulated clinical scenarios and learning stations. Successful completion of hands-on skills testing and a written examination are required for a two-year certification.

Note: This class is appropriate for health care professionals and students in health profession programs.

WORKBOOK FEE: \$99

AHA920.600 (11091) 5:30pm- 9:30pm W FOXVLY21 Salvador
Meets on: Aug. 26

AHA920.601 (11092) 5:30pm- 9:30pm Th FOXVLY21 Baum
Meets on: Aug. 27

AHA920.800 (11098) 8:00am- 12:00pm Sa FOXVLY21 Baum
Meets on: Aug. 29

AHA920.602 (11093) 5:30pm- 9:30pm T FOXVLY21 Ziemnik
Meets on: Sep. 8

AHA920.801 (11099) 8:00am- 12:00pm Sa FOXVLY21 Ries
Meets on: Sep. 12

AHA920.603 (11094) 5:30pm- 9:30pm Th FOXVLY21 Salvador
Meets on: Sep. 24

AHA920.802 (11100) 8:00am- 12:00pm Sa FOXVLY21 Ries
Meets on: Oct. 3

AHA920.604 (11095) 5:30pm- 9:30pm T FOXVLY21 Ziemnik
Meets on: Oct. 13

AHA920.605 (11096) 5:30pm- 9:30pm Th FOXVLY21 Ziemnik
Meets on: Oct. 22

AHA920.803 (11101) 8:00am- 12:00pm Sa FOXVLY21 Ziemnik
Meets on: Dec. 5

AHA920.606 (11097) 5:30pm- 9:30pm Th FOXVLY21 Salvador
Meets on: Dec. 10

AHA Instructor Certification for BLS CPR and Heartsaver CPR and First Aid

A career as a CPR Instructor allows you to provide countless individuals the knowledge to provide help during a cardiac or

breathing emergency. This course provides two-year certification as a BLS CPR Instructor. BLS CPR Instructors are also qualified to teach Heartsaver CPR and First Aid classes. Note: Students must provide a copy of the current American Heart Association BLS certification card and complete the American Heart Association New Instructor Application form in order to be considered for class registration. Please contact Deb Jones at 630-870-3902 or djonesl@waubonsee.edu for the required paperwork.

Prereq: BLS Provider CPR Certification. Fee includes: Online prework; Instructor manual.

WORKBOOK FEE: \$299

AHA925.001 (11102) 8:00am- 4:00pm Th FOXVLY20 Salvador
Meets on: Oct. 15

American Heart Association CPR Instructor Renewal

The American Heart Association trains more than 12 million people in CPR annually, with the help of their Instructors. This course, designed for current AHA CPR Instructors, provides an update of AHA policies and guidelines, a review of CPR Instructor and CPR provider skills, and an update on WCC Training Center policies. The course is one requirement for renewing Instructor certification. Successful completion of hands-on skills testing, a written examination, and instructor monitoring are required for the two-year certification. In order to attend, participants must present their current BLS Provider or Heartsaver Instructor card in class and bring their copy of the Instructor Manual.

WORKBOOK FEE: \$99

AHA930.600 (11103) 5:30pm- 9:30pm T FOXVLY21 Ries
Meets on: Sep. 22

AHA930.601 (11104) 5:30pm- 9:30pm W FOXVLY21 McCormack
Meets on: Nov. 11

BLS Provider CPR Skills Session

Take advantage of combining eLearning and Skills Testing to complete your BLS Provider CPR certification. First, you will complete the dynamic online course: Heartcode® BLS. Then, you will practice and test skills during the hands-on, classroom-based session. Successful completion of skills testing will certify the participant for two years. Valid certificate from Heartcode® BLS must be presented at the Skills Session. Fee includes online course key and materials.

WORKBOOK FEE: \$79

AHA932.600 (11120) 6:00pm- 7:00pm T FOXVLY21 Salvador
Meets on: Sep. 1

AHA932.601 (11121) 7:30pm- 8:30pm T FOXVLY21 Salvador
Meets on: Sep. 1

AHA932.603 (11122) 6:00pm- 7:00pm Th FOXVLY21 Ziemnik
Meets on: Nov. 12

AHA932.604 (11123) 7:30pm- 8:30pm Th FOXVLY21 Ziemnik
Meets on: Nov. 12

CAD

AutoCAD - Three Dimensions

NEW! This is your chance to learn 3-dimensional (3-D) software for your industry needs. The seminar is based on AutoCAD 2008.

Prereq: Completion of Introduction to AutoCAD or instructor's approval.

CLASS FEE: \$649

CAD950.920 (11174) TBA ONLINE Staff
Meets between: Oct. 1-Oct. 31

COMMUNICATION

Writing a Winning Resume

Workshop participants will focus on their individual marketing campaign, with specific emphasis on the centerpiece- the resume. The workshop will cover language, presentation and layout, including information essential for success. Participants will consider the intended audience and the 20 seconds your resume will have to accomplish its objective.

CLASS FEE: \$49

COM934.920 (11180) TBA ONLINE Ardaugh
Meets between: Aug. 1-Aug. 8

SOFTWARE APPLICATIONS: OFFICE SUITES

Introduction to Microsoft Outlook 2019

Get up to speed with the latest development in Outlook, including how to manage your e-mail, calendar, and contacts and how to get the most out of program tools such as Search Folders and Quick Steps.

CLASS FEE: \$189

OPS900.920 (11127) TBA ONLINE Azhar
Meets between: Sep. 12-Sep. 19

COMPUTER: SPREADSHEET/ACCOUNTING SOFTWARE

Introduction to Microsoft Excel 2019

Participants in this class learn the basics of electronic spreadsheet creation. Topics include: screen and toolbar identification; working with new and existing workbooks; text and value entry; using simple formulas; navigating throughout a worksheet; inserting and deleting columns, rows, cells and named ranges; relative and mixed cell references and font adjustments to increase the readability of your spreadsheet.

Prereq: A basic knowledge of Windows.

CLASS FEE: \$189

SPR900.920 (11128) TBA ONLINE Azhar
Meets between: Aug. 24-Sep. 13

Intermediate Microsoft Excel 2019

This seminar enhances the skills learned in Excel Level 1. Participants will be introduced to: workbook data management, table usage techniques including references for using formulas and data analysis. Students will also learn how to automate

tasks, enhance charts, share files and incorporate Web information.

Prereq: Completion of Introduction to Microsoft Excel 2019 or equivalent experience. Fee includes: materials.

CLASS FEE: \$189

SPR901.920 (11129) TBA ONLINE Azhar
Meets between: Sep. 14-Sep. 27

Advanced Microsoft Excel 2019

Increase spreadsheet skills by learning advanced features of the software. Topics covered include working with lists; using basic analysis tools including scenarios and maps; working with pivot tables and database queries; and importing and exporting files.

Prereq: Completion of Intermediate Microsoft Excel or equivalent experience.

CLASS FEE: \$189

SPR902.920 (11130) TBA ONLINE Azhar
Meets between: Sep. 28-Oct. 11

CONSTRUCTION

Home Inspection

This class will prepare you for the Illinois Home Inspector License exam which is required to do home inspections in Illinois. The course combines online learning with a hands-on classroom portion. The online learning component includes such topics as structure, exteriors, roofs, plumbing, electrical, heating, cooling, interiors, insulation and ventilation. In the classroom portion, you will learn how to conduct and document a standards-based high quality home inspection, as well as how to protect yourself from liability. You will perform actual inspections under the instructor's guidance.

Note: In order to benefit from the hands-on classroom portion of this course, you should register several weeks in advance in order to complete your online studies prior to the class dates.

WORKBOOK FEE: \$1,495

CST901.001 (11106) 8:00am- 6:00pm MTWThF APC158 Staff
Meets between: Nov. 9-Nov. 13

EDUCATORS

You Can Teach Online

This course will provide learners with a "how-to guide" on creating and instructing an online learning course. This course offering consists of 5 contact hours per course topic for a total of 15 contact hours. There are three main course objectives that include how to transition face-to-face courses to the online environment, online discussion facilitation, and how to design online courses.

CLASS FEE: \$450

EDC901.920 (11346) TBA ONLINE Staff
Meets between: Aug. 24-Sep. 28

ENVIRONMENTAL PROTECTION

Wastewater Operator Continuing Education

Description: This 8-hour training qualifies for IEPA continuing education units for Illinois Wastewater Operators. Sessions will include the topics of basic collection systems, diagnostic equipment, operations of math, safety tactics for chemical and biological exposures, nutrient removal, and phosphorus removal. (8 hours CEUs)

CLASS FEE: \$100

WWW900.001 (11177) 8:00am- 4:00pm F FXMT Smith
Meets on: Oct. 16

EQUINE STUDIES

Equine Studies I

This class is designed to introduce you to topics in proper horse care and equine management. Subjects explored include: identifying breeds, markings and parts of a horse; exploring horse senses and behavior; equine nutrition and grooming; tack and tacking; fundamentals of mounting/dismounting. While this is a required course for those interested in PATH Intl. certification, this course is beneficial to anyone who works in the equine industry.

WORKBOOK FEE: \$459

TRI930.001 (11113) 8:30am- 11:30am MW PLANO203 Staff
Meets between: Sep. 14-Oct. 14

Teaching Methodology for Therapeutic Riding Instructor I

This course will prepare you to safely and effectively instruct others in horseback riding. Proper instruction and facilitation of mounts and dismounts; postural alignment; gaits; natural and artificial aids; and technique will be covered. Various methods of instruction will be explored, as well as techniques for maintaining a safe environment. While this is a required course for those interested in PATH Intl. certification, this course is beneficial to anyone who desires to become a riding instructor. Preferred co-requisite: TRI 930 Equine Studies I.

WORKBOOK FEE: \$359

TRI931.001 (11114) 8:30am- 11:30am MW PLANO203 Staff
Meets between: Oct. 19-Nov. 11

Introduction to Psychology for Therapeutic Riding Instructor I

This course will build on fundamental concepts of learning essential to effective horseback riding instruction, with a focus on instructing clients with special needs. The class will explore the benefits and realm of therapeutic riding; examine the concepts of learning styles and favorable attributes of instructors who work with special needs clients; and introduce the precautions and contraindications unique to therapeutic riding instruction.

WORKBOOK FEE: \$259

TRI932.001 (11115) 8:30am- 11:30am MW PLANO203 Staff
Meets between: Nov. 16-Dec. 9

HEALTH AND SAFETY: FOOD SERVICE/SANITATION

Food Service Sanitation Manager Certification Exam Prep (1-day)

This eight-hour course offers content targeted to supervisory personnel in food service, provides key concepts in: controlling foodborne illness regulations, safe food storage and handling, pest control, sanitizing procedures, equipment design, and facility construction. The course finishes with the administration of the ServSafe exam.

Note: A FSSMC is earned by completing an approved eight hour course with an Illinois approved instructor and passing a national exam accredited by the Conference for Food Protection (CFP) with a 75% or higher, then paying a fee to The Illinois Department of Public Health (IDPH) for the certificate, which is valid for five years from the exam date. For more information visit: <http://www.dph.illinois.gov/topics-services/food-safety/fssmc>. The National Restaurant Association provides an ANSI-CFP Accredited Exam (ServSafe) that is recognized by the IDPH. For more information visit: <http://www.servsafe.com/regulatory-information/illinois-manager-regulatory-changes> Fee includes: Exam.

WORKBOOK FEE: \$179

FSS907.001 (11107) 8:00am- 5:00pm W FOXVLY21 Brewster
Meets on: Sep. 30

FSS907.002 (11108) 8:00am- 5:00pm W FOXVLY22 Brewster
Meets on: Nov. 18

MANUFACTURING

Schematic Concepts

NEW! Leading up to an introduction to blueprint reading and schematics this seminar introduces employees and group leaders to practical mathematics used in the workplace. The focus of training is on practical solutions for the math and schematic concepts needed to be quickly put to use in your work environment.

CLASS FEE: \$229

MFG903.920 (11159) TBA ONLINE Smith
Meets between: Sep. 7-Sep. 20

Introduction to Lean Manufacturing

NEW! Lean manufacturing is the elimination of waste, resulting in lower costs, higher quality and improved delivery. This seminar will lead participants through the concepts and tools of this process. General transformation outlines and organizational responsibilities in the lean manufacturing process implementation are explored.

CLASS FEE: \$119

MFG960.920 (11163) TBA ONLINE Smith
Meets between: Nov. 9-Dec. 14

Introduction to Supply Chain Management

NEW! Supply chain management has never been more critical to the financial and competitive success of a business. With

material costs normally accounting for 65 percent of the cost of goods sold, the greatest opportunity to your organization is in the area of Supply Chain Management. Topics include: the financial impact of the cost of materials, inventory impacts a basic walk-through of functional integration, and a plan for assessing and improving the materials management/supply chain function in your organization.

CLASS FEE: \$119

MFG961.920 (11164) TBA ONLINE Staff
Meets between: Aug. 24-Sep. 13

Introduction to Inventory Management

NEW! Learning the definitions, types, and controls for inventory management can help your business define expectations rather than being subject to them. In reviewing the transformation process of raw materials to finished goods, you will learn to develop inventory models and define if safety stock is needed and why and where. This seminar presents a strategy for you to define your inventory targets and then strategically move toward that model.

CLASS FEE: \$119

MFG962.920 (11165) TBA ONLINE Staff
Meets between: Sep. 21-Oct. 11

Blueprint Reading Basics

This course will cover blueprints, schematics and symbols used in industrial settings. During the course, you will learn about machine parts and machine drawings as well as examine symbols on schematics, electrical symbols and diagrams, hydraulic and pneumatic diagrams and symbols. Fee includes: materials.

CLASS FEE: \$350

MFG904.920 (11160) TBA ONLINE Smith
Meets between: Sep. 21-Oct. 4

Shop Practices and Measurement

Understanding basic math concepts will help manufacturing employees maintain an effective manufacturing process. This class will help students understand basic math concepts such as units of measurements, blueprint reading, geometry and Geometric Dimensioning & Tolerancing. Students will spend time online learning the concepts and then wrap-up with a classroom lab to practice what has been learned.

Note: This course is a combination of self-paced online learning and a classroom lab. Access to the course will be provided once registration is verified.

CLASS FEE: \$625

MFG925.920 (11161) TBA ONLINE Smith
Meets between: Oct. 5-Oct. 18

Maintenance Basics

Students will be introduced to OSHA regulations as well as learn what can be done to make themselves and others safer in a manufacturing environment. Includes: online learning and lab practice.

CLASS FEE: \$625

MFG926.920 (11162) TBA ONLINE Smith
Meets between: Oct. 19-Nov. 1

Successful Interviewing

Understanding what the other side wants and knowing how to deliver it is the key to a successful interview. Learn how to adapt your interview style, build rapport, respond to probing questions and interview the interviewer to get the job or promotion you desire. Mock interviews will be held.

CLASS FEE: \$149

COM932.950 (11179) 9:00am- 12:00pm F APC180 Ardaugh
Meets between: Aug. 28-Sep. 4

OFFICE ESSENTIALS

Introduction to Microsoft Office

This beginner course provides an introductory software skills overview that is widely used in a variety of work environments. Navigate through the many editing tools in Word, capture the basics of simple formulas and charting in Excel, explore the many layouts and themes in PowerPoint and learn how to create a new database using Access.

Prereq: Basic familiarity with Windows

CLASS FEE: \$425

OPS903.920 (11126) TBA ONLINE Azhar
Meets between: Aug. 3-Aug. 10

PROFESSIONAL GROWTH

Build Your Professional Brand Using LinkedIn

Have you thought about how you come across on LinkedIn? This site allows you to promote yourself and to give your audience reasons to want to engage and connect with you. In this course, taught by an instructor who uses LinkedIn to promote his personal brand, you will learn ways to establish yourself as an expert in your field and how to use this medium to convey what you are passionate about. Whether you are new to LinkedIn, or hope to get more out of it, this course will give you pointers that will make a difference!

CLASS FEE: \$49

MKT927.920 (11178) TBA ONLINE Ardaugh
Meets between: Aug. 8-Aug. 15

PROJECT MANAGEMENT

Essentials of Project Management

Does your organization struggle with delivering projects on-time and on-budget? Would you like to help your teams work together to deliver projects more reliably? Have you considered pursuing certification as a Project Management Professional (PMP)? Join us for our Essentials of Project Management Workshop. This two-day, hands-on session led by a certified PMP, will give you practical insights on how to deliver your projects more reliably. CPE Credit: This course provides 14 PDUs toward your project management certification. Fee includes: all course materials.

CLASS FEE: \$550

Advanced Project Management

Seasoned project managers are asked to successfully deliver despite increasing complexity. Our Advanced Project Management workshop is designed to go beyond the essentials of basic project planning and to help you meet the increasing demands of the profession. Based on the Project Management Institute's (PMI®) PMBOK® Guide, you will get in-depth instruction on advanced topics such as earned value, procurement management, stakeholder relationship management, quality management, and team leadership. Our instructor, a certified Project Management Professional (PMP®), will share practical insights on advanced topics that will help experienced project managers improve project outcomes. CPE Credit: This course provides 14 PDUs toward your project management certification. Fee includes: all course materials.

CLASS FEE: \$550

ORE937.001 (11132) 8:00am- 4:00pm ThF AKL205 Staff
Meets between: Sep. 24-Sep. 25

PMP Exam Prep Course

Join us for this intensive, one-day session designed to get you on the path to achieving your goal of becoming PMP certified. What should you focus on? What are some of the tips to keep in mind to help answer the tough questions? You will leave the session with everything you need to prepare for passing the exam. Comprehensive study material is provided including a hard copy of the Project Management Body of Knowledge (PMBOK® Guide), and a CD that provides a simulated exam experience. The session is facilitated by a certified PMP with experience helping people prepare and pass the certification exam worldwide. CPE Credit: This course provides 7 PDUs toward your project management certification. Fee includes: Course materials, PMBOK® Guide, and exam practice CD.

CLASS FEE: \$550

ORE938.001 (11133) 8:00am- 4:00pm FSa AKL205 Staff
Meets between: Oct. 2-Oct. 3

REAL ESTATE

Real Estate Broker Preparation

Required to take the Illinois Real Estate Broker Licensing Exam, this 60 hour course introduces real estate principles including agency, career options, client and customer relationships, contracts, employment agreements, financing, local, state and federal laws, real property, marketing, market analysis, disclosure and property valuation.

CLASS FEE: \$675

REL900.920 (11134) TBA ONLINE Staff
Meets between: Aug. 24-Nov. 7

Real Estate Broker Pre-License: Applied Principles

Required to take the Illinois Real Estate Broker Licensing Exam, this interactive 15 hour course applies the real estate concepts introduced in REL900 to the practice of real estate

agency through the use of case and situational studies focusing on listing and selling, closing costs, and anti-trust and ethics violations.

Prereq: REL900.

CLASS FEE: \$175

REL905.920 (11181) TBA ONLINE Staff
Meets between: Nov. 9-Dec. 18

SAFETY

Lockout/Tagout

OSHA's Lockout/Tagout requirements are intended to ensure maintenance persons and others are protected from the unexpected energization of machines and equipment when they are being serviced or maintained. It is one of the most rigorous of all OSHA's requirements. Many companies still need to come into compliance with this important standard. This course will cover control procedures, periodic inspection, contractor safety, employee training, setting up a program and more.

WORKBOOK FEE: \$99

SAF901.001 (11109) 9:00am- 11:00am T FOXVLY21 Salvador
Meets on: Sep. 29

Machine Guarding

One of the most fundamental of all OSHA safety requirements is the protection of employees who operate machinery. Yet tragic accidents continue to occur at an alarming rate. This course will cover requirements for machine guarding including point of operation guarding, types of machine guards, hazardous machine motions, how and why accidents still occur, and how to prevent them. Machine hazards, including pinch points, nip points and hazards caused by the point of operation will also be addressed.

CLASS FEE: \$99

SAF902.001 (11116) 8:00am- 12:00pm F FOXVLY21 Serpe
Meets on: Sep. 18

OSHA Confined Space Standard

If your confined space entry program needs updating, you should attend this OSHA permit-required confined space training session. We will take an in-depth look at your company's requirements as mandated by OSHA's permit-required confined space standard 1910.146. Learn how to recognize and characterize a confined space, common hazards, duties of entrants, attendants, supervisors and communication and rescue requirements. Remember that atmospheric hazards are some of the most deadly hazards in the workplace. Attend this seminar and help your work crews be better prepared to control those hazards. Fee includes: materials.

WORKBOOK FEE: \$99

SAF907.001 (11110) 1:00pm- 3:00pm T FOXVLY21 Salvador
Meets on: Sep. 29

Stop the Bleed

Do you know how to help someone with a major bleeding injury? Without quick treatment, the wounded individual may bleed to death within a few minutes. The Stop the Bleed class teaches participants how to successfully manage life-threatening bleeding due to injuries, man-made or natural disasters, until emergency medical services (EMS) arrive. The

class will incorporate hands-on practice of direct pressure application, wound packing and the use of a tourniquet.

WORKBOOK FEE: \$49

SAF915.600 (11117) 6:30pm- 8:30pm W FOXVLY21 McCormack
Meets on: Oct. 21

OSHA COVID-19 Acute Illness Infectious Disease Preparedness and Response Plan

COVID-19 has created challenges for employers in providing employees with a safe place to work. OSHA is investigating many employee complaints of employers not providing a safe place to work during the COVID-19 pandemic. In response, OSHA has issued COVID-19 inspection procedures, which address the protection of employees from this deadly disease. This four-hour course will cover OSHA COVID-19 Inspections and OSHA/NIOSH recommendations and best practices for establishing and implementing an effective COVID-19 Acute Illness Infectious Disease Preparedness and Response Plan. We will focus on OSHA's hierarchy of controls, including conducting a facility COVID-19 risk assessment, and the development of a written plan.

WORKBOOK FEE: \$99

SAF918.001 (11119) 8:00am- 12:00pm T ONLINE Serpe
Meets on: Aug. 25

OSHA Recordkeeping Requirements

This recordkeeping seminar designed for Human Resource managers covers OSHA's recordkeeping certification requirements, including changes in the requirements. Learn how to make OSHA log entries, fill out the annual summary, complete OSHA accident reports and calculate your Lost Workday Illness and Injury Rate (LWII).

CLASS FEE: \$99

SAF921.001 (11118) 11:30am- 12:30pm T FOXVLY21 Salvador
Meets on: Sep. 29

Arc Flash and NFPA 70E

Learn about the new focus of the NFPA 70E covering Arc Flash Safety. We will cover highlights of the NFPA 70E Standard 'Electrical Safety in the Workplace'. The course will include understanding arc flash/arc blast; requirements for qualified persons; arc flash PPE; Arc Flash and Shock Approach Boundary distances; case studies; how NFPA 70E relates to OSHA requirements and more.

WORKBOOK FEE: \$99

SAF969.001 (11111) 8:00am- 4:30pm F FOXVLY21 Serpe
Meets on: Sep. 11

OSHA 10-Hour for General Industry

Attend this two-day course to learn about OSHA safety requirements in the workplace. Each student will earn their OSHA safety card, issued by the United States Department of Labor. The course covers: machine guarding, lockout tagout, hazard communication, confined space safety, forklift safety and much more.

WORKBOOK FEE: \$199

SAF977.001 (11112) 8:00am- 2:00pm MT FOXVLY20 Salvador
Meets between: Sep. 21-Sep. 22

Social Media Marketing Portfolio Workshop

This is the capstone for the Social Media Marketing Specialist Certificate where you will put your skills into practice. Confirm your ability to effectively utilize social media marketing by planning, preparing and implementing a social media marketing campaign for an actual business. Create a campaign blueprint that incorporates the most relevant social media marketing strategies introduced during the course, and develop the social and online properties essential to the campaign. Present your campaign to the Instructor and class for evaluation.

Note: This is the final course in the Social Media Marketing Specialist Certificate program. Participants must have completed all three Social Media Marketing Certificate courses (MKT951, MKT952 and MKT953) prior to this course.

CLASS FEE: \$249

MKT954.920 (11124) TBA ONLINE Azhar
Meets between: Oct. 17-Oct. 24

Social Media: Marketing Business Primer

How do you reach customers and generate revenue with social media? This ground-breaking boot camp provides an unprecedented account of how to use social media for business. Come to learn the dos and don'ts of what works and what doesn't. The first session covers social media marketing including setting objectives, identifying target markets, and developing content. The second session covers social media engagement using networks, influencers, messages, goals, and analytics. The third session covers social media platforms including LinkedIn and Facebook pages and Twitter. The fourth session covers advanced social media topics including Google+, Mobile, and reputation management. This course is packed with useful information that you can put to use immediately. Fee includes: all materials.

CLASS FEE: \$795

MKT955.920 (11125) TBA ONLINE Staff
Meets between: Oct. 25-Oct. 31

SUPERVISION

Leading Change

NEW! Change is inevitable no matter what type of business is involved. Find out how you can lead change with COINS: communication opportunities, innovation, negotiation and sensitivity.

CLASS FEE: \$149

ORD957.920 (11175) TBA ONLINE Lochner
Meets between: Sep. 1-Sep. 8

PERSONAL ENRICHMENT COURSES

COMPUTERS AND TECHNOLOGY

Computers 101

New to computers? Take part in this relaxed, hands-on class and learn keyboard and mouse skills. Find out about the parts of a computer and everything that goes along with it, as well as computer terminology. Learn how to organize and find items on your computer. Surf the Internet and discover interesting websites. Get an overview of Microsoft Office to see what you can do with it. Follow this class with Microsoft Office at Home. Note: Please come to class prepared with your X Number and password. For more information about the specific content of this course contact the Community Education department at 630.466.2360.

CLASS FEE: \$69

INT804.600 (11223) 6:30pm- 8:30pm W HCC111 Staff
Meets between: Sep. 9-Sep. 30

Microsoft Office at Home

New to Microsoft Office? Join us for this relaxed, hands-on six-week course. Start with MS Word to create basic documents then move up to using backgrounds, borders, pictures and bullets to create an eye-catching flyer. Master tabs, tables, columns, page breaks, headers, footers, and much more! Next, learn the basics of MS Excel by creating a sample budget spreadsheet, using basic formulas, sorting and more. Finally, discover what you can do with a MS PowerPoint presentation! An experienced instructor in computers and technology, Carrie Swift, will lead this class at a comfortable pace for students.

Note: Please come to class prepared with your X number and password.

CLASS FEE: \$79

INT845.600 (11224) 6:00pm- 8:30pm MW HCC106 Staff
Meets between: Oct. 12-Oct. 28

CULTURE: ARTS

Discover Painting with Oils

Discover your inner artist as you learn foundational techniques of oil painting such as color mixing, color value, composition, glazing, brushwork, and paint application. You can work at your own pace as you explore different styles and subject matter. You'll create your own beautiful paintings that will be ready to display in your home. Supply list will be given on the first night of class.

CLASS FEE: \$79

ART803.600 (11193) 6:30pm- 9:00pm T WGL125 Staff
Meets between: Nov. 3-Dec. 15

Ceramic Arts: Handbuilding and Wheel Throwing

Find deep satisfaction in designing and creating your own pottery, whether you're a beginner or an advanced student of ceramics. You'll learn the best practices in handbuilding, wheel throwing, decorating and glazing, and then use the campus kiln to fire your original creations. If you're a beginner, you'll benefit from instructor Mary DeRose's reputation for careful guidance, but if you're a more advanced student, you'll delight in her balanced approach of giving pointers while allowing you to expand your skills and explore your passions.

Note: Additional cost for materials. Prepared kit may be purchased at Waubonsee bookstore.

CLASS FEE: \$179

ART807.600 (11189) 6:00pm- 9:00pm F CER100 DeRose
Meets between: Sep. 4-Nov. 6

ART807.800 (11190) 9:00am- 12:00pm Sa CER100 DeRose
Meets between: Sep. 5-Nov. 7

Introductory Watercolors

In this course, designed for beginners, you'll learn everything you need to know to get started painting with watercolors. Learn how to select the proper supplies, mix and layer colors, and compose a dynamic painting layout. You'll gain the necessary skills to be a confident and creative watercolor artist. Supply list will be given on the first night of class.

CLASS FEE: \$79

ART811.600 (11194) 6:30pm- 9:00pm M WGL125 Staff
Meets between: Oct. 12-Nov. 16

ART 833 Fundamentals of Drawing: Colored Pencils

Bring your drawings to life with colored pencils! Learn about color theory and how to mix color with pencils. You'll add depth and dimension with color while also mastering the fundamentals of drawing. A supply list will be given on the first night of class.

CLASS FEE: \$79

ART833.600 (11191) 6:00pm- 9:00pm Th VON101 Staff
Meets between: Oct. 8-Nov. 12

ART 843 Beginning Acrylic Painting

Artist and teacher Gary Schirmer introduces beginning painting students to the versatile medium of water-based acrylics. Basic concepts in composition, observational painting from still-life set-ups, color mixing and paint application are considered, as well as special aspects of the medium that make it suitable for mixing with other materials.

Note: Anticipate approximately \$100 investment in paints, tools, and painting grounds. Supplies may be purchased at WCC Bookstore. Email communityed@waubonsee.edu for supply list.

CLASS FEE: \$79

ART843.600 (11192) 6:30pm- 9:00pm Th WGL125 Staff
Meets between: Sep. 24-Oct. 29

Digital Drawing with Procreate

If you are new to digital drawing and illustration, this course will introduce you to Procreate, one of the world's most popular

drawing apps. Learn how to create a new canvas, select and edit your brushes, work with layers, and import presets to add in color, texture and depth. Practice key drawing skills with weekly prompts and assignments. Required supplies include: Apple iPad with Procreate (purchased from App Store), Apple Pencil or other comparable stylus

CLASS FEE: \$59

ART847.600 (11217) 6:30pm- 9:00pm M DWNTN216 Staff
Meets between: Nov. 2-Nov. 23

CULTURE: CRAFTS

Plant a Living Succulent Wreath

Is there anything more beautiful than a living plant? Welcome guests to your home with a stunning, living wreath! You'll use colorful succulents and air plants to create the ultimate showpiece. All materials will be provided!

CLASS FEE: \$49

GRO811.800 (11200) 9:30am- 12:30pm Sa APC180 Staff
Meets on: Sep. 19

Sassy Cross-Stitch

Get sassy and saucy with cross-stitch! Learn the basics of cross stitch including how to read a pattern, selecting thread and floss, backstitching and French knots while you're creating a bold and funny pattern. Simple patterns and supplies will be provided. If you would like to work on your own project, please bring it the first day of class.

CLASS FEE: \$39

HBY813.600 (11198) 6:30pm- 8:30pm Th APC260 Staff
Meets between: Sep. 3-Sep. 24

Create Your Own Macrame Plant Holder

Love the boho chic style that you see in magazines and on tv? Create that on your own with a macrame plant holder! You'll follow along with a pattern, but you'll also learn the essential elements to creating your own design. All supplies will be provided for this one day workshop.

CLASS FEE: \$25

HBY814.800 (11199) 9:30am- 12:30pm Sa APC170 Staff
Meets on: Oct. 17

Get Hooked! Crochet Basics

Learning to crochet is not as difficult as it appears. With over 35 years of experience, your instructor can help you begin to crochet in just four weeks. You'll be introduced to basic crochet techniques in a step-by-step easy process. Simple projects will be available for practice to build confidence while learning the six basic stitches including: slip-stitch, chain, single crochet, half-double crochet, double crochet and triple-crochet. Fee includes: Basic starter materials. Additional materials must be purchased separately.

CLASS FEE: \$59

SEW806.600 (11196) 6:30pm- 8:30pm W APC194 Staff
Meets between: Oct. 7-Oct. 28

CULTURE: MUSIC

Class Guitar I

Strum along with other beginners as you learn the basics of playing the guitar. No music experience is required for this entry level course. You will learn how to read chords, chords symbols and musical notation in a variety of music styles. By the end of this course you will have gained confidence playing chord progressions on a variety of guitars and in various guitar playing styles.

Note: Guitar must be brought to the first class.

CLASS FEE: \$276

MUS890.600 (11210) 5:00pm- 6:40pm T VON137 Staff
Meets between: Aug. 18-Dec. 15

Class Instruction in Piano I

If you've ever wanted to "tickle the ivories," this is your chance! No music experience is needed for this beginner level piano course. You will explore music notation, chords, and harmonization through the study of popular, folk and classical music. Join us in the electronic piano lab to make your musical dreams a reality.

Note: For credit course see MUS151 in the credit schedule.

CLASS FEE: \$276 LAB FEE: \$30

MUS891.001 (11209) 12:30pm- 1:20pm MW VON231 Staff
Meets between: Aug. 18-Dec. 16

All College Steel Band

Explore a truly unique instrument in this entry-level steel pan ensemble. Together with other musicians, you will be performing a variety of musical styles including Caribbean, Pop, Classical. You will also be introduced to the history, construction, development and voices of the instruments, all while developing your technique on the instrument. Students are separated based on their ability and experience. The end of term will culminate with a performance concert open to the public.

Note: Experience reading music is a requirement for this course. For credit course see MUS175 in the credit schedule

CLASS FEE: \$207

MUS893.600 (11214) 6:00pm- 7:40pm W VON137 Staff
Meets between: Aug. 19-Dec. 16

Jazz Ensemble

Join other "cool cats" for this jazz performance group. You will be part of this 15-17 piece ensemble that specializes in swing, bebop and contemporary jazz. You will also be able to share your love of jazz with others during the end of term concert. Two years of experience with jazz music are recommended for this course.

Note: For credit course see MUS160 in the credit schedule.

CLASS FEE: \$138

MUS894.001 (11211) 4:30pm- 5:20pm MW VON137 Staff
Meets between: Aug. 19-Dec. 16

Ensemble: Waubonsee Chorale

Lift up your voice and join The Waubonsee Chorale in song! We are a lively group that practices and performs selected music, such as madrigals, spirituals and other traditional choral music forms. It is open to all students and community residents, and the term will culminate with a performance open to the public.

Note: For credit course see MUS166 in the credit schedule.

CLASS FEE: \$138

MUS898.001 (11213) 12:30pm- 1:45pm TTh VON125 Staff
Meets between: Aug. 18-Dec. 17

CULTURE: WORLD LANGUAGES

Learn a Little Italian

Whether you are interested in learning the basics of the Italian language to help you through that trip to Italy or you're just wanting to learn the language for fun, this course will introduce you to the basics of this beautiful language. You'll learn conversational Italian and gain insight into everyday life, customs, and culture in Italy! Class will be taught at a comfortable pace for beginners and will prepare you to say "Arrivederci" to your fears of learning a new language.

CLASS FEE: \$179

LAN800.600 (11221) 6:30pm- 9:00pm TTh APC280 Ruscetti
Meets between: Sep. 1-Oct. 8

Learn More Italian

Grow your vocabulary as you learn more about the Bel Paese (Beautiful Country). Practice speaking the language and gain a greater understanding of conversational Italian as well as the essential grammar you'll need as you continue your study. This course is a perfect continuation of Learn a Little Italian or if you've had some exposure to Italian previously.

CLASS FEE: \$149

LAN801.600 (11222) 6:30pm- 9:00pm TTh APC280 Ruscetti
Meets between: Oct. 20-Nov. 12

Learn a Little Spanish

Overcome your fear of learning a new language in this six week class - designed for individuals who have had no previous Spanish experience, but who want to start speaking and understanding the language. You'll begin to feel comfortable using Spanish both in class and in the real world. Class will be taught at a slow pace and will start from the beginning of learning the Spanish language. Follow this class with Learn More Spanish.

Note: For more information about the specific content of this course and textbook requirements, email communityed@waubonsee.edu.

CLASS FEE: \$179

LAN805.600 (11186) 6:30pm- 9:00pm MW APC258 Staff
Class will not meet Sept. 7
Meets between: Aug. 24-Sep. 30

Learn More Spanish

If you have the most basic Spanish language skills, but are ready for more, you'll progress in this vocabulary-building class suited for those with some prior exposure to the language. You'll begin speaking in class the very first week as you grow comfortable with vital conversational builders including fundamental grammar, working phrases and important vocabulary. This essentials class hands you necessary language tools you can put to work as you walk out of the classroom door and into the Spanish-speaking world.

Note: For more information about the specific content of this course and textbook requirements, email communityed@waubonsee.edu.

Prereq: Learn a Little Spanish or equivalent Spanish language skills.

CLASS FEE: \$129

LAN808.600 (11187) 6:30pm- 9:00pm MW APC258 Staff
Meets between: Oct. 12-Nov. 4

Spanish Discussion

Now that you've mastered conjugating basic Spanish verbs, put that skill to the test. This course will focus on writing and speaking prompts that will let you practice your vocabulary and language knowledge with other beginners. You'll also learn past tense conjugations of common verbs.

CLASS FEE: \$129

LAN819.600 (11188) 6:30pm- 9:00pm MW APC258 Staff
Class will not meet Nov. 25
Meets between: Nov. 9-Dec. 2

FITNESS: DANCE

Let's Dance! Ballroom, Swing, and Latin

Get a little taste of everything in this combination dance class that will give you confidence for any social dance occasion! With over 35 years of experience in dance instruction, Patricia Ray will help you develop your techniques of leading and following while dancing with your partner. Have fun practicing the basic moves of the waltz, fox trot and swing, then finish off with the spicy cha, cha! A perfect class for beginners or those who want to brush up on their dance skills.

Note: Couples only. Partners must register separately. Wear hard sole shoes.

CLASS FEE: \$55

DAN898.600 (11203) 7:19pm- 8:25pm Th FLD254 Ray
Meets between: Sep. 17-Oct. 22
DAN898.800 (11204) 7:10pm- 8:25pm F FLD254 Ray
Meets between: Oct. 16-Nov. 20

FITNESS: TOTAL FITNESS CENTER

Youth Personal Training

Ages 12-15 Five (5) 60-minute personal training sessions.

CLASS FEE: \$205

FIT700.701 (11156) TBA ERK126 Anderson
Meets between: Aug. 18-Dec. 31

Fitness Center: 3-Month Membership

Explore your fitness options at Waubonsee's Total Fitness Center. We feature CardioTheater - an entertainment center that makes exercise fun; a free weight area; Cybex Eagle strength systems; and the latest in cardiovascular equipment. Highly-skilled staff assist you with your exercise program and answer fitness-related questions. Call the fitness center at (630) 466-2530 for registration information and to schedule an orientation.

Note: The fitness center is open to anyone 16 years of age or older.

CLASS FEE: \$89

FIT800.700 (11135) TBA ERK126 Staff
Meets between: Aug. 18-Dec. 31

Fitness Center: 6-Month Membership

Explore your fitness options at Waubonsee's Total Fitness Center. We feature CardioTheater - an entertainment center that makes exercise fun; a free weight area; Cybex Eagle strength systems; and the latest in cardiovascular equipment. Highly skilled staff assist you with your exercise program and answer fitness-related questions. Call the fitness center at (630) 466-2530, for registration information and to schedule an orientation.

Note: The fitness center is open to anyone 16 years of age or older.

CLASS FEE: \$169

FIT802.700 (11136) TBA ERK126 Staff
Meets between: Aug. 18-Dec. 31

Fitness Center: Year Membership

Explore your fitness options at Waubonsee's Total Fitness Center. We feature CardioTheater - an entertainment center that makes exercise fun; a free weight area; Cybex Eagle strength systems; and the latest in cardiovascular equipment. Highly skilled staff assist you with your exercise program and answer fitness-related questions. Call the fitness center at (630) 466-2530, for registration information and to schedule an orientation.

Note: The fitness center is open to anyone 16 years of age or older.

CLASS FEE: \$299

FIT804.700 (11137) TBA ERK126 Staff
Meets between: Aug. 18-Dec. 31

Fitness Center: Lifelong Learning Institute

CLASS FEE: \$240

FIT805.700 (11149) TBA ERK126 Staff
Meets between: Aug. 18-Dec. 31

Body Fat Analysis

Weight alone is a deceptive indicator of body composition. Determine your percentages of body water, fat and lean mass by electrical impedance and have trained staff explain your results. Call (630) 466-2530 to schedule your appointment.

CLASS FEE: \$12

FIT806.700 (11146) TBA ERK126 Anderson
Meets between: Aug. 18-Dec. 31

Fitness Center: Year Couple Membership

Explore your fitness options at Waubonsee's Total Fitness Center. We feature CardioTheater - an entertainment center that makes exercise fun; a free weight area; Cybex Eagle strength systems; and the latest in cardiovascular equipment. Highly skilled staff assist you with your exercise program and answer fitness-related questions. Call the fitness center at (630) 466-2530, for registration information and to schedule an orientation.

Note: The fitness center is open to anyone 16 years of age or older.

CLASS FEE: \$469

FIT811.500 (11139) TBA ERK126 Staff

Meets between: Aug. 18-Dec. 31
FIT811.700 (11138) TBA ERK126 Staff
Meets between: Aug. 18-Dec. 31

Fitness Center: Additional Third and Fourth Member

CLASS FEE: \$129

FIT814.700 (11140) TBA ERK126 Staff
Meets between: Aug. 18-Dec. 31

Fitness Center: Additional Fifth Member

CLASS FEE: \$59

FIT815.700 (11141) TBA ERK126 Staff
Meets between: Aug. 18-Dec. 31

Fitness Center: Waubonsee Alumni Year Membership

Looking for an affordable and convenient fitness facility? The Total Fitness Center is a great place for you! Follow an exercise program designed by our professional trainers or create your own routine.

CLASS FEE: \$180

FIT834.700 (11144) TBA ERK126 Staff
Meets between: Aug. 18-Dec. 31

TFC Assessment/Programming

CLASS FEE: \$39

FIT835.700 (11157) TBA ERK126 Anderson
Meets between: Aug. 18-Dec. 31

Individual Training - One Hour (3 sessions)

CLASS FEE: \$129

FIT842.700 (11150) TBA ERK126 Anderson
Meets between: Aug. 18-Dec. 31

Individual Training - One Hour (6 sessions)

CLASS FEE: \$246

FIT843.700 (11151) TBA ERK126 Anderson
Meets between: Aug. 18-Dec. 31

FIT 844 Individual Training - One Hour (12 sessions)

CLASS FEE: \$468

FIT844.700 (11152) TBA ERK126 Anderson
Meets between: Aug. 18-Dec. 31

Express Training - 30 minutes (3 sessions)

CLASS FEE: \$89

FIT846.700 (11153) TBA ERK126 Anderson
Meets between: Aug. 18-Dec. 31

Express Training - 30 minutes (6 sessions)

CLASS FEE: \$174

FIT847.700 (11154) TBA ERK126 Anderson
Meets between: Aug. 18-Dec. 31

Express Training - 30 minutes (12 sessions)

CLASS FEE: \$324

FIT848.700 (11155) TBA ERK126 Anderson
Meets between: Aug. 18-Dec. 31

Metabolism Matters

Weight management success is just a simple measurement away! With BodyGem, a device used to measure your metabolism, you can easily and quickly determine your resting metabolic rate. Your metabolic measurement can then be used to determine an accurate daily calorie target designed to best assist you with meeting your personalized weight management goals. Call the Total Fitness Center at (630) 466-2530 for more information and to schedule an appointment.

Note: BodyGem includes a metabolic measurement, a printed report of calorie budgets and a review of the results.

CLASS FEE: \$39

FIT860.700 (11147) TBA ERK126 Anderson
Meets between: Aug. 18-Dec. 31

Fundamentals First - Movement Screening and Exercise Plan

Are you looking to achieve higher levels of fitness and performance? Start with an evaluation of your movement patterns; end with a customized exercise plan designed to balance and improve your physical ability. Call the Total Fitness Center at (630) 466-2530 to schedule your appointment.

CLASS FEE: \$59

FIT863.700 (11145) TBA ERK126 Anderson
Meets between: Aug. 18-Dec. 31

Fitness Center: Waubonsee Employee Membership

Looking for an affordable and convenient fitness facility? The Total Fitness Center is a great place for you! Work out before or after work or stop by whenever. Follow an exercise program designed by our professional trainers or create your own routine.

CLASS FEE: \$49

FIT884.700 (11143) TBA ERK126 Staff
Meets between: Aug. 18-Dec. 31

Fitness Center: Waubonsee Student Membership (enrolled in 3+ credit hours)

Looking for an affordable and convenient fitness facility? The Total Fitness Center is a great place for you! Work out before, between or after classes. Follow an exercise program designed by our professional trainers or create your own routine. Monthly memberships also available.

CLASS FEE: \$29

FIT886.700 (11142) TBA ERK126 Staff

Nordic Walking

Nordic Walking is a great total body workout for anyone interested in a fun physical activity with maximum health benefits. This low-stress, easy-to-master workout is fantastic for weight loss and great for your body and mind. Keep fit, toned and healthy at any age. To sign up for your 30-minute private session with a certified Nordic Walking instructor, please call the Total Fitness Center (630) 466-2530. Poles are provided.

CLASS FEE: \$29

FIT865.700 (11148) TBA ERK126 Anderson
Meets between: Aug. 18-Dec. 31

HOBBIES: COOKING AND CULINARY

Cooking 101

No more take-out! In this very popular class you'll learn the basics of cooking and shopping. Begin by reviewing what staples should be in your pantry and how to develop easy menus for every day of the week. Then learn how to choose and use knives, pots and pans, and other kitchen equipment. Lastly, develop new skills with basic cooking methods such as poaching, sautéing, broiling and pan frying! Fee includes all supplies.

Note: Classes are held at Oswego High School (4250 Rt. 71, Oswego); enter through Door #38, classroom 189.

CLASS FEE: \$105

EAT803.600 (11215) 6:30pm-8:30pm T OHS189 Staff
Meets between: Sep. 8-Sep. 29

Cooking 102

Turn up the heat in the kitchen with delicious menu ideas for your family and guests! Learn how to plan, budget, and execute delicious yet simple meals. Make ordinary ingredients extraordinary and discover additional techniques such as the preparation of stocks, soups and sauces. While you're at it, learn about spices, vegetables, starches, convenience products, nutrition and use of kitchen tools. Fee includes: All supplies.

Note: Classes are held at Oswego High School (4250 Rt. 71, Oswego); enter through Door #38, classroom 189.

Prereq: Cooking 101 or equivalent cooking experience. Fee includes all supplies.

CLASS FEE: \$115

EAT804.600 (11216) 6:30pm-8:30pm T OHS189 Staff
Meets between: Oct. 20-Nov. 10

Have Your Cake and Eat it Too: Introduction to Cake Decorating

Nothing compares with a homemade cake! Now make your cakes look as good as they taste! You'll practice basic icing techniques and then move on to creating beautiful flowers and script. Basic supplies will be provided in the first class.

CLASS FEE: \$79

EAT818.600 (11202) 6:30pm-8:30pm Th APC158 Staff
Meets between: Sep. 24-Oct. 15

Holiday Cookie Decorating

Get ready for your next holiday party by decorating festive cookies with royal icing. You'll learn the same skills that professionals use to create show-stopping sweet treats. Decorate your own snowmen, Santas, and reindeer - they'll be so pretty, you won't want to take a bite!

CLASS FEE: \$39

HOL810.600 (11201) 6:00pm-8:30pm W APC158 Staff
Meets on: Dec. 9

HOBBIES: HOBBIES/SPECIAL INTEREST

An Introduction to Voiceovers - Getting Started in Voice Acting

Are people always telling you that you have a great voice? Do you often find yourself listening to your favorite audiobook, commercial or cartoon character and thinking, "I could do that?" This fun and empowering two-hour introductory workshop covers the different types of voiceovers and what tools are needed in order to find success in the industry. You'll be coached as you perform a real voiceover script and be recorded to receive a professional voiceover evaluation later. After class you'll have the knowledge necessary to help you decide if this is something you'd like to pursue. Note: Taught by a professional voice actor from Voices For All.

CLASS FEE: \$49

ART860.600 (11219) 6:00pm-9:00pm W DWNTN222 Staff
Meets on: Nov. 4

Understanding Cannabis as a Consumer

Have burning questions about recreational cannabis? Get the answers from Patient Care Specialist Jess Reese. Dispensaries can sometimes be confusing for the consumer, but in this course you gain an understanding of the differences between medical and recreational use, what products are currently on the market, how much you may purchase, and what to expect at the dispensary. In the second session, you'll create bath bombs and lotion for relaxation using CBD oil. Come with your questions and get ready to learn the basics of recreational cannabis in Illinois.

CLASS FEE: \$39

HBV811.800 (11195) 11:00am-1:00pm Sa DWNTN214 Staff
Meets between: Sep. 26-Oct. 3

HOBBIES: HOME AND GARDEN

Do It Yourself - Home Repair

Save money on the handyman and do it yourself! With guidance from experienced professional Kevin Rick, you'll feel confident to tackle simple home repairs for drywall, plumbing, and electrical. In this hands-on workshop, you'll learn how to apply drywall mud and tape, fix a leaking toilet, replace a sink faucet, install smoke/carbon monoxide alarms, examine circuit breakers, troubleshoot various electrical problems and much more. Fee includes supplies.

CLASS FEE: \$99

CNM801.600 (11220) 6:30pm-9:00pm Th APC195 Staff
Meets between: Sep. 17-Oct. 22

HOBBIES: PHOTOGRAPHY

Beginning Photography I

Start your photography adventure here! Discover the fundamentals of camera settings, composition, and exposure before learning some of the technical aspects of photography such as selecting memory cards, transferring images to PC/Mac and backing up your photos. You'll gain a full understanding of how to use depth of field, resolution, white balance, color adjustment, compression and file formats.

Note: Bring your own DSLR camera to class.

CLASS FEE: \$99

PIC802.600 (11182) 6:00pm- 9:00pm T APC194 Smith
Class will not meet Nov. 3
Meets between: Aug. 18-Sep. 22

Beginning Photography II

Continue your journey into photography and dive deeper into many of the concepts from Beginning Photography I. Assignments will be given at each class session to build your skills in composition control, exposure, lighting, and more! Professional photographer Mike Smith will introduce key techniques to grow your skillset and offer helpful critiques of your work.

Note: Bring your own DSLR camera to class.

CLASS FEE: \$99

PIC804.600 (11183) 6:00pm- 9:00pm T APC194 Smith
Meets between: Oct. 6-Nov. 17

Nature Photography

Explore the natural world, capture beautiful scenery and share your observations with others. Professional photographer Donnell Collins will share his artistic vision and show you how to take captivating close-ups of nature. You'll also find out when the best times are to photograph landscapes and discover the proper way to use an electronic flash outdoors. Gain hands on experience by taking your own photos in a natural setting. No photography experience is necessary.

Note: Bring your own DSLR camera to class.

CLASS FEE: \$59

PIC811.800 (11225) 9:00am- 12:00pm Sa APC180 Staff
Meets between: Oct. 17-Nov. 7

Photoshop for Digital Photographers

You'll discover how to take your photographs to the next level with Adobe Photoshop. Learn how to adjust brightness, set the white balance, remove blemishes, and edit out people or objects to create professional looking images. No prior experience with Photoshop is required, but it is recommended to feel confident in basic computer skills.

CLASS FEE: \$99

PIC826.600 (11184) 6:30pm- 8:30pm Th HCC101 Staff
Meets between: Oct. 1-Nov. 5

Capturing Small Town Charm

Learn how to take postcard perfect shots that capture all the charm of local small towns. Bring your DSLR camera for hands on advice from a professional photographer as you take a photo walk down a local Main Street. The first and last sessions will

be held on campus, and the remaining weeks will be spent photographing local towns, capturing the details of historic buildings, and mastering your new hobby!

CLASS FEE: \$49

PIC829.800 (11185) 9:30am- 12:30pm Sa APC170 Staff
Meets between: Sep. 5-Sep. 26

LIFE SKILLS

Vision Board Workshop

Do you know what you want out of life? Putting your thoughts and dreams on paper can help you visualize your future and your goals. In this two-day workshop, tap into your dreams and learn how to create a vision board that will inspire you daily. Your board will be provided, but it is recommended to bring magazines and photos that you find inspiring.

CLASS FEE: \$39

HBY812.600 (11197) 6:00pm- 9:00pm Th APC258 Staff
Meets between: Oct. 15-Oct. 22

Become a Certified Wedding and Event Planner

Becoming a certified wedding and event planner requires business, networking and client relationship management skills. In partnership with the Lovegevity Wedding Planning Institute, this program covers the fundamentals of planning, orchestrating and delivering social events as well as owning and operating a successful wedding and event planning business - all taught by experienced professionals in the event planning industry. From weddings and anniversaries to birthdays and baby showers, the detailed curriculum teaches clear and concise formulas for detailing the personal and professional aspects of any social event. Fee Includes: Course materials, online resource center, textbook, certificate exam fee and certification designation.

Note: For more information on this certification program call Community Education at (630) 466-2360.

CLASS FEE: \$995

SEV801.600 (11218) 6:00pm- 9:00pm T DWNTN222 Staff
Meets between: Sep. 8-Nov. 17

LEADERSHIP

Financial Literacy

This interactive course will present fundamental accounting principles for non-finance professionals. Students will learn key terms and functions of cash flow and budgeting. The blended design of this course will allow students to engage in the course content online and to apply knowledge in the classroom during the face-to-face meeting.

CLASS FEE: \$179

LDR913.001 (11173) 9:00am- 12:00pm Sa HCC101 Staff
Meets on: Sep. 26

Change Management

Change is a constant in organizations. The ability to successfully lead others through change requires thoughtful planning and innovative options. This course will provide participants with a clearer understanding of the impact of

change and the techniques to effectively lead change efforts in your organization. Participants will learn methodologies to anticipate resistance, recognize and manage employee buy-in while implementing initiatives for change.

CLASS FEE: \$179

LDR919.920 (11176) TBA ONLINE Staff
Meets between: Aug. 24-Aug. 31

THEATRE AND PERFORMING ARTS

Stand Up! Comedy and Improv

You'll have them rolling in the aisles in this introduction to improv comedy! Learn the basics of improv including the "Yes, and" approach to building on ideas and many improv games. Come ready to join in the laughter!

CLASS FEE: \$79

THE800.600 (11205) 6:30pm- 8:30pm Th APC194 Staff
Meets between: Oct. 8-Nov. 12

KIDS AND TEENS

NEW! Safe Sitter® (1-day with CPR)

Safe Sitter® teaches young teens (11-14) everything they need to know to be safe when they're home alone, watching younger siblings, or babysitting. Students learn life -saving skills such as how to rescue someone who's choking, and helpful information like what to do if there's severe weather. The lessons are filled with fun activities and role-playing exercises. Students even receive training to improve their comfort level with CPR and choking rescue.

CLASS FEE: \$65

PDY820.800 (11226) 9:00am- 3:30pm Sa APC158 Staff
Meets on: Sep. 26

PDY820.801 (11227) 9:00am- 3:30pm Sa DWNTN222 Staff
Meets on: Oct. 17